

Guideline for Managing Absence from Midwifery Practice Experience (MPE)

Notification Requirements

If you are absent from placement, you must follow the JCU notification process:

- **Notify the facility** in accordance with their orientation instructions (phone to your Clinical Assessor, Clinical Partner, Clinical Coach, or facility contact as per policy).
- **Notify JCU** by:
 - **MyProgress Clinical Portfolio users:** completing the *MyProgress: Notification of Absence from Midwifery Practice Experience (MPE)* form.
 - **Hardcopy Clinical Portfolio users:** submitting the absence via current pathways: nursingclinical@jcu.edu.au & mpe@jcu.edu.au

Supporting Documentation

- You are **not required** to provide supporting documentation for **one (1) day of absence** within your MPE allocation for this subject.
- You are **not required** to provide supporting documentation for **one (1) day of absence** within your MPE allocation for **each** subject.
- Any subsequent absence, including additional single days, **must be supported by appropriate documentation** and submitted via MyProgress or emailed to the subject coordinator via mpe@jcu.edu.au
- Evidence for illness or other extenuating circumstances is required for missed placement days and, where requested, must be submitted within **48 hours**.

For guidance on what constitutes appropriate supporting documentation, refer to the [Special Circumstances Supporting Documentation](#) page.

Health and Return-to-Placement Requirements

Students with any infectious or respiratory symptoms **must not attend placement**. You should:

- Stay home and undertake a Rapid Antigen Test (RAT).
- Return to placement in accordance with facility and JCU [Absence from PEP](#) guidance

Clinical Completion Hours (CCH)

After notifying your absence, await contact from your Subject Coordinator and/or the Nursing Clinical Team regarding Clinical Completion Hours. No further action is required until you receive instructions.