**Guidance around student placement hours on pre-registration nursing programmes at Birmingham Newman University**

**For students:**

**When should I submit my timesheets?**

It is the responsibility of every student to complete their Timesheet Management System accurately, efficiently and honestly, and to submit their electronic timesheet in a timely manner. Falling behind on hours can have serious consequences for progression (and ultimately for eligibility for professional registration). You should submit your timesheets on a weekly basis and all timesheets must be submitted no later the placement documentation submission deadline for each placement

**I am confused about what hours to input on my Timesheet (ARC)**

Input your hours as if you are an employee of that area. You should record the hours you have been attending on placement activity. If you are unsure, for example if you have been on community call outs, follow how your PA/PS logs their hours.

**Entitlement to breaks**

Birmingham Newman University suggests that during a long day an adequate rest period of at least 60 minutes (may be split into two 30-minute breaks) should normally be taken. These breaks should not be claimed for in the hours documented in their attendance record and should be recorded on ARC TMS as breaks. For example, if a student works 13.5 hours, with a one-hour rest period, they will record 12.5 hours worked in their attendance record. In addition, a concessionary 15-minute break during the shift may be taken which can be included in the hours worked. NB in exceptional cases, shorter breaks may be taken based on client/patient need. However, this should not become routine practice, nor should students routinely use this to shorten their working shift.

During an 8-hour shift, a rest period of at least 30 minutes should be taken. Again, the time allocated for this break should not be claimed for in the hours worked and logged on ARC TMS as breaks. So, if a student works 8 hours, with a 30-minute break, they will record 7.5 hours worked in their attendance record. In addition, a concessionary 15-minute break during the shift may be taken which can be included in the hours worked. Flexibility about when breaks are taken must be negotiated locally within the placement area.

**How do I record my breaks?**

Breaks are not counted as practice hours – only hours that you are actually “working” in practice count. We still need you to indicate your break length as a record for us and

your assessors that you are taking the breaks you are entitled to. Record your breaks on your timesheet in ARC TMS in the “breaks” column.

**Reflective Practice Assessment Documentation (PAD) time**

In accordance with NMC SSSA standards and the University’s validated programme, students are entitled to claim up to 2.5 hours per week reflective PAD time. This time is **not** to be taken during placement hours and should **not** be added to the timesheet by the student in any way. The calculation of entitlement to reflective PAD time is done automatically by the ARC TMS system and is a percentage of actual time spent on placement in a given week (up to a maximum of 2.5hours per 37.5hours actually worked). The PA/PS does not have to sign for or account for reflective PAD time, this should be done away from placement. Students should be encouraged to use this time to complete sections such as episodes of care and other reflections on their practice.

**Does travel count as practice hours?**

Travel to start your day or shift at your typical placement base does **not** count as practice hours. If you are travelling as part of your working day, from one site to another or while on call, then this does counts as practice hours. Please see the separate guidance on the placement website about claiming mileage and expenses when on placement.

**How many hours are students expected to work?**

Students are expected to work the allocated hours up to a maximum of 37.5 hours or 5 short days a week. If you are entitled to work long days in your clinical area or are on nights, you can work a maximum of 3 long days / nights a week. This will leave you with a deficit of hours that can be made up with an early or late shift. Any exception to this maximum number of hours must be made in agreement with the local PPM/PLF, your PA and your Academic Assessor. The Nursing and Midwifery Council requires students to undertake 24 hour, 7 days a week care. This means that students must normally undertake some night duty and weekend working each year dependent on the nature of the placement. Students are also expected to be fairly rostered across weekend working as and when appropriate.

The hours worked on the course [excluding breaks] must be recorded in the student's attendance record on ARC TMS and signed by the mentor or Registered Nurse supervising the student.

It is the student's responsibility to maintain an accurate up to date record (running total) of the placement hours they have worked.

Students should, wherever possible, follow the shifts patterns of their nominated Practice Assessors and Supervisors. It is deemed acceptable for a student to re-arrange a one-off shift, for example in the case of a hospital appointment, however students must not be allowed to self-roster themselves on a regular basis where they are not working with their nominated assessors. Any changes to shift patterns must be done with the permission of the Practice Assessor.

**Can I make up hours I’ve missed on placement?**

Students should normally work a minimum of 37.5 hours per week in practice. If students need to make up hours they have missed during the placement, the total number of hours worked should not exceed 48 hours per week. Retrieval periods are built into the programme for longer periods of absence, but these must be arranged with the knowledge and permission of the practice partnerships department.

**For Practice Assessors/Supervisors:**

**I don’t agree with the practice hours recorded by the student, what should I do?**

If there are practice placement hours that you think look wrong, leave them unticked and use the ‘Reject Timesheet’ button. Remember to leave a comment to tell the student what you are querying and ask them to submit correctly.

**How quickly do I need to authorise a timesheet?**

As soon as possible, please but within five working days. This will help both you and the student to keep on top of their timesheets.

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**Working night shifts**

Students may be rostered onto night shifts from their first placement onwards, though not in the first week of any placement to ensure students can attend appropriate orientation events/meetings within placement areas as required.

Further advice and guidance can be sought by contacting: [practicepartnerships@newman.ac.uk](mailto:practicepartnerships@newman.ac.uk)