



University of  
**Southern  
Queensland**



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# Professional Practice Guide for Physiotherapy Students

Bachelor of Physiotherapy (Honours)  
School of Health and Medical Sciences

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# Introduction to Professional Practice

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

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

From here on, this guide will use the term 'Placement' to refer to clinical and non-clinical professional practice experiences that occur as a coursework learning activity. These will vary in duration and frequency and may be observational, partial and full-time practice education experiences.

## Contacts

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

### The Work Integrated Learning Team

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

- liaising with agencies and the Academic Team to assist in sourcing and allocating placements
- reviewing and verifying mandatory documents for placement
- notifying students of important deadlines and placement information

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

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

Chat: [Chat to us](#)

Phone: (07) 4631 2359

### The Academic Team / Placement Coordinator

The Academic Team members associated with Placements are the Course Coordinator and the Placement Coordinator. Their role is to:

- liaise with agencies and the WIL Team to source and allocate Placements
- assist students with performance related concerns and professional issues surrounding professional Placements.
- discuss any non-compliance with mandatory requirements with students (in conjunction with the WIL Team)
- address any Placement agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries.

Students can contact the Academic Team at any point to discuss their upcoming Placements. Students are encouraged to contact the course coordinator or Placement Coordinator and arrange a meeting to discuss any:

- circumstances including injury/illness, emotional/psychological factors, learning difficulties or unplanned events which may impact on your ability to complete part, or all scheduled Placement activities.
- Queries regarding your Placement allocation.
- Special circumstances affecting your Placement experience.

They are located at the Ipswich Campus but can be contacted by making an appointment either by email or phone. As the team are mobile and frequently out of the office, please allow 72 hours for a response.

Contact Information:

**Academic Name: Professor Venerina Johnston**

Position Title: Program Director, Physiotherapy

Phone: 07 3812 6406

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

## Placement Course Specifications

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

## Program Placement Requirements

Bachelor of Physiotherapy (Hons) students are required to demonstrate clinical and professional competencies in accordance with the Physiotherapy Board of Australia (PhysioBA). The PhysioBA has statutory function as regulator of the physiotherapy profession in Australia and use the Physiotherapy practice thresholds as a reference point of threshold competence when exercising their statutory functions. The Physiotherapy practice thresholds describe the threshold competence required for initial and continuing registration as a physiotherapist in Australia and New Zealand. Physiotherapy students undertake the development of their clinical and professional competencies as a combination of instructional, simulated, and independent learning activities and observational, partial and full-time clinical education experiences.

Students will engage in a range of clinical and professional practice experiences across their years of study, some will be embedded into courses and other will be the focus of the course. To reflect the standards required by the profession, students must be given opportunities for high- quality work experience in a range of settings, sectors, and areas of focus to develop the necessary clinical learning and competence to demonstrate their achievement of the [Physiotherapy practice thresholds](#). In all clinical and non-clinical settings there should be a focus on the development of transferable skills and clinical reasoning that will progress and develop as the student partakes in each Placement experience across their years of study.

All BPTH students will be allocated and need to complete five full-time equivalent Placements and demonstrate clinical and professional competency to graduate. Eight blocks are available for full time equivalent Placements in the final year of the study program, students may also nominate to commence a placement in trimester 3 of the third year.

- BPTH (Hons) Research Pathway students will be allocated to complete five (5) Placement blocks for PTH4001-4005 and scheduled two (2) designated blocks to complete their research project related work as part of their research pathway courses. These allocations may fall anywhere between blocks 1 to 9 of the Queensland Health calendar (which differs to the UniSQ academic calendar) and students are responsible to communicate the allocation to their research supervisor and plan accordingly to accomplish the research related work.
- BPTH (Hons) Practice Pathway students will be allocated to complete six (6) placement blocks for PTH4001-4006 and scheduled two (2) non-clinical courses. Students can use these two block periods to complete group project work associated with PTH3104 and PTH4104.

Sessional Placements may occur as a coursework learning activity. These will vary in duration and frequency. Information about sessional Placements will be provided in relevant course specifications and are managed by the Course Coordinator.

## Student Registration Obligations

All students enrolled in the BPTH degree are registered with the Australian Health Practitioners Regulation Authority (AHPRA). Physiotherapists are governed by national legislation, the [Health Practitioner Regulation National Law Act 2009](#) (National Law). The role of the Physiotherapy Board of Australia under this national law is to protect the public. The National Law clearly states what is required of the University, and of the student, to ensure compliance for all students attending professional Placements. This obligation means students must be fit to practice and must act within the guidelines of the law while on professional Placements.

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

An education provider is required under the National Law to notify AHPRA (section 143, National Law 2009) if they reasonably believe:

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

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

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

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

- ✦ **Student physiotherapists** are required to work under the supervision of a registered physiotherapist at all times.

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

## Definitions of Key Terms

**Placement:** Placement means the placement of a student at an agency for the purposes of gaining practical experience in the profession of their chosen program of study. These may include clinical and non-clinical practice experiences which may vary in duration and frequency, may be observational, partial and full-time.

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

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

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

**Supervisor:** A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking a Placement.

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

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

# Mandatory Document Requirements and Resources

## Placement Calendar

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

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

Some Placements are equivalent to full-time work and are allocated in set time periods called blocks. A typical block is five weeks in duration and full-time equivalency (38-40hr/wk) is dependent on mutually agreed arrangements between UniSQ and the agency. These blocks are aligned with other Australian Universities and therefore placement dates are not flexible and are established independently of the UniSQ Academic Calendar. Please refer to the Placement Hub for Block placement calendar dates of full-time clinical practice activity.

## Important Dates

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

These include:

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

## Placement Hub

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

## Mandatory Document Information

UniSQ is required by the agency to collect documents for each student, ensuring that they are completed correctly and valid for the duration of each Placement. You must provide and update these documents via [InPlace](#) prior to each Placement. You will not be permitted to commence a Placement until all mandatory documents and requirements have been completed and updated.

You are encouraged to start preparing and completing your mandatory documents from your acceptance into the program as some documents, in particular Hepatitis B vaccinations, may take several months to complete. Please ensure you take this into consideration when planning your Placement. It is recommended that you upload your documents as soon as you receive/complete them so your preparation for Placement can be easily viewed.

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

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

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

## InPlace – UniSQ Placement Management System

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

InPlace is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ You provide individual information prior to Placement, e.g. preferences, special consideration requests, and facility expressions of interest.
- ✦ Placement confirmation/allocation details will be released. Changes to allocations may occur at any time. Please check InPlace frequently in case of changes.
- ✦ Your Placement status will be seen as 'confirmed' on [InPlace](#). *This status has nothing to do with your grades or graduation eligibility so you will not be affected if it is not updated as soon as you complete the Placement.*

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

### [InPlace Tips](#) –

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

## Placement Eligibility

For students to be eligible to attend Placement they must:

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

### Pre-requisite Course and Enrolments

Prior to enrolling in Placement courses, students need to read the course specifications to be aware of the requirements which are set by the University and/or accrediting body. Please be aware that some Placement courses must be undertaken sequentially (cannot be enrolled in more than one placement course in a same study period unless it is written into the program progression).

To attend or remain on Placement, students must have successfully passed all academic pre-requisite requirements for the Placement course. If students receive a fail grade for a pre-requisite course and have already commenced placement, they may be asked to cease placement. In this situation, any completed hours will not be counted towards the Placement.

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

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

### Inherent Requirements

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

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

## Fitness for Placement

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

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

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

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

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

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

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

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

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

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

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

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

## Reasonable Placement Adjustments for Academic Progression

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

# Before Placement Allocations are available

## Preferences

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

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

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

- For your preferences to be considered you must select three (3) different regions from the options provided on InPlace.

When preferencing, please consider the different options you have for placement. If you know someone you can stay with in another region while completing the full time professional practice experiences, it may be worth nominating that region as one of your preferences on InPlace.

## Facility Expression of Interest

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

If you are requesting a placement in an agency where you work, this will NOT be considered. Supervisors at the Placement agencies assess student performance and it would be considered a conflict of interest.

## Special Consideration

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

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

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

## Pregnancy

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

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

## Conflict of Interest

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

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

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

## Working While on Placement

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

## Payment for Placement

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

## Rural and Remote Placements

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

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

The availability of accommodation can make it easier for students to be able to attend placement at these sites as it decreases the financial pressure of attending a rural Placement (see page 20 'Scholarships and Bursaries').

## Placement Allocation Process

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

Placement allocation depends on several of the below factors:

- ✦ Mandatory document submission status
- ✦ The number of students who preference the same location
- ✦ The number of Placements that are received by UniSQ from an agency
- ✦ The availability of Placements in a set timeframe
- ✦ The type of experiences offered by the agency.

Special consideration requests are viewed in the first instance which is why you need to submit them early if you wish to have the Placement Coordinator account for your circumstances.

Circumstances for students and Placement providers may change throughout the year resulting in unavoidable changes to Placement opportunities. The Placement Coordinator will contact you to discuss the proposed changes. However, at times, changes may be made without consultation to ensure all students remain on track to graduate at the end of the program. We ask for your patience, understanding and co-operation during any required changes.

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

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

Placements are then released to students once all mandatory compliance has been met. Your Placement will not be released on **InPlace** until you have submitted all mandatory documents and they have been verified. Once your Placement has been confirmed, you will be able to see the details of where you have been placed on [InPlace](#).

### Placement Communication

All email communication to students will be via the UniSQ email account. It is a student's responsibility to check their emails, StudyDesk and InPlace to ensure they are up to date on the Placement allocation process and meet their responsibilities in a timely manner. If, or when required, the Placement Coordinator may communicate with a student via SMS or book meeting with students in person or via Zoom. Please ensure your current contact details are noted correctly on InPlace. Students may send their queries through to the Placement Coordinator or the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).

## **Placement Negotiation**

Where it is required for Placements to be sourced on an individual basis, the WIL Officer or Placement Coordinator will be responsible for negotiating a suitable Placement. It is likely to take up to a month or even longer to confirm these opportunities which may mean that you will not commence in the timeframe initially stated. Once an appropriate Placement has been located and negotiated, you will be informed and advised of the next steps via your UniSQ email account.

## **Placement Agreement**

UniSQ must have an agreement in place with all facilities where students complete Placement. It is the WIL Team's responsibility to ensure this is completed prior to the commencement of any Placements. Should an agreement need to be established for your Placement, you will be informed of its completion and your starting date for placement via your UniSQ email account once finalised.

Each agency will also be reviewed against a UniSQ Risk Assessment Tool to ensure it is a suitable Placement opportunity and meets any program accreditation requirements.

# After Placement Allocations are Available

## Placement Acceptance

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

## Student Responsibilities

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

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

## Placement Appeal

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

The Placement Coordinator will not reallocate or change Placements without a written Placement Appeal, unless cancelled by the Placement provider due to unforeseen circumstances. It does not guarantee your Placement can or will be changed. You may need to attend your original Placement.

## Accommodation and Travel Expectations

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

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

## Scholarships and Bursaries

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

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

## Southern Queensland Rural Health

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

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

Students can register and apply for accommodation via <https://www.sqrh.com.au/accommodation> by clicking on the 'Apply Now' button.

SQRH can also provide subsidy for students to travel to and from their Placement. Applications are considered on a case by case basis. Please check the [SQRH website](#) for more information and to see what other support opportunities are available.

Other support available from SQRH includes the opportunity to apply for funding via a bursary to help with costs for students on an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote Placement.

## Orientation Information

The WIL Team and/or Placement Coordinator will provide you with contact details for each Placement Supervisor. You are required to contact the Placement Supervisor prior to the commencement of placement to ensure that they are fully informed of the requirements and expectations of that Placement. This is your opportunity to confirm the following details:

- ✦ Placement date - start and finish
- ✦ Placement physical address, supervisor name and contact details
- ✦ Time and place of initial meeting at the start of professional Placement
- ✦ Additional pre-placement paperwork or reading requirements
- ✦ Placement schedule - days, start and finish times, allocated break times (*this may be discussed on the first day of placement*)
- ✦ Expected exposure, duties, and responsibilities (*this can also be discussed on the first day of placement*)
- ✦ Any special dress code relevant to the Placement site
- ✦ Any personal protective equipment that you may be required to bring

## Clinical Uniform

Students will be required to purchase and where the UniSQ clinical shirt unless otherwise advised by the placement agency. Shirts are available to ordered online through [School Locker](#). Remaining items can be purchased from any retail store.

The uniform for physiotherapy students on placement are as follows:

- ✦ **Bottom:** Long/full length black pants (active wear, shorts and leggings are not appropriate)
- ✦ **Top:** Approved UniSQ shirt with university logo and profession description visible
- ✦ **Shoes:** Health & Safety compliance. Legislation requires footwear to be fully enclosed with non-slip soles and low, stable heel. Accepted colours are plain black or brown (dual/multi coloured runners or hiking boots are not acceptable)
- ✦ Optional – UniSQ jacket for winter.

**Student ID** – You must wear your student identification card while on Placement. This is best situated on a retractable lanyard attached to your waist or pocket.

## Attending Full time Clinical Placement

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

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

Students are not permitted to attend Placement during a medically certified exclusion period. If you are declared unwell/unfit to participate fully in Placement activities for an extended period of time or require functional restrictions following an injury/illness to enable recovery, clearance to re-commence Placement must be provided from the appropriate medical practitioner. Please ensure that you are communicating with the Placement Coordinator should these circumstances be applicable to you.

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

Where your clinical performance is deemed incomplete because you have not met the learning objectives of the Placement, you must advise the Placement Coordinator as soon as possible so additional work can be administered or additional Placement opportunities organised. Until the requirements are met students may be given an “Incomplete” grade for the course.

### Requesting a Rostered Days Change

If you have extenuating circumstances and need to request a shift change from your rostered shift while on Placement, you can approach your supervisor to discuss any options available. If your Placement is extended as result of the agreed arrangement you will need to notify the Placement Coordinator and WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) as soon as possible.

### Agency Requests that you Change a Day

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

### Reasonable Work Hours

You are required to work the rostered hours allocated by the agency in accordance with the policy and employment practice of the agency. Contact hours will vary between facilities to accommodate service provision. As guide, Monday – Friday 7am – 6pm (approximately 38-40 hours per week) is a reasonable expectation. Students may need to be flexible to accommodate the variance between facilities. If you are offered an opportunity or requested to be present outside the agreed Placement hours you **MUST** notify the Placement Coordinator before accepting the amended arrangements.

### Supervision and Tasking

If your Supervisor is unavailable, you may be supervised by another Supervisor, or your Supervisor may allocate relevant non-patient contact tasks to be undertaken during this time. It may be appropriate that this is completed offsite. Your supervisor will discuss details of any such arrangement at the start of your Placement and as necessary during the Placement.

Other associated workload requirements (directed and self-directed), such as reflection tasks, revision and specific preparation activities are expected to be completed independently, for approximately 1-2 hours each day. This work should be completed outside of the specified clinical contact hours and will not be attributed to additional time spent during your Placement.

## Absence While on Placement

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

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

## Make Up Hours

Where you have not completed the required number of Placement hours for the course, make-up hours may be necessary. We strongly recommend that you seek to make up any missed days with extra shifts while on your Placement (these can usually be arranged with the Agency Supervisor). You will need to email the Placement Coordinator and the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) regarding makeup hours so we may ensure this is added to your InPlace profile. Makeup shifts not added to your InPlace profile may not be considered as genuine completed hours. Please note that a facility may not have capacity to extend your Placement past its original end date and this needs to be respected. Where make up days cannot be supported by the agency, contact the Placement Coordinator so your Placement progression can be recorded and additional days sourced, if deemed necessary. This would be a 1-week minimum requirement.

## Public Holidays

Students are **not** permitted to work a public holiday if your supervisor is **not** working on that day, and there is not adequate support or supervision within the workplace.

## Student Initiated Placement Withdrawal

Once a student has commenced a Placement, if they have exceptional circumstances and wish to withdraw the student must obtain formal confirmation from the Placement Coordinator before taking any action. This is because the student's reasons for withdrawal needs to be discussed to assess subsequent academic action that is appropriate to the circumstances.

Without prior confirmation from the Placement Coordinator, withdrawal by the student may result in a Fail grade for the course.

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

## Agency or Supervisor Initiated Placement Withdrawal

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

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

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

## Placement Termination and Failing Placement

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

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

If you cancel or do not arrive at an allocated Placement with no explanation or appropriate evidence, you will receive either an FNP grade or be dropped from the course and have to re-enrol in a future trimester. Students will not be re-allocated a Placement in the same trimester without appropriate evidence or explanation.

Students must pass clinical Placements in order to graduate. Any student who fails a clinical Placement will need to re-enrol and repeat the full Placement when this can be arranged. Graduation will be delayed until successful completion of course requirements is achieved.

Academic administrative processes and program rules apply to failed physiotherapy professional practice courses. Students may require assistance in responding to correspondence received regarding their enrolment or exclusion for a program. Please contact the Course Coordinator for support and guidance on this matter.

Prior to attempting the repeat clinical Placement, students are required to reflect and plan how they will address the issues resulting in an unsuccessful outcome. Students will be directed to undertake a reflective task and discuss this with a nominated staff member as preparation for the repeat clinical placement. The Placement Coordinator will contact students to complete the relevant activity.

Progression throughout the program is dependent upon a pass grade in theoretical and other practical courses which have been set as prerequisites. Students are advised to consult with [The Enrolments Team](#) in situations where their progression is affected either by failure in pre-requisite courses, or where they choose a part-time study pattern.

## Other Reasons for Failing a Placement Course

- You do not upload current mandatory documents on InPlace by prescribed deadline, therefore do not meet pre-placement requirements, and cannot be allocated to a Placement;
- You cease or withdraw from a Placement without providing appropriate documentation or evidence. Non-attendance at Placement without supporting evidence or explanation is considered withdrawal from the Placement (E.g. a student fails to inform Placement Coordinator and WIL Team of any injury or illness which renders the student unable to attend Placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, you must inform the Placement Coordinator and WIL Team, provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend Placement);
- You do not show any progress or learning following formative or mid-point feedback, or performance remains unsatisfactory at the end of Placement, as indicated by supervisor's evaluation;
- You do not abide by relevant UniSQ or accrediting body Codes of Conduct, relevant laws of the land and workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive, or unreasonably embarrassing to others;
- You fail to finalise all Placement related assessments and paperwork within the prescribed timeframe.

## Reasonable Adjustments to Allocated Placements

Extensions to placement dates, or other requests for flexible arrangements, must be discussed with, and approved by, the Placement Coordinator. If your circumstances change while on placement, you must also notify the Placement Coordinator as soon as possible, so a suitable plan of action can be discussed.

Placement allocation changes will only be considered if the Placement Coordinator deem it necessary to re-allocate the student for a valid reason.

## Course Outcome

Students may achieve different outcomes in clinical practice from the grades received in pre-clinical courses. This may be for a variety of reasons. Clinical skills are developed and assessed differently from knowledge acquisition. In the event that a student does not receive the outcome they were expecting please:

- Consider the feedback received throughout the clinical Placement.
- Reflect on the contributing factors (e.g., personal, academic)
- Develop proactive strategies to assist learning in subsequent clinical Placements.
- Contact the Placement Coordinator or the Course Coordinator if you would like to discuss further.

## Appeal Process

UniSQ has an established Appeals process which can offer students' the ability to appeal a failure grade for Placement. Please review the below resources for further information.

- [Feedback, Complaints and Grievance Resolution](#) (UniSQ website)
- [Student Grievance Resolution Policy](#)
- [Student Grievance Resolution Procedure](#)
- [Student Appeals Procedure](#)

## Professional Support

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

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

- [Lifeline](#) - 13 11 34
- [Suicide Call Back Service](#) - 1300 659 467
- [Mental Health Access Line](#)- 1300 642 255
- **[Emergency medical treatment](#) – 000**

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

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

[Equity in Education Policy and Procedure](#)

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

[Student General Misconduct Procedure](#)

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

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

# Insurance, Emergencies and Risk Management

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

## Insurance Information While on Placement

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

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

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

## Insurance Information for Student Placement

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

## Injury While on Placement

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

1. Contact the WIL Team immediately via (07) 4631 2359
2. You may be offered the choice to be transferred to either a public or private ED via Queensland Ambulance Service
3. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments.
4. If you choose to stay in the private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment.
5. If you choose to stay in the private hospital ED due to an acute illness, the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment.
6. In the instance of leaving the hospital, the University will **not** be responsible for any costs incurred for private consults and treatment.

## Driving While on Placement

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

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

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

## Risk Management

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

### Student Travel To and From Placements

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

Travelling distances to rural or remote Placement can be tiring. It is recommended that you take **regular breaks and stops in this journey**. Please ensure your vehicle is safe for travelling long distances and you keep the fuel tank reasonably well filled. It is recommended that you have a roadside assistance policy in the event of a breakdown. Be aware of distances between towns. Please ensure your mobile phone is always charged. Always keep someone informed of your whereabouts if you are in or travelling to a remote location.

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

### Paid Employment During Placements

The university understands the need for students to work to support themselves financially. You must consider **fatigue policies** when completing a Placement and also having paid employment. To make sure you comply with the fatigue policies in many facilities you must balance your paid work and Placement hours. You **CANNOT** work full time and attend Placement as this **conflicts with health facilities' fatigue policies and places the public at risk**.

It is also vital for your safety that you do not complete an out of university paid shift and then a Placement shift **directly after**. This is outside Queensland Health and Private Health Facilities' workplace health and safety rules. For example, students should not finish a night shift as an assistant nurse in their job and then attend a morning shift as a student in a hospital ward.

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

### Extenuating Circumstances or Disaster Management Processes

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

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

### Infectious Disease Risk

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

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

## Needle Stick Injury

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

## Psychological Risk

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

## Manual Handling Risk

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

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

## Reporting an Incident

If you have an injury or an incident while you are on Placement, **you must report it to your Placement Supervisor and the agency contact immediately**. You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report. You will then need to notify the university by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ Incident Form.

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

- Assign incident to Manager/Supervisor – Professor Venerina Johnston
- Business Unit/Faculty – School of Health and Medical Sciences

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

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

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

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

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

## Issues of Concern to You While on Placement

Most students have a positive experience on Placement but occasionally events arise that can be concerning to you. As a student should you find yourself in this situation you are encouraged to voice your concerns in the first instance to your allocated supervisor or mentor, if you feel comfortable to do so. If the issue is not successfully resolved, please contact the Program Coordinator to discuss options and possible solutions.

# Student Professional Expectations

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

## Code of Conduct

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

## Addressing Patients and Staff

Clients, patients and staff should be treated with the highest level of professionalism and respect at all times. Ensure you use appropriate titles and salutations when addressing staff at the organisation where you are completing placement (i.e., use Doctor for relevant medical professionals).

## Getting the Most out of Your Placement

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

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

## Student Presentation

It is expected that you will present yourself in a professional manner. You must wear your student identification so that it is visible on your uniform. You must ensure that your name and photo are clearly visible and that there is nothing else on the card. You are not permitted to wear clothing, including underclothing, past your elbows while working directly with patients. You are not permitted to wear jumpers or cardigans while working directly with patients. In cooler months, please ensure you wear a black or navy jumper or jacket to and from the agency.

The rules of basic hygiene should be maintained at all times. It is essential that you maintain a high standard of personal grooming to demonstrate to patients, families, and other health professionals that you take personal pride in your appearance. Hair must be neat and tidy, with long hair firmly secured. Minimal jewellery may be worn, with items simple and unobstructive. Facial hair must be trimmed and neat and comply with PPE requirements. All nails should be trimmed and no acrylic nails worn.

You are required to abide by approved uniform standards; remember you will be bending over, working on the ground, working in difficult situations with potential risk of damage from multiple sources – appropriate clothing may protect you! If not travelling directly to/from a Placement or if using public transport, you are strongly advised to cover your uniform. Students must not be on a licensed premises (in a social setting) consuming alcohol/partying in uniform.

## Prohibited Use of Substances

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

## Confidentiality

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

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

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

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

## Mobile Phones

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

## Social Media

Social media refers to any online or mobile tool where you share information of any kind and in any format. As a student you are not to post any information about your Placement, clients, the agency or your fellow students or anything else related on any social media forum including private group pages. You may be dismissed from Placement and possibly excluded from returning to the agency if anything posted contravenes any of the laws or codes that apply. You are advised to read the AHPRA [Social Media: How to meet your obligations under the National Law guide](#) (November 2019).

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

## Photographs or Recording

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

## Media Requests

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

## Issues with Student Performance or Behaviour

While most placements proceed without incidents, it is important that all concerns are responded to in a timely manner and principles of natural justice and procedural fairness apply. Where possible Placement difficulties will be addressed by using the steps below to ensure the Placement continues and the student has the opportunity to demonstrate competence and pass their Placement.

It is important to note that:

- Some issues may also be dealt with through an agency's policies, grievance and complaint processes (e.g. harassment and discrimination, breach of confidentiality or privacy).
- Students are on Placement at the invitation of the agency and on a voluntary basis. An agency may decide not to follow due process and terminate a Placement immediately.

If an event or series of events occurs involving a UniSQ student while on Placement, which in the opinion of the Supervisor requires intervention, the following steps will be taken:

### STEP 1:

If either the student or agency supervisor identifies issues arising from the student's performance, or if the student is experiencing difficulties affecting learning, **a discussion should be held directly between the student and the agency supervisor**. This should happen as soon as possible after the issue has been raised and strategies developed to address concerns and help improve the student's performance. Strategies and expectations should be documented and reviewed in supervision sessions. The Course Coordinator should be advised and kept informed of the situation.

### STEP 2:

If following Step 1 does not resolve the issue, or if more serious issues arise (e.g. the student has breached professional conduct or finds meeting the Practice Standards especially challenging, or the Placement is at imminent risk of being terminated), or the student feels they can not raise the issue with their agency supervisor, a meeting should be arranged with the Placement Coordinator, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor, Professional Supervisor or Placement Coordinator. The Placement Coordinator and the Professional Supervisor should be advised in writing about the issues including details such as what, when, where and who.

A range of outcomes may be determined as a result of the meeting. The outcomes of the meeting should be documented, including strategies to address issues and review dates.

### STEP 3:

Depending on the outcome of Step 2 a follow up meeting should be held between the student, Course Coordinator and/ Placement Coordinator to monitor the situation. The Program Coordinator may also be included if required. The outcome of any meeting should be documented and further action and/or strategies actioned if required and appropriate. If further issues are identified prior to the review date, a meeting of the parties will be called together as soon as possible. In some circumstances the Placement will be terminated.

## Formal Grievance Procedure

1. A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.
2. The supervisor documents an objective account of the circumstances or incident.
3. Following a formal, confidential dialogue between the agency supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
4. The Placement Coordinator is informed of the incident and the formal grievance process and is sent a copy of all relevant documentation.
5. The Placement Coordinator will contact the student to discuss the situation.
6. The Placement Coordinator will advise the Program Director.
7. The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the

- behaviours of concern.
8. If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident is closed.
  9. If the student fails to redeem the contract, the Program Director will then determine the appropriate course of action (e.g., removal of the student from the Placement).

## **Related University Policies**

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

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

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

## Roles and Responsibilities for Placement

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

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

### Student Responsibilities

#### This includes:

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

#### Be Professional

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

#### Complete Assessments

- ✦ Discuss learning/clinical objectives and expected learning outcomes with your Placement Supervisor.
- ✦ Arrange a plan for completing Placement assessment documentation early in the Placement.
- ✦ Contact the Placement Coordinator if there are any difficulties with meeting your course objectives.
- ✦ Contact the Placement Coordinator if the Placement Supervisor is reluctant to initial, sign or make comments on Placement assessments.
- ✦ Ensure that all assessment paperwork is completed and correctly submitted on time.

## Students will not:

### Act Outside UniSQ Guidelines

- ✦ Make public comment on behalf of the School or the University. This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.
- ✦ Remove or misuse any resources (including patient / client files) from either the university or Placement agency.
- ✦ Remove or misappropriate any resources from either the University or Placement Agency. This includes the photographing of any aspect of the Placement Agency without the express consent of the Placement Supervisor.

### Be Unprofessional

- ✦ Act outside the professional codes of conduct and scope of practice as defined by the accrediting body.
- ✦ Undertake patient/client care without being supervised by a registered health 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 professional. Consent by the patient/client or the fact that they started the conduct or behaviour is not a defence.
- ✦ Accept gifts or any form of benefit from a patient/client that could be viewed as potentially influencing the impartiality of health care delivery or professional practice.

## Supervisor/Agency

The role of the Placement Supervisor is to support and facilitate your learning whilst in the Placement setting. They will act as the first point of contact for you during the Placement and support your development as an autonomous practitioner. Your Placement Supervisor will:

- ✦ Read the Professional Practice Guidelines and be familiar with its contents and the roles and responsibilities of all concerned.
- ✦ Arrange an induction to the Placement and facilitate integration with other team members.
- ✦ Assist the student in their goal setting activity.
- ✦ Act as the 'line manager', overseeing the day-to-day management of the student's work.
- ✦ Allocate the level, amount, and type of work in consultation with the student and the guidance for level of study for their degree programme.
- ✦ Provide the student with day-to-day advice and support.
- ✦ Monitor student attendance weekly.
- ✦ Contribute to the completion of Placement paperwork.
- ✦ Undertake observed practice, question and answer sessions and support reflective practice.
- ✦ Support and/or contribute to the teaching and assessment of the student.
- ✦ Oversee and monitor the implementation of any action plans to ensure that sufficient opportunities are provided to enable the student to develop the competencies required.
- ✦ Participate in the evaluation and monitoring of Placement by completing the Placement Supervisor survey via the Assessment of Physiotherapy Practice (APP) Linkup at the end of each Placement block.
- ✦ Attend university workshops for Supervisors as available.

### Demonstrate Professional Behaviour

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

### Provide Learning Support

- ✦ Understand the university's requirements of Placements as outlined in this document and other information provided by the University.
- ✦ 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 the Placement Coordinator immediately if the student is having difficulties meeting the objectives.
- ✦ Provide feedback to the university about Placements that could improve the learning program in the long term.

### **Provide Clinical Support**

- ✦ Ensure agency clients are aware that students may be delivering physiotherapy services and to have access to their records. Consent may be freely withheld.
- ✦ Ensure that students who have access to patient/clients are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.
- ✦ Contact the Placement Coordinator if there are clinical or professional issues which they are concerned about.
- ✦ Contact the Placement Coordinator if the student is not willing or committed to the work required.
- ✦ Ensure that all assessment documentation is completed and correctly signed on time.
- ✦ Adopt the role of helper and facilitator of learning and provide a variety of learning experiences in keeping with the Placements needs.
- ✦ Provide a positive learning environment. This includes reinforcement of orientation to various settings, including individual patient/clients, briefing and debriefing the students.

## **University/Placement Coordinator**

The Placement Coordinator and/or Work Integrated Learning Team will:

### **Organise and Plan Placements**

- ✦ Source appropriate professional Placement facilities for the student, where all students receive authentic high-quality experiences of sufficient scope and depth to ensure discipline and program outcomes are met.
- ✦ Adequately preparing all students for each Placement experience, giving due consideration to their stage of learning, and expected learning outcomes.
- ✦ Be in regular contact with Placement facilities and visit Placement agencies as needed.
- ✦ Be accessible by telephone and email for communication on Placement issues and respond as soon as possible.
- ✦ Coordinate the students' pre-placement requirements including student orientation checklists, criminal checks, immunisation and CPR, as required by the facilities.
- ✦ Evaluate the Placement program and viability of Placements at each facility to ensure student safety.

### **Manage the Academic Aspects of the Program**

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

### **Communicate**

- ✦ Provide both the student and the Placement Supervisor with information about the Placement and Placement requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- ✦ Liaise with the student and Placement Supervisor with respect to matters of grievance and/or conflict.
- ✦ Be responsible for all disciplinary matters and will mediate between Placement Supervisors 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.
- ✦ Provide support to students who may be struggling with the Placement requirements.
- ✦ Provide guidance regarding the assessment process to students and Placement supervisors.

# Placement Assessment Requirements

## Clinical course assessment

Whilst on a Placement, students will be assessed using the [Assessment of Physiotherapy Practice instrument \(APP\)](#) to determine clinical practice performance. Students are required to complete mid and end Placement self-assessments for each of their Placements through the web platform [APPLinkup](#). For information on the assessment process and pass criteria refer to the course specifications for each of your Placement courses and refer to the performance indicators on the APP marking sheet.

## Evaluation of Placement and Quality Assurance

At the end of each Placement block the student and the Placement Supervisor are encouraged to evaluate the Placement. This helps with the moderation of the quality of the Placement, the UniSQ student cohort, and the university support system. We strive to keep our standards high and gaining insightful feedback will help us continually improve our performance.

Students will be requested to complete a feedback form on their Placement. This will be available to complete and submit via the APPLinkup after each Placement. Additionally, students are encouraged to provide their Placement Supervisor with written feedback. This form can be downloaded from the BPTH Placement HUB.

All Placements will have an annual educational audit to quality assure the learning experience in practice and comply with professional requirements. Quality monitoring of Placements will be reported through an online survey platform, where anonymity is assured.

A summary report of Placement evaluation is produced annually and shared with appropriate program stakeholders e.g. Placement providers, the Australian Physiotherapy Council (external accreditation body), academic review process, and Curriculum Advisory Committee as part of our mandatory quality assurance and improvement processes.

# 2024 Student Placement Declaration

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

## Overarching requirements are:

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

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

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

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

- Organise leave, personal commitments, my UniSQ Physiotherapy Placement Uniform and ID Card etc.
- Ensure I am familiar with the insurance and emergency contact information.
- Provide any extra requirements requested by my Placement Agency.
- Apply for accommodation and a financial Clinical Bursary if applicable.

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

- Present professionally with my student ID card.
- Abide by professional expectations, codes, standards and practices for my discipline.
- Comply with fatigue management policies and manage own work so it doesn't impact on my placement.
- Notify my Supervisor, Placement Coordinator and UniSQ WIL Team of any absences.
- Report any incidents while on Placement as per the UniSQ guidelines.
- Keep copies of all my Placement assessments and timesheets.
- Discuss any additional work that may be required with the Course Coordinators.
- Follow the guidelines of the Placement agency with respect to COVID-19 compliance.

## General

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

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

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

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

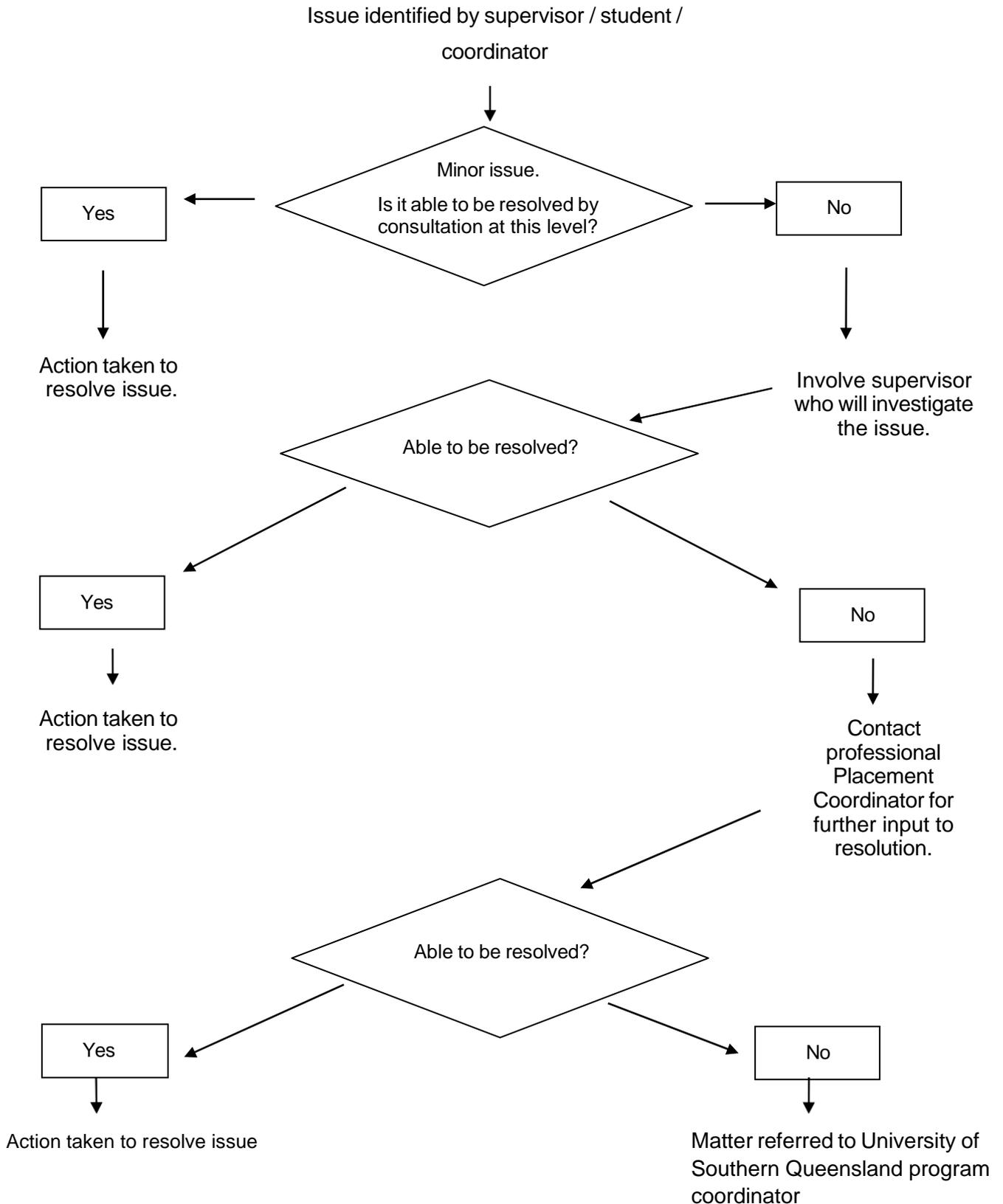
# Appendices

## Appendix A: Checklist for Professional Practice

Before and during your professional practice placement, please:

- Ensure you are enrolled in the correct courses- student not correctly enrolled will be unable to commence a placement.
- Review the course specifications in relation to the learning objectives and assessment aligned with the professional practice placement.
- Review any relevant prior learning, pre-reading or preparation information.
- Ensure you meet the placement requirements for your allocated placement, some placement providers such as residential aged care facilities require a national criminal history clearance.
- Ensure that all mandatory documentations have been uploaded onto InPlace and verified; failure to be compliant with mandatory requirements may delay your placements and or graduation.
- Make sure you have evidence of your completion of Queensland Health pre-clinical training modules (iLearn Certificates) and their Student Orientation requirements (Student Deed Poll, checklist).
- Check that you are compliant for dress code and appearance-uniforms, UniSQ student ID.
- Plan and organise your transport to and from placement facility.
- Contact your clinical educator in the week preceding your placement
- Confirm your placement dates and hours.
- Make adjustment to any personal commitment that will impact on your ability to attend and participate in placement during the expected contact hours.
- Monitor your compliance with mandatory requirements to ensure adherence and that your compliance remains valid during your placement.
- Acquire equipment, if necessary, in consultation with your clinical educator.
- Make sure you have updated UniSQ of any changes in your personal details e.g. mobile number, residential and postal address

## Appendix B: Grievance Procedure



# Frequently Asked Questions (FAQ)

## When can I access InPlace?

You will first need to enrol in your Clinical Placement course and a profile will be created for you within 24 hours. You can access InPlace via a link on the BPTH Placement Hub, or via [inplace.usq.edu.au](http://inplace.usq.edu.au) using your UniSQ login and password details.

## I cannot travel away from home to complete a clinical placement. Can I make a preference for a clinical placement/s close to home?

No, undertaking a portion of clinical placements in regional, rural or remote setting is a component of the BPTH Program Rules. There is no guarantee of placement at any of your preferences. However best efforts are made to assign a placement according to a student preference. Alternatively, you may apply for special consideration via InPlace in accordance with the [Assessment of Special Circumstances procedure](#).

## Will I be provided with any personal protective equipment?

This will be supplied where required on some clinical placements. PPE requirements should be discussed as part of your induction to the placement agency. You are also encouraged to query any requirements as part of your pre-placement orientation discussion so you are adequately prepared.

## Can I record my clinical placement as 'work history' on my CV when I apply for future positions?

Your clinical placement should be recorded as 'work experience' or identified as 'clinical placement'. Clinical placement is not considered as work history because you were not employed by the organisation and did not receive wages/salary for your time within the clinical placement.

## Am I allowed to chew gum in the clinical setting?

No. You must follow all health and safety protocols while in attendance at the clinical placement. This includes no food or drink within the clinical environment except in designated locations e.g. tea/breakroom, cafeteria.

## Do I get to take any lunch breaks or morning tea?

Yes. You will be directed to take breaks at appropriate times in the same way staff within the clinical placements do.

## Are there any opportunities to gain work experience in clinical placements outside of my time on clinical placement?

Students are only covered by UniSQ's insurance policies when the placement activity has been approved and recorded on InPlace. Students can complete work experience with an agency at their own risk and should not display any UniSQ associated logos during this time. It also must be made clear to the agency that this work experience is their responsible and it not linked to the university.

## Will there be other students doing their placement during my clinical placement?

Yes, many students will be allocated to clinical placement during the same time period. There may be availability to have more than one student attend a clinical placement at the same time.

**When do I find out my placement details?**

*Your placement details will be released to you as soon as a placement is secured and all your mandatory documents have been submitted and verified by WIL Team. Your documents must be current for the duration of your allocated placement. However, placements can change with little notice so it is the student responsibility to regularly check their placement allocation in InPlace*

**Will I be able to claim expenses for my parking or public transport while on clinical placement?**

*No. Clinical placement students are not eligible to claim expenses.*

**Is my organised placement final or can I negotiate a different location?**

*Organised placements take into consideration all information provided by the student at the time of application as well as placement availability. Placement changes will be considered if you can provide evidence in line with the [UniSQ Assessment of Special Circumstances Procedure](#) or submit a Change of Placement request form.*

**Who do I contact if I need to cancel my placement once organised?**

*Contact the Placement Coordinator and the Course Examiners in the first instance.*

**Can I undertake placement before start of trimester?**

*All students must adhere to the set dates of organised clinical placements which do not necessarily align with the UniSQ academic calendar.*

**I can't go to the placement I've been allocated because I really wanted somewhere closer to my hometown and only gave other preferences because I had to – what do I do now?**

*Each student needs to have a clinical education program that permits them to learn and demonstrate their clinical and professional competencies across the lifespan and a range of disciplines and settings.*

*The CEMs and Academics work to ensure this is achievable and in doing so need to balance each student's program. Additionally, the BPTH Program Rules state that placements in regional, rural and remote setting are possibility for all students.*

*Placement changes will ONLY be considered if you can provide evidence in line with the [UniSQ Assessment of Special Circumstances Procedure](#).*

**Why didn't I get my first location preference?**

*Placements are assigned based on clinical placement availability of staff and resources.*

**What if I don't have accommodation or ability to travel to other clinical placements away from my hometown?**

*You must complete clinical placement courses to fulfil the requirements of the BPTH program. It is the student's responsibility to be available and able to attend placement where allocated. UniSQ offers a range of financial support to students including scholarships and grants to assist students in navigating the cost of university study. Information can be obtained on the [Current Student page](#) .*

**Is there accommodation available at Queensland Health hospitals for clinical placement students?**

*There is accommodation available at Queensland Health hospitals, however this is specifically reserved for Queensland Health employees required to attend a location away from home. These facilities are in high demand and are rarely available for anybody other than doctors and nursing staff.*

*Southern Queensland Rural Health (SQRH), is a Commonwealth-funded University Department of Rural Health and a collaborator with UniSQ to supports the provision of nursing, midwifery and allied health students in their rural clinical placements across regional, rural and remote Southern Queensland.*

*Students can apply to SQRH for assistance with accommodation and travel for regional, rural and remote placements in Southern Queensland. Go to SQRH website <https://www.sqrh.com.au/> for more details.*

**I've been asked to volunteer at an event as a physiotherapy student. Do I need to tell UniSQ?**

*You are not insured for activity undertaken outside of course requirements. You are not permitted to provide physiotherapy advice or treatment unless appropriately supervised and insured. Please discuss insurance arrangements with the event organisers. You do not need to tell UniSQ as the activity does not form part of your program of study and therefore outside of any UniSQ approved activity.*



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

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