

TITLE: Protocol for Reporting Absence from Supernumerary Clinical Placement for BSc. Undergraduate General Nursing Students

REFERENCE NO:

REVISION NO: 2

OWNER: Josephine Mackey

AUTHOR: J. Mackey ALO NPDU

APPROVED BY: Update NPDC UHL ULHG & AO UL

Pages 5

EFFECTIVE FROM: April 2019

REVIEW DATE: April 2022



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Protocol for Reporting Absence from Supernumerary Clinical Placement for BSc. Undergraduate General Nursing Students

Document drafted by		Josephine Mackey Allocations Liaison Officer
Document approved by		Gerardine Kennedy NPDC MWRHL Deirdre O' Sullivan Allocations Officer, University of Limerick
Responsibility for implementation		Supernumerary Undergraduate Nursing Students, ALO/NPDC/UL Allocations
Updated April 2019	Responsibility for evaluation and audit	Allocations Liaison Officer UL Hospitals Group with Allocations Officer University of Limerick
Next review due April 2022		

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1. Protocol Statement

- a. All clinical placements are planned to ensure the attainment of Standards and Requirements outlined by the Nursing and Midwifery of Ireland (ABA, 2005; NMBI, 2016).
- b. All absences from clinical placement must be reported by supernumerary student nurses (General programme) in accordance with this protocol. Similarly, students must report on their return to placement following absence.

2. Purpose

- a. To describe the process for Supernumerary BSc. General Undergraduate Nursing Students to follow when absent from clinical placements.

3. Scope

- a. This protocol applies to all supernumerary BSc. General undergraduate nursing students, in all placement sites at all times.
- b. Internship Student Nurses are issued with a contract of employment and report in accordance with advice to employees provided at their induction.

4. Definition

- a. Absence is defined as any leave which occurs during allocation to clinical placement for any reason.

5. Roles, Responsibilities and Procedure

- a. Students are expected to attend clinical placement for 35 hours per week, inclusive of four hours Reflective Practice.
- b. When commencing your shift report to the Clinical Nurse Manager (CNM) or Staff Nurse in Charge of your allocated placement.
- c. Clinical placements details are available from the UL Moodle learning management system, four weeks in advance of your placement (<https://www.ul.ie/cpe/current-students>), (University of Limerick 2018/2019).

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- d. When reporting absence, the student must contact the Allocations Liaison Officer (ALO) UL Hospitals, on 061-482074 as soon as possible or otherwise at the start of the shift. If the phone is unattended the student must bleep the ALO (ring main switch 061-301111 and ask the operator to bleep 560).
- e. The phone and bleep are attended between 07.30 and 16.15 hrs.
- f. If you are unable to make contact with ALO, you should contact your Clinical Placement Coordinator (CPC) where relevant.
- g. Emails are not acceptable for reporting absences or return to clinical placement. Neither are messages from other students on behalf of anyone else except in very exceptional circumstances.
- h. The ALO will notify the CNM of the absence as soon as possible.
- i. The CNM/Nurse in charge will notify the CPC if a student does not attend for placement as planned.
- j. When resuming clinical placement, the student should contact the ALO.
- k. The ALO (or relevant CPC) will ensure that student is met on her/his return to provide support and review any related matters.
- l. Frequent absences of this protocol will be reviewed with the student by the ALO and if appropriate with the University of Limerick.
- m. Breaches of this protocol will be reviewed with the student by the ALO and if appropriate with the University of Limerick.
- n. Further information in relation to attendance is available on your Competency Assessment document, (Appendix 1).

6. Implementation

- a. This protocol will be available to **all** students via the University of Limerick Department of Nursing and Midwifery website (www.nm.ul.ie; <https://www.ul.ie/cpe/current-students>).
- b. This protocol will be available on the HSE Q Pulse system which may be accessed via the link on desktop computer in clinical placement areas.

7. Evaluation and Audit

- a. This protocol will be reviewed and audited by the ALO in collaboration with the University of Limerick.

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8. References

An Bord Altranais (ABA) (2005) Requirements and Standards for the General Registration Education Programme, An Bord Altranais, Dublin.

Department of Nursing and Midwifery University of Limerick, Undergraduate Programme handbook, 2016-2017, accessed 15.02.19 from http://www.ul.ie/nm/sites/default/files/2016%202017%20DEPARTMENT%20OF%20NURSING%20AND%20MIDWIFERY%20HANDBOOK_0.pdf

Nursing and Midwifery Board of Ireland NMBI (2016) Nurse Registration Programmes Standards and Requirements. 4th ed. Nursing and Midwifery Board of Ireland, Dublin.

University of Limerick (2018/2019) Department of Nursing and Midwifery Handbook.

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APPENDIX 1

Excerpt from CP4005/CP4006 Module Assessment Cohort 2016
SAMPLE information

Guidelines for Completion of Documentation

It is the primary responsibility of the student to maintain an accurate record of competency attainment and attendance on placement.

This document should be completed in line with Nursing and Midwifery Board of Ireland (2015) Recording Clinical Practice Professional Guidance Dublin, Nursing and Midwifery Board of Ireland Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives Code of Conduct (Bord Altránais agus Cnaimhseachais na hÉireann 2014) and The University of Limerick Student Handbook 2018/2019

The CNM/Nurse in charge must verify the preceptor's signature on the competency record using their full signature in accordance with the Nursing and Midwifery Board of Ireland register.

On attendance sheets an entry must be made for each day of clinical placement.

Student's attendance must be signed at the end of each day by Preceptor/Nurse in charge.

The CNM (or supervisor where there is no CNM available in the placement area) must sign and date the total hours completed at the end of each week, validating that the weekly record is accurate. The CNM are not obliged to sign attendance sheets submitted late.

All documentation should be completed accurately and legibly using black ink. Corrective fluid must not be used.

An entry made in error should be bracketed, initialed by the preceptor and have a line drawn through it so that the original entry is still legible. The correct information should be documented on the next available line.

In the event of a Competency Assessment, Attendance Record and Guidance Document being misplaced the student is advised to notify the Allocations Office immediately.

Where there is a requirement for a replacement Competency Assessment, Attendance Record and Guidance Document to be issued the original document is then no longer valid.

Attendance Records

White copies of attendance records are to remain in the document.

Yellow copies of attendance records must be submitted by students at the end of the placement as follows:

- BSc Nursing (General) – submit to Máiread Hussey, Assistant Allocations Officer, UL
- BSc Nursing (Mental Health & Intellectual Disability) – submit to your Allocations Liaison Officer

Competency Records

White copies of competency records are to remain in the document.

Yellow copies of competency records must be removed and retained by the student immediately upon completion of a competency.

Prior to submitting this document to the Department of Nursing & Midwifery, please ensure all necessary signatures are present.

Throughout this document students must ensure the protection of the individual's rights regarding confidentiality and anonymity.

To forge alter or misuse any part of this document is in breach of The University of Limerick code of conduct (University of Limerick, Student Handbook 2018/2019)