



- **Online system**
- **Practice Assessment**
- **Practice Hours**
- **Practice Evaluation**

Getting Started

- **University registration**
- **Activating your PARE Account**

online.pare@manchester.ac.uk

Year 1 Semester 1

Information:

Should you attend a spoke placement, please record your hours in this timesheet. Select **P(Practice)** as the day type and add a note to the week including the day(s) you were on the spoke placement.

Q_t Day Type:

P (Practice), PRA (Practice Related Activity), NS (Night Shift), AA (Authorised Absence), UA (Unauthorised Absence).

Supervisor / Assessor

All hours completed for Practice On Campus in Semester 1 are to be recorded as **PRA (Practice Related Activity)**.

It is important to click in the hours field and ensure that the total **PRA Hours** completed for each day are appearing correctly.

Theory / independent study days do not count as part of your overall practice hours, so these are to be left blank.

Each week **must be signed by the Academic Assessor** in order for all hours inputted into your timesheet to be included in your **Total hours** calculation.

**** All weeks inputted must have days entered. Blank weeks will prevent your assessor from being able to sign off your timesheet.**

****All weeks inputted must be practice weeks. Please do not input theory weeks / reading weeks / independent study weeks / annual leave weeks.**

****If you are absent, please ensure you select AA or UA for the relevant day(s).**

1

Week

Commencing: 23.09.19

Total

Hours: 19

Mon

Tues

Wed

Thur

Fri

Sat

Sun

Day Type			PRA	PRA	PRA		
Start			09:00	09:00	09:00		
End			13:00	17:00	17:00		
Hours			4.00	7.30	7.30		

Practice Supervisor / Assessor

Unsigned

Date Signed:

Unsigned

Add/Edit Note

2

Week

Commencing: 30.09.19

Total

Hours: 19

Mon

Tues

Wed

Thur

Fri

Sat

Sun

Day Type			PRA	PRA	PRA		
Start			09:00	09:00	09:00		
End			13:00	17:00	17:00		
Hours			4.00	7.30	7.30		

Practice Supervisor / Assessor

Unsigned

Date Signed:

Unsigned

Add/Edit Note

Add Week

Discard

Save

NB: The dates recorded in the example above are for guidance only and may not reflect the actual dates on your timetable.

Year 1 Semester 1

W/c	Week	Mon	Tues	Wed	Thurs	Fri	Total Practice hours
SEMESTER 1							
28/09/20	2	W	W	W (PASS)	W	W	
05/10/20	3	0	0	4	7.5	7.5	19
12/10/20	4	0	0	4	7.5	7.5	19
19/10/20	5	0	0	4	7.5	7.5	19
26/10/20	6	0	0	4	7.5	7.5	19
02/11/20	7	0	0	4	7.5	7.5	19
09/11/20	8	0	0	4	7.5	7.5	19
16/11/20	9	0	0	4	7.5	7.5	19
23/11/20	10	0	0	4	7.5	7.5	19
30/11/20	11	0	0	4	7.5	7.5	19
07/12/20	12	0	0	4	7.5	7.5	19
14/12/20	13	0	0	4	7.5	7.5	19
21/12/20	14	ANNUAL LEAVE					
28/12/20	15						
04/01/21	16						
11/01/21	17	0	0	"Mop "Up" Week (0)			0
						TOTAL	209
*Not including Reflective Practice Hours (27.5days @ 0.5 hours per day = 13.75 hrs), which are pre-recorded by UoM.							

2.5 days practice related hours per week:

- Wednesday Morning = 4.00 hours
- Full Day Thursday = 7.5 hours
- Full Day Friday = 7.5 hours

These hours will be signed off by your Academic Assessor




Wc 11/1/21:

"Mop Up" week only to be used by students who have missed any sessions in order to ensure they complete the required 209 hours.

Declaration

Total number of practice hours completed: **30H**
Total number of practice related activity hours completed: **7H 30M**

Total hours: **37H 30M**


Total number of night shifts completed:  Calculate 
Total number of night shift hours completed: **0H 00M** 

I declare that this form accurately represents the student's practice hours during the stated period.


Please note: The signatures below should only be added at the end of the placement when all weeks have been completed and signed off.

Unsigned weeks will not be included in the **Total hours** calculation.



At the end of the semester please check that your Academic Assessor has signed the **Declaration** section at the bottom of your timesheet. **Your timesheet cannot be processed as completed until the Academic Assessor has signed this section.**

 **Student Signature:**


[Add Signature](#)

 **Date Signed:**

Unsigned

 **Practice Assessor** 
Signature:

Weeks must be signed off first

 **Date Signed:**


Unsigned


Timesheet

Timesheet Guidelines


- The student is responsible for ensuring this record is completed and submitted to Faculty
- Students **MUST NOT** exceed 48 hours (including study days)
- Do not include break and lunch times in completed hours
- The named mentor/educator/practice Supervisor must sign to confirm the student's practice hours completed at the end of each week
- **N.B.** It is the named mentor/educator/supervisor's responsibility to confirm the overall practice hours completed at the end of the placement, which can be found at the bottom of the page

[See more details >](#)

Video Help Guide 

[Watch Video](#) 

Online PDF Guide 



[Open PDF](#) 


Hours Overview 

[Open PDF](#) 

To access an overview of the required practice hours for each semester, simply click on the **Hours Overview** button located at the top of your timesheet.

Placement Details

 History |  Settings

 **Student name:** UoM Nursing Student

Cohort: APR_14

Module No: TEST123

michael.bird@manchester.ac.uk