



# GUIDELINE

<b>SUBJECT/TITLE:</b> Nursing Practice Attendance Policy for the Undergraduate Nursing Program at Medicine Hat College (Nursing Practice Activities On and Off Campus)		<b>PAGE:</b> 1 of 4
<b>RELATED POLICY:</b> Arranging Replacement Practice Experiences Due to Undergraduate Student Absence Student Learning Plan Procedure for Undergraduate Nursing Practice Courses		<b>DATE ESTABLISHED:</b> March 25, 2010
<b>AUTHORIZATION:</b> Practice Policy and Procedure Committee Undergraduate Programs Committee Nursing Full Council	<b>DATE LAST REVIEWED:</b> January 14, 2022 April 17, 2018 June 20, 2018 February 23, 2023 (MHC)	<b>LAST REVISED:</b> January 14, 2022 (editorial changes) March 4, 2022 (MHC) March 15, 2023 (MHC)

## PURPOSE

The purpose of this policy is to ensure a transparent, fair, and consistent approach to managing and tracking student absences for the achievement of nursing practice course objectives and program requirements.

The College of Registered Nurses of Alberta (CRNA, 2022), states that a nurse must ensure their ‘fitness to practice’ according to Standard 1 (p.7). This means that the nursing student must be able to perform essential functions of the nursing role expected for the practice setting (on or off campus) that they have been assigned and successfully complete all aspects of the practicum, including all respective behavioral indicators, to graduate.

This applies to all University of Calgary undergraduate students in the Faculty of Nursing at the Medicine Hat College Campus for all four years of the nursing program.

## DEFINITIONS

In this policy:

- a) “Absence” means unable to be physically present to engage in nursing practice activities related to the course.
- b) “Nursing practice make up time” means time, equivalent to the number of hours outlined in the University calendar for the nursing course in question.
- c) “Mandatory” means obligatory, compulsory, morally or legally binding.

## **POLICY STATEMENT**

- 4.1 Students are required to attend all scheduled components associated with the nursing practice course as stated in the course outline.
- 4.2 A student who encounters a problem with attendance must inform the Nursing Instructor (NI) as soon as possible. The NI is responsible for informing the Nursing Practice Course Coordinator (NPCC) of the absence via email and enter the Student Absence and Makeup Activity Tracking Tool available on the Faculty of Nursing Teams Channel. If the NI does not have access to Teams, the NPCC will enter the absence.
- 4.3 The NPCC will ensure the Student Absence and Makeup Activity Tracking Tool is kept up to date for the Nursing Program Coordinator to view as required for quality assurance and tracking purposes.
- 4.4 Students who miss more than two days of nursing practice (both on and off campus learning activities) will meet with the NI and a Learning Development Plan will be initiated in consultation with the NPCC. A student who misses more than two days of nursing practice days (both on and off campus learning activities), due to illness or unforeseen circumstance, may be at risk of not successfully completing the course. The student will be required to complete makeup activities.
- 4.5 A medical note may be requested for an absence due to illness or injury, or any other condition that may affect the student's ability to successfully complete the program.
- 4.6 Activities related to travel, recreation, volunteer opportunities, and employment will not be accepted as valid reasons for absence from scheduled nursing practice requirements (both on and off campus learning activities).
- 4.7 Students will plan vacations so that they do not interfere with course requirements. Students in years 2, 3 and 4 are expected to consult the University of Calgary calendar for term dates including withdrawal and add/drop dates for each academic year.
- 4.8 Absences due to bereavement and/or personal reasons will be addressed on an individual basis by the Nursing Department Chair in consultation with the Nursing Practice Course Coordinator.
- 4.9 Absence Assignments for all terms will include a term-specific assignment for the first on and off campus clinical absence; attend lab coach for the second on and off campus clinical absence; and for subsequent on and off campus clinical absences, a learning plan will be initiated.

## **SPECIAL SITUATIONS**

- 5.1 Requests for absences related to nursing scholarship and service learning will be considered by the Nursing Department Chair/Dean.
- 5.2 Practice will not be cancelled due to inclement weather unless the Medicine Hat College is officially closed. Individual students will need to take responsibility for making decisions regarding their own ability to get safely to the practice setting in times of adverse weather conditions. Replacement of practice hours missed due to inclement weather will be considered on a case-by-case basis in consultation with the Nursing Department Chair.

## RESPONSIBILITIES

### *Nursing Instructor (NI)*

- NI will notify the NPCC of the student absence in a timely manner (24-48 hours)
- Document missed hours and make-up plan in Appendix A
- Submits to the NPCC with the relevant information and the plan for content make-up

### *Nursing Practice Course Coordinators (NPCC)*

- Make decisions regarding a practice absence.
- Collaborate with the Nursing Instructor and the Nursing Department Chair, if necessary
- Follow the Arranging Replacement Practice Experiences Due to Student Absence Policy in regard to scheduling and implementation of makeup activities.

## RELATED POLICIES

Religious-Spiritual Observance Policy

Arranging Replacement Practice Experiences Due to Undergraduate Student Absence

Practice Coverage for Unforeseen Instructor Absence

Student Learning Plan Procedure for Undergraduate Nursing Practice Courses

## REFERENCES

College of Registered Nurses of Alberta. (2013). *Practice standards for regulated members*.  
<https://nurses.ab.ca/media/ztap24ri/practice-standards-for-regulated-members-2013.pdf>

University of Calgary Calendar, <http://www.ucalgary.ca/pubs/calendar/>, Academic Regulations, E.3. Attendance.

## HISTORY

Created in consultation with Undergraduate Programs Committee (August 27/09); Undergraduate Curriculum Group (September 3/09); and Faculty Executive Committee (September 24/09).

Reviewed by B. Seaman LL.B. Alberta Civil Liberties Research Centre University of Calgary *Effective*: March 25, 2010.

**Appendix A**

**NURSING PRACTICE Student Absence and Makeup Activity Tracking Tool**

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

Course: \_\_\_\_\_ Nursing Instructor: \_\_\_\_\_

NI TO INFORM NPPC WHO COMPLETES THE FORM AND SUBMITS TO NURSING DEPARTMENT CHAIR AT THE END OF THE SEMESTER				
Student Name	Date of Missed Practice	# Days or Hours Missed/ On or Off Campus	Make up activity completed Yes or No	Description of make- up time Example (LP, LC)

**NOTE: NPCC to submit this document to the Nursing Department Chair, upon course completion.**

**LP = Learning Plan**

**LC = Lab Coach**