

SCHOOL OF SURGICAL TECHNOLOGY

POLICY: STUDENT ABSENTEEISM, TARDINESS, INCLEMENT WEATHER

Students are to act in a professional manner with regard to absenteeism and tardiness. It is imperative that health care professionals consider patient care, and fellow staff when deciding if they are too ill to attend classroom, clinical, or laboratory. Professionals act responsibly and arrive at class or the clinical area at the designated time. The loss of time in the classroom is detrimental to the education process and valuable information may be lost. The loss of time in the clinical area will result in the loss of valuable learning experiences, some of which may not be available to the student again.

CLASSROOM TARDINESS

Students are to report to the classroom prepared to begin at the designated time (refer to the _____ School of Surgical Technology calendar for specific classroom hours). Students arriving late will be given a verbal warning. Two such warnings and the student will receive a written warning. The written warning shall inform the student that one more incident of tardiness will result in dismissal from the program.

2 Verbal Warnings Result In A Written Warning

1 Written Warning With One More Episode Results In Dismissal From The Program

The instructor will determine if an incident of tardiness is beyond the student's control and act accordingly.

Students must notify the instructor if they will be late for class

CLINICAL TARDINESS

Students are to report for duty in the clinical area at the hour designated by the clinical site. Most clinical sites prefer their students to report prepared for duty at 0700.

Students reporting more than three minutes late for duty will be considered tardy. Students will be given a verbal warning when arriving late. Two verbal warnings and the student will be given a written warning. The written warning shall inform the student that one more incident of tardiness will result in a 1-day suspension from the program. The suspension day will be made up prior to graduation. One additional incident of tardiness, and the student will be dismissed from the program.

2 Verbal Warnings Result In A Written Warning

1 Written Warning With One Additional Episode Results In A One Day Suspension

1 Suspension Plus One Incident Results In Dismissal From The Program

Students are to notify the clinical instructor if they will be late for their clinical assignment. Students must also notify their clinical assignment site if they will be late.

The clinical instructor shall determine if an incident of tardiness is beyond the student's control and act accordingly.

CLASSROOM ABSENTEEISM

Students are expected to attend all classes. In the event of illness, absences shall not exceed 2 days in the classroom. The student will receive counseling after the second absent day. A physician's excuse will be required if another episode occurs. Should the student be absent without a physician's excuse, they will be formally placed on probation and terminated should another incident occur.

In the event of a serious illness (i.e. surgery, injury, contagious disease) the student will be required to have a physician's release to return to class. The program director/coordinator and the administration of the school will make the determination as to the ability of the student to continue class based on the physician's release and the amount of time the student has missed. A medical leave of absence may be required.

Examinations missed will be taken on the next class "theory" day with a 10% penalty imposed.

Students are required to inform the classroom instructor of their absence by calling the instructor's hospital voicemail one hour prior to the start of the course.

The program director/coordinator reserves the right to evaluate each student's individual circumstance and make a recommendation based on the individual's special needs.

CLINICAL ABSENTEEISM

In the event of illness, the student will be responsible for notification of both the clinical instructor and the operating room that they will be absent. Notification must be given no later than one hour prior to the time they are to report for duty. The clinical instructor at each facility will inform the student routine that is required when reporting a clinical absence.

Absent days due to illness are not to exceed three days. The student will be required to make-up any days in excess of those allowed. Make-up days will be scheduled by the clinical instructor and may require the student to return after the commencement date. The student will receive a blank certificate folder at the commencement exercises and will receive their certificate of graduation only after clinical time is made up.

In the event of a serious illness (i.e. surgery, injury, etc.) the clinical instructor, program director/coordinator and administration will evaluate the students absent time and make recommendations based on the students personal needs and the requirements of the program.

The student will be required to provide a physician's release to be readmitted to the clinical area under the following circumstances.

1. The student has a communicable disease.
2. The student has an open or infected skin lesion.
3. The student has had surgery or has been hospitalized.
4. The student has had an acute psychiatric episode.
5. The student has called in sick the day before or after a given day off. (Holiday, vacation or weekend)

If the student reports for duty injured or ill, they are to be evaluated by the clinical instructor and should report to the Employee/Student Health Department at _____. A recommendation will be made for restricted clinical practice or for the student to return home.

UNAUTHORIZED LEAVE FROM CLASSROOM AND CLINICAL AREA

Unauthorized leave from the classroom or clinical area:

- 1st offense- 2 day suspension
- 2nd offense- 4 day suspension
- 3rd offense- dismissal from the program

It is acceptable to leave the classroom and clinical areas for breaks, lunch, and lavatory use. Students are to report to the Program Coordinator or clinical instructor before leaving these areas for any reason.

RELIGIOUS ABSENCE

A student requesting time off for a religious observance should make arrangements in advance with the course instructor or the clinical instructor-depending on their class/clinical assignment at the time.

FUNERAL LEAVE

Students will be allowed funeral leave as follows:

Spouse or Child	7 days*
Parent or Sibling	4 days
Grandparent	2 days
Aunt/Uncle/Cousin	1 day

*The student may request a leave of absence. This request must be in writing and sent to the program director/coordinator within 7 class/clinical days. The program director/coordinator and the Vice President of Education will review this request and a recommendation will be made.

SNOW DAYS: CLASSROOM

Students are to listen to local radio broadcasts for the announcement that the _____ School of Surgical Technology is closed or that classes have been delayed. Students may also call the school at _____ to obtain information regarding school closure or class delay.

Each student must make their own decision concerning their ability to get to school. If the student is unable to attend during inclement weather (and the school has remained open), the student will be responsible for any material missed.

SNOW DAYS: CLINICAL

The clinical experience for students will be canceled or delayed in the event of inclement weather. Students are to listen to local radio broadcasts for the announcement that the _____ is closed or that classes have been delayed. Students may also call the school at _____ to obtain information regarding school closure or class delay.

Due to the nature of hospital work, patients still require care, and quite possibly surgery. Trauma surgery is more likely in bad weather conditions. Students should make every reasonable attempt to get to the clinical facility if clinical experience has not been cancelled. Should students be unable to attend their clinical assignment, they should notify their clinical instructors as soon as possible.

The School of Surgical Technology understands that each student has different travel situations. Each student must use his or her own discretion when evaluating the safety of travel. Students who miss clinical days due to inclement weather must make up those days prior to graduation. The make-up schedule will be at the discretion of the clinical instructors.