

POLICY

SUBJECT/TITLE: Nursing Practice Attendance Policy for Undergraduate Students (Calgary Campus and Medicine Hat College Site)		PAGE: 1 of 4
RELATED POLICY: Arranging Replacement Practice Experiences Due to Undergraduate Student Absence	DATE ESTABLISHED: March 25, 2010	
AUTHORIZATION: Practice Policy and Procedure Committee Undergraduate Programs Committee Nursing Full Council	DATE LAST REVISED: March 28, 2018 (electronic vote) April 17, 2018 June 20, 2018	

- Purpose**
- 1 The purpose of this policy is to ensure a transparent, fair and consistent approach to managing and tracking student absences for the achievement of nursing practice course objectives and program requirements.

Within the Practice Standards for Regulated Members established by the College & Association of Registered Nurses of Alberta (CARNA) 2013, it states that a nurse must ensure their 'fitness to practice' (pg.7). This means that the nursing student must be able to perform essential functions of the nursing role expected for the practice setting (on or off campus) that they have been assigned and successfully complete all aspects of the practicum in order to graduate.

- 2 This policy applies to all undergraduate students in the Faculty of Nursing.

- Definitions**
- 3 In this policy:
 - a) "Absence" means unable to be physically present to engage in nursing practice activities related to the course.
 - b) "Nursing practice make up time" means time, equivalent to the number of hours outlined in the University calendar for the nursing course in question.
 - c) "Mandatory" means obligatory, compulsory, morally or legally binding.

Policy Statement

- 4**
- 4.1** Students are required to attend all scheduled components associated with the nursing practice course.
- 4.2** A student who is ill or encounters a problem with attendance must inform the Nursing Instructor (NI) as soon as possible. The NI is responsible for informing the Nursing Practice Course Coordinator (NPCC) of the absence as directed by the NPCC (via the Student Absence and Makeup Activity Tracking Tool- See Appendix A).
- 4.3** The Student Absence and Makeup Activity Tracking Tool (Appendix A) will be collected by the NPCC at regular intervals throughout the term and submitted at the end of term to the Associate Dean, Undergraduate Practice Education or equivalent, to utilize for quality assurance and tracking purposes.
- 4.4** Students who miss two days of practice will meet with the NPCC and a Learning Plan may be initiated. A student who misses more than two nursing practice days, due to illness or unforeseen circumstance, may be at risk for not successfully completing the course. In addition, they may be required to meet with the Associate Dean, Undergraduate Practice Education or equivalent. The student may be required to complete makeup activities (refer to “Arranging Replacement Practice Experiences Due to Undergraduate Student Absence” policy).
- 4.5** A medical note may be requested for an absence due to illness or injury, or any other condition that may affect the students’ ability to successfully complete the program.
- 4.6** Travel/social/recreational activities will not be accepted as valid reasons for absence from scheduled nursing practice requirements.
- 4.7** Students will plan vacations so that they do not interfere with course requirements. Students are expected to consult the university calendar for term dates including withdrawal and add/drop dates for each academic year.
- 4.8** Absences due to bereavement and/or personal reasons will be addressed on an individual basis by the Associate Dean, Undergraduate Practice Education or equivalent, in consultation with the Nursing Practice Course Coordinator.

Special Situations

- 5**
- 5.1** Requests for absences related to nursing scholarship and service learning will be considered by the Associate Dean, Undergraduate Practice Education or equivalent.
- 5.2** Practice will not be cancelled due to inclement weather unless the University of Calgary is officially closed. Individual students will need to take responsibility for making decisions regarding their own ability to get safely to the practice setting in times of adverse weather conditions. Replacement of practice hours missed due to inclement weather will be considered on a

case-by-case basis in consultation with the Associate Dean, Undergraduate Programs or equivalent.

Responsibilities 6 *Approval Authority*

- Ensure appropriate rigour and due diligence in the development or revision of this policy.

Nursing Practice Course Coordinators

- Make decisions regarding a practice absence.
- Collaborate with the Nursing Instructor and the Associate Dean, Undergraduate Practice Education or equivalent, if necessary.
- Follow the Arranging Replacement Practice Experiences Due to Student Absence Policy in regards to scheduling and implementation of makeup activities.

Related Policies 7 Religious-Spiritual Observance Policy

Arranging Replacement Practice Experiences Due to Undergraduate Student Absence

Practice Coverage for Unforeseen Instructor Absence

References 8 CARNA (2013), *Nursing Practice Standards*.

University of Calgary Calendar, <http://www.ucalgary.ca/pubs/calendar/>, Academic Regulations, E.3. Attendance.

History 9 Created in consultation with Undergraduate Programs Committee (August 27/09); Undergraduate Curriculum Group (September 3/09); and Faculty Executive Committee (September 24/09).

Reviewed by B. Seaman LL.B. Alberta Civil Liberties Research Centre University of Calgary *Effective*: March 25, 2010.

Appendix A

NURSING PRACTICE Student Absence and Makeup Activity Tracking Tool

Term: _____ Year: _____

Course: _____ Nursing Instructor: _____

NI to complete	NI to complete	NI to complete	NI to Inform NPCC	NI to Complete
Student Name	Date of Missed Practice	# Days or Hrs Missed/ On or Off Campus	Make up activity completed Yes or No	Description of make- up time

NOTE: NPCC to submit this document to the Associate Dean, Undergraduate Practice Education or equivalent, upon course completion.