

IOWA LUTHERAN HOSPITAL TRACK-DES MOINES UNITYPOINT HEALTH-CENTRAL IOWA FAMILY MEDICINE RESIDENCY

Policy: Lecture Attendance Policy

Daily morning conferences occur Monday through Thursday at 7:30 AM and Wednesday at 12:15pm. A specified rotation of topics are covered and repeated over the three years of the residency. All of these activities are designed to be an integral part of the resident's education. In-person attendance is required. Teams can be used for Wednesday noon conference if resident is out of town on rotation all day.

All residents are expected to attend 90% of morning conferences or no more than six absences per quarter. Attendance will be calculated monthly as the number of conferences attended by each resident divided by the number of potential conferences that resident could have attended. Conferences that occur on away rotations, during assigned committee meetings that occur at the same time and on paid time off will not be counted in calculating the potential conference number. These away rotations will include the following list:

- All Blank Children's Hospital rotations
- Away rotation
- Community Based Practice rotation if the resident is out of town
- Sports Medicine rotation if the resident is scheduled to be in Ames
- ICU (if requested by the ICU attending to be present during rounds)
- Specific rotations with advanced notice (e.g. due to preceptor rounding times or traveling to outlying ortho clinics, or community medicine with early site visits)
- Post call at Wednesday noon lectures

When a rotation activity requires missing morning conference, the resident will send an email to Residency Coordinator and Administrative Assistant.

The resident is responsible for notifying the residency office when he/she attends an assigned committee meeting at the same time as conference. That day will be removed from the number of potential conferences. Positive credit for outside meetings will not be given. If a resident is on one of the away rotations and is able to attend conference, credit will be given.

Residents are responsible for communicating lecture attendance to the Administrative Assistant via lecture attendance sheet found in the conference room C and/or via a resident sending an email to the Administrative Assistant with the days in person and online attendance.

The consequence for failure to comply with the 90% attendance rate or missing any required conference is outlined below:

- Required conferences include Resident/Faculty meeting, Resident meeting, and OB conference. If these are missed, the resident will have to meet with the Program Director (or Chief, accordingly) for remediation activity.
- The resident will write a 500 word report (two page, double-spaced, typed report). One report will be assigned for each conference missed after the attendance rate is below 90%.
- The faculty advisor will assign the topic(s) of the report usually from the topic(s) of the

**IOWA LUTHERAN HOSPITAL TRACK-DES MOINES
UNITYPOINT HEALTH-CENTRAL IOWA FAMILY MEDICINE RESIDENCY**

conference(s) missed. Another topic identified by the advisor as a topic of benefit may be assigned, however.

- The report(s) will be due by the end of the month after the attendance infraction.
- Failure to comply with the report deadline will result in mandatory PTO time until the report(s) are complete.

Reviewed 5/2026