**The Register of Support Providers at Queen’s**

**Nursing Students: Copy of Notes Policy**

The Business Services Organisation (BSO) has agreed to pay Note Takers the sum of £12 per month per additional student for copies of notes where:

* The Note Taker has agreed to supply a copy of the notes for their primary student(s) to other students on the same course/year for an extra £12 per additional student per month.
* The Note Taker has agreed to attempt to include in each set of notes, as far as practicable, each student’s individual requirements in terms of font size, font preference, structure etc.
* The Note Taker will submit, on a monthly basis, separate a timesheet for each additional student to whom copies of notes were supplied.

‘*Copies of notes for the month of xxxx*’ should be detailed in the ‘Nature of Support’ section and ‘*Copies of notes*’ reiterated in the ‘Areas Covered’ column, with the student signing as normal (once only) in the ‘Student Signature’ section.

**Details of the individual classes are not required** but to avoid double claims, the Note Taker must **ensure that the month of the claim is noted** in the ‘Nature of Support’ section.

* The Note Taker **preferably emails the notes to each student individually** to preserve confidentiality.

If the Note Taker does decide to email notes to multiple students at the same time it is **essential** that he/she makes sure that the **Bcc (ie ‘blind carbon copy’)** facility is used for sending the notes to the group so that no one is able to see who else is on the mailing list and student confidentiality / anonymity is preserved.

**Queries**

For any queries or for a copy of this guidance in an alternative format, please contact:

**The Register of Support Providers** **at Queen’s**

Disability & Wellbeing Services

Student Guidance Centre

Queen’s University

Belfast, BT7 1NN

**Tel:** 028 90 973610 / 028 90 972727

**Email:** nmhreigster@qub.ac.uk; supportprovider@qub.ac.uk

**Web:** [www.qub.ac.uk/directorates/sgc/disability/TheRegisterofSupportProvidersatQueensUniversity/](http://www.qub.ac.uk/directorates/sgc/disability/TheRegisterofSupportProvidersatQueensUniversity/)