



ANP5002 Professional Practice Experience Handbook for Postgraduate Students

IMMUNISATION PLACEMENT 2021

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. 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,

- **Post Graduate Nursing students** must successfully complete a minimum of 6 clinical hours within the 1 clinical course (ANP5002) offered in the program

All post graduate nursing students are registered with the Australian Practitioners Health Regulation Authority (AHPRA). This provides some very clear legislative requirements for students regarding 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

- **You must source your own placement with an appropriate facility**
- USQ must have a written agreement with the facility in place before you can attend your placement
- Mandatory documents **MUST** be completed and submitted via InPlace before you can go on placement
- The Nursing Professional Practice Hub (PPHub) has information under the **Postgraduate Nursing Information** section that supports your placement requirements
- Signing the Student Declaration at the end of this handbook indicates that you have read, understood and agree to act within the guidelines provided.

Contacts for Placements

The Professional Experience Placements Team (PEPT) consists of Clinical Placement staff in Toowoomba and Ipswich. This team allocates the clinical placements and can help you with any questions or problems regarding preparing for and attending a clinical placement. Post graduate nursing students should contact the Toowoomba Placement office for assistance. You can contact staff face-to-face, or via phone or email.

Toowoomba

Email: HES.support@usq.edu.au
Phone: 07 46312974

Ipswich

Email: HES.support@usq.edu.au
Phone: 07 46312974

The Academic Team consists of your Clinical Course Examiner and you can contact them to discuss any academic concerns you may have regarding placement.

Course Examiner: Jessie Elliott

Email: Jessie.Elliott@usq.edu.au
Room: USQ Ipswich I404
Ph: +61 7 3812 6233

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STUDENT REGISTRATION OBLIGATIONS

Registered, Enrolled and Student Nurses and 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**.

All post graduate students who are completing a placement, must be registered with AHPRA and located in Australia.

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

Students have an obligation under 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 imprisonments or
- Their registration under the law of another country that provides for the registration of students has been suspended or cancelled.

PROFESSIONAL GUIDELINES

Scope of Practice

You must always work within your scope of practice and ensure you understand the national guidelines that direct nursing practice and how they relate to a specific placement.

It is up to you to make sure that you work within the guidelines when on placement. Students who practice outside of their current scope of practice for their placement may receive a **fail grade**.

Professional Practice

Ensure you are up to date and familiar with the Nursing and Midwifery Board of Australia (NMBA) guidelines.

Post Graduate Nursing Students

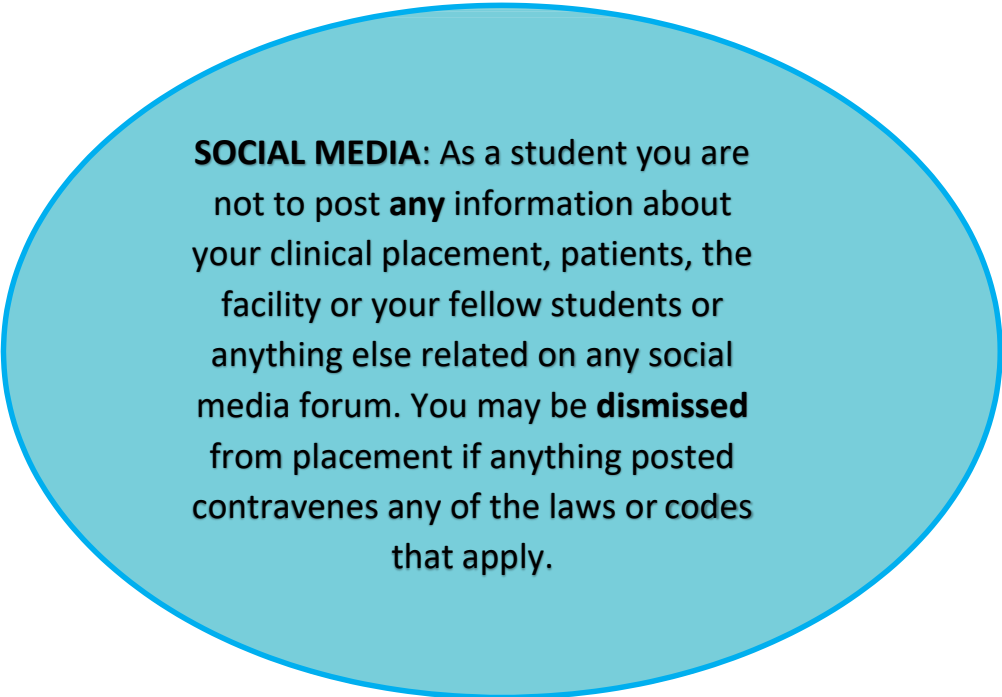
Registered Nurse Standards for Practice (2016)
Code of Professional Conduct for Nurses (2013)
Code of Ethics for Nurses (2013)
Professional boundaries for Nurses (2013)

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

Social Media

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

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Policies/Social-media-policy.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.

PRE CLINICAL PLACEMENT MANDATORY REQUIREMENTS

For students to be eligible for a placement course they must:

- Successfully complete any prerequisite courses and requirements
- Enroll in the practical/clinical course
- Submit your Medical Competencies to your Examiner by the cutoff date
- Correctly submit all 'mandatory' documents within the timelines required
- Have your self-placement approved by the PEPT

1. The **prerequisites for ANP5002** are that you must hold current nursing registration within the Australian Health Professional Registration Authority and be located in Australia.
2. You must be **enrolled** in ANP5002 and complete the theoretical component of the course. If you have questions about your enrollment pathway please contact Student Support via usq.support@usq.edu.au
3. You will be provided with a cutoff date by your Examiner, for submitting your Basic Life Support and Medical Competency evidence to the Examiner. These must be submitted and current for the time of placement.
4. You must provide evidence for ALL **mandatory documents** included in the list in this handbook (p.8) by the timeline date for your semester of enrollment (P. 13). All of these documents must be uploaded via InPlace (P. 7) to be verified by the PEPT.
5. You must source a placement at a facility that is able to provide you with experience that meets the needs of ANP5002 (details P. 12).

More information on mandatory documents and instructions for InPlace can be found under the postgraduate section on the PPHub or in the appendices attached

USQ is required to collect and monitor **mandatory documents** for the health facilities. They **MUST** be provided by you **within the timeframe notified** to enable you to go on placement. Your placement will not be approved until all mandatory documents have been submitted and verified.

Remember, if you are unsure or have questions, contact the Placements Team early so they can assist you

MANDATORY DOCUMENTS

- All documents must be submitted by the 'Placement preparation timeline' mentioned in page 12. If they are not you risk not being able to complete the placement component of ANP5002 within the semester of enrolment.
- For students requesting placement outside Queensland there may be other conditions that need to be met – please ask the PEPT via usq.support@usq.edu.au
- Information and links for the documents required are available on the PPHub under the postgraduate section or in the appendices.

All documents must be current at the time you will be on placement

InPlace

InPlace is the cloud based placement system used by USQ to manage clinical placements. You must upload all documents to InPlace according to the instructions available on the PPHub.

Start uploading your mandatory documents to InPlace as soon as you obtain them. The PEPT then know that you are in the process of organizing your documents

Some **InPlace** tips –

- Once documents are uploaded correctly on the 'details' page of InPlace, it will send the PEPT a message to go in and 'verify' or check they are correct
- Return to InPlace a couple of days later to ensure they have been approved – if they have been rejected, there will be a note attached explaining why they have been rejected
- InPlace works best with **Google Chrome and Mozilla Firefox**
- **InPlace website:** <https://inplace.usq.edu.au>
- **Password and Username:** the same as other USQ login details

The PEPT **CANNOT** approve your placement or allow you to go on a placement unless all mandatory documents are provided and current at the time of placement. Monitoring these documents forms part of USQ agreements and contracts with all health care facilities.

Checklist of Mandatory Documents

Working with Children check

- QLD applications must be submitted electronically via the Blue Card website – follow the instructions on the site.
- If you have a pre-existing Blue Card, we will link you to USQ once you upload a copy of the card to InPlace.
- See page 3 of this Mandatory Documents list for details and links to all state/territory WWC sites

✧ **Upload: Copy of WWC card OR QLD Students ONLY can provide relevant APHRA registration instead**

Australian Police Certificate

- 3 year expiry
- [ACIC approved providers](#) – make sure you use one of these

✧ **Upload: Copy of certificate**

USQ Student Declaration

- Clinical Handbook is updated at start of Semester 1 each year – review annually and sign the declaration
- Declaration is located on the **last** page of the Clinical Handbook

✧ **Upload: Signed and witnessed Signature page at the start of each year**

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

- Must be Australian nationally accredited face to face training course
- Renew each year

✧ **Upload: Copy of certificate**

Queensland Health Student Orientation Requirements

- Submit evidence only once
- Not required from GUC students

✧ **Upload: Student Orientation Checklist (2 pages)**

✧ **Upload: Deed Poll (Signature page only)**

Queensland Health iLearn Certificates

- See page 5 for further details of modules and instructions to create an iLearn account

✧ **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

Influenza

- Must be obtained at the **start** of Flu Season each year (usually April) and must be for the flu season for that year
- You are required to provide evidence in April/May each year

✧ **Upload: Dated evidence of being injected with vaccine from provider during flu season only**

Tuberculosis Risk Assessment form

- Complete and submit prior to your first placement

✧ **Upload: Completed TB Risk Assessment form and evidence of clearance if required**

Additional Information about Mandatory Documents

Working with Children Card (WWC Card) or AHPRA Registration

- ✧ You must have a relevant card for the State or Territory where you are doing placement – use the links below to access the appropriate website

Queensland Blue Card

- ✧ All students must now apply electronically via the Blue Card website using the instructions on the website.
- **Applying for a new card:** After registering and beginning your application on the Blue Card site you will receive an **account number**. Please provide this account number via InPlace in the comments against the Blue Card section. The PEPT will use this to link your application to USQ using this account number you will be notified by SMS or email from Blue Card to complete your application via the Blue Card website.
- **Linking an existing card to USQ:** If you already have a Blue Card when you commence at USQ, please upload a copy to your InPlace file. Once you have done this the PEPT will link your application to USQ.
 - ✧ The Queensland Blue Card is free for students.
 - ✧ **In QLD ONLY** students who have current and relevant (to BNSG) Australian Health Practitioner Regulation Agency (AHPRA) registration can provide evidence of this instead of obtaining a Blue Card. This must be updated each year when renewed.
 - ✧ Blue Cards are current for 3 years.
 - ✧ You must apply to renew your card **prior to the expiry of your current card** so you can attend a placement if still awaiting a new card. If your current card expires before you apply, you will not be able to attend a placement until you receive and upload a copy of the new one.

Western Australia WWC Check

Please use the website link above for information about the application process.

- ✧ Application forms are available from authorised Australia Post outlets OR
- ✧ From the Working with Children Screening Unit.
- ✧ You must have staff from **GUC complete Parts 5 and 6 of the form and sign Part 7** before submitting the application.
- ✧ Checks are current for 3 years.
- ✧ You must apply to renew your card **1 to 3 months prior to the expiry date of your current card**.

NSW - Working with Children Check

South Australia – DCSI check

You must notify the Placement Office at USQ of your intention to apply for a South Australian Department for Communities and Social Inclusion check. USQ will need to commence the process on line before you can complete it.

Victoria – Working with Children Check

Tasmania – Working with Children Registration

Northern Territory – Working with children clearance

Australian Federal Police Certificates

- ✦ USQ must ensure students attending an aged care facility do not have a criminal record, as per the Aged Care Act 1997 and the Police Certificate Guidelines for Aged Care Providers.
- ✦ All Nursing students must have a criminal history check (at their own expense) to be able to attend clinical placements.
- ✦ A police certificate that satisfies the needs of the Act is a nationwide assessment of a person's criminal history (also called a "National Criminal History Record Check" or a "National Police Certificate") prepared by the Australian Federal Police (AFP), a state or territory police service or an accredited organisation.
- ✦ You can apply for a [National Police Check](#) (**name check only**) through the AFP or there are a number of other **accredited organisations** that USQ accept police checks from. Please go to the [Australian Criminal Intelligence Commission](#) website to see the list.
- ✦ If you have a certificate from another provider, please upload it to InPlace for review. If it is rejected, you will need to apply for a National Police Check through an accredited organization.
- ✦ Applications can take up to **25 days** from the date on which the application is received by the AFP however many accepted organisation can provide the police check within 24 hours – check their website.
- ✦ Where convictions are apparent from a police check the PEPT will consult the guidelines and ensure the student is eligible for a placement.
- ✦ If a student is ineligible for a placement, discussion will need to occur in relation to a placement/program progression delay until the student is eligible. If they will not become eligible a discussion on alternative options will take place.

CPR Certificates

- ✦ You **MUST** supply a copy of your current CPR certificate every 12 months
- ✦ Your CPR certificate must be current for the whole semester you are enrolled in a placement subject, which means you must renew it and update the copy on your InPlace file **before it expires**.
- ✦ All CPR training documents will need to be reviewed by the PEPT to check if they are correct.
- ✦ Any workplace acquired CPR certificates will need to have a date of training and signature of the trainer or the Workplace Training Officer
- ✦ All certificates **MUST** contain this logo or be completed through an Australian medical facility (to be approved by PEPT)
- ✦ **Please note: we do not accept online CPR training**



QLD Health Student Orientation Checklist & Student Deed Poll

- ✦ Click onto this [QHealth Clinical Placements link](#) to find both of these documents.
- ✦ USQ is a Group A education provider so use the link for Group A Student Deed Poll.
- ✦ Once you have read and understood the placement conditions, please complete and sign all pages of the Student Orientation Checklist and the final signature page of the Student Deed Poll.
- ✦ **The checklist should not be submitted until you have completed all parts**
- ✦ You only need to do these once during your degree.

QLD Health iLearn Modules

- ✦ Students are required to complete five online [iLearn Modules](#)
 1. Building Emergency Procedures/First Response Evacuation Instruction – *update every year*
 2. Code of Conduct – *update every year*
 3. Occupational Violence Prevention Fundamentals – *update every year*
 4. Prevention and management of musculoskeletal disorders – *update every year*
 5. Work health, safety and wellbeing Induction – *update every year*

How to access the modules

YOU MUST USE MOZILLA FIREFOX to access the modules

Course Offering Name: Non Queensland
Health learner

Use the below information to register:

Email: Use your uemail account

Business Phone: 4631 2974

Position: Student

Employer: USQ

Supervisor's Name: Clinical Officer

Supervisor's Contact Number: 4631
2974

City: Toowoomba

State: Queensland

Post Code: 4350

Country: Australia



NB: it can take two working days after registration to receive the username and password from QHealth
Check your 'junk' mail folder if you have not received it in this time

- ✦ Upload a copy of the 5 completion certificates you receive to your InPlace file. These may take 24 hours to appear in your iLearn account.
- ✦ Contact **QHealth iLearn help number** on 1800 198 175 if you need assistance.

Student Declaration

- ✦ Your student declaration can be found on the final page of your 2021 clinical handbook. By signing this document you state you have read **ALL** of the Professional Practice Experience Handbook for Nursing Students and **fully understood** its contents and that **you will comply with all the conditions** of being a USQ student going on a clinical placement.

Immunisation Requirements

Vaccine Preventable Disease form (VPD form)

A USQ branded VPD form must be completed by your doctor or nurse practitioner with the below information included. The completed form must then be uploaded to InPlace with your name and student number on the bottom of each page.

Hepatitis B Immunisation

- ✦ It takes **4 to 6 months total to complete a Hep B immunisation program** – so start at the beginning of your first semester
- ✦ There are **3 accepted processes** for being immunised for Hep B. These are explained below:

4 Month Process	6 Month Process	Age Appropriate Program (11 to 15 yrs old)
<ul style="list-style-type: none"> Start - 1st needle given + 1 month minimum - 2nd needle + 3 months minimum – 3rd needle Must take 4 months from first needle to 3rd needle + 1 month serology recommended 	<ul style="list-style-type: none"> Start - 1st needle given + 1 month - 2nd needle + 5 months – 3rd needle + 1 month serology recommended 	<ul style="list-style-type: none"> Start – 1st needle given + 4 to 6 months – 2nd needle Serology test recommended for immune status

- ✧ **NO accelerated/shortened** (less than 4 month timeframe or requiring a 4th immunisation after 12 months) **immunisation programs** are acceptable as evidence shows you do not retain immunity.
- ✧ All students are strongly recommended to have their immunity checked by serology test.
- ✧ If your **blood test shows you don't have immunity** after a complete series, it doesn't necessarily mean you can't do a placement. Please contact the Placement Office to discuss your options.

MMR, Pertussis, Varicella and Influenza

The current immunisations required in all states and territories are inclusive of:

- ✧ **Tetanus, Diphtheria and Pertussis** (Whooping cough) – evidence of immunisation within 10 years
- ✧ **Chicken Pox** (Varicella) – required evidence
 - serology + booster if negative **or**
 - evidence of 1 immunisation if given before age of 14 **or**
 - 2 immunisations at least one month apart after age of 14 **or**
 - Medical officer documented history of chicken pox or shingles
- ✧ **Measles, Mumps, Rubella** – required evidence
 - Positive serology **or**
 - 2 doses of MMR vaccine given at least 1 month apart **or**
 - Birth date before 1966
- ✧ **Influenza immunisation** –
 - Obtain this **ONLY** after April each year for the current flu season.
 - Evidence of yearly immunisation required – will need to be renewed after 30 April each year.
 - This is the only document that may not be current for early Semester 1 placements.

For students doing placement outside QLD or WA, please check the NUR:PPHub.

Tuberculosis Assessment and Screening

Please complete the 'Queensland Health Student TB Assessment and Screening Form' found on the Studydesk. If you identify you are at risk in either Part A or Part B, you must follow the instructions for further investigation. All students must complete this regardless of which state or territory you are doing your placement and upload it to InPlace.

Student Declaration

- Your student declaration can be found at the end of this handbook. By signing this document you state you have read **ALL** of the ANP5002 Professional Practice Experience Handbook for post graduate students and **fully understand** its contents and that **you will comply with all the conditions** of being a USQ student going on a practice/clinical placement.

SELF PLACEMENT

Self-placement is a process where you source your own placement by contacting suitable facilities where you would like to do the placement. The facility must be able to provide you with a placement that meets the requirements of the course. Below are guidelines for course requirements:

- You must be supervised by either a doctor or an immunisation qualified Registered Nurse
- There must be the capacity for you to immunise children and adults, and number of clients may depend on facilitator's discretion in the course of the 6 hour placement.
- It must be a variety of immunisations (eg. Can't be a flu vaccination clinic)
- It must include correct VIVAS documentation processes.
- The placement can take place over one or 2 days but must be at least 6 hours long
- The facility must be willing to sign a written agreement with USQ
- If you wish to do your placement within your workplace, you must be supervised by someone other than your usual supervisor

Previously, students completed placements with Queensland Health Services, Community Clinics or General Practices. You can approach any suitable facility that might be local to where you live.

Self-placement process

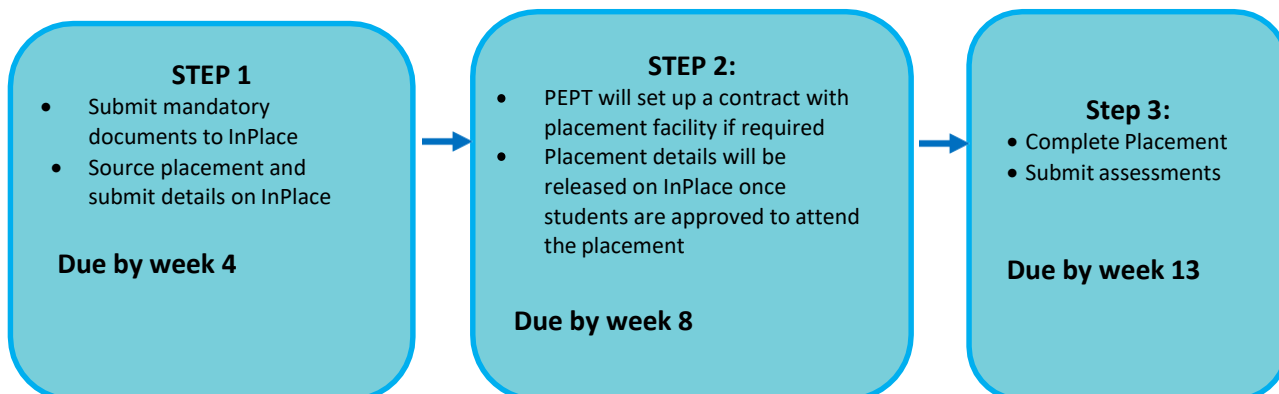
Contact chosen facility, provide details of the placement requirements, advise that this is a postgraduate degree and that a written agreement with USQ will need to be completed. If agreed, ensure that your placement date will be in the timeframe advised (See Step 3 of timeline below).

Once placement details are negotiated, log into your InPlace file, click onto the 'Submit Self Placement' button on the home page and enter the details requested here (refer to InPlace User Guide for more detailed instructions).

Once the details are received by the PEPT, they will review your submission to ensure it is a suitable placement, contact the facility to organise a contract if required, review your mandatory documents to ensure all will be current for the time of your placement and ensure you have completed your academic requirements.

Next your placement will be approved/confirmed on InPlace. Until then you are not permitted to go on the placement at risk of failing. You are also not covered by USQ insurance if the placement is not approved first. Please note it may take a month or more to obtain a contract.

Placement Preparation Timeline



STUDENT DECLARATION 2021

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

- I declare I have read and understood the ANP5002 Professional Practice Experience Handbook for post graduate students.
- I understand that I must abide by the standards described within the ANP5002 Professional Practice Experience Handbook for post graduate students. I understand that I need to contact the Professional Experience 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 ANP5002 Professional Practice Experience Handbook for post graduate students.
- I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement agencies as necessary for placement purposes only

Student Name: _____ Student Number: _____

Student Signature _____ Date: ____/____/____

I understand that I must notify the Professional Experience 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 Experience Placements Office.