

## **Making up hours on placement and retrieval guidance**

### **Making up Hours during Placement**

1. Placement blocks are calculated to ensure that the hours required to register are completed within an approved programme. There may be occasions, due to illness or personal circumstances, where a student has not completed the number of practice hours planned within a placement block or across a programme.
2. 2300 hours minimum, in practice needs to be achieved by the end of the programme to meet NMC (Nursing and Midwifery Council) standards (2018)– Lower than 100% attendance in placements does not meet this requirement, therefore, more hours will be required to be made up in future placements over the programme.
3. Students can make up hours missed during a placement block and in a placement, which can accommodate this. For some practice areas, such as 9-5 community placements, it may not be possible to make up hours within that placement block.
4. Any outstanding hours that can be made up within a placement block needs to be negotiated with the placement provider/practice assessor in advance to ensure they can support this. The students health and well-being and the capacity of practice staff to supervise students needs to be taken into consideration, to ensure any extra shifts are reasonable and manageable. If required this should also be discussed with the academic assessor.
5. **It is recommended that students making up hours within placement must not work more than 48 hours in a week**, in line with the working time directive that applies to employed staff. <https://www.gov.uk/maximum-weekly-working-hours>
6. **The maximum number of hours that can be made up across a placement block must not exceed 75, as this potentially could be detrimental to the student's health and ability to learn.**
7. All hours worked, including time made up must be recorded on the electronic timesheet,
8. **All breaks are not to be included in practice hours or added to timesheets.**
9. It is not acceptable to 'bank' extra hours worked to shorten the length of the placement or the programme.

## The Retrieval Process for Nursing Programmes: Making up time/hours

All retrievals are subject to award board agreement that a further opportunity is permitted, where a student has been referred in more than one placement, or where there may be other factors to consider, the retrieval period(s), if granted by the award board, will be agreed on an individual basis.

The ability to continue into the next year with outstanding modules falls into the Academic regulations and NMC standards (2018) as outlined and failure may result in a requirement to step off the programme if more than one fail is outstanding or to repeat the year with a cohort below.

A retrieval of practice is a repeat of the summative placement with a clear action plan, and with support of the Practice Assessor and Academic Assessor to address the learning outcomes that have not yet been achieved (such as proficiencies, episodes of care, medicines management and professional values). This may or may not be in the same placement with the same supervisory arrangements. The length and location of the retrieval placement is based on the following guidance:

- 1. Student who has passed all requirements except 80% of their practice hours:*  
A retrieval of practice to achieve 80% will be undertaken for a minimum of one working week, maximum of five weeks at the end of that year of study.
- 2. Student has been referred on proficiencies/episodes of care/medicines management/professional values in the placement but have attended 80% or more practice hours:*  
5-week placement at the end of that year of study.
- 3. Student has been referred on proficiencies/episodes of care/medicines management/professional values in the placement and achieved less than 80% of the practice hours:*  
5-week placement at the end of that year of study.
- 4. If Student is required to move to a new placement for retrieval or has missed a placement assessment opportunity (one not attended within that academic year):*  
Will take place in the following Episode of Care placement block, moving the following year practice placements by one and using the following year's retrieval.

Where possible a student would undertake their retrieval placement in the same area in which they were previously assessed. However, the decision to move a student to a new placement to undertake a retrieval maybe necessary due to the following reasons:

- Placement capacity
- Availability of adequate supervisory arrangements
- Extenuating circumstances