

Maternity Flow Chart for Students

Useful Contacts:

Tracking Tutors: Sue Melling (Lecturer Nursing); Liz Davey (Senior Lecturer Midwifery); Programme Co-ordinator (Physiotherapy/Occupational Therapy/ODP)
AskBU - for finance, council tax and housing advice and support at any time

Students may make initial contact with their Academic Advisor who may initiate the need for a Risk Assessment for Placement to be made by clinical practice staff.

Once pregnancy is confirmed :

Student is directed to Maternity Flow Chart and makes contact with **Tracking Tutor / Programme Co-ordinator** who will meet with the student to:

Midwifery Students may be see their Academic Advisor if appropriate

1. Discuss risk assessment process and personal safety of student; Direct **student to ask clinical area** to 'risk assess' for practice placement(s)
2. Discuss management of student programme; plan student start of maternity leave and return dates
3. Discuss confidentiality of letting askBU, Programme Admin and Clinical Placements know

Student will obtain a MatB1 from her midwife
A MatB1 is a certificate provided to confirm pregnancy and expected date and is usually required by employers.

Student will meet with the **Tracking Tutor/Programme Co-ordinator** :

1. Check dates arranged;
2. Complete BUR101WMAT with student and sign;
3. Ensure Admin is advised: placements to be advised

Midwifery Students may be see their Academic Advisor if appropriate; Send BUR101WMAT to askBU and complete student records

Tracking Tutor/Programme Co-ordinator:

Keep full and accurate records in student file; Send BUR101WMAT to Lindsey Scott and give a copy to the student

Student to notify **Tracking Tutor/Programme Co-ordinator** of any amendments are needed to leave dates during their pregnancy or maternity leave. This will mean a new BUR101WMAT form is to be completed

Student to e-mail Admin and Tracking Tutor/Programme when they commence Maternity Leave

Admin will write to the student 6-8 weeks prior to the agreed date to re-start the programme

Student to respond in writing to this and confirm her return date

Tracking Tutor/Programme Co-ordinator will:

1. Ensure information regarding units of study to be completed;
2. Outstanding clinical practice; and placement area(s) are aware of proposed return; reminder of need to Risk Assess student on return to practice
3. CRB/OH review and Re-enrollment completed before return

Paternity leave: Students may apply for up to 4 weeks leave within the first six months from birth. This can only be agreed once a copy of the partners MatB1 and a completed BUR101WMAT is provided to the Tracking Tutor/Programme Co-ordinator