

UBC School of Nursing Policy	Approval Date: April 2018
	Date of last revision: June 2014; March 2018
Title: Request for Missed Clinical Time for Professional Engagement	
Responsible Executive: Associate Director, Undergraduate Program	

Purpose:

Clinical time is an important component of the curriculum and necessary to achieve competencies and curricular objectives. During clinical time, students have active involvement with a clinical or client scenario and this exposure is necessary to build a foundation for safe, ethical, and evidence-informed nursing care. Accelerated programs have minimal redundancies, which emphasizes the importance of clinical time and formative role transition (Bowie & Camacho Carr, 2013). The SoN BSN Program believes that equity and transparency in decision-making related to requests for missed clinical time is important and utilizes the following guiding principles in the decision-making process:

1. Professional Engagement (PE) comprises activities that foster learning of nursing values, skills, knowledge, and judgment.
2. To substitute professional engagement for clinical time, the professional engagement opportunity should incorporate some of the professional competencies embedded in the UBC BSN Clinical Competency Framework, the course outcomes, and the focus of the course affected.
3. Professional engagement experiences that are regarded as a substitution for clinical time require active involvement through presentations or leadership in professional meetings.
4. The more hours of clinical time requested for professional engagement, the more active engagement must be incorporated in the activity.

Scope of Application:

This policy applies to all students entering and/or completing courses in the BSN Program approved by UBC Senate in February 2017.

Policy:

- a. Students may be eligible to attend a professional engagement event In lieu of nursing practice time, for a total of one time in either term 2, 3, or 4 of the BSN program.
- b. NURS360 (Term 1) and NURS427 (term 5) students are not eligible.
- c. To be eligible students must:
 - a. Be in Term 2 of the program or higher
 - b. Be clinically proficient (e.g. no active remedial learning plans)
 - c. Have a weighted nursing average of 65% or higher
 - d. Demonstrate a consistent pattern of professional conduct
 - e. Demonstrate a pattern of consistent and complete clinical attendance
 - f. Only applications for professional engagement events that are strongly linked to the School of Nursing professional competencies embedded in the BSN Clinical Competency Framework, the course outcomes, and the focus of the course affected will be considered.

Processes and Procedures:

- 1) Students must be in Good Standing to be eligible for PE requests.
- 2) For each application approved, students will be permitted to miss a maximum of one eight or 12 hour clinical shift (or equivalent in clinical simulation time where applicable); or in exceptional circumstances (student excelling in clinical settings with a strong rationale for attendance at professional engagement opportunity), 24 hours of clinical time may be permitted.
- 3) Students must submit application form (Part A) to the AD, Undergraduate Program by email. Students must retain a copy of the form (Part A) for their records.
- 4) Completed applications should be received by the AD at least **four weeks prior** to the start date of the professional engagement activity (under exceptional circumstances, shorter time frames may be considered).
- 5) The AD as the Progressions Committee Chair will request a letter of support for the request for missed clinical time (Part B of the application) from the clinical course leader.
- 6) The clinical course leader submits Part B of the application form, indicating support or refusal of support and rationale, to the Progression Committee.
- 7) Upon receipt of the completed application(s) the Progression Committee considers student request(s). A response will be provided within 2 weeks of receiving the file with all of the components for the request.
- 8) Application approval is contingent on the student maintaining the eligibility status specified in this document. In cases where a student's eligibility status changes approval may be revoked by the Progression Committee Chair up to one week prior to the professional engagement event.

Related Policies:

School of Nursing Policy: Progression and Advancement in Undergraduate Program

School of Nursing Policy: BSN Professional Conduct

UBC Policy: Student Conduct and Discipline UBC Academic Calendar

References

Bowie, B. & Camacho Carr, K. (2013). From coach to colleague: Adjusting pedagogical approaches and attitudes in accelerated nursing programs. *Journal of Professional Nursing*, 29(6), 395-401.

Request for Missed Clinical Time for Professional Engagement Application Form – Part A

PART A: To be completed by the student.

Student Name: _____

Student Number: _____ Current Term in program: _____

Term and course number for requested absence: _____

Name of Event: _____ Event date(s): _____

Where applicable, please provide the date(s) and title(s) of any previous Professional Engagement events that you attended that were approved by the School of Nursing Progression Committee:

I. Title _____ Date(s) _____

II. Title _____ Date(s) _____

1. Indicate the number of clinical hours missed in program to date: _____

2. Please describe the nature of the opportunity for professional engagement.

3. Briefly link the opportunity for professional engagement to the clinical competencies, your course outcomes, and/or the focus of the course for which you will be missing clinical time.

4. Specify in number of clinical hours the total clinical time that you propose to miss: _____ hours.

5. Describe how you will be actively involved in the proposed professional engagement opportunity.

6. Describe how you will contribute to the clinical learning environment following your professional engagement opportunity (e.g., lead a post-conference).

Signature of Student: _____ Date: _____

Request for Missed Clinical Time for Professional Engagement Application Form – Part B

Part B – To be completed by Clinical Course Leader

Name of Clinical Course Leader (please print): _____

Course Name and Number: _____

Name of Student submitting request: _____

Name of Event: _____ Event date(s): _____

Instructions for completion:

- Please respond to the following questions and where applicable provide rationale for your response.
- Return completed forms via email to the Progressions Committee Chair (BSN AD).
- Please note that 'not applicable' refers to instances when the clinical component of the course has not yet begun.

1. I have reviewed the student's attendance record for this course and can confirm the student has not missed any clinical hours to date.

Yes _____ No _____ N/A _____ If No provide number of hours missed to date: _____

2. In the context of this course, the student meets the first five criteria outlined under the eligibility criteria so I support their application to participate in the identified professional engagement event in lieu of clinical time.

Yes _____ No _____ N/A _____

3. If you answered no to question number 2 above, please provide your rationale for your decision.

4. In your view, is there any reason(s) it is inadvisable for eligible students to miss clinical learning experiences in this course? Please elaborate.

Signature: _____ Date: _____