

St Vincent's Healthcare Group	SOP for BSc Nursing Student Interns on Practice Placements – All Programmes
--------------------------------------	---

Document Type:	SOP		
Document Number:	PPG-ORG-355	Version No:	03
Active Date :	1 st January 2018	Review Date:	1 st December 2019
Document Author(s):	Karen Denver Sharon Lewis Carolyn Donohoe Siobhan McCaffrey Colette Farrell	Document Owner:	Geraldine Regan
	St Michaels Hospital	Date Approved:	21 st December 2017
	SVUH Executive Management Team		

Related Documents:	Attendance Management PPGN – HR-12 Self-Declaration of Year 4 Clinical Hours Record Form Procedure for Reporting Absent Time on Practice Placements in SVHG Guidelines on the Management of Reflective Practice in SVHG		
Key Stakeholders:	Name: Karen Sweeney Michael McCormack Ian Maguire Michael Naughton Clinical Placement Co-Ordinators	Title: Director of Nursing HR Business Services Manager HR Manager Nursing Administration CPCs	Location: SMH SVUH SMH SMH SVUH/SMH

Method of Communication:	Via e-mail and hard copy to the relevant parties
---------------------------------	--

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

Method of Distribution:	<p>Via e-mail and hardcopy to the BSc Nursing Student Interns.</p> <p>Via e-mail to all stakeholders.</p> <p>Q-pulse Document Management System</p>
--------------------------------	---

Responsibility for Implementation:	NPDC's in SVUH and SMH	Responsibility for Evaluation/ Audit:	CPC's in SVUH and SMH
---	------------------------	--	-----------------------

Revision History:	Version	Issue Date	Change	Section No
	01	Feb 2016	New Integrated BSc Nursing Student intern SOP developed	N/A
	02	Dec 2016	Revised Document	Appendices Added
	03	Dec 2017	Revised & reformatted Document. Changes to the Procedure for Reporting Absent Time on Practice Placements in SVHG and the Guidelines on the Management of Reflective Practice in SVHG	6.5 and appendices

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

TABLE OF CONTENTS

1.0	Guideline Statement	5
2.0	Purpose	5
3.0	Definitions	5
4.0	Scope	5
5.0	Roles & Responsibilities	5
6.0	Procedures and Guidelines	6
6.1	Annual Leave & Public Holiday Entitlement	6
6.2	Superannuation	7
6.3	Salary	7
6.3.1	Premium Pay	7
	SVUH Contracted Nursing Student Interns.....	8
	SMH Contracted Nursing Student Interns.....	8
6.4	Reflective Practice	8
6.5	Attendance Management in SVHG.....	9
6.5.1	Sick Leave/ Sick Pay Provision	10
6.5.2	In the event that the BSc Nursing Student Intern is absent due to illness	9
6.5.3	Role of Occupational Health Service in relation to Attendance Management	10
6.5.4	Social Welfare	11
6.5.5	In the event that a BSc Nursing Student Intern receives a Pass result with some absent hours to be rescheduled – known as ‘REPAY’ time.....	11
6.6	Compassionate Leave and Force Majeure Leave	11
6.7	Pregnancy and Maternity Leave	12
6.8	Unpaid Leave of Absence.....	12
6.9	Protocols in Relation to Clinical Assessment.....	12
6.9.1	In the event that an Incomplete result is awarded for a BSc Nursing Student Intern	12
6.9.2	In the event that a BSc Nursing Student Intern has a failed outcome for an internship clinical placement.....	13
6.10	Compliance with Hospital Policies & Procedures.....	14
6.11	Terms of Employment.....	14
6.12	Grievance & Disciplinary.....	14
7.0	Monitoring and Audit Procedures.....	14

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered “uncontrolled”, and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

8.0 References and Related Documents 14

9.0 Document Statement 14

10.0 Appendices 15

10.1 Self-Declaration of Year 4 Clinical Hours Record Form

10.2 Procedure for Reporting Absent Time on Practice Placements in SVHG

10.3 Guidelines on the Management of Reflective Practice in SVHG

Document Number: PPG-ORG-355	<i>Version Number: 03</i>
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	<i>SVHG - PPG Template - Version 10 – August 2015</i>

1.0 Guideline Statement

This Standard Operating Procedure applies to all the collaborative team members that are involved in the co-ordination and implementation of the BSc Nursing Internship Programme.

2.0 Purpose

- 2.1 To provide information, guidelines and procedures to BSc Nursing Student Interns, Clinical Placement Co- Ordinators, SVUH Student Allocations Liaison Officer, SMH Nursing Administration, Clinical Nurse Managers (CNMs) and HR in managing the BSc Nursing Internship Programme.
- 2.2 To ensure the planning and implementation of the BSc Nursing Internship programme for Nursing Students is consistent and transparent.

3.0 Definitions

- ADON Assistant Director Of Nursing
- CNM Clinical Nurse Manager
- CPC Clinical Placement Co-ordinator
- DoCAT Domains of Competence Assessment Tool
- HR Human Resources
- NMBI Nursing & Midwifery Board of Ireland
- NPD Nursing Practice Development
- NPDC Nursing Practice Development Co-ordinator
- OLCHC Our Lady's Children's Hospital, Crumlin
- SALO Student Allocations Liaison Officer
- SVUH St. Vincent's University Hospital
- SMH St. Michaels Hospital
- SVHG St Vincent's Healthcare Group

4.0 Scope

This SOP applies to all employees and BSc Nursing Student Interns involved in the BSc Nursing Internship Programme in SVHG.

5.0 Roles & Responsibilities

It is the responsibility of all General BSc Nursing Student Interns to attend their scheduled 36-week internship practice placements within SVHG. They must complete four practice placements, each of nine weeks duration. One placement will be in St Michaels Hospital and three placements will be in St Vincent's University Hospital.

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

It is the responsibility of all Children's and General BSc Nursing Student Interns to attend their scheduled 18-week internship in Adult Nursing in SVUH. They must complete two practice placements, each of nine weeks duration in SVUH which includes scheduled annual leave.

The allocations are confirmed by the SALO in SVUH and are approved by senior nursing management.

Each General BSc Nursing Student Intern must pass the First and Second placements in internship (Level 1) before progressing to their Third and Fourth placements (Level 2).

Each Children's and General BSc Nursing Student Intern must pass the First Adult internship placement (Level 1) before progressing to the Second Adult internship placement (Level 2).

Night duty exposure for a minimum of one night during the 36 weeks is a requirement by NMBI. All BSc Nursing Student Interns will be scheduled for night duty in either SMH/SVUH/OLCHC or **all** of the hospitals according to service needs. Night duty will be scheduled to a maximum of 7 nights per placement in any one hospital.

The SVUH SALO will e-mail each CNM and CPC a spread sheet with data to include all students' names, dates of practice placements, ward area and hours to be scheduled within the practice placement.

The SVUH SALO will give all data containing the names and contact details of all relevant students due to commence internship to the relevant HR departments in SMH and SVUH.

HR will also be informed of the start and end dates of the contracts by the SALO.

Each BSc Nursing Student Intern must complete and submit the Self Declaration of Year 4 Clinical Hours Record Form (Appendix 10.1) within one week of completing each practice placement to the SVUH SALO.

6.0 Procedures and Guidelines

6.1 Annual Leave & Public Holiday Entitlement

BSc Nursing Student Interns from the general programme will be entitled to 117 hours annual leave divided by 7.8 hours (15 days leave). Children's and General BSc Nursing Student Intern are entitled to 58.5 hours annual leave divided by 7.8 hours (7.5 days leave).

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

BSc Nursing Student Interns from all programmes have a Public Holiday entitlement which will be allocated pro rata basis.

Annual Leave and Public Holiday entitlement is accumulated and scheduled as Annual Leave for BSc Nursing Student Interns. The SVUH SALO schedules this leave at particular intervals during the 36-week placement. Local rostering of annual leave is scheduled by the ward/unit Clinical Nurse Manager and will be allocated subject to patient need, skill mix and team equity.

Annual leave cannot be requested when structured reflective practice is scheduled. See document '**Guidelines on the Management of Reflective Practice in SVHG**' (Appendix 10.3)

The entitlement of BSc Nursing Student Interns to the benefit of any public holidays is determined by the provisions of the Organisation of Working Time Act 1997 and the arrangements which already apply to Nurses and Midwives working in the public health sector.

The entitlement to annual leave and public holidays will be reduced pro-rata to reflect periods of unpaid leave or unpaid supplemental placements.

6.2 Superannuation

BSc Nursing Student Interns should be entered into the employer's existing superannuation scheme. BSc Nursing Student Interns should be advised that the preceding three years of the programme are not reckonable for superannuation purposes.

6.3 Salary

BSc Nursing Student Interns commencing Internship after 1st January 2011 are regarded as New Entrants under Circular 2/2011 and will be paid as per the appropriate Department of Health and Children's circular for the 36 week period. The Salary for BSc Nursing Student Interns (Degree) can be found in the Consolidated Salary Scales. BSc Nursing Student Interns are also entitled to receive premium pay (i.e. Saturday, Sunday, Night Duty, Unsocial Hours) for paid clinical hours worked.

There is no provision for the payment of allowances to BSc Nursing Student Interns during their internship i.e. mileage allowances, external clinical placement allowances (travel or accommodation), community, location, long stay unit allowance etc.

6.3.1 Premium Pay

All weekends, night duty and unsocial hours worked in a calendar month may be claimed by the nursing student intern by completing a Premium Form before the third working day of the month following the month in which such hours were rostered and submitted to their contracted hospital.

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

SVUH Contracted Nursing Student Interns

When the BSc Nursing Student Intern is on placement in SVUH

- The BSc Nursing Student Intern completes the Premium Form.
- The CNM 2 verifies/signs the Premium Form.
- The CNM 2 submits the form to the salaries department for payment.

When the BSc Nursing Student Intern is on placement in SMH

- The BSc Nursing Student Intern completes the Premium Form.
- The CNM 2/CNM 1 verifies/signs the Premium Form.
- The BSc Nursing Student Intern is responsible for submitting the completed verified Premium Form to the SVUH salaries department before the third working day of the month.

SMH Contracted Nursing Student Interns

When the BSc Nursing Student Intern is on placement in SMH

- The BSc Nursing Student Intern completes the Premium Form.
- The CNM 2/CNM 1 verifies/signs the Premium Form.
- The BSc Nursing Student Intern is responsible for submitting a scanned version of the completed verified Premium Form via e-mail to stmhsalaries@stmichaels.ie

When the BSc Nursing Student Intern is on placement in SVUH

- The BSc Nursing Student Intern completes the Premium Form.
- The CNM 2 verifies/signs the Premium Form.
- The BSc Nursing Student Intern is responsible for submitting a scanned version of the completed verified Premium Form via e-mail to stmhsalaries@stmichaels.ie

6.4 Reflective Practice

BSc Nursing Student Interns are entitled to 4 hours protected time for reflective practice each week (Nursing & Midwifery Board 2005 and HSE HR Circular 030/2009).

In SVHG reflective practice hours are allocated per 9 week practice placement. Reflective practice hours cannot be carried over from one practice placement to the next. In a 9 week practice placement, 32 hours reflection should be taken (excludes 1 week Annual Leave).

Reflective practice hours are divided equally between structured facilitated reflection and placement directed reflection **all of which is paid time and must be completed by the BSc nursing student on each practice placement.**

- 16hrs structured facilitated reflection
- 16hrs placement directed reflection

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

Reflective hours that are not utilised and/or not accurately recorded will have to be repaid in clinical practice in September of each year upon completion of the scheduled 36 week internship.

Annual leave cannot be requested when structured reflective practice is scheduled.

See document ‘**Guidelines on the Management of Reflective Practice in SVHG**’ (Appendix 10.3) for further information and instruction.

6.5 Attendance Management in SVHG

The St. Vincent’s Hospital Healthcare Group is committed to providing an efficient and effective service to patients. Good attendance levels are expected from all BSc Nursing Student Interns in order to achieve this.

Sick Leave is recorded on a weekly basis and all instructions in relation to the management and reporting of absence is in the document ‘**Procedure for Reporting Absent Time on Practice Placements in SVHG**’ (Appendix 10.2).

All BSc nursing student interns are required to meet with their relevant CNM 2 in SVUH and SMH on return from each absence and complete a return to work meeting and sign a return to work meeting record form.

The CNM 2 will address absence of 34.5 hours or greater within a placement.

This process may be escalated to the NPDC particularly if prolonged absence is noted over the BSc nursing student interns’ four practice placements of internship.

6.5.1 Sick Leave/ Sick Pay Provision

BSc Nursing Student Interns may receive sick pay under the Hospital’s Sick Pay Scheme, which is paid at the discretion of Hospital Management and subject to compliance with sick leave procedures and Hospital Attendance Management Policy

BSc Nursing Student Interns may be granted up to 8 weeks’ sick pay during their internship subject to compliance with the sick leave procedure. To meet the mandatory requirement of registration, outstanding clinical hours must be completed.

If a BSc Nursing Student Intern exhausts his / her provisions for sick pay and continues to be absent, their absences will be unpaid.

To meet the mandatory requirement of registration, outstanding clinical hours must be completed. BSc nursing student interns who have accumulated absent time during their 36 week internship programme must be available to complete their accrued absent time within the first four weeks of completion of their 36 internship programme. BSc Nursing Student Interns are required to achieve the minimum number of hours in theoretical and clinical instruction before registering with the Nursing and Midwifery Board of Ireland (NMBI). Failure to achieve these requirements due to reasons other than certified sick leave or maternity leave will

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered “uncontrolled”, and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

result in the BSc Nursing Student Intern having to make up the lost hours without pay. Outstanding clinical hours to meet the mandatory requirement of registration where they relate to certified sick leave (up to the maximum of 300 hours) will be facilitated and paid at the discretion of Hospital Management subject to compliance with sick leave procedures. Please note that hours being rescheduled due to uncertified sick leave and self-certified sick leave absences will be unpaid. A copy of all Medical Certificates must be sent to the SVUH SALO.

6.5.2 In the event that the BSc Nursing Student Intern is absent due to illness

As per the Attendance Management Policy, all absences greater than 2 consecutive days require submission of a medical certificate from a GP or treating medical specialist. Failure to submit a medical certificate to your Manager will lead to salary deduction and may lead to disciplinary action as the absence will be considered 'unauthorised'. Management may make a referral to be seen by the Occupational Health Department (see point 6.5.3 below). All BSc Nursing Student Interns need to be rescheduled to attend all absent time.

6.5.3 Role of Occupational Health Service in relation to Attendance Management

The Occupational Health Department provides a confidential advisory service on all matters relating to the effect of health on work and work on health. It is a proactive and preventative service rather than a treatment service.

Occupational Health advises managers on the staff members as follows:

- Fitness to undertake his / her duties
- Make recommendations on measures to assist employees to make a return to work as quickly as possible
- Fitness to undertake modified or alternative duties
- Referrals are generally made:
 - When the staff member has been on continuous sick leave for 2 weeks SMH and 4 weeks SVUH or more
 - Where sick leave records show frequent absences
 - Where sickness absence is due to work related stress, referral will be made in the first week of absence.
 - When your manager or Hospital Management refers you to occupational health, attendance is obligatory.

6.5.4 Social Welfare

The Hospital will deduct the social welfare amount from your salary directly for absences greater than 6 certified continuous days, please note Sundays will not

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

be included as part of the social welfare week. BSc Nursing Student Interns are required to claim social welfare illness benefit due to them.

To claim your benefit:

1. Go to a doctor and get a social welfare medical certificate.
2. Complete the form and instruct the social welfare department to pay the money owed directly into your account.
3. You need to enter the Employee Registered Tax number on this form. This number is 6358585i (SVUH) and 0068411E (SMH).

The Hospital will pay you the remaining balance between your social welfare entitlement and normal pay through the monthly payroll.

6.5.5 In the event that a BSc Nursing Student Intern receives a Pass result with some absent hours to be rescheduled – known as ‘REPAY ‘time

In this event the standards of the DoCAT have been achieved, and the BSc Nursing Student Intern is awarded a pass result. The BSc Nursing Student Intern may or may not have some outstanding clinical time to complete. The repay of hours will commence immediately after successful completion of the 36 week internship.

The BSc Nursing Student Intern will need an attendance sheet for these clinical shifts and may be entitled to payment if completing medically certified absence at discretion of Hospital Management, subject to their compliance with sick leave procedures. A copy of the attendance sheet must be submitted to the SVUH SALO and the UCD Allocations Officer. The attendance sheet is obtained from the UCD Allocations Officer and the SVUH SALO will input this data into a repay template for HR.

The SVUH SALO will reschedule the number of absent clinical hours. The BSc Nursing Student Intern will be scheduled to a ward area as per Nursing Administration. For this reason, the BSc Nursing Student Intern may or may not be rescheduled to attend the same ward where the absence occurred. The SVUH SALO will ensure that each student meets the NMBI requirements.

The BSc Nursing Student Intern may not receive any annual leave/public holiday entitlement for any rescheduled absent hours.

6.6 Compassionate Leave and Force Majeure Leave

Compassionate Leave and Force Majeure Leave may be granted as per Hospital Policy for paid BSc Nursing Student Interns from the ADON or NPDC.

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

If Compassionate or Force Majeure leave is granted a record of this leave needs to be recorded by the CNM, noting the hours and circumstances. In the case of bereavement, the name of the deceased and the relationship to the student should also be recorded so that HR may send a letter of condolence.

6.7 Pregnancy and Maternity Leave

Paid BSc Nursing Student Interns may avail of maternity leave in accordance with the Maternity Protection Acts 1994 and 2004. BSc Nursing Student Interns may continue to receive payment up until the date the internship was due to expire. An occupational health risk assessment will be carried out at ward level by the CNM2 as per the Occupational Health Policy.

Annual leave entitlements need to be clarified with the SVUH SALO and Human Resources as per hospital policy. The BSc Nursing Student Intern will be entitled to return to complete the clinical placement at the end of their maternity leave in order to fulfill the mandatory requirements, and adjust the contract dates accordingly. Paternity leave will be given in accordance with hospital policy.

6.8 Unpaid Leave of Absence

BSc Nursing Student Interns may apply for unpaid Leave of Absence as per Hospital Policy and following consultation with their personal tutor in UCD. The BSc Nursing Student Intern must submit a letter of request to the NPDC. The letter of request, must include the exact date from which the Leave of absence is hoped to start from and the date when the Leave of absence is due to expire.

The HR department and the SVUH SALO will be informed if and when the Leave of Absence will be granted.

Clinical placements will be cancelled by the SVUH SALO and the related BSc Nursing Student Intern will be taken off the pay roll. The annual leave and Public Holiday entitlement will be recalculated and sent to HR.

6.9 Protocols in Relation to Clinical Assessment

6.9.1 In the event that an Incomplete result is awarded for a BSc Nursing Student Intern

An Incomplete result (I) is awarded when the standards of the DoCAT were not achieved by the BSc Nursing Student Intern within the placement due to insufficient time, i.e. absent time. The BSc Nursing Student Intern will be facilitated to stay on the same ward area to complete these shifts/absences. The BSc Nursing Student Intern may then continue through the scheduled internship.

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

The SVUH SALO will inform the relevant HR department in SMH or SVUH to extend the BSc Nursing Student Interns contract to facilitate the additional placement(s).

Absent time is calculated by the SVUH SALO and rescheduled by the CNM of the clinical area, so that BSc Nursing Student Interns may attend the area for the calculated absent hours to complete their clinical assessment. No additional annual leave will be credited from the supplemental period.

6.9.2 In the event that a BSc Nursing Student Intern has a failed outcome for an internship clinical placement

BSc Nursing Student Interns who fail the first internship placement DoCAT (Level 1) may progress to the second internship placement DoCAT (Level 1). However they cannot progress to the third internship placement DoCAT (Level 2) until all Level 1 DoCATs are successfully completed. Therefore the third placement may be a supplemental/repeat placement if Level 1 placements are not completed successfully.

*Note this supplemental placement is **unpaid**. The BSc nursing intern on a supplemental is expected to be scheduled similar experience as other internship nursing students; He/ She will be scheduled for weekends and night duty exposure as was scheduled in advance of the failed DoCAT notification. The supplemental placement will have the same amount of clinical hours scheduled as the failed placement.

HR ensures the BSc Nursing Student Intern is taken off the pay roll until further notified by the SVUH SALO. The SVUH SALO recalculates the related BSc Nursing Student Interns clinical hours. Public Holidays that occur during the unpaid supplemental placement may impact on this change. No additional annual leave will be credited from the supplemental period.

The pathway is set out so that all BSc Nursing Student Interns will have an unpaid opportunity to achieve the previously failed placement in advance of proceeding onto achieve the next DoCAT or level.

The SVUH SALO will inform the relevant HR in SMH or SVUH to extend the BSc Nursing Student Interns contract to facilitate the additional placement(s).

Absences accrued from internship clinical placements prior to the incomplete DoCAT may be negated on completion of the supplemental placement. The BSc Nursing Student Intern will need an attendance sheet for these clinical shifts and may be entitled to payment if they are completing medically certified absences.

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

6.10 Compliance with Hospital Policies & Procedures

BSc Nursing Student Interns must comply with the employing authority's policies and procedures in relation to clinical, grievance, health and safety, disciplinary procedures, etc. and with the disciplinary codes for undergraduate BSc Nursing Student Interns agreed between the health service providers and the Higher Education Institutions (HEIs) as part of the Memoranda of Understanding.

6.11 Terms of Employment

In accordance with the Terms of Employment (Information) Act, 1994 and 2001 BSc Nursing Student Interns on a paid internship will be provided with a written statement of particulars of the BSc Nursing Student Intern's terms of employment.

6.12 Grievance & Disciplinary

A copy of the grievance and disciplinary policy that operates within the Hospitals has been issued to all BSc Nursing Student Interns with the contract of employment. You are required to make yourself familiar with this policy.

7.0 Monitoring and Audit Procedures

The Hospital reserves the right to review, amend or replace this SOP. It will be reviewed on an on-going basis and it is the responsibility of BSc Nursing Student Interns and stakeholders to ensure that they keep up to date.

8.0 References and Related Documents

Not applicable.

9.0 Document Statement

Policies are available to support clinicians/clinical staff should they need advice and it is the responsibility of the individual to know how to access policies

This document has been developed by St. Vincent's Healthcare Group to support the care and services provided by the hospital group. It has been issued in conjunction with existing hospital policies, procedures, guidelines, education and training programmes. St. Vincent's Healthcare Group reserves the rights that no part of this publication may be externally reproduced, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of a member of SVHG senior management team. Authorised reproduction of material must include acknowledgement of the source of the material and must be included in all references. SVHG reserves the right to revoke such authorisation at any time, and any such use must be discontinued immediately upon notice.

Document Number: PPG-ORG-355	Version Number: 03
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	SVHG - PPG Template - Version 10 – August 2015

10.0 Appendices

- 10.1 BSc Nursing Student Interns Self Declaration of Year 4 Clinical Hours Record Form
- 10.2 Procedure for Reporting Absent Time on Practice Placements in SVHG
- 10.3 Guidelines on the Management of Reflective Practice in SVHG

Document Number: PPG-ORG-355	<i>Version Number: 03</i>
This is a controlled document. Any printed version should be considered "uncontrolled", and is only valid on the date of printing.	<i>SVHG - PPG Template - Version 10 – August 2015</i>