NMPC Pre-Registration Programmes Attendance Policy

The academic regulations for the university state that:

'Students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the faculty': Academic Regulations

This policy sets out the requirements for attendance of students on programmes leading to registration as a nurse or midwife.

Student Responsibilities

Students are expected to engage with all the learning activities that constitute their programme of study. This includes:

- Attendance at face-to-face learning activities
- Attendance at synchronous online learning activities
- Engagement with asynchronous learning activities
- Engagement with their personal tutor
- Attendance at clinical placement
- Mandatory training

If a student is not able to attend a learning activity then they should complete the online absence notification available on the cohort and practice learning Keats pages.

As these programmes lead to a professional registration there is no minimum attendance requirement, the expectation is that students will attend or engage with all learning activities. Attendance and engagement will be monitored by module leaders as set out in the module leaders responsibilities section.

The Faculty recognises that there may be circumstances such as illness that mean a student is not able to maintain their attendance and engagement and in these circumstances the student should complete the absence notification and alert their personal tutor to their circumstances. The personal tutor will signpost the student to appropriate support and provide advice about their progress on the programme and the use of mitigating circumstances to support the student with assessments.

Students whose module attendance or engagement falls below 80% and who have not completed the appropriate absence notification and communicated with their personal tutor will be followed up by their personal tutor to ascertain if there are any circumstances that are preventing their attendance. Appropriate support and advice will be provided to the student. Continued non-attendance or engagement may lead to a student not being able to progress on their programme of study as they will not be meeting the standard set out in the Academic Regulations.

Permission to go on holiday during the notified term dates will not be given. This includes any independent study weeks.

A student version of this guidance is provided in Appendix C

Monitoring of Attendance and Engagement by Module Leaders

Module leaders will be expected to monitor student attendance and engagement on their modules every two weeks when the students are in university.

This monitoring could include:

- Registers at face-to-face learning activities
- Review of attendance lists for synchronous online learning activities
- Review of student use of the module Keats space

The module Keats space could be designed with a check box next to each core asynchronous activity so that students can monitor their own engagement and progress.

Students whose attendance and engagement falls below 80% should be identified to the personal tutor. Details of personal tutors can be found on the student filing SharePoint site.

The exact module attendance and engagement monitoring process will be agreed between the module and programme leader prior to the start of the module.

Instructions on how to monitor attendance and engagement on MS Teams and Keats is provided in Appendix A. A flowchart outlining the monitoring process is provided in Appendix B.

Monitoring of Attendance and Engagement by Personal Tutors

Personal tutors play a pivotal role in supporting students with their engagement on their programme of study. Personal tutors would normally receive automated absence notifications for their tutees. If a personal tutor observes or is contacted by a PT who is experiencing either:

- A prolonged absence in excess of 7 continuous days from university or placement
- Multiple small absences from either university or placement i.e. 3 occasions in one placement, 3 occasions over a three week period if at university

They should arrange to meet with their tutee and explore the possible reasons for this absence. Appropriate signposting and referral on should be provided if required. The personal tutor may also be asked to meet with a student by a cohort/programme leader if their unreported attendance falls below the 80% level.

If a personal tutor is contacted by a module/cohort/programme leader because of poor attendance or engagement then the following actions should be taken:

Within a week of receipt of the email from the module lead, the personal tutor should email the student to identify whether there are any issues (e.g. health) that prevented the student from engaging. They should consider if the student is engaging with any other modules they are undertaking (all pre-registration module leads should be advising personal tutors of students who are not engaging)

If the student responds within 5 days, the personal tutor should discuss with the student why they have not engaged with the module(s).

- Remind students to submit absence notifications for sessions missed due to sickness
- Discuss with student any support they require e.g. referral to OH, counselling, disability service, guidance from module leader.
- Where a student is felt to be 'of concern' a referral should be made to the Student of Concern Team following the guidance available at: Student of Concern
- Discuss with the student the importance of engaging with the module(s)
- Document meeting / contact in student filing

If the student does not respond within 5 days, the cohort/programme lead should be informed. The personal tutor sends a Teams meeting invite to the student and requests response. If the student does not attend an escalation email will be sent by the personal tutor informing them that a referral to Student of Concern Team (SOC) will be made.

- Document attempted contact in student file/Student Record
- If student attends meeting –
  - Remind student to submit absence notifications for sessions missed due to sickness
  - Discuss with student any support they require e.g. referral to OH, counselling, disability service, guidance from module leader.
  - Where a student is felt to be 'of concern' a referral should be made to the student of concern team following the guidance available at Student of Concern
  - Discuss with the student the importance of engaging with the module(s) and of responding to emails from faculty staff.

Progression on the Programme

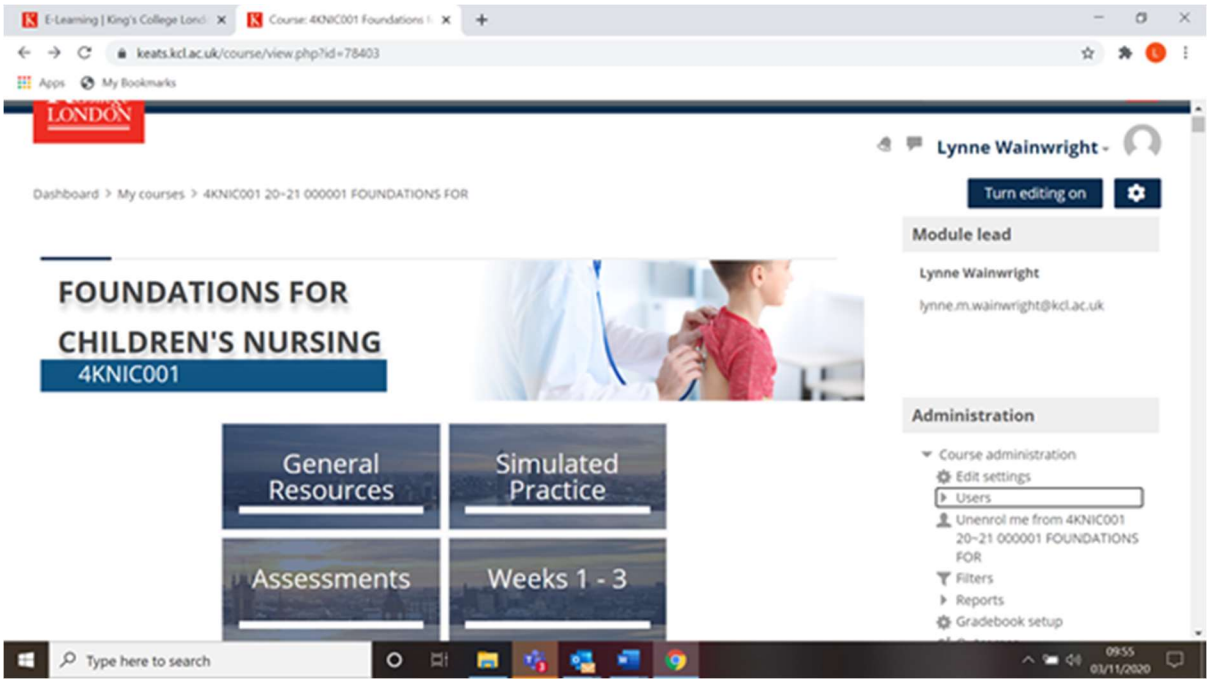
If a student has continued absence that falls below the 80% threshold with no circumstances that would explain this then the programme leader should arrange to meet with the student and discuss their progress on their programme of study. Students can be interrupted or discontinued from a programme of study if the programme leader feels the attendance and engagement of the student means the student is not able to meet the requirements of the programme.

Appendix A

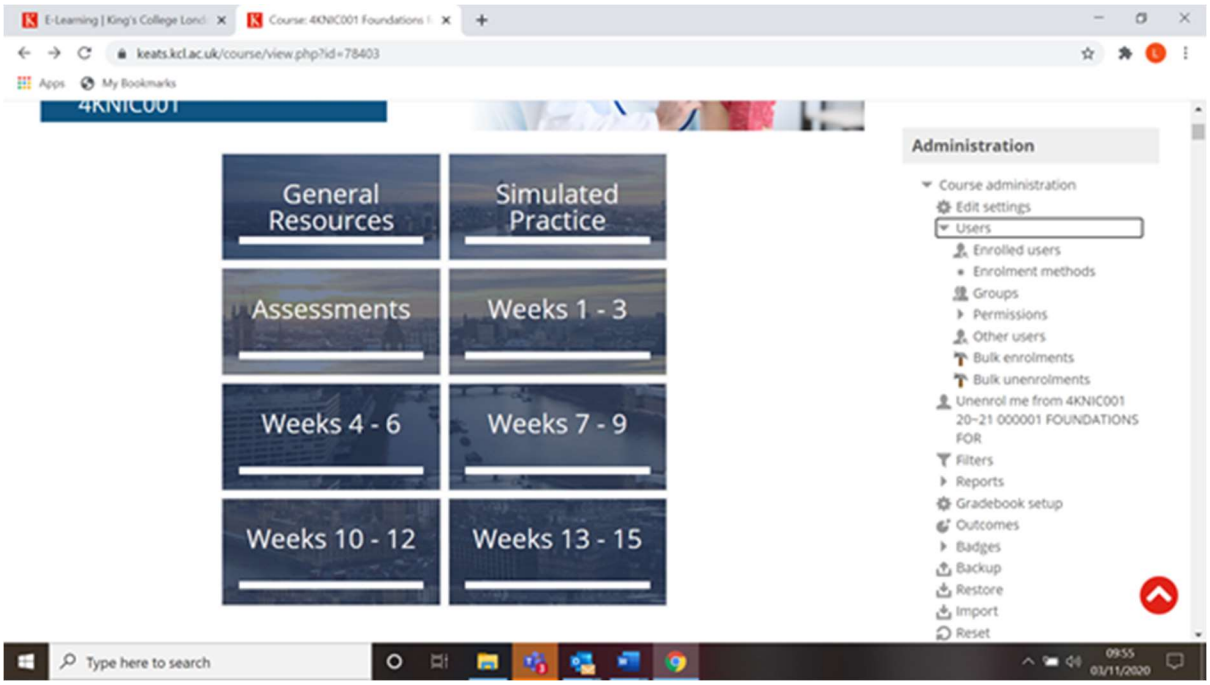
Monitoring of engagement and attendance on MS Teams and Keats

Keats

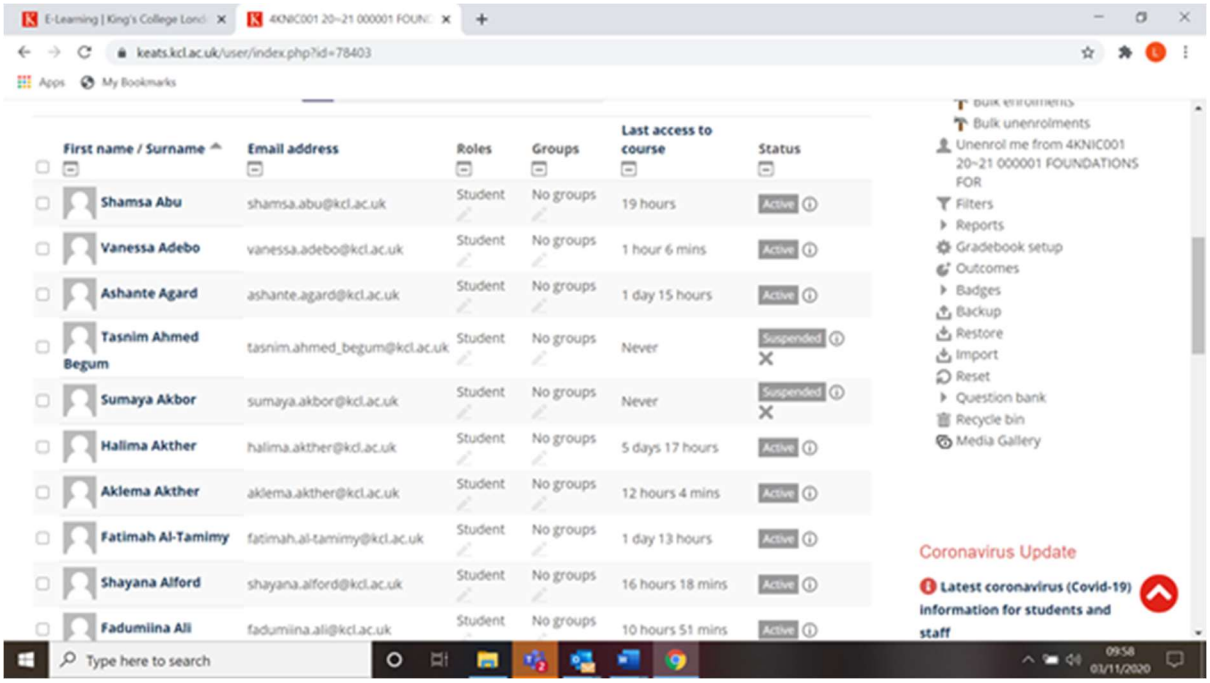
Access the module Keats space and click on users, this will take you to a list of everyone enrolled on the module :



Click on users and select enrolled users:



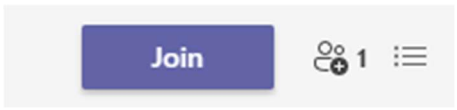
This will then enable you to see who has accessed the module when:



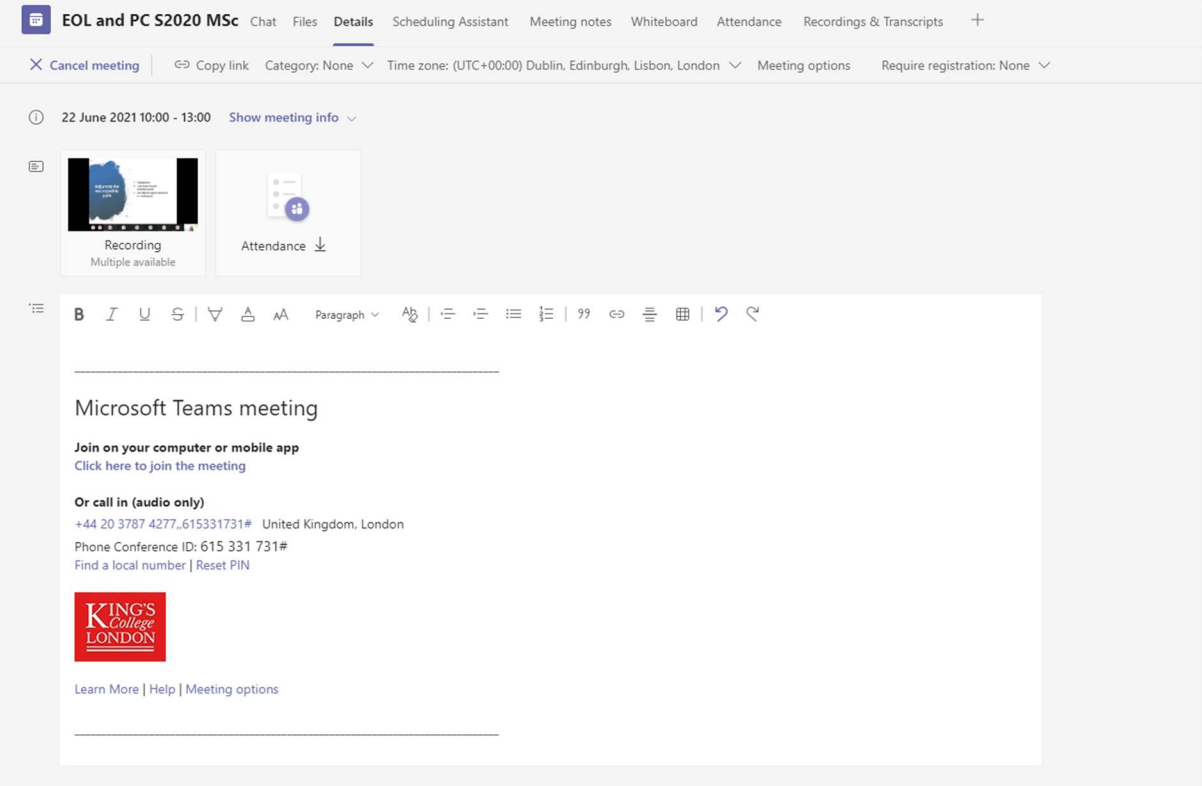
MS Teams

Click on the meeting

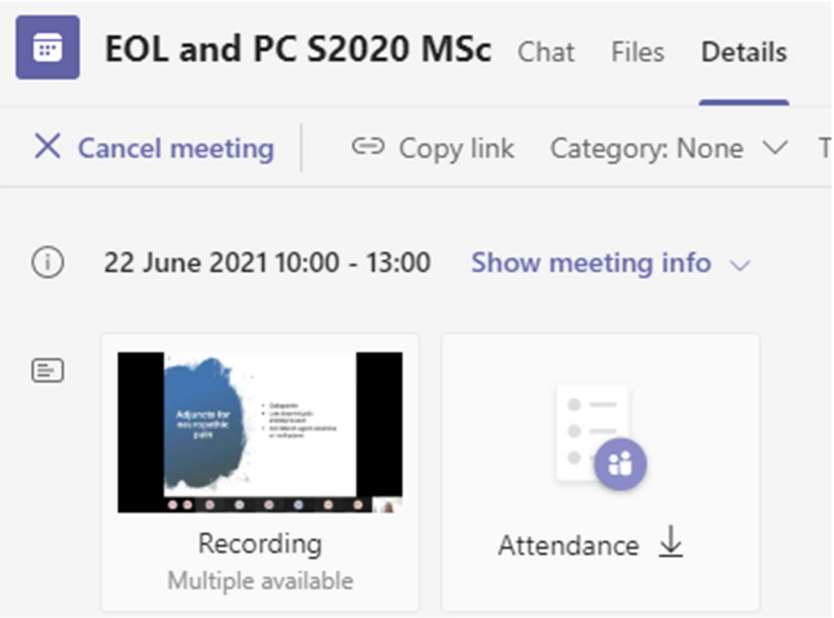
Click on the three dots at the right hand side of the meeting



This reveals this screen:

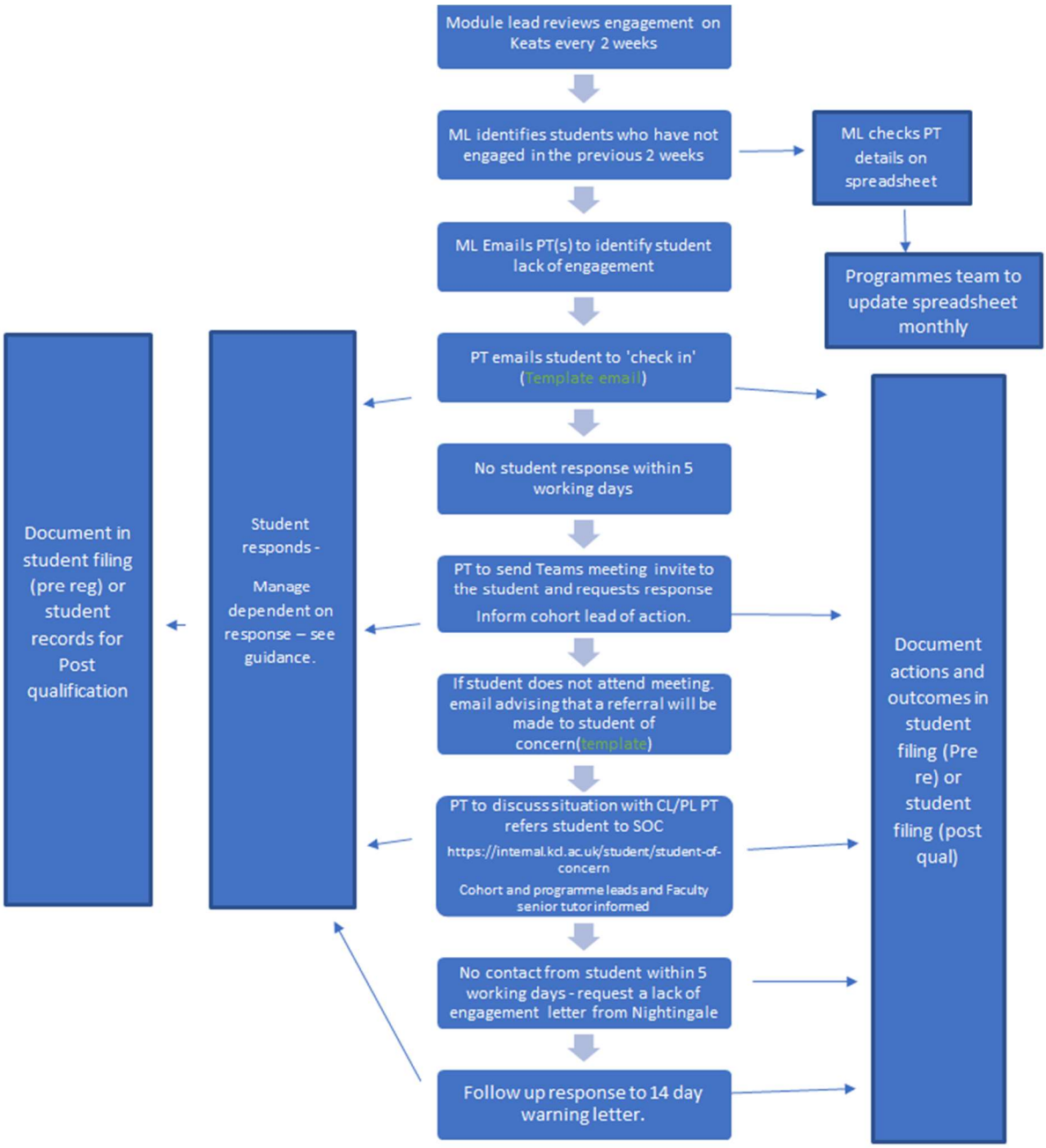


From which you can download an attendance list:



Appendix B

Student Engagement Flowchart



Appendix C

Student Guidance on Attendance and Engagement

The academic regulations for the university state that:

'Students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the Faculty': Academic Regulations

This policy sets out the requirements that you need to meet for attendance on programmes leading to registration as a nurse or midwife.

Your Responsibilities

You are expected to engage with all the learning activities that constitute your programme of study. This includes:

- Attendance at face-to-face learning activities
- Attendance at synchronous online learning activities
- Engagement with asynchronous learning activities
- Engagement with their personal tutor
- Attendance at clinical placement
- Mandatory training

If you are not able to attend a learning activity then you should complete the online absence notification available on the cohort and practice learning Keats pages.

As your programme leads to a professional registration there is no minimum attendance requirement, the expectation is that you will attend or engage with all learning activities. Attendance and engagement of students will be monitored by module and cohort/programme leaders.

The faculty recognises that there may be circumstances such as illness that mean you are not able to maintain your attendance and engagement and in these circumstances you should complete the absence notification and alert your personal tutor. Your personal tutor will meet with you and provide you with information about support that is available to you.

If your module attendance or engagement falls below 80% and you have not completed the appropriate absence notification and communicated with your personal tutor then you will be contacted by your personal tutor to meet with them. This meeting will be to identify if you have any personal circumstances that are preventing your attendance. The purpose of the meeting is to provide you with support and advice. Continued non-attendance or engagement may lead to you not being able to progress on your programme of study as you will not be meeting the standard set out in the Academic Regulations. You may be asked to meet with your cohort or programme leader and there is the possibility that you may be interrupted or discontinued from the programme.

Permission to go on holiday during the notified term dates will not be given. This includes any independent study weeks.

Monitoring and Reporting of Attendance at Simulated Practice

This policy sets out the processes for monitoring and recording of attendance at/completion of learning activities and hours for simulated practice on the following pre-registration programmes:

BSc in Nursing with Registration as an Adult Nurse

BSc in Nursing with Registration as a Children's Nurse

BSc in Nursing with Registration as a Mental Health Nurse

MSc in Nursing with Registration as a Children's Nurse

MSc in Nursing with Registration as a Mental Health Nurse

MSc in Nursing with Registration as an Adult Nurse

All of these programmes have simulated practice integrated within their learning activities that contribute to the student's total programme hours and enable the student to meet the programme learning outcomes. The monitoring and recording of attendance at/completion of learning activities and simulated practice hours is an essential part of programme management to ensure students meet the requirements of their programme in accordance with the NMC approval. The proposal adopts an approach that values student integrity and trust allowing students to self-declare their engagement with simulated practice. This approach hopes to promote a culture in which students become responsible and accountable for their own learning.

After each period of simulated practice/end of programme part students will be required to complete a self-declaration (the timing will be decided by the programme lead). This will require them to declare the following:

- Attendance at taught components (spot checks will be carried out at some of these sessions to facilitate enhanced verification of attendance)
- Completion of directed learning components on Keats (spot checks will be carried out of a sample of students to check completion)
- Confirmation of the number of hours completed

To facilitate students' understanding of the requirements of a period of simulated practice they will be provided with a guide to each period that outlines the learning activities that constitute the simulated practice. The guide will also outline the deadline for completion of the self-declaration and what the student should do if they are absent/unable to complete any element of the placement for a legitimate reason. Appendix A provides an outline of what a guide may look like and how learning activities can be organised on Keats to provide students with proof of completion. It also includes a schematic from UG Adult Nursing that outlines how simulated practice is organised.

Programme leaders will be responsible for the design of the self-declaration form for their programme of study. This will be an MS form which will allow an immediate download of an excel spreadsheet following the student completion deadline. An example of a suggested format is provided in Appendix B.

Once the deadline for the completion of the self-declaration has passed the placements team in the Nightingale Hub in collaboration with the Cohort/Programme Leader will review these and the hours will be verified on InPlace.

Managing Student Non Attendance at Simulated Practice Activities

- If the student is unable to attend the scheduled face-to-face simulated practice sessions, they will be offered the opportunity to swap the date or attend **ONE** scheduled simulated catch-up day at the end of the part/module.
- The timeframe to complete these activities will be at the **end of Term 1** of the next **Programme Part.**
- Catch up sessions will be organised at the end of July/beginning of August.
- Continued non-attendance or engagement with simulated practice may lead to a student not being able to progress with the programme

Dr Andrea Cockett Associate Dean: Assessment and Teaching

November 2021

Acknowledgements- BSc Registration as an Adult Nurse

Dr Mary Raleigh

Tiago-Horta-Reis-da Silva

Dr Lynn Sayer

Lucy Tyler

Appendix A

Example of Simulated Practice Guide

As part of this module you will have a period of simulated practice. This simulated practice will account for …….. practice hours and all components of it must be completed. At the end of the simulated practice you will be asked to verify that you have completed all of the learning activities identified. This declaration will be used to certify that you have met the requirements for this component of the programme. A false verification (for example declaring you have completed a learning activity when you have not) will result in immediate referral to the Faculty Fitness to Practice Committee. You will also be asked to submit any relevant e-learning certificates/badges.

The focus of this simulated practice is on the following areas of your programme:

Understanding of the NMC Code and the role of the NMC in Misconduct

Knowledge and skills related to venepuncture and cannulation

Knowledge and skills related to intravenous therapy

Knowledge and skills related to blood transfusion

Safeguarding and the role of case conferences

Communication skills

All of the resources that you require for this period of simulated practice are located on the …. module Keats page

Learning Activities that Contribute to the Simulated Practice

Introduction to simulated practice video

Understanding of the NMC Code and the role of the NMC in Misconduct

NMC fitness to practice hearings introductory video

Virtual tour of NMC fitness to practice hearing

NMC fitness to practice simulation preparatory materials

Simulated NMC fitness to practice hearing

Knowledge and skills related to venepuncture and cannulation

Venepuncture and cannulation E-Learning

Venepuncture and cannulation skills session

Knowledge and skills related to intravenous therapy

E Learning for Health IV Therapy Passport

IV therapies and central line skills session

Knowledge and skills related to blood transfusion

E Learning for Health Safe Transfusion Practice for Paediatrics module

Blood transfusion skills session

Safeguarding and the role of case conferences

Case conference preparatory materials

Simulated case conference

Communication skills

Simulated mental health conversations session

Simulated palliative care conversations session

Simulated sexual health conversations session

Numeracy

Completion of numeracy workbook

Numeracy test

Example of Organisation of Keats to facilitate student evidence

Learning activities on Keats can be organised to provide the student with a certificate or badge once they have completed the activity or group of activities. This would facilitate the provision of evidence for students and allow us to have a quality check on completion of learning activities. Learning activities can also be organised to ensure the student is not able to move between activities unless they have completed the previous activity.

Itel can provide support to organise learning activities in this way.

Example from BSc Adult Nursing 2 Module of Keats set up

Step 1. Virtual Preparation pre-reading activities: students will be awarded 8 hours for each clinical week. A Kings Badge or certificate will be awarded for the completion of each component. 1 badge/certificate = 8 hours.

VIRTUAL SIMULATION HOURS		**Hours Total:**	
Cardiac week	Cardiac Badge/Certificate	9 hours	98 hours
Respiratory week	Respiratory Badge /Certificate	13 hours	
Sepsis week	Sepsis Badge /Certificate	8 hours	
Neurological week	Neuro Badge /Certificate	8 hours	
Renal week	Renal Badge /Certificate	8 hours	
Medication management week	Medication Management Badge /Certificate	8 hours	
Mental Health week	Mental Health Badge /Certificate	8 hours	
Cancer Week	Cancer Badge /Certificate	8 hours	
Diabetes week	Diabetes Badge /Certificate	8 hours	
Older Adult Care week	Older Adult Care Badge /Certificate	10 hours	
Care of Deteriorating Patient Week	Care of Deteriorating Patient Badge /Certificate	10 hours	
SIMULATION HOURS		Hours Total	
Care of Deteriorating Patient I: **e-learning – 5.5 hours** **Practice – 2 hours** **Reflection & quizzes: 0.5 hours**	Care of Deteriorating Patient I Badge /Certificate	8 hours	52 hours
NG Tube Care (insertion, removal and enteric feeding) **e-learning – 5.5 hours** **Practice – 2 hours** **Reflection & quizzes: 0.5 hours**	NG Tube Badge /Certificate	8 hours	

Urinary Catheterisation, Digital rectal examination, and manual evacuation **e-learning – 5.5 hours** **Practice – 2 hours** **Reflection & quizzes: 0.5 hours**	Elimination Badge /Certificate	10 hours	
Stoma and Wound Care: **e-learning – 5.5 hours** **Practice – 2 hours** **Reflection & quizzes: 0.5 hours**	Stoma and Wound Care Badge /Certificate	8 hours	
Venepuncture and Cannulation: **e-learning – 4.5 hours** **Practice – 3 hours** **Reflection & quizzes: 0.5 hours**	V&C Badge /Certificate	8 hours	
Care of Deteriorating Patient II: **e-learning – 5.5 hours** **Practice – 2 hours** **Reflection** **Reflection & quizzes: 0.5 hours**	Care of Deteriorating Patient II Badge /Certificate	10 hours	
MANDATORY TRAINING		Hours	Total
Moving and Handling	Certificate testify the session	7.5 hours	12.5 hours
Basic Life Support	Certificate testify the session	5 hours	

Step 2.

The completion of the multiple quizzes will release a badge /certificate per activity (as explained in above table).

The student will have one certificate per week

All certificates will generate a badge when the student has completed the simulated hours for the programme part

The student will self-declare that they have completed each simulation component.

ClinicalSkills.Net

The certificates generated from clincalskills.net can also be used by students to provide evidence of completion of simulated practice learning activities.

Adult Nursing Schematic for Simulated Practice

Simulated practice hours attendance recording: the process- student view

What the student must do to fully achieve the simulated practice hours:

SIMULATION:

The process of recording pre-reading/activities.

The student undertakes each component of the stipulated pre-reading/activities. Each section must be completed ending in a quiz to achieve the certificate.

The module lead will monitor student attendance every two weeks when the students is in university.

The module leader will alert the students personal tutor if there are attendance concerns, and a termly break down of module engagement will be provided to the personal tutor.

A certificate will be awarded per clinical area. The student needs to bring the certificate to each in-person session to demonstrate they know how and understand what they must do to practice the skill (s) in the simulation centre.

Appendix B

Example of MS Form for Student Self-Declaration of Simulated Practice

Simulated Practice Self-Declaration

I am submitting this self declaration of completion of the learning activities for this episode of simulated practice. I
understand that if I make a false declaration I will be immediately referred to the Faculty Fitness to Practice Committee

1. Name *

Enter your answer

2. Programme *

Enter your answer

3. Cohort *

Enter your answer

4. I declare that I have completed the following E learning activities *

- [ ] E Learning for Health IV Therapy Passport
- [ ] E Learning for Health safe transfusion practice for paediatrics module

5. I declare that I have attended the following classroom based sessions *

- [ ] IV therapies
- [ ] Mental health conversations with young people