

## MEDICAL RADIATION PROGRAM

### CLINICAL ATTENDANCE POLICY

It is an expectation that students attend all clinical days as per the published teaching schedule. There may be times however, when this is not possible due to medical or compassionate circumstances.

**Medical circumstances include:**

- an unexpected illness
- a re-occurrence of a chronic illness
- an accident

Supporting documentation for medical circumstances is in accordance with the definition outlined in the 'Assessment Policies and Procedures Manual of the University of South Australia' (General Definitions - Medical Certificate).

The medical certificate should be attached to the attendance record and emailed to the course coordinator.

A medical certificate is required under the following circumstances:

- For 2 or more consecutive days of absence.
- When medical leave is taken on a Monday, Friday or a day adjacent to a public holiday.
- At the discretion of the course coordinator, for any period of absence.

**Compassionate circumstances include hardship or trauma such as:**

- death or serious illness of a close family member
- severe disruption to domestic arrangements
- being a victim of crime
- an accident

Supporting documentation for compassionate circumstances must be provided however the documentation will vary depending on the circumstances.

The following total days absent will be allowed for IBRS clinical courses, including honours equivalent clinical courses of lesser unit value.

All courses:            2 days absent

Absent days cannot be carried forward to the next clinical course.

If the student is absent from clinical practice then the following must be adhered to:

- the student, or nominee must notify the relevant clinical centre of their absence no later than 30 minutes after the usual commencement time for that clinical site.
- the student, or nominee must contact the course co-ordinator by email to advise them of the absence from clinical placement on the same working day.
- the absences must be noted on the student's clinical attendance record and countersigned by the site supervisor.

At the end of the course, it is the student's responsibility to ensure that:

- the clinical supervisor, or delegate, has signed the appropriate sections
- the attendance record is returned to the course coordinator by the due date stated in the course outline
- any supporting documentary evidence is added to the attendance record to account for any deviation from the published teaching schedule

Failure to conform to these criteria may attract a fail grade for the course.

At the end of each course, the clinical attendance will be totalled. Absences outside of the approved medical or compassionate leave will be made up at a time organised by the course coordinator in liaison with the Clinical Placement Unit, the clinical site and the student. This time is recorded in the appropriate clinical attendance record.

The Medical Radiation Science Clinical Attendance Policy should be read in conjunction with the Assessment Policies and Procedures Manual <http://w3.unisa.edu.au/policies/manual/default.asp>

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