

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 MPE)

Step 2: EMAIL / MyProgress Absence form
MyProgress: log into MyProgress ePAD "Absence from MPE" form
Other: 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

No documentation required

Supporting Documentation required

Sick Leave
Medical Certificate
Required
Must be uploaded to MyProgress ePAD or emailed direct to mpe@jcu.edu.au



Personal Leave
Statutory Declaration
signed by a JP
Must be uploaded to MyProgress ePAD or emailed direct to mpe@jcu.edu.au

Step 4: Clinical Completion Hours (CCH)
Await Subject Coordinator and / or Nursing Clinical Team contact for CCH's