



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 Partner: Any organization or institution providing clinical practicum or placements for Carleton University nursing students.

Clinical: The setting where the nursing students participate in their clinical practicum.

Student Support 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 (includes members such as faculty, staff, preceptors, facilitators).

Students: Individuals enrolled in any nursing program with Carleton University.

The University: Carleton University.

3. Attendance and participation

Full participation in all clinical and simulation sessions is mandatory. Students are expected to arrive for clinical and simulation on time and prepared and able to participate fully in learning activities.

Absences may result in consequences and may impact a student's ability to be successful in their learning trajectories.

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 and missed learning.

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 preceptor and the SON faculty at **nursingclinical@carleton.ca** as soon as possible, justifying their absence before the shift starts (e.g. due to illness).
- If a student misses any clinical (justified or unjustified) they will be required to complete missed clinical learning assignments as appropriate to successfully complete the course. Assignment rigour and time requirements will increase based on missed in person learning.
- Accommodations may be considered 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 placed on a Student Success Plan and required to meet with the Assistant Director of Clinical Practice to determine if they are able to be successful in the course.
- Students may be responsible for the associated fees in making up missed clinical placement hours, if additional in person hours are required to successfully complete the course.

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.

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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