

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

Subject: ATTENDANCE FOR CLINICAL COURSES	Original Issue Date: 1996	Policy #: 210
	Supersedes: February 27, 2012	Effective Date: April 9, 2015
Committees Consulted: Admissions/Promotions Curriculum Dean, Administrative & Student Services	Reviewed & Approved by: Semester Coordinators Faculty Organization College Administration College Planning	Approved by: Dean, School of Nursing (signature on file)

PURPOSE:

To delineate the attendance standards for students in clinical courses

POLICY:

Students are expected to attend all clinical learning experiences and competency testing.

Punctuality is expected throughout the program.

Students that reach maximum allowed absences are issued a Clinical Attendance Notification.

Students will be subject to disciplinary action/dismissal for:

- Failure to attend the first meeting of a clinical course/clinical orientation, unless they have made prior arrangements with the semester coordinator/designee
- Cumulative clinical course absences in a semester, which exceed:
 - Semester 1: three days
 - Semester 2: three days: 1 in N123L; 2 in N124L (1 in each pediatric/OB rotation)
 - Semester 3: three clinical days and four hours of clinical laboratory time
 - Semester 4: three clinical days and four hours of clinical laboratory time
- Tardies that exceed three per semester
 - Arriving after the designated clinical time is considered tardy
- Arriving after the first 30 minutes of the clinical shift. This is considered an absence and the student will be dismissed from clinical for the day
- Failure to notify the clinical area or the instructor of absence(s) prior to the start of the clinical day. This is considered a “No Call – No Show”.

PROCEDURE:

The Semester Coordinator/designee reviews the attendance policy for each course during the first class meeting.

The clinical instructor:

- Keeps a record of all clinical absences and tardies
- Documents absences/tardies on the student Clinical Performance Evaluation Summary

Subject:

ATTENDANCE FOR CLINICAL COURSES

- Completes and issues a Clinical Attendance Notification to students who are in jeopardy of exceeding the tardy/absence limitations
- Attaches the Clinical Attendance Notification as applicable to the Clinical Performance Evaluation Summary.

The student:

- Notifies the Semester Coordinator of intent to miss the first class meeting/clinical orientation day
- Notifies the clinical instructor/clinical staff of absence/tardy prior to the start of the clinical day
- Contacts the College via telephone/email, if unable to notify the instructor or clinical unit
- Obtains the name of the individual who took the message.

PROCEDURE DOCUMENTATION:

Clinical Attendance Notification
Clinical Performance Evaluation Summary

REFERENCES:

Course Syllabi

REVISION DATES:

1996
August 8, 2003
December 5, 2005
November 26, 2007
December 15, 2008
February 27, 2012
April 9, 2015