**Reporting in Absent**

**Reporting Absent in St Michael’s Hospital**

Please contact the relevant CPC on- Carol 01-2713009, Kay 01-2713044 or Caroline 01-2713042.

Please contact Nursing Administration in St Michael’s Hospital (01-6639855 or 2806901 (ask for bleep 7065) as soon as possible before your shift.

You must phone prior to 5pm on the day before your duty and prior to 12 mid- day if you are on night duty. You must also inform nursing administration of your intent to return to work.

Nursing Administration will report your absence to your allocated area.

You are not permitted to payback any sick leave time during your placement. You will be allocated the time through the allocations officer in UCD during the summer months.

**Reporting in Absent in St Vincent’s Private Hospital**

Please contact the relevant CPC on- Carol 01-2713009, Caroline 01-2713042 or Kay 01-2713044.

You are to contact Nursing Administration of St Vincent’s Private Hospital (01-2609226/9791) as soon as possible before your shift.

Nursing Administration will report your absence to your allocated area.

You will not be allowed to payback any sick leave time during your placement. You will be allocated the time through the allocations officer in UCD during the summer months.

**Reporting Absent in Blackrock Clinic**

Please contact the relevant CPC on- Kay 01-2713044, Carol 01-2713009, Caroline 01-2713042.

Please contact the Unit you are attending placement on the evening before you are due on duty if possible. Otherwise, ensure you contact the Unit at least 15 minutes before you are due to report on duty informing them when you will be back. Ensure that you let the Unit know the evening before you return on duty. Please ensure that you make a record of the name of the person you contacted and the time you contacted them. You will not be allowed to payback any sick leave time during your placement. You will be allocated the time through the allocations officer in UCD during the summer months.

**Reporting in Absent in the Beacon Hospital**

Please contact the relevant CPC on- Caroline 01-2713042, Carol 01-2713009 or Kay 01-2713044.

You are to contact Anne Dempsey(Clinical Practice Support Nurse) onMobile 0872683203 Extension 3672- Ann.Dempsey@beaconhospital.ie or Katie Conlon (Practice Manager)-01-2936088/0877661561- Katie.Conlon@beaconhospital.ie as soon as possible before your shift.

Nursing Administration will report your absence to your allocated area.

You will not be allowed to payback any sick leave time during your placement. You will be allocated the time through the allocations officer in UCD during the summer months.

**Reporting Absent in St Columcille’s Hospital**

Please contact the relevant CPC on- Carol 01-2713009, Caroline 01-2713042 or Kay 01-2713044. You can contact Nursing Administration on 01-2825800 as soon as possible before your shift, they will inform the ward area.

**Reporting in Absent on Specialist Areas**

**Please follow instructions on ARC**