
**TITLE: Radiography
Attendance and Tardy
Policy**

POLICY NO: R-1

EFFECTIVE DATE: 9-1-2024

**REVISION DATE:
8-16-21, 5-11-22,
8-7-23, 8-7-24**

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 1:30 p.m.- 10 p.m. Students cannot be in clinical longer than 10 hours unless agreed upon by the student and the director. Exceptions require prior approval from the clinical instructor and clinical coordinator.

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

Scheduled personal time must be submitted to the clinical preceptor and clinical coordinators through email at least 24 hours prior to the requested day off. In the event the student is behind in competencies/rechecks, the personal day may not be approved.

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

If students miss more than the allotted 32 hours per academic year, students will need to make up the time. This time must be made up during normal clinical hours. If the time is not made up before the end of the semester, the student will receive an incomplete.

Banking of clinical hours are not permitted unless extenuating circumstances arise and are approved by the clinical coordinators and program director.

Use of Personal Time for Weekend Rotations

Each student is required to complete weekend rotations during the clinical program. Weekend rotations will start the spring semester of their junior 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. If a weekend rotation is missed, the student must make up that clinical time. Weekend rotations are scheduled in advance to give the student the opportunity to plan around any scheduling conflicts.

The Clinical Coordinators are available via email or office phone during regular clinical hours (Monday - Friday, 7:30 am - 4:00 pm). Students who wish to contact the clinical coordinators outside these hours are encouraged to use the numbers provided on their clinical syllabus. Clinical coordinators have 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/email 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.

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. Exceptions would be when a student is participating in an exam or a case that could be completed within 10-15 minutes. Students are not credited this extra time and cannot bank extra minutes.

Unexcused Absences

Program faculty acknowledges that emergencies may arise. 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

Students must be fully dressed and ready to start their clinical rotation by their start time. 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 clock in more than 10 minutes before the assigned clinical hours. Students are not credited this extra time and cannot bank extra minutes.

Students are allowed two (2) tardies for each fall/spring semester and one (1) for each summer session.

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, thus preventing progression into the next semester.

Absence from On-campus Laboratories

Attendance in scheduled 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 labs are not made up in the given semester, an incomplete will be given.

Active Participant

Students must be an active participant in their education. Students must use their clinical time to be an active learner and be efficient in their daily activities.

- Under no circumstances are students allowed to fall asleep in clinical, class, or lab. This is a safety concern and the student can be removed from clinical if they are found sleeping.
- Students must demonstrate initiative and be a willingly participate in every rotation and in the workflow of the department.

Trajecsys

All documented clinical 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 responsible for clocking in/out in Trajecsys and documenting time exceptions when appropriate. Students are expected to clock in/out during each shift.

This policy follows R-13 and R-24, Notification for Improvement and Violation policies.