



SCHOOL OF NURSING POLICY

Policy Name: Clinical Attendance

Approval Authority: Rutgers School of Nursing Faculty

Responsible Executive: Executive Vice Dean

Responsible Office: Nurse Anesthesia Specialty Track

Adopted: 1/1/2011

Last Reviewed: 5/6/2024

Revisions: 5/6/2024

1. **Policy Statement:** To provide the registered resident nurse anesthetist (RRNA) with experiences that promote the development of competence and safe practice; and to provide clinical experiences required for eligibility to sit for the National Certification Examination for Nurse Anesthetists.

2. **Who Should Read this Policy:** faculty, administration, and all RRNA's

3. **Resources and Related Documents:**

Council on Accreditation of Nurse Anesthesia Educational Programs (COA).

Standard for Accreditation of Nurse Anesthesia Programs, February 2024

Standard for Accreditation of Nurse Anesthesia Programs-Practice Doctorate, February 2024

<https://www.coacna.org/wp-content/uploads/2024/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-editorial-rev-February-2024-1.pdf>

School of Nursing Student Policies

<http://nursing.rutgers.edu/policies/index.html>

American Association of Nurse Anesthetists (2018) *Code of Ethics for the Certified Registered Nurse Anesthetist*;

American Association of Nurse Anesthetists (2013) *Scope and Standards for Nurse Anesthesia Practice*;

American Association of Nurse Anesthetists (2015) *Considerations for Policy Development- Patient Safety: Fatigue, Stress and Work Schedule Effects*.

<https://www.aana.com/practice/practice-manual>



4. Policy

The minimum clinical hours for each course as listed in course syllabi must be completed in order for the student to earn a passing grade. One single absence due to illness or emergency may be excused during a clinical course, provided that the student follows the procedure for notification of absence and documentation of illness or emergency described later in this policy. Rescheduling of clinical experiences missed due to excused absence is subject to availability of suitable experience. Because of the potential of scarce availability of appropriate clinical experience, any second absence from a scheduled clinical experience during a course may, at faculty discretion, not be considered for rescheduling and may result in failure of the course.

PART TIME CLINICAL: Clinical schedules during ANST6201 Anesthesia Practicum I and ANST6202 Anesthesia Practicum II will follow the Rutgers Health SN academic calendar. Students will not be assigned to the clinical setting during recess periods in the academic calendar nor on Rutgers Health designated holidays.

FULL TIME CLINICAL: During semesters six through nine, students who are enrolled in ANST6203 Anesthesia Practicum III, ANST6204 Anesthesia Practicum IV, ANST6205 Anesthesia Practicum V and ANST6206 Anesthesia Practicum VI pursue a full time clinical practicum with 36 to 40 hours per week (dependent upon clinical site) of assigned clinical time. This practicum includes specialty rotations that afford the opportunity for students to satisfy specific case requirements for board eligibility. In order to assure the successful accomplishment of all course objectives, maximize the availability of clinical experiences for all of our students, and to assure that all graduates will have the clinical competencies required for eligibility to sit for the *National Certification Examination for Nurse Anesthetists* these clinical courses will not honor the academic calendar. Clinical experiences for these courses may include rotations to various affiliate sites approved by the Council on Accreditation of Nurse Anesthesia Educational Programs. These rotations are arranged and scheduled by the Program Director and/or Assistant Program Director to meet the educational needs of all students and are subject to change at any time. Students must satisfy their responsibilities concerning these rotations as posted and distributed. During these four courses clinical assignments will also include the “on call” experience that is mandated by the Council on Accreditation. This “on call” experience involves nontraditional hours including holidays, and is described in greater detail in the program’s CLINICAL ON CALL policy.

To maximize available clinical experiences, the assignment schedule will not follow the academic calendar. Instead time off will be distributed throughout the course of the calendar year. A maximum of 108 hours (36 hours multiplied by three weeks) of excused absence over the course of these four clinical courses will be allotted to each student. Excused absence from the clinical practicum during these final four clinical courses will be by prior approval of the Program Director and/or Assistant Program Director. In the interest of fairness, students following a 36 hour (three 12 hour assignments) weekly clinical schedule will not be compensated for holidays that occur during their clinical experience; while students following a 40 hour (four 10 hour assignments) weekly clinical schedule will have their weekly clinical hours reduced to account for holidays as they occur. The affiliate clinical site coordinator will be responsible for scheduling the student’s holiday time off. Should a student request an entire week of time off, 36 hours will be charged regardless of the occurrence of a holiday or the clinical site assigned. In the case of single day requests, students assigned to follow a 40 hour (four day) clinical schedule will utilize 9 hours for a single day absence; and students following a 36 hour (three day) clinical schedule will utilize 12 hours for a single day absence.

Any unscheduled absence during the final four semesters must comply with conditions of emergency absence described in this policy, and will be deducted from the student’s total of 108 hours of allowed excused absence time. Any emergency absence that results in an excess of the allowed 108 hours must be re-assigned and completed in order for the student to receive a passing grade for ANST6206 Anesthesia Practicum VI.



ALL CLINICAL ASSIGNMENTS ARE SUBJECT TO THE FOLLOWING LIMITATIONS:

- Clinical experiences will not conflict with didactic class lectures, examinations or other program activities.
- Clinical assignments or required presence will not exceed four times per week.
- Assigned clinical hours will not exceed forty hours in any week.
- Actual time spent completing clinical assignments will not exceed fifty-two hours in any week.
- No clinical assignment including in house "on call" will exceed 16 hours in duration.
- A minimum of 8 hours of unscheduled time will precede all clinical assignments and classroom activities.

ATTENDANCE AT PROFESSIONAL ACTIVITIES: Students are encouraged to participate in educational and professional activities of the American Association of Nurse Anesthetists and other similar professional organizations. Each student is required to attend two professional meetings per year, during their enrollment in the nurse anesthesia program. Additional excused absence from the clinical practicum (in addition to the allowed 108 hours described in this policy) may be approved at the discretion of the Program Director and/or Assistant Program Director for RRNAs' attendance at professional association meetings and/or workshops that are not a specific requirement of a Nurse Anesthesia Program Course but have appropriate educational benefit. Students must be in good academic and clinical standing, not on probation and not in danger of failing current courses, to take advantage of this privilege. The Program Director will only approve excused time for this purpose when requested in writing or via email 30 days or more prior to the first day of the month in which the event is scheduled. Students will be required to submit proof of attendance.

INCLEMENT WEATHER: Congruent with the Rutgers Health Policy [Inclement Weather Emergency](#) and the May 4, 2010 Memorandum *Inclement Weather Procedures for Clinical Students* written by the Executive Vice President for Academic and Clinical Affairs; students will not be required to report for clinical assignments in the event of a declared emergency and cancelation of classes at the Rutgers Health campus that is closest to the assigned clinical site. The student must follow the procedure of the program and of the clinical site for notification of absence. Any time missed due to weather emergency will be rescheduled by the faculty and must be completed by the student in order to meet course requirements.

Procedure: Requests for scheduling consideration and for prior approval of excused absence must be submitted in writing according to the mechanism developed by the Program Director and/or Assistant Program Director and detailed in course syllabi. In the interest of fairness, students following a 36 hour (three 12 hour assignments) weekly clinical schedule will not be compensated for holidays that occur during their clinical experience; while students following a 40 hour (four 10 hour assignments) weekly clinical schedule will have their weekly clinical hours reduced to account for holidays as they occur. The affiliate clinical site coordinator will be responsible for scheduling the student's holiday time off. Should a student request an entire week of time off, 36 hours will be charged regardless of the occurrence of a holiday or the clinical site assigned. In the case of single day requests, students assigned to follow a 40 hour (four day) clinical schedule will utilize 9 hours for a single day absence; and students following a 36 hour (three day) clinical schedule will utilize 12 hours for a single day absence. In the event of illness or emergency, the student must notify the appropriate individual at the clinical site according to the policy and procedure of that site and within a reasonable time. He/she is also required to send email notification to BOTH the Program Director and the Assistant Program Director prior to the scheduled start of the assignment. Documentation of the illness or emergency must be submitted to the Program Director when requested. Failure to follow this procedure results in an unexcused absence with is grounds for course failure and dismissal from the Nurse Anesthesia Specialty Track.