

# Request for Missed Clinical Time for Professional Development

## Guiding Principles

1. Professional Development (PD) comprises activities that foster learning of nursing attitudes, skills, knowledge, and judgment.
2. To substitute professional development for clinical time, the professional development opportunity should incorporate some of the School of Nursing 21 professional competencies embedded in the UBC BSN Clinical Competency Framework, the course outcomes, and the population of the course affected.
3. Professional development experiences that are regarded as a substitution for clinical time require active involvement through presentations, skill practice, or leadership in professional meetings.
4. The more hours of clinical time requested for professional development, the more active engagement and skills practice must be incorporated in the extramural learning.

## Beliefs and Values

1. Clinical time is an important component of the curriculum and necessary to achieve competencies and curricular objectives.
2. During clinical time, students have active involvement with a patient or patient scenario.
3. Clinical time and exposure to patient situations is necessary to build a foundation for safe, ethical, and evidence-informed nursing care.
4. Accelerated programs have minimal redundancies, which emphasizes the importance of clinical time and formative role transition (Bowie & Camacho Carr, 2013).
5. Equity and transparency in decision-making related to requests for missed clinical time is important.

## Eligibility

1. In lieu of nursing practice time, students may be eligible to attend a professional development event for a total of one time in either term 2, 3, or 4 (Level 2 or 3) and one time in term 5 (level 4).
2. N427 students are not eligible.
3. IPE activities are excluded.
4. To be eligible students must:
  - Be in level II of the program or higher
  - Be clinically proficient (e.g. no active learning contracts)
  - Have a weighted nursing average of 65% or higher
  - Demonstrate a consistent pattern of professional practice
  - Have demonstrated a pattern of consistent and complete clinical attendance over courses

5. Only applications for professional development events that are strongly linked to the School of Nursing twenty-one (21) professional competencies embedded in the BSN Clinical Competency Framework, the course outcomes, and the population of the course affected will be considered.

### **Application and Adjudication Process**

1. For each application approved, students will only 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 development opportunity), 24 hours of clinical time.
2. Students must submit the application form (Part A) to the Adjudication Committee Chair by email. Students must retain a copy of the form (Part A) for their records.
3. Completed applications should be received by the adjudication committee at least six weeks prior to the start date of the conference or professional development activity (Under exceptional circumstances, shorter time frames will be considered).
4. The Adjudication 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.
5. The clinical course leader submits Part B of the application form, indicating support or refusal of support and rationale, to the adjudication committee.
6. Upon receipt of the completed application(s) the adjudication 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.
7. 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 adjudication committee Chair up to one week prior to the professional development event.

### **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.



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## 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 Development events that you attended that were approved by the School of Nursing Application Committee:

I. Title \_\_\_\_\_ Date(s) \_\_\_\_\_

II. Title \_\_\_\_\_ Date(s) \_\_\_\_\_

1. Please describe the nature of the opportunity for professional development.
  
2. Briefly link the opportunity for professional development to the 21 clinical competencies, your course outcomes, and/or the population served by the course for which you will be missing clinical time.
  
3. Specify in number of clinical hours the total clinical time that you propose to miss: \_\_\_\_\_ hours.
  
4. Describe how you will be actively involved in the proposed professional development opportunity.
  
5. Describe how you will contribute to the clinical learning environment following your professional development opportunity (e.g., lead a post-conference).

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



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## 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. Where applicable please provide rationale for your response.
- Return completed forms via email to the Adjudication Committee Chair.
- 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 that the student has not missed any clinical hours to date.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. In the context of this course, the student meets the first four criteria outlined under point four in the eligibility criteria so I support their application to participate in the identified professional development 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) that it would be inadvisable for eligible students to miss clinical learning experiences in this course? Please elaborate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_