

- Applies to all pre registration students from **Faculty of Health and Medical Science**, Division of Health and Social Care, University of Surrey
 - Aims to support students and mentors and also ensure parity across all Placement Providers
1. All students are supernumerary; this should be indicated on the off duty. This enables students, in negotiation with the mentor, to leave the clinical area to follow a patient's journey i.e. through investigations etc. Student numbers do not contribute to the workforce establishment numbers.
 2. Placement Hours

Cohort	Placement Hours Per Week	Self directed Study Time	Days Off Per Week
September 12 onwards	37.5 (5 days)	Nil (Study time can be negotiated). Reading weeks are timetabled	2

3. Students may not accrue more than their weekly hours in placement in order to take time off in following weeks. Students wishing to make up 5 or more days sick must have agreement from the Branch Leader / Director of Studies at FHMS.
4. **If the placement is a 7-day service, students are required to work weekends e.g 1 weekend per calendar month in Year One and 2 weekends per month in Years 2 and 3**
5. A minimum of 60 hours night duty must be undertaken within the 2 year branch. No more than 230 hours of night duty are to be undertaken. **If the placement provides 24 hour care students should be encouraged to participate in night duty on each placement. It is recommended that working several night shifts in a row will enhance continuity of learning.** Twilight shifts are also to be encouraged to ensure students experience all care cycles, though only hours after 8pm count as night shift hours
6. Full time students should be on duty with their mentors for a minimum of two shifts (15 hrs) per week and extended programme students for a minimum of 7.5 hours per week
7. **Shift changes that result in reduced time working with mentors should be avoided**
8. It is not acceptable for all students on a placement to work the same shift. To improve the quality of the learning experience all available shifts must be used
9. Students can only work long days if that is the usual pattern of the placement and with the support of the mentor. Exceptional circumstances may be approved by the PLT (Practice Liaison Tutor)
10. Students are not entitled to Bank Holidays (these are within the students' allocation of leave). If they are off duty on a bank holiday it is one of their days off. Students do not get extra days off for working bank holidays
11. Students are not entitled to annual leave while in placement
12. **Students must inform the placement if they are going to be late on duty**
13. **Students must inform the placement and the University placement office if they are sick and unable to report for practice**, and follow due procedure for returning to practice
14. Students may not request particular days off to accommodate paid work