## **Timesheet Completion**



Year 1 Semester 2

			SEME	STE	R 2			
27/01/20	20	POC (Portfolio)	PASS		POC	POC	рос 🗲	
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	<b>Г</b> Р2	P2	
16/03/20	27	AA/Port	BIO - 1		Portfolio	EBR	ССР	
23/03/20	28	CCP/EBP	BIO - 1 + PASS		Portfolio	ЕВР	ССР	
30/03/20	29	CCP/EBP	BIO - 1		Portfolio	EBP	ССР	
06/04/20	30		ANNUAL LEAVE				BH	
13/04/20	31	BH						
20/04/20	32	CCP/EBP	BIO - 1 + PASS		Portfolio	EBP	ССР	
27/04/20	33	CCP/EBP	BIO - 1	BIO - 1		EDD	CCD	
04/05/20	34	CCP/EBP	BIO - 1 + PA	Practice Weeks:				
11/05/20	35	U (Ind)	U (Ind)					
18/05/20	36	TUN (10)	BIO (20)					
25/05/20	37	BH		•	6 Full We	eks: Mond	ay – Friday	
01/06/20	38			•	7.5 Pract	ice (P) hour	s per day –	

### **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

- 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



**Timesheet Completion** 



Year 1 Semester 1

# **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).



## **Timesheet Completion**



#### Year 1 Semester 2

# **Key Reminders**

		er of practice hours completed: elated activity hours completed:	30H 7H 30M
		Total hours:	37H 30M
		mber of night shifts completed: of night shift hours completed:	0 네 Calculate 🚱 OH 00M 🥹
Please note: The signatures belo	y represents the student's practice h	ours during the stated period.	
signed ofi.	ow should only be added at the end	of the placement when all weeks	have been completed and
signed off. <sup>Practice Assessor</sup>	Add Signature	of the placement when all weeks	have been completed and Unsigned

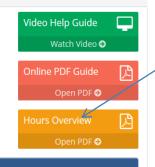
At the end of your placement please check that your **Practice Assessor** has signed the **Declaration section** at the bottom of your timesheet. **Your timesheet cannot be processed as completed until the Practice Assessor has signed this section.** 

#### Timesheet

Student name: UoM Nursing Student

# 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 >

Cohort: APR 14



History | Settings

Module No: TEST123

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.