1 January 2025

2025 Nursing Professional Experience Placement Guide

Bachelor of Nursing
School of Nursing and Midwifery

Contents

Introduction to Professional Experience Placement

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

This guide has been compiled to provide students with information applicable to undertaking and completing professional placement components embedded in their program of study. It includes information about professional placement requirements, expectations, behaviour, conduct and responsibilities. To ensure students are well prepared and eligible to participate in professional placements please read this document carefully and contact the Work Integrated Learning (WIL) Team or your Course 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.

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 source and allocate placements
- reviewing and verifying mandatory documents for placement
- notifying students of important deadlines and placement information

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

> Email: support@unisq.edu.au
> Chat: Chat to us
> Phone: (07) 4631 2285

The Academic Team

The Academic Team member associated with professional experience is the Course Coordinator or Placement Coordinator for your Professional Placement courses. Their role is to:
- assist students with performance related concerns and professional issues surrounding professional placement
- discuss any non-compliance with mandatory requirements with students
- address any placement agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

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

> Position Title: Associate Head (Clinical Education), School of Nursing and Midwifery
> Academic Name: Professor Victoria Terry
> Campus: Toowoomba
> Email: Victoria.Terry@unisq.edu.au

<u>Geraldton University</u>

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

Email: reception@guc.edu.au
Phone: 08 9920 4400

Placement Course Specifications

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

Program Placement Requirements

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

Student Registration Obligations

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

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

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

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

Information provided from Section 143 National Legislation 2009.

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

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

Scope of Practice

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

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

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

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

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

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

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

Definitions of Key Terms

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

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 UniSQ or the agency to support and/or supervise the student while undertaking professional placement. May also be referred to as clinical facilitator or preceptor.

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

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

Mandatory Document Requirements and Resources

Placement Calendar

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

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

Important Dates

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

These include:

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

Professional Practice Hub

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

Mandatory Document Information

At UniSQ, ensuring that all students have completed valid documents for their placements is crucial. This process helps maintain the quality and safety of the placements. Submission of fraudulent or misleading documents could result in a misconduct investigation or have serious consequences for your progression in the course. As a student, you are responsible for providing and updating these documents via InPlace before each placement. Failure to do so can result in delays or cancellations of your placement. These mandatory documents will contain your personal information, including information such as your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. The purpose of collecting your personal information is to facilitate your placement and to verify that you meet the necessary requirements for your placement. We are required to collect and hold this information to comply with contractual requirements imposed by placement agencies. Your personal information will only be accessed by authorised internal staff including the WIL Team, Placement Coordinator and any relevant third parties outside of the University who may also require access to the information such as placement providers. UniSQ will not otherwise use or disclose your mandatory documents, or the personal information contained within them, except where permitted or required by law, or where UniSQ has obtained your consent. We otherwise use, disclose and handle your personal information in accordance with our Privacy Policy and the *Information Privacy Act 2009* (Qld). If you wish to seek access to or correct your personal information, or raise a privacy concern with us, you can contact UniSQ at rti-privacy@unisq.edu.au or on (07) 4631 2686.

Document Submission Process

1. **Initial Preparation:** From the moment you are accepted into the program, start preparing your mandatory documents. Some documents, such as Hepatitis B vaccinations, may take several months to complete, so early preparation is essential.
2. **Uploading Documents:** Use the InPlace system to upload and update your documents. This must be done before each placement to ensure you are allocated a placement and permitted to commence.
3. **Monitoring and Deadlines:** The WIL Team closely monitors the submission of mandatory documents. It is recommended to upload your documents as soon as you receive or complete them. This allows the WIL Team to easily view your preparation status.
4. **Meeting Deadlines:** All documents must be provided by the due date listed in the Important Dates document. If you miss the deadline, your placement may be delayed or cancelled, and you might be dropped from the placement course for that study period.
5. **Communication:** If you encounter any issues that prevent you from completing your mandatory documents on time, you must discuss these with WIL Team before the cut-off date.
6. **Document Validity:** Some documents need to be submitted only once before your first placement, while others have an expiry date and need to be updated throughout your studies. Plan ahead to ensure that any expiring documents are updated by the due dates.
7. **Placement Hub:** Refer to the Placement Hub for a discipline-specific list of mandatory documents and additional information on how to complete these requirements. If you have any questions, contact the WIL Team for assistance.

By following these steps and staying proactive about your document submissions, you can ensure a smooth and successful placement experience. Remember, the WIL Team is there to support you, so don't hesitate to reach out if you need help.

InPlace – UniSQ Placement Management System

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

InPlace is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ You provide information prior to placement, e.g. preferences, special consideration requests, facility expressions of interest, and accommodation (if applicable).
- ✦ Pre-placement information (orientation information) is shared prior to your commencement (if applicable).
- ✦ Placement confirmation/allocation details will be released.
- ✦ Your placement status will be seen as 'confirmed' on InPlace. *This status is not linked to 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 –

- ✦ **Document Verification**: Once you upload your documents on the 'My Details' page, InPlace will notify the WIL Team to review and verify they are correct
- ✦ **Follow-Up**: Check back a couple of days later to see if your documents have been verified or read the comments on your To-Do list to understand why they were rejected.
- ✦ **Document Expiry**: Regularly check the details page of your InPlace file to find out when your documents will expire. Ensure they are kept current for all your placements. The 'traffic light' system only alerts you when a document is very close to expiring.
- ✦ **Browser Compatibility**: InPlace works best with Google Chrome and Mozilla Firefox.
- ✦ **Placement Release**: If your placement is not released or has been hidden, you may need to update one or more mandatory documents. Student should not attend placement until the details are confirmed and released on InPlace.

Placement Eligibility

For students to be eligible to attend placement they must:
- ✧ meet the program's inherent requirements
- ✧ pass any pre-requisite courses for the placement course/s
- ✧ enrol in the placement course
- ✧ provide all mandatory documents within the specified timeframes
- ✧ be allocated a confirmed placement via InPlace
- ✧ prepare for orientation and first day arrangements
- ✧ provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

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

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

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

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

Recognition of Prior Learning

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

Further information on recognition of prior learning and the process to apply is available here.

Inherent Requirements

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

Information on the inherent requirements specific to your program of study can be accessed in the UniSQ Handbook. Please ensure you read and understand the inherent requirements before enrolling in a placement course. For further information contact our Accessibility and Disability Support Team.

Fitness for Placement

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

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

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

Sometimes your personal situation (family, financial, legal etc.) or health could change over the duration of your studies. This can impact on whether you are still able to meet the program conditions. If your situation does change, please notify your Program Director or in Geraldton the GUC Clinical Coach, to discuss whether you are 'fit for placement'. Any information you provide will be treated with discretion. You can also seek confidential advice and guidance from the Accessibility and Disability Support team via 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 concern related to your health or disability that could impair your ability to do a placement, please contact the Accessibility and Disability Support office. There are times when it may be necessary for the University to share this information with an agency for them to confirm whether they are able to provide a suitable placement for you. In these instances, we will work with you and any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

Reasonable Placement Adjustments for Academic Progression

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

Before Placement Allocations are available

Self-selectable Placements

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

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

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

Preferences

As part of the placement allocation process, you can provide preference for the regions where you would like to complete placement. Preferencing is optional, however, if you choose not to provide preferences, you will be allocated based on placement availability and your address on InPlace.

Our WIL Officers use your preferences as a guide and aim to place you at an agency within one of your preferred regions or within one hour drive of your address on InPlace. Due to the reliance on agency availability and competition with other universities, not all preferences can be met. As a result, you should be prepared to travel and attend placements in location 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 and changes can be made at any time up until the cut-off date identified on the Important Dates document. Preferences provided on InPlace as of this date will be the ones used during the requesting and allocation process.

Please note that preferencing is not available to GUC based students.

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

When preferencing, please consider all placement options available to you. Darling Downs and Ipswich regions are very popular for placement so if you have accommodation options in another region, consider nominating the region and inform the WIL Team via InPlace in advance.

Facility Expression of Interest

If you have an interest in attending a specific agency, you can submit a Facility Expression of Interest via InPlace. Expressions of interests will only be accepted within 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 recorded on InPlace as of the cut-off date will be used during the allocation and requesting process.

If you are requesting a placement in an agency where you work, this will be considered. However, you can only complete a maximum of two placements at your workplace, and they must be in clinical areas different from where you perform your regular work tasks to ensure a rich, educational experience.

Special Consideration

Special Considerations are pre-existing circumstances that you are aware of that may impact your ability to attend placement in a certain timeframe or with a specific agency. For your special consideration request to be appropriately considered, you must provide supporting evidence in line with the Assessment of Special Circumstances Procedure. 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.

- ✦ Requests must align with the 'Assessment of Special Circumstances Procedure' and be supported with evidence, such as a letter from an employer or doctor.
- ✦ Special consideration requests can be submitted on InPlace for the duration of your degree if it remains applicable or can be updated if your circumstances change.
- ✦ Requests must be submitted by the due date to be considered. While the WIL Team will try to accommodate these requests, a suitable placement options cannot be guaranteed.
  - ✦ If you do not have a Special consideration request, declare this by selecting the appropriate option from the drop down menu 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 may need to adjust your enrolment plan or placement timeframe. You cannot commence a placement for 6 weeks before or after your estimated due date. If you are enrolled in a placement course in the study period when you are due to give birth, you must notify the WIL Team by the special consideration due date as soon as possible. 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. The WIL Team will review your request and work with you to find a suitable placement option. You will also need to provide confirmation of fitness for placement if you wish to commence placement at 6 weeks post-partum.

If you are planning a pregnancy, ensure you have any required immunisations before you become pregnant. If you are already pregnant and have not been immunised or do not have immunity, you may not be able to receive some vaccinations or will need to wait until later in your pregnancy before some immunisation can be administered. Please contact with the WIL Team to discuss your situation and your capacity to attend placement.

Conflict of Interest

You must notify the WIL Team via InPlace of any real, perceived, or potential conflict of interest (COI), which includes being allocated to an agency:

- ✦ 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 at risk under work health and safety legislation and you are expected to take 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.

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

Students in States outside of Queensland and Western Australian

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

Pre-Placement Requirements

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

Placement Allocation Process

To maximise the benefits of professional experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-placement planning involves multiple stages of communication with students and placement agencies, starting well before the study period begins. Students may also be required to complete placements across several sites or disciplines to gain a breadth of experience. If you work in an agency, you must advise the WIL Team via InPlace as soon as possible as this may affect your placement allocation.

Placement allocation depends on several of the below factors:

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

Special consideration requests are viewed first, so submit them early if you want the WIL Team to consider your circumstances when sourcing and allocating placements. The WIL Team then engages in ordinary allocation processes whereby all students who have submitted their mandatory documents are placed at suitable facilities. Details of the placement are released to students according to the Placement Release dates on the Important Dates document.

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or your preferred region. This does not guarantee placement within this radius as facilities have limited capacity. Pending availability, you may need to travel longer distances or be allocated to rural or remote placement. If you do not meet the Special Circumstances Procedure criteria, then you are expected to attend the allocated placement, regardless of location.

Placement opportunities are sourced by the WIL Team. You must not source your own placements unless advised in the course specifications or a previous discussion has occurred with the WIL Officer. If you know of a placement opportunity or have a site suggestion, inform the WIL Team via email, and appropriate procedure will be followed. You are not permitted to contact an agency without written approval from the Placement Coordinator or WIL Officer to do so.

Placements are released to students on InPlace once all mandatory compliance has been verified and in accordance with the Important Dates document on the Placement Hub for each period of study. Once your placement has been confirmed, you will be able to see the details of the placement allocation.

Placement Allocation Communication

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

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

Placement at Current Place of Employment

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

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

After Placement Allocations are Available

Placement Acceptance

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

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

Student Responsibilities

All aspects of the placement apart from organising the placement is **YOUR** responsibility. This includes:
- swapping or submitting a Placement Appeal application if required
- arranging to attend the placement if you are unable to change the placement
- arranging child-minding
- organising and paying for any costs associated with parking, travel and accommodation
- rearranging private work commitments, as placement is a priority
- submitting clinical bursary or SQRH funding requests if required

Swap Process

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

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

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

Placement Appeal

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

The WIL Team will not reallocate or change placements without a verified Placement Appeal application, 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 or drop the placement course and enrol in a future study period.

Accommodation

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

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

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

GUC students please contact your GUC staff member for accommodation information.

Scholarships, Bursaries and Financial Assistance

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

Please refer to the UniSQ Scholarships website for more information about available scholarships, bursaries and the eligibility criteria.

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

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

Southern Queensland Rural Health

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

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

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

SQRH can also provide subsidy for students to travel to and from their placement. Applications are considered on a case-by-case basis. Please check the SQRH website for more information and to see what other support opportunities are available. Other support available from SQRH includes the opportunity to apply for funding via a bursary to help with costs for students on

an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

Orientation and Roster Information

The orientation information on InPlace is divided into sections and includes extra requirements for specific locations that may need to be completed; first-day details; medication review information; accommodation details for different sites; and roster information.

Placement information, including your first day details and roster (if provided) will be updated on InPlace two weeks prior to commencing placement. This timeframe aligns with agency schedules and helps avoid confusion for students with different block dates. The placement block the information is for will always be included so please check that they match your allocated placement dates. If a roster is attached, it will identify the block dates and students who are scheduled to attend. Some facilities do not provide a roster and you will be informed of your shift hours on your first day of placement. This is a decision made by the agency and UniSQ cannot provide a roster for you in this instance.

Ensure you check all the information for the allocated agency well in advance of commencement, as many facilities have additional requirements that may take time to complete (e.g., First Aid certificate, additional vaccinations or serologies, or iLearn modules). These requirements are agency-specific and must be met within the required timeframes to commence placement.

Overall, it is important to recognise that placements, whilst an educational experience for students, occur in workplaces which operate within their own policies, processes, and with specific guidelines that are separate to that of UniSQ. UniSQ's role is to communicate to students what those requirements are, and InPlace is where this is done.

Similarly, whilst your allocated placement is your focus and priority, the site will likely have students attending immediately before or after your placement, and those students require information, too. This is why UniSQ often cannot provide roster information well in advance, and why we ask that students check InPlace both in the lead up to and immediately before their placement, so as to ensure they are viewing accurate information and preparing accordingly.

Any extra documents required are to be uploaded to InPlace under the 'Facility Specific Requirements' section.

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

Preparing for Placement

Placement Equipment and Uniform

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

Placement Equipment - Students should purchase a stethoscope with bell and diaphragm. These are available online through School Locker and any medical equipment supplier.

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

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

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

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

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

Supervision

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

Facilitation model

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

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

Preceptor model

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

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

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

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

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

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

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

Attending Placement

Attending Placement

You are expected to attend 100% of your placement at the times allocated by the placement provider, in accordance with their operating hours. This is a course and program requirement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your placement. You will be expected to work shifts that include mornings, afternoons, nights, weekends and public holidays.

Placement takes priority over other work commitments. Please notify your employer well in advance to ensure your employment does not interfere with your placement. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself (and/or patients) health at risk.

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

Requesting a Rostered Shift Change

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

Agency Requests that you Change a Shift

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

Reasonable Work Hours

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

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

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

Absence While on Placement

Student health and wellbeing is priority. Students are to remain home if they are not well or fit to practice according to site specific policies and procedures. Students are to follow all site specific policies and procedures if they become sick or unwell. i.e. notify supervisors via email/phone/text.

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 AND the UniSQ WIL Team immediately.

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

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

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

You may have a laboratory or Residential School while out on placement. PEP takes priority and you must arrange a class change through timetabling or the Laboratory Course Coordinator.

Make-Up Hours

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

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

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

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

Missed hours (over 16 hours and under 40 hours)
If you have missed up to 40 hours or 3 - 5 shifts you will likely make this time up during your next placement or at the earliest time possible if the make-up is required in the final semester of your enrolment. Occasionally, facilities can support an extension of your placement, but this is dependent on their capacity.

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

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

Missed hours (over 40 hours)

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

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

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

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

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

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

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

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

ANSAT Assessment While on Makeup Placements

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

Public Holidays

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

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

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

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.

Student Initiated Placement Withdrawal

If you wish to withdraw from a placement due to exceptional circumstances, it is recommended that you obtain formal confirmation from the WIL Team or Course Coordinator before taking any action as consultation with the agency Supervisor and Course Coordinator may be required to assess the appropriate academic action or reasonable adjustment. Withdrawal without prior confirmation 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.

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

Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a student's placement due to changes in their capacity, availability or operational reasons such as lack of appropriate work experiences, staff changes or sickness/ill health of appropriate supervisors.

An Agency and / or a Supervisor may also request withdraw if a student:

- consistently performs unsatisfactorily with appropriate supervision
- performs in a manner detrimental to the professional experience of other students
- breaches the legal, ethical or professional codes of the organisation providing the placement
- demonstrates gross negligence in the performance of an assigned duty
- behaves in a manner deemed to constitute misconduct or gross misconduct
- 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.
- fails to follow policy and procedures that involve students on placement

Placement Termination and Failing Placement

Placement can be **terminated** if the agency cannot continue to accommodate a student or deliver the placement as per its agreement with UniSQ. If the placement is terminated 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 or program completion.

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

If you cancel or do not arrive at an allocated placement with no explanation or appropriate evidence requested, you will receive either an "FNP" fail 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.

Other Reasons for Failing a Placement Course

The below reasons include but a are not limited to:

- Failure to upload current mandatory documents on InPlace by prescribed deadline, therefore do not meet pre-placement requirements, and cannot be allocated to a placement;
- Withdrawal 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. 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);
- Lack of progress and learning or unsatisfactory performance following supervisor feedback;
- Breach of UniSQ or accrediting body Codes of Conduct, relevant laws or 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;
- Failure to complete <u>all</u> placement-related assessments and paperwork within the prescribed timeframe.

Course Outcome

Students may achieve different outcomes in professional practice from the grades received in pre-requisite 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 placement.
- Reflect on the contributing factors (e.g., personal, academic)
- Develop proactive strategies to assist learning in subsequent placements.
- Contact the Placement Coordinator or the Course Coordinator if you would like to discuss further.

Course 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 wellbeing 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

Please note, this is not a crisis service and is only open from 9.00 am- 5.00 pm AEST Monday to Friday.

Support for International Students – UniSQ International
Support for First Nations Students – College for First Nations

If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

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

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

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

Equity in Education Policy and Procedure
Harassment and Discrimination Complaint Resolution for Students Policy and Procedure
Student Code of Conduct Policy
Student General Misconduct Procedure
Assessment of Compassionate and Compelling Circumstances Procedure
Students with a Disability Policy and Procedure

Insurance, Emergencies and Risk Management

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

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

Insurance Information While on Placement

For insurance purposes, placement activities refer to the compulsory aspect of your course/ program where a practical experience provider provides you the facilities or opportunities, to engage in practical work experience, research or training. If you are undertaking a placement through UniSQ, you will be covered by the following types of insurance (as applicable):

- ✧ Public liability
- ✧ Professional Indemnity
- ✧ Medical malpractice
- ✧ Student Personal Accident

To qualify for UniSQ's insurance coverage you must:

1. Be an enrolled student while on Placement; and
2. Comply with the Professional Experience Guidelines (as applicable to your School). This includes having submitted all mandatory documentation, which is verified by the University; and
3. The Placement activity has been approved by your School. You can find out more about whether your placement is approved by checking InPlace; and
4. You must not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance eg bursaries or grants).

Coverage provided by each insurance policy is subject to the respective policy's terms and conditions.

Injury While on Placement

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

1. Contact or advise the Agency Supervisor as they will likely have internal protocols that need to be followed
2. Contact the Placement Coordinator immediately via the on-call number or on 1300 99 82 36
3. You may be offered the choice to be transferred to either a public or private ED via QAS
4. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
5. If you choose to stay in the private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment
6. 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
7. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment

Please ensure you follow any treatment recommendations and visit with your GP if required.

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.

Driving While on Placement

In accordance with the university's insurance policy, students should not drive vehicles belonging to the placement organisation; students should only 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. Should the need arise and if authorised by the placement agency and UniSQ to drive the agency's vehicle, the student must be familiar with and adhere to the agency's motor vehicle policy prior to operation.

It is important to check the details of the insurance policy of your placement agency if you are requested to drive their vehicles to ensure coverage for any damages or in the event of an accident. The university's motor vehicle policy only covers university vehicles e.g. pool and salary packaged vehicles. It does not extend to third-party vehicles or 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

Travel Arrangements and Insurance: Students are responsible for arranging their own travel to and from placements, including any necessary insurance for private motor vehicles. If using a private vehicle, students do so at their own risk and expense. Please ensure your vehicle is comprehensively insured, as Compulsory Third Party (CTP) insurance does not cover third-party property damage. Student must also adhere to university procedures, including the Travel Procedure, the Motor Vehicles and Travel Fatigue Procedure and the Incident and Hazard Reporting and Investigation Procedure.

Safety During Late or Night Shifts: For late or night shifts, familiarise yourself with the security officers and relevant contact numbers for the agency. Park in well-lit areas and stay vigilant in your surroundings when working to and from your transport. Security officers may be available to escort you to your car or public transport.

Travel to Rural or Remote Placements: Traveling to rural or remote placements can be tiring. The Queensland Government recommends taking breaks every two hours and limiting driving to 8-10 hours per day. Plan your rest stops and check StudyDesk or forums for potential travel companions. Ensure your vehicle is safe for long distances, keep the fuel tank filled, or ensure your EV is charged and you have researched charging locations. Have a roadside assistance policy and keep your mobile phone charged. Ensure you have planned your route in advance and are aware of the distances between towns. Inform someone of your whereabouts when traveling to remote locations.

Safe Driving Practices: It is important that you practice safe driving. Consult your General Practitioner if you are on prescribed medications to ensure it is safe to drive. Park in designated areas and follow the agency's security conditions when leaving after hours.

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 work.

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

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

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

Infectious Disease Risk

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

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

Needle Stick Injury

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

Manual Handling Risk

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

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

Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

Most students have a positive experience on placement, though occasionally situations arise that can cause concern. If you believe you are experiencing bullying, discrimination, harassment or sexual misconduct while on placement, refer to Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure - University of Southern Queensland (usq.edu.au) to explore how you might handle the situation. Depending on the nature of the circumstances, you might feel comfortable to raise your concern directly with the person involved or speak to your Placement Supervisor. If you feel unsafe or are not comfortable addressing the situation yourself, please contact your Placement Coordinator and/or UniSQ Safer Communities to discuss the matter further and seek appropriate support. Safer Communities and the Wellbeing Team can provide you with free support and guidance while a risk management plan is developed. All students can use the Share a Concern | UniSQ Share a Concern (symplicity.com) online form to seek confidential support from Safer Communities at any stage of their studies, including during placement.

UniSQ Safer Communities is available 8.00am – 4.00pm, Monday – Friday:
- 07 4631 2372
- safercommunities@unisq.edu.au

For after-hours support related to gender-based violence, including sexual assault:
- National domestic family and sexual violence counselling service – 1800RESPECT (1800 737 732)

If you are in immediate danger or need urgent medical attention, call police/ambulance - 000

Reporting an Incident

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

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

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

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

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

Review the information on the SafeTrak page then click on the box that says, 'Enter here'.
On the next page click onto the 'Incident/Hazard Reporting' box.
On the next page if reporting a hazard, click on the 'Student Hazard' box; if reporting an incident, click on the 'Student Incident' box.
Complete the relevant report and this will be sent to your Course Coordinator for review.

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 Professional Placements. These rules are in place to acknowledge the right of patients to feel secure in a professional environment where you have the privilege to learn from them.

Code of Conduct

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

Getting the Most out of Your Placement

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

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

Student Presentation

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

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

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

Addressing Patients and Staff

Patients and staff should be treated with the highest level of professionalism and respect. Ensure you use appropriate titles and salutations when addressing staff at the organisation unless they specify otherwise (i.e., use 'Dr' for medical staff).

Prohibited Use of Substances

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

Confidentiality

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

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

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

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

Mobile Phones

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

Photographs or Recording

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

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.

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.

You are advised to read the AHPRA **Social Media: How to meet your obligations under the National Law guide** (November 2019).

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, a clinical case or disclose any other information that was obtained during the course of completing your clinical placement.

Legal Documentation Requests

Police Requests

From time to time students will be requested or required by a police officer or the courts to perform a task or provide a statement for an incident. Whilst you are required to follow all legal requirements, it is requested that you contact your Placement Coordinator in the first instance to seek advice and/or assistance when possible.

Subpoenas

All students are required to contact their Placement Coordinator in the first instance in the event they are served with a subpoena.

Ambulance/Clinical Placement Agency Requests

All students are required to contact their Placement Coordinator in the first instance before providing a verbal/written statement to the clinical placement agency in response to an incident.

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 professional placement, which in the opinion of the Supervisor requires intervention, the following steps will be taken:

Step 1:

If performance issues arise with a student, or if they experience learning difficulties, the student and agency supervisor should discuss these directly as soon as possible. Strategies should be developed and documented to address concerns and improve performance. These strategies should then be reviewed in each supervision session and the Course Coordinator 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 breaches professional conduct or struggles to meet Practice Standards, or the placement is at risk of termination), or if the student feels they cannot address 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 or Placement Coordinator. The Placement Coordinator should be advised in writing about the issues including details such as what, when, where and who.

The meeting outcomes should be documented, including strategies to address the issues and review dates.

Step 3:

Depending on the outcome of Step 2 a follow up meeting should be held with the student, Course Coordinator and/ Placement Coordinator to monitor the situation. The Program Coordinator may also be included if necessary. The meeting outcome should be documented, and further action or strategies implemented if needed. If further issues arise before the review date, a meeting will be arranged as soon as possible. In some cases, 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 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 professional placement).

Related University Policies

Student Code of Conduct Policy
Academic Integrity Policy
Student Discrimination, Bullying, Harassment and Sexual Misconduct Response 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 placement reflect the above collaborative arrangements. However, it remains the responsibility of the university, in all instances, to determine the final grade/outcome for the placement.

Student Responsibilities

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

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

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

Students will not:

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

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

Supervisor/Agency

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

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

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

Provide Educational Support

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

University

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

Organise and Plan Placements

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

Manage the Academic Aspects of the Program

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

Communicate

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

Placement Assessment Requirements

Placement Course Evaluation and Assessment Tools

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

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

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

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

Placement Timesheets

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

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

Student Evaluation of Placement

You have the opportunity to evaluate your placement and supervisor at the end of your placement. The evaluation form is located within the course ANSAT on InPlace. If you have any concerns about the ability of the staff at an agency to provide an effective and supportive experience, please follow up with your Course Coordinator. Please ensure that at all times the comments that you make are constructive as the outcome of this exercise is to promote the effectiveness of clinical teaching.

2025 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 ensuring they are true and correct and will remain current for the duration of the placement timeframe.
☐ Declare any extenuating circumstances via the special consideration section on InPlace by the advertised due date.
☐ Declare any perceived, potential or actual conflicts of interest.
☐ For insurance purposes, declare any pre-existing medical conditions that could affect my safety during placement.
☐ Be available to attend placement at any time in the period of study I am enrolled including study breaks and exam periods.
☐ Acknowledge that I may not be given a placement at my preferred location and that I may be required to travel more than 1 hour to attend placement.

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

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

General
☐ I declare that I have read understood and will comply with the information outlined in this Nursing Professional Experience Placement (PEP) 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 Course Coordinators if I am unable to meet the obligations for placement at any stage of my course progression.
☐ I understand and accept that I may be unenrolled from a placement course if I do not meet the mandatory document requirements within the timeframes required.
☐ I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement facilities as necessary for placement purposes only.
☐ I understand that I must notify the Course 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 this Nursing PEP 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: _____