

Making Up Practice Hours Guidance

BNurse Hons Programme (All Cohorts)

October 2020

Introduction

We acknowledge that many of you have experienced significant challenges due to the pandemic in relation to achieving all your hours in practice. In addition other life events affect this too, in terms of your personal circumstances, family/carer health and/ or bereavement.

Recognising this we have added into the programme the opportunity for you to make up any outstanding hours in a considered and managed way.

How many hours do I need to do?

The NMC state that you must to complete 2,300 hours of practice during the programme. There has been no change to this number of hours during the pandemic.

Making Up Practice Hours

The maximum number of hours you can work each week is 48 hours averaged out over a 17 week reference period.

Currently your working week is 37.5 hours. This means that each week you can practise 10.5 extra hours.

We have developed more specific guidance in relation to how you will do this here in the form of FAQ and responses provided below.

Frequently Asked Questions

1. Does this apply to me?

Yes, if you have had a period of sickness/authorised absence e.g. carers leave bereavement and /or hospital appointment which has limited the number of practice hours you have been able to achieve, or as a direct result to Covid-19 reducing your time in practice

2. When can I make up these hours?

Any time during your practice experience as long as you do not use this opportunity to front load your hours which results in your total practice hours being completed early, affording you an additional holiday and/ or time off. You must attend practice for the dates stated on the A-Z programme planner and in your PAD document.

Are theory and practice hours interchangeable?

No. You must not use theory days (online or face to face teaching) to make up practice hours.

3. Why only 10.5 hours

This falls in line with the European Working Time Directives guide (though not written for healthcare students) it is based on the best interest of workers/employers in terms of maintaining workers health and safety.

You should have a 20 minute break each 6hrs and 11hr hrs rest in a continuous 24 hr period. For example if you finish your shift at 20.00p.m you would not commence practice again until 7.00a.m the next day. We do not advise you undertake more than 3 long days in any week. Please refer to the Guidance for Shift Working Pre-Registration Students in the Practice Learning Gateway for more information.

4. Do I still need Supervision/Assessment whilst making up these hours?

Yes. You do still require supervision when making up hours. Additional making hours must therefore be agreed by the Practice Education Facilitator/ Practice Education Lead/Learning Environment manager. Your presence may affect the total capacity of students' in the learning environment at any given time, and this needs to be accounted for.

5. How do I record these extra hours?

You should record these additional hours in your timesheet in PARE as per normal. You should add a comment that these are additional making up hours.

You should also complete the Making Up hour's form which is a contract with your Academic Advisor and The University of Manchester Practice Learning Unit.

6. What other opportunities exist for making up hours apart from negotiating individually?

Opportunities within the programme to make up practice hours during holiday periods are detailed in your A-Z (programme year planner available in Blackboard)

You will not be able to makeup practice hours when the University is closed.

We have closure dates during Christmas this year, so you will see that making up hours is not an option until the week beginning 4th January 2021.

If we have any other closure days these will be conveyed to you.

7. Additional Support?

If you have any questions about this guidance/policy please contact your Academic Advisor or Heather Sigley, Academic Lead for Practice Governance:

Email: heather.v.sigley@manchester.ac.uk

Useful Links

<https://www.hse.gov.uk/contact/faqs/workingtime.htm>

<https://www.nhsemployers.org/about-us/nhs-european-office/working-time-directive>

<https://www.gov.uk/maximum-weekly-working-hours/calculating-your-working-hours>