



GUIDELINE

SUBJECT/TITLE: Nursing Practice Attendance Policy for the 2 nd Year of the Undergraduate Nursing Program at Medicine Hat College		PAGE: 1 of 4
RELATED POLICY: Arranging Replacement Practice Experience due to Undergraduate Student Absence	DATE ESTABLISHED: March 25, 2010	
AUTHORIZATION: Practice Policy and Procedure Committee Undergraduate Program Committee Undergraduate Program	DATE LAST REVISED: November 6, 2020 (incorporated UC revisions) September 14, 2020 January 9, 2018 (Editorial Version)	

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.

Within the Nursing Practice Standards established by CARNA 2005 it states that a nurse must ensure their 'fitness to practice' (pg.3). 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 in order to graduate.

This policy applies to all undergraduate students in the Faculty of Nursing.

DEFINITIONS

In this policy:

- a) "Absence" means unable to be physically present to engage in nursing practice activities related to the course.
- b) "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.

4.2 A student who is ill or 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 as directed by the NPCC (via the Student Absence and Makeup Activity Tracking Tool- See Appendix A).

- 4.3 The Student Absence and Makeup Activity Tracking Tool (Appendix A) will be collected by the NPCC at regular intervals throughout the term and submitted at the end of term to the Nursing Department Chair to utilize for quality assurance and tracking purposes.
- 4.4 Students who miss two days of practice will meet with the NPCC and a Learning Development Plan may be initiated. A student who misses more than two nursing practice days, due to illness or unforeseen circumstance, may be at risk for not successfully completing the course. In addition, they may be required to meet with the Nursing Department Chair. The student may 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 students' ability to successfully complete the program.
- 4.6 Travel/social/recreational activities/and employment and volunteer activities will not be accepted as valid reasons for absence from scheduled nursing practice requirements.
- 4.7 Students will plan vacations so that they do not interfere with course requirements. Students are expected to consult the Medicine Hat College 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.

SPECIAL SITUATIONS

- 5.1 Requests for absences related to nursing scholarship and service learning will be considered by the Nursing Department Chair.
- 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.
- 5.3 This policy may be suspended by the Dean in extenuating circumstances.

RESPONSIBILITIES

Approval Authority

- Ensure appropriate rigor and due diligence in the development or revision of this policy.

Nursing Practice Course Coordinators

- Make decisions regarding a practice absence.
- Collaborate with the Nursing Instructor and the Nursing Department Chair, if necessary

PARENT POLICY

University Calendar

RELATED POLICY

Religious-Spiritual Observance Policy

Practice Coverage for Unforeseen Instructor Absence

REFERENCES

CARNA (2013), *Nursing Practice Standards*.

HISTORY

Approved: Reviewed by the Undergraduate Programs Committee (August 27, 2009); Undergraduate Curriculum Group (September 3, 2019); and Faculty Executive Committee (September 24, 2009), as chaired by the Dean.

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

Approved: Reviewed by the Undergraduate Programs Committee (March 25, 2010); and Faculty Executive Committee (April 15, 2010).

Revised: March 14, 2012; September 10, 2013; January 14 and April 24, 2014.

