



IUPUC
DIVISION OF HEALTH
SCIENCES

Practicum Hours and Clinical Expectations for Health Professions Students

Policy Number: S - 5

FULL POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures

ADDITIONAL DETAILS

History

Effective:

Last Updated: 3/5/2020

Responsible University Office:

Division of Health Sciences at IUPUC

Responsible University Administrator

Division Head of Health Sciences

Policy Contact:

Senior Administrative Assistant, 812-348-7250

Scope

Division of Health Sciences at Indiana University-Purdue University Columbus students.

Policy Statement

Students are required to participate in all regularly scheduled or substituted practicum/clinical/ laboratory experiences as they strive to meet course objectives/outcomes. Failure to complete all regularly scheduled or substituted practicum/clinical/laboratory experiences places the student at risk for not meeting course objectives. Students absent for more than 20% of scheduled practicum/clinical/laboratory experiences (up to 10% in some courses with a restricted number of practicum/clinical experiences) will either receive a failing grade, be allowed to withdraw according to Division of Health Sciences policy, or take an incomplete according to University policy, as dictated by the timing and circumstances surrounding the absences. All missed clinical time must be completed, however; this time will count towards the maximum 20% of missed scheduled practicum/clinical/laboratory experience.

Reason for Policy

To provide undergraduate students with guidelines/policy and related expectations to any required or substituted practicum/clinical courses in Division of Health Sciences programs. To assure quality health care sites appropriate for clinical experiences for all undergraduate students.

Procedures

Student Responsibilities:

1. Cell phones are not permitted in the clinical setting. Devices should remain locked in the student's car. Should you have a need for family or others to contact you during the clinical day please discuss this with your clinical faculty. The clinical faculty and student will develop an acceptable communication plan.
2. Students are responsible for notifying their clinical faculty prior to a scheduled practicum/ clinical/laboratory experience when there is an illness or personal crisis preventing them from safely and effectively participating in the learning experience. Designated notification times will be published in course material and may differ from course to course. Clinical attendance is not allowed if student has symptoms of upper respiratory infection such as fever, coughing, and rhinorrhea or abdominal symptoms including vomiting or diarrhea in the past 24 hours.
3. Students are also responsible for notifying the appropriate person(s) on the clinical unit and/or in other care settings by the published designated time prior to a scheduled experience if they will be unable to meet their commitments.
4. During the practicum orientation, course faculty are responsible for providing the method of contact for students in case of an unexpected circumstance where the student needs to be absent from a scheduled practicum/clinical/laboratory experience.
5. Students who do not notify course faculty and appropriate agency contacts as outlined in the steps above may fail the course and receive a failing grade.
6. Students who are absent from a required, regularly scheduled or substituted practicum/clinical/ laboratory experience must contact the course faculty within 24 hours of the absence to determine the consequence of the absence. If the clinical course has scheduled make-up days, these will be listed on the practicum schedule and students are instructed during orientation these days be kept open as needed for clinical make-up. These clinical make-up days are not alternative options for your regularly scheduled clinical. Make-ups are for absences such as illnesses, snow days, and unexpected circumstances which may occur preventing students or faculty from coming to clinical. If a student has a special circumstance

- for requesting an absence from a clinical day, the student is responsible for contacting the clinical faculty and course leader at the beginning of the semester.
7. Course faculty will determine the most appropriate consequence of missing required regularly scheduled or substituted practicum/clinical/laboratory experiences according to published course expectations. Faculty may determine and schedule substitute-learning opportunities for students who are absent. Consideration for this option is defined by course objectives/outcomes, student learning needs and available resources.
 8. Students must be on time to their clinical units or clinical meetings. On time means students are fully prepared and on location at the facility. Start time is to be determined by the clinical faculty as based on our community partner needs. Students who are 1 to 30 minutes late are considered tardy. This includes any meetings with faculty or advising staff regarding clinical.
 - a. First occurrence – learning contract
 - b. Second occurrence – Student sent home and considered a missed clinical day. A professionalism alert will be implemented.
 - c. Third occurrence – failure of the course
 9. Students who are more than 30 minutes late will not be allowed to participate in the clinical activity for that day and will be sent home, at the instructor's discretion. This will count as a missed clinical day and included in the 20% maximum missed time. The student should receive a professionalism alert.
 10. At the discretion of the instructor, the student may be required to submit an additional assignment.
 11. Missing clinical orientation could result in the student needing to withdraw from clinical if there are pre-requisites to clinical which cannot be replicated (such as facility computer training only offered on orientation day).

Clinical Experiences:

1. The Traditional and Accelerated BSN Track Director will facilitate all agency/clinical partner placements for each course which incorporates a clinical component.
2. Students may not perform any nursing skills unless they are directly supervised by a trained preceptor from the facility or IUPUC clinical faculty in the clinical setting (this includes health fairs).
3. Students should be made aware if they are/are not paired with a trained preceptor. Clinical faculty should clearly inform students of their role at the clinical setting in course documents and during any clinical site orientation or in class.

4. Students at remote sites, in which the clinical faculty may travel between sites, should have the cell phone and email addresses of their clinical faculty. The clinical faculty should also have student contact information prior to class start.
5. The clinical evaluation tool should be completed for each clinical experience by either the preceptor or clinical faculty.
6. Some facilities require clinical faculty and student orientation and training. It is the responsibility of the clinical faculty to make sure this training is completed, documented, and updated as required. The on-site educational training at the clinical site will count for up to 4 hours of overall practicum time completion per student for the individual course per semester. Missing clinical orientation could result in the student needing to withdraw from clinical if there are pre-requisites to clinical which cannot be replicated (such as facility computer training only offered on orientation day).
7. A clock hour per credit hour will be interpreted as 50 minutes for all undergraduate student learning experiences. Clock time for clinical experiences does not include time for activities (ex: travel, meals, breaks, etc.) in relation to the learning experience.

Contact hours definitions:

- a. 1 credit hour clinical= 45 hours (breaks included) or 37.5 clock hours
 - b. 2 credit hour clinical= 90 hours (breaks included) or 75 clock hours
 - c. 3 credit hour clinical= 135 hours (breaks included) or 112 clock hours.
8. Simulation time is congruent with clinical time. Simulation as clinical should not exceed 25% of the total required clinical hours.

Definitions

A **clock hour per credit hour** will be interpreted as 50 minutes for all student-learning experiences. This interpretation is to be applied uniformly to both didactic and clinical/lab/experiential learning experiences.

- Conferences/seminars or similar pedagogical approaches used in conjunction with didactic or clinical/lab/experientially oriented learning experiences must fit within the allotted clock time for the course.
- All individualized experiences connected with a required course must fit within the allotted clock time for the course.
- This clock time allotment does not include time for activities (ex: travel, meals, breaks, etc.) tangential to the learning experience.

Clinical faculty- IUPUC employee holding the rank of full-time or adjunct faculty. The clinical faculty member is in charge of the clinical group.

Trained preceptor- a registered nurse employed by the clinical faculty who meets the requirements for preceptorship by the Indiana State Board of Nursing and has completed the IUPUC training for preceptors.

History

Approved at Faculty Staff Council 4/2/20.

Last reviewed by Policy and Procedure Committee 3/5/20.

Adapted from IUSON Core policy number: S_08

Adapted from IUSON Core policy number: H_08, old policy number: VI-A-28.

Additional adaptation included from the Division of Health Sciences at IUPUC Clinical Experience Guidelines Faculty Staff Council 4/9/2014.