



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Clinical Attendance Policy
DATE: January 13, 2022

INDEX TITLE: Administration

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 SON expects attendance at all clinical experiences. We believe that the clinical experience supports student learning, promotes safe clinical practice, and helps students meet clinical objectives.

III. SCOPE:

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

IV. PROCEDURE:

1. Clinical tardiness is defined as arriving later than five (5) minutes after the designated start time for any clinical experience. 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. Recognizing that there may be situations, whether related to personal obligations or illness, students may need to miss a scheduled clinical experience. Students absent for more than two (2) clinical experiences will receive a clinical failure.
4. In the event that a student misses a clinical experience, a make-up assignment will be provided to the student to be completed within 48 hours of the missed clinical experience. Failure to complete the make-up assignment may result in the inability to meet the clinical objectives by the end of the semester.
5. All tardiness and clinical absences will be documented on the clinical evaluation.
6. Students must be present for the entire clinical experience to receive credit for the day.

7. For preceptorship experience in N340, please refer to preceptor guidelines related to attendance.
8. Following a health alteration or diagnosed 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).
9. All independent clinical assignments must be completed in their entirety as directed by faculty or as published in the course syllabus.
10. Students missing clinical or anticipating tardiness for whatever reason are expected to notify the faculty member prior to the clinical start time via call off line, faculty voice mail and/or as instructed by the clinical instructor. 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 and are not eligible for readmission to any UPMC School of Nursing.
12. Should it be determined that students have engaged in the use of any tobacco product for any clinical experience, students will be sent home. This will result in an absence for that clinical experience.
13. In the event an instructor must dismiss students 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 Executive Director or 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.

V. REFERENCED AND RELATED POLICIES:

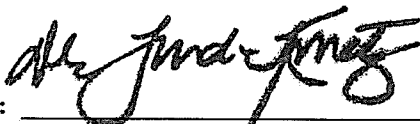
- HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
- UPMC Schools of Nursing Inclement Weather and Emergencies Policy
- UPMC Schools of Nursing Student Health Program Policy
- UPMC Schools of Nursing Dress Code Policy
- UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Policy
- UPMC Schools of Nursing Bereavement Policy

Reviewed/Revised: 01/13/2022

Originated: 01/05/15

Effective Date: 01/13/2022

Signature: _____



Executive Director
UPMC Schools of Nursing

Date: _____

1/13/22

ADDENDUM to CLINICAL ATTENDANCE POLICY

Topic: Procedures related to COVID-19

Effective: June 1st, 2020

Revised January 13, 2022

The following procedures will be put into place beginning January 13, 2022 to be in full compliance with the directives from the CDC, PA Department of Health and UPMC Clinical Agencies related to the COVID-19 pandemic.

These procedures will remain in place until restrictions are lifted by all three of the above agencies.

Social Distancing / Personal Travel

Students are expected to follow the current CDC and PA Department of Health guidelines in their personal lives to prevent the spread of COVID-19 including social distancing and masking.

Self-Screening and Exposure to COVID-19

Prior to an in-person clinical assignment, students are expected to continuously self-monitor for the development of Covid-19 symptoms cough, shortness of breath, fever and any known exposures.

Students are to notify their clinical instructor of any symptoms or known exposures. These situations will be handled on an individual basis.

Traveling to clinical agencies

Most clinical agencies require the students to be transported via a shuttle from the parking lot to the facility.

- Students must wear a mask while on the shuttle. A cloth mask is permissible.
- Students must follow the social distancing rules of the shuttle / transport services.
- Students should build extra time in for travel due to these rules.

Masking, Social Distancing and Hand Hygiene

- The student is required to wear a medical grade mask during the entire clinical day. UPMC will provide the mask.
- Any student refusing to wear a mask will be sent home and incur a clinical absence for the day.
- All students are expected to practice appropriate social distancing and hand hygiene throughout the entire clinical day including lunch breaks. Students not following social distance and hand hygiene guidelines are subject to the Academic Integrity policy.

Clinical Experiences

- Students and Faculty are to follow the current UPMC Returning Students Guidelines

Virtual Clinical Attendance

- Students who are quarantined due to their exposure/ positive test will be given instructions by course faculty for virtually clinical