

Duke University School of Nursing

Name:	ABS N Clinical Instructor Absences
Effective Date:	January 1, 2014
Review/Revision History:	April 25, 2016, November 18, 2018, November 2019
Next Review Date:	November 1, 2021
Approval Authority:	Dean of the School of Nursing
Policy Responsibility:	Associate Dean for Academic Affairs
Policy Manager:	ABS N Program Director

Purpose:

The purposes of this procedure are to

- outline expectations for consistent clinical attendance by ABS N Clinical Instructors, to ensure students have the opportunity to meet clinical objectives
- ensure that all students are provided with appropriately scheduled make-up experiences to meet clinical objectives.

Overview:

1. Upon hire each semester, the clinical instructor is provided concise information (as part of course orientation) on the number of weeks, dates and site(s) clinical hours are allotted for the course (i.e. the number of hours available for a student to meet clinical objectives in sites such as the DUSON CND).
2. Salary letters, provided by the DUSON Business Office, detail compensation the clinical instructor will receive for an allotted number of weeks and hours of instruction time.
3. Lost clinical time, due to clinical instructor absence, has the potential to put the student(s) at risk for not meeting clinical objectives.

Procedures:

1. ABS N clinical instructors are expected to make every effort to be present and well-prepared to conduct the weekly clinical experience as scheduled and for the allotted length of time.
2. ABS N clinical instructors are expected to alert the designated course faculty liaison, as early as possible, of the (acute/emergent) need to cancel a scheduled clinical experience and inform the clinical group in a timely manner.
3. Should a clinical instructor be absent from a scheduled clinical experience, the instructor will be expected to reschedule the missed clinical hours. Every attempt should be made to schedule this make-up time in such a way as to allow all members of the clinical group to participate and in consideration of the student's overall class and clinical schedule. Make-up clinical hours should be completed prior to the conclusion of the course.

Coordination of make-up clinical days will require appropriate agency permission and should be coordinated through the Manager of Clinical Instruction and Placement Services, for the

ABSN program.

4. Inconsistent work patterns will be noted in the Personnel Files (will be documented on end of semester/annual CI performance review) and may negatively impact potential for continuation of employment with the Duke School of Nursing.