



Policy Name: Clinical Practicum Guidelines and Procedures for Clinical Attendance
Originating/Responsible Department: School of Nursing
Approval Authority: Megan Manning
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School of Nursing

Clinical Practicum Guidelines and Procedures for Clinical Attendance

1. Purpose and scope

This policy outlines the expectations and procedures regarding attendance for all clinical practicum components within the Bachelor of Science in Nursing (BScN) program at Carleton University. It ensures that students meet clinical placement requirements and adhere to the expectations of the university, the College of Nurses of Ontario (CNO), the Canadian Nurses Association's (CNA) Code of Ethics, and clinical partner institutions.

2. Definitions

Clinical placement: Any organization or institution providing clinical placements for Carleton University BScN students. Also referred to as, clinical or practicum.

Learning plan: A document co-created between SON faculty and the student to identify learning opportunities, strategies, and resources to support the student in meeting clinical course requirements.

School of Nursing (SON) faculty: employees of Carleton University working within the SON.

Students: individuals enrolled in the Bachelor of Science in Nursing (BScN) program at Carleton University.

The University: Carleton University.

3. Attendance and participation

Full participation in all clinical and laboratory sessions is mandatory. Students are expected to arrive at clinical placements and labs prepared and able to participate in learning activities. Absences may result in academic penalties or withdrawal from the course.

Students will be responsible for arriving to clinical placements prepared and on time. Students who are repeatedly late (more than one [1] occasion), will be required to meet with the SON faculty to discuss potential academic consequences as related to professionalism.

4. Absence from clinical placement

- Missing clinical hours puts a student at risk of having less time to practice in the clinical environment and to demonstrate meeting learning objectives.
- If a student is to be absent from a clinical placement, they must notify the clinical instructor and the SON faculty at nursingclinical@carleton.ca as soon as possible, justifying their absence before the shift starts (e.g. due to illness).
- Accommodations may be made for valid, documented medical and/or religious reasons in accordance with university policies and human rights legislation. Documentation must be submitted to the SON faculty before the start of the clinical placement.
- Students will not be permitted to miss clinical placements for employment-related reasons.
- If a student is absent from clinical placement, they may be required to meet with the SON faculty member to create a plan for how to meet their missed learning outcomes.
- Students who miss more than two (2) clinical shifts will be required to meet with the SON Faculty to determine if they are able to be successful within the course.
- Students will be responsible for the associated fees in making up missed clinical placement hours, unless they are able to provide a valid justification for their absence.

5. Transportation

- Students are responsible for their transportation to clinical placements.
- Students are responsible for parking costs associated with clinical placements.
- Students will be provided with a Universal Transit Pass (U-Pass) as part of their ancillary fees.
- Carleton University will strive to support minimal transportation and/or parking fees with agency partners to reduce student financial burden.

This policy will be reviewed regularly to ensure alignment with the university policy, regulatory bodies, public health guidance, and clinical partner expectations.

References

University of Calgary Faculty of Nursing. (2018). *Nursing Practice Attendance Policy for Undergraduate Students*.

Queen's University School of Nursing. (2022). *Academic Regulations 2022-2023*.

Trent/Fleming School of Nursing. *Expectations for Clinical Practice Activities*.

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