

Clinical Absence Policy (Health, Bereavement, Extenuating Circumstances)

The Faculty of Nursing recognizes that students may experience health and/or personal difficulties that lead them to access this policy. Nursing is a demanding practice and the health and safety of patients/clients is of highest priority. The wellbeing/safety of our students is also important.

Clinical experiences provide hands-on opportunities to develop and demonstrate professional practice, knowledge-based practice, safety, and continuing competence with real patients/clients and other disciplines of health care providers. It is therefore ***expected that all required clinical hours are completed***. The following policy and practices apply to missed clinical hours:

A student may not miss more than 20% of the required hours in a clinical course. Time spent completing alternative learning activities will not be counted toward the student's clinical hours. A student who misses more than 20% of the required hours will be required to withdraw from the course without academic penalty if they are otherwise in good standing in the course.

1. If unable to report to clinical as scheduled, students must notify the responsible person or charge nurse/preceptor at the agency they are assigned to ***and*** the clinical instructor/faculty advisor prior to the commencement of the clinical day/shift.
2. If absent from clinical, the student will complete and submit a Request for Consideration of Clinical Absence. The form must be completed and submitted on the date of absence from clinical unless the situation surrounding the clinical absence precludes completing the submission process on the same day. Supporting evidence is required to validate absences from clinical. Completion of the Student Medical Certificate or appropriate form from the student's educational institution is required to validate for absences due to health reasons. Requests for Consideration of Clinical Absence and supporting documentation/evidence (e.g. medical certificate, other) will be submitted to the clinical instructor/faculty advisor and the Clinical Placement Secretary (Susan Rotondi-Moore) for review by the Associate Dean and/or designate.

Completion of an alternative learning activity may be required to demonstrate continuing skill competency. The time spent completing the activity will not be counted toward the student's clinical hours. The activity may be an on-site or off-site learning experience, or other activity deemed appropriate. Students may be responsible for any costs associated with the learning activity.

3. For situations where consideration is being given to a student leaving the clinical setting **during a clinical day**:
 - a. If illness related, the clinical instructor/preceptor will evaluate the student's health. The student may be sent home and/or referred to their health care practitioner depending upon the signs/symptoms of the illness. Completion of the Student Medical Certificate will not be required unless the absence extends beyond one clinical day. The student will complete and submit a Request for Consideration of Clinical Absence. Only the hours spent in the clinical setting (before leaving the setting) will count toward the student's clinical hours.
 - b. In the case of an extenuating circumstance, the student will meet with the clinical instructor/preceptor to discuss the situation. If the student makes a decision to leave the clinical setting, they will complete and submit a Request for Consideration of Clinical Absence with supporting evidence to validate the extenuating circumstance. Only the hours spent in the clinical setting (before leaving the setting) will count toward the student's clinical hours.
4. Students who anticipate a situation that may prompt an absence should discuss the situation with the Clinical Learning Specialist who can provide guidance.

For Nursing program support, please contact the Student Success Advisor, Ms. Fran Meloche at fmeloche@uwindsor.ca.

Other health and wellness support resources on can be found at:
<http://www.uwindsor.ca/156/lots-student-support-services>