



# GUIDELINE

<b>SUBJECT/TITLE:</b> Practice Coverage for Unforeseen Instructor Absence (Undergraduate Programs Medicine Hat Site)		<b>PAGE:</b> 1 of 2	
<b>RELATED POLICY:</b>		<b>DATE ESTABLISHED:</b> February 2010	
<b>AUTHORIZATION:</b> Practice Policy and Procedure Committee Undergraduate Programs Committee Nursing Council		<b>DATE LAST REVIEWED:</b> January 3, 2021 February 25, 2019 April 16, 2019 (for information)	<b>DATE LAST REVISED:</b> February 3, 2021 (editorial changes) March 4, 2022 (MHC)

**PURPOSE:**

The purpose of this procedure is to ensure a consistent approach to providing coverage in the practice area in response to unforeseen Nursing Instructor (NI) absence. This is undertaken to ensure provision of practice course objectives and program requirements for nursing students.

**PROCESS:**

The NI advises the Nursing Practice Course Coordinator (NPCC) and the Program Chair for Nursing, or Medicine Hat College equivalent, as soon as possible, if she/he is ill or unable to attend a practice session (24 hours' notice is the standard). The following information must be provided to the NPCC:

- Site/unit and shift to be covered (on-site or off-site)
- Meeting location for the students
- Any special follow up that is required for the students
- Pre and post-conference materials or learning activities planned
- List of students
- Confirmed student assignments if available

Once notification is received, the NPCC in consultation with the Program Chair for Nursing, or Medicine Hat College equivalent, assesses the ability to provide coverage and coordinates the required follow-up.

- If coverage has been arranged:
  - A. the NPCC communicates and provides support to the covering NI as required.
- If coverage cannot be arranged:

- A. on-site practice: students will be redistributed into on-site practice groups concurrently running where appropriate or alternate learning activities may be assigned.
- B. off-site practice: the shift would be cancelled.

The NPCC negotiates with the NI who will be absent as to who will notify the students and the unit (for off-site practice) of any changes.

For Absences of more than two (2) consecutive practice days, the NI should contact the Program Chair for Nursing, or Medicine Hat College equivalent, to discuss plans to support continued student learning. Decisions resulting from extended absences will be at the discretion of the Program Chair for Nursing, or Medicine Hat College equivalent.

**REFERENCES:**

Practice Standards for Regulated Members (April 2013), College of Registered Nurses of Alberta.

<https://nurses.ab.ca/media/ztap24ri/practice-standards-for-regulated-members-2013.pdf>

Entry Level Competencies for the Practice of Registered Nurses (March 2019), College of Registered Nurses of Alberta.

<https://nurses.ab.ca/media/5ndpyfar/entry-level-competencies-for-the-practice-of-registered-nurses-mar-2019.pdf>

## Appendix A

### NURSING Instructor Absence

Term: \_\_\_\_\_ Year: \_\_\_\_\_

Course: \_\_\_\_\_

#### *Missed Clinical Time due to NI Absence:*

Group Number (Unit) Nursing Instructor	Dates Missed	Time missed (record hours of shifts missed)	Make-up if completed.
Group XX (Placement) NI	Date	1 – 8-hour clinical day or 1 – 12-hour clinical day	
Group XX (Placement) NI	Dates	4 – 8-hour clinical days or 4 – 12-hour clinical days	Two dates online

**NOTE:** NPCC to submit amalgamated data to the Associate Dean, Undergraduate Practice Education, upon course completion, using this template.