

<b>Nursing Assistant Absenteeism Policy</b>		
Revision:	Prepared by: Karen Brown	Date Prepared: April 19, 2017
Effective Date: Upon State approval	Reviewed by: Carol Brockmeier	Date Reviewed: April 21, 2017
	Approved by: Carol Brockmeier, RN, BSN, Department Chair	Date Approved: April 24, 2017
<p>Applicable Standards:</p> <p>California Health and Safety Code – (CHSC) Sections 208(a), 1275 and 1337-1338.5</p> <p>California Code of Regulations (CCR) Title 22, Division 5, Chapter 2.5, Article -5</p> <p>Code of Federal Regulations 42 (CFR) Part 483.75 and Subpart D, 483.150 – 483.158 Requirements That Must Be Met by States and State Agencies: Nurse Aide Training and Competency Evaluation, and Paid Feeding Assistants</p>		

**Policy:** Students are expected to attend all class sessions and participate in class activities and the requirements for the course. Instructors may drop students from class if they fail to attend the first class meeting or when the instructor determines that the student is no longer reasonably participating in the activities and requirements of the course. Definition of non-participation shall include but not be limited to excessive absences defined by the college when accumulated hours of absences exceed ten percent of the total number of hours the class meets during the semester **or** when the student has exceeded the state approved training schedule’s built in make-up time.

The training schedule must be followed hour per hour and any theory that has been missed must be made up by the student prior to clinical; therefore it may not be possible to continue on to clinical based on time missed in theory. The training schedule does have **minimal** built in make-up time but any hours beyond this will result in the student being dropped from the program or under specific circumstances receiving an incomplete in the course until all hours and can be made up. Make-up time is made up hour for hour, and must be overseen by the instructor.

**Purpose:** To comply with Mission College’s attendance policy while meeting the state regulations and requirements.

**Scope:** Students, Instructors & Nursing Assistant Program Director

**Responsibilities:** The course instructors are responsible for taking daily attendance in both theory and clinical. The course instructors are responsible for reporting any student absences (greater than the amount allotted by the approved training schedule) to the Nursing Assistant Program Director. The Nursing Assistant Program Director is responsible for signing off on the 283B which certifies eligibility to take the Competency Evaluation (NNAAP).

## Procedure:

1. Instructor (s)
  - 1.1. Instructors will call role at the beginning of all classes
  - 1.2. In addition to roll call, each student will sign in. For theory there is a positive attendance roster (see attachment "A" positive attendance roster) and for clinical there is a standard attendance record (see attachment "B").
  - 1.3. If a student is unable to attend either theory or clinical, the student must call at **least** one half an hour prior to the start of the session. Disciplinary action will result when there is no call for an absent day and or when absences exceed state approved training schedule's built in make-up time
    - 1.3.1. The student must call one of the instructor's numbers provided on the syllabus and leave their full name, class section, contact information, and reason for absence.
  - 1.4. Tardiness is not acceptable. The first time the student is tardy, a verbal warning is given. The second tardy results in student being placed on level I for Unsatisfactory Performance. The third tardy results in a progressive action to level II and a meeting with the instructor and program director to determine disciplinary action (see attachment "C").
2. Nursing Assistant Program Director
  - 2.1. Responsible for oversight to insure all state and college attendance requirements are met.
  - 2.2. Determines the best course of action when a student has missed more than the allotted amount of time provided in the training schedule
    - 2.2.1. If appropriate, may permit clinical make-up at a different site or time
    - 2.2.2. May recommend the student receive an incomplete in the course. An incomplete will only be made up if there is sufficient clinical space in the following semester. Theory absences will result in being dropped as there is no way to fulfill clinical requirements without theory.