

COMMUNITY HEALTH AIDE (CHA) PROGRAM  
BASIC TRAINING ATTENDANCE POLICY DURING TRAINING CENTER SESSION

Because Basic Training is very intensive and compressed, the amount of time which a CHA can miss from training 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, and can decrease the efficiency and productivity of the training center and the Tribal Health Organization (THO). It is important to all concerned that there are appropriate and uniform policies on absences during training.

The following guidelines have been developed to 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 CHAs employer regarding disposition 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. If four hours of class/clinic (per Basic Training session) are missed, 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 THO.
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 either of the following is true:

- 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. OR:
- 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 between two and four 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 make up the work at the Training Center.
2. If more than four hours are missed during the Basic Training session:
  - Generally, the CHA will 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 if he/she makes a commitment to learning during the 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.

**EXTENDED ABSENCE:**

- If a CHA does not report for a class or clinic, all attempts will be made to contact them, and their supervisor will be notified. For an extended absence, the authorities will be contacted and a welfare check and/or a missing person report will be filed.

**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 or Impaired State:

- If the CHA comes to class or clinic with the odor of alcohol on his/her breath or appears to be in an impaired state, the CHA will be removed from the training for the day. This may be grounds for dismissal from the session.
- The CHA's employer will be notified, and the incident will be documented in the CHA's evaluation.

**DISRUPTIVE BEHAVIOR:**

- If the CHA uses alcohol or any illegal substance in housing, or creates a disturbance at any time during the session, that behavior may be grounds for dismissal from the session.
- If a CHA's behavior interferes with the learning environment for the other students, he/she should be counseled privately. If the disruptive behavior is repeated, the CHA may be asked to leave that class. Should disruptions continue to occur, the CHAs employer will be notified and the CHA may be dismissed from the session.

I, \_\_\_\_\_ have read and understand the above policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_