

BMidwif/MMidwif (Hons) Programme

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.
- 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. **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 sufficient Practice Supervisors

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>

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