



**ISLE OF MAN DEPARTMENT OF HEALTH
EDUCATION AND TRAINING**

**Policy for the Continuation of
Isle of Man Nursing Students Bursary
Scheme whilst on an Authorised
Period of Maternity/Paternity Leave**

**Policy for the Isle of Man Department of Health Student
Nurses Bursary Scheme during an authorised period of
Maternity/Paternity Leave**

Maternity Leave

1. This Policy applies to student nurses in receipt of an Isle of Man Department of Health bursary, while undertaking a programme of learning leading to registration as a nurse. The Policy outlines the financial and personal support available, from the IOM DH Student Nurses Bursary Scheme, during pregnancy and the time a student is on an authorised period of maternity leave. This continuation of bursary will be monitored and, if appropriate, further advice will be provided to ensure it continues to effectively support IOM DH Student Nurses during an authorised period of maternity absence.

Eligibility

2. Students who have commenced on the IOM DH BSc Nursing Programme and who are in receipt of the IOM DH Bursary may apply to receive bursary payments whilst on an authorised period of maternity leave for up to 45 weeks.

Financial Provision for Maternity Leave

3. The Policy allows students to continue to receive bursary payments whilst on an authorised period of maternity for up to 45 weeks.

What to do when a student finds out she is pregnant

4. As soon as possible a student should inform her PAT that she is pregnant and the expected date of arrival of her baby. This is important, as the IOM DH will need to undertake a risk assessment and discuss with the student the arrangements relating to antenatal activity, continuing her programme and forthcoming placements.
5. Before the student commences her Maternity Leave she should provide the specific Programme Leader (Adult/Mental Health Branch), with the MAT B1 form confirming her pregnancy. The MAT B1 form is available after 20 weeks of pregnancy from her GP or Midwife.

When should the period of authorised Maternity Leave begin?

6. It is for the student and the specific Programme Leader, (Adult/Mental Health Branch) to discuss and agree when the period of authorised leave should commence, taking into account:
 - the mother to be and baby's health and well being;
 - the point in the programme when it would be the best time to begin the break;
 - the student's ability to undertake, and any potential risks relating to, clinical placements until the expected date of arrival (e.g. high risk placements).

Payment of bursary during authorised period of Maternity Leave

7. The specific Programme Leader (Adult/Mental Health Branch) and student will need to complete Form Stu-Matle. This form contains student information including: Programme name; her Programme start date; the baby's expected date of arrival; the date the student is expected to commence her Maternity Leave and the date it is anticipated that the student will return to her Programme.

The form must be signed by both the specific Programme Leader (Adult/Mental Health Branch) and the student. The student will be given a copy of the completed form. The specific Programme Leader (Adult/Mental Health Branch) will forward the form to the IOM DH (Finance Department).

The return date is required to ensure that bursary payments will continue during the maternity leave. At this stage the anticipated return date is only an indication. This will be dependent on the point at which the Student, PAT and specific Programme Leader (Adult/Mental Health Branch), believe the student can effectively and safely return to her studies. This may include when the next BSc Nursing Programme will run, and when the student could rejoin it successfully.

As soon as possible following the birth of her baby, the student should contact her PAT and specific Programme Leader (Adult/Mental Health Branch) informing them of the birth.

Returning to BSc Nursing Programme

8. It is the student's responsibility to maintain contact with the specific Programme Leader (Adult/Mental Health Branch), following the birth of her child.

The student will need to contact her specific Programme Leader (Adult/Mental Health Branch), to confirm her actual return date.

If there is no change from the original return date indicated on Form StuMatle, the student will receive a letter from the specific Programme Leader (Adult/Mental Health Branch) confirming the date on which the student will recommence the Programme.

If the student's circumstances have changed and she needs to extend the period of time away from her Programme, the student must contact her specific Programme Leader (Adult/Mental Health Branch) and arrange to meet her PAT in order to complete a revised StuMatle form. Failure to maintain contact with the specific Programme Leader (Adult/Mental Health Branch), May result in the cessation of bursary payments and jeopardise her return to the programme.

9. We encourage students to take a minimum of 12 weeks paid maternity absence¹.

Whilst a student can return before the recommended 12-week period, we are mindful of the health and well-being of the mother and baby. Therefore, the specific Programme Leader (Adult/Mental Health Branch) should be confident that the mother is fit and well. Supporting evidence will be sought from the GP, Health Visitor and/or Occupational Health Service before she recommences the Programme.

Completion of training within a set timescale required by Professional Bodies

10. Students should be aware that there is a specified timescale as laid down Nursing and Midwifery Council within which time Pre-Registration Nursing Programmes must be completed.
11. The Royal College of Midwives recommends a minimum of 12 weeks maternity absence for NHS Bursary Scheme students.

Paternity Leave

12. This Policy applies to student nurses in receipt of an Isle of Man Department of Health bursary, while undertaking a programme of learning leading to registration as a nurse. The Policy outlines the financial support available, following the birth of the student's and partner's baby, from the IOM DH Student Nurses Bursary Scheme,

Eligibility

13. Students who have commenced on the IOM DH BSc Nursing Programme and who are in receipt of the IOM DH Bursary may apply to receive bursary payments whilst on an authorised period of Paternity leave for up to 2 weeks.

Financial Provision for Maternity Leave

14. The Policy allows students to continue to receive bursary payments whilst on an authorised period of Paternity Leave for up to 2 weeks.

Applying for Paternity Leave

The student should notify their PAT/ Specific Programme Leader (Adult/ Mental Health Branch), of their intention to take Paternity Leave, prior to the birth of their child. The application form for Paternity leave - Stu-Patle will need to be completed by the student and Specific Programme Leader (Adult/Mental Health Branch) or PAT.

The student must provide confirmation of the birth.

Frequently Asked Questions and Answers

1. I have just discovered that I am pregnant. Am I eligible to apply for continuation of bursary payments whilst on Maternity Leave?

Students, who have started on IOM DOH Pre-registration programmes and are in receipt of the maintenance nursing bursary, are eligible to apply.

2. How do I apply?

As soon as possible you should let your specific Programme Leader (Adult/Mental Health Branch) and PAT know that you are pregnant. The period of authorised absence must then be agreed between the student and her PAT, prior to the start of her maternity absence. Once agreed, the PAT must inform the Pre-Registration Curriculum Leader using the relevant form, providing an expected date of arrival of the student's baby, the start of the authorised maternity absence and expected return to training date. As long as an appropriate form is submitted, the IOM DH will ensure that the student's bursary payments continue uninterrupted.

3. How soon can my maternity leave commence?

You will need to discuss this with your specific Programme Leader (Adult/Mental Health Branch) and PAT.

This will have to be discussed and agreed between the student and the Pre-Registration Curriculum Leader following a risk assessment by the PAT with consideration given to forthcoming placements. The final decision rests with the IOM DH Education and Training Head of Learning.

4. How long can I be off on bursary funded Maternity Leave?

You can continue to receive your bursary for up to 45 weeks continuous absence.

5. What about my clinical placements during the pregnancy?

Normally, there will be no reason why you cannot continue or undertake clinical placements throughout your pregnancy; however your PAT will need to undertake work area risk assessment. Some placements may be considered too high risk e.g. Theatres, and where necessary and possible suitable alternative placements should be sought.

6. Will my ante-natal appointments taken whilst still in training affect my bursary payments?

No, ante-natal appointments will not affect your bursary payments. You will however, need to agree with your specific Programme Leader (Adult/Mental Health Branch) and PAT time off for ante-natal appointments.

7. What happens if I miscarry?

If you miscarry (before the 24th week of pregnancy²), normal sick absence provision will be applied i.e. up to 60 days paid bursary entitlement³.

³Miscarriage is the loss of pregnancy before 24 weeks (NHS Direct)

8. What if a student is ill prior to her pregnancy?

If a student is absent due to a pregnancy related illness before the expected week of childbirth or before the agreed date that she is due to take maternity absence, and it is within 4 weeks of this date, this should be regarded as the start of the maternity absence. The bursary will therefore continue to be paid, from this date.

Absence prior to the last four weeks should be treated as sickness absence and can be covered by the normal 60-day sickness rule.

9. What do students need to tell the IOM DH Education and Training Centre

Students need to contact the centre after the child is born to confirm the date of birth of their baby. Students will also need to liaise with the centre to confirm if the date provisionally agreed to return to their programme is still acceptable. If events are changing at the centre, the centre will also have responsibility to keep the student informed.

10. What happens in the event of a premature birth?

Where a student's baby is born prematurely before the date of the agreed maternity absence, and the student is still in attendance, the maternity absence will commence the day after the day of birth and continue for up to 45 weeks.

Where a student's baby is born prematurely before the start date of the agreed maternity absence, and the student is on a period of certified sickness, the maternity absence will commence the day after the day of birth, and continue for up to 45 weeks.

11. What happens in the event of a stillbirth?

Where a student's baby is stillborn after the 24th week of pregnancy, the student will be entitled to receive a continuous bursary for up to 12 weeks from the day after the date of birth.

12. How soon can the student resume their programme following maternity absence?

Some students wish to resume their studies quite quickly following maternity absence. However, students would normally be encouraged to take a minimum of 12 weeks paid maternity absence⁴. Any earlier return would have to be cleared through the student's GP, Health Advisor and/or centre occupational health department. On resumption of training the PAT must notify the IOM DH (Finance Department).

⁴ A minimum 12 weeks maternity absence for NHS Bursary Scheme students is recommended by the Royal College of Midwives.

13. What happens if a student is unable to return to the programme within 45 weeks of taking authorised maternity absence?

In exceptional circumstances, the period of authorised maternity absence may be extended beyond 45 weeks. Exceptional circumstances covers such things as post-natal depression, serious illness or loss of baby, no available childcare

or the centre cannot facilitate a return due as there are no available cohort within the programme.

Any extension of bursary payment beyond the normal 45 weeks is subject to the agreement and approval of the IOM DH Head of Learning.

14. What happens if a student decides not to return to the programme following a period of maternity absence?

The student must contact the Pre-registration Curriculum Development Leader. The Pre-registration Curriculum Development Leader will inform the Head of Learning. The student must also contact the Pre-registration Curriculum Development Leader, **in writing**, informing them that she does not intend to resume her place on the programme. The student will be required to repay any bursary payments received whilst on a period of authorised maternity absence.

15. Where can I get more information, help and support?

Your Occupational Health Department should be able to help and support you. You can also obtain information from the [DHSS Social Security Division](#).

1. Due to the early selection of students for the BSc Nursing Programme, students may become pregnant before the start of their Programme. At the earliest stage, they should contact the IOM DH Education and Training Centre and discuss the suitability of starting their studies or deferring them until after the arrival of their child. Advice from occupational health may be appropriate at this stage to enable the student to make an informed decision.

DRAFT