Nursing and Midwifery

JAMES COOK UNIVERSITY AUSTRALIA

Notify Absence from MPE (each day)

(NS1003, NS2277, NS2003, NS3229, NS3991, NS4993, NS4477)

Step 1: PHONE

Clinical unit | Clinical Facilitator

(as documented in the brief or as arranged on the 1st day of PEP)

Step 2: EMAIL

Subject Coordinator – mpe@jcu.edu.au

AND

Nursing Clinical – nursingclinical@jcu.edu.au

Step 3: Decision

Is this your first day [one (1) day only] of absence within your PEP allocation for this subject?

YES → No documentation required

NO → Supporting Documentation required

- **Sick Leave** – Medical Certificate Required. Must be uploaded to Pebble Pad
- **Personal Leave** – Statutory Declaration signed by a JP

Medical Certificates

Medical certificates where there has been no consultation (e.g. receiving a medical certificate based on a questionnaire a student has submitted) **will not be accepted**.

Step 4: Clinical Completion Hours (CCH)

Await Subject Coordinator and / or Nursing Clinical Team contact for CCH's

13 January 2026