

Division of Nursing Midwifery and Social Work

BMidwif (Hons) Programme

Policy for Making Up Missed Practice Hours

Rationale: Making up a lot of time at the end of the programme could impact on your registration and/or finances. Offering some flexibility within the programme to make up some clinical hours due to sickness/absence would also provide additional time in placement to achieve skills.

The EU working time directive is a good guide even though it does not necessarily apply to students; this allows up to 48 hours a week averaged over a 17 week stretch (see links below for additional information).

Set as a maximum of 48 hours in any one week (If we assume 37.5 hours for theory and practice this would imply a maximum of **10.5 hours extra per week** to potentially make up time).

Guidance for students

- 1 Making up hours can only be used when **sickness / authorised absence** has occurred – authorised absence includes a bereavement in the family, attending a funeral, carer’s leave, attending a hospital appointment or representing the university at an event.
- 2 **Students who have time off sick will not be able to make up any additional hours** in the same week that they are sick.
- 3 The making- up of hours **must not be used to front- load hours** (e.g. have more time off at a later date or for holiday in term time).
- 4 Students must **not miss theory days / hours (face-to-face or online)** to work additional hours in practice.
- 5 **No more than 48 hours can ever be worked in one week** (this includes both theory and practice hours).
- 6 When students need to make up a deficit in placement hours from their current or previous placement, they **may negotiate to work a maximum of 10.5 hours additional per week**
- 7 The making up of hours during a placement **must be agreed with their named practice assessor and/or the student link** for the placement.
- 8 **Placement hours made up on a weekly basis should be recorded on the usual attendance sheets** but a note should be added to indicate that these are **‘time made – up hours’**.

- 9 When making up placement hours, **no more than 3 long days or nights (unless this is during a practice week) must be worked in any one week and no more than 2 long days worked back to back.**
- 10 **Students may not miss breaks during shifts** to make up their placement hours missed
- 11 **In Years 1 & 2, up to one week's annual leave can be used each year to make up time. Year 3 students may use up to two weeks' annual leave to make up time. However, for all cohorts, time cannot be made up during the University Christmas Closure period, as placement support is not available to students or clinical areas during this time.** NB: this must be authorised by your Academic Advisor and can only be used for sick leave or authorised absence.
- 12 **The last 2 weeks holiday in year 3 may be moved as necessary to enable students to make up placement hours** as necessary, or to support students who have accommodation that completes at the end of August.
- 13 All other practice hours' deficits other than those which can be achieved via points 5 and 6 will be made up at a time negotiated with the Programme Management team.
- 14 **For guidance on hours worked during case loading experience**, please refer to the Managing Case Load unit guidance on hours working during case loading experience.

Guidelines for Practice Supervisors / Practice Assessors and PEFs

Same as for students

In addition; prior to agreeing a student's request, overall placement capacity and existing students on placement needs to be considered to ensure sufficient practice supervisors

See additional information

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

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

For further information:

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