School of Nursing and Midwifery
‘Make-up Time’ Policy

Scope:
This policy applies to student nurses and student midwives undertaking the Bachelor of Nursing (BN & BN Hons) or the Bachelor of Midwifery (BMid) programmes.

Purpose:
Within their programme students must undertake a pre-determined number of practice hours as per the relevant NMC standards. This can result in students having to retrieve hours lost during the programme at the end of their course.

The aim of this policy is to provide students with the opportunity to reduce the amount of time they have to make up at the end of the course by arranging additional hours in practice during their allocated practice learning experiences (placements) throughout their programme.

This policy normally only applies to periods of absence from practice, which are either due to sickness or authorised absence. Further information relating to absence management is available on the practice education webpages.

Procedure:
If carrying out additional hours in practice the following must apply:

- It is the student’s responsibility to know how much sickness or authorised absence they have had in practice.

- It is the student’s responsibility to negotiate additional hours with the team leader/charge Nurse/Midwife/PEF in the practice area.

- The EU working time directive must be adhered to – no more than 48 hours worked per week (a maximum of 48 hours will be credited per week*).

- The additional hours must be agreed with the placement area in advance and the student must be added to the duty rota, supported by an identified mentor.

- It is recommended that no more than 75 hours (2 weeks) of ‘make-up’ time is carried out within an academic year in order to ensure the additional hours being undertaken do not affect the student’s performance.

*the only exception to this is when the placement area’s normal working pattern exceeds this e.g. ICU