

**UPMC SCHOOLS OF NURSING  
POLICY AND PROCEDURE**

**SUBJECT: Clinical Attendance Policy**  
**DATE: August 30, 2021**

**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

**Originated:** 01/05/15  
**Reviewed/Revised:** 03/02/20; 02/11/2021; 05/13/2021  
**Effective Date:** 08/30/2021

**Signature:**  \_\_\_\_\_ **Date:** 10/12/2021  
Executive Director  
UPMC Schools of Nursing

## **ADDENDUM to CLINICAL ATTENDANCE POLICY**

Topic: Procedures related to COVID-19

Effective: June 1<sup>st</sup>, 2020

Revised July 2<sup>nd</sup>, 2020

The following procedures will be put into place beginning June 1<sup>st</sup>, 2020 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.

### **Entering the clinical agency**

All students will be required to complete the screening process prior to entering each clinical agency. The screening takes place at the beginning of each clinical day and consists of questions related to travel, exposure to COVID and a contact free-temperature check. If a student fails any part of the screening, they will not be permitted to enter the facility. As entrances are limited, students should build in extra time for the screening process.

### **Students who fail the screening should:**

- Immediately contact the clinical instructor, course coordinator and Director to notify them the failed the screening.
- Return home.
- The Director will provide further direction regarding next steps and clearance to return to clinical.
- The instructor / course coordinator will provide an independent assignment for the day. The absence will be excused.
- Any student who falsifies the screening questions will be subject to the Code of Conduct policy.

### **Masking, Social Distancing and Hand Hygiene**

- Students will be given a UPMC issued mask upon entering the clinical facility. The student is required to wear the mask during the entire clinical day.
- 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 Code of Conduct policy.

- If a student has two consecutive clinical days, it is permissible to wear the same mask for both clinical days as long as the mask is unsoiled and intact. Masks should be stored in a brown paper bag (student provided) and not utilized outside of the clinical experience.

### **Clinical Experiences**

- Clinical days will be at least a full 8-hour experience.
- Please limit the amounts of personal belongings brought to the clinical unit.
- All shadowing experiences are on-hold
- Students will not be permitted to accompany patients to any procedural areas
- Students will not be assigned to any patients positive for COVID-19 or under investigation for COVID-19
- Only one nursing student is permitted per patient room.
- Post-conference will not occur on site, but on the next scheduled clinical day.

### **Faculty Fail Screening Process**

If faculty fail the screening process, the clinical day will move to a virtual environment.

- The faculty will immediately notify the students via a phone call / text, course chair and Director.
- The faculty will notify the clinical unit.
- The faculty will provide further direction for the virtual clinical day.
- If students are already in transit, they will be given the time for travel.

### **Virtual Clinical Attendance**

- Students are expected to be present during the entire clinical experience
- Students are expected to have their camera turned on at all times during the synchronous portions.
- Faculty will be checking-in with the students throughout the day. Students are expected to respond within 5 minutes of faculty contacting them.
- Students should be dressed appropriately (per dress code guidelines).
- Students are expected to be in an environment that minimizes distractions.
- Students not complying with the above maybe subject to a clinical absence.

**Originated:** 06/01/20

**Reviewed/Revised:** 07/02/20; 02/11/2021; 5/13/2021

**Effective Date:** 08/30/2021

Signature:   
Executive Director  
UPMC Schools of Nursing

Date: 5/13/2021