



Schools of Nursing

UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Clinical Attendance Policy
DATE: August 27, 2018

INDEX TITLE: Administration

I. POLICY:

Punctual attendance is required at all scheduled clinical experiences as defined in the course syllabi and set schedule. Failure to be prompt, or leaving early from scheduled assigned clinical experiences, may result in failure and dismissal from the program.

II. PURPOSE:

Faculty believe that attendance at scheduled assigned clinical experiences is essential to meeting course and program objectives. Students must achieve all clinical objectives utilizing weekly clinical objectives.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

1. Clinical tardiness is defined as arriving later than five (5) minutes after the designated start time for any clinical experience. The fourth tardy occurrence will result in a failure of the clinical aspect of the course. A student arriving fifteen (15) minutes after the designated start time (per individual course syllabus) for any clinical experience will be sent home and a clinical absence will occur.
2. Students are permitted to have two (2) absent clinical days per course. Missing more than two (2) days will constitute an automatic clinical failure. Students are strongly encouraged to use absent days for illness and extenuating circumstances only. Students are responsible for monitoring their own attendance.
3. All tardiness and clinical absences will be documented on the clinical evaluation form.
4. Students must be present for the entire clinical experience to receive credit for the day.
5. Following a health alteration or diagnosed with an infectious disease that would prevent the student from performing their duties as outlined in the position description, the student must submit documentation to the Director, signed by a health care provider, allowing the student to return to the clinical setting without accommodation (See Student Health Program Policy).

6. All alternative clinical assignments must be completed in their entirety as directed by faculty or as published in the course syllabus.
7. Students missing clinical or anticipating tardiness for whatever reason are expected to notify the faculty member prior to the clinical start time via call off line, faculty voice mail and/or as instructed by the clinical instructor. Students missing clinical may also be required to contact clinical sites based on the course syllabus.
8. A student not calling off and not coming to any clinical experience by the end of the scheduled clinical experience will be a "No Call, No Show." A student having two (2) "No Call, No Show" events throughout the entire program will be dismissed from the program immediately and is not eligible for readmission to any UPMC School of Nursing.
9. No student shall engage in the use of tobacco while in uniform and/or in business casual for any specific clinical experience. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product while in uniform and/or in business casual for any clinical experience, the student will be sent off the clinical unit and/or any other clinical experience and be sent home. This will result in an absence for that clinical experience.
10. In the event an instructor must dismiss a student from a clinical experience, for any reason, the occurrence will be counted as a clinical absence for that day.
11. If summoned for jury duty, it is the responsibility of the student to contact the Director. Due to the accelerated nature of the program, the time missed may be detrimental to the students' progress. The student may request that the School of Nursing send a letter to the jury foreman requesting the student be excused from jury duty. A copy of the Jury Summons must be received prior to jury duty. This will be kept in the students' file. This will not be counted as an absence.
12. If a student receives a subpoena, it is the responsibility of the student to contact the Director. A copy of the subpoena must be received prior to the court date. This will be kept in the students' file. This will not be counted as an absence.
13. Any absences due to a declared state of emergency or natural disaster will be handled by the Executive Director or her designee on a case by case basis.
14. The UPMC Schools of Nursing are in compliance with Federal, State and Veteran's Statutes.

V. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Inclement Weather and Emergencies Policy
UPMC Schools of Nursing Student Health Program Policy
UPMC Schools of Nursing Dress Code Policy
UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Policy

Sponsor: Administration

Reviewed/Approved: 04/24/16; 06/30/16; 03/30/17; 04/06/17; 01/12/18; 03/29/18; 04/16/18

Revised/Approved: UPMC SON Executive Leadership Team: 08/04/16; 02/23/2017; 03/30/17; 01/03/18;
03/22/18; 04/16/18

Originated Date: 01/05/15

Effective Date: 08/28/17, 08/27/18

Signature:  **Date:** 6-18-2018
Executive Director
UPMC Schools of Nursing