PROFESSIONAL EXPERIENCE PLACEMENT ATTENDANCE

Private Work Commitments and Professional Experience Placement
Students who have private employment are advised that attendance and performance in professional experience placement must take precedence over their work commitments. Wherever possible, work commitments should be cleared for the duration of the placement.

Attendance Requirements
The attendance requirement for professional experience placements is set at 100% to ensure that students have optimum exposure to the learning environment. Minor variation to practice attendance may be negotiated in situations where students are experiencing extreme extenuating circumstances. The SNM is also aware that students attending professional experience placement whilst severely ill may pose risk of infection to patients whose immunity may already be compromised and also place colleagues and themselves at risk. Students’ Attendance Sheets must be signed by the clinical teacher/facilitator or preceptor on completion of the professional experience placement.

Missed Attendance
In the event of being unable to attend a clinical placement, the student has the responsibility to:

1. Notify the clinical teacher/facilitator and the health care agency administration office prior to the commencement of the shift to be missed.
2. Notify the SNM Unit Coordinator the same day.
3. Obtain a medical certificate for any missed time exceeding two days.

Present the medical certificate, along with an application to complete the missed attendance time, to the SNM Unit Coordinator within 5 days from the last sick date stated in the medical certificate.
Completing a Period of Missed Attendance

Students are not automatically permitted to make-up missed clinical placement time. The Director of Professional Experience and Unit Coordinators consider all absences individually and allocate an additional period of placement where appropriate. Additional time in practice always occurs in conjunction with health care agencies, and is only offered if the agency can accept the student for this additional period of time. If a significant period of placement time is missed, it will be necessary for students to repeat the unit.

If a student fails a unit with a clinical component, and is required to repeat the unit, all professional experience placement attached to the unit must also be repeated.