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Clinical Placement Attendance  
Procedure

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Athlone Institute of Technology  
HSE Dublin Mid Leinster  
HSE Dublin Midlands Hospital Group (Tullamore & Portlaoise), Ireland  
East Hospital Group (Mullingar) and Community Healthcare Organisations  
Area 8, Longford Westmeath/ Laois Offaly Mental Health Services

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Approval date:03/04/2018

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Revision date:07/08/2019

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## **1. Procedure Statement**

Athlone Institute of Technology and HSE Dublin Midlands Hospital Group (Tullamore & Portlaoise), Ireland East Hospital Group (Mullingar) and Community Healthcare Organisations Area 8, Longford Westmeath/ Laois Offaly Mental Health Services operate a clinical placement attendance procedure in line with the Nurse Registration Programmes Standards & Requirements (Nursing and Midwifery Board of Ireland, 2016). Nursing students must adhere to this attendance procedure.

The minimum clinical placement hours set out by NMBI are as follows: -

Clinical Instruction= 2,300 hours. This is made up of 45 weeks' supernumerary and 36 weeks' internship during the 4 years.

## **2 Purpose**

2.1 The purpose of this procedure is to outline the guidelines regarding nursing student attendance in clinical placement in order to meet the minimum clinical instruction for pre-registration nurse education programmes as specified in the 'Requirements and Standards for Nurse Registration Education Programmes (NMBI, 2016).

## **3. Scope**

3.1 This procedure applies to all nursing students of the undergraduate nursing education programme leading to the BSc. (Hons.) Nursing in General and the BSc. (Hons.) Nursing in Psychiatry at Athlone Institute of Technology in partnership with the HSE and other agencies and voluntary organisations.

3.2 This procedure applies to AIT and partner services such as the HSE.

## **4. Legislation and other related Policies**

4.1 Nurse Registration Programmes Standards & Requirements (Nursing and Midwifery Board of Ireland 2016).

4.2 AIT/HSE Policies/procedures/guidelines related to nursing students undertaking BSc Nursing degree programmes (Hons) in General /Psychiatric Nursing.

- Allocation and Management of Clinical Placements for Nursing students HSE/AIT
- Student Disciplinary

- Student Welfare
- International Placement
- Dress Code
- HSE Reflective Practice
- AIT and HSE Guideline for Supporting Nursing Students with a Disability on Clinical Placement 2016)
- Weather alert
- AIT Student Hand Book
- HSE Nursing Student Handbook
- Managing Attendance- Procedure and Procedures (HSE, 09) HSE Sick Leave Procedures (2010)
- Guidelines for nursing students on Reporting Absences while on clinical placement (2010)
- Organisation of Working Time Act (1997)
- HSE Terms and Conditions of Employment (May 2009)
- HSE Self Certification Memo 2012

## 5. Definitions and Abbreviation

**AIT:** Athlone Institute of Technology

**Allocations Officer (AO):** employee who liaises with Head of Nursing Studies Department/ Nurse Lecturers and health service providers to ensure that nursing student's placement allocations are regularly reviewed and monitored. They also maintain and develop placement areas and identify new placement sites and maintain audit records of placements and nursing student's allocations.

**ARC:** clinical placement software system used by Allocation Officer AIT.

**Attendance** is defined as the act of being present at theoretical or clinical placement.

**Clinical Nurse Managers** - (CNM) - The Clinical Nurse Manager is a registered professional nurse who provides leadership in the delivery of care and nursing practice within the clinical Ward /Unit/ Team, as well as, acting as a role model and resource person guiding staff in the development of skills and capabilities. Clinical Nurse Managers have the responsibility to ensure that the facilitating factors for providing a quality clinical learning environment are supported, to enable the student learn from practice.

**Clinical Placement Area:** Refers to all clinical placement sites within the Laois, Offaly, Longford and Westmeath where nursing students are allocated to, for the purpose of gaining clinical experience (Appendix 1). Practice experience represents the clinical placement component of a nursing student's undergraduate programme during which s/he acquires the knowledge, skills, professional values and competences required for entry to the professional register. Through the experience of working in and leading a team and of being in direct contact with people making use of health services, whether in hospital, community, primary health care, residential, domiciliary or other settings, the undergraduate learns the art, science and craft of holistic nursing and the promotion of health (2.5.2 Standards and Requirements NMBI 2016).

**Clinical Placement Co-ordinator (CPC)** – CPC's guide, support and facilitate nursing students learning whilst on clinical placements.

**External placements:** refer to any placements that are available to nursing students outside of the jurisdiction of the Health Service Executive. The placements can be in the Republic of Ireland, EU and outside of the EU. Under the European Union Socrates Programme / Erasmus within the EU member states as well as Iceland, Liechtenstein and Norway.

**HSE:** Health Service Executive

**Nurse Practice Development Co-ordinator (NPDC):** the person that maintains responsibility for the clinical learning environment by collaborating with the CPC's and SALO to ensure each clinical area provides the optimum learning environment and meets the learning outcomes set out by the Health Service Executive in conjunction with the Requirements and Standards determined by An Bord Altranais (2005).

**Student Allocations Liaison Officer (SALO):** Person tasked within the HSE to plan and co-ordinate clinical placements for nursing students in partnership with the College AO. The role also involves monitoring, calculating and co-ordinate the repayment of absences/ attendance.

**Nursing student:** Refers to a person undertaking an education programme leading to a BSc Science in General or Psychiatric Nursing which will enable them to register with NMBI.

**Student Welfare:** is defined as the academic, personal, medical and counselling needs of students. Student welfare refers to the promotion and maintenance of good learning, good mental and physical health as well as a positive academic and clinical environment.

## **6. Roles and Responsibilities**

### **Athlone Institute of Technology**

6.1 It is the responsibility of the Head of Nursing Science and Healthcare (AIT) to ensure that the AIT Allocation Officer (AO), Lecturers and Clinical Support Staff adhere to this procedure and inform students of its content.

6.1 It is the responsibility of the Allocations Officer, AIT to review attendance and identify any concerns with regard to poor attendance and excessive absences in writing, to the Head of the Department of Nursing and Health Care.

6.21The course of action to be taken will be decided by the Head of the Department of Nursing and Health Care, taking consideration of extenuating circumstances and the individual situation of the student.

6.2It is the responsibility of the Allocations Officer to maintain clinical placement attendance records for each student.

6.3It is the responsibility of the AO (AIT) to ensure that each student has been allocated the minimum clinical placements to comply with the Standards and Requirements for Nurse Registration Programmes (NMBI 2016).

### **Health Service Executive – HSE**

6.4It is the responsibility of Nurse Practice Development Coordinators to ensure HSE Student Allocation Liaison Officer (SALO), Clinical Placement Coordinators (CPC), Student Facilitators, Preceptors and all Nursing Grades are aware of this procedure and adhere to it and inform students of its content.

6.5It is the responsibility of the SALO (HSE) to ensure that each student has been allocated the minimum clinical placements to comply with the Standards and Requirements for Nurse Registration Programmes (2016).

6.6It is the responsibility of the Clinical Placement Co-ordinators to monitor nursing student's attendance within clinical placements in liaison with Clinical staff / Nursing students and Allocations Liaison Officer.

6.7It is the responsibility of Nurse Managers to ensure nursing students are familiar with the HSE policies and procedures: Managing Attendance Procedure, Procedure/ HSE Annual Leave, HSE Attendance/ Sick Leave and Maternity Leave procedure which may apply to them during Internship.

6.8It is the responsibility of the HSE staff to monitor clinical placement attendance during Internship in accordance with this procedure. Any concerns arising should be addressed by the relevant Nurse Practice

Development Co ordinator and if necessary referred in writing to the Head of Department of Nursing and Health Studies.

6.9 During clinical placement, clinical staff and / or practice development staff may meet and discuss with nursing students any issues that may arise in relation to attendance.

6.10 Nursing students who are pregnant during the course of the paid internship may avail of maternity leave in accordance with the Maternity Protection Acts 1994 and 2004, HSE HR 108(i)\_V2 Form and Guidance (Apr 2013) and the HSE Guidelines and Assessment for Pregnant Employees at Work procedure.

6.11 Nursing students on maternity leave may continue to receive payment up until the date the internship was due to expire. The nursing student will be entitled to return to complete the internship with pay at the end of the maternity leave in order to fulfil the mandatory requirements.

### **Nursing students Responsibilities**

6.12 Whilst on clinical placement, nursing students must complete an attendance sheet on a daily basis, ensuring that a Preceptor/ Clinical Nurse Manager or Registered Nurse also confirms and countersigns attendance sheet. It is the nursing student's responsibility to comply with all HSE/ AIT attendance / sick leave procedure, procedures or guidelines.

6.13 It is the nursing students' responsibility to record, maintain and submit accurate records in relation to their attendance.

6.14 False declaration of attendance by the nursing students is a breach of discipline and will be dealt with according to the discipline procedure of Athlone Institute of Technology.

6.15 It is the nursing student's responsibility to present themselves on placement at the correct time.

6.16 Travel and accommodation arrangements are the responsibility of the students. Students are allocated an allowance for travel/accommodation for each week of clinical placement. This payment will be paid retrospectively after each clinical placement has finished.

6.17 It is the nursing student's responsibility for reviewing their Clinical Placements on the ARC system, which will be available one month in advance of the placement commencing. Queries re ARC should be directed to the Allocations Officer AIT.

- 6.18 It is the nursing student's responsibility to check the details of their placement in advance of its start date. Contact needs to be made with both the Clinical Placement Co ordinator/Clinical facilitator and the CNM 2/PHN not later than 5pm Wednesday the week before placement commences.
- 6.19 Students are responsible for returning all clinical assessment workbooks to the allocations office AIT immediately following each block of placement. In the event that this is not possible or if the college is closed workbooks must be sent by registered post to the allocations officer AIT.
- 6.20 Failure to submit clinical assessment workbooks will be recorded as not achieving competency while on placement.
- 6.21 It is the nursing student's responsibility to discuss with the CPC/ Clinical facilitator/ SALO/ Link Lecturer/ Allocation Officer AIT of any difficulty or extenuating circumstances that they may have with the placement if they have not achieved competency. The student will be directed to the appeals/review procedure.
- 6.22 Students have a responsibility to notify both the AO and SALO of any change of name, address, and/or telephone number so that we can maintain up to date records.
- 6.23 The nursing student must ensure that all absences (including annual leave, bank holidays, sick leave – certified and uncertified and any other absences) are recorded in the relevant sections on the attendance sheet.

#### **Sick leave or Absence during Supernumerary Placements**

- 6.24 If the nursing student has been absent for more than two consecutive days during a placement, a medical certificate may be required.
- 6.25 A medical certificate of fitness may be required prior to the nursing students' return to placement.
- 6.26 Occupational Health referral may be made by AIT, CPCs or the student themselves
- 6.27 It is the student's responsibility if they become unwell during placement, unfit to participate, or has to leave for any other reason e.g. an emergency situation, or need to absent themselves, they must notify the CNM /Person in Charge and Clinical Placement Co-ordinator/Clinical facilitator.
- 6.28 If the nursing student is sick or unable to attend clinical placement, it is their responsibility to notify the Clinical Placement Co-ordinator/ Clinical

facilitator and the Ward/Unit Manager, prior to commencing their scheduled shift.

6.29 The nursing student needs to report to the CPC /Clinical facilitator on return to placement.

6.30 Sick leave cannot be made up/paid back. Refer to 7.4 & 7.5 for procedure if attendance is < 80%.

### **Sick Leave or Absence during Internship**

6.31 If the nursing student is unable to attend clinical placement on internship, it is their responsibility to notify Nursing Administration, the Clinical Placement Co-ordinator /Clinical facilitator / and the Ward/Unit Manager, prior to commencing their scheduled shift.

6.32 If the nursing student has been absent for more than two consecutive days during an Internship placement, a medical certificate must be submitted to the CPC/ Clinical facilitator/ Clinical Nurse Manager or Director of Nursing within the service. Back to work interview will be completed by CPC/Clinical Facilitator in conjunction with the CNM 2. The nursing student must report back on duty to relevant Nursing Administration Office.

6.33 The employer's existing certified sick leave arrangements for staff will apply to nursing students during the course of the paid internship. Nursing students may be granted up to 8 weeks' sick pay during their internship subject to compliance with the certified sick leave procedures.

### **Other time away from clinical placement**

6.34 Nursing students attending the following: AIT Student Support Services/ Student Welfare Appointments/representing AIT at official events have permission to attend during clinical placement time. Application to attend must be discussed with CPC/Student Facilitator on placement and Allocation Office AIT.

6.35 A nursing student attending AIT for an exam or assessed presentation will not be required to make this up.

6.36 Nursing students attending planned evaluation / feedback during clinical placement will not be required to make this up.

## **7 Criteria /Procedure- See updated Attendance Policies Appendix 2, 3 and 4**

- 7.1 Students are required to attend Supernumerary<sup>1</sup> Clinical Placement for 35 hours each week, inclusive of 4 hours Protected Learning<sup>2</sup>
- 7.2 Students are required to attend Internship<sup>3</sup> Placements for 39 hours each week, inclusive of 4 hours Protected Learning.
- 7.3 Full attendance (100%) on Clinical Placement is desirable in order to optimise student learning and to complete a Clinical Competency Assessment<sup>4</sup> for each stage of the programme.
- 7.4 In unforeseen circumstances<sup>5</sup> a minimum of eighty per cent (80%) attendance is acceptable to undertake a complete Clinical Competency Assessment, unless students are undertaking specialist placements which comprise of two weeks or less in which 100% attendance is required.
- 7.5 Where a student's attendance on any placement is less than 80% the student cannot receive a final assessment and must repeat the entire placement<sup>6</sup>.
- 7.6 If issues arise in relation to nursing student's attendance within the clinical placement sites the preceptor/assessor will in the first instance, address this with the nursing student. If problems with attendance continue, the preceptor/assessor will contact the Clinical Nurse Manager, or the Clinical Placement Co-ordinator.
- 7.7 A deferred or repeat clinical placement for stage 1, stage 2 or stage 3 can be facilitated during the summer months up to a maximum of nine weeks. Following the summer examination board meeting, granted deferrals or repeat placements can be organised.
- 7.8 Placement requirements exceeding nine weeks' duration will necessitate students completing clinical placement in a separate academic year. Failure to achieve clinical placement competency following three attempts will result in inability to proceed to the next year of the course.

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<sup>1</sup> Allocation to a clinical placement is driven by educational needs; the student is surplus to the rostered complement of nurses.

<sup>2</sup> Specific periods of protected time are allocated for reflection during supernumerary placements and the final internship clinical placement (Nurse Education Forum 2000)

<sup>3</sup> The final placement in the 4<sup>th</sup> year of the programme which comprises of 36 weeks.

<sup>4</sup> Clinical Competency Assessment is a record which declares that each student meets a standard of learning outcomes in the clinical component of the programme.

<sup>5</sup> Unforeseen circumstances. Includes; accident, illness, compassionate leave, and the attendance at a funeral of an immediate family member (spouse/partner, child, father, step father, father in law, mother, step mother, mother in law, \* brother, sister, aunt, uncle, niece, nephew, brother in law, sister in law, a grandparent. An Bord Altranais (2005) Requirements and Standards for Nurse Registration Education Programmes p.g.19

"Interruption: Any leave (other than annual leave and bank holidays) including sick leave, maternity leave, force majeure leave, paternity leave, parenting leave, compassionate leave and special leave."

<sup>6</sup> An Bord Altranais (2006). Introducing competency assessment. Dublin, ABA.

[www.nursingboard.ie/elearning/Competency/html/index3.htm](http://www.nursingboard.ie/elearning/Competency/html/index3.htm) (accessed 20/03/06)

- 7.9 A nursing student in Stage 4 of this programme is required to successfully complete the module Clinical Placement VII prior to commencing Clinical Placement VIII (Internship). He/she will be required to repeat this module before progressing to Clinical Placement VIII.
- 7.10 The module Clinical Placement VIII consists of thirty-six weeks' internship (including annual leave). Internship students have to adhere to the HSE Managing Attendance Procedure and Procedures (2009)<sup>7</sup> whilst on Clinical Placement VIII.
- 7.11 If an Internship Student fails to complete or achieve competency in any module in Clinical Placement VIII this must be repeated and competency achieved before registering with NMBI. This can take place as soon as practicable after the Autumn Exam Board subject to clinical placement availability as agreed by the HSE Clinical Partners.
- 7.12 A new Clinical Competency Assessment Workbook will be issued to the student when he/she returns to placement to fulfil his/her stipulated attendance.
- 7.13 Internship students have an entitlement to all public holiday benefits. (See HSE Terms and Conditions of Employment)
- 7.14 Where nursing students are on clinical placement and a public holiday falls due, the supernumerary nursing student will be given the day off. A maximum off 8 hours will be recorded on the nursing student's attendance record (the hours recoded will depend on the placement).
- 7.15 Supernumerary Nursing students can only take holiday leave during scheduled holiday periods as per academic calendar for the year. Any requests for annual leave during the clinical placement weeks of the programme will be refused.
- 7.16 Where Psychiatry Internship students have an annual leave card, each nursing student will be expected to maintain and record their own. Annual leave will be agreed in advance, signed and approved by the Clinical Placement Co Ordinator / Clinical Nurse Manager / Person in Charge.
- 7.17 Supernumerary Students must follow the procedures set out in Appendix 1 which outlines the student's responsibilities when absent from clinical placement and what do to when planning to return to clinical placement.

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<sup>7</sup> HSE Managing Attendance Procedure and Procedures (2009)

## **8. Availability, Evaluation and Review.**

8.1 A copy of this procedure will be available on the AIT Website and HSE Intranet.

8.2 A joint Review of this procedure will be undertaken every two years by AIT and HSE partners.

## **9. References**

Nursing and Midwifery Board of Ireland (2016) *Requirements and Standards for Nurse Education Programmes (4<sup>th</sup> ed)*. Dublin: Nursing and Midwifery Board of Ireland.

## **Appendix 1**

**Supernumerary BSc (Hons) General and Psychiatry Nursing students are required to inform their manager that they will be unable to attend clinical placement due to illness in accordance with the following procedure: -**

### **General Students**

- On the first day of absence a general student must contact the Clinical Placement Co-ordinator or Clinical Nurse Manager within the first hour of absence on the morning of the non-attendance to advise of their inability to attend clinical placement.
- When a general student attends community placement she/he must contact both the Assistant Director of Public Health Nursing and the Public Health Nurse in the assigned area within the first hour of absence on the morning of the non-attendance.
- When a general student attends care of the older person placement they must contact the Nurse in Charge/Nursing student Facilitator/Clinical Placement Co-ordinator within the first hour of absence on the morning of non-attendance.
- When a general student attends for psychiatry placement she/he must adhere to the guidelines that are set for the psychiatry students.
- Certified sick leave certificates must be attached to the workbook and returned to AIT.
- If a student fails to contact the Clinical Placement Co-ordinator while absent from duty the CPC will endeavour to contact the student to ascertain the reason for non-attendance. Should the CPC be unsuccessful in contacting the student, next of Kin will be contacted. Students have a professional obligation to inform relevant personnel of absence from placement.
- Students must inform the CPC of their intended date of return to work.
- Students must report to the Clinical Placement Co-ordinator on return from absence.
- If a student becomes ill while on clinical placement the Clinical Placement Co-ordinator must be informed.
- On return to clinical placement a back to clinical placement interview will be conducted by the CPC/Student Facilitator.

## **Psychiatry Students**

- On the first day of absence Psychiatry students attending placements in must contact the Clinical Nurse Manager 11 in the clinical area and the Clinical Placement Co-ordinator before commencement of duty on the morning of the non-attendance.
- When a psychiatry student attends for a general placement she/he must adhere to the guidelines that are set for the general students.
- Certified sick leave certificates must be attached to the workbook and returned to AIT.
- If a student fails to contact the Clinical Placement Co-ordinator while absent from duty the CPC will endeavour to contact the student to ascertain the reason for non-attendance. Should the CPC be unsuccessful in contacting the student, next of Kin will be contacted. Students have a professional obligation to inform relevant personnel of absence from placement.
- All Students must inform the CPC of their intended date of return to placement by 4pm the evening prior to returning to placement.
- Students must report to the Clinical Placement Co-ordinator on return from absence.
- If a student becomes ill while on clinical placement the Clinical Placement Co-ordinator must be informed.
- On return to clinical placement a back to clinical placement interview will be conducted by the CPC/Student Facilitator.

## Appendix 2

# Clinical Placement Attendance Policy –Year 1 Sept 2019

### **Clinical Placement Attendance Policy for Students undertaking the B.Sc. (Hons) in General and Psychiatric Nursing in Athlone Institute of Technology**

This policy was updated in line with the Nursing and Midwifery Board of Ireland (NMBI) Requirements and Standards for Nurse Registration Education Programmes (fourth edition) 2016

1. Students must undertake no less than 81 weeks and 2,300 hours<sup>8</sup> of Clinical Placement over a four year programme
2. Students are required to attend Supernumerary<sup>9</sup> Clinical Placement for not greater than 35 hours each week, inclusive of rest periods and 4 hours Protected Learning<sup>3</sup>
3. Students are required to attend Internship Placements for 36 weeks<sup>10</sup>, inclusive of annual leave and 4 hours Protected Learning per week.
4. Full attendance (100%) on Clinical Placement is desirable in order to optimise student learning and to complete a Clinical Competency Assessment for each stage of the programme.
5. Following any interruption<sup>11</sup>, a minimum of eighty per cent (80%) attendance is acceptable to undertake a complete Clinical Competency Assessment.
6. In circumstances where a student's attendance on any placement is less than 80% but greater than 50%, the student may only be required to make up the deficit to 80% before completing a final assessment with the approval of the examinations board. Where the student's attendance on any placement is less than 50% the student cannot complete a final assessment and must repeat the entire placement.

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<sup>8</sup> Nursing and Midwifery Board of Ireland (2016). *Requirements and Standards for Nurse Registration Education Programmes* (4<sup>th</sup> ed). Nursing & Midwifery Board of Ireland, Dublin.

<sup>9</sup> Allocation to a clinical placement is driven by educational needs; the student is surplus to the rostered complement of nurses.

<sup>3</sup> Specific periods of protected time are allocated for reflection during supernumerary placements and the final internship clinical placement (Nurse Education Forum 2000)

<sup>4</sup> Any leave (other than annual leave and bank holidays) including sick leave, force majeure leave, parental leave, compassionate and special leave." Nursing and Midwifery Board of Ireland (2016) Requirements and Standards for Nurse Registration Education Programmes.

<sup>5</sup> HSE Managing Attendance Policy and Procedures (2014)

7. Following the examination board meeting second and third year students can repeat a maximum of nine weeks' placement during the student's summer vacation period. This repeat time can be utilised to repeat an insufficiently attended or failed Clinical Placement. Time requirements exceeding nine weeks' duration will necessitate students completing Clinical Placement in a separate academic year.
8. A student in Stage 4 of this programme is required to successfully complete the module Clinical Placement VII prior to commencing Clinical Placement VIII (Internship). The student will be required to repeat this module before progressing to Clinical Placement VIII (Internship).
  1. The module Clinical Placement VIII consists of 36 weeks internship (including annual leave). Internship students must adhere to the HSE Managing Attendance Policy and Procedures (2014)<sup>12</sup> whilst on Clinical Placement VIII.
  2. Failure to complete or pass all Competency Assessment Workbooks in this module will result in failure to complete the programme and the student must repeat the entire clinical placement, which the student has not completed or failed in the next academic year. (Internship students need to repeat any failed placement as soon as is practicable after the autumn examination board subject to the clinical placement availability as agreed by the HSE Health Care Partners).
  3. A new Clinical Competency Assessment Workbook will only be issued to a student whose attendance was less than 50% on in cases where the student has failed a placement.

## Appendix 3

# Clinical Placement Attendance Policy Year 2 Sept 2019

### **Clinical Placement Attendance Policy for Students undertaking the B.Sc. (Hons) in General and Psychiatric Nursing in Athlone Institute of Technology<sup>1</sup>**

This policy was updated in line with the Nursing and Midwifery Board of Ireland (NMBI) Requirements and Standards for Nurse Registration Education Programmes (fourth edition) 2016

4. Students must undertake no less than 81 weeks and 2,300 hours<sup>13</sup> of Clinical Placement over a four year programme
5. Students are required to attend Supernumerary<sup>14</sup> Clinical Placement for not greater than 35 hours each week, inclusive of rest periods and 4 hours Protected Learning<sup>3</sup>
6. Students are required to attend Internship Placements for 36 weeks<sup>15</sup>, inclusive of annual leave and 4 hours Protected Learning per week.
7. Full attendance (100%) on Clinical Placement is desirable in order to optimise student learning and to complete a Clinical Competency Assessment for each stage of the programme.
8. Following any interruption<sup>16</sup>, a minimum of eighty per cent (80%) attendance is acceptable to undertake a complete Clinical Competency Assessment.
9. Following the examination board meeting second and third year students can repeat a maximum of nine weeks' placement during the student's summer vacation period. This repeat time can be utilised to repeat an insufficiently attended or failed Clinical Placement. Time

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<sup>13</sup> Nursing and Midwifery Board of Ireland (2016). *Requirements and Standards for Nurse Registration Education Programmes* (4<sup>th</sup> ed). Nursing & Midwifery Board of Ireland, Dublin.

<sup>14</sup> Allocation to a clinical placement is driven by educational needs; the student is surplus to the rostered complement of nurses.

<sup>3</sup> Specific periods of protected time are allocated for reflection during supernumerary placements and the final internship clinical placement (Nurse Education Forum 2000)

<sup>4</sup> Any leave (other than annual leave and bank holidays) including sick leave, force majeure leave, parental leave, compassionate and special leave." Nursing and Midwifery Board of Ireland (2016) Requirements and Standards for Nurse Registration Education Programmes.

<sup>5</sup> HSE Managing Attendance Policy and Procedures (2014)

- requirements exceeding nine weeks' duration will necessitate students completing Clinical Placement in a separate academic year.
10. A student in Stage 4 of this programme is required to successfully complete the module Clinical Placement VII prior to commencing Clinical Placement VIII (Internship). The student will be required to repeat this module before progressing to Clinical Placement VIII (Internship).
  11. The module Clinical Placement VIII consists of 36 weeks internship (including annual leave). Internship students must adhere to the HSE Managing Attendance Policy and Procedures (2014)<sup>17</sup> whilst on Clinical Placement VIII.
  12. Failure to complete or pass all Competency Assessment Workbooks in this module will result in failure to complete the programme and the student must repeat the entire clinical placement, which the student has not completed or failed in the next academic year. (Internship students need to repeat any failed placement as soon as is practicable after the autumn examination board subject to the clinical placement availability as agreed by the HSE Health Care Partners).
  13. A new Clinical Competency Assessment Workbook will be issued to the student when the student returns to placement to fulfil the stipulated attendance.

# Clinical Placement Attendance Policy Year 3 and 4 Sept 2019

## **Clinical Placement Attendance Policy for Students undertaking the B.Sc.(Hons) in General and Psychiatric Nursing in Athlone Institute of Technology**

The following guidelines have been drawn up in accordance with the An Bord Altranais Requirements and Standards for Nurse Registration Education Programmes (third edition) February 2005.

1. Students must undertake no less than 81 weeks<sup>18</sup> (and 2,300 hours) of Clinical Placement over a four year programme
2. Students are required to attend Supernumerary<sup>19</sup> Clinical Placement for 45 weeks, inclusive of 4 hours Protected Learning per week<sup>20</sup> for not greater than 35 hours each week.
3. Students are required to attend Internship<sup>21</sup> Placements for 36 weeks, inclusive of 4 hours Protected Learning per week.
4. Full attendance (100%) on Clinical Placement is desirable in order to optimise student learning and to complete a Clinical Competency Assessment<sup>22</sup> for each stage of the programme
5. In unforeseen circumstances<sup>23</sup>, a minimum of eighty per cent (80%) attendance is acceptable to undertake a complete Clinical Competency Assessment, unless students are undertaking specialist placements, which comprise of two weeks or less in which 100% attendance is required.
6. Where a student's attendance on any placement is less than 80% the student cannot receive a final assessment and must repeat the entire placement.
7. Following the examination board meeting, third year students can repeat a maximum of nine weeks placement during the summer vacation period. This repeat time can be utilised to repeat an insufficiently attended or failed Clinical

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<sup>18</sup> An Bord Altranais (2005). *Requirements and Standards for Nurse Registration Education Programmes* (3<sup>rd</sup> ed). ABA, Dublin.

<sup>19</sup> Allocation to a clinical placement is driven by educational needs; the student is surplus to the rostered complement of nurses.

<sup>20</sup> Specific periods of protected time are allocated for reflection during supernumerary placements and the final internship clinical placement (Nurse Education Forum 2000)

<sup>21</sup> The final placement in the 4<sup>th</sup> year of the programme which comprises of 36 weeks.

<sup>22</sup> Clinical Competency Assessment is a record which declares that each student meets a standard of learning outcomes in the clinical component of the programme.

<sup>23</sup> Unforeseen circumstances. Includes; accident, illness, compassionate leave, and the attendance at a funeral of an immediate family member (spouse/partner, child, father, step father, father in law, mother, step mother, mother in law, \* brother, sister, aunt, uncle, niece, nephew, brother in law, sister in law, a grandparent. An Bord Altranais (2005) Requirements and Standards for Nurse Registration Education Programmes p.g.19

"Interruption: Any leave (other than annual leave and bank holidays) including sick leave, maternity leave, force majeure leave, paternity leave, parenting leave, compassionate leave and special leave."

<sup>23</sup> HSE Managing Attendance Policy and Procedures (2014)

Placement. Time requirements exceeding nine weeks duration will necessitate students completing Clinical Placement in a separate academic year.

8. A student in Stage 4 of this programme is required to successfully complete the module Clinical Placement VII prior to commencing Clinical Placement VIII (Internship). The Student will be required to repeat this module before progressing to Clinical Placement VIII.
9. The module Clinical Placement VIII consists of 36weeks internship (including annual leave). Internship students must adhere to the HSE Managing Attendance Policy and Procedures (2014)<sup>24</sup> whilst on Clinical Placement VIII.
10. Failure to complete or pass all Competency Assessment Workbooks in this module will result in failure to complete the programme and the student must repeat the entire clinical placement, which the student has not completed or failed in the next academic year. (Internship students need to repeat any failed placement as soon as is practicable after the autumn exam board subject to the clinical placement availability as agreed by the HSE Health Care Partners).
11. A new Clinical Competency Assessment Workbook will be issued to the student when the student returns to placement to fulfil the stipulated attendance.