Nursing and Midwifery

JAMES COOK UNIVERSITY AUSTRALIA

Notify Absence from PEP (each day)

(NS1882, NS2881, NS2882, NS3881, NS3882)

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 – NP2, NP3, NP4, NP5 or NP6

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