



CLINICAL PLACEMENT SHIFT and ROSTERING GUIDELINES: Nursing and Midwifery

General Information for Students –

All clinical sites have differences in how they roster UQ students. Each semester, you must be aware of the shifts you are required to undertake – whether that be through a roster or through following a preceptor. You must also be aware that these may be rostered over a **7 day a week, 24 hour a day period**. Please note students will not be rostered on the noted University Public Holidays.

Where possible when students are given a roster they will have 5 days to notify the Clinical Lead if any shifts need altering. To alter a shift you must have a legitimate reason. Reasons may include:

- Family event
- Work commitments (1 day per week only will be accommodated)
- Pre booked conferences / education activities

The Clinical Lead will change shifts where possible, however as placement shifts are scarce, changes may not be possible. After the 5 day period the roster will be locked.

Final year students following a preceptor are still required to adhere to the rules set out below. You, the student are required to forward your roster to the Clinical Placement Office and to the Clinical Supervisor so that a UQ clinical supervisor can visit you on shifts. You will be informed of your supervisor through blackboard at the start of each semester.

Once rostered and the roster is locked, students cannot change a shift without adhering to the following guide. If a student misses a shift due to illness they must also follow this guide. If a student's preceptor changes a shift and the student needs to change their shift also, this needs to be clearly communicated with the Clinical Placement Office by email.

It is your responsibility as a student to be familiar with these guidelines and to follow this guidelines at all times. Failure to follow these guidelines will impact on your ability to meet the clinical placement hours required for registration. It is also your responsibility to be familiar with the University policy on placements available at: <http://ppl.app.uq.edu.au/content/3.10.04-placements-coursework-programs> and the Fitness to Practice policy available at: <https://ppl.app.uq.edu.au/content/3.30.14-fitness-practise>

Please read the following carefully and understand your responsibilities -

Evidence:

- Statutory Declarations will no longer be accepted for sick leave.
- Medical Certificates must be obtained and submitted within 5 days of the missed shift
- Medical Certificates must be dated within 2 days of the illness
- If on a Disability Plan (SAPD) you are still required to submit a Medical Certificate

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- An Absenteeism Form must accompany the Medical Certificate
- All documentation is to be forwarded to the Clinical Placement Office
- If you have surgery or are injured during the semester you must clearly communicate this with the Clinical Placement Office. You will be required to provide a Medical Clearance to the Clinical Placement Office before you return to placement. This clearance may also be requested by the placement site.
- If you are fall pregnant or are pregnant you should notify the Clinical Placement Office so they are aware. Pregnancy may influence where you are placed for your placement shifts.
- If you are pregnant and intend to be on clinical within 6 weeks of your due date you must provide a medical clearance.
- If you have delivered a baby and are returning to shifts within 6 weeks after delivery you must provide a medical clearance.

Shifts:

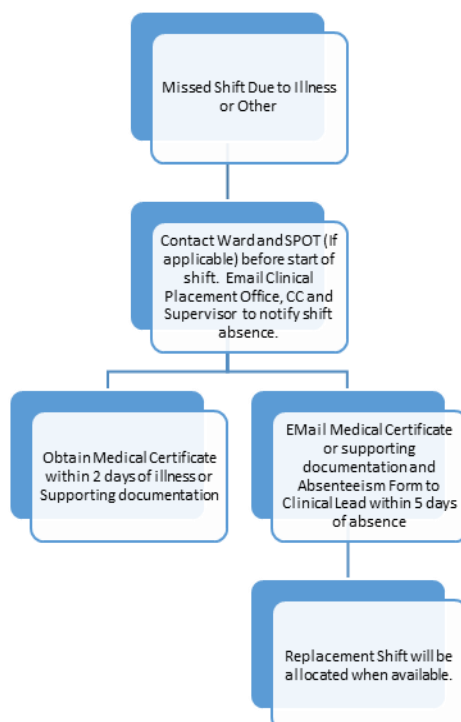
- All shifts will be rostered to be completed by the end of week 13 each semester.
- Number of absences will be tracked:
 - 1st and 2nd year Undergraduate: are allocated 15 shifts per semester and you will be permitted a maximum of 3 absences per semester for legitimate reasons only. More than 3 absences may result in you failing the course.
 - 3rd year DD only: are allocated 15 shifts per semester and you will be permitted a maximum of 3 absences per semester for legitimate reasons only. More than 3 absences may result in you failing the course.
 - Final Years Undergraduate: You will be permitted a maximum 7 absences for 3001 courses and 9 absences for 3002 courses again for legitimate reasons only. More than this number of absences may result in you failing the course.
 - Masters Students 1st year: are allocated 18 shifts per semester and you will be permitted a maximum of 4 absences per semester for legitimate reasons only. More than 4 absences may result in you failing the course.
 - Masters Students Final Years: You will be permitted a maximum 7 absences for your first placement and 10 absences for your second placement again for legitimate reasons only. More than this number of absences may result in you failing the course.

Note – when you reach the maximum number of allowed absences you will be referred to the Head of School who may wish to meet with you. Most students will be able to be rostered replacement shifts which should be completed within the normal semester period. Students who cannot complete shifts in the normal semester period may be counselled to consider deferment of studies or may be rostered shifts (if available) outside of the normal semester period.

What to do if you miss a shift-

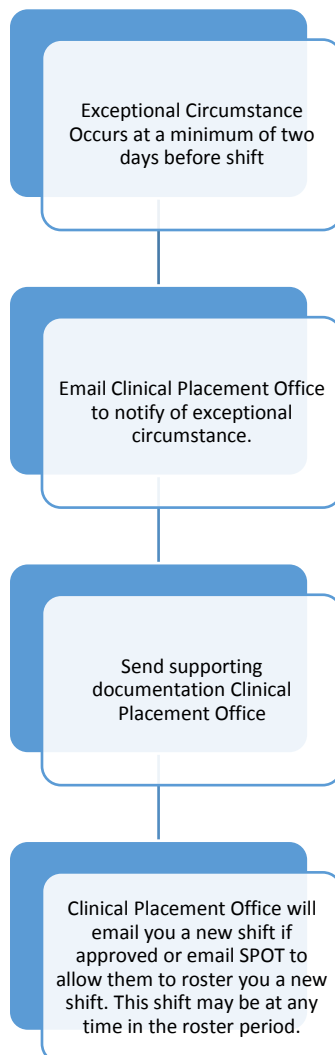
- **If sick and unable to attend a shift:**
 - You need to contact the ward by phone before the start of your shift
 - You need to email the Clinical Placement Office. You should also contact the Clinical Supervisor (List available on Blackboard each semester) and Course Coordinator of the relevant course.

- If you are a Mater student using SPOT you must also email SPOT and tell them you did not attend the shift due to illness. Please do this within 24hrs of the missed shift
 - You must supply a Medical Certificate and an Absenteeism Form within 5 days of the sick day. This is to be emailed to the Clinical Placement Office.
 - Failure to provide documentation will result in you being referred to the program lead.
 - You will be given a replacement shift during the clinical period. The dates of replacement shifts vary from site to site. You will be notified of this replacement shift by the Clinical Placement Office at least 3 days before the shift.
 - Missed shift emails will not be answered individually.
 - Your email to the Clinical Placement Office must contain in the subject line – Missed Shift, Your Name, Your Year level, Your Placement Site and your Student Number.
- **Unable to attend a shift for other reasons:**
 - If the shift was missed due to a Continuity of Care (CoCe) please see CoCe section below.
 - If you miss a shift for any other reason but illness, you must supply supporting documentation. In these circumstances your supporting documentation will need to demonstrate exceptional circumstances e.g.: death of a loved one, car accident on way to shift, carer's responsibilities, and natural disaster. You may use a stat dec in this instance however will need to provide evidence on top of the stat dec.
 - You need to supply this supporting documentation within 5 days of the missed shift.



Changing Shifts-

- Shifts may be changed in advance for exceptional circumstances only:
 - Contact Clinical Placement Office within 2 days of the required shift change.
 - Supply supporting documentation within 5 days of original request to change a shift.
 - The Clinical Placement Office will confirm if they approve this change. Your new shift may be anywhere in the roster period.
 - Shift changes will only be granted for the following exceptional circumstances:
 - Funeral
 - Religious Activity (letter of support from religious body required)
 - Sport (only if you are a UQ Elite Athlete)
 - Urgent paid work events (i.e. training) (a letter of support from your employer is required)
 - Job Interviews (only for final years for Grad positions)
 - Extra University activities that may occur (i.e. Orientation for Mental Health, Conferences)



Evidence Required for Missed Shifts or Changes in shifts-

Exceptional circumstance	Acceptable supporting evidence	Unacceptable supporting evidence
<i>Medical grounds</i>	<ul style="list-style-type: none"> • Medical certificate from a medical practitioner, registered nurse or pharmacist. The medical certificate must be signed, on official medical centre letterhead and include contact details and a provider number • Medical certificates must contain the following: <ol style="list-style-type: none"> a) Date the practitioner examined the student b) Time period covered • Medical certificate must cover the day of the missed shift • Medical certificate must be dated within 2 days of the illness • Medical certificates must be submitted within 5 days of the missed shift 	<ul style="list-style-type: none"> • Medical certificate that does not cover the day of the missed shift • Statutory Declaration or a Student Access Disability Plan used in lieu of a medical certificate • Medical practitioner that is not independent of the student (i.e. family member or relative)
<i>Significant personal problems (i.e. significant mental health problem, traumatic event, misadventure, victim of crime)</i>	<ul style="list-style-type: none"> • Letter from health practitioner (i.e. registered counsellor, psychologist, psychiatrist) on official letterhead detailing: <ol style="list-style-type: none"> a) Date the student was examined b) Estimated time of recovery • A police report or a statement from a relevant authority confirming the trauma, misadventure or crime 	<ul style="list-style-type: none"> • Personal problems that are not significant
<i>Death & Bereavement</i>	<ul style="list-style-type: none"> • Funeral notice • Death notice • Death certificate • Cover of a funeral booklet • Letter from the Funeral Director outlining the students relationship to the deceased 	
<i>Carer responsibilities</i>	<ul style="list-style-type: none"> • Medical certificate highlighting the period of time the student is required to care for the ill family member or relative. The certificate should cover the person's medical status and the patient's relationship to the student 	<ul style="list-style-type: none"> • Medical conditions of others that don't directly affect the student
<i>Elite Athlete (student competing at State, National or International sporting event)</i>	<ul style="list-style-type: none"> • Student has been given elite athlete status in accordance with PPL 3.50.07. A letter written on UQ letterhead confirming the student's selection at a state, 	<ul style="list-style-type: none"> • Sporting activities that are not at a state, national or international level

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	national or international sporting event. The letter should include the date of the event and outline the student's sporting commitments	<ul style="list-style-type: none"> • Students that do not fall under the definition of an 'elite athlete' • Students participating in non-athletic co-curricular activities i.e. state national dance are not eligible to apply under elite athlete provisions
<i>Unavoidable work event</i>	<ul style="list-style-type: none"> • A letter from the employer on company letterhead confirming the date, unavoidable work event and the student's requirement to attend 	<ul style="list-style-type: none"> • Irregular casual work • Financial problems • Emails from work colleagues
<i>Vehicle accident (not involving medical injury)</i>	<ul style="list-style-type: none"> • Police report • Receipt from towing company • Report from an authorised vehicle mechanic or an automotive road service (i.e. RACQ) 	
<i>Academic and University commitments (i.e. Orientation for Mental Health, Conferences)</i>	<ul style="list-style-type: none"> • A confirmation letter from a relevant staff member detailing the academic commitment, date and how the activity will benefit the student's studies 	<ul style="list-style-type: none"> • Normal student pressures (i.e. assignment workload) • Ordinary social events
<i>Court appearances (i.e. jury duty or subpoena)</i>	<ul style="list-style-type: none"> • A copy of the jury summons detailing the start and finish dates of jury duty • A letter confirming the student has been subpoenaed to attend court 	
<i>Religious & cultural grounds</i>	<ul style="list-style-type: none"> • A letter from the cultural body or place of worship confirming the date, cultural/religious activity and the student's obligation to attend 	
<i>Family or social commitments</i>	<p>To be considered on a case-by-case basis. Examples may include:</p> <ul style="list-style-type: none"> • Copy of a wedding invitation showing the student is a member of the wedding party 	<ul style="list-style-type: none"> • Ordinary family commitments
<i>Natural disasters & extreme weather events (i.e. flooding, storms, fires)</i>	<ul style="list-style-type: none"> • Insurance claims • Fire investigation report from Qld Fire and Emergency Services 	
<i>Continuity of Care experience</i>	<ul style="list-style-type: none"> • Timesheet 	

Continuity of Cares Experience (CoCe)-

- If doing a CoCe (Midwifery and Dual Degree students) and unable to complete a rostered shift:
 - You need to contact your ward by phone before the start of the shift.
 - You need to then email the Clinical Placement Office stating what shift you missed. You must also state if you need a replacement shift for this missed shift. Replacement shifts will only be given if you have already claimed the maximum number of CoCe hours for the semester or if you require the shift due to birth number requirements.
 - If you are a Mater student using SPOT you must also email SPOT and tell them you did not attend the shift due to CoCe.
 - Please note if you are a DD student and on a Nursing placement you are unable to leave a nursing shift to attend a CoCe. You must complete this shift.
 - If you have been at a CoCe and unable to attend a shift due to inadequate rest (i.e. you have been awake all night) then you should not attend the shift. You must email the Clinical placement Office and advise of this and attach your timesheet as proof of your attendance at this birth.
 - You should have an 8 hr break between all shifts. If you have been on a CoCe (plus or minus a shift) totalling 12 hours you must then go home and rest for a minimum of 4 hours.;
 - Hours allowed each semester for CoCe. These can be claimed in lieu of shifts completed
 - MIDW1008 : 16 hours
 - MIDW2004 : 40 hours
 - MIDW2008 : 40 hours
 - MIDW3001 : 40 hours
 - MIDW 3002 (BMid Student = 40 hours)
 - MIDW3002 (DD student = 24 hours)

Important Notes:

It is your responsibility as a student to check your emails regularly. It is also a requirement that you use your UQ email address.

If the Medical Certificate also covers PBL time please make sure you keep your copy safe as you will need this for nonattendance at PBL / CBL. The Clinical Lead will collect all Medical Certificates and Absenteeism forms related to clinical shifts only. Your PBL lecturer will require all Medical Certificates and Absenteeism forms related to missed PBL or Skills.

Email – nursingmidwiferyplacements@uq.edu.au

Address this email to Clinical Placement Office.

- Please title the subject line – Missed Shift or Missed Shift Documentation, Name, Your Year level, Your Placement Site and your Student Number.

Example Email template Missed Shift:

Dear.....

My name is and I am in Year of (program).

I am writing to inform you that I will not be attending clinical practice at hospital / clinical site, ward / clinical area..... today due to.....

I have notified all relevant areas of my absence and will supply supporting documentation within the 5 day period.

Example Email template Supplying Documentation:

Dear.....

My name is and I am in Year of (program).

I am writing to supply the required documentation for my missed shift/s at hospital / clinical site, ward / clinical area..... on (date).....

I have attached a Medical Certificate and an Absenteeism Form and will await your reply regarding a replacement shift.