**Attendance**

You are on an HCPC approved course and part of the validation of this course is based on an appropriate amount of clinical experience. This is not the same as being employed, it is about an appropriate amount of time to pass the requirements of the course. As such we expect 100% attendance to gain an appropriate range of clinical experience and competence.

**Expectations:**

* Students are expected to always aim for 100% attendance.
* Any absence must be reported following the clinical placement site procedure during your placement weeks.
* Students are expected to provide Medical Certificates in support of any absence over 5 working days.
* Persistent non-attendance may indicate that the student is professionally unsuitable and ineligible to continue on the course.

**IF YOU ARE ABSENT, ILL OR LATE FOR ANY REASON (before your shift starts) YOU MUST:**

1. **CONTACT YOUR PLACEMENT SITE**
2. **CONTACT THE UNIVERSITY PLACEMENT ABSENSE LINE**

**Student attendance is recorded and monitored during clinical placement as follows:**

**1) Clinical Attendance Records** within this Clinical Assessment Book. Mainly used to manage learning experience and engagement.

**2) Electronic Attendance Sheets** the process is outlined on your Blackboard sites and the Placement Website. This forms part of the formal professional requirements and the TDAE claims process (*Please note; that travel, and accommodation expenses will not be considered unless your electronic attendance sheets have been submitted with your claim).*

**3) Clinical Placement Site Records**

Each clinical placement site will keep their own records of your attendance.

**IT IS YOUR RESPONSIBILITY TO ENSURE YOUR ATTENDANCE IS RECORDED CORRECTLY.**

**Student attendance and absence management processes:**

**Attendance is also monitored to help indicate professional suitability:**

* Firstly, employers in the health service and in the private sector ask for the number of days absent a potential employee has had during the previous two years. This is a standard requirement of the application process you will go through when trying to secure employment as a Radiographer at the end of the course.
* Secondly, the University has a contractual responsibility to monitor student attendance to identify patterns of absence.

The course team review attendance as part of the RAG meetings where each student is considered across many aspects of the course. Absence monitoring, the number of absences and any emerging patterns of non-attendance are one of the main foci of the RAG meetings. Records of all absences are kept on a master spreadsheet for all student activity.

* Any unexplained absences or patterns in both academic and clinical are investigated.
* Missed attendance on clinical placement will, wherever practicable, be retrieved during vacation weeks, or during student private study time, at the discretion of the course leader and in consultation with the CLO. Following this a local plan for missed clinical attendance will be put in place by the relevant Visiting Lecturer and Clinical Liaison Officer for a particular site.

**Your attendance and adherence to following absence procedures are both graded as PASS OR FAIL elements of this Clinical Assessment Scheme Workbook**