



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

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Radiography
Attendance and Tardy
Policy**

POLICY NO: R-1

EFFECTIVE DATE: January 1, 2021

**TARGET GROUP: CHS
Students**

**SECTION: Radiography
Student Policy**

**REVISION DATE:
Revised and Approved
December 30, 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.

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

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.

Class of 2021:

The class of 2021 is 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.

In addition to the 32 hours of personal time, the Class of 2021 students will be given an additional 32 hours to use as sick time for fall 2020 and spring 2021 semesters, for a total of 64 hours. The use of personal time must be used first and cannot be banked prior to the use of sick time. If more than 64 hours are missed, this time will have to be made up.

If students have less than 32 hours of sick time left, they may choose to bank clinical hours to use in the spring semester. Students may bank up to 32 hours of sick time. Additionally, students may not have more than 32 hours of sick time at their disposal at any given time, unless approved by the program director. All banked hours must be used by April 25, 2021. Banking clinical hours must be approved by a Clinical Coordinator and the Clinical Instructor at each site before a student banks any hours. If additional banked hours are needed due to an unforeseen life event, this must be approved by the Program Director.

If students miss more than the allotted 64 hours and no banked hours were saved, students will need to make up the time. If the time is not made up before the end of the semester, the student may receive an incomplete.

Class of 2022:

The class of 2022 are allotted 32 hours of personal time for the academic year (Junior Spring 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.

In addition to the 32 hours of personal time, the Class of 2021 students will be given an additional 40 hours to use as sick time for spring 2021 and summer 2021 semesters, for a total of 72 hours. If more than 72 are missed, this time will have to be made up. If the time is not made up before the end of the given semester, the student may receive an incomplete.

The Class of 2022 is not permitted to bank time.

Personal/Sick Hours Additional Information:

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.

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

If a student becomes ill, the student will receive sick hours as long as an IU sick slip is provided. If a student needs to be quarantined due to being in close contact with someone with COVID-19, this also counts towards the use of sick 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 sick hours the additional hours are voided.

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 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 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.

According to JRCERT Standard 4.4, students are prohibited from participating in more than 10 hours of clinical per day.

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.

According to JRCERT Standard 4.4, students are prohibited from participating in more than 10 hours of clinical per day.

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 Trajecsyst. The system will have an accurate recording of all student's time at clinic. Trajecsyst 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.