

---

**FACULTY OF HEALTH STUDIES**


---

<b>Subject:</b> Extended Absence from Clinical Practice	<b>Date:</b> September 29, 2004
<b>Department:</b> Psychiatric Nursing	<b>Revised:</b> March/08, Nov/2012, Sept 23/15, April 14, 2021
<b>Program:</b> Bachelor of Science in Psychiatric Nursing	<b>Approved at HS Faculty Council:</b> October 28, 2024
	<b>Approved at Senate:</b> December 17, 2024

---

**POLICY:**

Students returning to the Faculty of Health Studies, after an absence of an academic year or more from clinical courses must complete a mandatory demonstration of clinical competency. The demonstration will proceed as follows:

1. The student must submit a professional letter of notification to the Student Advisor four (4) months prior to returning to the program. Submission deadlines are May 1, September 1 and January 1. The letter of notification will be reviewed by Department, upon approval the student will begin the remediation process.

<b>Anticipated Return to Study</b>	<b>Submission Deadline</b>
Fall Term	May 1
Winter Term	September 1
Spring/ Summer Term	January 1

2. Each student requiring remediation will be assigned to a Faculty member(s). Prior to the meeting with the Faculty member, the student must prepare a completed self-directed learning plan including strengths and identified areas for continued improvement. The self-directed learning plan will then be reviewed with the Faculty members and revised as necessary.

3. The remediation process will include:

- Three (3) hours of one on one remedial lab time with the Faculty member,
- Completion of five (5) to seven (7) hours of self-directed lab time,
- Additional assignments, such as case studies, as required,
- Testing on previously learned skills, assessment and theory as determined by student learning needs.

4. The remediation process will include testing on previously learned skills, assessment, and theory and will be conducted at a mutually agreed upon time in the presence of one or two Faculty.

5. If a student is unsuccessful in their initial test, they may attempt a second test (performed with two (2) Faculty members). This re-test will occur within two (2) weeks of the previous remediation test.

6. In preparation for the second remediation test, the Faculty member(s) and student will meet to implement an individual learning plan that will include:

- Three (3) hours of one on one remedial lab time with the Faculty member,
- Completion of five (5) to seven (7) hours of self-directed lab time,
- Additional assignments, such as case studies, as required,
- Testing on previously learned skills, assessment and theory as determined by student learning needs.

Upon completion of the remediation process, the Faculty member(s) will advise the student and the Student Advisor of the outcome of the second remediation test.

If the student is unsuccessful with the test, the Student Advisor will follow up with the student to discuss the course planning as determined by the Department.

7. If the student fails on the second test attempt, the student will be required to retake applicable course(s) as decided by Department. The student will be notified in writing by the Department Chair regarding the decision of the Department. If the student chooses to not complete the applicable courses, as determined by the Department within the required timeframe, the student will then be required to withdraw from the BScPN program.

8. This remediation process must be completed two weeks prior to the start of the term.

9. Upon completion of remediation testing, the designated Faculty member will provide the Chair of the Department and the Student Advisor with the *Extended/Leave of Absence from Clinical Practice Checklist*. The Student Advisor will place the *Extended/Leave of Absence from Clinical Practice Checklist* in the Student File.

10. The student will develop a self-directed learning plan for the upcoming clinical course to be submitted to the Course Faculty member. A copy of the learning plan will be placed in the student's clinical file.