

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES  
NURSING PROGRAM  
POLICY NO. 315**

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**SUBJECT: Student Attendance – Classroom and Clinical Rules and Regulations**

Responsibility of: Student Progress/Development Committee  
Revised: May, 2013      Reviewed: 2013

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**Purpose**

Provide guidance for students and faculty regarding classroom/clinical attendance.

**Policy**

Students are expected to be present for all classroom hours and are required to be present for all clinical hours (including unit based clinical experiences, simulation/skills laboratory, or any special clinical hours such as but not limited to a clinical seminar).

**Classroom Attendance**

**Procedure**

Student attendance is tracked utilizing interactive student response technology (Turning Point). Students must bring their personal clicker each day for any classroom scheduled activity. Attendance may be taken randomly during any scheduled learning activity.

If absences occur, it is the student's responsibility to make up work that has been missed.

It is the student's responsibility to contact the instructor immediately upon returning to school.

The instructor will determine any make up assignments according to the student's need.

The course coordinators for each nursing course will make individual course decisions regarding the policies for make-up quizzes and exams missed due to absenteeism. The course policies regarding quizzes and exams will be provided on the course syllabus.

**Absences from Classroom**

If the nature of the absence is due to illness, it is the student's responsibility to contact the Nursing Program Secretary (484-628-0199) to leave a message for health program tracking purposes.

**Clinical Experience Attendance**

**Procedure**

Prior to clinical experience, the student must have:

- CPR and OSHA certifications
- Child Abuse and Criminal Check documents
- Student health requirements

Students, who fail to produce the items listed above, or fail to demonstrate the knowledge and/or skills necessary for safe practice, will be dismissed from clinical experience and be required to report immediately to the Program Director. That day will be counted as one clinical absence and the student will be considered clinically unsatisfactory until the missed clinical hours are made-up as defined by the clinical faculty. (The unsatisfactory performance makes this student at-risk for clinical failure.)

### **Absences from Clinical Experience**

If absences do occur, it is the student's responsibility to contact and make arrangements for clinical make-up with the instructor. Clinical time missed must be made up with a comparable or alternate assignment similar to the missed clinical experience and designed to meet the original objectives for the missed clinical experience.

To report off, the student must contact the clinical instructor a minimum of 30 minutes in advance. Additionally, the student must call the clinical unit that he or she is assigned to. The student must call for each day that the student is absent.

Students who miss clinical will be required to make-up on a date and time determined by course coordinators. Make-up clinical can be scheduled on a weekday or weekend regardless of tract. Failure to attend on determined make-up day may result in a clinical failure. All clinical make-up must be completed by the last day of the semester.

If student misses more than 3 clinical occurrences in a 16 week course or more than 2 clinical occurrences in a 10 or 12 week course, or more than 1 clinical occurrence in an 8 week course, the student will clinically fail the course. Each day of absence with a scheduled clinical experience or lab is considered one occurrence regardless of number of hours of the missed experience. A single day with part clinical and part lab is one occurrence. (An exception may be made for a student with an extended illness or unavoidable circumstance to withdraw from the course according to the withdrawal policy).

Documentation for absences may be required, i.e., proof of illness, etc.

If the nature of the absence is due to illness, it is the student's responsibility to contact the School Secretary (484-628-0199) to leave a message for health program tracking purposes

In regards to special medical and/or emergent critical events in a student's life, each event will be individually reviewed by the specific course coordinator(s) and referred to the Director of the Nursing Program for consideration to alter clinical activity time and/or exemption to the above clinical absence policy. All requests for exception to the attendance policy must be requested by the student in writing to the course coordinator within 2 days of the absence (or as soon as condition permits after an emergent situation). The student will be required to present documentation of the critical event, i.e. physician verification. Absences occurring when a student makes a choice to not attend clinical are generally not applicable to this special consideration. Thus, social functions, such as vacations, graduations, weddings, birthday celebrations, school or sporting events are not applicable to this special consideration and will be counted as clinical absences.

If a student arrives ill at the clinical experience or becomes ill, they will be directed to seek health care through one (1) of the following:

- Occupational Health
- Emergency Department (ED)
- Private Physician or Healthcare Provider (HCP)

If a student receives approval from the course coordinator(s), to switch a clinical experience with a student in the same course for an equivalent clinical experience, it will not be counted as a clinical absence. Requests to make a switch with another student must be made in writing to the course coordinator(s) and be signed by both parties. Course Coordinators will maintain the written requests of all switches made in a course until the end of the semester. The requested switch must be for an equivalent clinical experience. For example: a student in week 3 of Nursing 101 cannot request a switch for a clinical day in week 8 of NUR 101 as the clinical experiences are not equivalent. Each course may document on their course syllabus specific limits on notification and how often a student may switch.

School related conferences such as, but not limited to Student Government or RHSNA, will not be considered a clinical absence occurrence. Course coordinators will make the decision whether the student will be required to make up the clinical time.

### **Clinical Tardiness**

If a student is tardy, the student may be sent off the unit at the discretion of the clinical instructor and the tardiness will be considered one clinical absence.

At the discretion of the clinical instructor, the student may be required to report to the Program Director.