Student and Faculty Guidelines for Remediating Missed Clinical and Laboratory Time

It is the responsibility of students, clinical instructors and course/practice leads 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 course/practice lead 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.


8. Document in PeP the ways in which missed clinical time was made up if applicable.

Course/Practice Lead 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 level lead, and others as required, regarding the planned strategies and approaches to address missed clinical time.

5. Report to level lead 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