Important! USDPT Clinical Education Student Attendance Policy

Dear CCCE

The USDPT attendance policy has been extracted from the USDPT Clinical Education Handbook and is reiterated for you below. Please take a moment to familiarize yourself with this policy and ensure that the CI assigned to our student is fully aware of this policy, as well. A copy of the “Request for Leave from Clinical Education” form has been attached and is available via email.

2.2 Students Rights and Responsibilities in Clinical Education

2.2.7 Attendance

All absences must be reported to the 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, the Physical Therapy Portal, and the USDPT Clinical Education Handbook CD (at the end of each syllabus found in Appendix G). 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 University of South Dakota Physical Therapy student will present this form, complete with a plan for making up missed clinical time, to the clinical instructor for approval. The form with clinical instructor’s signature is then faxed to the DCE at (605) 677-6529. Planned absences must receive approval from both clinical instructor AND the DCE before the student may take planned leave. The student is reminded that a request for planned absence is not a guarantee that the absence will be approved.

Additional planning between the clinical faculty and 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 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 Physical Therapy Student Handbook.

Students are expected to attend clinical experiences as arranged by the DCE. Students 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. Students should plan to work the holidays unless notified otherwise by their CI. Students will not ask for holidays or personal days off. Students 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 facility and at the discretion of the clinical faculty and the 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, 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 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 students will work more than 40 hours per week, which would be considered “normal” clinical hours. Students 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. Students who are completing 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 Clinical & Academic Faculty of an Unplanned Event

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

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

2.2.7.2 Notifying Academic & Clinical Faculty of a Planned Event

To obtain approval for an excused absence for a special circumstance during a full-time clinical, the student must
complete the “Request for Leave from Clinical Education” form using the protocol described above in 2.2.7. The student must allow enough time for CI and DCE/USDPT faculty approval. The completion of the “Request for Leave from Clinical Education” form does NOT guarantee approval of a planned absence. Approval is at the discretion of clinic and program faculty. For this reason, all students are strongly encouraged to initiate the request process as soon as they are aware of a planned event. The 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 misses clinical days or other amounts of time during a full-time clinical education experience due to inclement weather, the student must inform the DCE on the day of the absence. The “Request for Leave from Clinical Education” form must be completed using the protocol described above in 2.2.7 as soon as possible following the absence.

The student is required to make up the clinical hours. The only exception is if the clinical site is “closed” due to weather. The student should have a back-up plan for staying in the town if 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 attendance during clinical education is mandatory. Students who work weekends with their clinical instructor should plan to take any compensatory days off in agreement with their clinical instructor’s schedule, rather than accumulating or banking these days for early termination of the clinical education experience. Similarly, students who work the same long days as their clinical instructors should not perceive these hours as compensatory. It is expected that students will work similar length days as their clinical instructor, as this provides the student 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 faculty and the 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, 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 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 students will work more than 40 hours per week, which would be considered “normal” clinical hours. Students 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 faculty and/or the DCE may make an exception to the mandatory make-up time for absences due to a death in the immediate family. **All student absences must be reported to the DCE.** Students who are completing 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.

A student who has been or plans to be absent from the clinic must complete the “Request for Leave from Clinical Education” form. This form can be found as a separate attachment on the USDPT Clinical Education Handbook CD (at the end of each syllabus found in Appendix G). 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 University of South Dakota Physical Therapy student will present this form, complete with a plan for making up missed clinical time, to the clinical instructor for approval. The form with clinical instructor’s signature is then faxed to the DCE at (605) 677-6529. Planned absences must receive approval from both clinical instructor AND the DCE before the student may take planned leave. Additional planning between the clinical faculty and DCE will be required for all absences of greater than 2 full days during a full-time clinical education experience. **The student 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 attendance policies as well as specific communication requirements for planned or unplanned absences.

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

**Joy & Amanda**
THE UNIVERSITY OF SOUTH DAKOTA
DEPARTMENT OF PHYSICAL THERAPY
REQUEST FOR LEAVE FROM CLINICAL EDUCATION

Student Name: 

**Please print or type**

**Instructions:** 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 University of South Dakota Physical Therapy student will present this form, complete with a plan for making up missed clinical time, to the clinical instructor for approval. The form with clinical instructor’s signature is then faxed to Dr. Karges & Dr. Adamson at (605) 658-5637. Planned absences must receive approval from **both** clinical instructor AND the DCE/Assistant DCE before the student may take planned leave.

Date submitted to CI: ___________________________ Date submitted to DCE: ___________________________

I am submitting a request for leave for the time period ________________ through ________________.

**REASON FOR REQUEST:**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Illness</th>
<th>Family Emergency</th>
<th>Immediate Family Member Death</th>
<th>Leisure (explain below)</th>
<th>Wedding participant</th>
<th>Other (explain below)</th>
</tr>
</thead>
</table>

Explanation:

This absence impacts Clinical Education (indicate) ☐ I ☐ II ☐ III ☐ IV ☐ V

Proposal for covering missed Clinical Education time:

__STUDENT__

______________________________  _____________________________

Signature, Student Date

__CLINICAL INSTRUCTOR__

I ☐ approve ☐ do not approved this absence and the plan for make-up clinical education time.

______________________________  _____________________________

Signature, CI Date

Facility Name

I prefer to receive communication from the DCE regarding this absence request via:

☐ phone ☐ fax ☐ email (phone, fax, or email info: _____________________________)

__DCE/Assistant DCE__

Date request received: _____________________________

I ☐ approve ☐ do not approved this absence and the plan for make-up clinical education time (Date: _____________________________)

Comments:

Communicated with student via: ☐ phone ☐ fax ☐ email (Date: _____________________________)

Communicated with CI via: ☐ phone ☐ fax ☐ email (Date: _____________________________)

______________________________  _____________________________

Signature, Joy Karges, PT, EdD, DCE (FAX 605-658-5637) Date

Signature, Amanda Adamson, PT, DPT, OCS, Asst. DCE