

Professional Practice Experience **HANDBOOK**

For Nursing And Midwifery Students
2019



Welcome to Clinical Placement at the University of Southern Queensland

Clinical placement is about integrating what you have learnt in theory and putting it into practice in the real world of health care. This is an exciting time and also one that can cause stress to students. To make sure you are well prepared this handbook provides information about the minimum standards that students are required to meet to be successful in their clinical placement.

To meet the registration requirements of the approved program curriculum,

- **Nursing students** must successfully complete 840 clinical hours within the 6 clinical courses offered in the program
- **Midwifery students** need to successfully complete 1320 hours within the 8 midwifery practice courses offered in their program.

All students enrolled in the Bachelor of Nursing (BNUR or BNSG) or the Bachelor of Midwifery (BMID) degree are registered with the Australian Health Practitioners Regulation Authority (AHPRA). This provides some very clear legislative requirements for students regarding their conduct, practice and fitness. This Handbook outlines the expected conduct for all students while on their placement. It is within the right of the University and the Health Facility to stop a placement if these guidelines are not followed.

What Students **ABSOLUTELY MUST** know about Clinical Placement

- ☆ The **Nursing Professional Practice Hub (PPHub)** or the **Midwifery Ultra Megasite (MUM)** are where you will find all the forms, links and information you require to prepare for your clinical placements. They can be found with your other study desks on **UConnect** under **ULearn**. It is important that you use these sites to support your success.
- ☆ Registered, Enrolled and Student Nurses and Registered Midwives and Midwifery Students are governed by **national legislation**, the **Health Practitioner Regulation National Law Act 2009**
- ☆ USQ has written agreements with specific Health Care Facilities to provide placements
- ☆ Mandatory documents **MUST** be completed and submitted via InPlace by due dates provided or you risk being dropped from the placement course
- ☆ Placements are allocated after preferencing closes for the semester, based on available places, student enrolment, mandatory document submission, student requests, and post code match where possible
- ☆ If you work in a health facility, you must advise the Professional Experience Placements Team (PEPT), as you cannot do placement in your work area
- ☆ Nursing placements only take place within Australia or countries where USQ has agreements in place
- ☆ Important placement information will be communicated to you via **email, InPlace, the PPHub or MUM** sites
- ☆ Students may be required to travel to an allocated placement
- ☆ Students must keep a copy of all of their assessment documents, timesheets and makeup requirements throughout their placements

Signing the Student Declaration at the end of this handbook as part of your mandatory documents, indicates that you have read, understood and agree to act within the guidelines provided

The Professional Experience Placements Team (PEPT)

The Professional Experience Placements Team consists of Clinical Placement Officers and Professional Experience staff in Toowoomba and Ipswich. This team allocates the clinical placements and can help you with any questions or problems about preparing for and attending a clinical placement.

The PEPT are based in Toowoomba and Ipswich. You can contact staff face-to-face, or via phone or email. Nursing students enrolled through Geraldton Universities Centre can contact either the Geraldton campus for assistance or the Toowoomba campus. External students, please contact the Toowoomba campus.

PROFESSIONAL EXPERIENCE PLACEMENTS OFFICES:

Toowoomba

Location: Level 1 W Block

Email: HES.support@usq.edu.au

Phone: 07 4631 2974

Ipswich

Location: Level 2 I Block

Email: HES.support@usq.edu.au

Phone: 07 3812 6086

Geraldton (Nursing only)

Location: 33 Onslow St, Geraldton

Email: reception@guc.edu.au

Phone: 08 9920 4400

The Academic Team

The Academic Team consists of the Clinical Course Examiners, Supervisors, Facilitators and the Clinical Education Lead. Your course examiners contact details will be included in the course Clinical Guides.

CLINICAL EDUCATION LEAD:

Associate Professor Victoria Terry

Phone: 07 4631 2377

Email: Victoria.Terry@usq.edu.au

Geraldton Universities Centre Site contact:

Geraldton (Nursing ONLY)

Ms Amanda Clarkson (Clinical Coach)

Phone: 08 9920 4400

Email: amandac@guc.edu.au

NB. Midwifery is not offered at GUC

Midwifery Program contact:

Midwifery

Mrs Elizabeth Rigg

Phone: 07 3812 6281

Email: Elizabeth.Rigg@usq.edu.au

In case of after-hours emergency, phone 1300 99 82 36

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STUDENT REGISTRATION OBLIGATIONS

Registered, Enrolled, Student Nurses, Registered Midwives and Midwifery Students 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 clinical placements. This obligation means *students must be fit to practice and must act within the guidelines of the law while on practice/clinical placements*.

Section 90 of the National Law is about the registration of students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) in their first semester of study. At USQ this occurs after the Census Date. Students' 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. P 126. Health Practitioner Regulation National Law Act, 2009).

To comply with the Health Practitioner Regulation National Law Act 2009, there are requirements that **MUST** be met by the University and each student to ensure patient safety and legislative compliance are met.

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 the public at substantial risk of harm; or*
- *a student for whom an education provider has arranged clinical training has an impairment that, in the course of the student undertaking 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 and midwifery students is what undergraduate students are educated, skilled and authorised to perform. The scope of a student's practice is influenced by:

- Their progress within the nursing or midwifery degree
- The health care needs of the clinical learning environment
- The level of acuity of the patient/client in the health care setting

As an undergraduate nursing or midwifery student, the scope of practice changes through your degree. The course examiner for the practice/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.
- **Student midwives** are required to work under the supervision of a registered midwife 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 a **fail 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 your placements study desk.

Nursing Students

Registered Nurse Standards for Practice (2016)
Code of Conduct for Nurses (1 March 2018)
Code of Ethics for Nurses (1 March 2018)
Professional boundaries for Nurses (2013)

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>

Midwifery Students

Code of Conduct for Midwives (1 March 2018)
Midwifery Competency Standards (2010)
Professional boundaries for Midwives (2013)
Code of Ethics for Midwives (1 March 2018)

<http://www.nursingmidwiferyboard.gov.au/Codes-and-Guidelines.aspx>

SOCIAL MEDIA: As a student you are not to post **any** information about your clinical placement, patients, the facility 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

You are advised to read the [National Board policy for Health Professionals Social Media policy](#) (2014)

How could this information affect my clinical placements?

1. **Complying with the legislation:** The 'Student Declaration' is the last page of this handbook. You are required to sign and submit this prior to undertaking placement. By signing this document, you are informing USQ and the health facility that you fulfill all the conditions and do not have any of the limitations discussed in this handbook or in any of the legislation or codes that have been discussed. It is **YOUR** responsibility to make sure that this is correct.
2. **Fitness for clinical placement:** Sometimes your situation or health could change over the course of your studies. This can impact on whether or not you are still able to meet the conditions. If your situation does change, please notify either your Course Examiner or the PEPT to discuss whether or not you are 'fit for placement'. Most of the time you will be asked to obtain a medical clearance from your doctor that says you are fit to go on placement.



3. **Safety for Placement:** You must provide a Working with Children card (WWC) and an Australian Federal Police Check prior to undertaking placement. These check for any charges recorded against you. If you have a charge against you, it will be raised with the Clinical Education Lead in the first instance. If something happens which could result in your WWC card or Police Certificate being cancelled (e.g. a criminal charge), you need to inform AHPRA within seven days. You also need to let USQ know that you are no longer able to go on placement.
4. **Pregnancy:** If you become pregnant during the course of your study, you will not be able to do placement 6 weeks either side of your estimated due date. You will need to provide the PEPT with a letter from your doctor including your estimated due date and advice on your fitness to do placement. 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 don't have immunity and you are already pregnant, you may not be able to have some of these or may have to wait until further into your pregnancy. Please get in touch with the PEPT to discuss these and make a plan that may allow you to still do your placement.

Your health and wellbeing is important to us at USQ. We want to assist you in meeting the clinical needs of your course. To do this, we need to hear from you when a health condition/disability, mental health related issue or other situation occurs that may affect your placements.

PREPARING FOR CLINICAL PLACEMENTS

For students to be able to go on placement they must:

- Pass the pre requisite courses for the placement course/s
- Enroll in the practice/clinical course
- Submit/update all mandatory documents within timeframes
- Submit preferences and special consideration information in the timeframes promoted
- Be allocated a placement
- Prepare for orientation and any facility specific requirements

Pre requisite courses and Enrollment: Contact **Student Support** or your Student Relationship Officer (SRO) if you have questions about your course progression, pre requisites for practice/clinical placement courses or if you are having trouble enrolling in your courses. You can email them on usq.support@usq.edu.au

If you happen to *fail a pre-requisite* course for a clinical course in which are already enrolled, you will be removed from the clinical course *according to USQ Pre-Requisite procedure*. If you are already undertaking placement, you will be asked to leave your placement. This does not apply to incomplete grades for pre-requisite courses. Any completed hours in this situation, *will not* be counted towards your overall clinical hour requirements.

Midwifery Students: The PEPT attempt to place Midwifery students locally to where they live if possible. Because of this Midwifery students are not offered the opportunity to provide preferences or special considerations as per the information below. As placements commence at the start of each semester you must be prepared with mandatory documents the semester prior.

‘Preferences’: USQ offer nursing students the opportunity to nominate facilities where we have agreements and you would like to do a clinical placement. You can also nominate blocks or integrated placements that are at a time that suits you. We call these preferences and refer to the process as ‘preferencing’.

‘Special Considerations’: USQ offer nursing students the opportunity to provide information that might impact on when or where you are able to do placement. You will need to provide evidence in line with the ‘Compassionate and Compelling Circumstances’ policy to support your request. If you work at a health facility, it is important that you inform the PEPT of this via the special consideration process so we can ensure not to place you in your work area.

It CANNOT BE GUARANTEED that your Preferences and Special Consideration requests will be met as there are many factors that affect placement allocations

You are expected to be available for placement at any time in the semester including mid semester breaks and exam weeks, so please remember this when you are requesting or making personal plans.

Placement allocations: The important date document available on your PPHub or MUM site provides you with the dates when placement allocations will be released for each semester. Placement allocations are 'released' in your InPlace file (P. 12) on the release date only if you have submitted all of your mandatory documents and all of the mandatory documents are current for the entire time you will be on placement.

'Mandatory Documents': These are documents that USQ is required to collect from each student and monitor for the health facilities. They **MUST** be provided and updated by you as required, to enable you to go on placement. There is a checklist of mandatory documents on page 13. Further information and links to obtain the required documents are on the PPHub or the MUM sites.

The PEPT begins allocating placements after preferencing closes for the semester. If your mandatory documents are not submitted, or at least well in the process of being submitted, you will not be allocated a placement until they are submitted. This can impact on where you are allocated a placement and whether or not your preferences are still available when you are allocated a placement.

***If you have not submitted or updated all mandatory documents,
you cannot attend placement.***

Placement Release: The important date document provides you with the dates when placements will be released for the upcoming semester. Your placement will not be released if any of your mandatory documents will expire before or during the placement that has been allocated to you. It's your responsibility to check the dates on InPlace for all documents that have expiry dates and make sure they will remain current for the semester you are enrolled in a placement course.

Orientation Information: Your facility specific orientation and preparation information will be posted to InPlace **two weeks** prior to your placement commencing. You need to check this and be aware of any extra requirements that you might need to provide, as well as whether or not you need to contact the facility prior to placement, when you will find out about your roster and when your orientation will take place. Sometimes orientation can take place before your placement commences. The PEPT will email you if there are changes to orientation so please check your emails regularly.

Makeup Requirements: You may find that you have public holidays, exams or illness that mean you miss a day of placement. We strongly encourage you to attempt to arrange shift changes or to make up this time while you are on placement if you can, however this is not always possible. Please see pages 24 and 25.



How do I know when I need to complete everything?

The PEPT provide a list of ‘important dates’ each year on the [PPHub](#) and [MUM](#) sites. It tells you all the dates relevant to placements including:

- When mandatory documents must be updated for each semester
- When placement preferences are open on InPlace for each course
- When placement allocations will be released on InPlace for you to view

Please note: the important dates are often the semester BEFORE you plan to do placement

Mandatory documents may be submitted until the cut-off date, however this date is one week prior to the last day to withdraw from a course without financial costs and after this if you have not submitted ALL mandatory documents, you may not be able to proceed with a placement in that semester. This is to avoid incurring unnecessary fees where you do not meet pre-requisite requirements. As placements at different sites and locations are limited, you should try to submit/update all mandatory documents before preferencing closes for the best chance of being allocated your preferences.

Students who submit their mandatory documents after placements have been released for the semester, will still be allocated a placement once their documents have been uploaded to InPlace and verified.

If you are unsure or have questions, contact the PEPT early so they can help you – don’t leave it until the last minute!

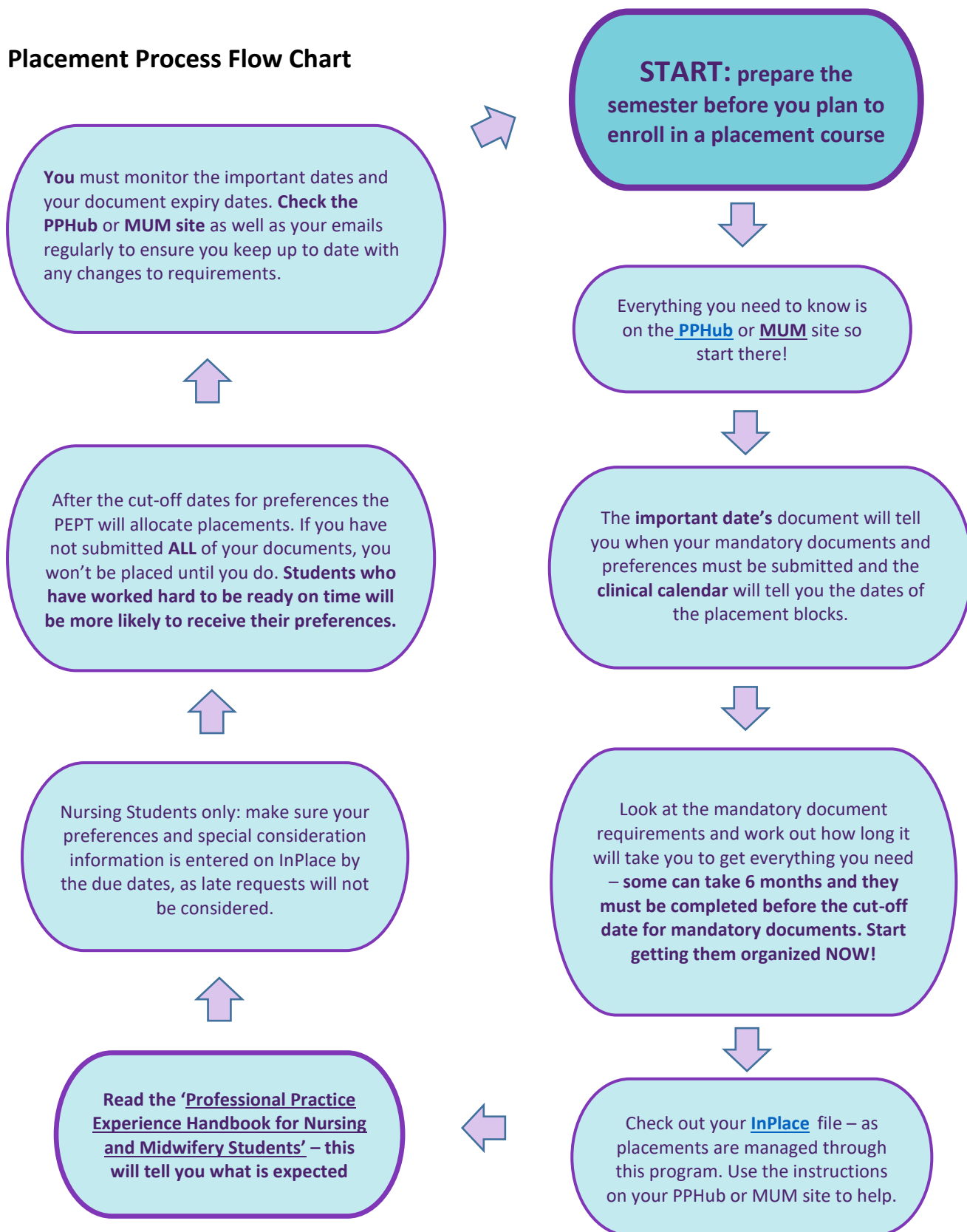
When should students start collecting mandatory documents?

Some mandatory documents can take up to **6 months to obtain**, so start applying for mandatory documents in your first semester of study!

Remember:

- These documents form part of USQ’s agreements with health facilities
- They are important for YOUR safety
- Not completing all of the documents within the required timeframe will result in **not receiving a practice/clinical placement**
- For students enrolled in the external course requesting placement outside Queensland or Western Australia there may be other conditions that need to be met – ask the PEPT
- Information and links for the documents required are on the [PPHub](#) or the [MUM site](#)
- Some documents only needed to be submitted once, others expire and need to be checked and updated
- If you have any questions regarding mandatory documents contact the PEPT via usq.support@usq.edu.au, face to face, or phone them on 07 4631 2974

Placement Process Flow Chart



We know practice/clinical placements can be confusing at first – contact the PEPT if you have questions at any stage of the placement process!

INPLACE

InPlace is the cloud based placement system used by USQ to manage practice/clinical placements. Once you enroll in a subject for your course, your personal InPlace file is automatically created within 24 hours. You can then log in using the link below and your USQ log in and password.

All of your mandatory documents must be uploaded here. Any other personal placement related activities such as preferences or clinical bursary applications, are all done through InPlace. You will receive your placement allocation information via InPlace when these are released and your orientation information will be available through this site **two weeks prior** to your placement commencing.

You must keep a timesheet to upload to Study Desk for marking by your Course Examiner. You are also required to inform your Course Examiner and the Placement Office as soon as possible of any absences and missed hours by emailing hes.support@usq.edu.au.

There are instructions on the PPHub and MUM site for InPlace. These will tell you how to upload your documents, how to submit preferences and all other information related to using InPlace.

Start uploading your documents to InPlace as soon as you get them – they don't all have to be uploaded at once. This shows the PEPT that you are working on being ready for placement!

Some **InPlace** tips –

- Once each document is uploaded, InPlace will send the PEPT a message to go in and 'verify' or check it is correct
- Return to InPlace a few days later to ensure they have been approved – there will be a message explaining why if the document has been rejected
- Sometimes it might take the PEPT a little longer to check your documents
- Check the expiry dates on the details page of your InPlace file regularly to keep your documents current for all your placements – the text box that opens when you click on each document tells you how often they need to be renewed.
- InPlace works best with **Google Chrome or Mozilla Firefox**
- **InPlace website:** <https://inplace.usq.edu.au>
- **Password and Username:** the same as other USQ login details



The PEPT **CANNOT** allocate you a practice/clinical placement or allow you to go on a placement unless all mandatory documents are current for the entire time of your placement. Monitoring these documents forms part of USQ agreements and contracts with all health care facilities.

CHECKLIST OF MANDATORY DOCUMENTS

More information, documents and links to sites are downloadable from the [MUM site](#) or [PPHub](#)

Working with Children check (6-12 weeks to obtain)

- Pre filled application forms from the **PPHub or MUM site** **MUST** be used to apply
- All QLD applications **MUST** come through the PEPT to be sent to Blue Card
- See following pages for other state and territory requirements



Upload: Copy of WWC card

Australian Police Certificate (Up to 25 days to obtain)

- 3 year expiry
- There is a list on the PPHub and MUM sites with accepted providers – make sure you use one of these



Upload: Copy of certificate

Student Declaration

- Submit only once to state that you have read and understood this handbook
- Document is located on the **last** page of this Handbook



Upload: Signed and witnessed Signature page only

CPR Certificate (Can take 2- 3 weeks to obtain certificate)

- Must be renewed each year
- Must be nationally accredited *face to face* training course



Upload: Copy of certificate

Queensland Health Student Orientation Requirements

- Submit evidence only once
- **Not required from GUC or Tasmanian Students**



Upload: Student Orientation Checklist (2 pages)



Upload: Deed Poll (Signature page only)

Queensland Health iLearn Certificates

- 5 Certificates must be renewed annually
- Not required from GUC or Tasmania Students



Upload: copy of each certificate

Immunisations



Upload: USQ branded VPD form

An accelerated Hepatitis B vaccination process (given in under 4 months) is NOT ACCEPTED.

Placements in other States/Territories

If you are doing a placement in a state other than QLD or WA, check the information on the [PPHub](#) and [MUM](#) site. You may need to meet extra requirements

A USQ branded '**Vaccine Preventable Disease**' (VPD) form must be completed by your Health Practitioner and submitted showing you have complied with all of the immunisation requirements as documented on the form.

Go to the PPHub to review the VPD form and start the vaccination process. It is important that you start at the beginning of your first semester as if you have no immunity to Hepatitis B, you will need to complete a **4 to 6 month vaccination process**. Students **cannot** go on placement until they have completed all 3 of the vaccinations.

USQ Health Services can provide you with serology requests, bulk billed immunisations for students and they can complete your VPD form. To book an appointment contact them on 4631 2372.

CLINICAL EQUIPMENT AND UNIFORM

Clinical Equipment

Students should purchase a stethoscope with bell and diaphragm. These are available from the USQ Bookshop, OMNIA at both Toowoomba and Ipswich campuses and any medical equipment supplier. If you are an external student, you can purchase your equipment online from OMNIA or Geraldton students can consult with GUC Nursing Coordinator as bulk orders may be possible.

Clinical Deportment

Nursing and Midwifery are highly respected professions and it is expected that you will present yourself in a professional manner (this is also 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 facility.

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 in order to demonstrate to patients, families and other health professionals that you take personal pride in your appearance. For further 'Coaching Tips' concerning deportment please read the section in:

Levett-Jones, T & Borgeois, 2014. *The Clinical Placement. An essential guide for nursing students*. 3rd edn, Churchill Livingstone, Sydney. pp 31-32.

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:

- **Toowoomba and Ipswich campus students** - USQ Books Shops OMNIA
- **Geraldton students** – Contact GUC Nursing Coordinator as bulk orders may be possible OR
- **Geraldton, Tasmanian and all External students** <https://omnia.usq.edu.au>

Remaining items can be purchased from any retail store.

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

- **Pants:** Comfortable fitting dark navy blue or black slacks, cargo pants or culottes (No hipster or jeans)
- **Shirt:** USQ clinical shirts are peacock green for nursing and purple for midwifery. Clinical shirts are available from the USQ Bookshops.
- **Shoes:** Black or navy blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole for both genders (**NO** joggers or sandals)
- Hijabs or headscarves must be Navy Blue or Black in colour
- Black or white sport socks or walk socks
- Optional – USQ jacket for winter

Lab coats & belt bags, clinical packs and watches can also be purchased from the USQ Bookshops

NURSING PLACEMENT PREFERENCE & SPECIAL CONSIDERATION REQUESTS

You may be automatically allocated a rural or remote placement or a placement away from home. If there are no other options available or you do not meet the review of allocation criteria, then you will be expected to undertake the placement allocated, regardless of location.

There is an expectation that you will be able to travel to a placement in this program if required.

In **Semesters 1 and 2**, nursing students are provided with an opportunity to submit requests for placement location and block or integrated preferences as well as special consideration information prior to the allocation of each of your placements. These requests are submitted through InPlace. This opportunity is only offered at specific times in the **semester before** your planned placement and **before the placements are allocated**. Ensure you check the 'important date' information provided on the PPHub and MUM sites to see when this is available.

A Clinical Calendar is available on the MUM site or PPHub with dates of block and integrated placements.

Preferencing is not offered in Semester 3 due to the fact that we have limited placement options during this semester and preferences cannot be taken into consideration.

You must check your calendar to make sure that that you have no on campus or personal commitments during any semester you are enrolled in placement

Special consideration requests should be about any particular needs you have for placement e.g. restrictions on where/when you can do placement, advising that you work in a health facility, pregnancy restrictions or family support needs. You must provide evidence to support this information in line with the Compassionate and Compelling Circumstances Policy in order for your request to be considered.

You are expected to be available for placement at any time in the semester including mid semester breaks, or during exam weeks, so please remember this when you are making plans.

IMPORTANT NOTE: Please **do not assume** that your preference or special consideration requests will definitely be met. The PEPT will **never guarantee** that you will receive a Block or Integrated Placement or a location you have requested as there are a number of factors that must be taken into consideration when allocating placements to a large group of students.

For directions on how to submit preferences and special considerations on InPlace, please see the instructions on the PPHub or MUM site. Preferences are not accepted via any other method or at any times outside the dates when they are open. Special considerations are only accepted through InPlace.

If you do not submit any requests for placement preferences or special consideration, the PEPT will allocate you to any available placement.

If you do not accept the placement allocated to you, or withdraw or cancel a placement, you will be administratively dropped from the clinical course and will need to enroll in the next semester that the placement is available. Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations.

TYPES OF MIDWIFERY PRACTICE/NURSING CLINICAL PLACEMENTS

Nursing Placements

If you work in a health facility, you must let the PEPT know as you may not be able to do your placements there

Block Placements

- A Block Placement takes place 5 days a week for between two (2) weeks and four (4) weeks to complete the required hours for each placement.
- For some popular placement areas you must make sure you have put in a preference for a placement as there are limited spots in most health facilities e.g. Toowoomba and Ipswich.

Integrated Placements

- **Integrated Placements are only available in Toowoomba at present and have become more limited and availability cannot be guaranteed**
- An Integrated Placement requires you to attend on two (2) or 3 consecutive days a week for seven (7) weeks or ten (10) weeks depending on the placement length
- To request an integrated placement to suit you, please submit your preferences on InPlace **prior to placements being allocated**

Geraldton Placements

- Placements will be block placements
- They *may* be broken into two week blocks on discussion with the Nursing Coordinator *for some placements*

Students may be given a placement that requires them to travel and have accommodation during their placement.

If for extenuating reasons you are **NOT** able to do a placement a long distance from home, make sure you put your special consideration information in via InPlace **BEFORE placements are allocated** and include evidence to support your request in line with the 'Compassionate and Compelling Circumstances' policy. If this documentation is not completed, you must accept the placement offer, or be dropped from the clinical course. Depending on the time frame, this may incur a financial or academic penalty.

If there is somewhere that you would like to go for a different student experience, submit your preferences on InPlace when preferencing is open for your course.

Midwifery Placements

Block Placements

- A Block Placement takes place 5 days a week to complete the required hours for each placement
- A hospital will usually offer either block or integrated placements

Integrated Placements

- Integrated placements will require attendance on two (2) consecutive days a week for the specified shifts for each midwifery practice experience topic
- An integrated placement for midwifery students will be an option at some facilities

Tasmanian Placements

- **First Year:** unpaid integrated placement which requires attendance on five (5) days per fortnight
- **Second Year:** the student is required to apply directly to their placement site for a paid placement for the second year of their program. Once this is paid placement is confirmed, you must advise the PEPT in writing (including a copy of the letter of offer)

You will be required to work either block or integrated depending on what the facility you are allocated to offers



Please consider your work, life, and family balance when enrolling in placement courses. You must be sure you can meet and attend the minimum requirements of clinical hours per fortnight to complete their clinical placement within allocated timeframes.

Midwifery students must submit all mandatory documents and update them as requested. It is critical that these are updated the semester before as your placements start at the beginning of each semester. Documents must be current throughout each placement.

Continuity of Care Experiences (COCE)

Continuity of care experiences are one group of experiences that students undertake within their allocated clinical hours for a given course. The total number of clinical hours for a clinical course is normally 155 hours, averaging to 20 shifts for most courses. This equates to a .5 FTE commitment during semester timeframes. If a student is following a woman's pregnancy journey for the purposes of gaining "Continuity of Care Experience" (COCE), this experience should occur during timeframes when the student is attending his/her allocated booked shifts at his/her clinical placement/host hospital site. Attending clinical placement outside of these times is discouraged to avoid becoming over tired and stressed.

The COCE experience is not a substitute for attending hospital care experiences- i.e. attending clinical shifts at a service site. Therefore, students cannot substitute large volumes of hours e.g. 100, 200, or more by only attending COCEs. Students are required to gain balanced exposure to maternity care service provision to ensure the full range of care experiences are gained.

Attending clinical placement outside of rostered shifts

For the purposes of workplace health and safety and insurance liability, students are encouraged to avoid attending unbooked clinical placement hours outside of booked or rostered shifts/hours. However, if it does become necessary to do this, aim to keep these types of visits to a minimum.

Due to the nature of the COC experience and the professional relationship that midwives form with women, it is acknowledged that there may be times when a student may choose to attend their host hospital during his/her "off duty" time to be with COC woman. Examples of times that are permitted and reasonable to attend a COCE woman outside of a rostered shift are as follows:

- The woman attends the hospital for an additional unscheduled assessment and calls the student;
- Scheduled antenatal appointments at the host hospital or off site at a related service site for example a GP appointment or MGP clinic;
- Childbirth classes;
- The woman goes into labour and is having her baby
- Students may simply not have been able to attend a scheduled antenatal appointment due to other commitments or may choose to attend more than the required x 4 antenatal visits to gain a more comprehensive experience.

Student must not pressure or coerce women to schedule their care around the student's needs. The student is a guest who is following the women as and when able.

In all of these scenarios, the student should have organised these unscheduled visits with the woman and the supervising midwife/health practitioner. Meetings with the woman should occur during the course of scheduled care experiences (check-ups, pathology, radiology, education) therefore; the student is accompanying the woman as she sees registered health professionals. Students should not be seeing women for social catch-ups. If it becomes necessary for the student to attend a woman's appointment outside of the student's booked clinical placement shift, the time spent providing direct care can be 'counted' to the overall clinical placement hours.

Examples of scenarios when students may count time spent with a COCE woman outside of booked hours/shift.

- *The student's is working a paid shift in another area of the hospital and is called to her COCE women to provide care and hopefully assist the women to birth her baby.*

In this scenario, it is the students responsibly to negotiate with her manager to be released to attend her COCE women. Only the time spent providing direct care under the supervision of the midwife can be "counted" and contributing to the overall 155hours for clinical placement.

- *The student is completing a clinical placement shift on a post-natal floor and her COCE woman comes in for an antenatal appointment, unscheduled antenatal assessment or care during labour.*

In this scenario, the student should negotiate with his/her preceptor for the shift to be excused from the allocated area. The student then attends their COCE woman. The time spent providing direct patient care to the COCE woman in this type of scenario is part of the normal shift time and does not need any adjustments.

- *The student has worked a full shift and birth is imminent for her COC woman. The student wishes to stay with the woman to support her and "catch" the birth.*

In this scenario, the student needs to be mindful of Workplace Health and Safety regulations to ensure she takes the recommended breaks. Please refer to the USQ Professional Practice Placement Handbook for more information on the WHS policy.

Applications for extension of time to complete COCEs

If a student has not completed the requirements of the COCE by the end of the semester, they should:

- Communicate with their 'Course Examiner' for the given course to discuss the circumstances
- Submit an 'Extension for time application' to the course examiner specifying on the application form they are applying for both:
 - Additional clinical placement hours
 - Extension of time for submission of assessment items related to that course

The course examiner upon receipt of this application will communicate with the PEPT to check if additional time (and thus insurance cover) can be organised with the service site where the student is attending clinical placement. Due to the nature of how clinical placement is managed by individual service sites, there is no guarantee this can be arranged. The student must not attend COCEs outside of booked clinical placement hours unless an extension of time has been approved. Only COCE associated with course requirements can be considered for extensions of time.

Students need to be enrolled in a clinical course to commence clinical placement and to attend a COCE women.

Examples of scenarios when student should not be counting time for clinical placement hours:

- Time spent travelling to and from the hospital to attend COCE women.
- Time spent waiting for appointments
- Phone calls, texting or emailing COC women
- Social encounters – accidental meeting at the supermarket,

Students need to be either observing or providing direct clinical care under the supervision of a midwife or registered health professional for time spent with a COC woman to be counted

All time spent with a COC women needs to be documented and signed for by the supervising midwife or registered health professional who is responsible for the women on the 'verification of visits' form (p33). Visits that are not signed for will not be counted.

AFTER YOUR PLACEMENT IS ALLOCATED

Accommodation

There is accommodation information available on the [PPHub](#) or [MUM](#) site advising you of locations where accommodation may be available at some Queensland Health sites and/or rural sites 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.

There is not accommodation available in all areas where you might be allocated a placement. If you are allocated a placement that requires accommodation or travel, there are bursary opportunities that you can apply for to help with the cost (see below).

Clinical Bursary Application

Bursaries are offered to assist USQ [nursing](#) and [midwifery](#) students who are undertaking their placement in **rural or remote areas away from where they usually reside**. They are also offered to assist **regional students to attend placement in a large metropolitan hospital**. There is a **maximum amount of \$750** available per approved applicant. To be eligible for a bursary, your placement must be **100 km or more from your place of residence listed in your InPlace file**.

The bursaries are offered each semester and if you are eligible, you can apply for them after placements have been released each semester. The applications are considered by a committee who will apply eligibility criteria and choose the successful students. Not everyone who applies will receive a bursary.

For more information go to the 'Clinical Placement Bursary Information and Application Form' on the [PPHub](#) or the [MUM](#) site. The dates for applying will be promoted on these Study Desk sites or via email.

Requesting a Review of Clinical Placement Allocation (Nursing)

The PEPT will not reallocate or change clinical placements without a request from you which includes evidence to support your request.

If you are given a placement which you feel is unsuitable, you have 10 days from when your placement is released on InPlace, to lodge an 'Application for Review of an Allocated Clinical Placements (Extenuating Circumstances)'. This must be lodged via InPlace. **This process is only available for Semester 1 and 2 placements.**

The application for review must include evidence in line with the [Compassionate and Compelling Circumstances Procedure](#) which supports your request for a placement change. The evidence could be 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.

Putting in a request for review does not guarantee that your placement will/can be changed.

You have a responsibility to put in preferences and special consideration information if you have personal commitments or any other factors that limit where you can do your placement.

For more information go to the [PPHub](#) or [MUM](#) site

FITNESS FOR CLINICAL PLACEMENT

If you have an impairment or a criminal charge listed against you on your National Police Check, you may not be considered 'Fit for Clinical 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. National Boards may place conditions on your registration to ensure that you are able to practice safely if you fall in this category.

If you do have an impairment you should check with AHPRA that they will register you on completion of your course.

When you complete your application for admission to the program, you will be asked to inform USQ if you have:

- An impairment that is likely to affect your capacity to practice the profession or do practice/clinical placement
- Any criminal history that you may have in Australia and/or overseas

Declaring impairments or criminal history does not always mean that you cannot be admitted to the program.

The university will decide whether the impairment or criminal history is relevant to your ability to do placement.

If you have a health/disability issue that could impair your ability to do a placement

- ask your doctors opinion and ask for a medical clearance certificate *which states that you are able to fully take part in all the required activities and have the skills and communication ability to meet the objectives of the course*
- give your certificate to the PEPT or discuss this with your Examiner
- the Program Coordinator will be asked to review your information and provide feedback
- you will then be informed of the outcome

Any information you provide will be treated with discretion and in line with the privacy policy of the University.

ATTENDING CLINICAL PLACEMENTS

It is expected that you will attend **100%** of your clinical placement at the time and shift allocated by the clinical facility. This is a requirement of the course specifications for a clinical course. If you do not comply with the roster and roster guidelines set for you by the facility, you may be asked to leave your placement. This could result in an unsatisfactory grade. **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. You will receive orientation information on InPlace two weeks prior to your placement commencing.

Nursing and midwifery involve shift work - your clinical placements will also include shift work including morning, afternoon and night shifts. You may also be required to do placement shifts on public holidays.

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

- arranging child-minding;
- organising transport to and from the placement
- paying for any costs associated with parking, travel and accommodation
- rearranging private work commitments
- bringing your clinical guide/workbook/portfolio documents to the practice/clinical placement each day

Please consider these when enrolling each semester to ensure you can meet expectations.

Where a student's practice/clinical placement is incomplete because the student has not completed the hours required, make up hours will always be necessary

Requesting a rostered shift change

If you need to request a shift change from your rostered shift while on placement, you can approach your clinical supervisor/NUM to request the change.

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

Getting the most out of your clinical

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

- Introduce yourself to the staff within the area you will be working;
- Come prepared with learning objectives;
- Be engaged in all clinical activities;
- Be punctual and dressed appropriately;
- Take time with your placement supervisor to clearly communicate your placement goals, personal strengths and expectations;
- Seek feedback for each shift;
- Achieve a satisfactory grade on the assessment items;
- Attend clinical placement for the full number of hours allocated to each practice/clinical course
- Submit all assessment items electronically through the course Study Desk by the due date.

ABSENCE WHILE ON PRACTICE/CLINICAL PLACEMENT

Absences are only accepted due to illness, or extenuating personal circumstances. Make up hours are very difficult to secure, especially toward the end of your program, so please commit 100% to your placement hours.

If you are absent during a practice/clinical placement you must inform the facility and relevant staff members AND the USQ Placements Office immediately.

If a student is absent from placement for two days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the Placements Office, **within 10 working days of the absence.**

Except in extenuating circumstances (and at the discretion of the course examiner), 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 make up one or two missed days with extra shifts while on your placement (these can usually be arranged with the Nurse Unit Manager).

You may be out on placement during semester breaks and/or 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.

Missed Hours (up to 16 hours)

If you have missed up to 16 hours or 2 shifts (whichever is greater) you are expected to arrange makeup while on your current placement if the facility can allow this. This may not be possible for NUR1299 or other facilitated placements.

Students in this category will be eligible to pass the course provided they have completed the final ANSAT evaluation successfully.

Missed Hours (over 16 hours and under 40 hours)

If you have missed up to 40 hours or 3 - 5 shifts you must 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.

Students in this category who have provided acceptable documents supporting their missed hours, will be placed on an IDM until they complete their assessment and the hours required.

At the conclusion of your clinical placement, students must record clinical hours completed and any clinical hours missed for every clinical placement. You must also keep a timesheet to upload to Study Desk for marking by your Course Examiner.

Outstanding hours will be entered into InPlace by the PEPT and must be completed by the next semester at the latest.

Clinical placements are a limited and expensive resource. Students are expected to make every effort to attend their placement on the days and in the timeframes offered.

Missed Hours (over 40 hours)

If you miss more than 40 hours in specialty areas, with supporting documentation to justify this, (e.g. NUR1299, NUR3599) you will be required to make-up hours in that specialty area. The grade that is entered will be decided by the course examiner but the student **MUST** have completed a successful Interim report, achieved some of the required competencies and have an accurate timesheet.

Students who fall into this category and have provided legitimate documentation to support missed hours and level of competence, will be provided with another placement in that semester, if there is still enough time to allow them to complete their clinical placement; OR, if there is not enough time remaining in the semester, or there are no suitable placements available, the student will be advised to withdraw from the course. In some cases, an extended period of make-up time can only be allocated in Semester 3.

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 Examiner as well as the PEPT to advise them of the missed shifts. There must be a **genuine reason** (Compassionate and Compelling Circumstances policy) for a shift change or shifts to be missed.

If the facility is unable to provide the makeup time needed, contact the PEPT, Course Examiner or Clinical Education Lead for advice about organising makeup hours. Some facilities do not want to be asked about makeup opportunities – this will be noted in your orientation information

Public Holidays

If there is a Public Holiday on one of your practice/clinical days and the area/facility you are doing placement in is open and functioning, students will be expected to work the shift. If the area/facility is closed for the public holiday those missed hours must be made up.

Makeup

You must notify your Course Examiner and the PEPT when you are sick or unable to attend a shift. It must be recorded on your timesheet as well. If you are able to make up the hours at your placement, include this information on your timesheet and identify that you are making up shifts. This will be submitted to your Course Examiner at the end of your placement.

The Course Examiner will notify the PEPT of any students who have missed hours once timesheets are all collated. If you have more than 16 hours in total from all of your completed placements and you cannot make these up at your current/next placement, please discuss with the PEPT. The School offers clinical make up opportunities throughout the year, and these are advertised on the PPHub when they become available.

It is your responsibility to discuss your makeup shift requirements to ensure you have completed the required hours at the end of your program and that you are eligible to graduate. Don't leave it to the last minute!

STUDENT CONDUCT, BEHAVIOUR AND RESPONSIBILITIES ON PLACEMENTS

These guidelines aim to provide guidance for you about correct conduct and behaviour, what is expected from you and your responsibilities while on placement. Preceptors and Clinical Facilitators are provided with a handbook specifically related to their roles and responsibilities in providing support and clinical supervision to students.

Students will comply with the [USQ Student Code of Conduct Policy](#)

- **If there is a breach of this policy, students may be asked to leave a facility and may obtain a fail grade for the clinical course**

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 join* in the learning process and be responsible for your learning.
- *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 a facility, organisation, government or the university.
- *Maintain* current contact details with USQ (i.e. email and mobile phone number) and be able to be contacted within 48 hours both immediately prior to and throughout placements.
- *Seek assistance* if not confident with a procedure/treatment, or if you lack understanding in an area.
- *Provide* patient/client/woman centred-care under professional supervision only
- *Practice* in a manner that is safe and respectful and consistent with your level of competency.
- *Be responsible* for any accommodation and travel costs
- *Take responsibility* for your personal belongings.

Be Professional

- *Maintain* standards of professional practice.
- *Abide by* relevant Codes of Professional Conduct.
- *Be great ambassadors* for the university and uphold standards of professional behaviour and presentation.
- *Be respectful and polite* in communications with all people.
- *Ensure* you have a zero blood alcohol level and haven't consumed drugs which may adversely affect your performance on placement.
- *Be punctual*
- *Maintain* confidentiality of information - protect the privacy of patients/clients and colleagues.
- *Wear a legible name badge* at all times on clinical placements.
- *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/MUM or course examiner and act to resolve problems quickly and cooperatively.

Complete Assessments

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

Students will not:

Act outside USQ guidelines

- *Swap* their placement with other students **without notifying PEPT**
- *Attend* a placement without the knowledge and consent of the course examiner and Placements Office, if they have been advised by the University that the placement has been cancelled
- *Make public comment* on behalf of a School or the University without the written authorisation of the Executive Dean (Faculty of Health, Engineering and Sciences). 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 facility.

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/woman 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 /woman that could be viewed as potentially influencing decisions about care or treatment or be viewed as influencing the impartiality of health care delivery.

The Facilitator and/or Preceptor, RN, RM, MUM 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 Clinical Support

- *Arrange* for and obtain patient/woman/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/woman/clients are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.
- *Contact* the NUM/MUM or the course examiner if there are clinical or professional issues which they are concerned about
- *Contact* the NUM/MUM or the course examiner 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.

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 examiner 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.

The Course Examiner and/or Professional Experience Placements Team will:

Organise and Plan Placements

- Be in regular contact with placements facilities and visit placement sites as needed.
- Be accessible by telephone and email for communication on placements issues and respond as soon as possible (normally within 24 hours).
- Coordinate the students' pre-placement requirements including student briefing, 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 or fail a student are the final responsibility of the course examiner.

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.

Student Evaluation of Clinical Teaching Effectiveness

You have the chance to evaluate the teaching effectiveness of your placement supervisor while on clinical placement. The link to the evaluation form is located on the clinical course or midwifery practice study desk or in the Midwifery Practice Portfolio found on the MUM site. The completed evaluation form can be submitted with your clinical evaluation tools. The Course Examiner will read the evaluations and comments made by students at the end of the clinical placement. If you have any concerns about the ability of the staff at a facility to provide an effective and supportive experience, follow up communication with the Placement Supervisor may be arranged by the Clinical Education Lead.

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



RELATED UNIVERSITY POLICIES

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#)

[Student Complaint and Appeal Policy](#)

[Work Health and Safety](#)

[Compassionate and Compelling Circumstances Policy](#)

RISK MANAGEMENT

As you take part in the clinical placement program, 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 PEPT.

In the event that an adverse incident occurs while you are on placement, please comply with the Facilities Work Health & Safety (WH&S) policies. You must also complete a USQ incident form (found on your Clinical Course Study Desk) and send it to your Course Examiner.

For safety concerns or emergencies that arise after hours phone 1300 99 82 36

Insurance while on Placement

While you are on a compulsory placement for your course, you will be covered by USQ insurance for some aspects of your placement. Please go to the [PPHub](#) or [MUM](#) site for more information on what is covered and what is not covered, how you qualify for this and how to make a claim.

Emergencies that arise while on Placement

While you are on a compulsory placement for your course, there are guidelines which apply to you should an emergency requiring medical care arise. Please review these guidelines on your [PPHub](#) or [MUM](#) site before you go on your placements as they advise what sort of care would be covered by USQ and what would be the responsibility of the student.

Injury while on Placement

If a student is injured or becomes unwell on placement and the Student/CF/Preceptor/NUM assess that an Emergency Department consult is necessary. If the student is on placement and on duty in a Private Facility with an Emergency Department (ED), where payment is required:

- the student is offered the choice to either be transported to the ED or to be transported outside of the hospital to a public facility ED via QAS
- Contact Professional Experience Placements Office immediately on 1300 99 82 36
- If the student chooses to stay in the private hospital ED, the student should be informed the University will **not** be responsible for any costs incurred for consults and treatment
- If the student chooses to stay in the private hospital ED due to an acute illness, the student should be informed the University will **not** pay for the initial consult, but will not be responsible for any costs incurred for investigations, further consults and treatment

If the student is on placement and on duty in a Public Facility with an ED:

- The student is offered the choice to either be transported to the ED or to be transported outside of the hospital to a private facility ED via QAS. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
- The student should be encouraged to remain in the public hospital ED where there are no costs involved for consults, investigations and treatments
- Contact Professional Experience Placements Office immediately on 1300 99 82 36
- If the student chooses to travel to a private hospital ED, the student should be informed the University will **not** be responsible for any costs incurred for consults and treatment
- If the student chooses to travel to a private hospital ED due to an acute illness, the student should be informed the University will not pay for the initial consult, but will **not** be responsible for any costs incurred for investigations, further consults and treatment

Student travel to and from placements

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

There is a risk of motor vehicle accidents when travelling to and from placement. 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 study desk 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 road side assistance policy in the event of a break down. Be aware of distances between towns. Please ensure your mobile phone is sufficiently charged at all times. 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

<https://www.qld.gov.au/transport/licensing/getting/education/defensive/index.html>

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 health care facility have deemed suitable for staff to park. If you are leaving a health care facility after hours remember to abide by the security conditions of the facility to **minimise any risk to yourself**.

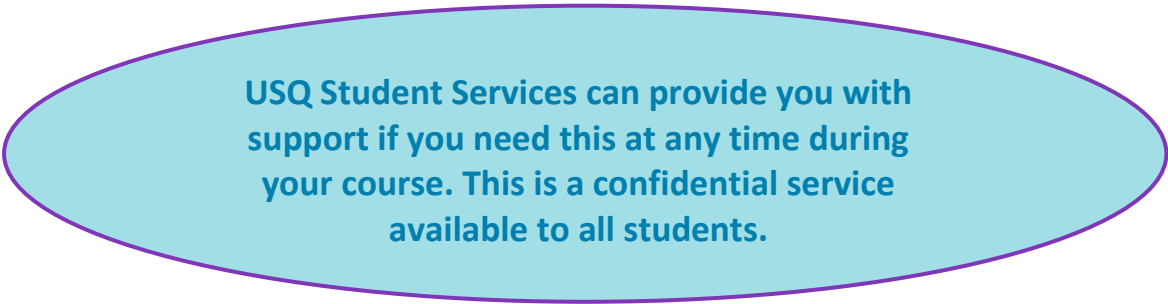
Reasonable work hours

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 **will not do 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 health care facility and **in accordance with the policy and employment practice of the facility**. 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 facility 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 is 'unpaid'). This means your rostered hours for an 8 hour shift will be 8.5 hours and 12.5 hours for a 12 hour shift to accommodate the 'unpaid' breaks. **Remember** your hours of work need to meet the placements required number of hours.

Midwifery: discuss your hours with your midwife preceptor in order to ensure you meet facility requirements, staffing/roster requirements and clinical requirements.



USQ Student Services can provide you with support if you need this at any time during your course. This is a confidential service available to all students.

Paid work hours and practice/clinical placements

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.

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 clinical 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 PEPT for help.

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 a facility activating their disaster management plan, it is vital that **students follow the lead of the clinical team** within the facility. 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 not comfortable with a potential or actual risk you must **notify the Placements office**. If this event occurs after hours then use the after-hours number.

Infectious disease risk

Cross infection, the transfer of harmful bacteria from one person, object, or place to another, or from one part of the body to another (such as touching a staph-infected hand to the eye) is one of the **risks of being a health care provider**.

- Not complying with immunisation requirements increases your risk of being infected with a disease through exposure to blood and body substances in the clinical setting.
- There is risk of being infected with a disease by being exposed to blood, body substances or infected materials. The risk is increased if you have an open wound, such as a cut on the finger.
- There is a risk of being infected with an acute infectious disease, such as influenza, from being with infected individuals.
- Handling of any object capable of causing a penetrating injury (for example needles) while on placement can possibly cause injury and infection.

These **risks can be 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 workplace infection control procedures (which include procedures for sharps injuries and blood exposure).

In the event that a splash or needle stick injury occurs, **you must immediately tell** the health care facility contact person, and the Placements Office. An incident form **MUST** be completed at the health care facility and the USQ incident form (found on your Clinical Course Study Desk) must be completed and sent to your course examiner. In the event of an adverse incident occurring while you are on placement, please comply with the Facilities 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 examiner. If you feel uncomfortable with addressing the situation with the person involved **you MUST contact** the PEPT to discuss the matter further and ask for help or intervention. Student services can provide you with support and guidance while a management plan is decided.

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**. Think before you lift! What other option are there apart from manual lifting.

A **No Lift Policy** is enforced in almost all QHealth, Private and other Facilities.

In the event that you sustain an injury before or during your clinical placement time **you MUST contact** the Placements office and report this.

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 facility contact immediately**. You will be required to complete an incident report for the facility. 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.



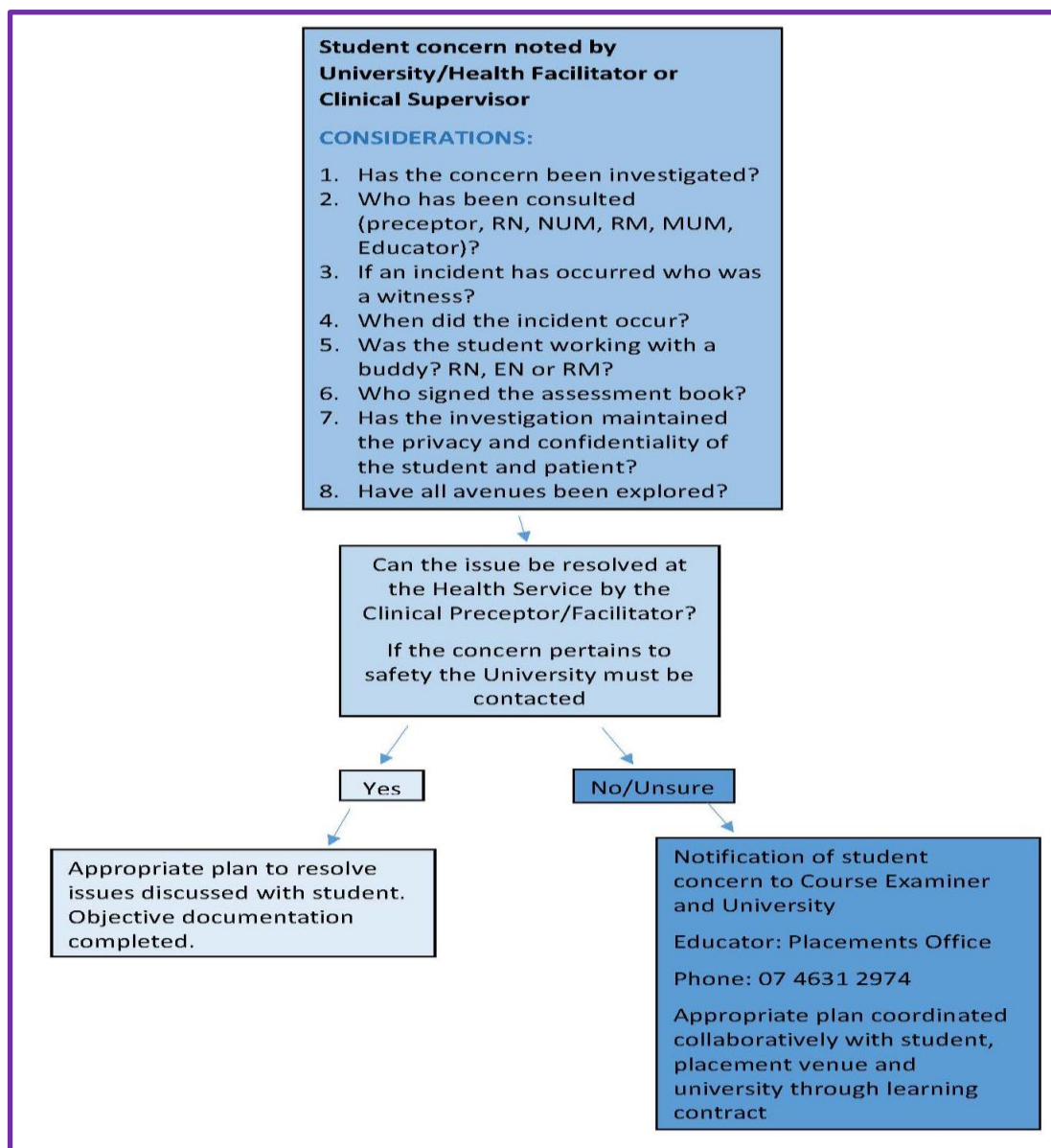
IDENTIFICATION OF STUDENT RELATED CONCERNS

The following guidelines are used when areas of student responsibility are not fulfilled. This can be where a performance concern has been identified or where a student is unfit or unprofessional. Initial communication with the student and university representative is very important. This flowchart is to assist in addressing concerns and providing support and guidance to the student and the facility.

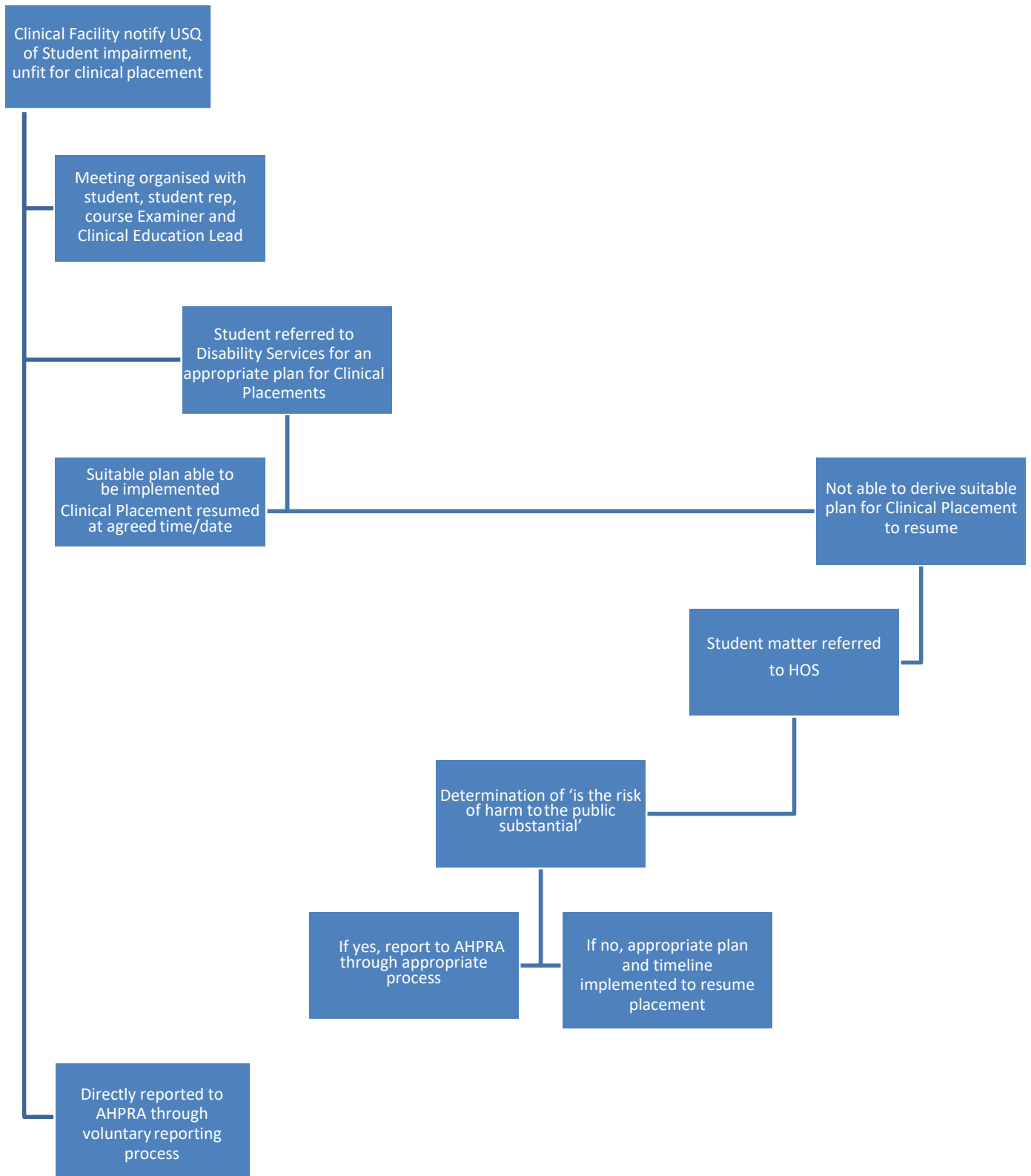
These charts acts as a guide for student management issues however each concern is managed independently based on what is required. For concerns that are serious a more complex decision guide is used. This needs to be conducted with the University and Health Facility collaboratively.

1. Decision Guide – Performance Concern
2. Decision Guide – Unfit for Clinical Placements (P. 37)

Decision Guide – Performance Concern



Decision Guide – Unfit for Practice/Clinical Placements



CLINICAL SUPERVISION MODELS

We use two models for supervising practice/clinical courses:

- Facilitation Model
- Preceptor Model

The model used depends on the:

- Practice/Clinical course
- Availability of supervisors
- Clinical Facilities requirements

The methods of practice/clinical supervision available at each facility is noted on the InPlace website. Some facilities use more than one model.



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

Facilitation Model

This model is suited to the nursing students studying NUR1299 Foundations of Nursing Practice, although it may also be used at times in other clinical agencies.

The model is also used for midwifery students enrolled in the Midwifery Practice courses.

The model uses a Registered Nurse/ Registered Midwife to supervise a group of usually 6-8 students. The Facilitator will organise, supervise and evaluate practice/clinical placement.

The Course staff (Examiner, Moderator or team member) will also visit the clinical agency where you are placed. 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 practice/clinical practice.

Preceptor Model

In this model students will be assigned an experienced Registered Nurse/ Registered Midwife, 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 of the three shifts, including weekends (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 of your Preceptors, but will usually be compiled by your Principal Preceptor or nominated Registered Nurse/Registered Midwife.

CLINICAL COURSE SPECIFICATIONS

The course specification for each clinical course gives the information you must have about course evaluation. Download your course specification and become familiar with what you must do if you plan to obtain a passing grade in the course. Information about your Clinical and Clinical Courses or Midwifery Practice Courses can be found on the Study Desk Sites or [MUM](#) site or the Practice Metasite.



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 workbooks must be downloaded and printed to take with you on your placements. You must ensure the timesheet is with you at all time 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

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.

Midwifery Practice Portfolio

Students intending to study the part-time pathway must only enroll in two courses each semester and as outlined in the part-time pathway. There is a need to proceed swiftly upon receipt of an offer to enroll in clinical courses and to submit mandatory documents in advance of commencement of semester, as this secures a student's placement and their ability to study a clinical course.

The Midwifery Practice Portfolio contains a multitude of mandatory requirement documents such as cumulative records, the Victorian Standardised Clinical Assessment Tool for Midwifery Students, 2nd edition; practice reflections and evaluations. You will be required to upload these documents, following the checklist in your Midwifery Practice Portfolio, to the Metasite for assessment.

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 or Midwifery. **The Placement Office do not have copies of these documents should you lose your copy.**

STUDENT DECLARATION

Every student must complete and submit the following declaration to confirm they have read and understood the entire contents of this handbook. Without completion of this handbook students' risk not being permitted to attend Clinical or Midwifery Practice Placements. This Guide has been produced to aid students in their understanding of clinical or midwifery practice placement expectations and requirements

- I declare I have read and understood the Professional Practice Experience Handbook for Nursing and Midwifery Students.
- I understand that I must abide by the standards described within the Professional Practice Experience Handbook for Nursing and Midwifery Students. I understand that I need to contact the Professional Placements Office if I am unable to meet the obligations for workplace experience at any stage of my course progression.
- I understand and accept my student responsibilities as outlined in the Professional Practice Experience Handbook for Nursing and Midwifery Students

Student Name: _____ Student Number: _____

Student Signature _____ Date: ____/____/____

I understand that I must notify the Professional Placements Office of any written notices issued by the Commissioner for Young People and Child Guardian or from the Australian Health Practitioners Regulation Agency (AHPRA) as soon as I am notified of such a notice.

Student Name: _____

Student Signature: _____ Date: ____/____/____

Witness Name: _____

Witness Signature: _____

Date: _____

This form is part of the pre placements mandatory requirements for all students that attend clinical placements within health care facilities from the University of Southern Queensland. It is required to be submitted to the Professional Placements Office.