



IUPUC
DIVISION OF HEALTH
SCIENCES

Practicum Hours and Clinical Expectations for Health Professions Students

Policy Number: S - 5

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| Scope | Effective: 2017 |
| Policy Statement | Last Updated: 9/8/2022 |
| Reason for Policy | |
| Procedures | Responsible University Office: <i>Division of Health Sciences at IUPUC</i> |
| ADDITIONAL DETAILS | |
| History | Responsible University Administrator <i>Division Head of Health Sciences</i> |
| | Policy Contact: <i>Administrative Assistant, 812-348-7250</i> |

Scope

Indiana University (IU) Division of Health Sciences at Indiana University-Purdue University Columbus (Division of Health Sciences at IUPUC) students and Indiana University-Purdue University Columbus Health Advocacy 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) may 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. Each decision will be made on a case-by-case basis. 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 the Division of Health Sciences program. To ensure quality health care sites appropriate for clinical experiences for all undergraduate students.

Procedures

Student Responsibilities:

1. Cell phones, laptops, and tablets are permitted on the practicum site for educational and emergency purposes. If students are found to be using any electronic devices for purposes other than educational, disciplinary action will be initiated. This may include a learning contract or a professionalism alert and may possibly lead to dismissal from the program.
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. Practicum attendance is not allowed if a 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 in Leadership (L430) and Capstone (S483) may also be responsible for notifying the appropriate person(s) on the practicum unit and/or in other care settings, as applicable, 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 practicum 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 practicum make-up. These Practicum make-up days are not alternative options for your regularly scheduled practicum. Make-ups are for absences such as illnesses, snow days, and unexpected circumstances which may occur preventing students or faculty from coming to the practicum site. If a student has a special circumstance for requesting an absence from a practicum day, the student is responsible for contacting the practicum 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 practicum units. On time means students are fully prepared and on location at the facility. Start time is to be determined by the practicum faculty as based on our community partner's needs. Students who are 1 to 30 minutes late are considered tardy.
 - 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 practicum activity for that day and will be sent home, at the instructor's discretion. This will count as a missed practicum day and included in the 20% maximum missed time (10% in courses with restricted practicum hours: B235 and B453). 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 practicum orientation could result in the student needing to withdraw from the practicum if there are pre-requisites to practicum which cannot be replicated (such as facility computer training only offered on orientation day).

Practicum Experiences:

1. The Traditional and Accelerated BSN Track Director will facilitate all agency/clinical partner placements for each course which incorporates a practicum component.
2. Students may not perform any nursing skills unless they are directly supervised by a trained preceptor from the facility or IUPUC practicum faculty in the practicum setting (this includes health fairs).

3. Students should be made aware if they are/are not paired with a trained preceptor. Practicum faculty should clearly inform students of their role in the practicum setting in course documents and during any practicum site orientation or in class.
4. Students at remote sites, in which the practicum faculty may travel between sites, should have the cell phone and email addresses of their practicum faculty. The practicum faculty should obtain student contact information.
5. The practicum evaluation tool should be completed for each practicum experience by either the preceptor or practicum faculty.
6. Some facilities require practicum faculty and student orientation and training. It is the responsibility of the practicum faculty to make sure this training is completed, documented, and updated as required. The on-site educational training at the practicum site will count for up to 4 hours of overall practicum time completion per student for the individual course per semester. Missing practicum orientation could result in the student needing to withdraw from the practicum if there are pre-requisites to the practicum 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 practicum 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 practicum= 45 hours (breaks included) or 37.5 clock hours
 - b. 2 credit hour practicum= 90 hours (breaks included) or 75 clock hours
 - c. 3 credit hour practicum= 135 hours (breaks included) or 112 clock hours.
8. Simulation time is congruent with practicum time. Simulation as practicum should not exceed 50% of the total required practicum 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 practicum/lab/experiential learning experiences.

- Conferences/seminars or similar pedagogical approaches used in conjunction with didactic or practicum/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 practicum faculty member is in charge of the practicum group.

Trained preceptor- a registered nurse employed by the practicum 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 4/26/2017

Approved at Synergy 2017

Approved at Faculty Staff Council 12/13/18

Approved by Policy and Procedure 9/23/2021

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Adapted from Division of Health Sciences Core policy number: S_08

Adapted from Division of Health Sciences 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.