



College of Osteopaths

Attendance & Penalty Policy – Clinic

The College expects all students:

- To participate fully in the learning activities associated with each module and to undertake **all components** of assessment attached to it. The students' completion of the enrolment and confirmation process includes a commitment to the following Participation Contract:

“I undertake to participate fully in those activities which are described in each module as essential and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal.”

- To adhere to the College's [Student Charter](#) and the [University of Derby's Student Code of Conduct](#) or [Staffordshire University's Student Charter](#).

To conduct themselves in accordance with [The Osteopathic Practice Standards \(OPS\)](#)

To adhere to the of Scope of Practice as set out by the iO insurers and The College of Osteopaths

Clinic Attendance:

Clinical Learning at the College comprises of three clinical modules (University of Derby programme) or five clinical modules (Staffordshire University programme) with specific attendance requirements. See page 2 for the table of hours.

By the end of the programme, all students must complete a minimum of 1000 hours, have treated 50 patients presenting as new or reassessment within the college clinics and demonstrate they are likely to be able to practice in accordance with the Osteopathic Practice Standards (OPS).

At the discretion of the College, the 50 new or reassessment patients may include up to 7 simulated patients undertaken in a six week period prior to the Clinical Competency Assessment (CCA). Please see the document titled “Eligibility for the CCA” for more details.

Cancellation:

Students must give at least 24 hours-notice if they need to cancel booked sessions and give reasons for cancellation. This allows the team to release the session to other students and also helps to prevent the cancellation of patients. If students do need to cancel they must contact the Teaching Clinic they were due to attend. See page 2 for contact.

It is the student's responsibility to cancel their own bookings.



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Late Arrival and Non-Attendance:

In exceptional circumstances where notice cannot be given, such as in the event of sickness, please telephone the college clinic as soon as you are able to do so. If you are anticipating a late arrival, please indicate your expected time of arrival. When you do get to clinic, please make sure you check-in with clinic admin, so that they know you have arrived.

Penalties for late arrival and non-attendance

The College will monitor late arrivals and non-attendance at clinic. Repeated behaviour (more than twice) may result in penalties being imposed. The penalty imposed for late arrival, non-attendance or late cancellation (less than 24 hours) could be:

- students to incur a loss of **4 hours** from the total clinic hours achieved;
- Referral through the Fitness to Practise Policy;

What to do if you are going to miss a session?

Please email:

Borehamwood: reception@collegeofosteopaths.ac.uk

Stoke: osteoclinic@collegeofosteopaths.ac.uk

at least 24 hours in advance of the affected booking in order for the absence/late arrival to be recorded.

Table of Hours:

Module	Required Hours	How	Time Frame
Clinical Osteopathy 1	150	40 Virtual (evenings) 110 observations hours in the teaching clinic	This is a 2 semester module – runs September to July – module requires 150 clinical hours by 31 st July of 2 nd semester.
Clinical Osteopathy 2	300	All hours in clinic	This is a 3 semester module – runs September to January – module requires 300 clinical hours by 31 st January of 3 rd semester.
Clinical Osteopathy 3	550	All hours in clinic	This is a 3 semester module – runs February to mid-June – module requires 550 clinical hours by the day before CCA in 3 rd semester. <i>An additional Semester</i>



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			<i>July to December of (Y5) is available to complete these hours.</i>
Clinical Osteopathy 5	300	All hours in clinic	SU students only. This is a 2 semester module – runs September to mid-June – module requires 300 clinical hours by the day before CCA in 2 nd semester.
Clinical Osteopathy 6	300	All hours in clinic	SU students only. This is a 3 semester module for MOst students – runs September to January – module requires 300 clinical hours by the day before CCA in 3 rd semester.