Student off duty management

This document relates to the management of students off duty in practice. The original paper was written by Alison Trennery following discussions with the Education Leads for care groups in Southampton University Hospitals Trust. It was adapted with permission, for wider use by a working party from the Practice Learning Committee of the School of Nursing, Midwifery at the University of Southampton

1. All student names must be recorded and stored on off duty (in line with the permanent workforce).

2. All students must be allocated a qualified mentor and buddy (if possible).

3. In the absence of the mentor a named associate mentor/buddy must be allocated to the student by the nurse in charge.

4. It must be clear on the off duty who is working with the student on each shift.

5. Off duty for the student should match a mentors off duty – NMC requirement is that the student works with a mentor for 40% of the time.

6. Students are able, in exceptional circumstances, to negotiate off duty but must recognise that this may reduce their time with their mentor. 40% remains a minimum requirement for the time spent with a mentor.

7. Students are able to
   a. Work night duty in all placements when the opportunity is available and this includes the first placement
   b. Work weekends (for a six week placement this should be no more than two weekends and for a twelve week placement this should be no more than four weekends)

8. Students are expected to work all shift pattern in the placement area i.e. 7 ½, 12 hours etc but this must add up to no more than 150 hours per 4 weeks. All scheduled weeks must be completed. Bank Holidays should be awarded as holidays for three year programme students but not for Post Graduate Diploma students.
9. Students **can not accrue** hours, i.e. work more than 150 hours in any 4 weeks in order to take time off during a current or future placements.

10. Any absence or sickness **MUST** be recorded in the off duty in line with Trust practice and to support the School of Nursing and Midwifery Absence Reporting process. This information must be accurate as discrepancies between the student and placement record will be investigated by the School of Nursing and Midwifery. Abbreviations should be A for Absence, S for Sick, M for time made up.

11. Any absence or sickness **MUST** be “made up” in negotiation with the placement area and the student. This may be made up in a subsequent placement. In these circumstances the maximum number of hours is 42 hours per week (EE Directive).

12. Unauthorised absences must be reported on **02380 597840**.

13. Students in final placement may take 15 hours (2 days) for interviews but evidence must be provided that the interview is taking place.

14. Study days in practice (1 per placement) are recoded on the students timetable. It is the students responsibility to inform staff of these days in advance and to provide a copy of the timetable as evidence of this authorised absence.

15. Pregnant students must be allowed time to attend ante-natal checks and should provide appointment cards as evidence.

16. Summative assessment requires a minimum of 150 hours, a minimum of 40% of which must be with the mentor. Students are expected to complete all scheduled weeks of any placement.

17. Split placements require an initial and interim interview and then in the second placement an initial and final interview – **Induction MUST** occur in both placements.

18. Students record absences and time made up in the AOP. This page is signed by the mentor to endorse that it is an accurate record.

19. An electronic printout produced by the student at the end of the placement, must be signed by the mentor and reflect exactly the same absences and time made up as the AOP record and the off duty.

20. All concerns regarding students in practice should be addressed in accordance with the poster entitled “managing student issues that arise whilst undertaking practice experience”. If this is missing, please contact your link lecturer or education lead.