### 2.2 Students Rights and Responsibilities in Clinical Education

#### 2.2.7 Attendance

**All absences** must be reported to the DCE/Assistant DCE. Notification must be made by completing the “Request for Leave from Clinical Education” form. This form can be found on the D2L web site via an online link. **This form must be completed in the event of ANY absence, whether prior to a planned absence or after an absence due to illness or inclement weather.** The USD student physical therapist will complete this form after receiving approval from the CI for the absence and plan for making up missed clinical time. The form is routed online to the DCE/Assistant DCE for final approval. Planned absences must receive approval from both CI AND the DCE/Assistant DCE before the student physical therapist may take planned leave. **The student physical therapists are reminded that a request for planned absence is not a guarantee that the absence will be approved.**

Additional planning between the clinical education faculty and DCE/Assistant DCE will be required for all absences of greater than 2 full days during a full-time clinical education experience.

Any unexcused absences or cumulative absences over the course of all clinical education experiences will be reviewed by the DCE/Assistant DCE and the entire Physical Therapy Department faculty. Absences of this type may result in failing a clinical education experience of the Program. Failure of a clinical education experience is equivalent to failure of a physical therapy course. Further information about course failure can be found in the *USD Department of Physical Therapy Student Handbook.*

Student physical therapists are expected to attend clinical experiences as arranged by the DCE/Assistant DCE. Student physical therapists on clinical assignments will be expected to be present at the facility during evening hours, weekends and holidays if scheduled to do so by the facility. Student physical therapists should plan to work the holidays unless notified otherwise by their CI. Student physical therapists will not ask for holidays or personal days off. Student physical therapists will schedule their time around clinic hours, not vice versa.

Attendance during clinical education is mandatory; full-time clinical education experiences are scheduled to end on a Wednesday of the final week of the full-time experience. Depending upon the faculty and at the discretion of the clinical education faculty and the DCE/Assistant DCE, this end date is subject to change. **However, it is expected that the full-time clinical education experiences will not end prior to this designated Wednesday of the final week. If the Wednesday of the final week is otherwise a day off for the CI and student physical therapist, the student physical therapist is expected to work Thursday of the final week.** The Thursday and/or Friday of the final week are designated make-up days for absences up to two full days. Clinical education faculty have the discretion to schedule make-up time during the full-time clinical education experience (i.e., on a weekend) rather than on the Thursday and/or Friday of the final week. It is assumed that in some settings student physical therapists will work more than 40 hours per week, which would be considered “normal” clinical hours. **Student physical therapists are not allowed to use “comp time” (anything over 40 hours per week) as make-up time for absences during the full-time clinical education experience.** Student physical therapists who are completing a full-time school-based pediatric clinical education experiences are expected to finish the clinical on Friday of the final week because these clinicals often require shorter days and students are frequently given school holidays off.

#### 2.2.7.1 Notifying Academic & Clinical Education Faculty of an Unplanned Event

To obtain an excused absence for illness or an immediate emergency during a full-time clinical, the student physical therapist must contact his/her CI prior to the start of the working day. The student physical therapist must inform the USD Department of Physical Therapy in the same working day. As follow-up, the “Request for Leave from Clinical Education” online form must be completed using the protocol described above in 2.2.7.

To obtain an excused absence for a funeral, the student physical therapist must notify both the CI and the DCE/Assistant DCE as soon as possible and must fill out the “Request for Leave from Clinical Education” online form using the protocol described above in 2.2.7.

#### 2.2.7.2 Notifying Academic & Clinical Education Faculty of a Planned Event

To obtain approval for an excused absence for a special circumstance during a full-time clinical, the student physical therapist must complete the “Request for Leave from Clinical Education” online form using the protocol described above in 2.2.7. The student physical therapist
must allow enough time for CI and DCE/Assistant DCE approval. The completion of the “Request for Leave from Clinical Education” online form does NOT guarantee approval of a planned absence. Approval is at the discretion of clinic and program faculty. For this reason, all student physical therapists are strongly encouraged to initiate the request process as soon as they are aware of a planned event. The DCE/Assistant DCE may assist with this planning and approval process if the event is known well in advance of the clinical education experience start date.

2.2.7.3 Required Clinical Make-up Time for Inclement Weather
If a student physical therapist misses clinical days or other amounts of time during a full-time clinical education experience due to inclement weather, the student physical therapist must inform the DCE/Assistant DCE on the day of the absence. The “Request for Leave from Clinical Education” online form must be completed using the protocol described above in 2.2.7 as soon as possible following the absence.

The student physical therapist is required to make up the clinical hours. The only exception is if the clinical site is “closed” due to weather. The student physical therapist should have a back-up plan for staying in the town of the clinical facility during the winter months in case the weather changes unexpectedly.

2.3 Site & Clinical Education Faculty Rights and Responsibilities in Clinical Education

2.3.6 Attendance
Student physical therapist attendance during clinical education is mandatory. Student physical therapists who work weekends with their CIs should plan to take any compensatory days off in agreement with their CI’s schedule, rather than accumulating or banking these days for early termination of the clinical education experience. Similarly, student physical therapists who work the same long days as their CIs should not perceive these hours as compensatory. It is expected that student physical therapists will work similar length days as their CI, as this provides the student physical therapist with a realistic understanding of the demands of clinic employment.

Full-time clinical education experiences are scheduled to end on the Wednesday of the final week of the full-time experience. It is expected that the full-time clinical education experiences will not end prior to this designated Wednesday of the final week; however, depending upon the facility and at the discretion of the clinical education faculty and the DCE/Assistant DCE, this end date is subject to change. If the Wednesday of the final week is otherwise a day off for the CI and student physical therapist, the student is expected to work Thursday of the final week. The Thursday and/or Friday of the final week are designated make-up days for absences up to two full days. Clinical education faculty have the discretion to schedule make-up time during the full-time clinical education experience (i.e., on a weekend) rather than on the Thursday and/or Friday of the final week. Student physical therapists who are completing a full-time school-based pediatric clinical education experiences are expected to finish the clinical on Friday of the final week because these clinicals often require shorter days and student physical therapists are frequently given school holidays off.

It is assumed that in some settings student physical therapists will work more than 40 hours per week, which would be considered “normal” clinical hours. Student physical therapists are not allowed to use “comp time” (anything over 40 hours per week) as make-up time for absences during the full-time clinical education experience. Clinical education faculty and/or the DCE/Assistant DCE may make an exception to the mandatory make-up time for absences due to a death in the immediate family. All student physical therapist absences must be reported to the DCE/Assistant DCE.

A student physical therapist who has been or plans to be absent from the clinic must complete the “Request for Leave from Clinical Education” online form. Student physical therapists will find this form online via D2L. This form must be completed in the event of ANY absence, whether prior to a planned absence or after an absence due to illness or inclement weather. The USD student physical therapist will discuss a plan for making up missed clinical time with the CI and receive his/her approval. The online form is completed by the student and routed electronically to the DCE/Assistant DCE. Planned absences must receive approval from both CI AND the DCE/Assistant DCE before the student physical therapist may take planned leave. Additional planning between the clinical education faculty and DCE/Assistant DCE will be required for all absences of greater than 2 full days during a full-time clinical education experience. The student physical therapist is reminded that a request for planned absence is not a guarantee that the absence will be approved. Please refer to Section 2.2.7 for additional details on student physical therapist attendance policies as well as specific communication requirements for planned or unplanned absences.

2.3.7 Weekend or Holiday Assignment
It is the responsibility of the CI to create assignments involving the student physical therapist’s clinical education experience while the student physical therapist is at the center/facility. Should the CI feel that it is educationally beneficial for the student physical therapist to be assigned to work on a weekend or during a holiday, the CI must notify the student physical therapist in advance.

Thank you for educating our students and for understanding the importance of this policy to the professional development of our students.

Joy