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|  | **Protocol for BSc Nursing and Midwifery Students Wishing to Avail of Compassionate Leave Whilst on Supernumerary Practice Placement and Internship Placement**BSc General NursingBSc Mental Health NursingBSc MidwiferyBSc Children’s & General Nursing |

UCD School of Nursing, Midwifery and Health Systems (UCD SNMHS), and the clinical partner sites, aim to support nursing and midwifery students who need to avail of compassionate leave while on clinical placement. Compassionate leave is granted at the **discretion** of the UCD SNMHS and the healthcare institution. Students can also contact their UCD personal tutor and/or student advisor, chaplain, programme and/or stage coordinators to avail of additional UCD support.

**Supernumerary Practice Placement**

* Students on supernumerary clinical placement must request Compassionate Leave from their Clinical Placement Co-ordinator (CPC). If the student cannot contact the CPC then link in with their UCD personal tutor.
* Students on supernumerary practice placement may be granted: Up to a maximum of **three** working days on the death of an immediate relative (for example, father, mother, brother, sister, mother-in-law, father-in-law, grandparent, aunt, uncle, niece or nephew) on the death of a spouse/partner or child, the maximum number of days may be increased to **five** consecutive days.
* If the period of compassionate leave impacts on the student’s ability to successfully complete their practice placement, then the student must complete any outstanding clinical time as per UCD SNMHS guidelines.

**Internship Practice Placement**

The students on internship placement must follow the local hospital/guideline on compassionate leave, which may differ from this protocol.

Student may need to refer to UCD Policies

* Extenuating Circumstances:
* Late Submission of Course Work
* Leave of Absence