



FREQUENTLY ASKED QUESTIONS (FAQs)

4. What is the procedure if a student is sick?

Procedure for students if late or ill:

The student is expected to telephone you, their Clinical Educator (speaking directly to you or a person in authority) at least half an hour before the commencement of working hours. They should also arrange to provide a handover of their caseload for the day as needed.

Students are then required to contact the Academic Coordinator of Clinical Education (ACCE) by phone, text or email and notify them of their absence. This needs to occur on the day of the absence.

Absences of 2 days or more require a medical or health practitioner certificate. This certificate should be submitted to the Subject Convenor of the clinical placement subject within five working days.

If 5 or more days are missed in one clinical placement, the student will need to discuss their individual circumstance with the ACCE. The ACCE will also be in touch with their Clinical Educator to discuss the student's progress.