

Policy: Procedures for tracking and documenting individual student's supervised experiential learning (SEL) hours, alternate supervised experiential learning, and hours granted for prior learning.

Purpose: It is required by ACEND that the program must establish procedures for tracking individual student's supervised experiential learning (SEL) hours in professional and alternate settings (e.g., simulation, case studies and role-playing). Hours granted for prior learning, if given, also must be documented.

Procedure for tracking professional setting SEL hours:

1. Students must complete a daily time sheet for each site, each day.
 - a. Enter the Date, Start time, End Time, subtract out any breaks and enter total daily hours at a precepted site.
 - b. Preceptors verifies accuracy of hours and signs the timesheet.
2. Students must complete a different time sheet for each SEL rotation. Each timesheet must be uploaded to the student learning management system for documentation and program tracking purposes.

Procedure for tracking alternate setting SEL hours:

1. Alternate setting SEL hours are embedded within either didactic courses or the didactic component of the Supervised Experiential Learning Practicum courses. As such, the instructors for these courses have determined the number of SEL hours associated with each alternate setting SEL activity (e.g., simulation, case study etc.). The instructor assesses appropriate participation and assesses achievement of competency with the associated assessment rubric for each student for that SEL activity. If the student has appropriately participated and demonstrated competency, the student is granted the hours for that alternate SEL activity.

Documenting prior assessed learning hours – please see Section 8.2.i