



Registered Nurses
Professional Development Centre

DEPARTMENTAL MANUAL

Policy & Procedure

TITLE: Attendance	NUMBER: 01-09
Section: Learner Progression Source: RN Professional Development Centre	Date Approved: July 2016 Date(s) Reviewed: Date to Be Reviewed: July 2018
Distribution: RN Professional Development Centre	Approval: Director, RNPDC

POLICY

Policy statement:

Attendance at all scheduled learning experiences is critical to the successful completion of RNPDC programs.

Purpose of Policy:

The purpose of the Attendance Policy is to ensure that learners are aware of the consequences of their absenteeism.

Definitions:

Excused absences occur when learners notify faculty of the missed scheduled learning experience and the absence results from emergencies and/or illnesses.

Unexcused absences occur when learners do **not** notify faculty of their absence, regardless of the cause of the emergency and/or illness.

Required learning experiences include, but are not limited to: orientation, classes/tutorials, online learning sessions, labs/OSCEs, exams, and clinical practicum. These experiences include face to face and online learning sessions.

GUIDELINES

- Attendance is mandatory for **all** required learning experiences.

- Failure to attend required learning experiences may lead to an inability to meet program requirements and result in a program extension, program interruption or program disqualification. The nature of the absence from a required learning experience, *excused* or *unexcused*, will be considered when a decision is made regarding program extension, program interruption or program disqualification.
- Failure to attend orientation may result in loss of a seat in the program.
- Failure to attend required learning experiences may result in an inability to meet knowledge-based requirements. It is the learner's responsibility to review missed content and to contact the faculty should questions arise.
- Learners may be eligible to obtain an excused absence from a specified examination date, prior to the examination. Exams will not be rescheduled for unexcused absences.
- Absences from learning labs/OSCEs may result in an inability to meet skill-based requirements. Skill demonstration and initial assessment of skills done in a learning lab/OSCE setting will **not** be repeated on an individual basis.
- Absences from the clinical practicum may result in the learner's inability to meet performance-based requirements. Clinical time for *unexcused* absences will not be rescheduled.
- Cases of absenteeism will be forwarded to the Learner Progression Committee at the discretion of the faculty and depending upon the specific program attendance requirements.
- Communicate and educate learners regarding their roles and responsibilities as they relate to program attendance.
- Communicate to learners the appropriate reporting procedures for absences.

PROCESS

Learner:

- Attend **all** required learning experiences unless for reasonable and unavoidable causes, which are communicated to faculty as soon as possible.
- Follow attendance requirements set by individual programs which are outlined in Program Manuals/Schedules/Calendars.
- Adhere to all sick time reporting procedures as outlined in the program of study and/or sponsoring employer. Learners will provide the appropriate documentation to support the absence.
- Communicate and collaborate with the faculty to achieve and sustain regular attendance.
- Make every effort to work safely by following the proper safety rules and procedures to prevent illness, injury or both.

- Once the learner obtains faculty consent for an excused absence from an examination, an alternate date for the exam will be determined between the learner and faculty.
- If a learner is absent from a learning lab/OSCE, it is the learner's responsibility to arrange a meeting with the faculty to determine alternative arrangements for skill demonstration, practice and/or assessment.
- Failure to arrange a meeting will result in the case being presented at Learner Progression, and may result in disciplinary action.
- All costs for repeat demonstration, practice and/or assessment may be incurred by the learner.
- Once demonstration and practice have occurred, skill assessment may take place in the performance arena (e.g., clinical setting, workplace).

Faculty:

- Fairly and consistently apply the Attendance Policy and Procedure to every learner in the program of study.
- Maintain accurate records to monitor, manage and document attendance for every learner at each scheduled learning experience. (See Learner Progression sheets in Learner Progression folder on S-drive).
- Counsel learners as to the consequences of absenteeism on their ability to meet program requirements.
- Present to the Learner Progression Committee all learners whose absenteeism is affecting or could potentially affect their program progression.

Learner Progression Committee:

- When a case has been forwarded to the Learner Progression Committee, it will be reviewed and the Committee will vote either to dismiss the case or recommend disciplinary action. Disciplinary actions may include, but are not limited to:
 - Written warning.
 - Temporary suspension of progression in the program, thus providing time to discuss the incident at the Learner Progression Committee.
 - A grade of 'Unsatisfactory' or 'Zero' depending on the assessment point (checklist or exam/assignment).
 - A probationary period with the term of probation being determined by the Learner Progression Committee.
 - Disqualification from the program.
- The learner will be notified in writing by the faculty of any decision made by the Learner Progression Committee. All correspondence will be copied to the Director of RN-PDC.