

CLINIC ABSENCE FORM

College of Health & Biomedicine
VU Dermal Clinic

This form must be emailed directly to Clinical Administration (dermalclinic@vu.edu.au).
Procedures for missed shifts and submission of this form are listed on the next page.

Student Name

Student Number

Contact Phone

Email

Date and Session (Skin, LASER or Reception/Telehealth) of Missed Shift/s

Date Session

Date Session

Date Session

Date Session

I have attached medical certificate/statutory declaration/other evidence to support my request for shift change

Yes

No

Please detail circumstances for your inability to attend your rostered shift/s (e.g. sickness, surgery, funeral etc.) remembering your attendance is a hurdle requirement.

I am available for make up shifts on the following dates

Date

Date

Date

Date

*Your preferred dates are subject to availability

PROCEDURES FOR MISSED CLINIC SHIFTS

You are expected to attend ALL of your rostered clinic shifts during each and every block.

Clinic hours are a hurdle requirement for the unit and require attendance. If you are unable to attend due to illness or extenuating circumstances, you must provide a medical certificate or other supporting documentation.

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If you are unwell or unable to attend due to extenuating circumstances within 24 hours of your shift you will need to make sure the front desk moves your patients and blocks your shift to avoid further bookings, by following the below steps:

- a) Call the clinic (03 9919 7897) to ensure that supervising clinicians and other students are aware you will not be attending.
- b) Please also email **dermalclinic@vu.edu.au** and attach this form within 24 hours of the date of absence.

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If you know at least 1 week in advance that you are going to be absent from your rostered clinic shift(s):

Email **dermalclinic@vu.edu.au** with this completed Clinic Absence form (also available on VU Collaborate).

Every effort will be made to assist in providing make-up shifts. However, the Clinical Coordinator has the discretion to decide whether these shifts can be made up and once decision has been made our Clinic Administration Officer will respond via email with the details of your make-up shift/s.

Office use only

Date received	
Date emailed student	
Clinic Officer initial	