



**VERA Z. DWYER COLLEGE
OF HEALTH SCIENCES**

**TITLE: Radiography
Attendance and Tardy
Policy**

POLICY NO: R-1

EFFECTIVE DATE: 08 01 2019

INDIANA UNIVERSITY SOUTH BEND

**TARGET GROUP: CHS
Students**

**SECTION: Radiography
Student Policy**

**REVISION DATE:
Revised and Approved
July 6, 2020**

Purpose:

The purpose of this policy is to outline the Radiography Program's policy on attendance, tardiness, personal and sick hours, and clinical and didactic requirement hours.

Policy:

Consistent clinical attendance is a vital component to successful completion of the Radiography Program. Program faculty subscribe to the philosophy that while it is possible for a student to achieve minimal technical competence early in a given rotation, clinical competency is best achieved through multiple repetitions of imaging exams on various patients and hands-on clinical field work. In addition, the presence of a student in clinic adds to the professional preparation of the student. Each student is encouraged to maintain good attendance while in the program.

Students are generally in attendance from 7:30 a.m. - 4:00 p.m.; evening rotations begin from 1:00 p.m.- 9:30 p.m. Exceptions require prior approval from the clinical instructor and clinical coordinator.

The JRCERT limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week per Standard 1, Objective 1.4.

Starting on 3/19/20, JRCERT is granting exceptions indefinitely to the above standard:

- Allowing flexible scheduling in clinical education, such as evening and weekend rotations that may exceed 25% of total clinical clock hours; and
- Granting clinical assignments to more than 10 hours per day; however, this must be voluntary on the part of the student

If a student has unforeseen circumstances arise, they must communicate their situation with the clinical coordinators and the program director in the radiography and medical imaging program. Documentation may be requested.

Personal/Sick Hours

Students are allotted 32 hours of personal/sick time for the academic year (Junior Fall until end of Summer II semesters) and 32 hours of personal/sick time for the Senior Fall/Spring semesters. If unused, the initial 32 hours may not roll over into the Senior Fall/Spring semesters.

Personal time must be submitted to the clinical instructor and clinical coordinators in writing or email at least 24 hours prior to the requested day off. In the event the student is behind in competencies, the personal day may not be approved. Personal time should not be used during the last week of the clinical/professional program. During the last week of clinic for second year-students, personal and sick hours may only be used for cases of documented illness. Any time taken off from assigned clinical experience during this period that does not meet the stated requirement must be made up prior to the end of semester to avoid a grade of "I" incomplete.

Students are expected to manage their personal/sick hours to meet their needs. Students who exceed these stated limits for the academic year will be given a Problem Assessment Form.

COVID Personal/Sick Hours

In summer session II, 2020, if students are ill, they must use their existing personal time to cover any time missed. If students use all of their personal time, they will be given 40 hours to use as sick time. These hours will not have to be made up and do not carry over to the fall semester. Any time missed time above the additional 40 hours must be made up prior to the end of semester to avoid a grade of "I" incomplete.

Starting Fall 2020, senior students will be given an additional 32 hours to use as sick time in the fall/spring semester. Junior students will start clinical in spring 2021 and will be given an additional 32 hours to use as sick time.

If a junior or senior student misses more than the initial 32 hours of personal time, or 64 hours in the case of a serious illness, students will have to make up the missed time. If the time is not made up before the end of the semester, the student may receive an incomplete.

Personal time must be submitted to the clinical instructor and clinical coordinators in writing or email at least 24 hours prior to the requested day off. In the event the student is behind in competencies, the personal day may not be approved. Personal time should not be used during the last week of the clinical/professional program. During the last week of clinic for second year-students, personal and sick hours may only be used for cases of documented illness. Any time taken off from assigned clinical experience during this period that does not meet the stated requirement must be made up prior to the end of semester to avoid a grade of "I" incomplete.

Students are expected to manage their personal/sick hours to meet their needs. Students who exceed these stated limits for the academic year will be given a Problem Assessment Form.

If a student becomes ill with a serious illness, the student will receive an additional 32 hours of time as long as a physician's note is provided.

The additional 32 hours cannot be used for personal 'free' days.

If a student needs to be quarantined due to being in close contact with someone with COVID-19, this also counts towards the additional 32 hours. The program will follow CDC guidelines.

If a student is a caregiver for someone (child or family member) or if a student's child cannot go to daycare, a student may request to change clinical hours to nights or weekends. The student must

let faculty and their clinical instructor know about the change and the change must be approved first.

If a student does not meet the criteria for the additional 32 hours, the additional hours are voided.

If a student has a major life event and is nearing the end of their personal time, students may accrue additional hours with the approval from the clinical coordinators and clinical instructor. Students would then be allowed to 'bank' the hours needed. If approved, missing clinic will not count against the student since the time is being banked.

Use of Personal Time for Weekend Rotations

Each student is required to complete a total of 6 weekend rotation shifts during the clinical program. There will be 2 weekend days scheduled for each semester, a Saturday or a Sunday during the day and a Saturday or Sunday during the evening beginning in the summer session I of the student's first-year. A weekend rotation consists of 8 hours of off-shift clinical experience. Off-shift clinical experience provides the student with the opportunity to experience the clinical setting outside regular (Monday-Friday 7:30 a.m. – 4:00 p.m.). To satisfy this clinical objective, students must complete the entire 8-hour weekend shift. Students are not permitted to use personal time to satisfy this requirement. Weekend rotations are scheduled in advance to give the student the opportunity to plan around any scheduling conflicts.

The clinical coordinator is available via cell phone or office phone during regular clinical hours (Monday - Friday, 7:30 am - 4:00 pm). Students who wish to contact the clinical coordinator outside these hours are encouraged to use the numbers provided on their clinical syllabus. The clinical coordinator has access to voicemail from their personal cell phone and will reply in the event of an emergency.

Absence/Calling Off Clinic

Reporting clinical absences is a two-step process;

1. the student must call the clinical coordinator to report their absence
2. the student must call their assigned clinical agency to report their absence

Absences should be reported at least 1 hour prior to the student's scheduled start time. Main department telephone numbers are listed in the student handbook. If the clinical instructor is not available, a message should be left with the department to be forwarded to the clinical instructor. If a student is visiting a clinical site and needs to call off, the student should contact the visiting site, their clinical instructor at their home site, and the clinical coordinator. Failure to communicate this absence could result in a Problem Assessment Form or a Learning Contract depending on the severity or if it is a repeated incident.

All times missed beyond the allotted personal/sick hours must be made up prior to the end of the semester to avoid a grade of incomplete. Receiving an incomplete could prevent progression to the next semester. The student should submit a written description listing the dates/times to make-up missed clinical hours. The clinical instructor must approve the written description by providing their signature. Students cannot participate in didactic and clinical hours of more than 40 hours per week according to JRCERT Standard 1.4.

Adhering to Scheduled Clinical Rotation Times

While students are encouraged to complete radiographic procedures prior to leaving clinic, students are not obligated to stay past the end of their assigned rotation. Students are highly discouraged from staying beyond 15 minutes after their assigned clinical rotation has ended.

Students are not credited this extra time and cannot bank extra minutes. According to JRCERT Standard 1.4, students are prohibited from participating in more than 40 hours combined class/clinic week. Exceptions would be when a student is participating in an exam or a case that could be completed within 10-15 minutes.

Unexcused Absences

Program faculty acknowledges that emergencies may arise. However, failure to call the clinical instructor or department personnel to inform them of an absence from clinic or class will result in a Problem Assessment Form. Students are required to make up the clinical time prior to the end of the semester to avoid a course grade of Incomplete which could delay progression to the next semester. Progression information can be found in the Radiography Handbook.

Tardiness

A student will be considered tardy if they have not arrived for Clinical Experience in the assigned clinical area within one (1) minute of their scheduled start time. If you anticipate arriving late to clinic, please contact the clinical coordinator and clinical instructor to inform them of your late arrival. Students should not to clock in more than 10 minutes before the assigned clinical hours.

All documented hours will be recorded through Trajecsys. The system will have an accurate recording of all student's time at clinic. Trajecsys will maintain records of the student's arrival/ departure time and record any late arrivals to clinic.

Students are allowed two (2) tardies for each fall/spring semester and one (1) for each summer session. Any tardies beyond the total will result in a Problem Assessment Form.

All time missed due to tardies, must be made up within five (5) clinical days of the occurrence. Students may not use their personal time for tardies. Failure to make-up missed time within the specified time period could result in a grade of Incomplete and prevent progression into the next semester.

Absence from Clinical Laboratories

Attendance in scheduled clinical demonstration labs is mandatory. Laboratory will follow the IUSB Radiographic Laboratory Policy. Students are expected to be punctual and prepared to participate in demonstration labs. Arriving late and/or unprepared to participate can impede clinical progression and lead to course failure.

Students are responsible for missed class work and must contact the instructor when they return. If a student misses a laboratory, the laboratory will be made up throughout the semester. If time does not allow the laboratory to be made up in the current semester, the student will participate in the laboratory the following semester. Students who fall under this category should expect to receive a grade of an 'I' incomplete, should time not be allowed to finish required coursework.