

How to complete your timesheet

(Supernumerary student placements only)

Your timesheet provides a record of all practice placement contact completed by you the student. It is the only written record that you have attended your placement and is subject to audit by the Nursing and Midwifery Board of Ireland (NMBI) as proof of meeting the Requirements and Standards for Nurse Education Programmes (2005/2016). It is also a record of any absenteeism and/or sick leave taken by you while on practice placement.

General Notes

- Timesheets will be emailed to students before they commence placement
- Timesheets are returned by email to n.curran@ucc.ie
- Ensure you complete all sections (front **and back** of sheet)
- You have 30 hours of practice placement per week. This is inclusive of breaks.
- You have 5hrs of reflective practice time per week. The reflective practice time is recorded centrally by the allocations office and therefore does not need to be recorded on your timesheet. Reflective practice time will not influence local scheduling of students.
- Your practice placement hours can be allocated in any combination of hours between days and nights over a week, i.e. 8-4's to a 12 hour shift pattern i.e. 8-8's. Practice patterns depend on a wide variety of circumstances i.e. numbers of students in an area, or the placement type e.g. community.
- Your practice placements are Monday to Friday. (Unless specifically discussed with the Allocations Officer, UCC)
- You **do not** have supernumerary practice placement on bank holidays and receive 6 hours of time for same, leaving you with 24 hours of practice placement during bank holiday weeks i.e. 2 x 12hr or 3 x 8hrs.

Explanation of the timesheet

It is your responsibility as the **student** to maintain the timesheet. The area and preceptor name should be recorded at the beginning of each week in the sections provided. See illustration 1.

Illustration 1

Week 1	Area Name: CICU, CUH	Print Preceptor Name: Joan Smith
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The timesheet requires a registered nursing staff signature on a daily basis. The timesheet must be dated and checked like any other document ensuring that it is an accurate record of your practice placement hours. See Illustration 2.

Illustration 2

Week 1	Area Name: CICU, CUH		Print Preceptor Name: Joan Smith			
Date	Mon: 25/01/10	Tues: 26/01/10	Wed: 27/01/10	Thurs:	Fri:	Total Hrs 30 hrs
No. of Hrs	12 hrs	12 hrs	6 hrs			
Staff Sig	<i>Joan Smith</i>	<i>Joan Smith</i>	<i>Joan Smith</i>			

At the end of each practice placement week you must record the total number of practice placement hours excluding any time missed due to illness or absenteeism. This **does not** require any additional staff signature.

Absenteeism/Illness

All absenteeism must be recorded on the timesheet. Please record the period of time i.e. 8hrs you should have been on practice placement. See illustration 3.

Illustration 3

Week 1	Area Name: CICU, CUH		Print Preceptor Name: Joan Smith			
Date	Mon: 25/01/10	Tues: 26/01/10	Wed: 27/01/10	Thurs:	Fri:	Total Hrs 18 hrs
No. of Hrs	12 hrs	Sick 12 hrs	6 hrs			
Staff Sig	<i>Joan Smith</i>		<i>Joan Smith</i>			

Made Up Time Section

This section is only to be used when making up time during a placement. Please note the maximum amount of time that can be made up within all of your practice placements is 29 hours. Once you exceed 29 hours of absence in 1 or more placements this time must be made up in a separate week during your summer vacation. See illustration 4.

Illustration 4

Made Up Time		Area Name: CICU, CUH				
Date	28/01/10	01/02/10				Total Hrs 6 hrs
No. of Hrs	3 hrs	3 hrs				
Staff Sig	<i>Joan Smith</i>	<i>Joan Smith</i>				

Self-Declaration

At the end of the entire placement period you must fill in the self-declaration section detailing the accumulated practice placement hours i.e. 5 weeks = 5 x 30 hrs (150hrs), 7 weeks = 7 x 30 hrs (210hrs). You must also indicate the total time missed or absent e.g. certified sick time etc. See illustration 5

Illustration 5

<u>SUMMARY OF PLACEMENT HOURS</u>			
Uncertified Sick Time	<input type="text" value="12"/>	Certified Sick Time	<input type="text"/>
		Accounted Absence	<input type="text"/>
Unaccounted Absence	<input type="text"/>	Made Up Hours	<input type="text" value="6"/>
		Reason for Accounted	<input type="text"/>
	Total Practice Placement Hours	<input type="text" value="144"/>	Bank Holiday
			<input type="text"/>

IF YOU HAVE MISSED ANY TIME DURING THIS PLACEMENT, PLEASE ANSWER THE FOLLOWING:

Did your missed time result in a 'not achieved' judgement being recorded by your preceptor in your Competency Assessment Document?

Yes No

I declare that all of the practice placement hours recorded in this timesheet are an accurate record of my practice placement hours

Student Signature: Mary O'Brien Date: 5th February 2020

From the example

In this example, the total number of hours assigned to the student was 150 (5 x 30 hour weeks), however, only 144 hours of practice time was completed by the student. The student had 12 hours sick time and has also indicated that they have made up 6 hours of their sick time.

Terms

Practice Placement Time- Practice contact time in the ward/area

Hours Made Up- Hours made up during the placement period (only if acceptable to placement area, 12 hours is maximum that can be made up in any one week)

Certified Sick Time- Student provides a sick certificate.

Uncertified Sick Time- Student does not provide a sick certificate.

Accounted absence- Time off where the student has informed the area (not illness) i.e. childcare problem, jury leave and other unforeseen circumstances.

Unaccounted absence - Time off where the student has not informed the ward/area/CPC.

Bank Holidays – 6hrs must be recorded if a placement falls on a bank holiday