

Clinical Education Attendance Procedure

Purpose

To outline the college's expectations for attendance in clinical education courses and underscore the importance of punctuality and consistent presence in the healthcare setting.

Description

Attendance is a critical component of professional behavior. In healthcare, employers expect staff to be punctual and consistently present, as continuity of care and team collaboration are essential for patient well-being. Students are required to uphold the highest professional and ethical standards, including the completion of required clinical hours and accurate documentation of clinical time and experiences.

Procedures

1. **Mandatory Attendance:** Regular attendance is crucial for success in clinical education courses. Faculty will maintain accurate records of attendance as per program policy.
2. **Allowed Absence:** Students are permitted one clinical absence per rotation without a grade penalty. A make-up clinical day or assignment may still be required, and if not completed it would result in a penalty. The make-up procedures for the clinical absence will be detailed in each designated program student handbook or syllabus. Additionally, to avoid penalties, students must also follow proper notification procedures for notifying their absence. Extended absences will be handled on a case-by-case basis and must be arranged with the program faculty in advance.
3. **Additional Absences:** Any additional absences, not related to approved extended absences, can be subject to disciplinary action. These disciplinary actions may include point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself. Disciplinary actions for clinical education will be detailed in each designated program student handbook or course syllabus.
4. **Notification Procedure:** If a student must miss a clinical session, they are responsible for contacting both the clinical instructor/institution and program faculty via official Ozarks Tech communication methods. The amount of time required for notification prior to the start of the clinical event will be detailed in the program handbook or syllabus.
5. **No Call, No Show:** Failure to notify the program faculty and clinical instructor in the required notification period will result in a "no call, no show" and automatic disciplinary action will occur. After the first offense, a meeting with the program faculty will be held and a written warning issued. A second offense may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself.
6. **Tardiness:** The timeframe for tardiness will be detailed in the program handbook or course syllabus. Repeated tardiness may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself.

7. **Requesting Time Off:** A student shall not request time off from a clinical instructor without prior approval from the program faculty. Any absence of clinical hours must be communicated in advance to the program faculty.
8. **Make-Up Procedures:** Make-up procedures for missed clinical hours will be outlined in the program handbook or syllabus.

Addressing Attendance Violations

Violations of the attendance procedures, such as failing to notify program faculty of an absence, no-call/no-show incidents, or unapproved time off requests, are considered breaches of professional conduct and will be addressed as follows:

1. **Initial Response:** Documentation of the violation and a written warning will be issued. A Plan of Action will be created to prevent future violations.
2. **Further Actions:** Subsequent violations may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself.
3. **Consequences Review:** In cases of serious or repeated violations, the incident will be documented, and a recommendation for consequences will be reviewed by the Health Science Program Director.

Failure to complete required clinical hours will impede progress in the program, as students will not meet program objectives.

Definitions

- **CLINICAL ROTATION** – any course and/or program-approved activity that promotes the progression, attainment, and/or development of professional and technical skills required to meet course or program outcomes for clinical education.
- **CLINICAL ATTENDANCE** – The student is present for the entire clinical day/event as scheduled. This may include day, evening, or night hours, weekends, and holidays.
- **CLINICAL INSTRUCTOR/FACILITY** – the course-designated instructor on-site responsible for oversight and evaluation of the clinical experience or facility at which the clinical event was scheduled.
- **PROGRAM FACULTY** – Ozarks Tech faculty responsible for overseeing the clinical education portion of the program. May include the Program Director or other Ozarks Tech faculty in the absence of appointed program faculty.
- **EXTENDED PERIOD OF ABSENCE** – 2 or more clinical absences within one clinical rotation.