

# POLICY

<b>SUBJECT/TITLE:</b> Nursing Practice Attendance Policy for Undergraduate		<b>PAGE:</b> 1 of 4
<b>RELATED POLICY:</b> Arranging Replacement Practice Experiences Due to Undergraduate Student Absence Student Learning Plan Procedure for Undergraduate Nursing Practice Courses		<b>DATE ESTABLISHED:</b> March 25, 2010
<b>AUTHORIZATION:</b> Practice Policy and Procedure Committee Undergraduate Programs Committee Nursing Full Council	<b>DATE LAST REVIEWED:</b> February 23, 2023 April 17, 2018 June 20, 2018	<b>LAST REVISED:</b> June 6, 2023 (editorial changes)

**Purpose**     **1**     The purpose of this policy is to ensure a transparent, fair and consistent approach to managing and tracking student absences for the achievement of nursing practice course objectives and program requirements.

The College of Registered Nurses of Alberta (CRNA, 2019), states that a nurse must ensure their ‘fitness to practice’ according to Standard 1 (pg.7). This means that the nursing student must be able to perform essential functions of the nursing role expected for the practice setting (on or off campus) that they have been assigned and successfully complete all aspects of the practicum in order to graduate.

**2**     This policy applies to all undergraduate students in the Faculty of Nursing.

**Definitions**     **3**     In this policy:

- a) “Absence” means unable to be physically present to engage in nursing practice activities related to the course.
- b) “Nursing practice make up time” means time, equivalent to the number of hours outlined in the University calendar for the nursing course in question.
- c) “Mandatory” means obligatory, compulsory, morally or legally binding.

**Policy  
Statement**

- 4**
- 4.1** Students are required to attend all scheduled components associated with the nursing practice course as stated within the course outline.
- 4.2** A student who is ill or encounters a problem with attendance must inform the Nursing Instructor (NI) as soon as possible. The NI is responsible for informing the Nursing Practice Course Coordinator (NPCC) of the absence as directed by the NPCC (via the Student Absence and Makeup Activity Tracking Tool- See Appendix A).
- 4.3** The Student Absence and Makeup Activity Tracking Tool (Appendix A) will be collected by the NPCC at regular intervals throughout the term and submitted at the end of term to the Associate Dean, Undergraduate Practice Education or equivalent, in one consolidated document to utilize for quality assurance and tracking purposes.
- 4.4** Students who miss two days of practice will meet with the NPCC and a Learning Development Plan may be initiated (refer to Student Learning Plan Procedure for Undergraduate Nursing Practice Courses). A student who misses more than two nursing practice days, due to illness or unforeseen circumstance, may be at risk for not successfully completing the course. In addition, they may be required to meet with the Associate Dean, Undergraduate Practice Education or equivalent. The student may be required to complete makeup activities (refer to “Arranging Replacement Practice Experiences Due to Undergraduate Student Absence” policy).
- 4.5** A medical note may be requested for an absence due to illness or injury, or any other condition that may affect the students’ ability to successfully complete the program.
- 4.6** Travel/social/recreational/ and employment and volunteer activities will not be accepted as valid reasons for absence from scheduled nursing practice requirements.
- 4.7** Students will plan vacations so that they do not interfere with course requirements. Students are expected to consult the university calendar for term dates including withdrawal and add/drop dates for each academic year.
- 4.8** Absences due to bereavement and/or personal reasons will be addressed on an individual basis by the Associate Dean, Undergraduate Practice Education or equivalent, in consultation with the Nursing Practice Course Coordinator.

**Special  
Situations**

- 5**
- 5.1** Requests for absences related to nursing scholarship and service learning will be considered by the Associate Dean, Undergraduate Practice Education or equivalent.
- 5.2** Practice will not be cancelled due to inclement weather unless the University of Calgary is officially closed. Individual students will need to take responsibility for making decisions regarding their own ability to get safely

to the practice setting in times of adverse weather conditions. Replacement of practice hours missed due to inclement weather will be considered on a case-by-case basis in consultation with the Associate Dean, Undergraduate Programs or equivalent.

- Responsibilities 6** *Nursing Instructor (NI)*
- NI will notify the NPCC of the student absence in a timely manner (24-48 hours)
  - Document missed hours and make-up plan in Appendix A
  - Submits to the NPCC with the relevant information and the plan for content make-up

*Nursing Practice Course Coordinators*

- Make decisions regarding a practice absence.
- Collaborate with the Nursing Instructor and the Associate Dean, Undergraduate Practice Education or equivalent, if necessary.
- Follow the Arranging Replacement Practice Experiences Due to Student Absence Policy in regard to scheduling and implementation of makeup activities.

- Related Policies 7** Religious-Spiritual Observance Policy

Arranging Replacement Practice Experiences Due to Undergraduate Student Absence

Practice Coverage for Unforeseen Instructor Absence

Student Learning Plan Procedure for Undergraduate Nursing Practice Courses

- References 8** CRNA (2023), *Nursing Practice Standards*.  
<https://www.nurses.ab.ca/media/1mkkxvxi/practice-standards-for-registrants-2023.pdf>

University of Calgary Calendar, Academic Regulations, E.3. Attendance.  
<https://www.ucalgary.ca/pubs/calendar/current/e-3.html>

- History 9** Created in consultation with Undergraduate Programs Committee (August 27/09); Undergraduate Curriculum Group (September 3/09); and Faculty Executive Committee (September 24/09).

Reviewed by B. Seaman LL.B. Alberta Civil Liberties Research Centre University of Calgary *Effective*: March 25, 2010.

