

**Guideline in relation to Absence from Clinical Placement as a result of
Medical/Antenatal Appointments**

Date approved:	March 2015	Date policy will take effect:	September 2015	Date of Next Review :	01/09/2018
Approving Authority:	Local Joint Working Group				
Responsibility :	Head of Department of Nursing, Midwifery and Health Studies				
Consultation undertaken:	Professional Standards Partnership Committee				
Supporting documents, procedures & forms of this policy:	None				
Reference(s)					
Expiry Date of Policy (if applicable)					
Audience:	Nursing and Midwifery Students				
Category:	Clinical Placement Guideline				

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2	January 2017	Local Joint Working Group	<ul style="list-style-type: none">• None

Guideline in relation to absence from clinical placement as a result of Medical / Antenatal appointments.

All students must complete 90% attendance on clinical placement in order to have their mandatory workbook assessments completed. If a student does not meet the 90% attendance requirement time missed will have to be repaid regardless of the circumstances.

All students will be required to meet An Bord Altranais Standards and Requirements for clinical instruction. Therefore, any time missed from specialist areas will have to be repaid regardless of the circumstances.

MEDICAL APPOINTMENTS:

Where possible, students should arrange medical appointments outside of their allocated duty hours.

Where it is necessary to attend a medical appointment during clinical placement time, arrangements for this must be agreed with the Clinical Placement Co-ordinator and the Clinical Nurse Manager at ward level.

The time missed must be clearly documented on the student time sheet.

The student has the opportunity to make up this time as per the Guideline for Make-Up Time during supernumerary placement.

ANTENATAL APPOINTMENTS:

In relation to Ante-natal appointments, students are entitled to sufficient time off to attend such appointments.

Prior notice must be given to the Clinical Placement Co-ordinator and Ward Manager.

Arrangements for make up of this time will be negotiated with the Head of Department, Dundalk IT.

Please Note - If a student:

(a) Fails to meet the minimum 90% attendance requirement for achievement of a workbook

Or

(b) Is absent from a specialist placement

Exemption from make-up time will not be granted and the student will have to make up this time (refer to guidelines for make up time).