

## Guideline: Student Progress Report

### PURPOSE:

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The purpose of this guideline is to facilitate NESA BN Programs students' accountability for their program progress and to assist program administration in recognizing patterns of student absence or performance issues.

### DEFINITIONS:

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**Absence** – refers to not being physically present to engage in the scheduled activities for a course.

**Accountability** – an obligation or willingness to accept responsibility or to account for one's actions (Merriam-Webster, n.d.).

**Fitness to Practice** – congruent with the CRNA Practice Standards for Registrants (2023), "all the qualities and capabilities of an individual relevant to their practice as a registered nurse, including but not limited to, freedom from any cognitive, physical, psychological or emotional condition and dependence on alcohol or drugs that impairs their ability to practice nursing" (Canadian Nurses Association [CNA], 2017).

**Pattern** – a reliable sample of traits, acts, tendencies, or other observable characteristics of a person, group, or institution (Merriam-Webster, n.d.). Patterns identified in this guideline include but are not limited to theory/lab/praxis absences and Enhancement Plans implemented.

### GUIDELINE SCOPE:

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This guideline applies to all NESA BN Programs instructors, faculty members, and students enrolled at the Lethbridge College and University of Lethbridge campuses. Exceptions are as follows (see NESA Attendance Policy for details):

1. Athletic Team Participation
2. CNSA Conference Attendance
3. NESA Governance Committees

## **GUIDELINE STATEMENTS:**

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1. Students will maintain accountability for attendance in all course activities
2. As part of professional practice and to manage expectations, students will initiate discussion with instructors and faculty when an patterns of absence or EPs have been identified that have the potential to compromise student success in the program.

## **SPECIFICS OF THE GUIDELINE:**

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1. Attendance at all scheduled components associated with the NESAs BN and BN-AD Programs is required, and students who are absent repeatedly are at increased risk of not successfully completing the course(s) or program requirements.
2. In addition to notifying their instructor of their absence (as per the NESAs Attendance Policy), students are responsible for tracking absent hours in all theory, lab, and praxis courses on the NESAs Student Progress Report.
3. If an Enhancement Plan has been required during any course in a semester, students will indicate in which course it was implemented, and whether the conditions were successfully met.
4. At the end of each semester, students will:
  - a. indicate the number of absent hours in each course
  - b. indicate the course for which an EP was required/successful
  - c. upload the completed Progress Report as an assignment in the Learning Management System (LMS) in use at their institution.
5. Faculty/instructors are expected to keep a summary of student absences and submit these at the end of the semester to the appropriate NESAs leadership (Chair [LP]; Practice Coordinator [LP]; Assistant Dean [UofL]) to corroborate student reports.
6. Enhancement Plans will be submitted as per the NESAs Enhancement Plan Guidelines
7. NESAs leadership will review the student submissions, faculty/instructor reports, and Enhancement Plans regularly to support student success and address emerging patterns.

## **APPENDIX:**

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Appendix A: NESAs BN Program Student Progress Report

Appendix B: NESAs BN-AD Program Student Progress Report

## **RELATED POLICIES/ASSOCIATED GUIDELINES:**

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NESAs Guideline: Enhancement Plan (EP)

NESAs Policy: Attendance

NESAs Policy: Fitness to Practice

**REFERENCES:**

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Canadian Nurses Association [CNA]. (2017). *Code of ethics for registered nurses*. <https://www.cna-aicc.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.html>

College of Registered Nurses of Alberta [CRNA]. (2023). *Practice standards for registrants*. <https://www.nurses.ab.ca/media/h5ff0jit/14-practice-standards-for-registrants-2023.pdf>

Merriam-Webster. (n.d.). Accountability. In *Merriam-Webster.com dictionary*. <https://www.merriam-webster.com/dictionary/accountability>

Merriam-Webster. (n.d.). Pattern. In *Merriam-Webster.com dictionary*. <https://www.merriam-webster.com/dictionary/patterns>

***\*NOTE: NESAs Policies exist within organizational frameworks of policy for Lethbridge Polytechnic and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAs policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs program policies***

<b>Revised By/date:</b>	<b>Approved by/date:</b>
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