



LAKEHEAD UNIVERSITY SCHOOL OF NURSING

Cancelled Clinical Policy

1.0 PREAMBLE

While the School of Nursing is committed to maintaining its scheduled clinical placement experiences at all times, it may need to make changes and/or cancel clinical shifts or rotations if continuing with normal operations poses a danger to students, staff, and faculty. Although the procedures herein have been developed to be consistent with on-campus class/exam cancellations and building/facility/campus closures as a result of hazardous weather conditions, they may also be employed for other circumstances at the discretion of the University.

2.0 POLICY

2.1 Purpose

The purpose of this policy is

- To coordinate information gathering, decision-making, and action when the policy is enacted for Year 1, 2, and 3 BScN clinical placements*;
- To ensure effective communication, in a timely manner, to the School of Nursing community (e.g., students, staff, and faculty) when circumstances threaten to interrupt the normal operations of scheduled clinical activities.

*Year 4 BScN students and MN students should contact their Course Lead if they have questions about whether to attend a scheduled shift with their preceptor. If in doubt or unable to receive timely advice, students are always encouraged to make the safest possible choice.

2.2 Authority to Declare Cancellation

The decision to cancel clinical is made by the Director of the School of Nursing in consultation with the Clinical Course Lead(s), or their designate, in consultation with one, or all, of the following:

- Lakehead University notifications, including [Lakehead's Campus Status web page](#), a Bulletin email, notices to local media, and social media posts.
- Local school and community bus route notifications.
- Weather warning alerts from Environment Canada and the Weather Network.
- Road conditions (Ministry of Transportation Ontario website; Media; OPP).
- Police recommendations and warnings (Websites; Social Media);
- Local and regional transit service.
- City Works status (Ploughs; Warnings; Closures).
- Status of local and region's primary/secondary/post-secondary institutions.

While every effort will be made to consult before a cancellation or closure decision is made, some consultations may be foregone in the interest of safety, and a speedy and efficient decision.

2.3 Procedure of Cancellation

The priority is always the safety of our students, staff, and faculty. Students, staff, and faculty should always take extra care when travelling around Thunder Bay and Region during inclement weather. If travelling from where you are looks risky, be safe, stay home, and contact your Clinical Instructor (and Clinical Unit) or Clinical Course Lead to let them know that you will be absent. Please check the weather and travel conditions before heading out. We all live in different areas in and around the city and weather affects them differently. You are responsible for deciding whether leaving your home to come to clinical is safe or poses a risk.

• Day before potential cancellation/closure

The Director of the School of Nursing learns of forecasted inclement weather and is put on standby for communication (e.g., text, email, conference call) at 5:30 am the following morning to evaluate indicators in preparation for cancellation/closure recommendation.

• Day of potential Cancellation

5:30am (if there are clinical shifts for 7am start)

If the cancellation of clinical IS RECOMMENDED then Clinical Course Leads will proceed with the next step (COMMUNICATION).

If the cancellation of clinical is NOT RECOMMENDED, no further action is required.

2.4. Communication of Cancellation

Once the Clinical Course Leads have been informed of the recommendation to cancel clinical, it is imperative that the Leads notify their Clinical Instructors as soon as possible (e.g., prior to 6am). Clinical Instructors must check their Lakehead University email (and text messages) during inclement weather (e.g., prior to 6am if scheduled for a day shift; prior to 1pm if scheduled for an evening shift). Students must be contacted via their Lakehead University email to confirm clinical cancellation.

In the event the University is closed due to inclement weather or some other unusual circumstance (the “Closure”) faculty and staff employees:

(i) will be paid accordingly.

Example email message: *Due to extreme inclement weather and poor driving conditions, all clinical shifts today are cancelled. Please stay home and stay safe. Please monitor your Lakehead University email account for further updates.*