

Form 140
Documentation of Utilization of Evening and/or Weekend Assignments

Sponsoring Institution: _____

Program #: _____

The criteria listed below have been adopted to support **evening and/or weekend** clinical student learning experiences:

Eight (8) Criteria for Evening/Weekend Rotations

1. A maximum of 25% of the student's total clinical clock hours may be spent in evening and weekend assignments. Example: if the total clinical curriculum is 1200 clock hours, a student could be assigned a maximum of 300 hours for combined evening and weekend assignments.

This criterion can be assured by completing the calculation on the sheet below.

2. The program's utilization of clinical assignments must be clearly identified in appropriate program publications and must be made known to prospective and enrolled students.

Students should be apprised of their clinical obligations, including evening and weekend rotation requirements and these rotations should be defined in program publications.

3. The timing of assignments must be correlated with the didactic curriculum.

The program should assure that the clinical assignment is correlated with the didactic curriculum. The timing of evening and weekend rotations is important. For example, if the goal of evening assignments is to gain experience in trauma radiography, it is unlikely that first-term students will benefit from those assignments. Evening and weekend assignments should occur only after students have acquired the knowledge to benefit from them.

4. A student's combined didactic and clinical contact hours must not exceed 40 hours per week. It is also suggested that the combined hours not exceed 8 hours per day. Furthermore, consideration should be given to the amount of free time available to a student between the end of a particular clinical assignment and the start of the following clinical assignment or classroom experience.

Programs should determine their "week" and should be careful to assure that students are not exceeding 40 hours per week. Additionally, programs should be sensitive to students' didactic schedule so that an adequate amount of time off given from the clinical rotation to the next scheduled didactic course.

5. A student to qualified staff ratio of 1:1 must be maintained at all times.

To assure students are appropriately supervised and not taking place of qualified staff, the student to staff ratio must be 1:1 at all times during the evening and weekend assignments

6. Students must be allowed to complete clinical competencies during these assignments.

To assure educational validity, students must be able to perform clinical competencies during these assignments. Although a clinical instructor/supervisor/preceptor is not required during these hours, the clinical staff must be cognizant of the clinical evaluation system to allow students to perform competencies.

7. Utilization of clinical assignments must be equitably applied to enrolled students.

Programs must assure that the benefits of completing evening and weekend rotations are provided to all students. The provision of equitable learning activities promotes fair and impartial education and reduces institutional and/or program liability.

8. Program total capacity cannot be increased through the use of evening and/or weekend assignments.

Under the new policy, unique, progressive learning objectives are no longer required; however, programs are encouraged to continue the use of the previously developed objectives where applicable.

DOCUMENTATION OF UTILIZATION OF EVENING AND/OR WEEKEND ASSIGNMENTS

The following information in support of the program's utilization of evening and/or weekend assignments must be made available to the site visit team at the time of the on-site evaluation:

Based on the Eight (8) Criteria for Evening and Weekend Rotations (effective 4/08), briefly describe how the program maintains compliance with each (type in the space below):

Evening and/or weekend Assignment Clock Hours Calculation:

Total number of clinical hours required by the program	
Total number of clinical hours completed during the evening and/or weekend*	
Percentage of clinical hours performed during evening and/or weekend (See Calculation Below)	

(Evening hours is defined as any hours before 5 AM or after 7 PM, Monday – Friday. Weekend hours is defined as any hours on Saturday or Sunday.)

Calculation: Divide the evening/weekend hours by the total number of clinical hours.

JRCERT staff and Directors appreciate collaboration across the community in the assurance of effective, valid student learning experiences. As always, if you need further assistance or have questions, please do not hesitate to call the office.