**Time in Clinic / Attendance Policy**

Attendance in clinical education (CE) falls under mandatory coursework and is an essential part of the DPT curriculum. Students should plan to be in attendance on all required days and recognize that making up time in clinic can be challenging for several reasons, including time-constraints in the curriculum, burden on the site and clinical instructor (CI), and variable clinic schedules.

Holidays

In the event that a holiday falls during a clinical experience, students will follow the clinic’s holiday schedule, not that of the University. If the clinic is closed for more than 2 days during the clinical experience, students may be required to make up the missed time and must notify their CE faculty advisor. The student, CI, and advisor will work together to determine a plan for making up the missed time.

Injury during Clinical Education

In the event that a student is injured in the clinic during a clinical experience, as stated in the Clinical Training Agreement, they will be covered by the University’s worker’s compensation policy. The student should seek immediate medical attention if necessary, and then contact his/her clinical education faculty advisor, who will assist the student in planning next steps and the logistics related to worker’s compensation.

Illness

Due to the mandatory nature of clinical education, time off needs to be minimized. The Program recognizes that illness or non clinic related injury may impact a student’s ability to participate in clinic. This, and the fact that students are often working with immunocompromised and/or medically fragile patients, may necessitate time off due to illness or injury. There are appropriate times to call in sick - please be aware of your clinical site’s guidelines related to illness. Students should participate in determining how patients and other responsibilities will be covered during missed time. **In the event of illness or injury, the student should contact their clinical instructor and their CE faculty advisor as soon as possible. I**f the student is unable to reach these individuals, a voice message and/or email message should be left. As appropriate, the Director of Clinical Education (DCE) will notify the faculty that the student will be absent over a certain time period. With consent from the student, the DCE will inform the faculty of the reason for the absence.

**Upon the student’s return, arrangements may be made to make up missed time and content.**

\*\*See specifics under each clinical education experience below.

Unanticipated Life Events

The Program recognizes that unanticipated life events of an emergent nature do occur. In the event that an unavoidable personal event or serious family issue (e.g. family illness or death) occurs during a clinical experience, **the student should contact their clinical instructor and their CE faculty advisor as soon as possible.** If the student is unable to reach one of these individuals, a voice message and/or email message should be left. As appropriate, the DCE will notify the faculty as a whole that the student will be absent over a certain time period. With consent from the student, the DCE will inform the faculty of the reason for the absence.

**Upon the student’s return, arrangements may be made to make up missed time and content.**

\*\*See specifics under each clinical education experience below.

Professional Development

Opportunities for professional development may arise while you are in clinic. While the Program supports exposure to professional development opportunities, these events should not distract from clinic learning experiences. Students will be expected to make up any time missed for professional development and must follow formal request procedures/policies below. Students are welcome to attend any professional development activities that occur outside of their normal clinic hours (e.g. weekends, evenings).

\*\*See specifics under each clinical education experience below.

\*\*See procedures for requesting time off below.

Planned Personal Events

The Program understands that important personal and milestone family events may occur during clinical education rotations. Attendance during clinical education is considered mandatory but we recognize that in **rare** circumstances students may request an exception to this policy. Students should not expect or assume that requests for personal time off will be approved, so please do not make any formal plans (e.g. purchase plane tickets) until time off has been formally approved. Students WILL be expected to make up this time and must follow formal request procedures/policies outlined below.

\*\*See specifics under each clinical education experience below.

\*\*See procedures for requesting time off below.

Considerations for Make-up Time

If a student misses more than the permissible number of days in a clinical experience (see individual experiences below), make-up time may be required. Items the CE faculty advisor will take into consideration when planning make-up time may include: student feedback; CI feedback; and CI perceptions of the student’s ability to reach necessary goals/benchmarks, professional behaviors, and mid-term CPI ratings (if available).

If the clinic is unable to provide make-up time during the clinical experience for any missed days, the CE faculty advisor will assist in designing a supplemental experience for the student.

Integrated Clinical Experiences (ICE)

During ICE a student may not miss more than one day due to illness or other unanticipated life events (eg. family illness, funeral). If a student misses more than one day, the student will be required to make up the missed time. The student, CI, and ICE course coordinator will work together to determine the best way to make up the days. Due to the team-based nature of ICE, the limited number of days involved and difficulty providing meaningful make-up time, students are not permitted to request time off for planned personal or professional activities during ICE I or ICE II.

Clinical Education I and Clinical Education II

The Program policies surrounding time off reflect those found in the professional physical therapy environment. Students are allotted up to one day to be used for either personal or professional events during each of CE I and CE II. To model expectations for employees at clinical sites, the request must be submitted to the program Absence Committee in advance and approval is not guaranteed. The student will be required to make up the missed time.

\*\*See procedures for requesting time off below.

**Exception for CE II** - if students wish to attend CSM during CE II, up to 2 days off will be granted, if approved by the clinical instructor. There is no requirement to make up these missed days unless the student is not meeting benchmarks for the experience or if required by the CI.

Clinical Education III

The Program policies surrounding time off reflect those found in the professional physical therapy environment. Students are allotted up to two days to be used for either personal or professional events during CE III (pre-graduation phase of the Internship). To model expectations for employees at clinical sites, the request must be submitted to the program Absence Committee in advance and approval is not guaranteed. The student will be required to make up the missed time.

\*\*See procedures for requesting time off below.

**Exception for CE III:** For students who plan to sit for the NPTE fall test date during CE III: Students will be allowed one day off to sit for the exam. There is no requirement to make up the missed day unless the student is not meeting benchmarks for the experience or if required by the CI.  This exception only pertains to the date of the NPTE and does NOT include any additional days for travel or study. If additional travel days are requested, students must follow the standard procedure to request time off during clinical education and these days would fall under the general CE III attendance policy above.

\*\*\*Note: this exception only addresses attendance for the NPTE, not whether a student is eligible to sit for the exam.

Procedure to Request Time off During Clinical Education

Attendance during clinical education is considered mandatory but we recognize that in **rare** circumstances personal events or professional opportunities may arise for which students may request an exception to this policy (see above for details/definitions). To request time off during clinical education, students will submit a written request to the Absences Committee no later than 6 weeks prior to the clinical experience, following the procedure outlined below. This includes requests related to both professional development opportunities and personal events. **Do NOT contact your CI with requests for time off and do NOT make travel or activity arrangements until all steps below are completed.**

**Any absence request that is approved is provisional, pending student performance during the clinical experience**.

1. Student will complete the “Request for Absences due to Personal Circumstances or Professional Opportunities (Clinical Education)” form and submit to the Student Absences Committee Chair ***in advance of making any plans***(e.g.purchasing plane tickets). It is highly recommended that the student completes the form immediately upon determining that they may miss clinic time. Students are asked to submit a request a minimum of 6 weeks in advance of an event in order for the committee to meet and complete the process.

2. The Chair will respond to the student’s request acknowledging that the request has been received and is being reviewed.

3. In order to come to an informed decision, the Student Absences Committee will review the request and consult with the Clinical Education faculty advisor. If the Student Absences Committee and the CE faculty advisor agree that the time off request meets the criteria outlined in “Time in Clinic/Attendance Policy”, the approval process will proceed to the following step.

4. The CE faculty advisor will communicate directly with the CI and/or CCCE to discuss the absence request and to confirm that time off can be approved and/or required time can be made-up. The CE faculty advisor, CI/CCCE, and student will develop a plan regarding make-up time as needed. Please remember, any absence request that is approved is provisional, pending student performance during the clinical experience. Students should understand that plans may need to be modified or canceled if the CI/CCCE and CE faculty advisor feels that missed clinic time will impact successful completion of the clinical experience.

5. The Student Absences Committee will come to a decision, which is final. The decision will be communicated to the student via electronic or written communication.

6. If a denial decision from the Student Absences Committee is not followed, the student will be referred to the Student Promotions Committee.