

## **Nursing and Midwifery Department;**

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

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

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.

Students are able to make up hours missed during a placement block and in a placement, which is able to 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. Any time that can be made up within a placement block needs to be negotiated with the placement provider in advance to ensure they have the ability to support this. Other priorities for example, assessments or part-time work, and the student's well-being should be considered to ensure the extra shifts are reasonable and manageable and if required this should also be discussed with the academic assessor.

Students making up hours within placement MUST NOT EXCEED the European working time directive <https://www.gov.uk/maximum-weekly-working-hours> and must not work above **48 hours per week** and the average week across a placement block must be less than 48 hours. All hours worked, including time made up must be recorded on your electronic timesheet, breaks are not included.

It is not acceptable to 'bank' extra hours worked in order to shorten the length of the placement or the programme.

#### **The Retrieval Process for Nursing & Midwifery Programmes: - making up time/hours**

If a student fails their summative placement, this result is taken to the next Award Board. The Award Board makes the decision as to whether retrieval of practice is granted. If a retrieval of practice is granted, then the following process will be followed.

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; 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 have passed all requirements except 75% of their practice hours.**

A retrieval of practice for a minimum of one working week up until the nearest whole shift over to meet the requirement of 75% of practice hours. For example, 33 hours

are required to make the 75% requirement a retrieval of one week would be organised.

- a. **Note:** Hours must meet 2300 hours by the end of the programme to meet standards – 75% of placements does not meet this requirement and therefore more hours will be required to be made up as per the making up hours section.

- 2. Student has been referred on proficiency/competencies/values in the placement but have attended 75% or more practice hours – 5 week placement**
- 3. Student has been referred on proficiency/competencies/values in the placement and achieved less than 75% of the practice hours – 5 week placement unless this does not meet 75% requirement then bespoke to be discussed with ML and AHod for Placements**
- 4. If Student is required to move to a new placement or has missed a placement assessment opportunity (one not attended within that academic year) – 8-week placement (see guidance below)**

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 may necessary due to the following reasons:

Placement capacity

Availability of adequate supervisory arrangements

Extenuating circumstances

N.B: - for BSc nursing and BSc Midwifery students, a new placement would be considered, one that has **not** been attended in that year of study.

### **Future Nurse Retrieval**

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.

- Episode of Care placements 1, 3 and 5 (where the retrieval period is five weeks or less) will retrieve during the summer at the end of that year of study. E.G EoC 1 will retrieve in the summer at the end of Year 1.
- Episode of Care placements 1, 3 and 5 (where the retrieval period is eight weeks) will retrieve within the next Episode of Care placement block moving the following year practice placements by one and using the following year's retrieval.
- Episode of Care placements 2, 4 and 6, if a student has hours only to make up– they may be able retrieve during the summer break depending on the number of hours, at the end of that year of study. E.G EoC 2 will make up hours in the summer at the

end of year 1. Those who have more hours than can be completed will follow the next bullet point.

- Episode of Care placements 2, 4 and 6 referred on PAD/OAR will retrieve within the next Episode of Care placement block moving the following year practice placements by one and using the following year's retrieval. E.G EoC 2 will retrieve in the placement block of EoC 3, moving EoC 3 into EoC 4, and EoC 4 in the retrieval slot at the end of year 2.

The ability to continue into the next year with outstanding modules falls into the Academic regulations as outlined and failure may result in a requirement to step of the programme if more than one fail is outstanding.