

POLICY C14 – Clinical Attendance

Policy Name: *Clinical Attendance*
Policy Category & Number: *Clinical, C14*
Person Responsible: *Education Experience Clinical Program Coordinator*
Approved by: *Dean, School of Medical Imaging*
Effective Date: *4/4/2020*
Version: *1.0*
Policy Status: *Approved*

- I. Policy: The basic premise of clinical education is gaining experience; thus attendance at clinical assignments is essential. Students are expected to attend all clinical assignments as scheduled; time should be missed only as a result of illness and/or emergency.
- II. Purpose: Track attendance, state clinical hours, planned & unplanned absences, procedure for calling in sick and leaving, sanctions for unexcused absence(s) and tardiness, and perfect clinical attendance.
- III. Policy Details:

Tracking Attendance:

Student attendance is tracked through Trajecsys. It is the student's responsibility to clock-in and out through the Trajecsys system, which is the only method of clock-in and clock-outs accepted. Failure to properly clock-in or clock-out through Trajecsys will be treated as clinical time missed (tardy or absence). Only clock-ins, and clock-outs recorded at the students' assigned clinical site will be accepted. (i.e. if a student is scheduled at MRMC but clocks in at SMH. The time recorded will not be recognized).

A student who wishes to observe a religious holiday that will conflict with clinical responsibilities will follow policy as stated.

All time missed from clinical, regardless of the reason, will be deducted from the 24 hour allotted time bank in increments of 15 minutes (rounded).

Examples:

A clock in that occurs between 8:01am-8:14am: 15 minutes is deducted from the student's time bank and incurs a tardy for that semester.

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A clock out that occurs early, without prior approval, between 4:15pm-4:29pm: 15 minutes is deducted from the student's time bank and incurs an unexcused absence for the entire length of the program.

Clinical Hours:

Students are expected to begin the clinical experience when they clock in.

Students should refrain from clocking in more than 15 minutes prior to the start of the clinical assignment; however students who choose to clock-in early will not be permitted to end the clinical assignment early.

Hours: 8:00am - 4:30pm

3/23/2020 Due to the COVID-19 National Emergency, clinical has been suspended.

Variations:

- Riverside Tappahannock Hospital: 8:00am - 3:30pm
- St. Mary's Hospital Grove Avenue Imaging: 8:30am - 4:30pm
- Evening rotations: 2 weeks: 1:00pm - 9:30pm & 2 weeks: 2:00pm – 10:00pm for a total of 4 weeks in the 4th and/or 5th semesters.

Because illness or emergency situations occasionally make it impossible to attend clinical assignments, time missed up to 24 hours does not incur a penalty.

Time missed **beyond 24** hours will impact the **semester** final clinical grade as follows:

1. There is no penalty for time missed up to and including 24 hours.
2. 24 hours and 1 minute through 31 hours and 59 minutes for time missed, student incurs a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.

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3. 32 hours through 39 hours and 59 minutes for time missed, student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester.

4. 40 hours or greater, the student will automatically earn a final grade of "F" for clinic.

* Clinical records are updated weekly; therefore student notification may be delayed, but does not nullify the incurred penalty.

Please note that the attendance policy applies **regardless of the reason** for any short-term absences. (2 consecutive clinical days or less).

Unusual or extraordinary circumstances which result in a long-term absence defined as more than 2 consecutive clinical days will be considered by the Dean on a case-by-case basis. **Students in this situation should contact the Education Experience Clinical Program Coordinator for guidance as soon as they know they will have such an absence. A leave of absence for clinic may not exceed 4 weeks. Refer to clinical leave of absence policy C13.**

Planned absences:

If you know in advance that you are unable to attend a clinical assignment (i.e. unable to reschedule an appointment), a **Clinical Leave Request** should be completed and submitted via Trajecsys, **at least one full clinical day prior to the day requesting off.** The Education Experience Clinical Program Coordinator or designee will then approve or disapprove the request. The student is able to view the status of a Clinical Leave Request through their Trajecsys account.

Unplanned absences:

If you are going to be absent from a clinical assignment and have not completed a Clinical Leave Request Form and received approval, (i.e. woke up sick) you must notify the School and the clinical site

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1. School via e-mail: bsr-somiclinicalsite@bshsi.org

Identify:

- Your full Name
- That you will be absent
- Your clinical assignment

2. Affiliate clinical site:

A phone call must be made to the clinical site and the student must speak with a clinical instructor/preceptor or the department supervisor. Leaving a message with someone other than an individual specified above, or on a machine is not acceptable.

Leaving early:

The only reason for leaving early from a clinical assignment is an illness or emergency. If you need to leave in this situation, you must call the School office at 627-5408 for notification of the absence. Any other cause for early departure from the clinical assignment requires pre-approval from the School (see above for planned absences).

Failure to follow proper procedure for notifying the School or clinical site will result in an unexcused absence.

IV. Sanctions:

Sanctions for unexcused absence(s):

Unexcused absences are accumulated for the entire length of program.

An unexcused absence has occurred when the student fails to notify the School and/or clinical site of an absence by the prescribed call-in policy. Occurrences remain a part of the student's permanent record.

1. First occurrence; a letter of warning will be given to the student

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2. Second occurrence; 5 point deduction from the final clinical grade and a written letter stating probation for the remainder of the semester in which the second violation occurred.
3. Third occurrence; student incurs a 2 day clinical suspension (time deducted), and a written letter.
4. Fourth occurrence; student automatically earns a final grade of "F" for the clinical course in the semester in which the violation occurred.

Tardiness:

If a student arrives after the start time of their clinical assignment or late arrival from meal break the time missed will be deducted from the 24 hour bank of time in increments of 15 minutes. Late arrival will also result in a documented tardy. Tardy incidents will be handled in this manner:

- **First and second** tardy incident does not incur a penalty.
- **Third tardy** incident in one semester will result in a written letter of warning.
- **Fourth tardy** incident in one semester will result in one letter grade drop for the final clinical grade.
- **Fifth tardy** incident in one semester will result in automatically earning a final grade of "F" for the clinical course.

A student whom is to be late for a clinical assignment due to an unforeseen circumstance must:

1. Notify the affiliate clinical site by phone.
2. If circumstances occur and the student determines they will not be able to attend clinical, the student must follow the procedure for an unplanned absence.

Perfect clinical attendance:

Students that successfully complete 4 semesters without missing **any** clinical days may take a maximum of 9 clinical days off during the fifth semester only if the following criteria has been met: the student has missed less than one hour (60 minutes) of clinical

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time for all 4 semesters combined, completed all mandatory and elective clinical competencies, completed all required clinical assignments, in "good standing" with the school (not on probation, nor received remedial training), has maintained a clinical grade of "A" through the first 4 semesters and currently holds a clinical grade of "A".

*A student that is called upon for military reserves and/or jury duty must provide documentation to the Dean in order for the absence(s) not to count against them.

V. Related Policies: C13 Clinical Leave of Absence Policy

VI. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

VII. Version Control

Version	Date	Prepared by	Approved by
1.0	4/13/2020	Robert Pelter	