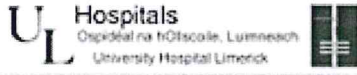




Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



An tAonad Forbartha mChleachtas
Altranais

Nursing Practice Development Unit
1st Floor, Nurses Home
University Hospital Limerick
Dooradoyle, Limerick

Memorandum

Date:	24.03.2016
To:	BSc. 2012 General Internship Nursing Students
Cc:	Clinical Nurse Managers 1, 2 & 3; Assistant Directors of Nursing; Clinical Placement Co-ordinators; Gerardine Kennedy Nursing Practice Development Co-ordinator; Deirdre O' Sullivan Allocations Officer, UL; Mairéad Hussey, Assistant Allocations Officer, UL;
Re:	Reporting Absence from Internship Clinical Placement

Dear Student

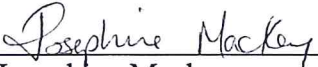
All absence from Internship clinical placement inclusive of Protected Reflective Practice (PRT) must be reported to your relevant Assistant Director of Nursing.

If you cannot attend for any scheduled PRT in the University of Limerick or any other scheduled PRT, ie CPC facilitated PRT, you must report absence directly to the service, as per Managing Attendance Policy revised May 2014 and Guideline for Reflective Practice for Internship Students (2012 cohort), copies attached with this email.

The procedure for Reporting Absence and Managing Attendance Policy was communicated at your Internship Induction. Please note that failure to adhere to this policy may result in a withdrawal of payment for relevant day/s and a disciplinary process.

If you have any query please do not hesitate to contact me.

Yours sincerely,


Josephine Mackey
Allocations Liaison Officer