

## **Addendum to 2018-2019, 2019-2020, and 2020-2021 Student Nursing Handbook**

### **Department of Nursing Attendance Policy**

#### *Class*

Class attendance is the responsibility of the student and is considered to be a valuable component of the nursing education process. Students are responsible for material presented in class. The student should refer to each course syllabus for specific class attendance policies and the Shawnee State University Catalog.

#### *Clinical Practice*

Clinical/Lab attendance is mandatory to satisfy clinical hour requirements and to provide the student with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of nursing settings with individuals or groups across the life span (OBN Rule 4723-5-13-(F)-8-b). A student can have no more than two clinical/lab absences per course. The first absence will result in an in-person clinical/lab make-up experience with the instructor. If there is a second clinical/lab absence, it may be satisfied using a virtual clinical method designed to be equivalent to what was missed by the student. Students with absences that extend beyond the two clinical/lab absences due to extenuating circumstances created by the COVID 19 pandemic, when the student presents a letter from the Department of Health or Shawnee State University Health Team that places the student in quarantine, will be provided with an opportunity to make up the additional hours with a satisfactory equivalent. It is the student's responsibility to review each course syllabus for specific procedures related to clinical/lab absence.

Approved 5/4/11; Revised 5/1/15; Revised & Approved 9/18/2020; Revised & Approved 11/19/2020

Each student is responsible to complete the Clinical Absence Report Form prior to attending the next clinical and submitting it to their clinical instructor for signature. All absences must be reported to the clinical instructor and the department secretary. The Clinical Absence Report Form can be found in Appendix C.

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Student Name

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Student ID

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Date