

Year 1 Semester 2

SEMESTER 2						
27/01/20	20	POC (Portfolio)	PASS	POC	POC	POC
03/02/20	21	P2	P2	P2	P2	P2
10/02/20	22	P2	P2	P2	P2	P2
17/02/20	23	P2	P2	P2	P2	P2
24/02/20	24	P2	P2	P2	P2	P2
02/03/20	25	P2	P2	P2	P2	P2
09/03/20	26	P2	P2	P2	P2	P2
16/03/20	27	AA/Port	BIO - 1	Portfolio	EBP	CCP
23/03/20	28	CCP/EBP	BIO - 1 + PASS	Portfolio	EBP	CCP
30/03/20	29	CCP/EBP	BIO - 1	Portfolio	EBP	CCP
06/04/20	30	ANNUAL LEAVE				BH
13/04/20	31	BH				
20/04/20	32	CCP/EBP	BIO - 1 + PASS	Portfolio	EBP	CCP
27/04/20	33	CCP/EBP	BIO - 1	Portfolio	EBP	CCP
04/05/20	34	CCP/EBP	BIO - 1 + PASS	Portfolio	EBP	CCP
11/05/20	35	U (Ind)	U (Ind)			
18/05/20	36	TUN (10)	BIO (20)			
25/05/20	37	BH				
01/06/20	38					

Practice On Campus Week:

- 1 Full Week: Monday – Friday
- 7.5 Practice Related Activity (PRA) hours per day
- This week will be signed off by your Academic Assessor / Advisor

Practice Weeks:

- 6 Full Weeks: Monday – Friday
- 7.5 Practice (P) hours per day – 37.5 Practice (P) hours per week
- These weeks will be signed off by your Practice Assessor / Supervisor

Key Reminders

- Check that the **total hours completed for each day** are appearing correctly in the **Hours** field.
- **Each week must be signed** in order for all hours inputted into your timesheet to be included in your **Total hours** calculation.
- Do not input **blank weeks**. If you are absent, select **AA** or **UA** for the relevant day(s).

Key Reminders

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.

Practice Assessor

Student Signature: [Add Signature](#) **Date Signed:** Unsigned

Named Mentor ? **Signature:** Weeks must be signed off first **Date Signed:** Unsigned

At the end of your placement please check that your **Practice Assessor** has signed the **Declaration section** at the bottom of your timesheet.


Your timesheet cannot be processed as completed until the Practice Assessor has signed this section.


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