



## **Protocol on non-compliance with absence reporting procedure while on super-numerary clinical placement**

### **Introduction**

Clinical placements are an integral part of the BSc (Nursing) and the BSc (Midwifery) degree programmes. They are a mandatory requirement in order to ensure that each student meets the Nursing and Midwifery Board of Ireland (NMBI) minimum registration requirements in respect of clinical instruction and the academic requirements of the programme. Full attendance is mandatory on all clinical placements. This protocol outlines the procedure to be followed in the event that a student fails to follow the process in the host organisation for reporting absence(s) from clinical placement.

### **Procedure**

Each health care partner has its own local protocol regarding reporting absences which students are informed of either at hospital orientation or through ARC. If a student has not complied with the absence reporting procedure while on supernumerary clinical placement this constitutes a disciplinary matter and the following measures should be implemented:

#### **Step 1**

On receiving notification from the health care partner that a student has not complied with the absence reporting procedure while on supernumerary clinical placement, the personal tutor should advise the student of the importance of adhering to absence reporting procedures in the host organisation. The personal tutor should also inform the relevant UCD SNMHS Programme Coordinator who will inform the Programme Office where the absence will be recorded.

#### **Step 2**

If the student does not comply with the absence reporting procedure while on supernumerary clinical placement on a second occasion, the Programme Coordinator will write to the student informing them of the importance of complying with absence reporting procedures and that any further breaches will be referred to the Associate Dean for Undergraduate Programmes. The Programme Coordinator informs the Programme Office where the absence will be recorded.

#### **Step 3**

If the student does not comply with the absence reporting procedure while on supernumerary clinical placement on a third occasion, the Associate Dean for Undergraduate Programmes will meet with the student to discuss and advise the student that their continuation on the programmes will be brought to the UCD Nursing, Midwifery and Health Systems Programme Board for consideration. The student will also be advised that they will be offered an opportunity to write to the Chair of the Programme Board with any information that they wish to have taken into account.

The following documents have informed this policy:

Academic Regulations, Available online at:

[http://www.ucd.ie/students/documents/AcRegs\\_2019.2020\\_v1.pdf](http://www.ucd.ie/students/documents/AcRegs_2019.2020_v1.pdf)

**5.10 Continuation and Readmission** *Where a student's performance is deemed to be academically unacceptable by a Governing Board, the Governing Board shall refer the case, with a recommendation and supporting evidence, as a continuation case to the Academic Council or its relevant committee to determine whether the student is or is not eligible to continue in the programme. Where a student is deemed ineligible to continue in the programme by Academic Council or its relevant committee, the student's registration shall be discontinued.*

UCD Student Code 2019-2020, Available online at:

<http://www.ucd.ie/governance/resources/policypage-studentcode/> in particular note section 4, Code of Conduct for all Students registered on programmes at the School of Nursing, Midwifery and Health Systems, Available online at:  
[https://www.nmhs.ucd.ie/sites/default/files/schoolcodeofconduct\\_0.pdf](https://www.nmhs.ucd.ie/sites/default/files/schoolcodeofconduct_0.pdf)