

*Nursing and Midwifery Practice Education Team*

# Attendance and Absence Procedure



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## Missed Shift Rules

If you are absent from a shift, you must notify your Practice Educator/Clinical Facilitator and placement site prior to your shift start by phone or email.

You must enter your shift as an 'Absence from Rostered Shift' in e-Pad, using your UQ email address as the approver 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) with your Practice Educator cc'd in. This is a no-reply email. You cannot return to placement until this has been provided.

## Prolonged Absences

If you experience an injury or illness (i.e. surgery, physical injury, mental health leave) you need to notify your facilitator **AND** contact the Practice Education Team ([nmplacementstudents@uq.edu.au](mailto:nmplacementstudents@uq.edu.au)) as clearance to return to placement will likely be required. **You cannot attend placement until this has been provided**, and this **MUST** stipulate you are 'fully cleared' to return to all duties with no date restrictions at the time of your consult.

# Placement arrangements – the basics



## General responsibilities

Students should make themselves familiar with the University policy on placements available at: [Work Integrated Learning and Work Experience Policy](#) and the Fitness to Study policy available at: [Supporting Students' Fitness to Study](#).

## 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 1.5 hours by car to get to and from clinical placement. 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.

## 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 and Misconduct Policy applies to students not complying with fatigue guidelines. [Student Integrity and Misconduct Policy / Document / Policy and Procedure Library](#)

\*Turn the page for more information

## 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.

## When you cannot attend shifts

### Approved reasons for absence

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
Once-off single day of absence due to illness & unavoidable medical appointments	If a single day of absence within your allocated clinical placement block, a statutory declaration can be accepted. If you have more than one day of absence due to illness in the placement period, you will be expected to provide a medical certificate. A medical practitioner must assess your condition and provide a signed medical certificate that covers the day of the placement.
Approved University related absence supported by Course Coordinator (including midwifery Continuity of Care Experiences (COCE) in midwifery placements ONLY)	<a href="#">Statutory declarations</a> are required for any university sanctioned absences (i.e., University-sanctioned elite athlete commitments). If a COCE absence, Students should provide a record of birth as evidence (see further information below).
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> .

**If students are approved an extenuating circumstances absence, the maximum time allowed in any situation is 1 WEEK. These requests are at the discretion of the course coordinator.**

## **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 may affect your ability to pass the course and progress in your program.

- 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 book holidays prior to the release of their placement. It is also important to note that all placements are subject to change and students can attend 364 days a year. This is in line with the UQ examination policy found [here](#).
- Concerts
- University/non-university social events

## **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 state this in the email as well.

## **For further details contact:**

**Practice Education Team**

**T: +61 7 3365 1249**

**E: [nplacementstudents@uq.edu.au](mailto:nplacementstudents@uq.edu.au)**

**W: [uq.edu.au](http://uq.edu.au)**

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