

POLICY C14 Clinical Attendance

Policy Name: Clinical Attendance
Policy Category & Number: C14
Person Responsible: Program Coordinator Clinical Education Experience
Approved by: Dean
Effective Date: July 1, 2022
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Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) that students are expected to attend clinical assignments.
- II. Purpose:
The purpose of this policy is to establish clinical hours, attendance tracking, rules regarding absences, and defining penalties for policy infractions.
- III. Scope:
This policy applies to all SOMI students.
- IV. Policy Details:
Clinical Hours
Clinical hours are 8:00am - 4:30pm, unless otherwise indicated.

Students are expected to be ready to begin their clinical experience when they clock in (i.e., students assigned to the OR should be in OR scrubs before clocking in). Students should refrain from clocking in more than 15 minutes prior to the start of the clinical assignment; however, students who choose to clock-in early will not be allowed to end the clinical assignment early.

Variations

8:30am - 4:30pm: St. Mary's Hospital Grove Avenue Imaging

1:00pm - 9:30pm: 2 weeks at a hospital/free-standing ER rotation in 4th/5th semester

2:00pm - 10:00pm: 2 weeks at a KidMed Pediatric Urgent Care Center in the 4th/5th semester

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Clock-in/Clock-out Procedure

Students are required to follow clinical policy C4 for the clock-in and clock-out process.

Time Bank

Because illness or emergency situations occasionally make it impossible to attend clinical assignments, SOMI provides students a time bank of 24-hours each semester that can be missed without incurring a penalty.

COVID-19: Clinical time missed due to COVID related exposure/quarantine will count as missed time and be deducted from the 24-hour allotted time bank. However, time missed will not be counted towards grade deductions.

All time missed from clinical, regardless of the reason, will be deducted from the 24-hour allotted time bank in increments of 15 minutes (rounded).

Time missed beyond 24 hours in a semester will impact the **semester** clinical grade as follows:

1. There is no penalty for time missed up to and including 24 hours.
2. 24 hours and 1 minute through 31 hours and 59 minutes of time missed, student incurs a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.
3. 32 hours through 39 hours and 59 minutes of time missed, student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester will be placed in the student's file.
4. 40 hours or greater of time missed, student will automatically earn a final grade of "F" for clinical.

*Clinical records are updated weekly; therefore, student notification may be delayed, but does not nullify the incurred penalty.

Tracking Attendance

Student attendance is tracked through Trajecsyst, the School's clinical record system, and it is the student's responsibility to clock-in and clock-out through

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the Trajecsys system, which is the only method of clock-in and clock-outs accepted. Failure to properly clock-in or clock-out through Trajecsys will be treated as clinical time missed (tardy or absence). Only clock-ins and clock-outs recorded at the students' assigned clinical site will be accepted (i.e., if a student is scheduled at MRMC but clocks in at SMH, the time recorded will not be recognized).

Clinical Leave

Unusual or extraordinary circumstances which results in a long-term absence defined as more than 2 consecutive clinical days will be considered by the Dean on a case-by-case basis. Students in this situation should contact the Program Coordinator Clinical Education Experience for guidance as soon as they know they will need a Clinical Leave. A Clinical Leave may not exceed 4 weeks. Refer to policy C13 Clinical Leave.

Planned Absences

Students that know in advance that they are unable to attend a clinical assignment (i.e., unable to reschedule an appointment), should complete and submit a Clinical Time Off Request via Trajecsys, at least one full clinical day prior to the day requesting off. The Program Coordinator Clinical Education Experience or designee will then approve or disapprove the request. Students can view the status of a Clinical Time Off Request through their Trajecsys account.

Students who wish to observe a religious holiday that will conflict with clinical assignments will follow the policy as stated above.

Unplanned Absences

Students who are going to be absent from a clinical assignment and have not completed a Clinical Time Off Request and received approval, (i.e., woke up sick) must notify the School and the clinical site prior to the start time of the clinical assignment. Students must follow the procedure identified below:

1. Affiliated Clinical Site

Students are required to call the clinical site and inform them of their absence and obtain the name of the person they informed.

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2. School via e-mail: bsr-somiclinicalsite@bshsi.org

Students are required to email the School and inform them of their full name, their absence, their clinical assignment location, and the name of person they informed at the clinical site.

Leaving Early

The only acceptable reasons for leaving early from a clinical assignment are an illness or emergency. Any other cause for early departure from the clinical assignment requires pre-approval from the School (see above for planned absences). Students needing to leave for illness or an emergency, must follow the procedure identified below:

1. Affiliated Clinical Site

Students are required to notify a Clinical Preceptor or Supervisor at assigned clinical site that they need to leave early due to sickness or an emergency.

2. School via e-mail: bsr-somiclinicalsite@bshsi.org

Students are required to email the School and inform them of their full name, their need to leave early and reason why, their clinical assignment location, and the name of the person they informed at the clinical site.

Failure to follow proper procedure for notifying the School or clinical site for both calling in or leaving early will result in an unexcused absence.

Sanctions for Unexcused Absence(s)

Unexcused absences are accumulated for the entire length of program.

An unexcused absence has occurred when the student fails to notify the School and/or clinical site of an absence or leaving early according to the preceding absence or leaving early procedure. Occurrences remain a part of the student's permanent record throughout the entirety of the program.

Also, a clock-out that occurs prior to end of a scheduled clinical assignment, without prior approval, will result in the student losing time from their time bank. The time lost will be from the time of the clock out to their scheduled end time.

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Sanctions for unexcused absences are as follows:

1. First occurrence; a written letter of warning.
2. Second occurrence; 5-point deduction from the final clinical grade and a written letter stating probation for the remainder of the semester in which the second violation occurred.
3. Third occurrence; student incurs a 2-day clinical suspension (time deducted), and a written letter.
4. Fourth occurrence; student automatically earns a final grade of "F" for the clinical course in the semester in which the violation occurred.

Tardiness

A student who is going to be late for a clinical assignment due to an unforeseen circumstance must:

1. Notify the clinical site by phone.
2. If circumstances change and the student determines they will not be able to attend clinical, the student must follow the procedure for an unplanned absence.

Sanctions for Tardiness

If a student arrives after the start time of their clinical assignment or arrives late from meal break, the time missed will be deducted from the 24-hour bank of time in increments of 15 minutes. Example: A clock in that occurs between 8:01am-8:14am: 15 minutes is deducted from the student's time bank and the student incurs a tardy for that semester. Late arrival will also result in a documented tardy. Also, **any missed punches will be treated as a tardy** and subject to the sanctions below.

Sanctions for tardy incidents are as follows:

1. First and second tardy incidents in one semester are documented.
2. Third tardy incident in one semester will result in a written letter of warning.
3. Fourth tardy incident in one semester will result in a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning.

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4. Fifth tardy incident in one semester will result in automatically earning a final grade of "F" for the clinical course.

Perfect Clinical Attendance

Students that successfully complete 4 semesters without missing **any** clinical days may take a maximum of 9 clinical days off during the fifth semester only if the following criteria has been met: the student has missed less than one hour (60 minutes) of clinical time for all 4 semesters combined, completed all mandatory and elective clinical competencies, completed all required clinical assignments, is in "good standing" with the school (not on probation, nor has received remedial training), has maintained a clinical grade of "A" through the first 4 semesters, and currently holds a clinical grade of "A".

V. Definitions:
None

VI. Attachments:
N/A

VII. Related Policies:
C4 – Clinical Record/Time logs, Meals, and Breaks
C13 – Clinical Leave

VIII. Disclaimers:
a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	7/1/2022	New Template & Revisions	Program Coordinator Clinical Education Experience