

**York University – School of Nursing
Undergraduate Programs**

Policy -Disruption of Practica

Title: Undergraduate Program Disruption of Practica	
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Committee Review & Approval Date: May 2020	Executive Committee Date: May 12, 2020
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Effective Date: June 30, 2020	Evaluation Period: 2 years
<p>Purpose: This document addresses various environmental and situational disruption of practica instances and provides direction for faculty and students regarding expectations in such cases. In these cases, communication is of paramount importance with all parties involved i.e. student, Clinical Course Director (CCD), Course Director (CD), Preceptor, Agency, Nursing Practicum Coordination Office (NPCO) and Director Nursing Simulation Centre (DNSC).</p> <p>Definitions: <i>Disruption:</i> Academic activities are substantially interrupted or impeded as a result of strikes, lockouts, demonstrations, natural disasters, or other like causes (York Senate, 2018) <i>Academic Activity:</i> Any work subject to evaluation or necessary for a student to meet the requirements of a course or program of study (York Senate, 2018) <i>Substantial:</i> considerations include the duration and point in the term or session in which the Disruption occurred; the availability of physical and instructional resources; the impact of the attendance of students, instructors, and other necessary participants; and the impact of timing and sequencing of evaluations such as examinations, practica, assignments, and presentations etc. (York Senate, 2018)</p>	

Responsibility:

Students in CCD-led clinical groups MUST be under the direct supervision of a York University faculty.

Actions:**Natural Disasters/Weather Emergency**

- A decision to declare a weather emergency will be made by the University.
- Notification for suspension of *daytime* operations and cancellation/postponement of *daytime* classes, exams and activities with locations/campuses affected is made by 0530 hrs and is posted on the university's website.
- Notification of suspension of *evening* time operations and cancellation/postponement of *evening* classes, exams and activities (with locations/campuses affected) is made by 1700 hrs and is posted on the University's website.

Weather Advisory – University is Closed

- Students and CCDs will not attend clinical practice if the University cancels or postpones daytime or evening classes corresponding with clinical practice hours.
- CCD notifies students of cancellation of clinical shift via email using *Weather Related Standard Course Announcements* in **Appendix A** with a copy to the CD and the Manager, NPCO
- CCD notifies agency of university closure and clinical group's non-attendance
- CCD will remind students of previously arranged make-up day and ensures students understand that they will be attending the makeup day.
- If the agency is not able to support a make-up day, the CCD emails the CD and copies the DNSC to determine whether a session can be scheduled in the NSC.
- Students and CCDs who are at clinical practice when the University cancels or postpones daytime or evening classes will assess the weather condition with the students and placement agency. The decision to either remain or leave will be communicated via email to the CD and Manager, NPCO. Prior to leaving, the student must give a transfer of accountably report to the most responsible unit staff nurse.

Weather Watch – University is NOT Closed

- CCDs notify their students that a weather watch has been initiated by the University using *Weather Related Standard Course Announcements* in **Appendix A** with a copy to the CD and the Manager, NPCO
- Students and CCDs will make individual decisions about travelling to the clinical site based on safety (e.g., personal, road, and environmental).
- If the CCD determines that it is unsafe for them to travel, students in a CCD-led

course cannot attend clinical placement.

- The CCD should inform their students via email by 0530 hrs and copy the CD and Manager, NPCO.
- The CCD must inform the agency of the students' non-attendance.
- CCD will remind students of previously arranged make-up day and ensures students understand that they will be attending the makeup day.
- If the agency is not able to support a make-up day, the CCD communicates this to CD and DNSC to determine whether an NSC day can be scheduled.
- When a clinical placement site sends "non-essential" staff home because of weather conditions, or if a University closure is announced during students' scheduled clinical shifts, CCDs/students will negotiate a time with the site and prior to leaving, the student must give a transfer of accountably report to the most responsible unit staff nurse.

Agency Outbreak

- In the event of an outbreak at an assigned agency and/or unit, students and CCDs should follow the agency's policies for supporting learners during an outbreak.
- In the absence of such policy, students and CCDs should consult with the CD.
- When the agency declares an outbreak on a unit and determines that students are not permitted to attend their placement, the agency sends a notification to the Manager, NPCO.
- Manager, NPCO will email the CCD and CD regarding the outbreak.
- If the CCD and students are informed of the outbreak upon their arrival to their clinical placement, the CCD will consult with the CD and NPCO regarding next steps.
- The CD consults with the DNSC via email and copies the CCD, to determine if the group can attend the NSC.
- If an outbreak is expected to last more than 1 week, the CCD must communicate this via email to the CD and NPCO.
- The NPCO should inquire whether an alternative unit, within the agency, is available for the group.

CCD Absence for a Clinical Shift

- If the CCD is unable to attend clinical due to illness or other unanticipated circumstances, the CCD must email the students, CD, DNSC and Manager, NPCO no later than 0530 hrs on their scheduled clinical day using the sample email in **Appendix B**.
- Students in a CCD-led clinical group must not proceed with their scheduled clinical day without their CCD.
- The CD consults with the DNSC via email and copies the CCD, to determine if resources are available to accommodate the group in the NSC for their clinical shift.

- The CD emails students in the clinical group and copies the CCD to provide direction regarding next steps.
 - If resources are available in the NSC, the students must proceed to the NSC.
 - If resources are not available in the NSC, students must leave their clinical placement and await further instructions from the CD/CCD regarding making up their missed clinical shift.
- The CCD must follow-up with CD via email indicating if they can attend their next scheduled shift with at least 24 hours notice.

Strike at the Practicum Agency

- In the event of a strike or labour disruption at a practicum agency, the CCD will notify the CD and copy the NPCO.
- Under no circumstances is a student to cross a picket line or to perform the work of striking site employees at the practicum agency.
- After consulting with the CD and NPCO, the CCD will inform the student of next steps via email copying in the CD.

Strike at York University

- In the event of a strike or labour disruption at York University, students and faculty must follow the directions provided by York University administration.

Appendix A
Weather Related Standard Course Announcements

Weather Emergency – University Closed

Hello everyone,

The University has declared a weather emergency. Classes have been suspended and the university is closed. As such, students and CCDs are NOT to attend clinical placement. Please visit https://safety.yorku.ca/#new_tab for up-to-date information from the University.

You can reschedule a missed clinical day.

Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Weather Watch – University NOT Closed

CCD-led Placement

Hello everyone,

The University has initiated a weather watch. The University remains open and will continue to monitor the weather.

Please visit https://safety.yorku.ca/#new_tab for up-to-date information from the University. Safety is our first concern. If you do not feel safe travelling to your clinical placement, please inform your CCD.

If you have already arrived at your placement, please consult with your CCD regarding next steps.

You can reschedule a missed clinical day

Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Weather Watch – University NOT Closed**Preceptor-led Placement**

Hello everyone,

The University has initiated a weather watch. The University remains open and will continue to monitor the weather.

Please visit https://safety.yorku.ca/#new_tab for up-to-date information from the University.

Safety is our first concern. If you do not feel safe travelling to your clinical placement, please inform your CCD, the agency and your assigned Preceptor.

If you are already at your placement, please consult with your Preceptor and inform your CCD to determine next steps.

Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Appendix B
Sample Email CCD Absence

Dear students,

Please note that I am unable to attend clinical placement (insert today or tomorrow) due to (insert reason i.e. illness/unanticipated circumstances). (Insert CD name) has been informed. Please await direction from the CD regarding next steps.

NOTE: Instead of attending clinical, you may be required to report to the NSC during the regularly scheduled shift.

Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC