#### SICKNESS AND ABSENCE POLICY

####  BSc (Hons) 3 year midwifery programme

##### Introduction

As part of the criteria for registration with the Nursing and Midwifery Council (NMC), the length of the pre-registration programme of education shall be not less than 3 years with 45 programmed weeks each year. These Midwifery programmes have been designed to meet the statutory hours and therefore the University will monitor closely sickness and absence to ensure students are eligible for registration as qualified practitioners.

##### Attendance

Manual Handling, Neonatal Resuscitation, pharmacology, safeguarding, basic life support and Midwifery Skills sessions are compulsory and therefore 100% attendance is required for these sessions. Students are expected to attend the remaining timetabled sessions.

Students are reminded that attendance records are taken in to account when considering individual progress through the course.

##### Practice Placements

All practice placements are deemed compulsory. Students will be required to complete a Clinical Attendance record whilst on practice placement. This should be counter-signed by their placement supervisor/mentor as an accurate record of the placement experience. On completion, students are responsible for returning this record to the cohort leader, who will then forward it to the Practice Learning Unit on the student’s behalf.

# Working Long Shifts

It is becoming common practice for Trusts to allow midwives to work long shifts (for example 07.30 – 21.15hrs.. The most important consideration is that they work with their mentor at least two shifts per week. If they choose to work the long shift pattern, then they must also ensure that they have a midwife to oversee their practice for the entire shift. If they are working with their named mentor for a long shift, this can equate to the minimum time spent with their mentor per week. It is imperative that they record long shifts accurately on the clinical attendance card.

The total number of hours per week is 37.5 hours. Meal breaks are not included in the calculation of these hours.

If at any time the mentor or other members of staff feel that this work pattern is detrimental to the student’s progress on the course, they must revert to the normal shift pattern. If they are absent or off sick for a long shift, the total number of hours will be taken into consideration with regards to making up time. Remember that students must work with their mentor the equivalent of two standard shifts per week. This requirement is essential to ensure the quality of their practice experience.

##### Absence Reporting

**Students are required to notify the Faculty of all absences according to the following procedure.**

On the first morning of absence, students should contact the Practice Learning Unit. If absence exceeds three days, students are required to submit a self-certificate form. Absence in excess of seven days must be supported by a doctor’s medical certificate.

**It is the responsibility of each student to inform the placement, the midwifery administration office and the Practice Learning Unit 01173283283 if s/he is unable to attend and when s/he would expect to return (see over).**

It is always courteous to let your placement area or senior lecturer know if you are going to be absent.

Please remember you can make up five days in any given year following discussion with your personal tutor.

**Accidents on Practice Placement**

If a student is sick or absent as a result of an accident whilst on practice placement then they should ensure that an accident report is completed in accordance with the placement Health and Safety regulation. A copy of the Accident report should also be given to the student to return to their personal tutor in the Faculty, this will be retained in the student file.

**Theory**

The theory element of the programme is an NMC requirement and you should be spending 40- 50% of allocated programme hours engaged in theoretical learning. **Attendance at timetabled sessions is, therefore, essential, and expected, and for this reason will be monitored closely by the programme lead and LME. A high level of attendance demonstrates professionalism and good character. Regular non-attendance may invoke professional suitability procedures.**

**Clinical Skills Sessions**

All students must attend clinical skills sessions in appropriate dress and footwear for the skill being undertaken. This is particularly important for Manual Handling and Basic Life Support sessions for health and Safety reasons. Students who arrive more than 10 minutes late or dressed inappropriately will be asked to leave. **Non-attendance at clinical skills sessions will adversely affect your ability to go into placement**

**Monitoring Of Absence**

Where non-attendance is giving concern students will, in the first instance, discuss the nature of such absence with their Academic Personal Tutor and, thereafter, with the Programme Manager and/or the LME.

Students who do not advise the faculty of the reason for their absence and/ or fail to submit medical certificates, when appropriate, may have their bursary suspended, and be discontinued from the programme.

Failure to meet the attendance criteria for both theory and practice elements of the course may result in registration delay or being unable to register as a qualified midwife.

You must make up theory missed through self-directed activity. Clinical skills session up will be organised in negotiation with the module leader

 **All absence retrieval activities must be reported to your APT and recorded.**