

**COMMUNITY HEALTH AIDE PROGRAM  
BASIC TRAINING  
ATTENDANCE POLICY DURING TRAINING CENTER SESSION**

Because basic training is intensive and compressed, the amount of time a CHA can miss must be limited in order for the CHA to complete the required material and become competent in the required skills. Excessive absences, whether excused or unexcused, can adversely affect the CHA's ability to provide effective health care in the village. It can also decrease the efficiency and productivity of the training center and the employing agency. It is important to all concerned that there are appropriate and uniform policies on absences during training.

The following guidelines deal with the issue of CHA absences during basic training. Each case must be evaluated individually and discussion should occur between the training center and the CHA's employer regarding outcome of the CHA.

**Excused Absence:**

An excused absence is one in which the CHA 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 a CHA has an excused absence:**

1. Up to four hours of class/clinic (per basic training session) can be missed and made up.
2. If more than four hours are missed during the basic training session, the CHA may be asked to repeat that session. This is especially true for missed clinical time. The training coordinator will determine if the class/clinic can be made up, based on the ability of the CHA and the resources of the training center and the corporation.

**Unexcused Absence:**

An unexcused absence is one in which:

- The CHA does **not** have a medical or other acceptable cause for missing a class. Examples include: the CHA being under the influence of alcohol or other substance (see below), oversleeping, or chronic tardiness.
- 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).

**If a CHA has an unexcused absence:**

1. If two or more hours of class/clinic per basic training session are missed:
  - The CHA will be notified that further unexcused absences during that session may mean dismissal from the session.
  - The CHA 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 corporation to handle the supervision of the work.
2. If more than four hours are missed during the basic training session:
  - The CHA will likely be asked to repeat the session. Under certain circumstances, the training coordinator will determine if the class/clinic can be made up, based on the ability of the CHA and the resources of the training center.
  - The CHA will be permitted to repeat the basic training session if he/she makes a commitment to learning during future training sessions, without unexcused absences.

3. The CHA's employer will be notified and the incident will be documented in the CHA's evaluation.

**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 CHA comes to class with the odor of alcohol on his/her breath, the CHA will be given a warning, offered counseling for substance abuse during the session, and notified that further alcohol use may lead to dismissal from the session.
- If the CHA comes to clinic with the odor of alcohol on his/her breath, the CHA will not be allowed to stay in clinic. The CHA will be offered counseling. This is grounds for dismissal from the session, depending on the importance of the clinic and the ability of the training center to reschedule the experience.
- The CHA's employer will be notified and the incident will be documented in the CHA's evaluation.

*Impaired State:*

- If the CHA comes to class or clinic in an impaired state, the CHA will not be allowed to attend either.
- If less than two hours of class time are missed because of this problem, the CHA will be notified that further problems will lead to dismissal from the session, and offered counseling during the session.
- If any clinical time is missed because of this problem, the CHA will be offered counseling and will be asked to repeat the session depending on the importance of the clinic and the ability of the training center to reschedule the experience.
- The employer will be notified and the incident will be documented in the CHA's evaluation.
- If the CHA is allowed to stay in the session and the problem reoccurs during that session, the CHA will be asked to leave the session.

*Creating a Disturbance:*

- If the CHA uses alcohol or any illegal substance in housing or creates a disturbance at any time during the session, that behavior is grounds for dismissal from the session.

**Extended Absence:**

- If a CHA is absent for a period of more than 24 hours without notifying the training center, the training center will notify the authorities and place a missing person report with the police at 48 hours.

**Disruptive Classroom Behavior:**

- If a CHA's behavior interferes with the learning environment for the other CHAs, he/she will be counseled privately. If the disruptive behavior is repeated, the CHA may be asked to leave that class. Should disruptions continue to occur, the CHA's employer will be notified and the CHA may be dismissed from the session.