



Crumlin | Temple Street | Tallaght | Connolly

Guideline On Duty, Public Holidays and Absenteeism for Rostered Students:

- Post Registration in Children's Nursing Programme
- BSc. Nursing (Children's and General) (Internship)

Area of use:	All of organisation <input type="checkbox"/>	CHI at Connolly <input type="checkbox"/>	CHI at Crumlin <input checked="" type="checkbox"/>
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1.0 Guideline statement

Guidelines represent the written instructions about how to ensure the delivery of high quality services. Guidelines must be accurate, up to date, evidence-based, easy to understand, non-ambiguous and emphasise safety. When followed they should lead to the required standards of performance.

Rostered nursing students are students who are employees of CHI at Crumlin for the duration of their education programme. In CHI at Crumlin there are two types of rostered students:

- Post Registration in Children’s Nursing programme Student (PRCNS)
- BSc Nursing (Children’s & General) programme (Internship Students)

This guideline represents the written instructions on managing the Duty, Public Holidays and Absenteeism for Rostered Nursing Students, and has been developed in accordance with the standards and requirements outlined in *Nurse Registration Programmes Standards and Requirements* (Nursing and Midwifery Board of Ireland (NMBI), 2016) and *Children’s Nurse Post-Registration Education Programmes Standards and Requirements* (NMBI, 2018).

2.0 Scope

This guideline applies to Clinical Nurse Managers, PRCNS and Internship nursing students, Clinical Placement Coordinators, Course Coordinator and Student Allocation Liaison Officer with regard to rostered duty.

2.1 Definitions

SALO:	Student Allocations Liaison Officer	NPDC:	Nursing Practice Development Coordinator
CPC:	Clinical Placement Coordinator	NPDU:	Nursing Practice Development Unit
CNM:	Clinical Nurse Manager	PRCC:	Post Reg Course Co-ordinator

3.0 Objective

The guidelines will support a standardised approach to the management of duty, annual leave and absenteeism for all PRCNS and Internship student nurses.

4.0 Guidelines on raising / addressing complaints/concerns of nursing staff and students

4.1 General Principles

- Students are expected to be punctual and report to their assigned preceptor / CNM on arrival to and prior to leaving the clinical area.
- Each student in partnership with the CNM is responsible for ensuring they work the correct number of shifts in each placement.
- Every effort should be made by CNM to roster students to work with their assigned preceptor(s) for at least 50% of their placement.

- Students are expected to contact each area in a timely manner, before placement to receive their roster.
- 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.
- Once the student has received their roster, any changes to their roster must be discussed with them first, as there has to be consideration for plans they have made outside work based on the roster they originally received.
- Any changes of rostered duty required by the student must be discussed with the CNM and the duty amended accordingly and a copy sent to the Site Manager.
- Breaks will be determined at ward/unit level by CNM's/Preceptors to facilitate the efficient running of each clinical area.

Each student is currently entitled to:

Breakfast	15 minutes	Paid break	Evening	15 minutes	Paid break
Lunch	37 minutes	Unpaid break	Tea	23 minutes	Unpaid break

4.2 Duty Roster

- Duty hours are based on a 39 hour week, (excluding meal breaks) over the course of the programme and may vary from week to week.
- No student is permitted to work more than 3 long shifts consecutively.

4.2.1 PRCNS Students:

Theoretical Block

- PRCNS will attend UCD for the theoretical component of the programme. The contact hours will be determined by UCD.
- Attendance is expected as these hours are part of the paid rostered programme.

Clinical Placement

While on clinical placement, PRCNS students will work the following number of hours / shifts throughout the year:

No. of clinical weeks	Hours	Public Holidays	Total
36	36 x 39hrs = 1,404hrs	1,404 – 70.20(PH hrs*) = 1334hrs	120 shifts**
Shift Patterns: Day shift: 07.30 – 20.30hrs (12hrs) Night shift: 19.30 – 08.30hrs (12hrs)			

**NOTE: Public holidays are not given as they fall - instead the hours are subtracted from the overall hours for the year to ensure all student receive the public holiday time due to them.*

- The exact number of shifts to be worked per area will be specified on the allocations, to ensure all students work the same number of shifts over the year.
- PRCNS students will receive a supernumerary day to their first allocated ward during their orientation in CHI at Crumlin.
- A 39-hour week also applies when on external placements (Maternity, Community and Intellectual Disabilities). The hours of duty must be arranged locally to suit the service.

PRCNS Reflective Practice:

- Students will receive 2 (7.5hr) days Protected Reflective time as part of their working hours.
- All students must attend these Reflective Practice Days. These days must be documented in the duty roster as 'Reflective Practice Days' or 'RP', as the students will be unavailable for duty in the clinical area.
- If a student is sick on a reflective practice day, they must follow the policy in relation to notification of sick leave and in addition must also notify the PRCC.
- If, for a very valid reason, the student cannot attend RP days, this time may be allocated to the clinical area following discussion with PRCC/CNM. Alternatively, additional reflective practice opportunities may be facilitated following discussion with the PRCC.

4.2.2 BSc Internship Students

While on clinical placement, Internship students will work the following number of hours / shifts throughout their time in CHI at Crumlin:

CHI at Crumlin Internship Hours			
No. of clinical weeks	Hours	Annual Leave	Public Holidays
18	18 x 39hrs = 702hrs	15 x 7.8hr days = 117hrs	7 x 7.8hr days = 54.6 hrs
(A/L & PHs divided over entire 36 week Internship)			
CHI at Crumlin Internship Shifts (11.14hrs)			
1st Internship placement	2nd Internship Placement	3rd Internship Placement	4th Internship Placement
25 shifts + 3 R.P Days (7.5hr each)	26 shifts + 2 R.P (7.5hr) Days + 1 Management day (8.5hrs)	26 shifts + 3 R.P Days (7.5hr each)	26 shifts + 2 R.P (7.5hr) Days + 1 Management day (8.5hrs)

** Shift Patterns:

- Day shift: 07.30 – 20.30hrs (12hrs)
- Night shift: 19.30 – 08.30hrs (12hrs)

- The SALO will specify the number of shifts to be worked per placement on the bottom of the allocations.

BSc Students Reflective Practice (RP)

- 6 days are allocated to structured R.P. within the 18 week Internship period.
- 5 (7.8hr) days are classroom based & 1 (8.5hr) day is clinically based for management experience.
- All students must attend these Reflective Practice Days. These days must be documented in the duty roster as ‘Reflective Practice Days’ or ‘RP’, as the students will be unavailable for duty in the clinical area.
- If a student is sick on a reflective practice day, they must follow the policy in relation to notification of sick leave and in addition must also notify the CPC/SALO.
- If, for a very valid reason, the student cannot attend RP days, this time may be allocated to the clinical area following discussion with CPC/CNM//SALO. Alternatively, additional reflective practice opportunities may be facilitated following discussion with the CPC.

4.3 Annual leave & Public Holidays

N.B.: Rostered week for all starts on a **Monday**

	PRCNS Students	BSc Students (Internship)
Length of programme	52 weeks	36 weeks
Annual leave	4 weeks A/L + 9 x 7.8hr Public Holiday = Total leave: 226.2hrs	117 hrs A/L + 54.6hrs Public Holidays = Total leave: 171.6hrs
Comment	<ul style="list-style-type: none"> • Annual leave arranged through the PRCC • Reduced shifts –throughout the year in lieu of Public Holidays 	<ul style="list-style-type: none"> • All annual leave is prescribed by UCD in partnership with affiliated hospitals and cannot be changed.
See also	<ul style="list-style-type: none"> • Guidelines for Annual Leave for Nursing Staff (CHI at Crumlin 2016) • PSSA 2013 (Haddington Rd) 	<ul style="list-style-type: none"> • HSE HR Circular 030/2009 • PSSA 2013 (Haddington Rd)

4.4 Night Duty

Night duty is allocated at the discretion of CNM in each clinical area and must be planned with due consideration of the following:

- Balancing learning opportunities while ensuring sufficient student support.

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- Maximising the opportunity to work with the preceptor.
- Clinical learning outcomes.
- NCADs and meetings.
- Service need.

PRCNS Students

- PRCNS students cannot do night duty during their first 4 weeks of clinical placement or in the week prior to undertaking exams.
- PRCNS students may be rostered for 2-night duty shifts in a 4-week placement. This amount may be increased in consultation with the CNM/ PRCC.

BSc Internship Students:

- BSc Interns cannot do night duty during the first 2 weeks of their first internship placement.
- If appropriate for the clinical area, BSc Interns may be rostered for up to 4 night duty shifts per 8 week placement during each placement, to a maximum of 8 nights in their internship period. This amount may be increased in consultation with the CNM / SALO /CPC

4.5 Absence from Clinical Placement

- All absences are governed by CHI at Crumlin Nursing HR Guidelines and Policies and may include:

- Sick Leave (certified / self- certified)	- Leave of absence
- Maternity Leave	- Compassionate Leave
- Paternity Leave	- Force Majeure

- If a student is unable to attend for rostered shift(s), the student must inform each of the following:

NOTIFICATION OF AN ABSENCE PRCNS Student			NOTIFICATION OF AN ABSENCE Intern Student	
1.	Site Manager <i>(Including while on external placements, through the switch board on 01-409 6100, Bleep 8327)</i>	Notification of Absence: Students must contact the Site Manager at the appropriate times: <ul style="list-style-type: none"> • Day Duty: (Where foreseeable) before 16:00hours on previous day. • Night Duty: (Where foreseeable) before 12 mid-day on the day. 	Site Manager <i>(Including while on external placements, through the switch board on 01-409 6100, Bleep 8327)</i>	Notification of Absence: Students must contact the Site Manager at the appropriate times: <ul style="list-style-type: none"> • Day Duty: (Where foreseeable) before 16:00hours on previous day. • Night Duty: (Where foreseeable) before 12 mid-day on the day.
2.	The Clinical Area	Phone clinical area	The Clinical Area	Phone clinical area
3.	PRCC	Email PRCNS co-ordinator directly	SALO	By email: student.absence@olchc.ie

- When phoning in sick, please specify the intended/expected duration of sick leave. On occasions where the student is unaware / unsure initially of the expected length of absence, please ring nursing administration at the earliest opportunity to advise of the expected length of absence. This is to support nursing administration to plan and manage service needs.
- Absence(s) will be documented by the CNM in the clinical area’s off-duty and by Site Management.
- In the event of a student not arriving for a rostered shift and the clinical area not having been informed, the CNM / Preceptor in the clinical area, will inform the Site Manager / SALO / CPC / PRCC without delay. The student will be contacted to clarify the situation, and subsequently contact the clinical area. If a student is not contactable: NPDU and HR will be informed and next of kin may be contacted.
- As soon as fit to return to duty students **must** report back to the **Site Manager**. Failure to do this, may lead to further absent time being recorded, as days off and annual leave will be counted as absent time:

NOTIFICATION OF RETURN TO WORK PRCNS Students		NOTIFICATION OF RETURN TO WORK Intern Students		
1.	<p>Site Manager</p> <p><i>(Including while on external placements, through the switch board on 01-4096100, Bleep 8327)</i></p>	<p>Notification of RETURN from Absence: Students</p> <p>must contact the Site Manager at the appropriate times:</p> <ul style="list-style-type: none"> • Day Duty: before 16:00hours on previous day. • Night Duty: before 12 mid-day on the day. 	<p>Site Manager</p> <p><i>(Including while on external placements, through the switch board on 01-4096100, Bleep 8327)</i></p>	<p>Notification of RETURN from Absence: Students</p> <p>must contact the Site Manager at the appropriate times:</p> <ul style="list-style-type: none"> • Day Duty: before 16:00hours on previous day. Night Duty: before 12 mid-day on the day.
2.	PRCC	Email PRCNS co-ordinator directly	SALO	<p>By email:</p> <p>student.absence@olhc.ie</p>

- Site Manager will inform clinical areas of a student returning to work.
- The SALO will monitor and record all absent time while students are on clinical placement and forward details to UCD.

4.5.1 PRCNS: Absence from Theoretical Component of the Programme

- If a PRCNS is absent from the theoretical component of the programme in UCD, they must report this absence to the PRCC via email.
- Absent time must be made up during the remainder of the programme.
- If the duration of the absence exceeds two consecutive days, a sick cert must be submitted to CHI at Crumlin, as per procedures outlined below in Section 6.6.

4.6 Certification of Sick Leave

As these nursing students are employees of CHI at Crumlin, current CHI at Crumlin policies and procedures in relation to absenteeism, Illness Benefit and Self Certification of sickness apply including submission of medical certificates stating nature of illness and claiming of Social Welfare.¹

In line with HSE Circular 020/2012 the following applies:

- Self-certified sick leave may not be immediately preceded by or followed by Annual Leave, nor can it span rest days. If sick this must be certified by a medical practitioner.
- Self-certified sick leave entitlements are pro rata depending on the length of the contract:
 - PRCNS students: Duration of contract is 1 year = 3 self-certified days.
 - Internship students: Duration of contract is 18 weeks = 1 self-certified day
- Following uncertified sick leave, a 'Self-Certification of Sickness Absence Form' **MUST** be submitted on every occasion to SALO for intern students/PRCNS co-ord for PRCNS students who will track absences.
- Absence of more than 2 days requires a medical certificate and weekly thereafter if necessary.
- Repeated absences will be addressed by the Nurse Practice Development Coordinator and an Occupational Health referral may be necessary.
- CHI at Crumlin Procedures in relation to Illness Benefit will apply to all rostered students.
- Anyone who is injured at work or acquires an occupational injury must ensure that an incident form is completed and that the CNM and PRCC /CPC / SALO are aware of the injury. An Occupational Health referral may be necessary.

4.7 Diarrhoea & Vomiting

If you develop a sudden onset of vomiting and/or diarrhoea follow the steps below:

- Notify the head of department immediately
- Go off duty & remain off-duty until symptom free for a full **48 hours**
- In the case of an outbreak situation in a particular ward/area, as confirmed by Infection Prevention & Control, follow the steps above. **Occupational Health must be informed immediately on bleep 8106/ext. 6106.** In this instance, a request will be made to submit a stool sample to test for Winter Vomiting bug and other pathogens. Occupational Health can provide medical certification in respect of same, once all notification procedures are adhered to. No retrospective medical certificates can be issued.

If you are off-duty and you become unwell with a sudden onset of symptoms suggestive of gastroenteritis i.e. vomiting & / or diarrhoea, please undertake the following:

¹ Refer to the 'Sick Leave Policy for Nursing Staff' (CHI at Crumlin 2016), PSSA 2013 (Haddington Road) and HSE Circular 030/2009.

- Follow protocol above for "Notification of Absence".
- You must remain off-duty until symptom-free for a full 48 hours.

4.8 *Paying back time missed*

Students **must achieve 100% attendance while on clinical placement** (UCD 2016a). All clinical time missed must be made up in order to meet the requirements and standards for the purpose of registration. Making up time must be arranged through the SALO/PRCC and at the discretion of the relevant clinical area. It is preferable that time is **not** paid back during premium hours, i.e. over weekends, on night duty or on a public holiday (where reasonably practicable).

- Students are entitled to sick leave payment as per hospital policy and procedures.
- All time being made up must be recorded on 'Claims form for Hours paid back to Clinical Placement' which is located in the Site Manager's Office. This must be completed and signed by both the student and the Site Manager on the shift during which the time is being paid back.

Note:

- Only time paid back in lieu of **certified sick leave** or COVID 19 related leave will be paid - 'flat rate' of pay applies to all time worked in lieu of certified sick leave, including time paid back during premium hours
- Time paid back in lieu of self-certified sick leave is not paid.
- If issues or concerns arise in relation to a student's absenteeism, the Nurse Practice Development Coordinator/ the Human Resource Manager (Nursing) will address this with the student and, where deemed appropriate, refer the student to Occupation Health Department. The student's Personal Tutor and / or Programme Coordinator in UCD will also be informed.
- Regular meetings will be held between the SALO, PRCC /CPC and the Nursing Practice Development Coordinator, at which students' absenteeism and attendance will be discussed.

4.9 *Specialist placements for PRCNS Students*

- These guidelines also apply to PRCNS students on specialist placements (internal and external).
- During an external placement, the placement area must be informed of absent time by the student.
- It is the student's responsibility to become familiar with the expectations of individual organisations.
- Where possible, the student should try to pay back time missed on external placement during the allocation.
- Medical certificates stating the general nature of the illness and social welfare certificates must be submitted to Nursing Admin in Crumlin as specified by CHI at Crumlin.
- The PRCC will liaise with other organisations to determine absence(s) however it is advisable to email the PRCC and inform them of your sick leave once you are well enough to do so.

5.0 Monitoring and/or Audit

This guideline will be reviewed and updated at least every three years by the document author/owner, or earlier if required due to updated guidance, evidence or legislation. Compliance with key principles or procedures described within this PPPG should be audited on an annual basis.

Evaluation and Audit includes:

- Data in relation to absenteeism (certified and self-certified) will be collected and maintained by the SALO/PRCC.
- 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.

Feedback from nursing staff on the guidelines to contribute to ongoing guideline development

6.0 Key stakeholders

The following key stakeholders were involved in developing and/or reviewing this document:

Name	Title	Department
Carol Hilliard	Nurse Practice Development Coordinator	NPDU, CHI at Crumlin
Michelle Sheridan	Student Allocations Liaison Officer	NPDU, CHI at Crumlin
Helen McGlynn	Post Reg Children’s Nursing Student Co-ord	NPDU, CHI at Crumlin

7.0 Communication and training

7.1 Communication and Dissemination

- Guidelines will be posted on hospital Intranet
- Heads of Department and Line Managers must ensure that their staff are aware of all PPGs relevant to their role and have access to same.
- 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

7.2 Training

- NPDU will facilitate information sessions as required to relevant nursing staff.
- Education is included in induction packages for rostered nursing students.
- Where required, the NPDC SALO and CPCs/PRCC will provide guidance and assistance to nursing staff and students with queries about duty and absenteeism.

7.3 Companion Documents

As these nursing students are employees of CHI at Crumlin, current CHI at Crumlin policies and procedures in relation to absenteeism, Illness Benefit and Self Certification of sickness apply. In addition, the terms outlined in HSE HR Circular 030/2009 apply to Internship Students.

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8.0 References

CHI at Crumlin (2020) *Annual Leave and Public Holiday Policy*. CHI at Crumlin, Dublin 12.

CHI at Crumlin (2019) *Sick Leave Policy*. CHI at Crumlin, Dublin 12.

Department of Public Service (2013) *Circular IG 1/2013: Public Service Stability Agreement 2013-2016 State Industrial Grades*. Department of Public Service, Dublin. <http://per.gov.ie/wp-content/uploads/Haddington-Road-Agreement-Circular-Industrials-June-2013.pdf>

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Health Service Executive (HSE) (2009) *HSE HR Circular 030/2009: Arrangements for Undergraduate Nursing/Midwifery Students Undertaking the Continuous Thirty Six Week Internship*. HSE, Dublin. <https://www.hse.ie/eng/staff/resources/hr-circulars/hse-hr-circular-030-2009---arrangements-for-undergraduate-nursing-midwifery-students-undertaking-the-continuous-thirty-six-week-internship.pdf>

Health Service Executive (HSE) (2012) *HSE Circular 020/2012: Self-Certified Paid Sick Leave Arrangements*. HSE, Dublin. <https://circulars.gov.ie/pdf/circular/hse/2012/20.pdf>

Nursing and Midwifery Board of Ireland (2016) *Nurse Registration Programmes Standards and Requirements*. Nursing and Midwifery Board of Ireland, Dublin.

Nursing and Midwifery Board of Ireland (2018) *Children's Nurse Post-Registration Education Programmes Standards and Requirements*. Nursing and Midwifery Board of Ireland, Dublin.

University College Dublin (UCD) (2016a*) *Higher Diploma in Nursing Studies (Children's Nursing) Curriculum Document*, UCD, Dublin.

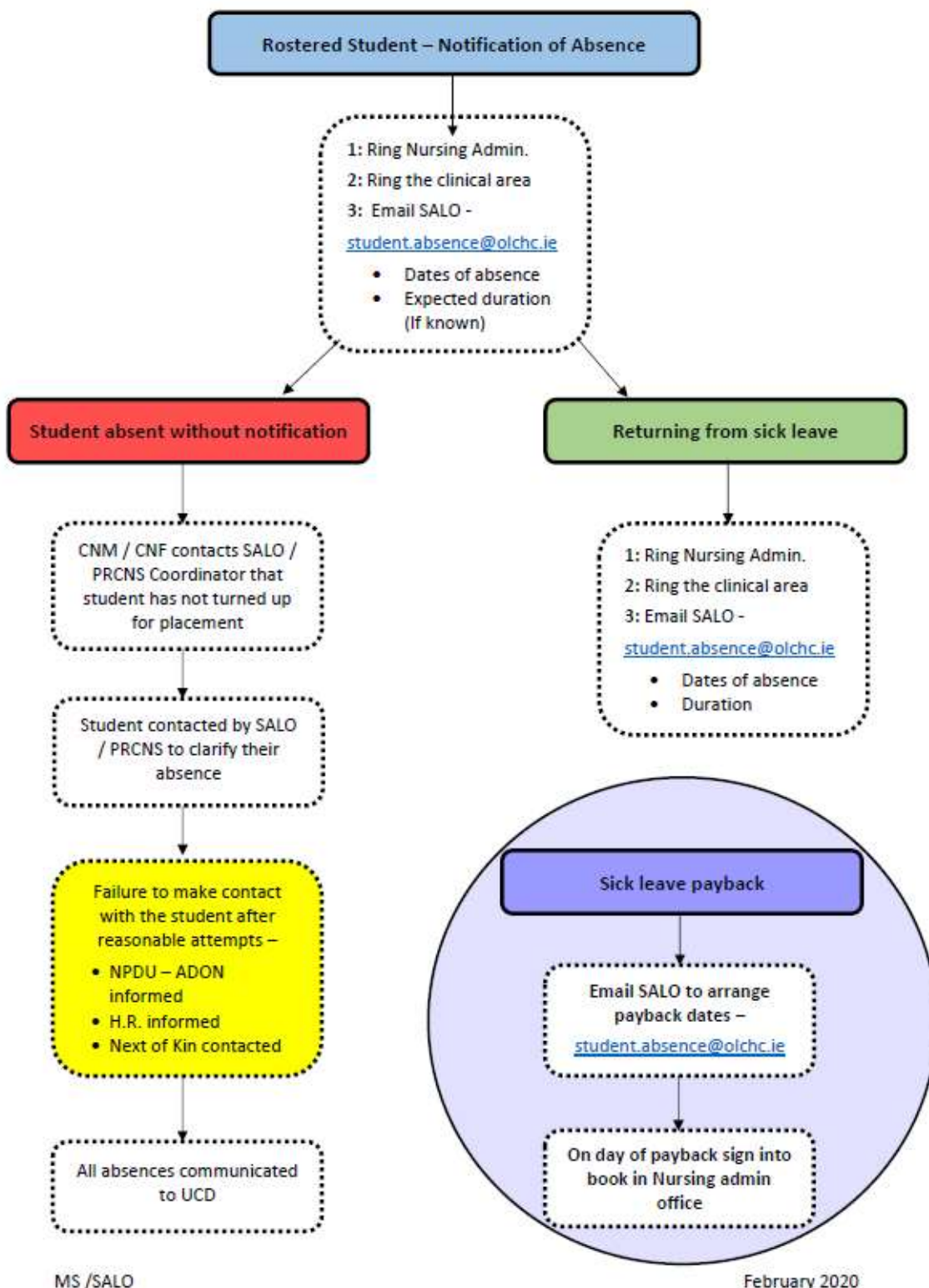
University College Dublin (UCD) (2016b*) *BSc (Nursing) Integrated Children's & General Curriculum Document*, UCD, Dublin.

*Or most recently published version of the curriculum

Appendix 1: Sick Leave Algorithm



Rostered Student Absenteeism Algorithm



MS /SALO

February 2020

Appendix 2: Self-Certification of Sickness Absence Form

SELF-CERTIFICATION OF SICKNESS ABSENCE FORM

CHI at Crumlin employees may be granted up to a maximum of 7 days (pro rata) self-certified sick leave in a rolling 24 month period. This form must be completed on every occasion of self-certified sick leave.

Self-certified sick leave may not exceed two consecutive working days (this includes where the absence spans a weekend, rest day(s) and a public holiday).

Where an employee exceeds the 7 days self-certified sick leave in a rolling 24 month period the day(s) of sickness absence will be unpaid.

This form is to be completed immediately on return to work in respect of each day(s) of self-certified sickness absence and submitted to your line manager. Failure to do so may result in non-payment of said day(s).

NAME:	
PERSONNEL NUMBER:	
JOB TITLE & DEPARTMENT:	
GENERAL NATURE of ILLNESS:	
DATE(S) OF ABSENCE:	
TOTAL NUMBER OF DAY(S) ABSENT:	

Employee Declaration:

I confirm that I have taken self-certified sick leave on the above mentioned date(s) as I was unfit for work due to illness / injury. I declare that the information given above is true and complete.

Signed by Employee _____ Date _____

OFFICE USE ONLY (To be filled in by Line Manager)	
Date of Return to Work meeting:	
Total number of self-certified sick days in the count back period preceding the absence:	
Signed and dated by Manager:	

2021 CHI at Crumlin.

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