



**Northumbria
University**
NEWCASTLE

Practice Learning: Guidelines for nursing students' requesting to work additional hours in practice placement areas for the purpose of reducing NMC make up hours.

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Purpose

- To provide a clear process for student nurses who wish to request additional hours in their current practice placement areas, ensuring that all requests are reviewed and approved by their personal tutor. **Requests can only be made by students with current NMC Make Up Time (MUT) recorded and who may benefit from reducing MUT before the designated period at the end of each part of the programme.**
- **Making Up Hours:** Students can make up hours by working more than the set placement hours during all placement blocks if the setting can accommodate this. Extra hours must be negotiated with the Practice Assessor and Personal Tutor/Academic Assessor, and PPF team considering the student's health and wellbeing.

Scope

- This guideline applies to all student nurses enrolled in the nursing program at Northumbria University.

Procedure

1. Identify the Need for Additional Hours:

- If you have exceeded 76 hours of missed practice placement, you may request to make up an additional 7.5 hours per week within your current placement allocation.
- Assess your current placement schedule and determine the necessity for additional hours.
- Ensure that the request aligns with your educational goals and personal circumstances.

2. Consultation and Preliminary Approval:

- Discuss your intention to work additional hours with your Practice Assessor and/or Nominated Person. Note that placement areas often support multiple learners from various organisations and may not always be able to accommodate additional hours.
- Obtain preliminary approval from the placement area, ensuring that the additional hours will not interfere with the placement's operational needs.

- If the placement area cannot support your request, this decision is final and cannot be appealed. Some areas, such as community placements, may not be able to support additional hours.

3. Restrictions:

- Do not request or plan to work additional hours on scheduled University Theory days. These days must not be missed. Practice Learning must not be scheduled during timetabled university days.
- It is recommended that students making up trailing hours do not work more than 48 hours per week, including both placement hours and any paid work, in line with government guidelines.
- The maximum number of trailing hours that can be made up in a placement block must not exceed 25% of the expected placement hours.

Preparing a Formal Request

- Draft a formal request letter/email to your personal tutor, including:
 - Your full name and student ID.
 - The name and location of your practice placement.
 - The specific number of additional hours requested.
 - The reasons for requesting additional hours
 - Confirmation of preliminary approval from your placement supervisor
 - Submit the request to your personal tutor via email.

Review and Approval Process

- Your personal tutor will review the request, considering your academic performance, current workload, and overall well-being. **Students on action plans will not be supported to work additional hours during the period of the action plan.**
- Your personal tutor may request a meeting to discuss the request in more detail.
- If approved, the personal tutor will provide written confirmation of the approval via email and any conditions that must be met, and will send this in an email, copying in the university practice placement team.

Next Steps

- **Northumbria Health Care:** Contact the practice education team and inform them of your approval to work additional hours.
Practice.EducationTeam@northumbria-healthcare.nhs.uk
- **CNTW:** University approval to work additional MUT at CNTW must be sent to the Practice Education Team, who will assess if there is capacity to facilitate. CNTW practice education team will make the final decision.
ppf@cntw.nhs.uk
- **NUTH:** Contact the practice education team and inform them of your approval to work additional hours. nuth.PracticePlacementFacilitators@nhs.net
- **Gateshead Health NHS Foundation Trust:** University approval to work additional MUT at Gateshead must be sent to the Practice Education Team, who will assess if there is capacity to facilitate. The Gateshead practice education team will make the final decision.
ghnt.practiceeducationteam@nhs.net
- **South Tyneside and Sunderland NHS Foundation Trust:** University approval to work additional MUT at STFT must be sent to the Practice Education Team, who will assess if there is capacity to facilitate. The STFT practice education team will make the final decision.
stsft.PracticePlacementFacilitators@nhs.net
- **PIVO Organisations:** Follow advice from university Practice Learning Tutors.

Monitoring and Support

- Regularly check in with your personal tutor and placement supervisor to ensure that the additional hours are manageable and beneficial.
- Seek support if you encounter any challenges or if your circumstances change.

Responsibilities

- **Student Nurses:** Responsible for initiating the request, obtaining approval from the placement area, University PT, and Trust practice education teams, and ensuring all documentation is submitted and accurate.
- **Personal Tutors:** Responsible for reviewing and approving requests, providing guidance, and monitoring the student's progress.

Contact Information

For any questions or further assistance, please contact your Personal Tutor or your Program Lead.