

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 315**

SUBJECT: Student Attendance – Classroom and Clinical Rules and Regulations

Responsibility of: Student Progress/Development Committee
Revised: May 2019 Reviewed: May 2019

SCOPE:

Students enrolled at the Reading Hospital School of Health Sciences (RHSHS).

PURPOSE:

The Student Attendance Policy is designed to provide guidance for students regarding classroom and clinical attendance.

POLICY:

Students are expected to be present for all classroom and clinical hours.

DEFINITIONS: NA

PROCEDURE:

Classroom Attendance:

Student attendance is tracked utilizing interactive student response technology (Turning Point). Students must bring their personal clicker each day for any classroom scheduled activity. Attendance may be taken randomly during any scheduled learning activity.

- Students are expected to attend all classroom activities
- Students are expected to be in the classroom on time
- Students are expected to conduct themselves appropriately and abide by RHSHS Conduct Policy; if for any reason the student's conduct in class is not acceptable, the instructor reserves the right to ask the student(s) to leave the classroom
- Children and guests of students are not permitted in the classroom

Absence from classroom:

- It is the student's responsibility to make up all work that has been missed
- It is the student's responsibility to contact the course coordinator(s) immediately upon returning to school
- Course coordinator(s) will determine any make up assignments according to the student's need
- Course coordinator(s) will make individual course decisions regarding the policies for make-up quizzes and exams missed due to absenteeism; course policies regarding quizzes and exams are listed on the course syllabus
- If the nature of the absence is due to illness, it is the student's responsibility to also contact the Nursing Program Secretary (484-628-0199) to leave a message for health program tracking purposes.

Clinical Experience Attendance:

Clinical experience attendance is mandatory for students to meet course outcomes

Prior to clinical experience, the following items are required:

- Current CPR and OSHA certifications
- Completed Child Abuse and Criminal Check documents

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- Documentation/verification of health requirements as stated in Student Health Services Policy Students, who fail to produce the items listed above, or fail to demonstrate the knowledge and/or skills necessary for safe practice, will be dismissed from clinical experience; the day will be counted as a clinical absence

Clinical tardiness:

- Punctual attendance is required for all scheduled clinical experiences;
- Students are expected to be on time and prepared for their clinical assignments;
- An initial tardy occurrence will result in counseling by the clinical instructor;
- Any subsequent tardy occurrences will result in a dismissal from the clinical experience and counted as a clinical absence for that day

Absence from clinical:

- All clinical experiences (including nursing unit based clinical experiences, simulation/skills laboratory, or any special clinical hours such as but not limited to a clinical seminar) missed by the student will be considered a clinical absence
- Notification to the appropriate clinical instructor is the student's responsibility; the student must contact the clinical instructor a minimum of 30 minutes in advance; in addition, the student must call the clinical unit that he or she is assigned to; the student must call for each day that the student is absent; a student not calling off and not reporting to any clinical experience will be noted as a 'No Call/No Show'; two 'No Call/No Show' events may result in an unsatisfactory clinical performance evaluation and thus, course failure
- It is the student's responsibility to contact and arrange for clinical make-up with the instructor
- The first clinical absence in a nursing course does not need to be made up; however, it will be counted as a missed clinical experience; all subsequent clinical time missed must be made up with a comparable or alternate assignment similar to the missed clinical experience and designed to meet the original objectives for the missed clinical experience; make-up clinical can be scheduled on a weekday or weekend; failure to attend on determined make-up day may result in a clinical failure; all clinical make-up must be completed by the last day of the semester
- If student misses more than 3 clinical experiences in a 16-week course, the student will receive an unsatisfactory clinical performance evaluation and thus fail the course; each day of absence with a scheduled clinical experience is considered one occurrence regardless of number of hours of the missed experience;
- Missed clinical experiences due to illness may require physicians' documentation verifying the illness and certifying that student is able to resume clinical experience activities; each event will be individually reviewed by the course coordinator(s) and referred to the Nursing Program Director for consideration to alter clinical activity time and/or exemption to the above clinical absence policy; all requests for exception to the attendance policy must be requested by the student in writing to the Nursing Program Director within 2 days of the absence (or as soon as condition permits after an emergent situation)
- Students are exempt from clinical make-up if they are attending a School related conference/activity
- If a student arrives to the clinical experience and is ill/becomes ill, he /she will be directed to seek health care through one of the following:
 - Occupational Health
 - Emergency Department
 - Private physician/primary healthcare provider (PCP)

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: Faculty Organization Committee

CANCELLATION: Tower Health System policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.