

CLINICAL COURSE AND SKILLS LABORATORY ABSENCE POLICY

Clinical Course and Skills Laboratory Absence Policy

Northwood Technical College nursing program is committed to producing skilled and professional nurses for the workforce. Clinical and skills laboratory attendance expectations align with the specific end-of-program student learning outcome number one; *integrate professional nursing identity reflecting integrity, responsibility, and nursing standards*. The clinical and skills lab courses are a place where students will enhance their assessment, critical thinking, and clinical judgement skills, in addition to learning the professional behaviors needed to be successful as an entry level nurse. For students to achieve these skills, it is imperative to participate in these learning opportunities and that nursing faculty have ample time to evaluate students.

The requirements and expectations of student performance progress throughout the program. While adhering to the Clinical Course and Skills Laboratory Absence policy, individual clinical courses will have requirements that are unique and specific to that course. Please refer to each clinical course syllabus for specific absence and make-up guidelines.

Tardy/Late

Defined as arriving *after* the identified clinical/simulation/class start time. Students are expected to be prepared (belongings put away, etc.) for clinical/simulation/class at the identified start time.

- 1st tardy will result in an Improvement Plan with the *highest possible* evaluation score of "4" for program outcome number one on the clinical evaluation tool.
- 2nd tardy will result in an Improvement Plan with an evaluation score of "2" for program outcome number one on the clinical evaluation tool. Following a 2nd tardy, the student will meet with the instructor and notification will be given to the Associate Dean of Nursing. A score of 2 may result in course failure.
- A student must notify the instructor as soon as possible if they will be late due to an extenuating circumstance.

Clinical Absence

Defined as being unable to attend the clinical site, simulation site, and/or to engage in nursing practice activities (classroom, skills lab) related to the course. Clinical absence includes absence from clinical, simulation, the classroom and/or the skills lab. Each clinical course has an hourly requirement that must be met by students; this may consist of clinical site hours, simulation hours, classroom hours and/or skills lab activities. See individual course descriptions for specific guidelines.

In the event of an absence, students should notify their instructor at least 2 hours prior to the scheduled start time. In the event of an emergency, the student should notify the instructor as soon as they are safely able to do so.

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Excessive absences or extended illness (missing more than 1 clinical day) may impact the student's ability to meet the competencies of the course. If school is cancelled due to inclement weather, the class/clinical/simulation is cancelled as well. In the event of multiple weather cancellations or serious illness, please meet with your instructor to discuss options. All clinical absences (regardless of the reason) are required to be made up. Time management and organization is critical to student success. It is the student's responsibility to make all necessary arrangements (employment, childcare, family obligations, etc.) to attend the required hours for each clinical course.

Make-up Options

Make-up options consist of clinical, simulation or clinical equivalent activities/assignments. Every attempt will be made to allow the student to join another clinical or simulation group if the group maximum limit has not been exceeded and/or the facility allows it. A separate, unscheduled clinical day is not an option for making up a missed clinical or simulation day unless it is determined that there was an extenuating circumstance that contributed to the absence. Extenuating circumstances must be reviewed and approved by the Associate Dean of Nursing.

Attendance for make-up work is considered mandatory or the student will not be able to meet the competencies of the course.

For each clinical course, there will be 1 predetermined make-up date consisting of simulation at the Health Education Center (HEC) on the Shell Lake campus.

Excessive or Unexcused Absence

Excessive absence is defined as missing more than the maximum number of hours/days that can be made up per course. See individual course descriptions for specific guidelines. An unexcused absence is defined as an absence where the student notifies the instructor less than 2 hours prior to the scheduled start time or fails to notify the instructor of an absence. Excessive or unexcused absences could result in a student's inability to meet the competencies of the course. All forms of clinical course absences are tracked throughout the nursing program, by the Associate Dean of Nursing.

Withdrawal or Failure Due to Absence

If a student is unable to meet the competencies of the course for any reason (excessive or unexcused absence, or missed make-up options), the student may withdraw prior to the final withdrawal date or if the withdrawal date has passed, the student will fail the course.

Preparation for Clinical Experience

It is suggested that students not work in the 8-hour period prior to the clinical site experience. It is imperative that students be able to function safely in the clinical setting. Students who are not able to function safely may be sent home at the discretion of the clinical instructor. This will result in 1 clinical absence.

Students are responsible for scheduling work and/or personal commitments around clinical obligations.

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Basic Skills Laboratory Absence

Students are expected to be present in the lab at the assigned time and prepared to perform course skills as directed with the instructor present. Students must communicate a skills laboratory absence within 2 hours prior to lab to be an approved absence. Three absences may result in the student not being able to achieve competencies for the course resulting in failure of the skill course.

For a Basic skills laboratory checkoff make-up, a student must come to the lab at the assigned time by the instructor and perform the skill as directed with the instructor present. If the student fails to arrive at the scheduled check-off time or notifies the instructor of an absence after the scheduled time, the student will receive a failure for that skill. If before the final withdrawal date for the skills course, the student may withdraw from the course.

Advanced Skills Laboratory Absence

Advanced skills laboratory students are expected to attend all scheduled times. If there is an extenuating circumstance the student is expected to communicate with the instructor a minimum of 2 hours prior to lab to be an approved absence.

For an Advanced skills laboratory checkoff make-up, a student must come to the lab at the assigned time by the instructor and perform the skill as directed with the instructor present. If the student fails to arrive at the scheduled check-off time or notifies the instructor of an absence after the scheduled time, the student will receive a failure for that skill. If before the final withdrawal date for the skills course, the student may withdraw from the course.

SPECIFIC CLINICAL COURSE ABSENCE & MAKE-UP GUIDELINES

This policy applies to all clinical courses in the ADN program. For specific course absence and make-up guidelines, review the course descriptions listed below.

10543104 Nursing Introduction to Clinical Care Practice (hourly requirement 64 hours)

- Attendance is mandatory for both course and clinical orientation.
- 1 full clinical day (6 hours) missed = 1 clinical absence
- 1 simulation day missed = 1 simulation day absence
- There will be 1 prescheduled make-up date consisting of simulation at the HEC.
 - Make-up for 1 clinical day = 2 simulations at the HEC
 - Make-up for 1 simulation day = 2 simulations at the HEC and 1 clinical equivalent assignment.
- Excessive absence is considered if a student misses more than 1 clinical day, 1 simulation day or is unable to attend the prescheduled make-up date or fulfill the requirements of the make-up option.
- Attendance for make-up work is considered mandatory or the student will not be able to meet the competencies of the course.
- Classroom hours - If a student must miss classroom hours, they must notify the instructor as outlined in "Clinical Absence" above. Classroom activities may not require make-up. Attendance for make-up work is considered mandatory or the student will not be able to meet the competencies of the course.

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10543107 Nursing Clinical Care Across the Lifespan (hourly requirement 80 hours)

- Attendance is mandatory for all course requirements: For example: clinical orientation, classroom hours and activities, simulations, and clinical rotations (as applicable).
- 1 full clinical day (4 hours) missed = 1 clinical absence
- 1 half/full simulation day missed = 1 simulation day absence
- There will be 1 prescheduled make-up date consisting of simulation at the HEC for any missed clinical or simulation days.
- Make-up for one clinical day (4 hours) = 1 sim (for a total of 4 sim hours) at the HEC and 1 clinical equivalent assignment.
- Make-up for half/full simulation day (4 hours or 8 hours): Missed 4-hour sim = 1 simulation (for a total of 4 sim hours) at the HEC and 1 clinical equivalent assignment; Missed 8-hour sim = 2 sims (for a total of 8 sim hours) at the HEC and 2 clinical equivalent assignments.
- Excessive absence is considered if a student misses more than 1 full clinical day, 1 simulation day (whether half or full), or is unable to attend the prescheduled make-up date or fulfill the requirements of the make-up option.
- Classroom hours - If a student must miss classroom hours, they must notify the instructor as outlined in "Clinical Absence" above. Students will make arrangements with their instructor to make up classroom and/or lab activities within 1 week of missed work.

10543108 Nursing Introduction to Clinical Care Management (hourly requirement 80 hours)

- Attendance is mandatory for both course and clinical orientation.
- 1 full clinical day (8 hours) missed = 1 clinical absence
- 1 full simulation day missed = 1 simulation day absence
- There will be 1 prescheduled make-up date consisting of simulation at the HEC.
 - Make-up for 1 full clinical day (8 hours) = 2 simulations at the HEC
 - Make-up for 1 simulation day (8 hours) = 2 simulations at the HEC and 1 clinical equivalent assignment.
- Excessive absence is considered if a student misses more than 1 full clinical day, 1 simulation day or is unable to attend the prescheduled make-up date or fulfill the requirements of the make-up option.
- Classroom hours - If a student must miss classroom hours, they must notify the instructor as outlined in "Clinical Absence" above. Students will make arrangements with their instructor to make up classroom and/or lab activities within 1 week of missed work.

10543111 Nursing Intermediate Clinical Practice (hourly requirement 144 hours)

- Attendance is mandatory for both course and clinical orientation.
- 1 full clinical day missed = 1 clinical absence
- 1 full simulation day missed = 1 simulation day absence
- There will be 1 prescheduled make-up date consisting of simulation at the HEC.
 - Make-up for 1 full clinical day (8 hours) = 2 simulations at the HEC
 - Make-up for 1 simulation day (8 hours) = 2 simulations at the HEC
- Excessive absence is considered if a student misses more than 1 full clinical day, 1 simulation day or is unable to attend the prescheduled make-up date or fulfill the requirements of the make-up option.

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10543115 Nursing Advanced Clinical Practice (hourly requirement 112 hours)

- Attendance is mandatory for both course and clinical orientation.
- 1 full clinical day missed = 1 clinical absence
- 1 full simulation day missed = 1 simulation day absence
- There will be 1 prescheduled make-up date consisting of simulation at the HEC.
 - Make-up for 1 full clinical day (8 hours) = 2 simulations at the HEC
 - Make-up for 1 simulation day (8 hours) = 2 simulations at the HEC
- Excessive absence is considered if a student misses more than 1 full clinical day, 1 simulation day or is unable to attend the prescheduled make-up date or fulfill the requirements of the make-up option.
- Classroom hours include course orientation, virtual clinical site orientation, and other learning activities. If a student must miss classroom hours, they must notify the instructor as outlined in "Clinical Absence" above. Course orientation and clinical site orientation are mandatory and must be made up, other classroom activities may not require make-up. Students are responsible for knowing the missed content and completing any learning activities that were missed in order to be prepared for the clinical experience.

10543116 Nursing Clinical Transitions (hourly requirement 96 hours)

- Attendance is mandatory for course orientation, all clinical experiences, and the HESI Live Review
- Clinical hours: Students are required to accommodate the preceptor's schedule and must complete 64 clinical hours with their preceptor within a three-week timeframe.
 - If an absence occurs whether due to student need or preceptor need, the student must reschedule any missed clinical hours with their preceptor. The student will notify the Instructor of any missed clinical hours.
 - Failure to complete all required precepted clinical hours within the allotted timeframe may result in an inability to meet course requirements and failure of the course.
- There are no simulation hours in the Transitions course and there will be no scheduled simulation day to make up any missed clinical hours.
- Classroom hours include course orientation, three 8-hour days of HESI Live Review and a multimedia presentation day.
 - Course orientation and multimedia presentation day are mandatory and must be made up. Make-up will be arranged by the Instructor.
 - Any scheduled make-up may result in a delay in meeting course requirements and completion of the course.
 - HESI Live Review is a required three-day activity that cannot be made up as it is conducted by an instructor who is contracted through Evolve/Elsevier and is only available on the scheduled days for the review course. Failure to attend the Northwood Technical College scheduled Live Review course may result in an inability to meet course requirements and failure of the course.