V1.1

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# Reporting Sickness on Placement School of Nursing & Allied Health Students

First day of

sickness

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Contact your placement area by telephone as soon as you know you will be unable to attend

through sickness and ensure someone on the area has acknowledged your sickness (note their

name and designation)

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email practicepartnerships@newman.ac.uk to inform the Practice Partnerships Dept of your

absence

Subsequent days,

less than 7 days

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Update the practice area and practice partnerships of any extension to sickness or return to

placement as appropriate. A self

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certificate should be completed and sent to

practicepartnerships@newman.ac.uk

+7

days

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A sickness certificate signed by a hospital doctor or general practitioner must be provided on

the 8th day of the absence to your personal tutor/programme leader with a copy to Newman

Practice Partnerships practicepartnerships@newman.ac.uk

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Contact your personal tutor for further support

## Sickness/Absence/Retrieval

To ensure the attendance requirements are met, the attendance record in the practice assessment document (PAD) must be completed. You must report all sickness and absence to the placement area (as per organisational/trust policy) and to the Practice l Partnerships Department in the University as soon as it occurs (contact details on the front of this document). Any sickness absence exceeding 5 working days must be accompanied by a medical note, which should be scanned and sent to the university Practice Partnerships Department as soon as possible. Failure to attend your supernumerary placement on the shifts rostered, without prior agreement, will be classed as unauthorised absence and may call into question your professionalism. Unauthorised absence will be followed up by the university. **The ARC system, whilst recording hours you have worked on TMS, does not inform placement or the University of your sickness. You must do this through the process above.**

V1.1



Practice supervisors and practice assessors are requested to notify a member of the practice team or the Practice Partnerships Dept. at University of any sickness or absence that exceeds 3 days, or if you fail to attend placement as per the allocation schedule.

If you are sick or absent on more than 3 occasions in any one year whilst on placement you will be required to meet with your practice assessor to establish if there are health or personal problems affecting fitness to practice. You do not have to disclose the details of any health problem, but if there are concerns, your practice assessor may refer to the practice team/ academic assessor. Poor attendance and timekeeping without legitimate reason may result in failure of the placement.

Persistent sickness/absence during the practice learning period may result in insufficient time for the practice assessor to confirm achievement of the placement learning outcomes. In these circumstances the practice assessor should record ‘not achieved’ on the final assessment page in the practice assessment document (ePAD) and make a record of the reasons for this.

You are advised to submit extenuating circumstances prior to the PAD submission date if this occurs.

Any practice hours not completed must be retrieved as soon as this can be arranged in consultation with your practice assessor and practice team. You may not be able to progress into the next year if practice hours have not been retrieved and the university will be unable to confirm to the NMC that you have met all of the pre-registration nursing standards until you have completed 2300 hours of practice at the end of the course. Without this confirmation to the NMC you will be unable to register as a registered nurse.

If sickness/absence occurs at the end of the placement, when progression is due to be confirmed, the practice assessor will inform the practice team and a fail grade will be recorded. In these circumstances you are advised to submit mitigating circumstances along with evidence to justify nonattendance at progression point, in accordance with the academic regulations.

A permanent record will be kept of all sickness and absence; irrelevant of whether these have been retrieved or not.