


GUIDELINE FOR SUPERNUMERARY UNDERGRADUATE NURSING STUDENTS ON SECONDMENT TO OUR LADY'S CHILDREN'S HOSPITAL (OLCHC)	
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2014: Inclusion of <i>UCD Protocol for non-compliance with absence reporting procedures</i> for UCD students only	New protocol approved and issued by Local Joint Working Group 2014

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Guidelines for Supernumerary Undergraduate Nursing Students on secondment to Our Lady's Children's Hospital (OLCHC)

1.0 Introduction

Supernumerary nursing students on all BSc Nursing Programmes are those students in Stages 1-4 who are surplus to the rostered complement of nurses in a clinical area (ABA 2005). Nursing students undertaking a BSc Nursing (General Nursing) programme complete a 2 week specialist placement or secondment in Children's Nursing.

2.0 Definition of Guidelines

These guidelines are to assist Clinical Nurse Managers (CNM), Clinical Placement Co-coordinators (CPC), Allocation Liaison Officers (ALO) and all supernumerary nursing students on secondment to OLCHC with regard to the management of their placement, duty and absenteeism. The guidelines will support a standardised approach to off-duty for all supernumerary students. When followed they should lead to the required standards of performance.

3.0 Definitions / Terms

SALO: Student Allocations Liaison Officer
CPC: Clinical Placement Coordinator
NPDC: Nursing Practice Development Coordinator
NPDU: Nursing Practice Development Unit

4.0 Applicable to

These guidelines are to applicable to:

- Supernumerary Nursing Students on secondment to OLCHC
- Clinical Nurse Managers
- Clinical Placement Coordinators
- Allocations Liaison Officers


5.0 Objectives of the Guidelines

The guidelines will support a standardised approach to the management of the placement, duty and absenteeism for all supernumerary nursing students on secondment to OLCHC

6.0 Guidelines for Supernumerary Undergraduate Nursing Students on secondment to OLCHC

6.1 Prior to commencing clinical placement

- Prior to commencing the clinical placement, nursing students will provide the SALO / CPC with evidence of a completed MRSA screen.
- Failure to provide this information on or before the first day of the placement may result in the placement being cancelled. In this instance the SALO and the student's third level university will need to liaise to reschedule a placement.
- Each year, the third level universities affiliated with OLCHC will supply the hospital with a letter indicating that the nursing students from their university are up to date with:
 - Mandatory training requirements, including Patient Moving & Handling, Hand Hygiene and BLS
 - Garda Clearance
 - Insurance / Indemnity requirements

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6.2 Orientation

- Orientations are arranged and facilitated in OLCHC at intervals throughout the year
- Students must attend an orientation before they can commence a clinical placement in OLCHC

6.3 Off-duty


- The CNM in each clinical area is responsible for the student's duty.
- Duty hours are based on a 35 hour week inclusive of 4 hours reflection and exclusive of meal breaks.
- Students are expected to contact each clinical area before their placement to receive their duty.
- **Restrictions:** Supernumerary students on secondment cannot be rostered for week-ends, night-duty or on Public Holidays
- Public holidays (7.5 hours) will be taken as they arise.
- Students will be rostered for 11 hour shifts (07.30hours –19.45hours) in most clinical areas. The SALO will specify the number of shifts per placement to be worked over the duration of each placement, taking into account public holidays. In certain areas, for example, Day Units, Outpatients Department and Operating Theatres, duty will be arranged locally.
- Each student, in partnership with the CNM, is responsible for ensuring correct number of shifts are worked.
- Breaks will be determined at clinical level by CNMs /Preceptors to facilitate the smooth running of each clinical area. While on an 11 hour shift, each student is entitled to: -
 - Break: 15 minutes break morning and evening
 - Lunch: 45 minutes
 - Tea: 30 minutes
- Students are not permitted to work more than 3 consecutive 11 hour shifts.

6.4 Special Requests

- Every effort will be made to facilitate special duty requests
- Ultimately, any changes or requests are at the discretion of the CNM and the service needs of the clinical area
- Any changes of duty must be discussed with the CNM/Preceptor and the duty amended accordingly, including the copy sent to the Site Manager.
- If leave is required for a particular reason this must be arranged with third level university. OLCHC must be notified and advised of arrangements in advance.

6.5 Absenteeism

- If a student is unable to attend for a shift, the student must inform:
 - The clinical area & parent hospital/third level university immediately
- Absence(s) will be documented by the CNM in the clinical area's off-duty.
- Each student has a responsibility to ensure the attendance record is signed daily by preceptor/CNM.
- Students must achieve 100% attendance in each placement.
- Any absence is accrued in hours and must be paid back following discussion with third level university. Absent time may be paid back during the placement at the discretion of the CNM and SALO. Pay back of all absent time is arranged by the SALO at the discretion of the clinical area and is discussed with personal tutor
- In the event of a student not arriving for duty and the clinical area not having been informed, the CNM / Preceptor in the clinical area will inform the CPC /SALO, Site Manager. The relevant CPC / SALO will make 2 attempts to contact the student to clarify the situation, and subsequently inform the Site Manager and Clinical area of the outcome. If no contact can be made, OLCHC HR and student's third level university will be informed by the CPC / SALO. It is the responsibility of the third level university to follow up with the student.

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6.6 Procedure in the event of a supernumerary student nurse becoming ill while on duty

- The students will report any onset of illness to the preceptor/CNM and CPC in the clinical area.
- The CPC will visit the student in the clinical area, if possible.
- The CPC/CNM will advise the student to leave the clinical area and seek the opinion of their general practitioner/ Student Health Centre if deemed necessary.
- If the student needs urgent review, use the designated First Aid OLCHC Representative for OLCHC depending on the student's urgent need for assessment.
- The CPC will advise the student to attend an appropriate Emergency Department for assessment and treatment if deemed necessary. The student will be advised to inform next of kin
- Appropriate transport will be arranged to send the student to the Emergency Department, if deemed necessary.
- The student MUST report to Site Manager before leaving hospital and inform the appropriate personnel (clinical area/third level university/ parent hospital) of their intent to remain on sick leave or return to duty.
- The student will liaise with the SALO after returning to duty to arrange paying back any clinical time necessary.

6.7 UCD Students *only*: Non-compliance with absence reporting procedures

If a UCD student has not complied with the absence reporting procedures outlined in Section 6.6 above, this constitutes a disciplinary matter and the ***UCD Protocol on non-compliance with absence reporting procedures while on supernumerary clinical placement (UCD 2014)*** will be invoked.

First occasion

On receiving notification from the clinical area / Site Management that the student is absent and has not complied with the absence reporting procedure, the CPC / SALO will inform from the student's personal tutor in UCD.

Personal tutor will advise the student of the importance of adhering to absence reporting procedures in OLCHC. Personal tutor will also inform the relevant UCD SNMHS Programme Coordinator who will inform the Programme Office where the absence will be recorded.

Second Occasion

If student does not comply with absence reporting procedures while on supernumerary clinical placement on a second occasion, the CPC / SALO will inform the student's personal tutor.


The personal tutor will in turn inform 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 will inform the Programme Office where the absence will be recorded.

Third Occasion

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.

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6.8 Uniform

- Students must bring uniform on 1st day as clinical placements may start following orientation programme.
- Students must comply with local uniform guidelines when on placement in OLCHC.

Specific points:

- Long hair must be tied up neatly
- Bare below elbow rule applies, plain wedding bands and plain ear studs only permitted.
- Wearing of uniform outside hospital not permitted unless on hospital business.
- Shoes should be dark, low heeled with non-slip rubber sole.

6.9 Support

- In the first instance students should seek support from preceptor, CNF, CNM and CPC of area. Support is also available from link lecturer and parent hospital CPC. Contact details available from NPDU.

7.0 Special Considerations

Seconded Nursing students will adhere to the standards of professional practice outlined in the Shared Specialist Placement Documentation (SSPD) including:

- Practise in accordance with the Code of Professional Conduct and Ethics (NMBI 2014)
- Act in accordance with local guidelines and policies regarding punctuality and attendance
- Demonstrate an understanding of responsibility and accountability for one's actions or omissions
- Demonstrate the ability to work as a team member

8.0 Companion Documents

UCD (2014) *UCD Protocol on non-compliance with absence reporting procedures while on supernumerary clinical placement*. University College Dublin, Dublin.


9.0 Implementation Plan

Communication and Dissemination

- Guidelines will be posted on hospital Intranet
- Copies of the guideline will be issued to all students
- Hard copies of the guidelines will be included in the Student Folders in each clinical area
- Email will be circulated to all relevant staff informing them of issue of guideline
- Information will be circulated in NPDU Newsletter

Training

- NPDU will facilitate information sessions as required to relevant nursing staff
- Information is included in induction packages for nursing students

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10.0 Monitoring and / or Audit

Evaluation and Audit includes:

- Data in relation to absenteeism will be collected and maintained by the SALO
- The ALO will oversee and track all absent time and forward details to:
 - a. UCD at the end of each clinical placement for entry onto the computerised attendance system 'ARC' for UCD
 - b. Other third level institutions for recording in their attendance management systems
- If trends in absenteeism are noticed which suggest that these guidelines and related policies are not being adhered to, the Nursing Practice Development Coordinator and / or the HR Department will meet with the relevant personnel
- Non-compliance with the procedures for informing OLCHC of absence will be reported to UCD as per **UCD Protocol on non-compliance with absence reporting procedures while on supernumerary clinical placement (UCD 2014)**
- Feedback from nursing staff on the guidelines to contribute to ongoing guideline development

11.0 References

- Nursing & Midwifery Board of Ireland (2014) *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives*. Nursing & Midwifery Board of Ireland, Dublin.
- An Bord Altranais (2005) *Requirements and Standards for Nurse Registration Education Programmes*, Third Edition, An Bord Altranais, Dublin.
- UCD (2014) *UCD Protocol on non-compliance with absence reporting procedures while on supernumerary clinical placement*. University College Dublin, Dublin.

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