

PROCEDURE

SUBJECT/TITLE: Arranging Replacement Practice Experiences Due to Undergraduate Student Absence		PAGE: 1 of 3
RELATED OPERATING STANDARD: Operating Standard Nursing Practice Attendance for Undergraduate Students		DATE ESTABLISHED: November 2014
AUTHORIZATION: Practice Procedure & Guidelines Sub-Committee Undergraduate Programs Committee Nursing Council	DATE LAST REVIEWED: Dec 12, 2023 Dec 12, 2022 April 22, 2019 June 20, 2019	LAST REVISED: August 28, 2023 (editorial changes)

PURPOSE

To establish a process for fulfilling missed mandatory practice hours (on and off campus) due to student absence.

DEFINITIONS

“Faculty” refers to the Faculty of Nursing , University of Calgary.

“Fitness to Practise (FTP)” refers to “all the qualities and capabilities of an individual relevant to their capacity to practise as a registered nurse, including but not limited to, freedom from any cognitive, physical, psychological or emotional condition and dependence on alcohol or drugs that impairs his or her ability to practise nursing” (Canadian Nurses Association 2017).

“Nursing Instructor (NI)” refers to any faculty member who teaches an undergraduate level on-campus or off-campus practice course within the Faculty of Nursing. (In Term 8, referred to as “Faculty Advisor”.)

“Nursing Practice Course Coordinator (NPCC)” refers to any faculty who is the Instructor of Record for an undergraduate level practice course within the Faculty of Nursing.

PROCEDURE

Make-up activities are assigned on a case-by-case basis by the NI, in collaboration with the NPCC, and are based on the learning needs of the student.

For Terms 3 to 7, additional learning activities will be identified by the NI in collaboration with the NPCC.

For Term 8, missed off-campus practice must be replaced with off-campus practice hours under the supervision of the assigned preceptor or designate. If a student misses on-campus practice, they must complete a make-up assignment as provided by the Faculty Advisor within the Term.

Additional learning activities will be documented and incorporated into the anecdotal notes.

Students who miss two days of practice will meet with the NPCC and a Learning Development Plan may be initiated. If a student misses more than 2 days of practice within one semester, the student may be required to meet with the Associate Dean, Undergraduate Practice Education, to discuss progression.

Student absences will be tracked across the program. Follow-up with those who repeatedly miss clinical days, throughout the program, will be addressed by the Associate Dean, Undergraduate Practice Education.

POINTS OF EMPHASIS

Students are accountable for their own learning and for ensuring that they are fit for practice.

Students who do not complete makeup activities for missed practice within the timelines stated in the course outline are in jeopardy of failing the practice course.

RESPONSIBILITIES

The NI will:

1. monitor student attendance at all on and off campus sessions.
2. report all student absences to the NPCC, through the Student Absence and Makeup Activity Tracking Tool (Appendix A), at regular intervals.
3. assess student progress in relation to the Course Learner Outcomes and determine the nature of the make-up activities which are most appropriate for the student, in consultation with the NPCC.

The NPCC will:

1. ensure that Student Absence and Makeup Activity Tracking Tools are collected from NI's at regular intervals, communicating timelines in advance.
2. submit Student Absence and Makeup Activity Tracking Tools to the Associate Dean, Undergraduate Practice Education at the end of each semester. One consolidated tracking tool.
3. provide support and access to potential resources required for practice makeup activities to the NI.
4. ensure students have made-up all practice hours missed due to absence prior to submitting final grades.

RELATED POLICIES AND GUIDELINES

[AHS, Practice Support Document, Guidelines: "Fitness to Practice: Student Placements"](#)

[CRNA Working Extra Hours: Guidelines on Fitness to Practise and the Provision of Safe, Competent, Ethical Nursing Care](#)

[Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta, College of Registered Nurses of Alberta \(CRNA\), December 2022](#)

[Student Accommodation Policy, University of Calgary, July 2015](#)

