

*Nursing and Midwifery Practice Education Team*

# Attendance and Absence Procedure



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## Missed Shift Rules:

- If you are absent for a shift, you must notify your Practice Educator/ Clinical Facilitator and placement site **prior to your shift start** by phone or email.
- You must provide evidence for your absences (i.e. Stat Dec/Med Cert) no more than **48 hours** from when the absence has occurred to [nm.studentabsence@uq.edu.au](mailto:nm.studentabsence@uq.edu.au). This is a no-reply email.

## Placement arrangements – the basics

### General responsibilities

Students should make themselves 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 Practise policy available at: <https://ppl.app.uq.edu.au/content/3.30.14-fitness-practise>

### Placement Periods

Placements may be scheduled for you across the calendar year. The only exception is 25th of December, when shifts will not be rostered. On enrolling in your program, you will need to be available for placement shifts 24 hours per day, seven days per week, **364 days per year**.

### Travel

You may be required to travel a maximum of 3 hours per day to and from placement. This means the travel time from your residence to the placement should be no more than 1.5 hours. It is imperative that the address you have listed in Si-Net is the address you wish the placement team to use when allocating your placement.

### Rostering

All placement sites have differences in how they roster UQ students. Each placement, you must be aware of the shifts you are required to undertake – whether that be through a roster or by following a preceptor. Just as nurses and midwives may work around the clock, you should also be aware that these shifts may be rostered over a 7 day a week, 24 hour a day period.

Final year students working within a Preceptor model are required to send their roster to the Practice Education Team ([nmplacementstudents@uq.edu.au](mailto:nmplacementstudents@uq.edu.au)) and copy the site Practice Educator (PE) into the email. This must be completed before the start of placement. If you do not receive your roster for

your entire placement, you must send through fortnightly updates in advance of the work period, so the Practice Education Team and the PE are aware of all shifts you are working in advance. It is very important that the Practice Education Team have the rosters on file for Occupational Health and safety, and insurance purposes.

There may be occasions where your preceptor needs you to change shifts. In this case, please ensure to update your shift information by emailing your Practice Educator and having these signed off through e-Pad.

### Fatigue

- On the day of a rostered shift, you should not work in either a paid or voluntary capacity in the 8 hrs prior to the start of the rostered shift.
- There must be a minimum of an 8-hr break between rostered shifts.
- Nursing students are not permitted to remain on shift for longer than the actual shift time unless approved by the University and the hospital. Non-adherence to this will have insurance implications
- Students should not work longer than a 12-hr shift (12.5 hrs with breaks) in any circumstances
- The Student Integrity Misconduct Policy applies to student not complying with fatigue guidelines.  
<https://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct>

## When you cannot attend shifts

### Approved reasons for absences

In line with the University's examination policy, there below is a list of approved reasons for absence from clinical placement. You can find the University policy here: [Deferring an exam - my.UQ - University of Queensland](#).

Clinical placement takes priority. If you are unable to attend placement, the approved and supported reasons for absences are outlined below:

Approved reason for absence	Documentation required
Illness & unavoidable medical appointments	A medical practitioner must assess your condition and provide a signed medical certificate that covers the day of the examination.
Approved University related absence supported by Course Coordinator	<a href="#">Statutory declarations</a> are required for any university sanctioned absences (i.e. University-sanctioned elite athlete commitments).
Funerals	<a href="#">Statutory declarations</a> Death certificate, funeral notice, or a letter from the funeral home.
Important member of a wedding party (e.g. bridesmaid, groomsman, or equivalent)	A copy of the wedding invitation must be provided. The invitation must clearly show that you are invited to the wedding and that you are a member of the wedding party and provide a <a href="#">statutory declaration</a> .

### What is **NOT** a valid reason for a placement absence

Absence from placement must be sparse to ensure you meet the clinical requirements of the course. The below are **not** accepted reasons for missing any shifts of clinical placement. If you are absent for any of the below reasons, this may mean we are unable to offer make up for this missed time and this affect your course progression.

- Birthdays
- Weddings – being invited as a wedding guest is not considered a valid reason for missing clinical placement.
- Holidays - It is never advisable for students to schedule holidays during placement periods, as they are always subject to change. This is in line with the UQ examination policy found [here](#).

### Continuity of Care Absences (COCE)

If doing a COCE (Midwifery and Dual Degree students) and unable to complete a rostered shift:

- You need to contact your placement area by phone before the start of the shift.
- You need to then email the Practice Education Team stating what shift you missed and copy in your site Practice Educator to this email.
- Please note if you are a Dual Degree student and on a nursing placement you are unable to leave a nursing shift to attend a COCE. You must complete this shift.
- Please note if you are on a Mental Health placement you are unable to leave this shift to attend a COCE. You must complete this shift.
- Students need to have a minimum of 8 hours between shifts. If you have been at a COCE and unable to attend your next shift due to inadequate rest (i.e. <8-hour break) then you should not attend the shift. You must notify the placement site prior to your shift commencing and email your Practice Educator to advise of this missed shift. The absence must be logged in e-Pad. You should attach your record of birth as evidence and select 'COCE Birth' as the reason in the drop-down box.

### Provider cancellations

Unfortunately, from time to time, providers will need to cancel placements, often at the last minute. Notification of this will be sent to your student email, hence it is important that you check your emails on a daily basis (preferably before you set off for placement).

The only requirement for students in this instance is to document the missed shifts via InPlace on a weekly basis, using '*Placement Cancelled or Postponed by Provider*' as the reason in the drop-down list.

The Practice Education Team will be monitoring placement hours and cancellations throughout semester, and will contact students, via email, to make alternative arrangements. Hence it is vital that you ensure that your own placement record is up to date and accurate.

### For more information

Please contact the Practice Education Team on [nmplacementstudents@uq.edu.au](mailto:nmplacementstudents@uq.edu.au)

## Contact details

### Practice Education Team

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