

* 1. **Procedure for Reporting Absent Time on Clinical placement in SVHG**

**BSc Nursing Student Interns**

**Procedure for Reporting Absent Time on Clinical Placement in SVHG**

Student Responsibilities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What do you do if you are unable to come to work because you are ill?**

**Notification Procedure**

1. **SVUH** 07:30 - 15:30

The BSc nursing intern should notify their Head of Service/ Line Manager or next in charge, giving a minimum of two hours’ notice of an absence or as soon as possible before scheduled starting time.

1. **SVUH** After 15.30 hours

The BSc nursing intern must phone either the Clinical Nurse Manager/Nurse in Charge **and** the Out-of-hours Assistant Director of Nursing (Bleep 216).

1. **SMH**

The BSc nursing intern must phone Nursing Administration SMH, giving a minimum of two hours’ notice of an absence or as soon as possible before scheduled starting time for Day Duty, this must be prior to 07:30. The intern must maintain contact prior to 17:00 each day with nursing administration either reporting continuous absence or fit to return to work. The intern scheduled for night duty must phone prior to 12midday to report in absence. You may leave a message or bleep nursing administration.

**SVUH**

1. You must contact your Clinical Nurse Manager on your first day of absence irrespective of whether you have reported your absence to the out-of–hours manager/ Nursing Administration. Leaving messages is unacceptable you must speak with your manager directly.

**For both Hospitals**

1. You **are required** to give an estimate of the date of return and to keep in regular contact with the Clinical Nurse Manager/Nursing Administration SMH whilst on sick leave. It is the policy of the Hospital to hold a return to work meeting following any period of absence.

**When you are required to submit a Medical Certificate**

Medical certificates may be submitted for any absence but must be submitted if absence is greater than two days

Where two days of absence due to illness are separated by a rostered day off, a rest day or a public holiday, the medical certificate must be submitted for sick leave taken on both sides. The certificate must state **inclusive** if more than one day absent.

Medical Certificates **not** received by the **third day** or retrospective certificates will not be accepted, and will result in the **absence recorded as uncertified sick leave**.

Whilst on continuous sick leave you are required to maintain regular contact with your Clinical Nurse Manager, Nursing Administration or Assistant Director of Nursing – contact should be made on a weekly basis to advise your continued absence or your likely return to work date.

If you are fit to return to work prior to the date that you are certified sick you will be required to give a medical certificate stating that you are fit to resume duty.

Medical certificates must be submitted on a weekly basis thereafter for the duration of your illness. In exceptional circumstances e.g. a more serious illness; a medical certificate covering a longer period (no longer than one month) may be acceptable only with the agreement of your Clinical Nurse Manager/Nursing Administration.

**What information should your Medical Certificate contain?**

Your medical certificate should contain the following information:

* Date of Issue
* Name and address of registered medical practitioner
* Signature & stamp of medical practitioner
* Nature of illness
* Duration or period of illness - ‘unfit until further notice’ or ‘unfit for one or two weeks’ is not acceptable
* The Certificate must state **inclusive** if more than one day absent
* Date of examination of employee.

The onus is on the BSc nursing intern to ensure the medical certificate is fully completed and submitted within the first three days of absence.

In cases where medical certificates are not fully completed, payment of sick leave will not be authorised.

**What happens if you do not submit a medical certificate?**

If your medical certificate is not submitted at the required time, payment for sick leave will not be authorised, as you have not complied with the Hospital’s sick pay scheme. You may also be subject to the Hospital’s disciplinary procedures for non-compliance with the Hospital’s sick pay scheme.

**How often should you maintain contact with your nurse manager?**

For self-certified sickness absence of up to two continuous days you must ring your nurse manager each day.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return to Work Procedure**

**On return to work for any period of sick leave absence you will be required to:**

1. Attend a return to work interview and complete any necessary forms as required with the relevant Clinical Placement Coordinator in SVUH
2. Nursing Administration/CNM2 in SMH
3. Submit a ‘self-certification form’ or hard copy of your medical certificate.
4. If absence is greater than 34.5 hours, a meeting will be arranged by the Nursing Practice Development Coordinator (NPDC) in SVUH / Nursing Administration in SMH.

In SVUH the CPC’s input sick leave details into the absent record database on the NPD shared drive **before midday on Tuesday** of each week so that the SVUH SALO may access the data to submit to HR and UCD.

In SMH Nursing Administration will input the data by the same deadline.

**Additional information**

Please note that it is not acceptable to send a text message when you are notifying your manager that you are unable to attend for duty.

If in exceptional circumstances, for example, because you have been taken to hospital, a friend or relative may ring your nurse manager on your behalf. This is the only situation where it is acceptable for someone else to ring in your absence in all other situations you must contact your nurse manager directly yourself.

What information should you give when you telephone?

You must give the following information:

* What is the nature of your illness? (Not just sick or ill)
* What plans you have for getting medical advice.
* How soon you think you are likely to be able to return to work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific Instructions for BSc Nursing Student Interns for each Clinical Site (All Programmes)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Students paid by SVUH and on clinical placement in SVUH**

A copy of your medical certificate must be emailed within **3** days of being sick to:

* SVUH CPC’s (cpcs@svuh.ie)
* SVUH Student Allocations Liaison Officer, Karen Denver (k.denver@svuh.ie)
* The **original hard copy** of the certificate must be **submitted via post or directly to your CPC** in SVUH within **7** days of absence.
1. **Students paid by SVUH and on clinical placement in SMH**

A copy of your medical certificate must be emailed within **3** days of being sick to:

* SMH Nursing Administration, Michael Naughton (M.Naughton@stmichaels.ie)
* SVUH Student Allocations Manager, Karen Denver (k.denver@svuh.ie)
* The **original hard copy** of the medical certificate must be **submitted** **via post** to SVUH Student Allocations Liaison Officer, Karen Denver, Nurse Education Centre, St. Vincent’s University Hospital, Elm Park, Dublin 4 **or directly to her office** in SVUH within **7** days of absence.
1. **Students paid by SMH and on clinical placement in SMH**

 A copy of your medical certificate must be emailed within **3** days of being sick to:

* SMH Nursing Administration, Michael Naughton (M.Naughton@stmichaels.ie)

- SVUH Student Allocations Liaison Officer, Karen Denver (k.Denver@svuh.ie)

* The **original hard copy** of the medical certificate must be **submitted via post** to the SMH Nursing Administration, Michael Naughton, St. Michael’s Hospital, Lower George’s St., Dun Laoghaire or **directly to his office** in SMH within **7** days of absence.
1. **Students paid by SMH and on clinical placement in SVUH**

A copy of your medical certificate must be emailed within **3** days of being sick to:

* SVUH CPC’s (cpcs@svuh.ie)

- SMH Nursing Administration, Michael Naughton (M.Naughton@stmichaels.ie)

- SVUH Student Allocations Liaison Officer, Karen Denver (k.Denver@svuh.ie)

The **original** **hard copy** of the cert must be **submitted via post** or **directly to the** Nursing Administration, Michael Naughton, St. Michael’s Hospital, Lower George’s St., Dun Laoghaire or **directly to his office** in SMH within **7** days of absence.