

Name: Course/Intake: Adult/CYP/Mental Health/ Midwifery/Paramedic Practice/ RTP (Nursing)/RTP (Midwifery)/RTP (SCPHN) Placement Location:	Name of Practice Supervisor/Practice Assessor/Practice Educator/Placement Manager: Start Date: Total hours in placement:
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The timesheet should only include ACTUAL hours worked and not include any time off

Week 1 (please input date) - Total Hours worked =	Week 7 (please input date) - Total Hours worked =
Week 2 (please input date) - Total Hours worked =	Week 8 (please input date) - Total Hours worked =
Week 3 (please input date) - Total Hours worked =	Week 9 (please input date) - Total Hours worked =
Week 4 (please input date) - Total Hours worked =	Week 10 (please input date) - Total Hours worked =
Week 5 (please input date) - Total Hours worked =	Week 11 (please input date) - Total Hours worked =
Week 6 (please input date) - Total Hours worked =	Week 12 (please input date) - Total Hours worked =

I confirm this timesheet is an accurate account of my hours worked on this placement

Student Signature: _____

I confirm I have checked the timesheet and it is an accurate account of the hours worked by the student

Signature of Practice Supervisor/Practice Assessor/Practice Educator/Placement Manager: _____

Date of final signature: _____

NB This should be the last day on placement. If the timesheet has been signed in advance hours recorded on timesheet after date of signature WILL NOT be credited.

FOR OFFICE USE ONLY	Processed by:
	Total hours credited:

What is the timesheet for?

Your timesheet is part of your clinical documentation and is the evidence that you will meet the minimum hours requirement for the programme and therefore must be submitted on the dates as per your assessment schedule.

Should authorised absence be included in hours worked as it has been authorised?

No, it is the time off that has been authorised, you cannot be credited for hours you are not in attendance, this applies to all time off.

Can my timesheet be signed in advance?

No, your timesheet should be signed the last day you attend placement. If your Practice Supervisor/Practice Assessor/Practice Educator is not available another staff member can sign to verify your attendance.

If my timesheet is signed in advance will I be credited with hours after date of signature?

No, if your timesheet is signed in advance you will not be credited with hours achieved after the date of signature.

What if I make a mistake and write the wrong hours on my timesheet?

If you make a mistake score through the hours once and write the correct hours beside this. All amendments on your timesheet should be initialled by your Practice Supervisor/Practice Assessor/Practice Educator. If amendments are not initialled you will be contacted regarding this. Please do not use white out on your timesheet.

Where should I submit my timesheet?

Adult/CYP/Mental Health/Midwifery/Paramedic Practice students completed timesheets should be emailed to:

SNMPRecords@rgu.ac.uk

Return to Practice students (Nursing, Midwifery or SCPHN) completed timesheets should be emailed to:

SNMPCPD@rgu.ac.uk

If I have a query regarding timesheets who should I contact?

Adult/CYP/Mental Health/Midwifery/Paramedic Practice students please email:

SNMPRecords@rgu.ac.uk

Return to Practice students (Nursing, Midwifery or SCPHN) students please email:

SNMPCPD@rgu.ac.uk

Should the timesheet in my clinical documents be completed?

If you want to complete this for your own record that is fine. However please do not submit this, please submit the required School timesheet. It is also advisable to keep a copy of the completed timesheet you submit for your own records.