University of Prince Edward Island	Policy Number: 0014
Policy Title: Clinical Attendance	Page 1 of 2
Creation Date: March 5, 2004	Version Date: February 25, 2025
Authority: Faculty of Nursing	Responsibility: Policy Committee
Reference : Cross-reference Attendance at Conferences/Professional Activities Policy 0011 and Clinical Evaluation Policy 0009	Review Date: February 2028

1. Purpose

To ensure students are prepared for clinical practice prior to graduation through exposure to clinical learning opportunities.

To comply with College of Registered Nurses and Midwives of Prince Edward Island (CRNMPEI) regulations regarding the number of clinical practice hours a student must complete to be eligible to write the National Licensure Exam and apply for licensure.

2. Scope

All students enrolled in the baccalaureate nursing program.

3. Responsibility

Faculty of Nursing

4. Policy

Guiding Principles:

- 1. Attendance is mandatory for all clinical experiences, including clinical orientation.
- 2. All clinical absences and episodes of lateness will be documented on the student's clinical evaluation form by the Clinical Nursing Instructor (CNI).
- 3. It is the joint responsibility of the student, CNI, and Course Coordinator (CC) to monitor cumulative missed clinical hours. Record of cumulative missed clinical hours will be maintained by the Faculty of Nursing to ensure that the total number of clinical hours attended across the program meets the requirements of the CRNMPEI for eligibility to write the National Licensure Exam.
- 4. Students are responsible and accountable to track their missed clinical hours and must report their cumulative missed clinical hours to their CNI in the pre-clinical interview.
- 5. There are circumstances where students may need to be absent from clinical (e.g. illness [self or immediate family], athletic commitments, bereavement, etc.). Any time that a student is absent from scheduled clinical time will be counted as missed time regardless

of the reason for the absence.

- 6. In the event that UPEI or the clinical agency closes, or a CNI is unable to attend clinical to fulfill their duties and a replacement cannot be found, this time will not be counted as missed clinical hours.
- 7. There may be situations where the student's performance may be satisfactory, but missed time is so great that adequate learning and time for evaluation are not possible. These situations may include, but are not limited to, prolonged illness or injury that prevents the student from participating in clinical experiences for a significant portion of the clinical course. In these situations, students will be able to discontinue the course and return the next time the course is offered to complete the course.

Evaluation of Student Missed Clinical Hours:

- The Progression Committee will meet with the CNI and CC within three (3) weeks of the last clinical shift to review student missed time. Time exceeding ten (10) percent of the total clinical hours in a course must be reviewed by the Progression Committee. Any missed time of concern less than ten (10) percent may also be reviewed by the Progression Committee at the recommendation of the CC and CNI.
- The impact of missed clinical hours in a course will be evaluated on a case-by-case basis. A **competency-based approach** decided by the Progression Committee, in conjunction with the CNI and CC, will be employed to assess the student's ability to meet the clinical objectives and indicators in the course where the time was missed. The ability to demonstrate clinical competency takes precedence over number of missed clinical hours.
- The following conditions must be met to determine the student clinically competent to move forward without making up missed clinical hours:
 - 1. The CNI or preceptor must have had sufficient time to adequately assess the student's performance based on clinical objectives and indicators for that course.
 - 2. The student's clinical performance based on clinical objectives and indicators has been satisfactory in the course where the clinical time was missed.
 - 3. The student does not exceed 50 cumulative missed clinical hours in the program.

Possible Outcomes of Deliberations by the Progression Committee:

1. If the Progression Committee, in consultation with CC and the CNI, determine the CNI has had sufficient time to assess the student's clinical competency, and the student has met all

the clinical objectives of the course, the student will progress to the next course.

- 2. If the student requires further assessment to determine if they have met the clinical objectives, the student will be required to make up missed clinical hours to permit this assessment. Assessment may include but is not limited to:
 - 1. Simulation
 - 2. Supervised clinical experience in the setting where clinical occurred for the course in question
- 3. If a student is required to make up missed clinical time to allow further assessment, the time must be made up prior to the date of grade submission for the semester involved. The CC and/or Associate Dean/Dean will select the CNI who will accompany the student in the clinical setting to make up the required time for assessment to determine the final clinical rating and outcome (pass or fail) for the student. Of note, any marginal areas and learning contracts that result from this time will carry forward to the next clinical course.
- 4. If the student's missed clinical hours are so extensive that sufficient time is not available for the student to meet the clinical objectives, in consultation with the Dean, the CC assigns a failing grade in the course.
- 5. If at any point in the program a student's cumulative missed clinical hours is greater than or equal to fifty (50) hours and thereby jeopardizes their eligibility to write the National Licensure Exam, the student will be required to:
 - make up the clinical hours prior to proceeding to the next clinical course or,
 - upon the Dean's approval, make up the clinical hours within the first month of the next clinical course.

Documentation and Appeal

1. The CNI will record the decision of the Progression Committee on the final summary of the student's clinical evaluation form.

If a student disagrees with the decision of the Progression Committee, the student should initially discuss this with the CC. If the student remains unsatisfied with the decision, they may appeal to the Dean. The decision of the Dean will be final.

5. Review

This policy will be reviewed every three years. Next review date: February 2028