



## Report of “Late for Duty”/ “Absent from duty” Form

Student Name:	Student No.:	
Programme: Full-time: Bachelor of Nursing with Honours in <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care Higher Diploma in Nursing Studies <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care Distance Learning: Higher Diploma in <input type="checkbox"/> Nursing <input type="checkbox"/> Mental Health Nursing		
Practicum: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V (For Full-time Programme Students Only)		
Course Code:		
Hospital:	Ward/Unit:	Specialty:

### Record of “Late for Duty” / “Absent from duty”:

**Late for Duty:** Date: \_\_\_\_\_ Duration: \_\_\_\_\_ Minutes

**Absent from Duty:** Date: \_\_\_\_\_

### Name and Rank of Clinical Staff:

\_\_\_\_\_  
**Signature:**

### Remarks:

1. Please complete the report for student who has been “Late for duty” or “Absent from duty”.
2. Please refer to the concerned student for the data of ‘Practicum’ and “Course Code”.
3. The completed report should be faxed to the General Office of School of Nursing & Health Studies, HKMU (Fax No. : 2406 2375).