

## Guidance for Completing Student Placement Hours.

Issue	Guidance	Further information
<b>Communication with placement staff in relation to placement hours</b>	All placement hours which a student needs to complete must be agreed with the placement PEL/Ward manager and/or the band 6. These hours need to be recorded on the student off duty and the student needs to follow the expectations of the placement for verifying timesheets. <b>It is the student responsibility to ensure their completed hours are signed for/confirmed on the off duty each shift.</b>	Student need to make sure they are aware of placement expectations on induction.
<b>Reporting in sickness</b>	Students need to contact the university <b>and</b> the placement to inform them if they are not able to attend their shift due to sickness. Placement needs to be informed at least 2 hours before the start of the shift if possible. Students need to contact the placement directly, either in person or through family/friend. <b>Under no circumstance should messages be sent through Social Media. I.e. Facebook, Twitter, Etc.</b>	
<b>Changing Shifts</b>	Students may only change shifts if these are discussed and agreed <b>prior</b> with the Ward Manager/ PEL or band 6. Shift patterns are planned for all students to ensure appropriate supervision for all staff and student on placement, at any one time, can be achieved. (Students may be asked to leave a shift that has been changed without prior agreement.)	
<b>Late attendance to placement</b>	Students need to allow time to arrive at their placement on time for their expected shift. If you are held up due to unforeseen circumstances it is important that you try and contact the placement to let them know. Any time missed would need to be made up. All lateness needs to be recorded on the off duty.	
<b>Completing expected placement hours</b>	All students need to complete the full amount of hours expected on a placement and complete shifts that allow this. A shift pattern must have 7.5 hours in work time exclusive of breaks. Long day shift patterns have 11.5 hours in work time exclusive of breaks. Hours will need to be made up if a shift worked is shorter than this.	-Bolton NHS FT Rostering Policy version 3 -Relevant university policy
<b>Making up hours</b>	Students may be asked by the university to make up hours on a placement in order to complete their assessment needs. How they fit in these additional hours needs to be negotiated with their <b>PA/PS and AA</b> and PEL/ ward manager kept informed. Students are only able to complete a maximum of 48 hours in any one week on placements. This totals to a maximum of 10.5 hours extra in any one week as the students working week will be 37.5 placement hours.	
<b>Working long days to make up hours</b>	Students can work a maximum of 2 long days before having a day break minimum before their next shift.	
<b>Working expected shift patterns after periods of sickness or with health issues</b>	Students returning from a period of sickness, have a health issue or have practice based concerns which may mean expected shift patterns on placement are inappropriate will need to discuss this with their PA/PS or PEL to see if reasonable adjustments can be made. (discuss with PEF if required).	
<b>Taking time to attend university for conferences</b>	Students may be asked by the university to attend conferences or other events during placement. If these are mandatory students will be sent an email which they can provide to PA/PS as evidence. This would need to be discussed and arranged prior with PEL/ PA/ PS and recorded in the off duty. A maximum of 7.5 placement hours may be allocated to the student to attend.	
<b>Taking time to attend university for examinations</b>	Students who need to attend examinations during placement hours need to negotiate their off duty with their PA/PS so that they can attend. Students are not to be allocated placement hours to attend and will need to complete their expected 37.5 placement hours for that week around attending the examination.	
<b>Taking time to attend university to hand in paperwork</b>	Students should not be allocated placements hours for attending university to hand in paperwork. Students need to negotiate their off duty to facilitate the time they need to hand in their paperwork and work the expected 37.5 hour week.	

