

Occupational Therapy Practice Education

Protocol: Absences while on placement

Attendance at placement is mandatory and students can only graduate from the programme once they have completed 1,000 hours of placement, inclusive of 250 physical placement hours and 250 psychosocial placement hours. A minimum attendance of 80% is required for each individual placement in order to achieve a pass mark. Absences from placement may impact on the student's ability to attain competency development.

Sick Leave

- In the event of sickness, students must contact their PE by telephone. It is not acceptable to email, text or leave a voice message. Students must speak with their PE and this is mandatory. The student must also inform their PT and PEC. This is acceptable via email.
- If it is not possible to speak to the PE by telephone; it is acceptable to request a member of the department team or the PT to pass on the message, after every effort has been made to speak with the PE.
- A medical certificate must be submitted for absences of two days or more. This is mandatory. This is submitted only to the department administrator: garryosullivan@ucc.ie. Continue to inform your PE, PT and PEC regarding your absence and that you have submitted your certificate to the administrator.
- Where students are working in HSE facilities, they must also adhere to the HSE policies and procedures which will be set out during orientation and induction.
- Sick days must be marked as such in the log book.
- If a student is unable to pass placement due to being absent for greater than 20% of their placement time, they will be required to repeat their placement. This will be dependent upon submission of a medical certificate stating that they are fit to attend placement. Placement may be repeated over the summer months, pending placement site availability. If the practice education team are unable to source a placement over the summer months, the student will have to repeat the module within the next academic year.



Planned Medical Appointments

**Department of Occupational Science and
Occupational Therapy**
School of Clinical Therapies

- These appointments should be known in advance of placement
- It is the responsibility of the student to inform the PEC of medical appointments that fall within placement dates
- The student and the PEC will negotiate these planned absences from placement and will inform the PE
- Evidence will need to be provided for medical appointments
- In some cases, hours missed due to appointments may need to be made up to ensure the minimum requirement for placement hours are achieved

Other Planed Events

- It is not permitted for a student to take time off from placement for family gatherings, social events etc. In the event of a wedding for an immediate family member; this needs to be negotiated and agreed upon with the PEC and PE, prior to starting placement
- It is not acceptable for a student to take holidays during placement
- It is not permitted for the student to take time off from placement for routine dental appointments, these can be scheduled outside of placement hours
- Attendance at University sporting events during placement hours needs to be negotiated between the student, PEC and PE. The student needs to bring this to the attention of the PEC and PE with as much notice as possible. This will be decided upon on a case by case basis.

Emergency Circumstances

- In the event of a bereavement or family illness, compassionate leave can be granted. This is negotiated between the student, PEC and PE on a case-by-case basis.