### Clinical Attendance (CAPTE 5D, 5E)

**Students are expected to work their Clinical Instructor’s work schedule**, regardless of whether the CI works late evenings, early mornings, weekends, or holidays. Therefore, students should communicate with their CI early on in the clinical to assure they understand the CI’s work schedule and the CI’s expectations. The student is expected to be on clinic site for “full-time” hours, that is, at least 36-40 hours per week. If the CI works well over 40 hours on a regular basis, the student and CI can discuss a somewhat shorter work schedule for the student. However, patient care shall not be compromised when scheduling. Therefore, if a student must work “overtime” in order to complete any tasks related to a patient’s care, the student must be prepared to do so. If a CI is taking time off of work that would prevent a student from achieving 36-40 hours in a week, the CI and make alternative arrangements to assure the student acquires “full time” clinic hours during that week.

In the event of inclement weather, students must use their best judgment in deciding whether to attend their clinical affiliation, as safety is paramount. However, the attendance policy still applies.

**Any absence from a clinical affiliation must be approved by the ACCE.** If a student is ill, has a personal emergency, or will not be attending their clinical due to weather conditions, **the ACCE must be notified ASAP. Any absence from an affiliation must be made up unless previously excused by the Chairperson or ACCE of the PTA program.**

The following procedure should be followed:

1. **First,** contact ACCE by phone (937/512-5534, 937/512-5355, 937/533-7934) or by email ([heather.stoner@sinclair.edu](mailto:heather.stoner@sinclair.edu) to inform of absence.
2. **Next,** Student will contact CI or CCCE to inform of absence.
3. Complete and fax Clinical Affiliation Absence Form (937/204-6945), e-mail, or deliver to ACCE *within 1 week* of return to clinical site.
4. Make-up time will be at the discretion of the CI or CCCE.

Excessive absences may be cause for dismissal from the affiliation or prevent progress to the next affiliation. Excessive absences are defined as 2 or more absences during one affiliation. This guideline has been established to prevent a disruption in patient care delivery by the student. Students have a responsibility to the patients they are treating and to the facility where they are affiliating. Excessive absence is not a professional display of this responsibility.

[***Clinical Affiliation Absence Form***](#_CLINICAL_AFFILIATION_ABSENCE) is found in Forms Appendix.