

York University – School of Nursing
Undergraduate Programs

Title: Policy: Practicum Attendance	
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Effective Date: May 2020	Evaluation Period: Every 2 years
<p>Introduction and Rationale: Practicum experiences are integrated as course components to facilitate the application of nursing knowledge to client situations in various health care settings. Completion of the entire practicum experience provides students the opportunity to meet course outcomes.</p>	
<p>General Principles for all Practicum Courses</p> <ul style="list-style-type: none"> • Students in the BScN programs must complete the identified hours for each practicum course, as indicated in the respective course outline. • Completion of practicum requirements in the health care setting, while engaging face to face with clients, is the preferred practicum experience in the BScN Program. • Each practicum course has required hours that students must attain. <ul style="list-style-type: none"> ○ A 12-hour shift is given a credit of 12 hours. ○ An 8-hour shift is given a credit of 8 hours • Travel time to and from the site is NOT counted as practicum hours. • If missing practicum due to illness, students may be asked to submit a valid medical note. <p style="text-align: center;">Group Practicum Experiences</p> <p>Student Responsibilities</p> <ul style="list-style-type: none"> • Must complete all practicum requirements identified in course outline by the term end-date (last day of classes). • Students who do not complete the practicum requirements <ul style="list-style-type: none"> ○ Must make-up missed time (i.e., shifts or activities in the community setting) ○ Inform faculty of absenteeism and/or lateness. These should be reported at least one hour before the practicum shift starts; failure to do so will be documented in the practicum evaluation as a lack of professional accountability. • All shifts must be documented and signed by the student. • All absences from practicum experiences require make-up time. Completion of practicum requirements will be scheduled on an alternate, specified date, regardless of the reason for the absence. This may include weekends, break week, and/or the last week of the semester. • Students may be responsible if additional costs are warranted for any make-up time. 	

- Students who miss more than 2 weeks of practicum time are at risk of failing the course and must meet with the Course Director (CD) and/or Undergraduate Program Director (UPD)/Coordinator.

Clinical Course Director Responsibilities

- In consultation with the practicum agency and/or the Nursing Simulation Centre (NSC), the Clinical Course Director (CCD) must arrange for time to be made up as required (i.e., in cases of student absence or weather issues).
 - Communicate with the students about dates for make-up practicum hours in a timely manner.
 - If the agency is unable to accommodate the group, or a student, for a make-up day, notify the CD.
- Maintain records of students' attendance
- Notify CD of student absences of 2 or more missed weeks
- The completion of all requirements must be documented and signed for on the final practicum course evaluation. Any attendance concerns may be documented in the evaluations as professional behaviour issues, if applicable.

Course Director Responsibilities

- Consult with CCD and follow up with students who are at risk for course failure due to missed practicum hours
- Communicate with the Director Nursing Simulation Centre (DNSC) regarding the number and names of students who require make-up time on the scheduled Nursing Simulation Centre (NSC) make-up day, in a timely manner, as applicable.

Undergraduate Program Director/Coordinator

- Consult with CD and CCD about students who are absent more than two weeks.
- Provide advising to students who are unable to meet the practicum course requirements.

Nursing Simulation Centre

- Schedule one make-up date for each practicum course, per term, in the NSC.
 - Notify CDs and CCDs of the make-up day and time.
 - Organize activities that are relevant to each associated course, in collaboration with the CDs.
 - Notify CDs and CCDs of students' attendance.

Preceptored Experiences

Student Responsibilities

- Must complete all practicum requirements identified in course outline by the term end-date (last day of classes).
- If an extension is required, in order to complete the required hours, students must consult with the CCD and CD. Extensions will be considered on an individual basis, may be dependent on preceptor availability, and may not be granted. If practicum hours are not completed, may be at risk for course failure.
- Inform Preceptor and CCD of absenteeism and/or lateness.

- These should be reported at least one hour before the practicum shift starts; failure to do so will be documented in the practicum evaluation as a lack of professional accountability.
- Document all practicum hours and obtain a preceptor signature to verify as required.

Preceptor Responsibilities

- Confirm student attendance by signing practicum attendance log.
- Notify CCD of concerns about student attendance, communication related to scheduling or punctuality.

Clinical Course Director Responsibilities

- Review attendance log and signatures at all visits: (initial, midterm, final and others).
- Submit student attendance record with final practicum evaluation.
- Consult with CD as soon as it is identified that a student is at risk of not completing the practicum hours by end of the term.

Course Director

- Consult with CCD as soon as it is identified that a student is at risk of not completing hours by end of the term.
- Confirm that the attendance log is included in final evaluation package; follow up with the CCD may be required.

Undergraduate Program Director/Coordinator

- Consult with CD and CCD if student is at risk for not completing required practicum hours.
- Provide advising to at risk students, or students who have not met course requirements as required.

Considerations

Please note: *Any student NOT following the practicum guidelines may be at risk for involuntary withdrawal from the course, and course failure.*

Relevant School of Nursing Policies

1. Undergraduate Student Leave of Absence Policy

<http://nurs.info.yorku.ca/student-policies/undergraduate-student-leave-of-absence-policy/>

2. Involuntary withdrawal

See School of Nursing Supplemental Calendar for information

3. Length of Completion Policy

<http://nurs.info.yorku.ca/policy-on-the-length-of-completion-of-2nd-entry-and-post-rn-internationally-educated-nurses-bscn-programs/>

<http://nurs.info.yorku.ca/student-policies/length-of-completion-of-york-seneca-georgian-bscn-program/>