

Policy for Making Up Missed Practice Hours – 2022 Curriculum

**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 practice hours missed due to sickness/absence, will also enable additional time in practice to achieve skills.

The EU working time directive is a good guide even though it does not necessarily apply to learners; this allows up to 48 hours a week averaged over a 17 week stretch (see links below for additional information). A maximum of 48 hours in any one week (if we assume 34-35 hours for theory and practice), will enable learners to make up a **maximum of 12.5 hours extra per week**.

**Guidance for learners**

- 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 Learners 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 a holiday in theory/practice time). NB: There is one exception to this rule in relation to certain elective placements; please see additional guidance below.
- 4 Learners must **not miss theory days / hours (face-to-face, online, guided independent study or private study days)** to work additional hours in practice. Learners planning to make up practice time at the weekend during a theory block, **must agree this via their Academic Advisor**, who will ask the placements team to extend their timesheet.
- 5 **No more than 48 hours can ever be worked in one week** (total of both theory and practice hours).
- 6 When learners need to make up a deficit in practice hours from their current or previous learning environment placement, they **may negotiate to work a maximum of 12.5 hours additional per week**.
- 7 The making up of hours during a learning environment placement **must be agreed with their named Practice Assessor, their Practice Supervisor and/or the student link** for the learning environment.
- 8 Practice hours made up on a weekly basis should be **recorded on the usual PARE timesheets**, but a note should be added to indicate that these are **time made-up hours**.
- 9 When making up practice hours, **no more than 3 long days or nights must be worked in any one week** (unless this is during a full practice week) and **no more than 2 long days worked back-to-back**.
- 10 Learners may **not miss breaks during shifts** to make up their practice hours missed

- 11 In Parts (years) 1 & 2, up to one week's annual leave can be used each year to make up time. Part 3 learners (years 3 & 4) may use up to two weeks' annual leave to make up time. In exceptional circumstances and with prior agreement from your AA / Programme Director, the Christmas annual leave period may be used for some making up time. **However, for all cohorts, time cannot be made up during the University Christmas Closure period, as practice support is not available to learners or clinical areas during this time.**
- 12 Making up practice hours during annual leave **must be authorised by your Academic Advisor** and can only be used for sick leave or authorised absence.
- 13 **The last 2 weeks holiday in year 3 may be moved as necessary** to enable learners to make up practice hours, or to support learners who have accommodation that completes at the end of August.
- 14 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.
- 15 For guidance on hours **worked during case loading experience and how to record these on PARE**, please refer to the Continuity of Carer Handbook guidance on hours.

### **Guidelines for Practice Supervisors / Practice Assessors and PEFs**

Same as for learners

- 1 In addition; prior to agreeing a learner's request, overall learning environment capacity and existing learners in practice needs to be considered to ensure safe practice supervision.

### **Guidance for Elective Placements (in Part 2) in learning environments not supported by SSSA**

- 1 For students who wish to undertake an elective placement in a learning environment not supported by the Standards for Student Supervision and Assessment (SSSA), (NMC, 2018), **following discussion with your Academic Advisor** and the agreement of the PEF / Student Coordinator, you can front-load **up to 70 hours** of practice.

### **See additional information**

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

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

<https://www.nmc.org.uk/globalassets/sitedocuments/standards-of-proficiency/standards-for-student-supervision-and-assessment/student-supervision-assessment.pdf>

**For further information:** contact the ALMP [Elizabeth.nocton@manchester.ac.uk](mailto:Elizabeth.nocton@manchester.ac.uk)