



Intern Training Policy

Because training is very intensive, compressed, and expensive, the amount of time which an Intern can miss from training must be limited in order for the individual to complete the required material and become competent in the required skills. Excessive absences, whether excused or unexcused, can adversely affect the Intern's ability to build upon previous educational elements, and can decrease the efficiency and productivity of the training center and their peers. It is important to all concerned that there are appropriate and uniform policies on conduct, including regular and on-time attendance during training.

The following guidelines have been developed to deal with the issue of Intern conduct during training. Each violation should be evaluated individually and discussion should occur between the training center and the Intern's instructor regarding disposition of the Intern.

EXCUSED ABSENCE:

An excused absence is one in which the Intern has a medical or other acceptable cause for missing a class. The absence must be approved in advance or at the time of the missed class.

If an Intern has an excused absence:

1. Up to four hours of class (per training session) can be missed and made up.
2. If more than four hours are missed during the training session, the Intern may be asked to repeat that session. The training coordinator will determine if the class can be made up, based on the ability of the Intern and the resources of the training center and other affected entities.

UNEXCUSED ABSENCE:

An unexcused absence is one in which either of the following is true:

- The Intern does NOT have a medical or other acceptable cause for missing a class. Examples include: the Intern being under the influence of alcohol or other substance (see below), oversleeping, or chronic tardiness. OR:
- The absence is NOT approved in advance or at the time of the missed class (and there is no acceptable reason why this approval was not sought).



Intern Training Policy

If an Intern has an unexcused absence:

1. If two or more hours of class/clinic per training session are missed:

- The Intern will be notified that further unexcused absences during that session may mean dismissal from the session.
- The Intern must agree to make up the work, either at the training center or at home through other resources, depending on the ability of the training center or instructor to handle the supervision of the work.

2. If more than four hours are missed during the training session:

- Generally, the Intern will be dismissed from the session. Under certain circumstances, the training coordinator will determine if the class can be made up, based on the ability of the Intern and the resources of the training center.
- The Intern will be permitted to repeat the training session if he/she makes a commitment to learning during future training sessions, without unexcused absences, and the Intern pays the entire cost for the session.

Substance Abuse:

Any absence from class related to substance abuse will be treated as an unexcused absence. The following pertains to certain often associated conditions/behaviors:

Odor of Alcohol:

- If the Intern comes to class with the odor of alcohol on his/her breath, the Intern may be given a warning, for substance abuse during the session, and notified that further alcohol use may lead to dismissal from the session.
- If the Intern comes to class with the odor of alcohol on his/her breath, the Intern may not be allowed to stay in class. This is grounds for dismissal from the session.

Impaired State:

- If the Intern comes to class in an impaired state, the Intern may not be allowed to stay in class.



Intern Training Policy

- If more than two hours of class time are missed because of this issue, the Intern will be notified that further violations will lead to dismissal from the session.
- If the Intern is allowed to stay in the class and the problem re-occurs during that class, the Intern will be asked to leave the session.

Creating a Disturbance:

- If the Intern uses alcohol or any illegal substance at any time in the training center, that behavior is grounds for immediate dismissal from the session.

EXTENDED ABSENCE:

- If an Intern is absent for a period of more than 1 day without notifying the training center administrative personnel, the Intern may be dismissed from the session.

DISRUPTIVE CLASSROOM BEHAVIOR:

- If an Intern's behavior interferes with the learning environment for the other Intern's he/she will be counseled privately to immediately correct the behavior. If the disruptive behavior is repeated, the Intern may be asked to leave that class. Should disruptions continue to occur, the Intern may be dismissed from the session.

I have read the Training Policy and understand my duties and responsibilities to conduct myself in the appropriate manner conducive to maintaining a positive educational and safe workplace environment.

Print Intern's Name

Intern's Signature

Date