

|                                |                                                                            |
|--------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>            | Clinical Attendance                                                        |
| <b>Policy Number:</b>          | IMG 8.11                                                                   |
| <b>Department:</b>             | SCHS                                                                       |
| <b>Functional Area:</b>        | Academic Affairs                                                           |
| <b>Contributing Department</b> |                                                                            |
| <b>Approved by:</b>            | RHEI Leadership Team                                                       |
| <b>Effective Date:</b>         | 8/1/2025                                                                   |
| <b>Version:</b>                | 1                                                                          |
| <b>Status:</b>                 | Approved                                                                   |
| <b>Manual</b>                  | To be entered by Compliance360 System administrators or N/A if not in C360 |
| <b>Section</b>                 | IMG                                                                        |

## **I. Mission, Vision and Values**

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

## **II. Policy**

It is the policy of Bon Secours Southside College of Health Sciences (SCHS) that students are expected to attend clinical assignments.

## **III. Purpose**

The purpose of this policy is to establish clinical hours, attendance tracking, rules regarding absences, and define penalties for policy infractions.

## **IV. Scope**

This policy applies to all Radiologic Technology and Diagnostic Medical Sonography SCHS students.

## **V. Policy Details**

### **Clinical Hours**

Students are expected to be ready to begin their clinical experience when they clock in (i.e., students assigned to the OR should be in OR scrubs before clocking in). Students should refrain from clocking in more than 15 minutes prior to the start of the clinical assignment; however, students who choose to clock-in early will not be allowed to end the clinical assignment early.

### Variations

DMS clinical sites have variable start and end times and those times are noted at the bottom of the semester clinical schedule.

RAD clinical sites have variable start and end times based on semester. Clinical times are noted in the course syllabus and on the semester clinical schedule.

### Clock-in/Clock-out Procedure

Clinical attendance will be tracked in Trajecsyst as follows:

**Arrival time:** clock in when the student arrives within the assigned department

**Departure time:** clock out when the student is dismissed from clinic for the day

It is College policy that each student takes a mealtime period during the course of the clinical day. Allotted mealtime period is not to exceed 30 minutes, no additional break time is allotted by the clinical site or the College. The student may not take the mealtime period off of the end or beginning of the clinical day, nor may the allotted mealtime period attempt to be saved or used at a later date.

### Time Bank

Because illness or emergency situations occasionally make it impossible to attend clinical assignments, SCHS provides students a time bank of hours each semester that can be missed without incurring a penalty.

DMS students are given 16 hours of Clinical Time Off (CTO) for semester 2 and 24 hours of CTO in semesters 3 & 4 semesters that can be missed without incurring a penalty (see course syllabus for specific time bank allotments).

RAD students are allotted 16 hours of CTO for semesters 1 & 2, and 24 hours of CTO for semesters 3-5 (see course syllabus for specific time bank allotments).

All time missed from clinical, regardless of the reason, will be deducted from the allotted time bank in increments of 15 minutes (rounded).

Time missed beyond allotted time back in a semester will impact the **semester** clinical grade as follows:

1. There is no penalty for time missed up to and including the stated time bank allotted for each semester.
2. An additional 7 hours and 59 minutes of time missed, student incurs a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.
3. An additional 15 hours and 59 minutes of time missed, student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester will be placed in the student's file.
4. An additional 24 hours or greater of time missed, student will automatically earn a final grade of "F" for clinical.

\*Clinical records are updated weekly; therefore, student notification may be delayed, but does not nullify the incurred penalty.

### **Tracking Attendance**

Student attendance is tracked through Trajecsyst, the College's clinical record system, and it is the student's responsibility to clock-in and clock-out through the Trajecsyst system, which is the only method of clock-in and clock-outs accepted. Failure to properly clock-in or clock-out through Trajecsyst will be treated as clinical time missed (tardy or absence). Only clock-ins and clock-outs recorded at the students' assigned clinical site will be accepted (i.e., if a student is scheduled at SFMC but clocks in at SMC, the time recorded will not be recognized).

### **Planned Absences**

Students that know in advance that they are unable to attend a clinical assignment (i.e., unable to reschedule an appointment), should complete and submit a Clinical Time Off Request via Trajecsyst, at least one full business day prior to the day requesting off. The Program Clinical Coordinator or designee will then approve or disapprove the request. Students can view the status of a Clinical Time Off Request through their Trajecsyst account.

Students who wish to observe a religious holiday that will conflict with clinical assignments will follow the policy as stated above.

### **Unplanned Absences**

Students who are going to be absent from a clinical assignment and have not completed a Clinical Time Off Request and received approval, (i.e., woke up sick) must notify the Program Clinical Coordinator or designee and the clinical site prior to the start time of the clinical assignment. Students must follow the procedure identified below:

#### **1. Affiliated Clinical Site**

Students are required to call the clinical site and inform them of their absence and obtain the name of the person they informed.

#### **2. College via e-mail:**

Students are required to email the Program Clinical Coordinator and inform them of their full name, their absence, their clinical assignment location, and the name of the person they informed at the clinical site.

### **Leaving Early**

The only acceptable reasons for leaving early from a clinical assignment are an illness or emergency. Any other cause for early departure from the clinical assignment requires pre-approval from the College (see above for planned absences). Students needing to leave for illness or an emergency, must follow the procedure identified below:

#### **1. Affiliated Clinical Site**

Students are required to notify a Clinical Preceptor or Supervisor at assigned clinical site that they need to leave early due to sickness or an emergency.

#### **2. College via e-mail**

Students are required to email the Program Clinical Coordinator and inform them of their full name, their need to leave early and reason why, their clinical assignment location, and the name of the person they informed at the clinical site.

Failure to follow proper procedure for notifying the College or clinical site for both calling in or leaving early will result in an unexcused absence.

### **Sanctions for Unexcused Absence(s)**

Unexcused absences are accumulated for the entire length of program.

An unexcused absence has occurred when the student fails to notify the College and/or clinical site of an absence or leaving early according to the preceding absence or leaving early procedure. Occurrences remain a part of the student's permanent record throughout the entirety of the program.

Sanctions for unexcused absences are as follows:

1. First occurrence; a written letter of warning.
2. Second occurrence; 5-point deduction from the final clinical grade and a written letter stating probation for the remainder of the semester in which the second violation occurred.
3. Third occurrence; student automatically earns a final grade of "F" for the clinical course in the semester in which the violation occurred.

### **Tardiness**

A student who is going to be late for a clinical assignment due to an unforeseen circumstance must:

1. Notify the clinical site by phone.
2. If circumstances change and the student determines they will not be able to attend clinical, the student must follow the procedure for an unplanned absence.

### **Sanctions for Tardiness**

If a student arrives after the start time of their clinical assignment, the time missed will be deducted from the allotted time bank in increments of 15 minutes. Example: A clock-in that occurs between 8:01am-8:14am: 15 minutes is deducted from the student's time bank and the student incurs a tardy for that semester. Late arrival will also result in a documented tardy. Also, **any missed punches will be treated as a tardy** and subject to the sanctions below.

Sanctions for tardy incidents are as follows:

1. First and second tardy incidents in one semester are documented.
2. Third tardy incident in one semester will result in a written letter of warning.
3. Fourth tardy incident in one semester will result in a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning.

4. Fifth tardy incident in one semester will result in automatically earning a final grade of "F" for the clinical course.

### Definitions

None

### VI. Attachments

N/A

### VII. Related Policies and Procedures

IMG 8.01 Clinical Plan

### VIII. Regulatory Notices

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center, and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

### IX. Version Control

| Version | Effective Date | Next Review Date | Description                  | Supersedes, if applicable | Prepared By         |
|---------|----------------|------------------|------------------------------|---------------------------|---------------------|
| 1.0     | 7/1/2022       | N/A              | New Template & Revisions     | N/A                       | Program Coordinator |
| 2.0     | 6/8/2023       | N/A              | New Template & New Numbering | 1.0                       | Program Coordinator |
| 2.1     | 8/21/2024      | N/A              | Compliance Update            | 2.0                       | CDDAA               |
| 3.0     | 3/21/2025      | N/A              | New Template & Revisions     | 2.1                       | CDDAA               |
| 3.1     | 10/15/2025     | 10/15/2028       | Minor Revisions              | 3.0                       | CDDAA               |

|   |            |            |                                               |     |       |
|---|------------|------------|-----------------------------------------------|-----|-------|
| 1 | 10/15/2025 | 10/15/2028 | Version Changed –<br>BSMH Template<br>Adopted | 3.0 | CDDAA |
|---|------------|------------|-----------------------------------------------|-----|-------|

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.