



UNIVERSITY
OF SOUTHERN
QUEENSLAND

AUSTRALIA Faculty of Sciences

Clinical School

Student Guide for Clinical Placement

Clinical Liaison Officer's

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CONSULTATION TIMES FOR CLINICAL LIAISON OFFICERS (CLO)

Toowoomba

Consultation Times: 9am – 10am & 2pm – 3pm daily

CLO is available via email or phone between 7.30am – 3pm daily

There may be times where the CLO will be unavailable for consultation due to sickness, meetings or other unforeseen circumstances. Please send an email to twmbaclinical@usq.edu.au and it will be addressed as soon as possible.

Fraser Coast

Office hours are:

8.30am – 2.30pm Monday – Friday

CLO is absent from the office during the following times and is not available for consultation to students:

10.00am – 10.20am
12.00noon – 12.30pm

There may be times where the CLO will be unavailable for consultation due to sickness, meetings or other unforeseen circumstances. Please send an email to fcclinical@usq.edu.au and it will be addressed as soon as possible.

There is no need for an appointment. To see Fraser Coast CLO, dial extension 3140 on the student phone in A Block foyer. If CLO is free you will be met at the entrance door beside the faculty of sciences window in A Block. Entrance door is locked and can only be accessed if opened by a USQ employee.

DECLARATION

Every student must fill out and submit the following declaration to confirm that you have read and understood the entire contents of this booklet. If this declaration is not returned, you will not be able to choose preferences on SONIA.

I have read and understood the Student Guide to Clinical Placement.

Student Name: _____

Student Signature: _____ Date: ___/___/___

I have further questions in regards to clinical placement and have made an appointment to see my campus Clinical Liaison Officer for further information.

Appointment Time: _____

Appointment Date: ___/___/___

This information has been clarified and I now understand the Student Guide to Clinical Placement.

Student Name: _____

Student Signature: _____ Date: ___/___/___

Clinical Liaison Officer's signature: _____

I agree for my contact details to be passed onto my allocated clinical facilities.

I **DO NOT** agree for my contact details to be passed onto my allocated clinical facilities.

Once signed this page must be handed into your campus Faculty of Sciences Reception to be placed in your Student File and noted on SONIA.

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- When the cowpat hits the windmill – A guide for staying mental fit written by students for students
- Student Blue Card – Renewal Application Form
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- Queensland Health Deed Poll – Privacy and Consent
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- Student Blue Card – New Application Form

MANDATORY DOCUMENTS

To ensure we abide by the regulations and requirements of the Health Care facilities you will be attending (and for your safety and the safety of the people you will come into contact with), you are required to submit certain documentation to ensure you are ready for clinical practice. Some documentation is submitted only once and some will need to be renewed throughout your studies.

Students **must be current** with the following documents to be eligible for clinical placement:

- | | |
|--|--|
| • CPR Certificate | Has an annual expiry date – submit yearly |
| • Blue Card | Has a 2 yearly expiry date – re-submit early in your 3 rd year of study |
| • Qld Health Student Orientation Checklist | Once only document – supplied in 1 st year of study |
| • Qld Health Placement Deed | Once only document – supplied in 1 st year of study |
| • Qld Health Privacy and Consent Deed | Once only document – supplied in 1 st year of study |
| • Hep B immunisation status | Once only – Evidence supplied in 1 st year of study |

It is the student's responsibility to ensure they are current with the above documents. USQ will not advise you of documents that are due to expire or have expired. You are able to view your expired/none supplied mandatory documents under your details in SONIA.

If you do not have the above documents in order you will not be allowed to attend clinical or choose preferences on SONIA.

If you have been locked out of choosing preferences on SONIA for the above reason you will need to see your relevant Clinical Liaison Officer during the SONIA open dates of your clinical course. Individual circumstances will be looked at as to whether you will be given a manual form for preference selection. **Manual preference forms will not be issued for expired blue cards or for those students who have not had their 2nd Hep B injection (3rd injection must be prior to clinical start date).**

CPR Certificates

It is a requirement of Queensland Health and USQ that students supply a copy of their CPR certificate annually (this must be on your USQ student file). Issuing of Certificates vary. Most organisations will supply your CPR certificate within 30 days of successfully completing the course, but some can take up to 6 weeks to supply this certificate.

Students are permitted to supply documentation annually from their workplace employer in regards to CPR training, this will need to be accepted by the Clinical Director/Clinical Coordinator i.e. QHealth employees obtain a Patient Safety Advisory – Skills Checklist Basic Life Support, a copy of this document will be accepted as a form of CPR Certificate.

Fraser Coast Students: Students need to email Student Guild during orientation week to register their interest for a CPR course. Student Guild **will only run** a CPR course if enough interest is shown. If Student Guild does not run a course the students will need to seek a private facility to gain their CPR certificate. Student Guild Email: fcguild@usq.edu.au

Toowoomba Students: CPR courses are run by accredited USQ Examiner at various times through the year. Please see the clinical notice boards or Sciences Reception for upcoming dates. Courses can also be done through private provider's e.g. St Johns Ambulance, Queensland Ambulance Service

It is your responsibility to ensure you renew your CPR certificate prior to the expiry of your current certificate.

Blue Cards (Working with Children Suitability Card)

Blue cards are issued by the Commission for Children and Young People and Child Guardian once it has carried out the Working with Children Check to see if a person is eligible to work in the areas of child-related work covered by the Commission's Act. If a person is eligible, they are issued a positive notice letter and a blue card.

All students must apply for this. The Card must be carried at all times and be available for inspection during clinical experience.

Under new laws that have come into effect from the 2nd July 2008 it is an offence for a disqualified person to apply or renew a blue card (refer to the blue card website to see who is classed as a disqualified person <http://www.ccypcg.qld.gov.au/employment/index.html>). USQ employees are now required to read a statement to the new applicant advising them of this and the USQ employee has to then sign a declaration on the application form that this warning has been given. **PLEASE DO NOT SIGN YOUR FORM UNTIL YOU ARE ASKED TO DO SO BY A USQ EMPLOYEE.**

If you are deemed a disqualified person by the commission you are able to apply for an 'eligibility declaration' and in very limited and defined circumstances may be declared eligible to apply for a blue card. If you are unable to obtain a blue card you will not be able to gain your Bachelor of Nursing degree as you will not be able to undertake clinical placement.

New Applications for Blue Card

Students need to fill in the new application form that has the 'S' at the top of the application form. New applications take 6-8 weeks for processing and once approved stay current for a period of 2 years unless terminated by the commission earlier. A new application form is located in the appendix section of this guide. **This application form needs to be handed in at the same time as your declaration.**

Renewal Applications for Blue Card

Students must renew their blue cards **30 days prior to the expiry of their current card**; this will ensure the student remains current whilst the renewal application is being processed. Renewal applications can sometimes take as long as a new application 6-8 weeks. A renewal application form is located in the appendix section of this guide **and needs to be submitted to the Faculty of Sciences reception so the date of renewal is recorded in SONIA.**

Following amendments to the Commission's Act effective 31 May 2006, a volunteer and person carrying on a regulated business holding a valid blue card can continue to carry on a regulated activity after the expiry of their blue card, provided their card was not suspended or cancelled and they lodge a renewal application at least 30 days prior to the expiry of their card.

The 30 day rule does not apply to paid employees as a paid employee may continue to engage in regulated activities after the expiry of their blue card, provided they have lodged a renewal application.

Fraser Coast Students

You are to see either Jill Skillington, Clinical Liaison Officer or Leah Jackat, Student Relationship Officer for submission of your new/renewal application forms. Jill or Leah will read the disqualified persons statement to you and if you know that you are not disqualified then they will pass your form back to you for signature and then your documents will be checked and the form will be signed by them and either faxed or mailed to the commission for you.

Toowoomba Students

You will need to take your new/renewal application form to the Faculty of Sciences Reception for processing, they will read the disqualified persons statement to you and if you know that you are not disqualified then they will pass your form back to you for signature and then your documents will be checked and the form will be signed by them and either faxed or mailed to the commission for you.

HEP B Immunisation

It is a requirement of USQ and Queensland Health that all students must have evidence of Hepatitis B immunisation. As of 29 July 2007 there is no longer any requirement to demonstrate sero-conversion. Evidence of completed immunisation only is required.

Hepatitis B Vaccinations (a series of three injections) take six months and **needs to be commenced no later than the first week of your first semester of study**, in preparation for the first clinical course in semester 2.

Hepatitis B vaccinations are available from your own medical practitioner.

Fraser Coast Students: You will need to obtain your immunisation through your local GP as we do not have a health centre on campus.

Toowoomba Students: Hepatitis B vaccinations are available from the [USQ Health Centre](#). The blood test is free at the USQ Health Centre if you show your student ID card.

Queensland Health Documents

Student Orientation Checklist

Queensland Health provides a detailed summary of Clinical Placement Guidelines. You are required to have read this material and **you must complete** the '[Student Checklist](#)'. The Guidelines can be downloaded from the [Queensland Health](#) website. The Student Orientation Checklist is located in the appendix section of this guide. The checklist cannot be submitted until you have completed all parts of the checklist and attached evidence of Hep B immunisation as well as a positive blue card (photocopy of current blue card or a positive issue notice for Blue Card). This document is only required to be signed and submitted once during your program. ***Please check the Queensland Health website prior to each clinical placement for any new information. There is no need to complete a new checklist unless the checklist has changed and is in the update section.***

Student Placement Deeds

These are found at the [Queensland Health](#) website under [Student Placement Deeds](#). They consist of:

1. [Placement Requirements](#)
2. [Privacy and Consent](#)

Both of these must be signed in front of a USQ employee and then witnessed by a USQ employee prior to Clinical Placement. They are required to be signed once only during your student term. These deeds can be located in the appendix section of this guide.

Fraser Coast Students: Students can also find the following documents on the students P\ drive, this drive is only available from USQ computers. Forms available are Blue Card Application, Blue Card Renewal, Blue Card Validation, QHealth Student Orientation Checklist, QHealth Deed Poll – Privacy and Consent and Qhealth Deed Poll – Placement.

CLINICAL COURSES

Please refer to the Clinical Calendar to ascertain when these Clinical Courses are offered.

Course number	Course name	Hrs	Pre-requisites	Clinical Placement Setting
NUR2099	Clinical A: Assessment and Care	80	NUR1010 or NUR1140 80Hrs of clinical placement	Facilitated placement within an Aged Care Facility.
NUR2199	Clinical AA: Situating Practice	88	(2007) NUR2010 (2008) NUR2000 and NUR2099 80Hrs of clinical placement & 8Hrs of online clinical briefing and debriefing	Preceptored placement within a hospital setting – No acute care wards.
NUR2499	Clinical B: Nursing care in context	168	NUR2199 and NUR2100 or NUR2020 and NUR2030 Recommended prior study: NSC2500 160Hrs of clinical placement & 8Hrs of online clinical briefing and debriefing	Preceptored placement within a hospital setting
NUR2599	Clinical C: Nursing care for mental health	168	NUR2199 and NUR2200 Recommended prior study: NSC2500 160Hrs of clinical placement & 8Hrs of online clinical briefing and debriefing	Preceptored placement within a mental health facility. Students could also be placed within aged care in the acute dementia wards and this would be a facilitated placement.
NUR3099	Clinical D: Nursing for Communities	168	Pre-requisite: NUR2199 , NUR2100 , NUR2400 and NUR2500 Recommended prior or concurrent study: NUR3030 160Hrs of clinical placement & 8Hrs of online clinical briefing and debriefing	Preceptored placement within a community health setting.
NUR3499	Clinical E: The Beginning Practitioner	168	Must be in final semester of study Co-requisite: NUR3200 but will be prior in 2 year progression Pre-requisite: NUR2200 , NUR2400 , NUR2500 and NSC2500 plus two of NUR2499 , NUR2599 or NUR3099 160Hrs of clinical placement & 8Hrs of online clinical briefing and debriefing	Preceptored placement within a hospital, aged care or mental health setting. Students are permitted to revisit wards they have previously been placed at for this clinical.

Textbook It is recommended that you purchase Levett-Jones, T. and Bourgeois, S. 2007, *The Clinical Placement: An essential guide for nursing students*, Elsevier, Sydney.

SONIA

SONIA is a computerised allocation program used for all clinical placements within the Faculty of Sciences and the Faculty of Education. It is important that when logging into SONIA that the screen says SONIA Nursing *not* education.

SONIA stands for:

S	School
O	Of
N	Nursing & Midwifery
I	Interactive
A	Allocations

SONIA Sciences Web Address

<http://sonia.usq.edu.au/sciences/>

Please use the above link when trying to log into SONIA.

N.B. SONIA is used for allocations within the Faculty of Education and Faculty of Arts. If you are having trouble logging in please ensure you are in SONIA Nursing.

When you click on the student login the site will direct you back to USQ connect and you will need to enter your login and password. Once entered you will be taken into SONIA Nursing.

When can we access SONIA

24hrs after enrolling into your first clinical course for BNUR you will be able to log into SONIA.

To use the SONIA web site you will need to type in your USQ provided username and password.

The timeframe for SONIA differs between campuses. Please see the information below that relates to your campus.

Fraser Coast SONIA web site will be:

- **open for VIEWING of available placement sites approximately eight (8) weeks** prior to your scheduled placement (as indicated on the Clinical Calendar).
At this stage you will be able to view the available places at particular clinical agencies. In addition you will be able to view a profile of each clinical area, in terms of the types of services offered.
- **OPEN for you to choose preferences approximately seven (7) weeks** prior to your scheduled placement.
*SONIA allows you to choose five (5) preferences in rank order from favourite to least favourite of the five. **If you are unable to choose preferences due to none supply/expired mandatory documents you MUST see your relevant Clinical Liaison Officer during the SONIA open times.***
- **CLOSED for choosing preferences approximately six (6) weeks** prior to your scheduled placement.

It is at this time that the Clinical School Team obtains the names and contacts of clinical teachers (Facilitators, Preceptors or Mentors).

- **ALLOCATIONS of placements and the names and contact of clinical teachers can be viewed four (4) weeks** prior to your scheduled placement.
You will therefore be able to contact your facility contact, Nurse Unit Manager, at this point to ascertain your roster.

If there is any change in placement availability or preceptor after this time period, your campus Clinical Liaison Officer will update these details on SONIA. Students need to make sure they regularly check SONIA for any change in information.

N.B. At times this time line may not be possible, but every effort will be made to have placement information available as soon as possible.

Toowoomba SONIA web site will be:

- **open for VIEWING of available placement sites and ENTERING of preferences approximately six (6) weeks** prior to the start date of the first block of your scheduled placement (as indicated on the Clinical Calendar) N.B. If there are a number of different blocks/mentor programs, SONIA will open 6 weeks before the start date of the first block or mentor program for the entire clinical for that semester. *At this stage you will be able to view the available places at particular clinical agencies. In addition you will be able to view a profile of each clinical area, in terms of the types of services offered and choose five (5) preferences in order from favourite to least favourite of the five.*
- **CLOSED for choosing preferences one (1) week after SONIA is open for viewing and entering of preferences.** SONIA will be closed at midnight on the Sunday of that week.
- **ALLOCATIONS of placements and the names and contact of clinical teachers can be viewed four (4) weeks** prior to your scheduled placement.
You will therefore be able to contact your facility contact at this point to ascertain your roster, starting details or to negotiate your clinical days (fellowship/integrated placement).

Your contact for your facility will be the Nurse Unit Manager. Your preceptors name will be given to you by the NUM as well as your roster for the period of placement. If you have gained an integrated placement you will also need to negotiate your days of attendance with the NUM.

If there is any change in placement availability or preceptor after this time period, your campus Clinical Liaison Officer will update these details on SONIA. Students need to make sure they regularly check SONIA for any change in information.

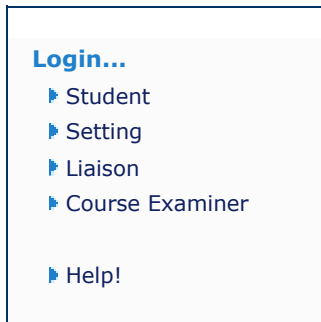
N.B. At times this time line may not be possible, but every effort will be made to have placement information available as soon as possible.

How do I choose preferences on SONIA

IMPORTANT: Please note that Sonia has a time limit of **5 MINUTES** after which time you will be automatically logged out, and will need to log back in to continue

Step 1 Go to website: <http://sonia.usq.edu.au/sciences/>

Step 2 Click on Login - Student



You will then be redirected to the USQ Connect log in page



Logon

Username:

Password:

Logon

Step 3 Enter you username and password, click logon

You will then be redirected back to SONIA Nursing



[Student Details]

Welcome [Redacted]

Student ID: 0500 [Redacted]
 Name: [Redacted]
 Course: BNUR

Step 4 Click on Preferences at the top right of your screen



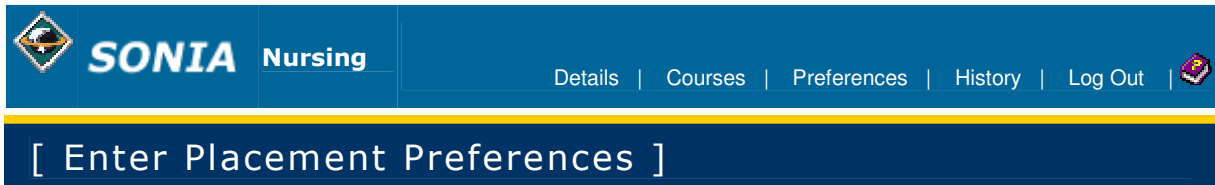
[Placement Preferences]

Current Blocks

<p>Block 134408 NUR3099 Clinical D: S3, 08 - Block B</p> <p>Start Date: 5/01/2009 End Date: 30/01/2009 Area: Community View Sites after: 13/10/2008 Enter Preferences: 13/10/2008 12:00:00 AM</p>	<p>[View Available Sites] [Enter Preferences]</p> <p>Notes:</p>
--	---

Step 5 Click on [Enter Preferences]

Step 6 Enter preferences that suit your current circumstances in order of preference from 1 – 5, **ensure you submit your preferences before logging out**



Enter preferences for Block 134408: NUR3099 Clinical D: S3, 08 - Block B

Placement Details			
Start Date:	5/01/2009	End Date:	30/01/2009
Area:	Community	Last Site:	[REDACTED]

Preferences	
Important: Preferences must be entered by 20/10/2008 12:00:00 AM	
Note that you will not be able to modify your preferences after they have been submitted, so please double check before submitting.	
Preference 1	<input type="text"/>
Preference 2	<input type="text"/>
Preference 3	<input type="text"/>
Preference 4	<input type="text"/>
Preference 5	<input type="text"/>
<input type="button" value="Submit"/>	

PLEASE ENSURE YOU CHECK YOUR PREFERENCES BEFORE SUBMITTING, AS YOU CAN NOT ALTER YOUR PREFERENCES ONCE THEY ARE SUBMITTED

Your history tab will show you all past clinical placement history. Clinical placement history is only available for those students who used the program from Semester 2 2007 Fraser Coast and Semester 1 2008 Toowoomba, if you require history prior to this date you will need to speak with your Clinical Liaison Officer. You will require dates and placement details for your GNOR applications.

Your courses tab will show the courses you are enrolled in that have been imported into SONIA (all clinical courses and some pre-requisite courses).

Please ensure you log out

How do I check what facility I have been allocated to?

Follow steps 1 – 4 in How do I choose preferences on SONIA.



The screenshot shows the SONIA Nursing web application interface. At the top, there is a blue navigation bar with the SONIA logo and 'Nursing' text. To the right of the logo, there are menu items: 'Details', 'Courses', 'Preferences', 'History', and 'Log Out'. Below the navigation bar, there is a dark blue header area with the text '[Placement Preferences]' in white.

Current Blocks

Block 134408 NUR3099 Clinical D: S3, 08 - Block B	[View Available Sites] [Review Preferences]
Start Date: 5/01/2009 End Date: 30/01/2009 Area: Community View Sites after: 13/10/2008 Enter Preferences: 13/10/2008 12:00:00 AM	Notes:
Allocated Site: Darling Downs Correctional Centre [View Site Details]	

You will see your site allocated in red at the bottom of block details screen.

Step 6 To view you site details click on [View Site Details], this will then show you your site contact and other site relevant information.

Details | Courses | Preferences | History | Log Out | 

[Site Details]

Site Details for Darling Downs Correctional Centre

Name: Darling Downs Correctional Centre

Site Contact: [REDACTED]

Title: Coordinator

Phone: [REDACTED]

Address: [REDACTED]

WESTBROOK QLD 4350

Site Notes: You will be required to work 12 hours shifts 7am - 7pm.

Please note that this placement requires a mature minded students due to the nature of the organisation.

A Police check is compulsory for this placement which the individual student will need to arrange and pay for.

Contact for Police Check: [REDACTED].

Liaison:

Meeting Place:

Start of Shift:

End of Shift:

Parking Issues:

Additional
Notes:

FREQUENTLY ASKED QUESTIONS

Why should I enrol early?

Some clinical placement blocks start on the first day of the semester and students need to be enrolled early so they can be placed against a clinical block in SONIA. Student preference selections occur approximately 7 weeks prior to the start of clinical; therefore you would need to enrol at least 2 months prior to the start of each semester.

The clinical group you choose to go out in must reflect the semester timetable selection you choose for lecturers, tutorials and labs. Remember this when making your timetable selection 3 weeks prior to the start of the semester.

Will I receive one of my preferences?

You will not necessarily receive one of your 5 preferences that you have entered into SONIA. The final allocations will depend on the number of placements available and the number of students also entering preferences for those placements. Please remember this is a computer allocations system and is not manually run by the Clinical Liaison Officers.

Can I choose a preference for a facility I have already been to?

Students are not permitted to attend a ward more than once unless it is for their final clinical 'Beginning Practitioner'. This is so the students can gain a broad range of skills whilst on clinical placement which would not be obtained by going back to the same ward.

Can I attend clinical where I work?

Students are not permitted to attend clinical at a facility/ward where they work.

Students are not permitted to be paid for clinical placement.

If you have been allocated to a facility/ward where you normally work (you should not choose these facilities/wards as a preference) you will need to notify the Clinical Liaison Officer immediately so a change in placement can be arranged.

It is important to consider this when choosing your preferences on SONIA and to ensure you only choose preferences that are suitable to your circumstances.

Can I arrange my own clinical placement?

UNDER NO CIRCUMSTANCES ARE STUDENTS TO ARRANGE THEIR OWN CLINICALS. All clinical placements are to be arranged by your relevant Clinical Liaison Officer. If you are seeking a placement that is not available through SONIA you will need to fill in an away request. Please refer to: Do I have a choice in where I go for clinical placement/Away Requests? on page 20.

Toowoomba Students: Students will need to fill in a Special Consideration for Clinical Placement form and not an away request.

When do I attend clinical placement?

You will attend clinical placement as per the clinical timetable that is available online:

<http://www.usq.edu.au/sciences/nursing/clinexp/default.htm>

Students attend clinical in their relevant group as per semester timetable selection. Your timetable must reflect the group you are going out on for clinical.

Health Districts used for clinical placements?

Toowoomba

Students will expect to be placed at clinical placements situated outside of the Toowoomba area during their program. Please see the following list of areas used for clinical placements.

Blackall, Boonah, Cecil Plains, Chinchilla, Dalby, Esk, Gatton, Inglewood, Jandowae, Laidley, Miles, Millmerran, Mitchell, Mt Isa, Oakey, Roma, St George, Tara, Texas, Toowoomba and Warwick.

Fraser Coast

The following health districts are asked for clinical placement availabilities 12 months in advance and are classed as local placements for Fraser Coast Students:

- Sunshine Coast Health Service District – which incorporates the Fraser Coast, Gympie and Wide Bay health services

Shared between both campuses

The following are shared placements between Toowoomba and Fraser Coast:

- Cherbourg
- Kingaroy
- Murgon
- Nanango

NO accommodation is available for the facilities listed below and it is the student's responsibility for arranging such accommodation at their own expense.

- Nambour
- Caloundra
- Brisbane
- Maleny

The Clinical School *sometimes* has limited placements available in Brisbane facilities but **cannot** guarantee that Brisbane placements will be available for every semester for every clinical. NO accommodation is available for any Brisbane placements so students would be required to arrange and pay for any accommodation costs involved.

Please also note that living in a particular area does not give you any advantage to receiving a placement in that area. All allocations are done via SONIA and all students have the same chance of being allocated a placement as any other students regardless of where they live.

Unfilled available clinical places for one campus (e.g. Toowoomba) may be used for students on the other campus (e.g. Fraser Coast).

Please remember clinical placements are limited and all institutions struggle from time to time for placements, therefore if there is a possibility of sharing placements between campuses then the Clinical Liaison Officer's make this decision.

Facilities also hold the right to cancel placements. Staff shortages, renovations of facility and other factors all contribute to a cancellation of placement. This can sometimes occur just days before placement which would be out of our control. It would be impossible to try and place you on clinical during the same period and you may need to attend clinical at another time.

Do I have a choice in where I go for clinical placement/Away Requests?

Your local Health Service Districts do not have the capacity to enable enough placements for all students. Therefore, we expect each student to leave their local area at least twice to three times over their course of study.

As you often have family, friends or relatives in other areas, you may request an away placement. (Not available for NUR2099 Clinical A students). However as there are many Nursing Students from various institutions with limited placement availability in all Health Service Districts you may not receive a successful outcome.

To maximise your chance at gaining your away request we ask that you supply this request no later than 12 weeks prior to the commencement of your clinical.

Students can obtain the Away Request form from their relevant Clinical Liaison Officer, once filled out the student will need to make an appointment with their Course Examiner. Course Examiner will either approve or not approve the request. Forms will then need to be submitted to your relevant Clinical Liaison Officer for actioning.

Toowoomba Students: If you are requesting an away placement you will need to fill in a Special Consideration for Clinical Placement.

Away requests will be deemed unsuccessful if a confirmation is not received from the away facility when your SONIA block opens for preferences selection. You will then need to choose your preferences in the usual manner.

Away request will not be processed if the form is not fully filled out and you are not current with your mandatory documents for the clinical dates for which you are requesting a placement.

I have exceptional personal circumstances that affect my clinical placement, what do I do?

If students feel they have exceptional personal circumstances that require them to have a specific clinical placement they will be required to fill in a Special Consideration for Clinical Placement form, available from your relevant Clinical Liaison Officer.

Students will then need to make an appointment and see their Course Examiner. Your Course Examiner will review the request and either approve or not approve. Forms will then need to be submitted to your relevant Clinical Liaison Officer for actioning. **THIS MUST OCCUR BEFORE THE SONIA CLOSE DATE OF YOUR RELEVANT CLINICAL PLACEMENT.**

Forms will not be approved if submitted to the CLO after the close date of SONIA and the student is not current with all mandatory documentation.

What shifts do I work?

Students work the same shifts that their preceptor/facilitator is rostered. This includes day, afternoon, night, weekend and public holiday shifts. Shifts may be 8Hrs, 10Hrs or 12Hrs in length depending on the ward you are allocated to.

Students are not permitted to negotiate shifts that they have been rostered on. Please note that the Nurse Unit Managers spend quite a bit of time with organising your placement and making sure you are placed with a preceptor. The only time a student can negotiate a shift is if they are required to make up missed clinical days and are organising an additional shift, this needs to be organised through your Nurse Unit Manager. Please refer to: Absent whilst on clinical on page 22.

Nursing is a shift orientated career therefore you are required to prepare yourself by attending shifts you are rostered with your preceptor. **This is not negotiable.**

Most health facilities operate 24hrs a day, 7 days a week.

Why do I have to do a certain clinical placement when I have been working in that clinical setting for so long?

Students attend clinical placement as a Student Registered Nurse not as a personal carer, EN or any other position that the student may be currently working as and the clinical course objectives will be those of a Registered Nurse.

Do I attend placement on Public Holidays?

If the roster you have gained for your clinical placement has you attending placement on a public holiday then **yes** you are required to attend placement on the said public holiday. Some community health settings do close for public holidays and students will not attend placement on these days.

If your facility is closed due to a public holiday you may be required to make up these days on your next clinical placement, as some placements that occur earlier in the year have several public holidays in them.

I have a university exam being held during my clinical placement, what do I do?

Students who are locally placed or are able to get to their campus or their usual exam venue, you will be required to sit the exam regardless but may not make the day up as this is a University requirement.

This will depend on the roster you are on. For example, if you are on an afternoon shift but your exam finishes at 11am, then you are still required to attend your clinical shift that day, but if you were on morning shift, then you do not need to attend that day. Please ensure that you inform your preceptor of any examinations you may have as soon as possible so that it can be worked around.

Students on clinical placement away from their campus should request a change of exam venue. This is done via Faculty assessment staff not examinations dept as it's a cost to the faculty or defer the exam til the next exam period. (This is not advisable if on their last placement to graduate). Students will need to submit a Request for Change of Examination Centre form, which can be obtained through Faculty of Sciences Reception.

Fraser Coast Students Local placements are considered those that are within an 1Hr 15mins drive from campus.

I have failed my NUR2099 Clinical A/NUR2199 Clinical AA exam and now have to repeat this course. Do I need to repeat the clinical if I successfully passed the clinical component?

Students will be expected to do at least 40Hrs of clinical during the clinical dates for the said course when it is repeated. This is so the student still has had some clinical experience in a 12 month period. *Students are required to submit clinical documentation when they do their repeat of clinical placement as per course guidelines.*

If you are a student who has failed the exam, for either NUR2099 Clinical A or NUR2199 Clinical AA, but passed the clinical, for either NUR2099 Clinical A or NUR2199 Clinical AA, you will need to see your relevant Clinical Liaison Officer and inform them of the situation so they can manually allocate you to a placement of only 40Hrs when it is next offered.

ABSENT WHILST ON CLINICAL

Students are required to have **100% attendance** for clinical. If you are absent for any reason during placement you will need to notify your facility and USQ (Course Examiner and Clinical Liaison Officer) and also gain a medical certificate. The days you missed will need to be made up. We strongly recommend that students do everything possible to make up these days by doing additional shifts (which you can arrange with your Nurse Unit Manager). Having to do make up days at another time can be very difficult to arrange and could possibly result in holding up your progression through the program.

If you are able to negotiate additional shifts with your preceptor whilst on your current placement you will need to make sure you notify your Course Examiner and Clinical Liaison Officer of such an arrangement.

As a guide:

1 – 2 days missed

Try and do additional shifts whilst on your current placement
If additional shifts can not be arranged the days missed will need to be made up on your next clinical.

3 or more days missed

To be made up (if possible) prior to your next clinical in the same setting as the clinical they were missed on.

It is the student's responsibility to ensure they see their relevant Clinical Liaison Officer in regards to any days that have been missed and need to be made up. You will need to negotiate when these days will be made up and placement back into facility will be dependent upon current clinical blocks as per the clinical calendar. Clinical Liaison Officer's will not be able to place you for a make up clinical if a placement is occurring that is using the wards that you would need to do your make up in. Ideally make up occurs outside of clinical block dates and usually in the students break periods.

Allowable Absences

Students doing block placements will not be required to make up days due to their attendance at USQ Compulsory lectures, Labs or Exams but these must be pre-approved by the Course Examiner of the Clinical Course. Students will need to advise their preceptor/facilitator at the beginning of their placement if they are expecting to be absent due to USQ compulsory attendances. Please ensure it is noted on your attendance sheet by your preceptor/facilitator that you were absent due to USQ commitments.

ISSUES DURING PLACEMENT

- Your Clinical Course Guide which includes your Clinical Evaluation Tools must be with you during your clinical placement.
- Work and personal commitments must be placed on hold during your placement. You are not allowed to work and attend clinical together.
- Mobile phones are not permitted during your clinical placement.
- Correct uniform must be worn at all times (no jeans).
- Photo ID (USQ) badges must be worn at all times during clinical placement.
- Your personal clinical objectives must be completed in draft and submitted for your facilitator/preceptor or mentor to review and give you guidance by the third shift of clinical placement at the latest.

EXPOSURE TO BLOOD AND BODY FLUIDS

Policy and Guidelines for the Management of Occupational or Non-Occupational Exposures to Blood and Body Fluids

This section is to be read in conjunction with the [Queensland Health Policy Guidelines for Management of Occupational and Non-Occupational Exposures to Blood and Body Fluids \(PDF 418 kb\)](#). Students are required to sign a statement that they have read and understand the Queensland Health Policies on this and other issues. While USQ Nursing Students will be placed in both Queensland Health and Private health facilities, these guidelines will still apply.

Note: The following guidelines apply to both students and USQ Education Provider staff.

Preamble

These guidelines apply whenever an exposure to blood or other body fluids has occurred irrespective of when or how the exposure has occurred, during clinical practice, during clinical laboratory work, or in the students non-occupational activities. When exposure occurs during non-university activities, the onus is on the student to report the exposure to an appropriate person (Medical Officer, Emergency Department or USQ Student Health), to enable assessment and follow-up to be undertaken in a timely manner. Where the exposure occurs during a USQ activity including clinical placement, contact must be made with the Clinical Office as soon as possible. An 'Incident Report' must be completed and handed to the Clinical Office, to enable timely assessment and follow up via USQ facilities (Student Health).

Guidelines

1. Gently encourage bleeding if the exposure involves a cut or puncture, then wash the area with soap and water.
2. Wash with soap and water where the exposure does not involve a cut or puncture.
3. If eyes are contaminated then rinse open eyes while they are open, gently but thoroughly (for at least 30 seconds) with water or normal saline.
4. If blood or other body fluids get in the mouth, spit fluid out and then rinse the mouth with water several times.
5. If clothing is contaminated, remove clothing and shower if necessary.
6. Inform an appropriate person to ensure that necessary further action is undertaken.

Reporting

Where the exposure has occurred during a USQ activity including laboratory or clinical placement, students are required to do the following:

1. Basic first aid in the form of points 1-5 above should **not be delayed** for the purposes of reporting, unless this can be accomplished simultaneously.
2. Students must report the exposure to their Preceptor/Mentor or Clinical Teacher (or clinical supervisor in the case of USQ Education Staff)
3. The Preceptor, Mentor or Clinical Teacher (or clinical supervisor) will direct the student (or staff member) to the relevant institutional policy, which may include attendance at the Staff Health Clinic or Emergency Department.
4. Students (or USQ Education staff) should ensure that the Clinical Office is contacted as soon as possible regarding the exposure.
5. Students (or USQ Education staff) should ensure that a copy of the institutional 'Incident Report Form' is forwarded to the Clinical Office (which will then be forwarded to the USQ Safety Office for further assessment and follow up)
6. If there is difficulty promptly obtaining a copy of the institutional 'Incident Report Form', students will be provided with a USQ 'Incident Report Form' to be completed by themselves and their clinical supervisor.

CLINICAL EQUIPMENT AND UNIFORM

Clinical uniform

Uniforms must be purchased prior to undertaking a clinical course. The USQ clinical shirt and optional jacket, and belt bag are available from:

Fastlane Sports Design
610 Ruthven Street
Toowoomba
Phone: +61 7 4632 6264

Remaining items can be purchased from any retail store.

Fraser Coast students: will be advised by the Program Coordinator during orientation regarding purchase of the uniform. You will need to attend the Administration Office (A103) and speak with Leah Jackat, Faculty of Sciences, in order to try on for sizing of the uniform and submit your order form.

The full uniform which complies with current Workplace Health and Safety regulations is as follows:

Female	Male
<ul style="list-style-type: none"> • comfortable fitting dark navy blue, waist high slacks or culottes. (No hipsters or jeans are permitted) • two USQ Nursing clinical shirts (available from Fastlane) • black or navy blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole for both sexes (no joggers or sandals) • sport socks or walk socks (black or white are acceptable) • optional – USQ Nursing jacket and belt bag (available from Fastlane) 	<ul style="list-style-type: none"> • comfortable fitting dark navy blue slacks or tailored business shorts. (No hipsters or jeans permitted) • two USQ Nursing clinical shirts (available from Fastlane) • black or navy blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole for both sexes (no joggers or sandals) • sport socks or walk socks (black or white are acceptable) • optional – USQ Nursing jacket and belt bag (available from Fastlane)

Clinical equipment

You will need to purchase a stethoscope with bell and diaphragm. This is available from the Student Guild Shop (R Block Mall, Toowoomba campus), the USQ Bookshop at both Toowoomba and Fraser Coast campuses, and any medical equipment supplier.

Clinical Identification Badge

You will need to purchase a Nursing Clinical Identification Badge from Student Guild. This badge is different to your Student Identification Badge.

Your Nursing Identification Badge will only have the following information shown:

- Your Full Name
- Your University
- Magnetic strip is not active – therefore if card is lost it cannot be used for access to USQ buildings
- Gold chip is not active – therefore if card is lost, your money stored against this chip is safe.

Clinical deportment

Nursing is a highly respected profession and as such it is expected that you will present yourself in a professional manner (this is also measured on the Clinical Evaluation Competencies for each clinical course). The only jewellery allowed is a wedding ring and wrist watch (a fob watch pinned to your uniform is preferable and in some agencies required, due to possible injury to patients from wrist watches). You should be able to be identified by name via a photo identification card worn on a lanyard around your neck.

The rules of basic hygiene should be maintained at all times. Long and/or painted fingernails or acrylic nails are not acceptable and may cause patient injury. It is essential that you maintain a high standard of personal grooming in order to demonstrate to patients, families and other health professionals that you take personal pride in your physical presentation. A well groomed nurse can engender confidence in patients, families and other health professionals, which is an essential beginning in any interpersonal relationship.

For further 'Coaching Tips' concerning deportment please read the section in Levett-Jones et. all pages 31-32.

CLINICAL SUPERVISION MODELS

We use three models of supervising the clinical courses:

- Facilitation Model
- Preceptor Model
- Mentor/Fellowship Model – Also known as Integrated
-

These models are used depending on the:

- clinical course
- availability of supervisors
- clinical agencies unique characteristics.

The methods of clinical supervision available at each clinical agency will be advertised on the SONIA website. Some clinical agencies may use a combination of models and if so, you will need to choose both a venue and a preferred supervision model.

Facilitation Model

This model is particularly suited to the students studying NUR2099 Clinical A: Assessment and Care, although the model may also be used occasionally in particular clinical agencies.

The model uses a Registered Nurse who supervises a group of usually 6-8 students. Facilitators have successfully completed a workshop conducted by the Department of Nursing and Midwifery.

Your Facilitator will organise, supervise and evaluate your clinical experience. The Course staff (Examiner, Moderator or team member) will also visit the clinical agency in which you are engaged. Clinical Team visits will have the purpose of consultation with you and your facilitator, clarifying assessment items, and assisting you to link theoretical concepts to clinical practice.

Preceptor Model

In this model you will be assigned a Registered Nurse, who becomes your Preceptor during your clinical course. During most of your clinical course, you will be working closely with your Preceptor/s, and be on the same shifts. This does mean that you will be rostered with your Preceptor and will be expected to work any of the three shifts, including weekends (if rostered).

Preceptors are experienced Registered Nurses, who have completed either a 'generic' Preceptor Program, conducted by Queensland Health (or their clinical agency), or by the Department of Nursing and Midwifery Clinical Team. In addition, Preceptors are prepared in the specifics of assessment as required for your clinical course at USQ. During your placement you may have more than a single

Preceptor. In cases where you have more than a single Preceptor, your final Clinical Evaluation will be conducted by an amalgamation of comments from all of your Preceptors, but will usually be compiled by your Principal Preceptor. Clinical Course Team Members will either visit or make contact with you (if in a distant rural setting) during your block placement.

Mentor/Fellowship Model – Also known as Integrated

The Mentor system allows you flexibility to undertake your clinical hours over a longer period on normally a two day a week basis.

If you select this method of undertaking clinical hours, and are successful in obtaining a placement, you then become a 'Fellow' of the clinical agency in which you will undertake your clinical placement and you will be assigned a 'Mentor' who will supervise you throughout your placement. Due to unforeseen staffing issues, sometimes students may be assigned more than one Mentor.

As for the Preceptor Model, you will be rostered to work the shifts allocated to the Mentor, including possibly weekends. The role of the Mentor differs from the Preceptor, in that the Mentor will form a longer term relationship with you and include you in ward meetings or continuing education programs if applicable. Mentors have undertaken an additional educational preparation to the Preceptor Program. As yet not all clinical agencies have adopted this model, but there is much interest in this method and additional agencies are coming on line. As for the Preceptor Model above, Clinical Course Team Members will visit with you and your Mentor.

Fraser Coast Students Mentor model is currently not available; however students do have an option of integrated placement i.e. 2 days per week for 10 weeks for a 160Hr clinical courses. This would mean that you may have more than one preceptor during your placement.

Please note: The Preceptor and Mentor Models **will not** be available for NUR2099 Clinical A: Assessment and Care. Mentor Model **will not** be available for NUR2199 Clinical AA: Situated Practice.

CLINICAL COURSE EVALUATION

The course specification for each clinical course will give you the essential information about course evaluation.

Download the relevant [course specification](#) and become familiar with what is essentially an agreement concerning what is expected of you and of the University in order for you to gain a passing grade in the course.

Clinical course objectives

Clinical course objectives are based on the [Australian Nursing and Midwifery Council's competencies and elements of the Registered Nurse](#). Your Clinical Course Guide will expand on the course specification and explain in detail the course requirements.

Clinical Course Evaluation Tool

The clinical course evaluation tool incorporates the Australian Nursing and Midwifery Council (ANMC) elements and competencies. Because these have been formulated for Registered Nurses, it is not expected that you will be evaluated as 'competent' on all of these elements. You will be evaluated on a three-point scale. The degree to which you are considered competent will vary depending on the clinical course you are studying.

As an example we would expect a higher level of 'competent' ratings in courses such as NUR2499 Clinical B: Nursing Care in Context, than we would in NUR2099 Clinical A: Assessment and Care, a Clinical A is a pre-requisite for Clinical B. In NUR3499 Clinical E: The Beginning Practitioner, we would expect mostly 'competent' ratings. The ratings and their meaning therefore are as follows:

Competent	<p>Means that the student is able to complete the skill or element (or meet the objective) without cues from the Facilitator or Preceptor, and is able to relate and apply theory to practice.</p> <p>This rating would mean that the Facilitator or Preceptor would feel confident that the student is able to satisfy the objective, perform the procedure or satisfy the element without supervision</p>
Requires supervision	<p>Means that the student is able to complete the skill or element (or meet the objective) and apply theoretical knowledge, but requires some further prompting and further supervision.</p> <p>It also means that the student may require more time to complete, or can discuss the theory behind the objective or skill in a general way. It may also mean that they can complete the procedure, but cannot explain the rationale behind what they are doing. The clinical Facilitator or Preceptor would not feel confident allowing the student to complete this or a similar objective or skill without at least some supervision.</p>
Requires development	<p>Means that the student requires considerable assistance and cues to undertake the procedure, element, or meet the objective.</p> <p>In essence it means that the procedure, element or objective is conducted more as a 'learning' session rather than an evaluation of the skill, element or objective. The clinical Facilitator or Preceptor would not allow the student to complete this task, or a similar tasks without supervision</p>

Personal clinical objectives

In addition to the individual Clinical Course Assessment Methods, you are required to develop personal clinical objectives for each clinical course.

When should I write my personal objectives?

These objectives should be written in draft form, prior to commencing each clinical course. It is recommended that you discuss and further develop your draft objectives with a member of your Clinical Course Team.

On arrival at your clinical agency you should clarify your personal objectives with your facilitator/preceptor or mentor, in relation to the clinical experiences available in your placement agency. The final draft of your personal clinical objectives should be completed within the first three shifts of clinical placement and should be available for citing by a member of your Clinical Course Team, facilitator, preceptor or mentor.

Evaluation of objectives

These objectives are evaluated by you at the completion of the clinical course, in terms of the degree to which they have been achieved. You will use the grading of:

- C - competent
- S - requires supervision
- D - requires development.

The purpose of these objectives is to enable you to develop on an individual level, depending on your learning needs, and to provide a method to encourage self evaluation.

What should my personal objectives be based on?

These are developed based on your perceived needs during your clinical course. They should be related to the clinical course objectives and to the Australian Nursing and Midwifery Council (ANMC) Competency Tool. These objectives should be based on:

- Students personal areas of interest or perceived weakness
- Aimed at improving performance from previous clinical placements
- At varied levels of thinking/attitude/skills development, but predominantly at the level of application of theory to practice.
- “Holistic” in content
- “SMART” in structure:
 - S pecific
 - M easurable
 - A chievable
 - R elevant
 - T imed

How should my personal objectives be written?

They should be written at various levels of the 'learning taxonomy', but predominantly at the level of application of theory to practice. It would not be appropriate to write objectives at the level of description or comprehension, as this is more appropriate for a theory course.

They should be realistic, achievable and measurable. This means that you should be able to achieve all of your objectives during your clinical course. As a general guide this would mean that you might have approximately five or six personal objectives. It also means that the objectives should be written in a manner that indicates when they have been achieved. As an example note the following:

Apply an effective systematic and holistic method of delivering a verbal handover of two patients, as evidenced by the feedback of Registered Nurses regarding handover comprehensiveness and holistic focus (based on ANMC competency B1, C2, C4, C5, D3, D4)

You should note that this objective is at the level of application, is specific, in that it indicates that two patients will be included in the handover, and is measurable by other health professionals.

You would be expected to write at least three (no more than six) personal objectives.

Levels of objectives

Level (lowest-highest)	Example verbs
1. Remember (Knowledge)	Identify, recognize
2. Understand (Comprehension)	Interpret, illustrate, classify, summarise, infer, conclude, compare, contrast, explain
3. Apply	Carry out, implement, use
4. Analyse	Differentiate, organise, attribute, select, outline, integrate
5. Evaluate	Detect, monitor, coordinate, critique
6. Create (Synthesis)	Generate, plan, design

Levels of objectives: psychomotor

Level (lowest-highest)	Example verbs/activities
1. Reflex movement	N/A
2. Basic functional movements	N/A
3. Perceptual abilities, imitation, manipulation (Interpreting & responding to stimuli from various sense modalities)	Follow example of, follow lead of, Follow auditory instruction, kinaesthetic adjustment, auscultate, palpate, percuss, observe, coordinate abilities

4. Physical abilities, precision, articulation/coordination (Development of highly skilled movement – endurance, strength, flexibility, agility)	Perform, Carry out, Use, Handle, Manipulate, Carry out according to procedure, (eg. patient/manual handling, wound dressings, medical equipment use)
5. Skilled movement, naturalization (simple, compound, complex adaptive skills)	Competent, Skilled, Efficient performance of complex tasks, Demonstrate skill in (eg. wound dressings, medical equipment use)
6. Non-discursive communication (expressive, interpretive movement)	Use non-verbal communication skills, demonstrate, mime

Levels of objectives: affective

Level (lowest-highest)	Example verbs/behaviours
1. Receiving (attending)	Acknowledge, Share, Show awareness of, Recognize existence of, Develop awareness of, Take into account, Be alert for [a situation, phenomenon, object, state of affairs, judgement, value], (eg. Attend during conversation, Tolerate other cultural patterns, Increase sensitivity to patient needs, Identify own beliefs/attitude/value re...)
2. Responding (acquiescence, willingness, satisfaction in response) (emotional component)	Act/discuss willingly, Volunteer, Obey, Comply, Acquaint self with..., Accept responsibility for..., Protect others..., Enjoy, Find/take pleasure in..., Provide opportunity for..., provide support, listen to, Respond to, Seek opportunity to..., Show interest in...
3. Valuing (value acceptance, preference, commitment)	, Acclaim, Agree, Assist, Cooperate, Help, Respect, Support, Participate, (eg. Evaluate own belief/attitude/value re..., Desire to develop ability to..., Grow in personal sense of..., Perform in accordance with..., Assume responsibility for..., Examine a variety of viewpoints on..., Actively participate in..., Demonstrate consistent behaviour..., Act to further..., Extend the possibility of personal development of..., Deepen personal involvement with..., Accept responsibility for developing competence in...)
4. Organization (value conceptualization & organization)	Argue, Debate, Declare, Defend, Formulate a position, Consistent, (eg. Compare the characteristics of personal & professional values..., Form judgements re responsibility of... for..., Formulate a personal philosophy of..., Weigh alternative policies/practices..., Develop a holistic plan for...)
5. Characterization (value generalization & characterization)	Act consistently, Accountable, Stand for, (eg. Act consistently in accordance with..., Readiness to revise judgement & change behaviour, Judge issues/problems according to facts/situation/purpose/consequences..., Develop a personal code of behaviour based on..., Develop a consistent personal philosophy of...,)

Objective EXAMPLE Med/Surg

At the completion of this placement I should be able to:

1. Assess six patients holistically in relation to their needs for a single shift.

2. Plan the care of the above patients (in consultation with the preceptor) for a single shift.
3. Implement the care planned (in conjunction with the preceptor)
4. Evaluate and document the above care.
5. Implement the safety strategies for medication administration (in conjunction with preceptor as covered in USQ labs).
6. Commence a clinical reflective log, to document conditions presentations and treatment regimes for conditions not yet covered or of a complex nature.

HOW TO PASS A CLINICAL COURSE

An easy answer is to meet the course objectives and satisfactorily complete the course assessment items. In summary you will need to:

- achieve a satisfactory grade on the assessment items, as per the course specifications
- attend clinical placement for the full number of hours allocated to each clinical course
 - If you are unable to attend a clinical placement at any time, you will need to contact your Facilitator, Preceptor or Mentor, as well as, the Clinical Liaison Officer on + 61 7 4631 2974 (Toowoomba Campus) or + 61 7 4194 3140 (Fraser Coast Campus).
 - You will need to provide a Medical Certificate or other evidence regarding the reason for your lack of attendance.
- all assessment items must be submitted via the assignment box or posted to the assessment section by the due date (as per the course specification). This includes the completed Clinical Evaluation Tool, 'Assessment of Clinical Milieu' and 'Evaluation of Clinical Teaching Effectiveness' attached to the Clinical Course Guide
- if you cannot attend clinical due to illness you will be required to produce a medical certificate. In order to be given a passing grade in a Clinical Course, you must complete 100% of the required Clinical Hours. This means that for a 168 hour Clinical Course you must not have been absent (due to medically documented illness) for more than two days. Days absent due to a medically documented illness (of two days or less per Clinical Course) will need to be made up on your next clinical placement.

Fail Grade (on the basis of unattained Clinical Competencies)

If you are awarded a Fail Grade you would not be able to re-enrol in the failed clinical course until the next offering of that clinical course (as per the Clinical Calendar).

APPENDIX

This section has the following forms and reading material:

- Current Clinical Placement Calendar
<http://www.usq.edu.au/sciences/nursing/clinexp/default.htm>
- Current SONIA Date Claimer
<http://www.usq.edu.au/sciences/nursing/clinexp/default.htm>
- Rural Placements Guide – How to make the most of your rural placement
<http://www.nrhn.org.au/site/index.cfm?display=41131>
- When the cowpat hits the windmill – A guide for staying mentally fit written by students for students
<http://www.nrhn.org.au/site/index.cfm?display=41131>
- Student Blue Card – Renewal Application Form
Available from your campus Faculty of Sciences reception
- Queensland Health Student Orientation Checklist
http://www.health.qld.gov.au/sop/content/for_Universities.asp
- Queensland Health Deed Poll – Privacy and Consent
http://www.health.qld.gov.au/sop/content/for_Universities.asp
- Queensland Health Deed Poll – Placement Requirements
http://www.health.qld.gov.au/sop/content/for_Universities.asp
- Student Blue Card – New Application Form
Available from your campus Faculty of Sciences reception

This guide has been produced to aid students in their understanding of clinical placement expectations and requirements.

If you know of information that would be valuable to other students and is not included in the guide please do not hesitate in letting your Clinical Liaison Officer know so they can consider this when the guide is updated.