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Policy Title: BSN-DNP Nurse Anesthesia Program – Attendance

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## I. Policy

Attendance and participation in all planned learning activities is critical to the achievement of course objectives, acquisition of clinical requirements, and successful student learning. The BSN-DNP Nurse Anesthesia (NA) degree program has a **mandatory attendance policy**: students are required to be present for all scheduled face-to-face classes on campus, online meetings and clinical activities.

## II. Procedures

### Schedules

Orientation, course, and clinical rotation schedules are provided to the student well in advance of the beginning of each semester. Students are expected to plan and to arrange for personal and work schedules that will not impact their graduate studies or clinical activities.

### Class Attendance

**Class attendance in all courses is mandatory.** If a student is unable to attend a scheduled class, he/she must notify the NA course lead faculty. Excessive absences may be reflected in the final grade and may impact one's ability to remain in the program.

For any online portions of a course, students are expected to login into the course weblink as required and outlined in the individual course syllabus and by the course instructor.

On-campus meetings in generic DNP courses are scheduled only a few times a semester for a full day each time; each class day accounts for a large percentage of the course grade. Therefore, absence may impact final grade determination.

### Clinical Attendance

**Clinical attendance is mandatory.** If a student is ill or is unable to report to the clinical site on an assigned day, he/she must notify the following individuals:

- ❖ **The Clinical site coordinator of the assigned clinical site AND**
- ❖ **The Nurse Anesthesia Program Director (or designee)**

**These individuals must be notified before 6:30am on the day of the absence.**

- ❖ **The assigned nurse anesthesia faculty serving as the program's clinical coordinator must be notified of the clinical absence by email following notification of the above.**

All assigned hours missed during the clinical phase of the program exceeding those addressed below must be made up prior to graduation. Excessive absences or tardiness in the clinical area will be reflected in the clinical evaluations, and will ultimately reflect the final grade in the clinical course.

### **Unplanned clinical absences from the program**

All sick days during the clinical phase must be made up before the student can graduate, unless it is taken as part of the 144 hours of leave time allotted (see below). Graduation will be delayed to allow for make-up time, i.e., hours lost to sick leave not accounted for within the designed 144 hours of leave will be made up after the graduation date established for each class. All clinical absences are to be reported to the NA Program Director (or designee) and Clinical Site Coordinator as delineated above.

### **Scheduled leave/vacation**

The nurse anesthesia division does not observe semester breaks or University holidays during the clinical phase of the program. Each Student Registered Nurse anesthetist (SRNA) will be granted a total 144 hours leave for vacation or illness for the clinical portion of the program. Leave/vacation absence is provided on the following basis: 1 hour of clinical assignment time missed equals 1 hour of leave/vacation time.

Three additional days of leave may be requested for professional meeting attendance. Leave for professional meeting attendance must be accompanied by proof of registration and subsequent documentation of actual attendance. An additional day of leave (8 hours) will be provided to each student for DNP Project clinical site presentations.

Leave/vacation requests must be received in the nurse anesthesia program office by the 10<sup>th</sup> day of the **month preceding the month in which the leave/vacation is being requested.**

Submission of leave/vacation requests by the student does not imply approval of the request. Students are cautioned to await programmatic approval of all requests prior to making any absence plans.

### **Leave/Vacation may not be requested or scheduled during:**

1. the first two weeks of the clinical phase of the program;
2. the final clinical week of the program;
3. the first week of subspecialty rotations (pediatric or cardiovascular anesthesia rotations);
4. the clinical month of the obstetric anesthesia rotation;
5. any clinical warning or clinical probation period.

### **Orientation**

The BSN-DNP NA program orientation and subsequent clinical progression orientation are designed to provide the student with a comprehensive overview of the curriculum, course/clinical objectives, and programmatic expectations. Attendance at all orientations is

mandatory. No absences will be excused. Notice of the orientation session will be provided after acceptance into the program.

**Major Emergency**

If a student has an emergency, such as serious illness, family illness and/or death, he/she must immediately notify the NA program director (or designee) by telephone or e-mail through the BSN-DNP NA Office and the faculty member(s) leading the course (s). Excused absences will be at the discretion of the NA program director. If a student is provided with an excused absence, the student is responsible for the course work missed.