Undergraduate Mandatory Clinical Attendance Guidelines

Clinical practice is central to nursing and mandatory in the Baccalaureate Nursing Program at the Lawrence S Bloomberg Faculty of Nursing. Full participation in both clinical and classroom learning is integral to students’ success in the program and future excellence as practicing nurses. Below are guidelines for absences from Clinical Practice.

If students cannot attend clinical practice they are required to follow the process below. Clinical absences are tracked throughout the program and failure to act responsibly regarding absences constitutes non-compliance with the University of Toronto’s Standards of Professional Practice Behaviour for All Health Professional Students and will impact the student’s professionalism assessment and overall clinical evaluation. Breach of these standards may be cause for failure in a course.

ABSENCES

In the case of absence due to illness, students must notify: (1) their Clinical Instructor or Clinical Preceptor and (2) their Clinical Coordinator or Course Faculty and (3) the Clinical placement site. Faculty should be notified by email as soon as illness occurs; the clinical placement site should be notified by phone prior to the beginning of the shift.

For every absence, appropriate documentation is required and must be submitted online via the Bloomberg website at this link
http://bloomberg.nursing.utoronto.ca/partners-placements/placements/undergraduate/clinical-absences

On each day of any absence the student must fill out the Notification of Absence Form.

On the second consecutive day of absence the Verification of Student Illness or Injury form must be completed by a Health Care Professional and uploaded with the Notification of Absence Form Please refer to the links below.


Students requiring absence for religious reasons or for extenuating circumstances must submit a request in writing to the Director of the Undergraduate Program at the beginning of the term.
Missed clinical practice may result in mandatory make up time. If required, this will be arranged through the Office of Clinical Education and the Director of the Undergraduate Program. Any arrangement made outside of these offices may violate University agreements with clinical agencies and is NOT acceptable.

LATENESS

If their arrival at the clinical placement site will be delayed, students must notify their Clinical Instructor or Preceptor and clinical placement site as soon as possible. Ongoing issues with lateness, and/or failure to provide appropriate notification will impact the student’s professionalism assessment and overall clinical evaluation.

VACATIONS

Vacation time is not permitted during periods of clinical practice. Commitments which may affect students’ attendance in clinical practice must be discussed with the Director of the Undergraduate Program prior to the beginning of the term.

(June 15, 2013)
Approved by Education Leadership Committee