



Policy Title:	<b>Attendance Policy</b>	Approved Date 7/2010
Standards: CCR, Title 22, 71828, SDCE Policy	Prepared by K. Campbell, RN, PHN NATP Director	Effective: 7/2010
	Revised by Lisa Cork MSN, RN-BC	Revised July 15, 2019
	Approved by Cassandra Storey, Dean	Approved: July 20, 2019

**Policy:** The NATP will develop a policy for student attendance documentation and a protocol to make up missed theory modules or clinical time and required clinical skills performance

**Purpose:** To provide a procedure that gives students an opportunity to complete all mandatory theory modules and clinical within the time stated on CDPH approved 276S form.

**Scope:** NATP Director, Instructors, and students

**Responsibility:** NATP Director and NATP instructors

**Procedure:**

1. Student Documentation Records-called Class Attendance Verification (CAV) Forms
  - a. Includes printed name of student, student signature-time in, time out with student handwritten initials, date, instructors printed name and signature, name of class and course number.
  - b. Copies made of CAV every week, originals turned in by end of day Monday to attendance clerk.
  - c. **Copy of CAVs form will remain with NATP instructor throughout semester.**
  - d. CAV will be filed in folder "Administrative" folder in front of student files in locked area upon course completion.
  
2. Student Absenteeism
  - a. Policy states that if student misses more than 10 hours of theory or 10 hours of clinical time they may be dropped from the class and not eligible to take the certification exam.
    - i. Students are told of policy both orally and via a PowerPoint presentation during NATP orientation
    - ii. Students are told of policy on day 1 of class. Witten statement is in nursing handbook.
  
3. Theory Make-up Day scheduled on 276B form.



- a. Make up day #1 is always scheduled before clinical starts and midterm is administered.
- b. Make up day # 2 is scheduled on a skills lab day when no theory is taught.
- c. Make Up day #3 is always scheduled before final exam.
- d. Students that missed class will do modular make-up this day. See forms Module Make up Instructions and Module check off list.
- e. Make up time will be “hour for hour” for required hours missed on theory hours missed on the CDPH 276B.
- f. At minimum, one NATP Instructor and Instructional Assistant will be scheduled on the make-up day.
- g. Test re-take: students with less than 75% have to redo test on make-up day to demonstrate competency. Students must attain 75% for competency. Only one grade will be changed to a maximum of 80% to increase Grade Point Average.
- h. Students not needing make-up modules will study for midterm or final exam or practice skills.
- i. If student needs more theory than the scheduled make-up time, scheduling will be done on an individual basis and will be one of the two options:
  - i. Arrangements will be made to do make up with an instructor one on one basis; however, it is rare instructors will agree to do this.
  - ii. Student must restart with another NATP class.

#### 4. Clinical Make-up Day

- a. SDCE NATPs have a minimum of 12 extra clinical hours scheduled in clinical.
- b. Missed skills during the student’s absence will be presented to that student during the make-up days.
- c. If student needs more clinical than the scheduled make-up time, scheduling will be done on an individual basis with one of the two options:
  - i. Arrangements will be made with another clinical class to finish hours and objectives within the same semester or following semester if there is room in the clinical class (14 or less) and clinical site agrees. A note will be written on the 276A form.
  - ii. Student does not finish NATP
- d. Students will receive signed 283B form after all hours are competed, CDPH 267A and 267C are completed. Student folder will remain with original class.