

UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Clinical Attendance Policy

INDEX TITLE: Administration

DATE: August 28, 2023

I. POLICY:

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

II. PURPOSE:

The UPMC Schools of Nursing (SON) require attendance at all clinical experiences. The total clinical experience supports the achievement of the end of program student learning outcomes.

III. SCOPE:

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

IV. DEFINITIONS

1. Clinical Absences: failure to attend any clinical experience in its entirety.
 - a. Exceptions include jury duty, military duty, court subpoena, and bereavement.
2. Clinical tardiness: arriving later than five (5 minutes) after the designated start time for any clinical experience.

V. PROCEDURE:

1. Students may have up to three (3) occurrences of tardiness. The fourth tardy occurrence will result in a failure of the clinical aspect of the course. Students 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 arriving to a lab session 15 minutes after the designated start time (per individual course syllabus) will receive a clinical absence. Students will, however, be given the option to remain in lab to benefit from the experience.
3. Students may have no more than three (3) clinical absences in a clinical course. A fourth clinical absence will be considered a clinical failure, resulting in a course failure.
 - 3a. Second and Third Clinical Absence(s): Students will be required to attend an eight-hour clinical make-up day during the last week of the semester for each clinical absence. Failure to attend the clinical make-up day(s) will be considered a clinical failure resulting in a course failure. The School of Nursing may schedule make-up days, during the week, during evening hours, or on the weekend based on availability of clinical sites.

4. Students enrolled in the part-time program may have no more than two (2) clinical absences in a clinical course. A third clinical absence will be considered a clinical failure, resulting in a course failure.

4a. Second Clinical Absence: Students will be required to attend an eight-hour clinical make-up day during the last week of the semester for each clinical absence. Failure to attend the clinical make-up day(s) will be considered a clinical failure resulting in a course failure. The School of Nursing may schedule make-up days, during the week, during evening hours, or on the weekend based on availability of clinical sites.

5. N320 Full and Part Time: Students may have no more than two (2) clinical absences in a clinical course. A third clinical absence will be considered a clinical failure, resulting in a course failure.

5a. Clinical Absences: Students will be required to attend an eight-hour clinical make-up day during the last week of the semester for each clinical absence. Failure to attend the clinical make-up day(s) will be considered a clinical failure resulting in a course failure. The School of Nursing may schedule make-up days, during the week, during evening hours, or on the weekend based on availability of clinical sites.

6. All tardiness and clinical absences will be documented on the clinical evaluation.
7. Students must be present for the entire clinical experience to receive credit for the day.
8. For preceptorship experience in N340, please refer to preceptor guidelines related to attendance.
9. Following a health alteration, injury, hospitalization or diagnosis with an infectious disease that would prevent students from performing their duties as outlined in the position description, students must submit documentation to the Director, signed by a health care provider, allowing the students to return to the clinical setting without accommodation (See Student Health Program Policy).
10. Students missing clinical or anticipating tardiness for whatever reason are expected to notify the faculty member prior to the clinical start time as instructed. Students missing clinical may also be required to contact clinical sites based on the course syllabus.
11. Students 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.” Students having two (2) “No Call, No Show” events throughout the entire program will be dismissed from the program immediately.
12. In accordance with the UPMC policy, students may not use tobacco products on any UPMC property.

13. In the event an instructor must dismiss a student from a clinical experience for any reason and at any time during that experience, the occurrence will be counted as a clinical absence for the day.
14. If summoned for jury duty, it is the responsibility of the students to contact the Director. Due to the accelerated nature of the program, the time missed may be detrimental to the students' progress. Students 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 student's file. This will not be counted as an absence.
15. If students receive 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.
16. Any absences due to a declared state of emergency or natural disaster will be handled by the Director of SON, Executive Director, Chief Nursing Officer (CNO) Vice President of Academic Affairs at UPMC or his/her designee on a case-by-case basis.
17. The UPMC Schools of Nursing are in compliance with Federal, State and Veteran's Statutes related to military leave. A military leave will not be counted as an absence.

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
UPMC Schools of Nursing Bereavement Policy
UPMC Schools of Nursing Fitness for Duty Policy
UPMC Schools of Nursing Drug Free Educational Environment Policy
UPMC Schools of Nursing Drug and Alcohol Prevention Policy
UPMC COVID 19 Student Guidelines

Reviewed/Revised: 05/19/2023

Originated: 01/05/15

Effective Date: 08/28/2023

Signature: _____



Date: 8/28/2023

**Executive Director
UPMC Schools of Nursing**