

POLICY C4 Clinical Record/Time Logs, Meals, and Breaks

Policy Name: Clinical Record/Time Logs, Meals, and Breaks Policy Category & Number: C4 Person Responsible: Program Coordinator Clinical Education Experience Approved by: Dean Effective Date: May 20, 2022 Version: 1.0 Policy Status: Approved
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- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to outline the recording process of clinical time in Trajecsys.
- II. Purpose:
The purpose of this policy is to explain the procedure for SOMI students to utilize to document clinical time.
- III. Scope:
This policy applies to all SOMI students.
- IV. Policy Details:
It is the policy of SOMI that students clock in when he/she is ready to begin a shift and not earlier than 15 minutes prior to the start of the clinical rotation. Students may not clock out any later than 30 minutes after the end of the clinical rotation. It is understandable that there are occasions when a student may need to complete a radiographic examination that requires the student to stay past the assigned time. This is allowed as long as the student does not go over 40 hours of school time (clinical and didactic) during a week. Failure to follow this policy will result in a deduction of the student's allotted time bank hours.

It is also school policy that each student must take a mealtime period during the course of the clinical day. Allotted mealtime period is not to exceed 45 minutes. The student may not take his/her mealtime off at the end or beginning of the clinical day, nor should he/she attempt to save the time to be used at a later date. Mealtimes are to be determined by the supervising technologist or Clinical Preceptor when in the clinic area.

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Mealtimes that exceed 45 minutes on clinic days will result in a time penalty of a tardy. Late, missed, and/or incorrect location time records will result in a time reduction in accordance with the Clinical Attendance Policy C14 (i.e., if a student is scheduled at MRMC but clocks in at SMH then the time recorded for MRMC will not be recognized).

Clinical Attendance will be tracked in Trajecsyst as:

- a) **Arrival time** – Clock in when the student arrives
- b) **Lunch out** – Clock out when the student is dismissed for lunch or leaves the site
- c) **Lunch in** – Clock in when the student returns from lunch or when the student returns to area
- d) **Departure time** – Clock out when the student is dismissed from clinic

No additional break time is allotted by the clinical site or the school.

Therefore, any student wishing to take break time other than for the mealtime period must complete a Clinical Leave Request in Trajecsyst and be approved by the Program Coordinator Clinical Education Experience.

V. Definitions:

None

VI. Attachments:

N/A

VII. Related Policies:

C14 – Clinical Attendance

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 discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

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Version	Date	Description	Prepared by
1.0	5/20/2022	New Template & Revisions	Program Coordinator Clinical Education Experience