

University of Prince Edward Island	Policy Number: 0014
Policy Title: Clinical Attendance	Page 1 of 2
Creation Date: March 5, 2004	Version Date: May 2016
Authority: Nursing Faculty	Responsibility: Policy Committee
Reference: Note: Borrowed wording extensively from Schoolcraft (1990). Cross-reference Attendance at Student Conferences/Professional Activities Policy 0011	Review Date: May 2018

1. Purpose

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

To comply with Association of Registered Nurses of Prince Edward Island (ARNPEI) regulations regarding number of hours clinical practice a student in our program must complete to be eligible to write the National Registration Exam and apply for registration/licensure.

2. Scope

All students enrolled in the baccalaureate nursing program (2 year program and 4 year program).

3. Responsibility

Faculty of the School of Nursing

4. Policy

Attendance is mandatory for all clinical experiences. Attendance is required to provide the opportunity for the student to meet the clinical indicators of the course. All clinical absences and episodes of lateness will be documented on the student's clinical evaluation for the course by the Clinical Nursing Instructor or Preceptor.

If a student misses 10% or more of the clinical experience in any course, the student must apply in writing to the Course Coordinator outlining the justification for approval to make up the missed clinical time. The ability to make up clinical time will be permitted on a case-by-case basis. Permission may be granted by the Course Coordinator in consultation with the Dean. If absences are so extensive that sufficient time is not available for the student to reasonably meet the clinical indicators, the Course Coordinator and Dean may assign a failing grade in the course.

If approved, the time must be made up prior to the date of grade submission for the semester involved. The Course Coordinator and/or Dean will select the Registered Nurse

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who will accompany the student in the clinical setting to make up the required time. The student's progress toward the clinical indicators will be evaluated during the makeup time and documented. However, if the student has a marginal area(s) identified, this marginal area(s) will carry forward into the next clinical course for further evaluation.

Cumulative missed clinical time across courses will be recorded by Course Coordinators to ensure that the total number of clinical hours attended across the program meets the requirements of ARNPEI for eligibility to write the National Registration Exam. At any point in the program that a student's cumulative missed time is considered to jeopardize his/her eligibility to write the National Registration Exam (or exceeds 50 hours), the student will be required to make up the clinical hours prior to proceeding to the next clinical course. It is the responsibility of the student to report his or her cumulative missed clinical time to his or her Clinical Nursing Instructor in the pre-clinical interview.

If the student is required to make up clinical time in order to satisfy the objectives of the course, the student will normally be required to pay a fee to cover the cost of hiring a Registered Nurse who will provide clinical instruction. The ratio of student: instructor will normally be 6:1. It will be at the discretion of the Course Coordinator and the Dean to lower that ratio on a case-by-case basis.

If a student has been told that make-up time is required, but believes this is unwarranted, the student should initially discuss this with the Course Coordinator. If the student continues to disagree, he/she may consult with the Dean. The decision of the Dean will be final.

5. Review May 2018

This policy is to be cross referenced with Policy 0011 **Policy Title: Attendance at Student Conferences/Professional Activities.**