

EVERGREEN VALLEY COLLEGE (EVC)

Policy Title: Attendance/Makeups (eLearning program)
Applicable Standard: Title 22, Section 7183
Prepared by: RN Program Director (RNPD)- Elaine Kafle, PhD, MS, RN
CDPH Approval Date:
Effective Date:
Revision Date:

Policy: The attendance policy is developed to describe the process of making up missed theory and/or clinical hours and to define the allowable amount of excused absences or tardies.

Purpose: The purpose of the attendance policy is to ensure that students meet the EVC eLearning NATP 60 hours of theory and 100 hours of clinical training

Scope: RNPD, Instructors

Responsibility:

- The instructor is responsible for maintaining accurate attendance logs.
- The RNPD is responsible for reviewing all attendance logs to ensure that hours are met, prior to signing CDPH 283 B upon course completion.

Procedure:

1. Each student will attend the minimum DHHS requirement of 60 theory hours and 100 supervised clinical hours (the EVC Nurse Assistant Program has 60 hours of theoretical online classroom instruction and 4 hours of mandatory in-person skills lab). (Minimum program hours are defined by Title 22, Article 3, 71835 entitled *Certification and Training Evaluation Program*, m1 and m2.).
 - A. The instructor will monitor and record each student's attendance in theory and clinical.
 - B. Students may not miss more than one online lecture (theory) class and one clinical day. Attendance is based on synchronous attendance as closely as possible through the online conference meeting place, "Zoom," via the online learning management system "Canvas."
 - C. Students who miss a total of 4 hours of online modules must make up the content prior to the commencement of clinical and prior to the scheduled exam. Lecture make-up is based on watching recorded Zoom or Canvas Studio lectures with built-in

pop-up questions that ensure the student has watched the entire video. Questions are created within Canvas Studio itself or via the PlayPosit tool.

- D. Students who miss one clinical day must make up the clinical day at the end of the clinical rotation. If a student misses more than one lecture class (4 hours online) or one clinical, then the student is required to withdraw from the program. All make-up is hour for hour. Clinical make-up occurs at the training facility.
- E. If a student misses an exam due to an absence, he/she is responsible for making up the exam in a timely manner as agreed upon between the student and instructor.
- F. The student is responsible for acknowledging the attendance and make-up policy upon enrollment.
- G. Each student's course hours will be documented on their DHHS individual theory and individual clinical records.
- H. Late work will receive a deduction of 5 points (submission beyond 24 hours of deadline).



Evergreen Valley College Nurse Assistant/Home Health Aide Training Program Policy and Procedure

Title: Attendance

Purpose: Regular attendance in classroom, regardless of mode of delivery (online or face-to-face), and clinical areas is required for students to meet learning outcomes and regulatory (as outlined by the California Department of Public Health/CDPH) guidelines.

Policy Statement:

A. Students may not miss more than the equivalent of the lecture time a course meets over a one-week period. However, to meet CDPH guidelines, an absence must be made up in order to complete the required number of training hours.

If the course involves asynchronous discussions and/or other independent activities, failure to meet the participation requirement in such activities as outlined in the course syllabus will be treated as an absence for the duration of time allocated to the activity.

B. Students may not miss more than the equivalent of the clinical time a course meets over a one-week period. However, to meet CDPH guidelines, an absence must be made up in at the end of the semester or on an opposite section clinical day if space is available, in order to complete the required number of training hours.

C. Students are required to attend one mandatory skills lab session at the beginning of the semester, and another skills lab session at the end of the semester for the lab final/practicum.

D. Three (3) unexcused tardies will be equivalent to one absence. Each additional tardy, after 3 unexcused tardies, will be considered an absence.

E. If a student is tardy to clinical and such tardiness then results in a risk to the safety of the patient(s), as determined by the clinical instructor, then the student will be sent home and marked absent.

F. Students who do not meet the attendance requirement must meet with their instructor to discuss a remediation make-up plan for success.