



University of  
**Southern  
Queensland**



15 March 2024

# Professional Placement Guide for Nursing Students

Bachelor of Nursing  
School of Nursing and Midwifery

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## Introduction to Placement

Professional placement is an integral part of your degree and is a co-operative effort between an agency to which the student has been allocated and the University of Southern Queensland (UniSQ). Professional placement is designed to compliment UniSQ coursework and to provide students with the opportunities to develop their personal skills and professional understandings. Professional placement also allows the student to demonstrate their competence and to translate theory and example into placement. Please note that there is no direct correlation between a placement and employment in placement organisations.

This guide has been compiled to provide students with information applicable to to undertaking and completing professional placement components embedded in their program of study. It includes information about professional placement requirements, expectations, behaviour, conduct and responsibilities. To ensure students are well prepared and eligible to participate in professional placements please read this document carefully and contact the Work Integrated Learning Team or your Placement Coordinator if you have any questions. It is within the rights of the University and the agency to stop a placement if these guidelines are not followed.

## Contacts

### The Work Integrated Learning Team

The Work Integrated Learning (WIL) Team consists of WIL Officers and WIL Support Staff in Toowoomba, Ipswich and Springfield. The team is responsible for:

- liaising with agencies and the Academic Team to source and allocate placements
- reviewing and verifying mandatory documents for placement
- notifying students of important deadlines and placement information

The WIL Team can support you with questions or problems you may have when preparing for and attending a professional placement. You can contact iConnect or the WIL Team via online chat through our website, phone, or email.

Email: [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au)

Chat: [Chat to us](#)

Phone: (07) 4631 2359

### The Academic Team

The Academic Team member associated with professional experience is the Course Coordinator or Placement Coordinator for your Professional Placement courses. Their role is to:

- assist students with performance related concerns and professional issues surrounding professional placement
- discuss any non-compliance with mandatory requirements with students
- address any placement agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

#### Contact Information:

The contact information for your Course Coordinator is assessable via the course StudyDesk. Course Coordinators are located at the Toowoomba or Ipswich Campus but can be contacted by making an appointment either by email or phone.

Position Title: Associate Head (Clinical Education), School of Nursing and Midwifery

Academic Name: Professor Victoria Terry

Campus: Toowoomba

Email: [Victoria.Terry@unisq.edu.au](mailto:Victoria.Terry@unisq.edu.au)

The WIL Team or The Academic Team should be your first point of contact for any placement related questions.

## Geraldton University

Nursing students enrolled through Geraldton Universities Centre can contact either the Geraldton campus for assistance or the WIL Team.

Email: [reception@guc.edu.au](mailto:reception@guc.edu.au)

Phone: 08 9920 4400

## Placement Course Specifications

The course specifications provide information on each course approved for the University's teaching program. Download your course specification and become familiar with what you must do if you plan to obtain a passing grade in the course. Students should also ensure they have satisfied the pre-requisite, co-requisite and other requisite requirements for each course. If in doubt, contact the Enrolments Team. Further information about your placement courses can be found in the UniSQ Handbook and on the StudyDesk sites.

## Program Placement Requirements

To meet the registration requirements of the approved program curriculum, nursing students must successfully meet program rules and inherent requirements. Students must complete 100% of placement hours which is 840 hours within the clinical courses offered in the program in a variety of clinical contexts. Students will be provided opportunities to undertake Professional Experience Placements in a range of clinical contexts that align to the learning objectives within clinical courses within the Bachelor of Nursing (BNSG) program. For example, professional experience placements may occur within medical, surgical, paediatrics, high dependency, aged care, community/primary health care and mental health clinical areas within rural, regional and metropolitan health care settings. An international placement experience may also be available to students. All students enrolled in the BNSG degree are registered with the Australian Health Practitioners Regulation Authority (AHPRA).

## Student Registration Obligations

Registered Nurses are governed by national legislation, the **Health Practitioner Regulation National Law Act 2009**. The role of the Nursing and Midwifery Board under this national law is to protect the public. The National Law clearly states what is required of the University, and of the student, to ensure compliance for all students attending professional placements. This obligation means students must be fit to practice and must act within the guidelines of the law while on professional placements.

Section 90 of the Health Practitioner Regulation National Law Act 2009 is about the registration of Bachelor of Nursing students. Students are registered with the AHPRA in their first semester of study. At UniSQ this occurs after the Census Date. Student's registration expires at 'the end of the day on which the student completes, or otherwise ceases to be enrolled in, the approved program of study' (Section 90. P126 Health Practitioner Regulation National Law Act, 2009).

An education provider is required under the National Law to notify AHPRA if they reasonably believe:

- A student enrolled in a program of study provided by the education provider has an impairment that, in the course of the student undertaking clinical training as part of the program of study, may place that public at substantial risk of harm; or
- A student for whom an education provider has arranged clinical training, may place the public at substantial risk of harm.

Information provided from Section 143 National Legislation 2009.

Students have an obligation under the National Law to notify AHPRA within seven days if:

- They have been charged with an offence punishable by 12 months imprisonment or more; or
- They have been convicted of, or are the subject of, a finding of guilt for an offence punishable by imprisonment; or
- Their registration under the law of another country that provides for the registration of students has been suspended or cancelled.

## Scope of Practice

The scope of practice for nursing students is what undergraduate students are educated, skilled and authorised to perform. The scope of a student's practice is influenced by:

- ✦ progress within the program
- ✦ the health care needs of the clinical learning environment
- ✦ the level of acuity of the patient/client in the health care setting
- ✦ available support and supervision

As an undergraduate nursing student, the scope of practice changes through your degree. The Course Coordinator for the clinical course in which you are enrolled will provide the guidelines for your current scope of practice.

- ✦ **Student nurses** are required to work under the supervision of a registered nurse at all times and adhere to hospital policies particularly in relation to drug administration.

It is up to you to make sure that you understand and work within these guidelines when on placement. Students who practice outside of their current scope of practice may receive an unsatisfactory grade.

Reading and becoming familiar with the below Nursing and Midwifery Board of Australia (NMBA) documents will ensure you are following professional and ethical guidelines in practice. These can be obtained via the links below or via the links on the [Placement Hub](#).

[Registered Nurse Standards for Practice 2016](#)

[Code of Conduct for Nurses \(1 March 2018\)](#)

[Code of Ethics for Nurses \(1 March 2018\)](#)

## Definitions of Key Terms

**Professional Placement:** Professional Placement means the placement of a student at an agency for the purposes of gaining practical experience in the profession of their study.

**Placement Coordinator (Course Coordinator):** The suitably qualified employee of UniSQ who is employed to organise, coordinate and/or supervise the professional placement arrangements and/or experience of students enrolled in an approved course.

**Work Integrated Learning Officer:** The administrative employees of the University who are members of the Work Integrated Learning Team.

**Agency:** An organisation that provides structured and supervised practical experience for students for the purposes of enhancing their work readiness.

**Clinical Supervisor:** A suitably qualified individual who has been nominated by UniSQ or the agency to support and/or supervise the student while undertaking professional placement. May also be referred to as clinical facilitator or preceptor.

**InPlace:** Online platform for placement-related information (mandatory documents, placement allocation details, student logbooks), accessed via [inplace.unisq.edu.au](http://inplace.unisq.edu.au)

**Period of Study:** Refers to model of study chosen for the program/course e.g. Semester, Trimester etc.

# Mandatory Document Requirements and Resources

## Placement Calendar

A Clinical Placement Calendar is provided each year on your program Placement Hub. It identifies the dates in which placements may be offered in a period of study. This provides a visual representation of placement so you can understand and plan for when you might be allocated a placement. It will also assist you with submitting preferences and plan your placement around residential schools and other university related activities.

You are expected to be available for placement at any time in the period of study including study breaks and exam periods, so please remember this when you are enrolling and making personal plans.

## Important Dates

It is important that you plan and prepare for your placements. To assist with this, the WIL Team provide you with an 'Important Dates' document which is available on your program Professional Practice Hub. This document provides you with all the key dates to ensure your placement allocation and commencement goes smoothly.

These include:

- ✦ when mandatory documents must be updated for each period of study
- ✦ when placement preferences must be submitted on [InPlace](#) for each course
- ✦ when special consideration requests must be provided by for each period of study
- ✦ when placement allocations will be released on [InPlace](#) for you to view

## Professional Practice Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information and ensure that they plan their enrolment in placement courses and submission of mandatory documents to ensure placement in the nominated study period of enrolment. It is important that you use this site to assist with your organisation, preparation, and support your success.

## Mandatory Document Information

UniSQ is required by the placement provider to collect documents for each student, ensuring that they are completed correctly and valid for the duration of each placement. Students must ensure they provide and update these documents via [InPlace](#) before each placement. You will not be allocated nor permitted to commence placement until all mandatory documents and requirements have been completed and updated.

You are encouraged to start preparing and completing your mandatory documents from your acceptance into the program as some documents, in particular Hepatitis B vaccinations, may take several months to complete. Please ensure you take this into consideration when planning for your placement. The WIL Team monitors mandatory documents closely when allocating placements. We recommend that you upload your documents as soon as you receive/complete them so your preparation for placement can be easily viewed.

You must provide all your documents by the due date on the Important Dates document so they can be checked and verified by the WIL Team. Should you not meet the deadline your placement may be delayed or even cancelled. You may also be dropped from the placement course for the period of study if sufficient progress has not been made. If you have circumstances that impact on your ability to have your mandatory documents completed on time, this **MUST** be discussed with the Placement Coordinator and WIL Team before the cut-off date.

Please be aware that some documents only need to be submitted once, before your first placement, while others have an expiry date and need to be updated throughout your studies. You will be required to plan ahead and ensure that any expiring documents are updated by the due dates throughout the duration of your program. At times, UniSQ is required to provide some or all of your mandatory document information to the placement provider for placement purposes.

There is a discipline specific list of mandatory documents available on your Placement Hub. You can also refer to the Placement Hub for further information and links on how to complete these requirements. If you have any questions about your mandatory documents and how to complete them, please contact the WIL Team.

## InPlace – UniSQ Placement Management System

[InPlace](#) is the cloud-based placement system used by UniSQ to electronically allocate and manage professional placements. Once you enrol in your first-year courses in the program, an [InPlace](#) file is created for you in the system overnight refresh. You can then log in using the above link and your UniSQ log in and password. [InPlace](#) can also be accessed via a link on your program's Placement Hub.

InPlace is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ You provide information prior to placement, e.g. preferences, special consideration requests, facility expressions of interest, and accommodation (if applicable).
- ✦ Pre-placement information (orientation information) is shared prior to your commencement (if applicable).
- ✦ Placement confirmation/allocation details will be released.

There is a 10 minute [video](#) and written instructions available on the Placement Hub. These will inform you how to upload your documents, how to submit preferences and access important information through InPlace.

### [InPlace Tips](#) –

- ✦ Once you upload your documents on the 'My Details' page, InPlace will send the WIL Team a message to review and 'verify' that they are correct.
- ✦ Go back and check a couple of days later that they have been approved or read the comment on your To-Do list on the home page to see why they were rejected.
- ✦ Checking the details page of your InPlace file is a quick way of finding out when your documents will expire - make sure they are kept current for all your placements, including looking ahead on documents that expire to check they will be valid for an entire Study Period. You cannot rely on the 'traffic light' system as this only alerts you once a document is very close to expiring.
- ✦ InPlace works best with Google Chrome and Mozilla Firefox.
- ✦ If your placement is not released or has been hidden from your view, you may need to update one or more mandatory documents. Placements are not confirmed until they are released on InPlace.

## Placement Eligibility

For students to be eligible to attend placement they must:

- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ enrol in the placement course
- ✦ provide all mandatory documents within the specified timeframes
- ✦ be allocated a confirmed placement via [InPlace](#)
- ✦ prepare for orientation and first day arrangements
- ✦ provide any additional specific requirements requested by the placement agency within the specific timeframes

## Pre-requisite Course and Enrolments

Prior to enrolling in placement courses, students need to read the course specifications to be aware of the placement requirements which are set by the University and/or accrediting body.

To attend or remain on placement, students must have met all academic pre-requisite requirements for the placement course. Incomplete results for theory courses are not considered to have met the pre-requisite requirements. However, in some disciplines, students may be able to commence placement with an incomplete result for a pre-requisite placement course. If students receive a fail grade for a pre-requisite course and have already commenced placement, they will be asked to stop placement. In this situation, any completed hours will not be counted towards the placement.

Late enrolments or not submitting mandatory documents in time may make it impossible to source or allocate a placement in the enrolled period of study timeframe.

If you have questions about your course progression or pre-requisites for a placement course according to UniSQ Pre-Requisite procedures, please contact iConnect or the UniSQ Enrolments Team.

## Recognition of Prior Learning

At UniSQ, we want to help you on your journey at university and recognising your prior learning and work experience is just one way we can do that. Recognition of prior learning is a process that assesses formal and informal learning and work experience in the field to determine the extent to which an individual has achieved the required learning outcomes, competency outcomes or standards to warrant exemption from a particular course. Some programs may have restrictions on the number of exemptions able to be granted for placement experience.

Further information on recognition of prior learning and the process to apply is available [here](#).

## Inherent Requirements

There are a number of inherent requirements that must be met prior to applying for or graduating from a degree. At UniSQ, we are committed to providing an equitable environment for students with disability, injury, mental health or medical conditions that impact on their ability to study and achieve academic success. The inherent requirements of a degree are those fundamental skills, capabilities and knowledge that students must be able to demonstrate in order to achieve the essential learning outcomes of the program, while maintaining the academic integrity of that degree.

Information on the [inherent requirements](#) specific to your program of study can be accessed in the UniSQ Handbook. Please ensure you read and understand the inherent requirements before enrolling in a placement course. For further information contact our [Student Equity Officers](#).

## Fitness for Placement

If you are aware of any chronic or acute injury, illness or condition that may affect you during your placement, or any other factor that may impact your capacity to practice the profession or engage in placement, please contact the WIL Team and/or the Placement Coordinator prior to placement allocation and as early in the program as possible. It is likely that you will be asked to provide a Fitness for Practice certificate (signed by a medical practitioner) prior to commencing a placement.

Concerns regarding fitness to practice may arise due to, but not limited to the following:

- ✦ A health condition or disability – (chronic or transient) that is likely to affect your capacity to undertake placement or practice in the profession.
- ✦ Inability to meet, or disregard for, the compliance requirements of UniSQ, the placement agency or of the broader profession.
- ✦ Failure to satisfactorily complete the pre-requisite courses for the placement course/s.
- ✦ Conduct and/or performance that is inconsistent with acceptable standards for your chosen profession.

Sometimes your personal situation (family, financial, legal etc.) or health could change over the duration of your studies. This can impact on whether you are still able to meet the program conditions. If your situation does change, please notify your Program Director or in Geraldton the GUC Clinical Coach, to discuss whether you are 'fit for placement'. Any information you provide will be treated with discretion. You can also seek advice and guidance from a Student Equity Officer at [disabilitysupport@unisq.edu.au](mailto:disabilitysupport@unisq.edu.au).

## Impairments and Criminal Charges (Unsuitability to hold general registration)

If you have an impairment or a criminal charge listed against you on your National Police Check, you may not be eligible for a placement.

An 'impairment' is defined under the Health Practitioner Regulation National Law, as a

- ✦ physical or mental impairment,
- ✦ disability,
- ✦ condition or disorder (including substance abuse or dependence),

that detrimentally affects or is likely to detrimentally affect capacity to safely practice the profession or a student's capacity to undertake clinical training as part of the approved program of study in which the student is enrolled or as arranged by an education provider.

National Boards may place conditions on your registration to ensure that you are able to practice safely if an impairment or criminal history is applicable to you. If you do have a severe impairment or criminal history, you should check with your National Board that they will register you on completion of your program.

UniSQ is committed to making reasonable adjustments to enable students to participate in their degree. Reasonable adjustments must not fundamentally change the nature of the inherent requirement.

If you have a health/disability issue that could impair your ability to do a placement, please contact the [Equity and Diversity](#) office. On occasion, depending on the situation, it may be necessary for the University to share this information with an agency for them to confirm whether they are able to provide a suitable placement for you. Any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

## Reasonable Placement Adjustments for Academic Progression

Any student with a disability who may require alternative academic arrangements in the program and/or specific arrangements for placement is encouraged to seek advice from the WIL Team or the Placement Coordinator. If a Learning Support Plan has already been devised, it may need review in relation to placement requirements and further consultation with the Program Director and/or Academic Team. Please note that all adjustments are made as per the UniSQ Students with a Disability Policy and Procedure. You can review the document here [policy](#).

# Before Placement Allocations are available

## Self-selectable Placements

If you are eager to attend a rural or remote placement experience in Queensland, you can apply for a self-selectable placement when they become available on [InPlace](#). This is an **optional** placement allocation process for students enrolled in a second or third-year placement course ahead of the usual placement allocation, allowing students extra time to plan for the upcoming for their rural placement. To be eligible to participate and apply for rural placements offered, students must be enrolled and compliant with all mandatory document requirements.

- ✦ To participate in this opportunity, you can apply via [InPlace](#) during the timeframe available - see the Important Dates Document on the Placement Hub.
- ✦ Placement self-selection will only be available for students with all mandatory documents provided via [InPlace](#) when applying.
- ✦ Requests will be assessed by the WIL Team and if approved, placement details will be confirmed on [InPlace](#) at the time of approval allowing early planning.
- ✦ Contact the WIL Team with questions via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) or find more information on the Clinical Placement Hub.
- ✦ Students enrolled in [NUR3799 Transition to Rural and Remote Practice](#) can self-select placements.

If you live in a rural area and would like to do placement locally, we recommend that you utilise this self-selectable process, or you may miss out on a local placement.

## Preferences

As part of the placement allocation process, you are given the opportunity to provide preferences for the regions where you would like to complete placement. Preferencing is not mandatory; if you choose not to provide preferences, you will be allocated based on your address on InPlace and placement availability.

Our WIL Officers use your preferences as a guide and will try to place you at an agency within one of your preferred regions or within one hour of your address on InPlace. As UniSQ is reliant on the availability of agencies to offer and support placements, not all placement preferences can be met. UniSQ is competing with multiple Queensland universities and other organisations for suitable placements. Due to the limited capacity of agencies to support large volumes of placements, you will be required to travel and should be prepared to attend placement in locations you did not preference.

Preferences should be provided as soon as possible upon enrolment in a placement course. Preferencing will be available on your InPlace profile. Changes can be made to your preferences at any time, however, the preferences provided on InPlace as of the cut-off date on the Important Dates document will be the ones used during the allocation and requesting process.

**Preferencing is not offered in Semester 3** due to limited placement options during this semester and preferences cannot be taken into consideration. Please note that preferencing is not available to GUC based students.

- You **MUST** select 4 preferences from the list of approved Queensland regions (found on the [NUR:PPHub](#))
- 4 preferences **MUST** be nominated for them to be considered.
- Interstate students should select 'interstate' and three other Queensland regions.
- Preferencing must be completed well in advance, as per the deadlines provided in the Important Dates document each semester.

When preferencing, please consider the different options you have for placement, as the Darling Downs and Ipswich regions are very popular for placement - if you know someone you can stay with in another region while on placement, it may be worth nominating that region as one of your preferences and communicating this to the WIL Team in advance.

## Facility Expression of Interest

If you have an interest in attending a particular agency, you will be able to lodge a Facility Expression of Interest via [InPlace](#). Expressions of interests will only be accepted during the timeframe specified on the Important Dates document and will be second priority to your preferred regions. Changes can be made at any time after enrolment; however, the information provided on InPlace as of the cut-off date on the Important Dates document will be the expression of interest considered during the allocation and requesting process.

If you are requesting a placement in an agency where you work, this will be considered. However, a maximum of two placements can be done in your workplace and must be in clinical areas other than where you perform your work tasks in order to provide a rich educational experience.

## Special Consideration

Special Considerations are pre-existing circumstances that you are aware of that may impact your ability to attend placement in a certain timeframe or with a certain agency. You are required to provide evidence to support your special consideration request in line with the [Assessment of Special Circumstances Procedure](#) for the request to be appropriately considered. Special consideration information can be lodged on InPlace until the special consideration due date for the period of study in which placement is being completed. Please view the Important Dates document for the specific dates.

- ✦ Your requests need to be in line with the [Assessment of Special Circumstances Procedure](#) and you must provide evidence to support your request, such as a letter from an employer or doctor.
- ✦ Your special consideration requests can be submitted on [InPlace](#) for the duration of your degree if it remains applicable. It can be updated if your circumstances change.
- ✦ Special consideration requests must be submitted by the due date to be taken into consideration. It cannot be guaranteed that requests can be met; however, the WIL Team always tries to take these into consideration.
- ✦ If you do not have a special consideration request, you should declare this by selecting the option from the drop-down list on InPlace.

If you do not apply for special consideration, you must be willing to attend the placement you are allocated.

## Pregnancy

If you become pregnant during your study, you will not be able to do a placement for 6 weeks either side of your estimated due date. If you are enrolled in a placement course in the semester when you are due to give birth, you must notify the WIL Team by the special consideration due date, so you can be placed in an appropriate timeframe. Please submit a special consideration request to [InPlace](#) including a letter from your doctor with your estimated due date and confirmation of your fitness to complete placement while pregnant.

If you are planning a pregnancy, you will need to have your required immunisations before you become pregnant. If you have not been immunised or do not have immunity and are already pregnant, you may not be able to have some immunisations until further into your pregnancy. Please contact with the WIL Team to discuss your situation and your capacity to attend placement.

## Working While on Placement

Due to professional and ethical responsibility, you are expected to be well rested and well prepared for placement. Working full or part time hours while on placement may be placing yourself at risk under work health and safety legislation and you are expected to leave from work to achieve placement requirements.

## Payment for Placement

As placements are required to be a learning experience with a teacher/student relationship, free from expectations of payment and the employer/employee relationship, students cannot be paid by the agency for their placement hours.

## Conflict of Interest

You must notify the WIL Office and Placement Coordinator of any real, perceived, or potential conflict of interest (COI), which includes being allocated to a site

- ✧ where you currently work;
- ✧ where you currently work and the only suitably qualified supervisor available is your colleague or superior;
- ✧ where you have a previous or current relationship with the supervisor;

You are also required to disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or clinical requirements of the degree program. This may include, but is not limited to, any financial dealings or interests, participation in organisations, political parties or religious groups, which may influence clinical or academic decisions. You can provide COI information via your InPlace profile.

## Rural and Remote Placements

Rural and remote placements are exciting opportunities for students to attend placements at facilities in rural or remote towns as they provide a chance to work with and understand different cultural groups and they can expand your knowledge, skills and capabilities giving you increased confidence. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places you otherwise might not visit.

Many Queensland Health rural and remote locations where you might be placed have accommodation provided onsite at the hospital or nearby in housing provided by Southern Queensland Rural Health (SQRH). Depending on the accommodation that is secured there may be a cost associated.

The availability of accommodation can make it easier for students to be able to attend placement at these sites as it decreases the financial pressure of attending a rural placement.

Students also receive great support from the academic team during these placements. Please review the information on the [NUR:PPHub](#) under the 'Rural Placement Information' section and consider putting in a preference for placement at one or more of these sites or engaging in placement self-selection.

## Students in States outside of Queensland and Western Australian

Students who live in states outside Queensland and are non-GUC students, and who wish to do placement locally within their state, must submit a special consideration request in writing to the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) at least the period of study before they are enrolled in a placement course. This is to allow the WIL Team sufficient time and the best opportunity to source a local placement for you. It can be difficult to obtain placements in other states so be aware that you may have to travel to other locations in your home State or Territory, or to Queensland for some/all of your placements if the WIL Team are unable to source them locally for you.

## Pre-Placement Requirements

There may be additional Induction Sessions that are mandatory for you to attend placement. If there is a requirement you will be notified in writing via the course StudyDesk or by the WIL Team.

## Placement Allocation Process

To ensure that students gain maximum benefit from their professional experience, UniSQ has developed processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-placement planning has a number of stages involving communication with students, and agencies offering placements; these processes usually begin well before the commencement of the study period. If you work in an agency, you must advise the WIL Team via InPlace as soon as possible as this may impact your placement allocation.

Placement allocation depends on several of the below factors:

- ✦ Mandatory document submission status
- ✦ The number of students who preference the same location
- ✦ The number of placements that are received by UniSQ from an agency
- ✦ The availability of placements in a set timeframe
- ✦ Student enrolments

Special consideration requests are viewed in the first instance which is why you need to submit them early if you wish to have the WIL Team account for your circumstances. Then, the WIL Team engages in ordinary allocation processes whereby all students who have submitted their mandatory documents are placed at suitable facilities with details to be released to students as per the Placement Release dates on the Important Dates document.

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or preferred region. This does not mean you will definitely receive a placement within this radius as facilities only offer a certain number of placements at one time. Please be aware that you may be required to travel longer distances than this to attend placement. Pending availability, you may be allocated a rural or remote placement or a placement away from home during the allocation process. If you do not meet the [Special Circumstances Procedure](#) criteria, then you will be expected to attend the placement allocated, regardless of location. All students are required to complete placements across several sites or disciplines to gain a breadth of experience.

Placement opportunities are sourced by the WIL Team and/or Placement Coordinator. You must not source your own placements unless advised in the course specifications or a previous discussion has occurred with your Placement Coordinator or WIL Officer. If students are aware of a placement opportunity within an agency or have placement site suggestions, they can provide this information to the WIL Team via InPlace in the Facility Expression of Interest section, or via email, and appropriate procedures will be then followed. You are not permitted to contact a site, unless you receive written approval from the Placement Coordinator or WIL Officer to do so.

Placements are then released to students once all mandatory compliance has been met and in accordance with the Important Dates document available on the Placement Hub for each period of study. Your placement will not be released on [InPlace](#) until you have submitted all mandatory documents and they have been verified. Once your placement has been confirmed, you will be able to see the details of where you have been placed on [InPlace](#).

## Placement Allocation Communication

All email communication will be via the UniSQ email account. It is a student's responsibility to check their emails, StudyDesk and InPlace to ensure they are up to date on the placement allocation process and meet their responsibilities in a timely manner. Students may send their queries through [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).

Students studying through Geraldton Universities Centre (GUC) in Western Australia may have some different requirements; if in doubt, please check with your Clinical Coach.

## Placement at Current Place of Employment

Students may be allowed to undertake their placement in their workplace, unpaid, in an area that will offer responsibilities different to their current roles and responsibilities. Students may be required to provide documentation to support their request to undertake placement within their workplace. Once the Placement Coordinator or WIL Team has assessed that the workplace may be able to offer appropriate learning opportunities, they will make contact with the agency to ensure that the agency will:

- recognise that the employee is in a student role
- be able to meet the educational requirements, principles and policies of the profession and the university
- allow for student learning experiences that are separate to the student's routine work responsibilities
- provide the student protected time separate from the duties carried out at work, including attendance at integration seminars
- wherever possible provide a supervisor who is not the student's line manager or usual supervisor
- ensure the student receives supervision regularly and sufficient support to complete the Learning Plan and assessments.

## After Placement Allocations are Available

### Placement Acceptance

Students are expected to attend any reasonable placement opportunity as allocated by the WIL Team or Placement Coordinator. If you do not attend the placement allocated to you; withdraw; or cancel a placement in an unacceptable timeframe, you may be administratively unenrolled from the placement course or receive a Fail – Not Participate grade and will need to enrol in the next available study period the placement course is offered. Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations. Students should refer to the Academic Calendar provided by UniSQ to view important dates, including Census Date.

Please remember when placements are released that it CANNOT BE GUARANTEED that your preferences, facility expressions of interest and special consideration requests will be met as there are many factors that affect placement allocations. We encourage students to take their responsibilities as listed below very seriously, and to consider some of the support functions listed in this section such as swaps, appeals and bursaries to assist them in making the most of the placement opportunity that has been provided to them.

### Student Responsibilities

All aspects of the placement apart from organising the placement is **YOUR** responsibility. This includes:

- ✦ swapping or submitting a Placement Appeal Application if required
- ✦ arranging to attend the placement if you are unable to change the placement
- ✦ arranging child-minding
- ✦ organising and paying for any costs associated with parking, travel and accommodation
- ✦ rearranging private work commitments, as placement is a priority
- ✦ submitting clinical bursary or SQRH funding requests if required

### Swap Process

If you feel your placement allocation is not suitable for your circumstances, you can attempt to swap your placement with another student who is enrolled in the same placement course for the same period of study. There will be swap forums available for each placement course on the Placement Hub where you can post requests to swap and connect with other students in the same situation.

If you wish to swap a placement with another student, both of you need to agree and **both** of you will need to email the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) to request the swap. The swap will not be official until your [InPlace](#) file is updated with the change, and you receive written confirmation from the WIL Team. Swap requests must be submitted at least 2 weeks prior to commencing your placement.

Should you not be able to swap your placement with another student, you may be eligible to submit a Placement Appeal Application if you meet the criteria.

## Placement Appeal

If you are experiencing 'exceptional circumstances' that require variation to your placement including timetable or location, you may be eligible to submit a Placement Appeal for review. For your application to be considered, your reasons must meet the [Assessment of Special Circumstances Procedure](#) and you must provide supporting evidence consistent with this policy – for example, a letter from a doctor, an employer or a statutory declaration signed before a Justice of the Peace to support your application or another official document relevant to your request. This must be lodged via [InPlace](#).

The WIL Team or Placement Coordinator will not reallocate or change placements without a verified Placement Appeal Application, unless cancelled by the placement provider due to unforeseen circumstances. The Placement Appeal process is only available for Semester 1 and 2 placements. It does not guarantee your placement can or will be changed. You may need to attend your original placement or drop the clinical course and enrol in a future study period.

## Accommodation

Accommodation options while on placement are limited and dependent on the agency/location where you will be attending placement. Most facilities do not have accommodation available therefore it is the student's responsibility to source and fund any accommodation required. If you are allocated a placement that requires accommodation or travel, there are opportunities to apply for funding to assist (see below).

Students are responsible for their own travel costs in getting to and from their placement. Public transport may be available to travel to your placement location, but students must check this before making placement requests. Students are encouraged to consider the capacity of their car to travel long distances and their confidence in driving to remote locations.

There is further accommodation information available on the [NUR:PPHub](#) advising students of locations where accommodation is usually available and how to apply for accommodation in each area where it is available. Once you receive your placement allocation, check the accommodation information and then if required, submit an application for accommodation via [InPlace](#). This will be reviewed, and you will be advised of the process from that point as it may be different for different sites. Accommodation is usually located close to the agency itself but may be a short distance away. There are bicycles for students staying in SQRH accommodation.

GUC students please contact your Clinical Coach for accommodation information.

## Scholarships, Bursaries and Financial Assistance

UniSQ offer a wide range of scholarships to assist with textbook, practical experience, accommodation, or living expenses. Some scholarships will be one-off payments, while others will continue for the length of your degree. Placement bursaries are also available to assist students who are undertaking their placement in rural or remote areas or away from where they usually reside and the associated costs.

Please refer to the [UniSQ Scholarships website](#) for more information about available scholarships, bursaries and the eligibility criteria.

In addition to UniSQ supported scholarships and bursaries, there are external organisations who offer financial support opportunities and incentives. As the WIL Team becomes aware of the allowance, scholarship and/or bursaries, we will endeavour to notify students via the news & Announcements forum on the Placement Hub.

In 2024 UniSQ has been advised by Queensland Health about a one-off, cost-of-living allowance available for eligible final-year students attending placements away from home. This duration of the scheme is 4 years: 2024 – 2028. Please refer to the [Nursing and Midwifery Regional, Rural and Remote Student Placement Allowance](#) Website and the [Placement Hub](#) for more

## Southern Queensland Rural Health

UniSQ works in collaboration with Southern Queensland Rural Health (SQRH) who can offer accommodation to Commonwealth supported students allocated to a South West Hospital and Health Service or Darling Downs Health rural placement. Further information can be found on their [website](#).

Where hospital accommodation is full or unavailable, SQRH offer accommodation (where available) at no cost for Commonwealth supported students attending rural placements in Toowoomba, Kingaroy, Chinchilla, Roma, Goondiwindi, St George and Charleville. The accommodation is fully furnished and equipped, providing a 'home away from home' environment for students. Non-Commonwealth supported students can apply for SQRH accommodation where available and there will be a cost associated.

Submit your SQRH accommodation request via InPlace at first and you will then be provided with further information.

SQRH can also provide subsidy for students to travel to and from their placement. Applications are considered on a case-by-case basis. Please check the [SQRH website](#) for more information and to see what other support opportunities are available. Other support available from SQRH includes the opportunity to apply for funding via a bursary to help with costs for students on an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

## Orientation and Roster Information

The information for your first day of placement and your roster (if provided) is updated on InPlace two weeks prior to commencing placement. This is the timeframe that works for our agencies to provide information and is also to avoid creating confusion for students allocated to different block dates. The dates that the information is current for will always be included so please check that they are the same as your allocated placement dates. If a roster is attached, it will be for the students who are attending placement on those dates. The dates will also be on the roster.

The orientation information on [InPlace](#) is divided into sections. It includes any extra requirements that you need to complete for a particular placement location, information for the first day of placement, medication review information, accommodation information for different sites and roster information. Some facilities do not provide a roster and you will be advised of your placement shift hours on your first day of placement. This is a decision made by the agency and UniSQ cannot provide a roster for you in this instance.

You are encouraged to check all other information for the agency you are attending well ahead of your placement as many facilities have extra requirements that you need to complete before attending placement and some may take more time to complete (for example you may be required to obtain a First Aid certificate, receive additional vaccinations or serologies, or complete further iLearn modules). Again, this is agency-specific, and you must meet these requirements in the required timeframes, or you will not be able to attend placement. Any extra documents required are to be uploaded to [InPlace](#) under the 'Facility Specific Requirements' section.

It is important to recognise that clinical placements, whilst an educational experience for students, occur in workplaces which operate within their own policies, processes, and with specific guidelines that are separate to that of UniSQ. UniSQ's role is to communicate to students what those requirements are, and InPlace is where this is done. Similarly, whilst your allocated placement is your focus and priority, the site will likely have students attending immediately before or after your placement, and those students require information, too. This is why UniSQ often cannot provide roster information well in advance, and why we ask that students check InPlace both in the lead up to and immediately before their placement, so as to ensure they are viewing accurate information and preparing accordingly.

GUC students please contact nominated academic staff member for orientation information and any other placement issues.

# Preparing for Placement

## Clinical Equipment and Uniform

Uniforms and equipment **must** be purchased prior to undertaking a clinical placement course.

**Clinical Equipment** - Students should purchase a stethoscope with bell and diaphragm. These are available online through [School Locker](#) and any medical equipment supplier.

**Clinical Uniform** - The UniSQ clinical shirt and optional jacket, and belt bag are available to be ordered online through [School Locker](#). You can check sizing and purchase some through these outlets, but we recommend sourcing the remainder through School Locker. **Remaining items can be purchased from any retail store.**

The **full clinical uniform** for nursing students complies with current Workplace Health and Safety regulations and is as follows:

- ✦ **Bottom:** Comfortable fitting dark navy blue or black slacks, cargo pants, culottes (no hipster or jeans) or knee length skirt. **GUC students** must wear navy blue nursing scrub pants only.
- ✦ **Top:** Student nurses can select any of the clinical uniform shirts available online or on campus. They are peacock green for nursing students.
- ✦ **Shoes:** Black or navy-blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole (**NO** joggers or sandals).
- ✦ Hijabs or headscarves must be navy blue or black in colour if worn.
- ✦ Black or white sport socks or walk socks.
- ✦ Optional – UniSQ jacket for winter.
- ✦ Remove body piercings other than stud earrings and cover any piercings that cannot be removed

**Lab coats & belt bags, clinical packs and watches can also be purchased from medical equipment stores or online.**

**Student ID** – You have the option to obtain a student identification card suitable to wear while on placements. This is an ID that has less personal information visible and replaces using your normal university identification. Please contact [iConnect](#) to obtain one.

## Clinical Supervision

UniSQ use the two models below for supervising clinical courses depending on the clinical placement course, availability of supervisors, and Clinical agency's requirements:

### Facilitation model

This model is suited to the nursing students studying NUR1399 Foundations of Nursing Practice, although it may also be used at times in other clinical agencies.

The model uses a Registered Nurse to supervise a group of approximately 6-8 students. The Facilitator will organise, supervise and evaluate your clinical placement. The Facilitator may be an employee of the clinical agency or UniSQ.

### Preceptor model

In this model students will be assigned an experienced Registered Nurse who will be your Preceptor during your placement. Most of the time you will be working closely with your Preceptor and be on the same shifts. This does mean that you will be rostered with your Preceptor and will be expected to work any scheduled shifts, including weekends and public holidays (if rostered). Preceptors are aware of the required assessments for your clinical course. On some placements you may have more than one Preceptor. If you have more than one preceptor, your final Clinical Evaluation will be conducted using comments from all your Preceptors but will usually be compiled by your Principal Preceptor or nominated Registered Nurse.

**UniSQ Clinical Course Supervisor** (or a team member) will either make a phone call or visit the clinical agency where you are placed to check in with the agency during your placement. These visits allow discussion and feedback with you and/or your facilitator, allow questions about your assessment items, and assist you to link theory to clinical practice.

The method of clinical supervision available at each agency are noted on the [InPlace](#) website. Some facilities use more than one model.

Please note the term 'Supervisor' has been used throughout this handbook to cover all terms.

If students arrive to an agency for a clinical placement shift, and there is no RN present students have the following options:

1. if there is another registered health care worker who agrees to supervise (e.g. EN or GP), students may remain at the agency but must only observe and shadow staff performing all cares, appointments, assessments or any other tasks that take place. Students must NOT undertake any action, skill, task, or clinical intervention with no RN in the agency.
2. students may choose to leave the agency and make up an extra day later in the placement or on another placement in the program.

Students should inform the staff at the agency and the Placement Coordinator of the option chosen. If this is a regular occurrence during the clinical placement, please inform the WIL team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au)

## Attending Placement

### Attending Placement

**It is expected that you will attend 100% of your placement** at the time and on the shifts allocated by the placement provider in accordance with their operating hours. This is a requirement of the course specifications for a placement course. If you do not comply with the roster and roster guidelines set for you by the agency, you may be asked to leave your placement. You will be expected to work shifts that include mornings, afternoons and nights. You may also be required to do placement shifts on weekends and public holidays.

Your placement takes priority over other work commitments. Please give your employer plenty of notice, so your employment does not impact on your ability to attend your clinical shifts. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself (and/or patients) health at risk.

You will be required to bring any clinical guide/workbook relevant to placement as part of your attendance for each shift/day.

### Requesting a Rostered Shift Change

With extenuating circumstances, if you need to request a shift change from your rostered shift while on placement, you can approach your clinical supervisor, facilitator, preceptor or Nurse Unit Manager (NUM) to request the change. GUC students are unable to request changes from the agency and must contact the Clinical Coach to discuss any concerns.

### Agency Requests that you Change a Shift

In some instances, the agency may request you change a shift or your roster. The reasons may be due to Workplace Health and Safety and/staff skill mix requirements. If a staff member requests you change a shift, you are **obligated to comply** with the request.

## Reasonable Work Hours

A roster will be created for you to complete on your clinical placement. Rosters may include **shifts that are up to 12 hours**. As a student you cannot work more than 12 hours in one shift. It is recommended that you **do no more** than 5 shifts one after another, that are 8 to 12 hours long.

You are required to work the shift hours allocated by the agency in accordance with the policy and employment practice of the agency. For example, a student cannot choose to work a 9-hour shift when the ward requirements are an 8-hour shift. Students can work all shifts across a 24-hour period. This includes working night shift as long as the student is supervised and working with their allocated preceptor or an equally experienced registered nurse.

Meal break entitlements may depend on the agency where you work; however, generally you are entitled to a 10-minute break for each 4 hours of a shift, e.g. 20 minutes in an 8-hour shift/30 minutes in a 12-hour shift. These can be joined together and taken as a 20- or 30-minute break if desired. You are also entitled to a 30 minute 'unpaid' break in an 8-hour shift and 2 x 30-minute breaks in a 12-hour shift (1 x 30-minute breaks are 'unpaid'). This means your rostered hours for an 8-hour shift will be 8.5 hours and your rostered hours for a 12-hour shift will be 12.5 hours to accommodate the 'unpaid' breaks. Remember your hours of work need to meet the number of hours required for your placement. Please complete your time sheets honestly, and ensure they are signed by your supervisor each day. It is your responsibility to keep your time sheets for future reference; it is recommended that you scan and save digitally for your own records.

## Absence While on Clinical Placement

Absences are only accepted due to illness or extenuating personal circumstances. If you are absent during a clinical placement, you must inform the agency and relevant staff members AND your Placement Coordinator AND the UniSQ WIL Team immediately.

- ✦ If a student is absent from placement for three days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the WIL Team, **within 10 working days of the absence**.
- ✦ Except in extenuating circumstances (and at the discretion of the Placement Course Coordinator), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.

All days/hours missed will need to be made up. We strongly recommend that you seek to make-up one or two missed days with extra shifts while on your placement (these can usually be arranged with the NUM). You will need to email [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) regarding make-up hours so we may ensure this is added to your InPlace profile. Make-up shifts not added to your InPlace profile may not be considered as genuine completed hours. Please note that a facility may not have the capacity to extend your placement past its original end date and this needs to be respected.

You may be out on placement during the exam period. If you have an exam timetabled during a clinical placement, you can make arrangements with the NUM to have that day off, however, **this day must be made up**. You are not permitted to take days off to study or to complete assignment work.

## Make-Up Hours

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. Students are expected to make every effort to attend their placement and any make-up days in the timeframe offered. Make-up hours are very difficult to secure, especially toward the end of your program.

### Missed hours (up to 16 hours)

If you have missed up to 16 hours or 2 shifts (whichever is greater) you should try to arrange make-up while on your current placement if the agency can allow this and notify the WIL Team prior to attending make-up shifts. Make-up shifts may not be possible for NUR1399 or other facilitated placements.

*Students that have missed any hours of placement will receive an Incomplete (I) grade until they have an opportunity to undertake make-up in the course.*

If you have missed up to 16 hours and are not due to graduate at the end of the semester, please try to make-up the hours on your next couple of placements. Please do this in correspondence with the WIL Team. If you are not successful in organising make-up shifts, then please notify the WIL Team at the end of that semester prior to the next semester commencing, so that make-up can be discussed and organised for you if necessary.

#### **Missed hours (over 16 hours and under 40 hours)**

If you have missed up to 40 hours or 3 - 5 shifts you will likely make this time up during your next clinical placement or at the earliest time possible if the make-up is required in the final semester of your enrolment. Occasionally, facilities can support an extension of your placement, but this is dependent on their capacity.

*Students in this category who have provided acceptable documents supporting their missed hours will be placed on an Incomplete (I) grade until they complete their assessment and the hours required.*

**If you have more than 16 hours to make-up, please contact the WIL team to see how this can be best managed.**

#### **Missed hours (over 40 hours)**

If you miss more than 40 hours in specialty areas (e.g. NUR1399, NUR3599), with supporting documentation to justify this, you will be required to make-up hours in that specialty area. The grade that is entered will be decided by the Course Coordinator, but the student **MUST** have completed a successful Interim report, achieved some of the required competencies and have an accurate timesheet.

It is **your responsibility** to ensure you keep a record of any hours/days that have been missed and need to be made up. You must email your Course Coordinator as well as the WIL Team to advise them of the missed shifts. There must be a **genuine reason** ([Assessment of Special Circumstances Procedure](#)) for a shift change or shifts to be missed.

If the agency is unable to provide the make-up time needed, contact the WIL Team and your Course Coordinator for advice about organising make-up hours.

Some agencies do not want students to ask about make-up opportunities for various reasons – this will be noted in your orientation information. In this situation, please ask the WIL Team to request make-up at this agency while you are on placement.

Overall, please work with the WIL Team to arrange your make-up in any case so that we can ensure it is added to InPlace, is genuine, and is appropriate for your circumstances. Whilst you have a responsibility to attend makeup shifts, you cannot wholly organise your own makeup hours.

**If you are due to graduate at the end of the semester of placement, and you have not been able to make-up missed hours in previous placements, please notify the WIL Team prior to the start of the semester so that make-up hours can be organised for you.**

All GUC students please contact your Academic staff member to organise make-up time.

**Students must keep a timesheet and record clinical hours completed or missed for every clinical placement. You will be asked to provide these to the WIL Team so we can verify and calculate any make-up hours required.**

## **ANSAT Assessment While on Makeup Placements**

Should you require a make-up block of 40 hours or more, you are required to submit a paper based final ANSAT report along with the timesheet relevant to the course(s) for which you are completing the hours. Please ensure you discuss these requirements with your preceptor, and when you have completed the hours, please send the ANSAT report and your timesheet to your relevant Course Coordinator.

## Public Holidays

If there is a public holiday on one of your clinical/rostered days, the following options apply:

- Students are permitted to work the public holiday if the placement is with a preceptor whose roster you are working, and they are rostered on the public holiday to supervise and support you. Please ensure the agency management approves this.
- Students are permitted to work a public holiday if the placement is facilitated, and your clinical facilitator is working on that day. Please ensure the agency management supports this.
- Students are not permitted to work a public holiday if your preceptor or clinical facilitator is not working on that day, and there is not adequate support or supervision within the workplace.

If you are unable to work the public holiday due to your preceptor/clinical facilitator not working, you will need to make-up this day. Please refer to the Make Up Hours section on page 21 and 22 for further information.

## Student Initiated Placement Withdrawal

Once a student has commenced a placement, if they have exceptional circumstances and wish to withdraw, the student must obtain formal confirmation from the WIL Team before taking any action. The WIL Team will consult with the agency Supervisor and Placement Course Coordinator before confirming the withdrawal. This is because the student's reasons for withdrawal need to be discussed in order to assess subsequent academic action that is appropriate to the circumstances.

Without prior confirmation from the WIL Team, withdrawal by the student will result in a Fail grade for the course.

Please be aware academic or financial penalties may apply depending on when in the study period you withdraw from placement.

Students are not permitted to carry forward any completed placement hours without an Interim ANSAT or other forms of feedback. If there is no feedback available, students must complete entire placement hours.

## Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a student's placement for a variety of reasons including changes in their capacity, availability or other operational reasons not associated with the student's performance (for example, lack of appropriate work experiences, staff changes or sickness/ill health of field educator).

An Agency and/or a supervisor may request to withdraw a student from a placement where:

- the student is consistently unable to perform satisfactorily with an appropriate or a reasonable level of supervision
- the student performs in a manner detrimental to the professional experience of other students
- the student breaches the legal, ethical or professional codes of the organisation providing the placement
- the student demonstrates gross negligence in the performance of an assigned duty
- the student behaves in a manner deemed to constitute misconduct or gross misconduct
- the student fails to disclose information prior to commencing placement that impacts on their ability to meet duty of care requirements to themselves and agency clients or staff.

## Placement Termination and Failing Placement

Placement can be **terminated** if the agency cannot continue to accommodate a student or deliver the placement as per its agreement with UniSQ. Where the supervisor or agency terminates the student's placement for reasons unrelated to student performance, and before all required placement hours have been completed, every reasonable effort will be made to re-allocate the student in a timely manner, however it may lead to a delay in course and/or program completion.

Placement may be **failed** if a student does not perform at the expected standard for their level of study. Feedback will be provided periodically during placement. The frequency of feedback will depend on overall placement duration.

If you cancel or do not arrive at an allocated placement with no explanation or appropriate evidence, you will receive a fail grade and will be required to re-enrol in a future semester. Students will not be re-allocated a placement in the same study period without appropriate evidence or explanation.

## Other Reasons for Failing a Placement Course

- If you do not upload required mandatory documents on InPlace by the specified date, this does not meet pre-placement requirements, and therefore a placement cannot be allocated.
- If you cease or withdraw from a placement without providing appropriate documentation or evidence, this does not meet course requirements.
- Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement, which does not meet course requirements.
- If you do not show any progress development following formative or mid-point feedback, or performance remains unsatisfactory at the end of placement, as indicated by supervisor's ANSAT evaluation; in this case, hours performed cannot be counted on subsequent placements.
- If you do not abide by relevant UniSQ or accrediting body Codes of Conduct, relevant laws of the land and workplace procedures, and/or behave in an unprofessional manner, or act outside scope of practice, or participate in behaviours that may actually or potentially cause injury to self or others, or participate in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive, or unreasonably embarrassing to others;
- If you fail to finalise all placement-related assessments and paperwork within the prescribed timeframe.

## Professional Support

Your health and wellbeing are important to us at UniSQ. If you require personal support, you can engage in UniSQ's free, confidential and professional counselling and health services. An appointment can be made by phoning +61 7 4631 2372, or booked [online](#), or by sending an email to [supportforlearning@unisq.edu.au](mailto:supportforlearning@unisq.edu.au)

Please note, this is not a crisis service and is only open from 9.00 am- 5.00 pm AEST Monday to Friday. If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

- [Lifeline](#) - 13 11 34
- [Suicide Call Back Service](#) - 1300 659 467
- [Mental Health Access Line](#)- 1300 642 255
- [Nurse & Midwife Support](#) – 1800 677 887
- [Critical incident on UniSQ placement](#) - 1300 998 236
- **[Emergency medical treatment](#) – 000**

If you require support at any of stage of your study, you can access [Student support](#) services for health, counselling and wellbeing via UConnect for *confidential* support including emergency contact details.

There are several policies to ensure that students get proper support and perform their placements upholding university's reputation. These are as follows:

[Equity in Education Policy and Procedure](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#) [Student Code of Conduct Policy](#)

[Student General Misconduct Procedure](#)

[Assessment of Compassionate and Compelling Circumstances Procedure](#)

[Students with a Disability Policy and Procedure](#)

## Insurance, Emergencies and Risk Management

In the event that an adverse incident or injury occurs while you are on placement, please comply with the Agency's Work Health & Safety (WH&S) policies. You must also review the information found on [SafeTrak](#) and complete the relevant incident or hazard report. (See 'Reporting an Incident'.)

**For safety concerns or emergencies that arise after hours or in the event of a critical incident, if you are distressed, or have been involved in any emergency, please phone: 1300 998 236**

**GUC students must inform the Nursing Academic Coordinator and the GUC Clinical support staff.**

### Insurance Information While on Placement

For insurance purposes, "placement" is defined as practical work experience activities, research or training that is a compulsory requirement of your course or program. If you are undertaking a placement through UniSQ, you will be covered by the following types of insurance (as applicable) provided you are adequately supervised (while on placement) and all mandatory documentation has been submitted and verified (subject to policy exclusions and limitations):

- ✦ Public liability
- ✦ Professional Indemnity
- ✦ Medical malpractice
- ✦ Personal Injury

The University's personal injury policy covers you in the event you are injured on placement. For further information (or to lodge a claim), please contact the Risk Management, Compliance and Insurance team at [insurance@unisq.edu.au](mailto:insurance@unisq.edu.au)

## Insurance Information for Student Placement

Please note that your personal belongings and motor vehicle will not be covered by the university's insurance policies. Students are advised to ensure their vehicle is registered and comprehensively insured to cover damages to their own vehicle or personal injury or property damage to a third party in the event of an accident.

## Injury While on Placement

If you are injured or become unwell on placement it may be determined that an Emergency Department consultation is necessary. Should you find yourself injured, please follow the below steps:

1. Contact the Placement Coordinator immediately via the on-call number or on 1300 99 82 36
2. You may be offered the choice to be transferred to either a public or private ED via QAS
3. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
4. If you choose to stay in the private hospital ED, and the injury is a Work Cover claim, the University will **not** be responsible for any costs incurred for consults and treatment
5. If you choose to stay in the private hospital ED due to an acute illness, the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment
6. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment

## Driving While on Placement

Students should not drive vehicles belonging to the placement organisation; students are only permitted to travel in vehicles belonging to the organisation as passengers and must be accompanied by an agency employee/supervisor during any trips made in motor vehicles.

If students are travelling to and from placements in their personal vehicle, students need to be aware that using personal vehicles will be at their own risk and any damage would be at their own expense. If students use their personal vehicles, they should ensure they have sufficient insurance in place as Compulsory Third Party (CTP insurance) included in their vehicle registration will only cover damage to third party property. They should also be reminded they must comply with university policies and procedures, including the [Travel Procedure](#), the [Motor Vehicles and Travel Fatigue Procedure](#), [Risk Management Policy and Procedure](#) and the [Incident and Hazard Reporting and Investigation Procedure](#).

Students using a third-party vehicle should be covered for any damage they cause to this vehicle under the third party's insurance policy; however, it would be prudent to check the details of the policy. The University's Motor Vehicle policy only provides cover for university vehicles e.g. pool and salary packaged vehicles. It does not extend to personal vehicles, even if used in the course of a university approved activity.

## Risk Management

As you take part in placements, it is essential that you are aware of the hazards that could occur during placement. You have an obligation to protect yourself and minimise any potential incident from an identified hazard. Below are some common hazards that you might encounter and some strategies to minimise the associated risk. If at any time on a placement you feel unsafe or uncomfortable with a possible or actual risk, you must notify the Placement Coordinator.

## Student Travel to and From Placements

If you are working late or night shifts while on placement, please ensure you are familiar with the security officers and relevant contact numbers for that agency. A security officer may be available to escort you to your car or public transport before and after work.

Travelling distances to rural or remote placement can be tiring. It is recommended that you take **regular breaks and stops in this journey**. Refer to StudyDesk to see if there are other students travelling to the same destination, you may be able to share the journey with them. Please ensure your vehicle is safe for travelling long distances and you keep the fuel tank reasonably well filled. It is recommended that you have a roadside assistance policy in the event of a breakdown. Be aware of distances between towns. Please ensure your mobile phone is always charged. Always keep someone informed of your whereabouts if you are in or travelling to a remote location.

If you are driving to a placement, it is important that you [practice safe driving](#). If you are on prescribed medications consult your General Practitioner as to whether it is safe for you to drive. Remember to park your vehicle in areas that the agency has deemed suitable for staff to park. If you are leaving an agency after hours remember to abide by the security conditions of the agency to **minimise any risk to yourself**.

## Paid Work During Placements

The university understands the need for students to work to support themselves financially. You must consider **fatigue policies** when completing a placement and also having paid work.

To make sure you comply with the fatigue policies in many facilities you must balance your paid work and clinical placement hours. You **CANNOT** work full time and attend placement as this **conflicts with health facilities' fatigue policies and places the public at risk**.

It is also vital for your safety that you do not complete an out of university paid shift and then a placement shift **directly after**. This is outside Queensland Health and Private Health Facilities' workplace health and safety rules. For example, students should not finish a night shift as an AIN in their job and then attend a morning shift as a student in a hospital ward. If you do not understand this, please contact the WIL Team for clarification.

Your clinical placement takes priority over other work commitments. Please give your employer plenty of notice so work does not impact on your ability to attend your clinical shifts.

## Extenuating Circumstances or Disaster Management Processes

Students are allocated placements across a variety of settings within health care. If a serious situation arises that results in an agency activating their disaster management plan, it is vital that **students follow the lead of the clinical team** within the agency. These events might include utilities failure, flood, fire, ward closure, codes for violent behaviours or any other significant event.

If at any time while on clinical placement you feel unsafe or are not comfortable with a potential or actual risk, you must **notify the Placement Coordinator**. If this event occurs after hours, then use the after-hours number.

## Infectious Disease Risk

Working in a health care setting means there is risk of being infected with a disease through exposure to air borne, blood and body substances or by being exposed to contaminated equipment or infected surfaces and materials in the clinical setting.

These **risks can be significantly reduced** by maintaining your health and immunity, maintaining your personal hygiene, undergoing immunisation and health tests, using Personal Protective Equipment (PPE) and complying with local and state workplace infection control procedures (which include procedures for sharps injuries and blood exposure). In addition, compliance with mandatory requirements and recommendations for preparation to practice and Queensland Health public health directions will also significantly reduce your risk to exposure.

## Needle Stick Injury

In the event that a splash or needle stick injury occurs, you must immediately inform the health care agency contact person, and the Placement Coordinator. An incident form **MUST** be completed at the health care agency along with the submission of a [SafeTrak](#) incident report which will be sent to your course coordinator. In the event of an adverse incident occurring while you are on placement, please comply with the Agency's WH&S policies.

## Psychological Risk

If you believe that you are being **bullied or harassed** while on placement you should try to raise the issue with the person if possible or speak to your Placement Supervisor and/or Course Coordinator. If you feel uncomfortable with addressing the situation with the person involved, **you MUST contact** the Placement Coordinator to discuss the matter further so help or intervention can be provided. Student services can provide you with support and guidance while a management plan is decided. Please refer to [complaints and grievances definitions and policies](#).

## Manual Handling Risk

Good manual handling can protect you from strains, sprains and other injuries. If you have an injury or significant weakness in one or more of your limbs or back, or you are pregnant, you are at a greater risk of injury. Ensure you **practice safe manual handling practices**. A **No Lift Policy** is enforced in almost all Queensland Health, private and other facilities.

In the event that you sustain an injury before or during your clinical placement time **you MUST contact** the WIL Team and report the incident.

## Reporting an Incident

If you have an injury or an incident while you are on placement, **you must report it to your Placement Supervisor and the health care agency contact immediately**. You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

You will then need to notify the university by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ Incident Form.

When submitting a SafeTrak incident please ensure that the below information is included as part of the application:

- Assign incident to Manager/Supervisor – Professor Victoria Terry
- Business Unit/Faculty – School of Nursing and Midwifery

This will be sent to your Course Coordinator if the incident is related to your placement activity.

Review the information on the SafeTrak page then click on the box that says, 'Enter here'.

On the next page click onto the 'Incident/Hazard Reporting' box.

On the next page if reporting a hazard, click on the 'Student Hazard' box; if reporting an incident, click on the 'Student Incident' box.

Complete the relevant report and this will be sent to your Course Coordinator for review.

## Issues of Concern to You While on Placement

Most students have a positive experience on placement but occasionally events arise that can be concerning to you. As a student should you find yourself in this situation you are encouraged to voice your concerns in the first instance to your allocated supervisor, if you feel comfortable to do so. If the issue is not successfully resolved, please contact the Program Coordinator to discuss options and possible solutions. You can also report a concern via the UniSQ [Reporting or sharing a concern](#) webpage.

# Student Professional Expectations

These guidelines are designed to provide you with guidance regarding what is expected from you, what your responsibilities include, and provide you with information about the appropriate conduct and behaviour whilst attending Clinical Placements. These rules are in place to acknowledge the right of patients to feel secure in a professional environment where you have the privilege to learn from them.

## Code of Conduct

While on placement you are representing the University of Southern Queensland (UniSQ) and as such are required to comply with the UniSQ Student Code of Conduct Policy, adhere to workplace procedures, and follow all reasonable directions by placement supervisors. Please behave appropriately with respect, humility and good manners with clients, the public and other members of the university and profession. All persons involved in dealing with students have been asked to report both exemplary and negative behaviours. If there is a breach of this policy, students may be asked to leave an agency and will be dealt with as per the Student Code of Conduct Policy. Please review the [Student Code of Conduct Policy](#), [Student General Misconduct Procedure](#) and [Academic Misconduct Policy](#).

## Addressing Patients and Staff

All patients are to be treated with the highest level of professionalism and respect at all times. All medical staff should be addressed as doctor unless or until they request otherwise. All staff should be addressed in a professional and respectful manner at all times.

## Getting the Most out of Your Placement

**You** are responsible for making the most out of the learning opportunities while undertaking your placement. You should:

- ✦ Introduce yourself to the staff within the area you will be working
- ✦ Come prepared with learning objectives
- ✦ Be engaged in all activities
- ✦ Be punctual and dressed appropriately
- ✦ Take time to effectively communicate with the person overseeing your placement to ensure your placements goals, personal strengths and expectations can be achieved
- ✦ Seek feedback for each shift
- ✦ Achieve a satisfactory grade on the assessment items
- ✦ Attend the full number of hours allocated for your placement course
- ✦ Bring your placement guide/workbook/portfolio documents to placement each day
- ✦ Submit all assessment items electronically through the course StudyDesk by the due date
- ✦ Demonstrate a professional attitude in all areas of your placement and be respectful, appreciative and open to opportunities to learn and take on board feedback from your supervisor

## Student Presentation

It is expected that you will present yourself in a professional manner (this is measured on the ANSAT tools for each clinical course). The only jewellery permitted is a wedding band. A fob watch pinned to your uniform is preferred and, in some agencies, required, due to possible injury to patients from wrist watches. You must wear your student identification so that it is visible on your uniform. You must ensure that your name and photo are clearly visible and that there is nothing else on the card.

You are not permitted to wear clothing, including underclothing, past your elbows while working directly with patients. You are not permitted to wear jumpers or cardigans while working directly with patients. In cooler months, please ensure you wear a black or navy jumper or jacket to and from the agency.

The rules of basic hygiene should be maintained at all times. Long and/or painted fingernails or acrylic nails are not permitted and may cause patient injury. It is essential that you maintain a high standard of personal grooming to demonstrate to patients, families and other health professionals that you take personal pride in your appearance.

## Prohibited Use of Substances

Alcohol consumption and other recreational or illicit drug use immediately before or during placement attendance is prohibited. It is your responsibility to ensure you have a zero-blood alcohol level and have not consumed drugs which may adversely affect your performance on placement. Smoking is only permitted in designated smoking areas.

## Confidentiality

As students you are now privy to exactly the same confidential information as doctors and other health care professionals and hence are subject to exactly the same constraints as stated so clearly in the ethic above. Students should exercise great caution before releasing any information obtained directly or indirectly about the people, projects or agency business connected with their placement, whether it relates to specific cases or to policy matters. In particular, any information related to users of the agency's services must be presumed confidential unless stated otherwise.

Students must maintain confidentiality at all times and never discuss clients using identifying information at home, in the classroom or online, including via Facebook, Twitter or other social media sites. Confidential information also includes intellectual property pertaining to the particular agency. If in doubt about the confidentiality of material students should seek advice from their Agency Supervisor.

All students must adhere to the [Information Privacy Act 2009 \(QLD\)](#) (IP Act), as this is a major issue for health care workers. Please ensure you are aware of your responsibilities and obligations under this Act.

Failure to maintain confidentiality could result in legal action by the patient for breaches of confidentiality.

## Mobile Phones

Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the supervisor for placement activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Phones **must not** be used to acquire images/photographs/video/audio.

## Photographs or Recording

**At no time** can any photograph, image capture or recording be taken while attending a clinical placement.

## Media Requests

Please refer all media requests to your Placement Coordinator. Students **must not provide any comment** to the media about the clinical placement agency, a patient, a clinical case or disclose any other information that was obtained during the course of completing your clinical placement.

## Roles and Responsibilities for Placement

When a student undertakes a professional placement, the various parties assume particular responsibilities for the placement. The parties are the Student, Agency and University. The Agency Supervisor and the University WIL Team are the key contacts throughout the professional placement.

The outcomes of placement reflect the above collaborative arrangements. However, it remains the responsibility of the university, in all instances, to determine the final grade/outcome for the placement.

### Student Responsibilities

#### This includes:

- ✦ Attend and take part in placements arranged by the university.
- ✦ Undertake all activities associated with the successful completion of your degree efficiently, effectively and to the best of your abilities.
- ✦ Actively participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on performance from your Placement Supervisor.
- ✦ Adhere to all legislative conditions, work health and safety conditions, security conditions, confidentiality & privacy conditions and any other rules, bylaws, policies and procedures relating to the Placement that are a requirement of an agency, organisation, government or the university.
- ✦ Maintain current contact details with UniSQ (i.e. email and mobile phone number) and be able to be contacted at any time within a study period in which you are enrolled in a clinical placement course.
- ✦ Advise the WIL team of any pre-existing medical conditions that may affect your safety or capacity to participate fully in clinical placement activities.
- ✦ Seek assistance if not confident with a procedure/treatment, or if you lack understanding in an area.
- ✦ Provide patient/client centred care under professional supervision only.
- ✦ Practice in a manner that is safe and respectful and consistent with your level of competency and scope of practice.
- ✦ Take responsibility for your personal belongings.

#### Be Professional

- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct (UniSQ and Placement Agency) including but not limited to rules, bylaws, policies and procedures of the Agency, including dress code.
- ✦ Be great ambassadors for the university and uphold standards of professional behaviour and presentation.
- ✦ Be punctual.
- ✦ Comply with reasonable and lawful directions of your Placement Supervisor.
- ✦ Act honestly, ethically and in good faith.
- ✦ Respect the rights, beliefs and values of others.
- ✦ Discuss issues as they arise with the placement supervisor, NUM or Course Coordinator and act to resolve problems quickly and cooperatively.
- ✦ Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.

#### Complete Assessments

- ✦ Discuss learning/clinical objectives and expected learning outcomes with your placement supervisor.
- ✦ Arrange a plan for signing placement assessment documentation early in the placement.
- ✦ Contact the Supervisor or the Course Coordinator if there are any difficulties with meeting your course objectives.
- ✦ Contact the Supervisor or the Course Coordinator if the placement supervisor is not willing to initial, sign or make comments on placement assessments.
- ✦ Ensure that all assessment paperwork is completed and correctly submitted on time.

## Students will not:

### Act Outside UniSQ Guidelines

- ✦ Swap their placement with other students **without notifying the WIL Team.**
- ✦ Attend a placement without the knowledge and consent of the course coordinator and WIL Team, if they have been advised by the university that the placement has been cancelled.
- ✦ Make public comment on behalf of a Placement Agency or the university. This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.
- ✦ Remove or misuse any resources from either the university or placement agency. This includes the photographing of any aspect of the Placement Agency without the express consent of the Placement Supervisor.

### Be Unprofessional

- ✦ Act outside the professional codes of conduct and scope of practice as defined by AHPRA.
- ✦ Undertake patient/client care without being supervised by a registered health care professional.
- ✦ Participate in any activities that misrepresent their status or level of skill or knowledge.
- ✦ Work outside their scope of practice.
- ✦ Take part in behaviours that may cause injury to others.
- ✦ Be involved in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.
- ✦ Take part in any relationship in which there is any potential for taking advantage of the trust relationship inherent in the health or human service professional. Consent by the patient/client or the fact that they started the conduct or behaviour is not a defence.
- ✦ Accept gifts or any form of benefit from a patient/client that could be viewed as potentially influencing decisions about care or treatment or be viewed as influencing the impartiality of health care delivery.
- ✦ Breach the Nursing and Midwifery Board of Australia Social Media policy.

## Supervisor/Agency

The Facilitator and/or Preceptor, RN or NUM supervisor (Placement Supervisor) will:

### Demonstrate Professional Behaviour

- ✦ Act as a role model introducing students to acceptable professional behaviour.
- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct.
- ✦ Ensure students are made aware of legislative, health and safety, security, workplace confidentiality and privacy conditions and any other workplace policies and procedures related to their placements.

### Provide Learning Support

- ✦ Understand the university's requirements of placements as laid out in documents and information.
- ✦ Actively join in the learning process with the student and take responsibility for supporting learning.
- ✦ Discuss clinical objectives and expected learning outcomes with the student early in the placement.
- ✦ Arrange a plan with the student for signing of clinical assessment documents.
- ✦ Arrange regular and sufficient meetings with the student to discuss goals, progress and/or difficulties.
- ✦ Regularly clarify what is expected with the student and make adequate observations of their work. Provide ongoing verbal and written feedback, to ensure continuous learning progress throughout the placement.
- ✦ Provide constructive feedback to the student on all aspects of their performance.
- ✦ Report on student progress/undertake assessment using documentation provided and notify NUM and Course Coordinator immediately if the student is having difficulties meeting the objectives.
- ✦ Provide feedback to the university about placements that could improve the learning program in the long term.

### Provide Clinical Support

- ✦ Arrange for and obtain patient/client's consent for students to provide health or human services to them and to have access to their records. Consent may be freely withheld.
- ✦ Ensure that students who have access to patient/clients are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.

- ✦ Contact the NUM or the Course Coordinator if there are clinical or professional issues which they are concerned about.
- ✦ Contact the NUM or the Course Coordinator if the student is not willing or committed to the work required.
- ✦ Ensure that all assessment documentation is completed and correctly signed on time.
- ✦ Adopt the role of helper and facilitator of learning and provide a variety of learning experiences in keeping with the placements needs.
- ✦ Provide a positive learning environment. This includes reinforcement of orientation to various settings, including individual patient/clients, briefing and debriefing the students.

## University

The Course Coordinator/GUC Clinical Staff and/or Work Integrated Learning Team will:

### Organise and Plan Placements

- ✦ Be in regular contact with placements facilities and visit placement agencies as needed.
- ✦ Be accessible by telephone and email for communication on placements issues and respond as soon as possible.
- ✦ Coordinate the students' pre-placement requirements including student orientation checklists, criminal checks, immunisation and CPR, as required by the facilities.
- ✦ Undertake reasonable effort to find placements for students with a blood-borne virus. Where alternative placements cannot be found, and the placement type is required to complete the degree program the university will use reasonable endeavours to provide guidance to students.
- ✦ Evaluate the Clinical Placement program and viability of clinical placements at particular facilities to ensure safety of students.

### Manage the Academic Aspects of the Program

- ✦ If there is any doubt, decisions to pass a student are the final responsibility of the Course Coordinator.

### Communicate

- ✦ Provide both the student and the placement supervisor with information about the placement and placement requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- ✦ Be responsible for all disciplinary matters and will mediate between facilitators and/or preceptors and students on placement, practice or professional issues.
- ✦ Advise students of the need to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.
- ✦ Undertake to negotiate reasonable adjustments to cater for students with special needs within what is deemed reasonable adjustment within the boundaries of AHPRA registration guidelines.

# Placement Assessment Requirements

## Clinical Course Evaluation and Assessment Tools

All of your clinical assessment documents and assessment requirements are located in your clinical course workbooks and on your clinical course study desk sites. Your assessments are completed via InPlace. Your workbooks must be downloaded and printed to take with you on your placements. You must ensure the timesheet is with you at all times and signed by your supervisor, facilitator or preceptor at the end of EVERY shift. Each assessment item completed by your facilitator or preceptor is with an initial and signature in the required areas for competency assessment/achievement (ticks are not permitted).

The clinical course evaluation tool incorporates the [Australian Nursing Standards Assessment Tool \(ANSAT\)](#) elements and competencies. This tool has been developed based on 2016 Nursing and Midwifery Board of Australia (NMBA) standards. ANSAT has been developed to assess competency of registered nurse practice. It is a user-friendly tool that can be used to assess the performance of nursing students or graduates in practice settings. The tool is based on the standards defined by the Nursing and Midwifery Board of Australia (NMBA). The scores for the items in the tool are determined by observed behaviours. It has been developed to assist consistency for nurses who are required to assess student and/or graduate performance in the practice setting.

Clinical Facilitators and Preceptors will complete the ANSAT assessment tools online via [InPlace](#). Students will also be required to complete their comments via [InPlace](#). Please review the '[InPlace Guide for Students Completing Online ANSAT Tool](#)' (also available on the NUR:PPHub). Please also see your StudyDesk and course clinical workbook for more information.

*Acknowledgement: Support for the original work was provided by the Australian Learning and Teaching Council Ltd, as an initiative of the Australian Government Department of Education, Employment and Workplace Relations.*

## Placement Timesheets

It is your responsibility to keep a copy of all of your placement assessments and timesheets throughout your course. If a problem arises, you may need this information to prove you have completed a placement. You may also need them when applying for a graduate position once you complete your Bachelor of Nursing.

**The WIL Team do not have copies of these documents should you lose your copy so it is highly recommended that you saved physical and digital versions of your time sheets for future reference.**

## Student Evaluation of Placement

You have the opportunity to evaluate your placement and supervisor at the end of your clinical placement. The evaluation form is located within the course ANSAT on InPlace. If you have any concerns about the ability of the staff at an agency to provide an effective and supportive experience, please follow up with your Course Coordinator.

Please ensure that at all times the comments that you make are constructive as the outcome of this exercise is to promote the effectiveness of clinical teaching.

## Social Media

You are advised to read the AHPRA [social media: How to meet your obligations under the National Law guide](#) (November 2019).

**SOCIAL MEDIA:** As a student you are not to post **any** information about your clinical placement, patients, the agency or your fellow students or anything else related on any social media forum. You may be dismissed from placement if anything posted contravenes any of the laws or codes that apply.

**Social media refers to any online or mobile tool where you share information of any kind and in any format**

To make sure you comply with required standards of both UniSQ and accrediting board **DO NOT SHARE ANYTHING** related to your Placement whether this be about the station, the staff, patients, other students, situations you have been involved in while on placement or anything else on any form of social media **INCLUDING PRIVATE OR GROUP PAGES.**

You may think that only other students will see what you have posted in a private group, however anything you post can be shared with others including internal agencies and Academic Staff. If you post anything on social media that contravenes any law or university/accrediting board codes that apply, **you may be removed from placement or excluded from returning to placement. You will also be required to attend a meeting with academic staff to discuss your conduct and consequences.**

Students are strongly advised to exercise judgement and caution in the use of social media about their placement, as well as whilst on placement. This includes but is not limited to using mobile phones for personal calls whilst on placement, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

## 2024 Student Placement Declaration

This document is a mandatory pre-placement document for all students enrolled in a placement course with the University of Southern Queensland. This document is a summary of your responsibilities to UniSQ and our agencies prior to, during and after your placement. Please tick each box to acknowledge that you understand and will fulfill these requirements. Complete the signature section and submit this declaration via [InPlace](#).

### Overarching requirements are:

- meeting the academic pre-requisites for the placement course
- ensuring you are enrolled in any placement courses for the relevant period of study
- checking student emails and other communication channels (Placement Hub) regularly

To prepare for my placement **prior to placement release**, I understand that I must:

- Submit my mandatory documents by the deadlines provided on the Important Dates and ensure they remain current during for my placement timeframe.
- Declare any extenuating circumstances via the special consideration section on InPlace by the advertised due date.
- Declare any perceived, potential or actual conflicts of interest.
- For insurance purposes, declare any pre-existing medical conditions that could affect my safety during placement.
- Be available to attend placement at any time in the period of study I am enrolled including study breaks and exam periods.
- Acknowledge that I may not be given a placement at my preferred location and that I may be required to travel more than 1 hour to attend placement.

To prepare for my placement **after placement release**, I will:

- Organise leave, personal commitments, my UniSQ Placement Uniform and ID Card etc.
- Ensure I am familiar with the insurance and emergency contact information.
- Provide any extra requirements requested by my Placement Agency.
- Apply for accommodation and a financial Clinical Bursary if applicable.
- Attempt to swap with another student, submit a Placement Appeal or drop the clinical placement course at least 2 weeks prior to placement if I am unable to attend my allocated placement.

**During and after my placement**, I will:

- Present professionally in my uniform with my student ID card.
- Abide by professional expectations, codes, standards and practices for my discipline.
- Comply with fatigue management policies and manage own work so it does not impact on my ability to safely attend placement.
- Promptly notify my Supervisor, Placement Coordinator and UniSQ WIL Team of any absences.
- Report any incidents while on placement as per the UniSQ guidelines.
- Keep copies of all my placement assessments and timesheets.
- Promptly notify the WIL Team of any make-up requirements and work cooperatively with them to organise make-up placements.
- Follow the guidelines of the placement agency with respect to COVID-19 compliance.

### General

- I declare that I have read understood and will comply with the information outlined in the Placement Guide and Placement Hub.
- I declare that I have read the UniSQ [Student Code of Conduct Policy](#) and agree to uphold all student expectations stated.
- I understand that I need to contact the Work Integrated Learning (WIL) Office and the Placement Coordinators if I am unable to meet the obligations for placement at any stage of my course progression.
- I understand and accept that I may be unenrolled from a placement course if I do not meet the mandatory document requirements within the timeframes required.
- I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement facilities as necessary for placement purposes only.
- I understand that I must notify the Placement Coordinator of any written notices issued by the accrediting body or associated bodies of my program of study as soon as I am notified of such a notice.
- I understand and accept my student responsibilities as outlined in the Placement Guide.
- I understand that failure to meet the Inherent Requirements (allowing for reasonable adjustments where possible) may mean that I am not accepted for clinical placement and that this will prevent my progression and completion of my chosen program.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



University of  
**Southern**  
**Queensland**

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