

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

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Subject: STUDENT ATTENDANCE FOR CLINICAL COURSES	Original Issue Date: 1996	Policy #: 210
	Supersedes: November 26, 2007	Effective Date: December 15, 2008
Committees Consulted: Admissions/Promotions Clinical Practice Committee Dean, Administrative & Student Services	Reviewed & Approved by: Semester Coordinators Faculty Organization College Administration	Approved by: (Signature on File) Dean, School of Nursing

PURPOSE:

To delineate the attendance standards for students in clinical courses

POLICY:

Students are expected to attend all classes, examinations, and clinical learning experiences.

Punctuality is expected throughout the program.

Students will be subject to disciplinary action including 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.
- Failure to arrive within 30 minutes of the beginning of the clinical shift.
Arriving after the first 30 minutes of the clinical shift is considered an absence. The student will be dismissed from clinical for the day.
- Cumulative clinical course absences in a semester, which exceed:
 - Semester 1: three days
 - Semester 2: two days per clinical course
 - Semester 3: four days
 - Semester 4: three days and six hours of clinical conference time.
- Tardies that exceed:
 - Semesters 1, 3, and 4: three
 - Semester 2: two per clinical course.
- Failure to notify the clinical area or the instructor of all absences within 15 minutes of the start of the assignment.

PROCEDURE:

The Semester Coordinator and/or designee will review the attendance policy for each course at the beginning of each semester.

The clinical instructor will:

- Keep a record of all clinical absences and tardies
- Document absences/tardies on the student Clinical Performance Evaluation Summary
- Complete and issue a Clinical Attendance Notification to students who are in jeopardy of exceeding the tardy/absence limitations
- Attach the Clinical Attendance Notification to the Clinical Performance Evaluation Summary.

Subject:

STUDENT ATTENDANCE FOR CLINICAL COURSES

The student will:

- Notify the clinical area staff/instructor no later than 15 minutes prior to the start of the assignment
- Obtain the name of the individual who took the message
- Telephone the College at (323) 226-4911, if unable to contact the instructor or clinical unit.

PROCEDURE DOCUMENTATION:

Clinical Attendance Notification

Clinical Performance Evaluation Summary

REFERENCES: