

Working Hours, Attendance and Absence Guidance

The following guide has been produced for Students, Academics, Learning Environment Managers, and Practice Educators to enable all parties to work closely together to ensure that the same information is given to students and placement partners.

Principles of the European Working Time Directive [EWTD] (1998)

Students will not normally be in clinical placement for any period longer than 14 weeks therefore the EWTD rule is not legally binding. However, students and mentors must be aware of the requirements of the Placement Provider's Working Time Regulations Policy for protecting the Health and Safety of Staff from the risks of working excessive hours.

Student Working Hours in Practice

- Students will undertake a range of shifts from the outset of their programme.
- Students will work weekends from commencement of the programme as appropriate to the practice setting.
- Students should normally work a minimum of 37.5 hours per week in practice.
- Working 48 hours per week, should only be in exceptional circumstances rather than the norm.
- The hours worked must be recorded in the student's attendance record and signed by the Practice Educator.

Bank Holidays

Students will not be on placement during bank holidays and when the university is closed.

Practice Placement Attendance

All practice placements are deemed compulsory.

Students will be required to keep a record of their attendance during clinical placement. This will comprise a record of hours completed and will be subject to review on a monthly basis by your Practice Placement Educator and tutors.

It is the responsibility of the student to ensure they inform placement and university when they are absent and when they are expected to return to the placement.

Students will be required to complete a sickness/absence report form whilst on placement which should be counter signed by their Practice Placement Educator (PPE) as an accurate record of the placement experience.

Students also have to sign on duty on their allocated stations and other placements, following local Trust policy and to ensure they comply with health and safety regulations.

Ensure that communications and control centres are informed of their presence on each shift / vehicle.

It should be noted that absence is monitored for a number of important reasons:

- Employers in the health service require details of a potential employee's record of attendance over the previous 2 years.
- The university has a contractual responsibility to monitor student attendance to identify patterns of absence as identified in the Clothier Report.

Absence/Annual Leave

- If you are sick, involved in an untoward incident or accident whilst on placement, please refer to the absence flowchart which details emergency contact numbers and contact details to ensure both the Ambulance Trust and SHU are aware of your circumstances.
- You need to discuss any annual leave with your tutor and your line manager in service. However, if you have a special circumstance requiring leave outside normal leave periods, please contact the Module Lead to discuss this further.

Sickness and Absence on Placement

As part of the Paramedic programme and agreed placement hours with College of Paramedics and the HCPC, all students are expected to complete the allocated hours on placement each year.

Therefore, the university closely monitors sickness and absence to ensure students meet the placement hours required for registration as qualified practitioners.

Annual Leave

As employed students' annual leave will have to be requested via the normal procedures in service, please discuss this with the programme or Module Lead prior to any request. This is so we can advise on the timetable and if it would be appropriate to take leave at that time.

Key Contact Information

SHU Online Student Absence Form	Link to online Student Absence Form
SHU Placement Team	hwplacementteam@shu.ac.uk
Samantha McCabe-Hogan EMAS Paramedic Placement Lead	hwbsm1@exchange.shu.ac.uk Work Mobile: 07584 145828
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