# PERSONAL CARE AIDE (PCA) /

# HOME HEALTH AIDE (HHA)/NURSE ASSISTANT (NA)

**Attendance Procedure**

It is the responsibility of each student to read and understand the attendance policy and related procedures. Class and clinical attendance are vital to achieve course and program objectives. Attendance will be recorded at all lectures, laboratory and clinical sessions.

* A **maximum of 5 didactic** excused **hours** will be allowed during the PCA program*.* The hours will need to be made up prior to the exam given.
* A **maximum of 1 didactic** excused **hour** will be allowed during the HHA program. The hour will need to be made up prior to exam given.
* Absenteeism in excess of **6 hours** will result in dismissal from the program.

**Reporting Absent/Late To Clinical**

It is the responsibility of the student to notify the program secretary and the clinical instructor prior to starting time when he/she will be late or absent from clinical. The student must call between 8:00 – 8:15 a.m. prior to the start of their shift at 8:30 a.m.

* **NOTE**: Each clinical instructor is equipped with a cell phone. You will be provided the phone numbers of your clinical instructors. It is expected that you call the cell phone number provided whenever you expect that you might be absent or late. Instructors will provide students with more specific reporting procedures.
* If a student fails to personally notify an instructor of clinical absence (No Call/ No Show) or tardiness (No Call/Late), they will receive a written warning stating “if the incident happens a second time, they will be removed from the program.” A second incident will result in dismissal from the program.

A student who reports to the clinical area with symptoms of illness (fever, rash, vomiting, diarrhea, cough) or injury that may impair ability to provide safe, effective care to patients, may cause potential harm to patients, staff, or students, will be dismissed for the day and the student will be charged with a one (1) day absence. The instructor may request a written physician’s release before permitting the student to return to the clinical area. The physician’s release must be in a sealed envelope and approved by the school nurse. A student who has a change in medical condition must also submit a physician’s release to the school nurse.

Printed Name Date Signature Date

If you need the assistance of an interpreter, need material translated into any language other than English, please call Ottavio Lo Piccolo at (518) 862-4703 and leave a voice message. Thank you.

Si usted necesita asistencia de un interprete, o necesita traducion en espanol, y otros idiomas, por favor llame a Ottavio Lo Piccolo a este tel. (518) 862-4703, y deje un mensaje de voz. Gracias

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