

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

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 1 didactic** excused **hour** will be allowed during the HHA program. The time will need to be made up prior to exam given.
- Absenteeism more than **6 hours** will result in dismissal from the program. All time must be made up before program completion in order to be eligible for Prometric and HHA testing.

Reporting Absent/Late to Clinical

It is the responsibility of the student to notify the program secretary and the clinical instructor prior to the starting time when he/she will be late or absent from clinical. The student must call between 7:30- 7:45 am prior to the start of their shift at 8:00 a.m.

- **NOTE:** Each clinical instructor is equipped with a cell phone. You will be provided with the phone numbers of your clinical instructors. It is expected that you will 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 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 No Call/Late incident will result in dismissal from the program. A (No Call/ No Show) will result in immediate removal from 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 CTE Health Careers nurse. A student who has a change in medical condition must also submit a physician's release to the Health Careers nurse.

Printed Name

Date

Signature

Date