

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 11/18


No: 2-A-900-09

Last Review Date: May 2022

Required Review Date: May 2026

Administrative Unit: Undergraduate Nursing
Curriculum Comm.

Approved By:



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President

SUBJECT: Pre-licensure Nursing Student Clinical Absence and Tardiness

PURPOSE: To provide a uniform method by which to address clinical absences and tardiness by pre-licensure nursing students

EFFECTIVE FOR: Undergraduate nursing faculty and students

POLICY/PROCEDURE:

1. Unexcused tardiness is defined as arriving any time beyond the expected designated clinical start time; unexcused absence is defined as any missed day of clinical that was not communicated with the clinical instructor in advance of the absence.
 - a. Students who are tardy may be asked to leave the clinical unit and makeup the clinical hours as outlined in the clinical syllabus for each course.
 - b. First occurrence of unexcused tardiness or clinical absence will result in the development of a clinical contract using a standardized form.
 - c. This clinical contract will outline the expectations for successful completion of clinical and the consequences related to any subsequent unexcused tardiness or absence. Failure to successfully meet the expectations in the clinical contract may include clinical failure.
 - d. This clinical contract will be placed in the student's advising folder.
 - e. Individual patterns of behaviors will be addressed on a case-by-case basis.

2. Excused tardiness or absence is defined as any late arrival or missed day of clinical that is communicated with the clinical instructor in advance.
 - a. Any excused tardiness or clinical absence will result in the student being required to make up the clinical hours that were missed.
 - b. Subsequent excused instances of tardiness and/or absence will be addressed on a case-by-case basis and may result in clinical failure.

**Clinical Contract
Clinical Tardiness and Absences**

Purpose: The purpose of this form is to have a standard mechanism for documenting and following up with students who have been tardy or absent from clinical.

Student Name: _____

Number/Name of Course: _____

Name of Clinical Instructor: _____

Clinical Evaluation Tool: Professionalism

In order to successfully pass this component of clinical, students must:

- Demonstrate core professional values (Caring, altruism, autonomy, integrity, human dignity, and social justice).
- Comply with the Code of Ethics, Standards of Practice, and policies and procedures of Allen College, School of Nursing and clinical agencies.
- Maintain a positive attitude and interact with inter-professional team members, faculty, and fellow students in a positive, professional manner.
- Accept constructive feedback and develop plan of action for improvement.
- Demonstrate expected behaviors and complete tasks in a timely manner.
- Arrive to clinical experiences at assigned times.
- Maintain professional behavior and appearance.
- Accept individual responsibility and accountability for nursing interventions, outcomes, and other actions.
- Engage in self-evaluation & assume responsibility for learning.

Being tardy and/or absent from clinical does not demonstrate the behaviors underlined above.

Description of Tardiness or Absence from Clinical:

In order to improve this behavior, the following action needs to be taken by the student:

Consequences of subsequent tardiness, absenteeism, or unprofessionalism:

Student Signature _____ **Date** _____

Clinical Instructor Signature _____ **Date** _____

Lead course faculty signature _____ **Date** _____

This clinical contract will be shared with other clinical faculty in this course as appropriate.

This clinical contract will be placed in the student's advising folder.