

Nurse Anesthesia Education

Procedure for Calling in Sick or Late on Clinic Day

1. If, for any reason, the student must be excused from clinical assignments (illness, etc.), it is important that the student notify both the Nurse Anesthesia office and the appropriate anesthesiology staff to ensure that the OR is not disrupted and so that the program is aware of the student's circumstances. This applies to all clinic sites.
2. In the case of any absence at any clinical site, the student must always call the Nurse Anesthesia office main number at 913-588-6612 and leave a message no later than 8:00am on the day of the absence. This is in addition to notifying anesthesiology. The office staff will notify the entire faculty and staff so that everyone is aware of the absence and schedule change.
3. When assigned at KU Hospital, for a 7:00am start the student must do **ALL** of the following:
 - a. Notify the board runner between 6:00am and 6:15am. The best method is to send a text message to their pager. The board runner can be found on the Daily Room Assignment sheet in SharePoint or by calling the OR core at 913-588-2880 to ask who the board runner is for the day.
 - b. Notify both your assigned MD and CRNA (if applicable) between 6:00am and 6:15am. The best method is to send a text message to their pager.
 - c. Call the Nurse Anesthesia office main number at 913-588-6612 no later than 8:00am and leave a message.
4. When assigned at KU Hospital, for an 11:00am or 2:00pm start the student must do **all** of the following:
 - a. Notify the board runner for the day as early as possible and no later than 9:00am for an 11:00am start and no later than 11:00am for a 2:00pm start. The best method is to send a text message to their pager number. The board runner can be found on the Daily Room Assignment sheet in SharePoint or by calling the OR core at 913-588-2880 to ask who the board runner is for the day.
 - b. Call the Nurse Anesthesia office main number at 913-588-6612 and leave a message as soon as possible and no later than 9:00am for an 11:00am start and no later than 11:00am for a 2:00pm start.
5. When absent because of illness, if the student is on the schedule for the next day, the student **must also** call again by 10:00 a.m. of the same day and let the board runner know if they can be scheduled for the next day.
6. A record of absences will be maintained and deducted from allocated discretionary leave days or comp days or added to the end of the student's program or made up at the discretion of the Director of Clinical Education.
7. The student must report to the clinical area by 6:30 a.m. Punctuality for clinical duty is a must. If, for any reason, the student cannot report by this time, he or she should follow the rules outlined above. Students scheduled for the 1100am and 2:00pm shifts are expected to be present in the student lounge at least 15 minutes prior to the beginning of the applicable shift.