

UBC School of Nursing Policy	Approval Date: July 2017
	Date of last revision: July 2017
Title: BSN Missed Clinical Practice & Laboratory Experience Time	
Responsible Executive: Associate Director, Undergraduate Program	

Purpose:

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

Professional nursing is committed to the provision of safe, competent, ethical care in accordance with the College of Registered Nurses of BC *Professional Standards for Registered Nurses and Nurse Practitioners* and the Canadian Nurses Association *Code of Ethics for Registered Nurses*. Educational experiences occur in a variety of practice contexts and are designed to develop nursing competencies in a purposeful manner on an ongoing basis.

Nursing practice competence involves knowledge, skill, attitudes, and judgment. Attaining competence in practice requires that students actively engage in all planned practice experiences throughout the program. Clinical and laboratory practice hours are designed to enable students to achieve the CRNBC *Competencies in the Context of Entry-Level Registered Nurse Practice in British Columbia*. Any missed hours can interfere with adequate development and assessment of student competencies (knowledge, skill, attitude, judgment) and jeopardize successful completion of the required course outcomes.

The UBC School of Nursing BSN Curriculum specifies the number of clinical hours a student must complete to be successful. As a CRNBC approved program we have a professional responsibility to certify that students have met these clinical hours at graduation.

Scope of Application:

This policy applies to all students completing a course with a clinical practicum or clinical skills lab component.

Policy:

- a. Students are required to attend all nursing clinical practice and laboratory experiences.
- b. Students who will be absent for clinical or labs are expected to notify the clinical instructor/preceptor and Course Leader by leaving a telephone or e-mail message before or on the day of the scheduled lab or clinical practice experience.
- c. A student who is absent will provide a letter of explanation, a medical certificate (if necessary) or other supporting evidence for the absence.
- d. A failing grade will be given to the student when missed clinical time and/or lab practice experiences preclude the student from demonstrating attainment of required competencies and/or the ability of clinical faculty to adequately assess clinical competencies at the expected level.
- e. Persistent missed clinical time may jeopardize the students' successful completion of the clinical or lab course.

Processes and Procedures:

- a. Student clinical absences are entered into the student's professional practice ePortfolio (PeP) by the Clinical Instructor under the oversight of the Course Leader.
- b. In the event that a student misses clinical time, the student is required to meet with the clinical instructor or Course Leader to establish learning goals that support ways to make up the missed time. If patterns of missed clinical time persist, a separate learning plan is established to facilitate the student's ability to demonstrate achievement of the clinical objectives. Using learning experiences relevant to outcomes, a plan for replacement of missed clinical hours will be developed. (*Refer to Appendix: Student and Faculty Guidelines for Remediating Missed Clinical Time*)
- c. Student clinical absences are tracked during each clinical rotation and patterns of absence are discussed at term meetings and at the Progressions Committee level.
- d. The Progressions Committee will, through Program Coordinator(s), track any missed clinical time and will give direction to how the student will make up missed time in order for the student to progress.
- e. Students who miss clinical make-up experiences as scheduled will be charged an hourly rate of \$50 for rescheduling make-up lab time.
- f. Failure to make up missed clinical time as required will affect the student's preceptorship placement in Term 5.

Related Policies:

School of Nursing Policy: Challenges in meeting Clinical Practice Competencies

School of Nursing Policy: Progression and Advancement in Undergraduate Program

School of Nursing Policy: BSN Professional Conduct

School of Nursing Policy: Request for Missed Clinical Time for Professional Development

UBC Policy: Student Conduct and Discipline UBC Academic Calendar 2016 - 2017

APPENDIX

Student and Faculty Guidelines for Remediating Missed Clinical and Laboratory Time

It is the responsibility of students, clinical instructors and course leaders to address missed clinical and laboratory time. In the process of determining options to make-up for missed clinical time (including lab learning), consultation is required between the student and the instructors of the course. The following guidelines are intended to assist with the design and implementation of plans to address missed clinical and lab time.

The metric for gauging needs for missed clinical and lab time will be discussed with each student depending on student needs and options available in clinical and lab settings. The goal is to have the student make up missed time in a manner that supports the attainment of the required competencies and outcomes.

Student Responsibilities:

1. Declare missed clinical time when designing learning goals at the beginning of each clinical rotation.
2. When taking sick time, make contact with the clinical instructor (CI), using the medium designated by the CI and consistent with course expectations. If the absence is from a lab learning experience, the student must contact the Course/Practice lead for the course.
3. Provide a letter of explanation, a medical certificate or other supporting evidence for the absence.
4. Self-identify learning needs that are affected by missed time and meet with clinical instructor regarding feedback about those needs in relation to clinical competencies.
5. Request clarification regarding the learning experiences that will help to remediate missed time in order to meet clinical competencies.
6. Follow the plan made to make up missed time, such as attending a lab or alternate learning activity.

Clinical Instructor Responsibilities:

1. Confirm the student has identified missed clinical time when designing learning goals at the beginning of the rotation (all missed clinical time is recorded in the PeP).
2. Discuss with the student, specific areas requiring development identified by previous instructors, by you and by the student regarding focus in order to meet competencies when making up missed time.
3. Confirm and make contact with the course leader regarding feasible options for make-up time.
4. Document the students' plans and outcomes; evaluate same in a timely manner such as at midterm and second last week of clinical, before final evaluation.
5. Discuss with the student and course/practice lead any changes and possible challenges in clinical activities to make up clinical time.
6. Meet with the student in an ongoing manner to guide and consult.
7. Document missed clinical time on PeP evaluations.
8. Document in PeP the ways in which missed clinical time was made up if applicable.

Course Leader Responsibilities:

1. Provide for contact with Clinical Instructors to discuss and confirm plans made in relation to missed clinical time.
2. Liaise with lab to confirm possible timing of lab learning to make up missed time.
3. Provide support to the clinical instructor to enforce plans made to make up missed clinical time.
4. Consult with Program Coordinator, and others as required, regarding the planned strategies and approaches to address missed clinical time.

5. Report to Program Coordinator and Progressions Committee regarding student outcomes related to the plan for missed clinical and laboratory time.

Refer to SoN Policy: *Missed Clinical Practice & Laboratory Experience Time*

And other related School of Nursing policies & Processes:

- Challenges in meeting Clinical Practice Competencies
- Progression and Advancement in Undergraduate Program
- BSN Professional Conduct
- Request for Missed Clinical Time for Professional Development