



DEPARTMENTAL MANUAL

Policy & Procedure

TITLE: Cancellation of Scheduled Learning Experiences	NUMBER: 01-02
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POLICY

Policy statement:

Learners in RNPDC educational programs will be notified in a reasonable time frame if a scheduled learning experience is cancelled.

Purpose of Policy:

The purpose of this policy is to provide consistent guidelines for faculty, learners and administrative staff regarding cancellation of scheduled learning experiences due to inclement weather.

Definitions:

Scheduled Learning Experiences: These are scheduled learning experiences that are facilitated by faculty. These include online or face-to-face orientation, classes and tutorials, Learning labs (skills/OSCE) and clinical experiences.

GUIDELINES

1. A scheduled learning experience may be cancelled and/or have a later start time based on storm advisory, nature of scheduled class and class profile (e.g., travel from required).
2. Notification of learning experience cancellation will be forwarded by faculty to learners. Faculty will notify learners as soon as the decision is made and within a minimum of 2 hours prior to the scheduled start time. The agreed upon method of notification will be determined during course/program orientation.

3. Dates for rescheduled learning experiences will be communicated to learners by faculty.

PROCESS

1. Faculty members responsible for facilitating the learning experience will make a decision regarding cancellation based upon weather reports, road conditions, storm advisory and class profile (e.g., learners traveling extended distances, etc).
2. When the scheduled learning experience is Instructor/Faculty-led Clinical:
 - i. If an instructor/faculty is not able to be physically present to supervise the learner, then alternate arrangements need to be made.
 - ii. If alternate arrangements cannot be made, the learners are not to be present in clinical and clinical dates will be rescheduled.
3. Preceptor-led Clinical
 - i) If the assigned preceptor is not able to make it to work, the learner can be reassigned to another preceptor. The faculty will confirm learner re-assignment with the charge nurse.
 - ii) The learner is instructed to contact the faculty of the change in assigned preceptor.
 - iii) In the event of the re-assignment, it is the learner's responsibility to share learning plan with new assigned preceptor. It is the faculty's responsibility to assess learning outcomes.