**FHS – GUIDANCE WORKING HOURS**

*This policy has been created in line with The European Working Time Directive (EWTD) (1998), RCN (2012) as well as NMC, PSRB and HCPC.*

* Definition of a practice week – 37.5 hours, other Programmes work only 30.00 hours with 1 day theory.
* Definition of a Practice Assessor - this is someone who is provided by the placement area to work with/support/oversee learning/complete practice assessment.

**General Principles for Student Working Hours in Practice**

* The EWTD does **not** allow employees (students) to average more than 48 hours per week and states that there should be an 11-hour break between the end of one shift and the beginning of another. Students should only work 37.5 hours (a practice week) but can follow the EWTD if they are working additional hours, this however, is only in exceptional circumstances.
* **Shift patterns** - Students should comply with their Professional Body standards which state: you are required to participate in 24 hour, 7 days a week care of patients/clients. This will include early, late, night and weekend shifts.
* Students can confirm their placement shift three weeks prior to the placement commencing (NOT BEFORE) and should document these within the formal record of ‘off duty’ in line with the placement process. Shifts will be influenced by the working patterns of your PA as well as the number of students on the placement.
* Students can negotiate longer shifts but only when making up hours (to a maximum of 14 hours). Longer shifts need to be negotiated with the placement and PLF team. Paramedics should liaise with YAS.
* Students should not normally be expected to work more than 2 consecutive long shifts together. Paramedics may be required to work 4 x 12 hour shifts per week.
* **Breaks** – During an 8-hour shift, a rest period of at least 30 mins should be taken, you are also entitled to an additional 15 mins, this can be included in your hours worked. For example, if you worked an 8 hour shift you should record 7.30 hours on your timesheet. On any shift of more than 8 hours your break should be at least 60 minutes, but could be split into two 30 minutes, these should not be included in your total when calculating your shift. Any students with an SPLD who require additional breaks need to negotiate with your PA and team.
* **Attendance** - in your placement will be recorded via TMS (refer to the PLU website for guides) or in your practice document, either format will need to be approved by your PA or Supervisor, these should be completed weekly. Nursing students **should not** include breaks in their working hours. Paramedic students should **not** deduct breaks.
* All absences (sickness, compassionate leave etc) should be recorded on your timesheets/MYEPAD.
* When reporting absence you **must** follow the trust policies. You are also required to inform the hub using the Student Information Desk (SID). If your absence exceeds 7 days (self-certification) you must provide a fit note through SID.
* **Night Shifts** – Students are not permitted to attend full days at university prior to or immediately after a night shift. Therefore, students must ensure they change their off duty if they are required to attend University.
* Students will be available to complete a night shift from Placement 1.
* Students should ensure they have completed a 24-hour period prior to course completion.
* Students would not normally be expected to work more than 2 consecutive night shifts.
* **Bank Holidays –** If a bank holiday falls during your placement you are still expected to work 37.5 hours which will include the bank holiday, you can negotiate the bank holiday as a day off.
* **Annual leave –** Can only be taken on the designated weeks built into your programme.
* **Adverse weather –** During bad weather it is unlikely your placement will be closed and you should make every effort to attend. If you are unsure, please refer to the trust/organization before attending. If, however, you believe it is unsafe to travel you must follow the absence reporting process explained above.