



University of
Southern
Queensland



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2025 Occupational Therapy Professional Placement Guide

Bachelor of Occupational Therapy (Honours)
School of Health and Medical Sciences



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Introduction to Placement

Professional placement 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 placement is designed to augment 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.

Professional placement, hereafter referred to as placement, is where students synthesise the theoretical knowledge and practical skills they have developed in other parts of the program to deliver effective occupational therapy services. Placement involves a number of elements: workshops, simulation, laboratories, Work Integrated Learning (WIL) activities and occupational therapy service delivery (direct and indirect). Placement is the term used to describe periods where students are involved in the service delivery under the guidance and supervision of registered occupational therapists and are coordinated by staff at the university. Each placement is developed to ensure that appropriate opportunities are provided for students to learn, consolidate, and demonstrate the professional competencies required by the World Federation of Occupational Therapy (WFOT) Standards

This guide has been compiled to provide students with information pertinent 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 Team or your Placement Coordinator if you have any questions. It is within the right of the University and the agency to stop a placement if these guidelines are not followed.

Contacts

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

The Work Integrated Learning Team

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

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

The WIL Team can support you with questions or problems you may have when preparing for 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



They are located at the Ipswich Campus but can be contacted by making an appointment either by email or phone.

Contact Information:

Academic Name: Emma Kay
Position Title: Lecturer in Occupational Therapy (Practice Education Coordinator)
Phone: 07 3812 6429
Email: Emma.Kay@unisq.edu.au

Academic Name: Associate Professor Priya Martin
Position Title: Program Director
Phone: 07 46311458
Email: Priya.Martin@unisq.edu.au

Placement Course Specifications

The course specifications provide information on each course approved for the University's teaching program. Download your course specification and become familiar with what you must do 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

The Bachelor of Occupational Therapy (Honours) (BOTH) will undergo accreditation by the Occupational Therapy Council over the initial four years of the program, as guided by the World Federation of Occupational Therapy (WFOT) guidelines. UniSQ is scheduled to undertake final accreditation in 2026 prior to the graduation of the first cohort of students.

For practice education requirements we abide by:

- WFOT Minimum Standards for Education of occupational therapists (2016)
- Occupational Therapy Council of Australia and New Zealand LDT: Accreditation Standards for Entry –Level Occupational Therapy Education Programs (2013)
- Australian Occupational Therapy Competency Standards (2018).

To meet the registration requirements of the approved program curriculum, occupational therapy students must successfully complete 1000 clinical hours across the placement courses offered in the program. Placement will be offered in a variety of clinical contexts and will integrate knowledge, skills, and attitudes into practice with a range of people who have different needs. UniSQ ensures that all experiences meet the international standards for placement and will monitor allocated placements to ensure that students receive the diversity of placements required to meet new graduate standards.

UniSQ and the WFOT defines diversity of placement as:

- People of different ages,
- People recently acquired and/or long-standing health needs
- Interventions that focus on the person, occupation and environment
- Range of person factors such as gender, ethnicity
- Individual, community group, population approaches
- Health conditions that affect different aspects of body structure and function
- Different delivery systems; such as; hospital, public, private health, NGO, Community development, education, urban, rural, local, international.
- Pre-work assessment, work re-entry or career change.
- Existing and emerging services being developed for and with people who are under-employed, disempowered, dispossessed or socially challenged; organisations and industries that may benefit from occupational therapy expertise or arts and cultural services



Student Registration Obligations

Registered Occupational Therapists are governed by national legislation, the [Health Practitioner Regulation National Law Act 2009](#). 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 Occupational Therapy (Honours) students. Students are registered with the Australian Health Practitioner Regulation Agency (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 occupational therapy 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 occupational therapy student, the scope of practice changes through your degree. The Placement Coordinator for the clinical course in which you are enrolled will provide the guidelines for your current scope of practice.

- ✦ **Student occupational therapists** are required to work under the supervision of a registered occupational therapist at all times

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



Placement Structure

Overview

To achieve 1000 hours, placement includes various internal and external learning experiences, including simulated learning, during class time throughout the degree in addition to 4 placement blocks.

- Equivalent of 1 week full time practice education block (HMS2101)
- Equivalent of 1-2 week full time practice education block (HMS3101)
- 10 week full time practice education block (OCT3201). Plus 1 week of pre-placement workshops.
- 10 week full time practice education block (OCT4101). Plus 1 week of pre-placement workshops.

All practice education placements are supervised and supported by AHRPA registered occupational therapists. Placements are structured in a variety of different models and styles appropriate to the workplace and learning objectives:

- Apprenticeships: one practice educator to one student (1:1)
- Peer assisted learning: one practice educator to two or more students (1:2+)
- Long-Arm supervision: The day-to-day supervision may be completed by another professional from the organisation, with regular formal professional supervision being provided remotely (via teleconference or face to face etc.).
- Role emerging: students are placed in an organisation where there is currently no occupational therapist employed. Students are involved in the development of occupational therapy services to support the organisations clients. Students are still supervised and assessed by a qualified occupational therapist.

Definitions of Key Terms

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

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

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

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

Supervisor: A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional placement. May also be referred to as Clinical Educator or Practice Educator.

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 that need to be adhered to ensure your placement allocation and commencement goes smoothly.

These include:

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

Placement Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information and ensure that they plan their enrolment in placement courses and submission of mandatory documents to ensure they are able to be 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, and facility expressions of interest.
- ✦ 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. Please be aware that some placement courses must be undertaken sequentially (cannot be enrolled in more than one placement course in a same study period unless it is written into the program progression).

To attend or remain on placement, students must have 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. 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.

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 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, 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



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](#).

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](#).



Before Placement Allocations are available

Preferences

As part of the placement allocation process, you can provide preferences 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 your address on InPlace and placement availability.

The Placement Coordinators will 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 locations you did not preference.

Preferences should be provided as soon as possible upon enrolment in a placement course. Preferencing will be available on your InPlace profile 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.

- You must select three (3) different regions in order of preference.

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.

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 are discouraged from commencing 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 Placement Coordinator by the special consideration due date. 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 Office and Placement Coordinator of any real, perceived, or potential conflict of interest (COI), which includes being allocated to a site

- ✦ where you currently work;
- ✦ where you have a previous or current relationship with the supervisor;
- ✦ which is a direct competitor of your current site of employment.

You are also required to disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or practical 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 may need to consider taking leave from work to achieve placement requirements. Students may choose to continue working while on placement, provided students understand that, except for compassionate or compelling circumstances, a new or current job is not an acceptable reason for requesting a placement extension. Students will receive an IDM (incomplete) grade until the placement is completed and this may hinder progression and graduation.

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.

Interstate Placements

Students who live in states outside Queensland and who wish to do placement locally within their state, must submit a special consideration request in writing to the Placement Coordinator at least the period of study before they are enrolled in a placement course. This is to allow the Placement Coordinator 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 Placement Coordinator is unable to source them locally for you.

Pre-Placement Requirements

OCT3201 and OCT4101 include mandatory pre-placement workshops that are equivalent to 40 hours of placement within each course. These are run at the beginning of the trimester prior to commencing placement. They will include both timetabled in-person attendance and online self-directed learning modules. This information is available on your StudyDesk for the placement you are about to undertake.



Placement Allocation Process

To maximise the benefit of professional experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. UniSQ is a member of OT Futures – a collaboration of Queensland occupational therapy programs that manage placement offers and allocations in an equitable manner. There are numerous university, inter-university, state and national policies and regulations that determine suitability of placement. For this reason, students, under no circumstances, are to contact any health service or potential placement site regarding sourcing placements.

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 placement across several sites or disciplines to gain a breadth of experience. If you work in an agency, you must advise the Placement Coordinator via InPlace as soon as possible as this may impact your placement allocation.

Placement allocation depends on several of the below factors:

- ✦ Mandatory document submission status
- ✦ The number of students who preference the same location
- ✦ The number of placement offers that are received by UniSQ from an agency
- ✦ The availability of placements in a set timeframe

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 Placement Coordinator will allocate the student to an appropriate placement site. Student's place of residence, or locations where the student has access to accommodation, will be considered when placement is allocated. 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

It is expected that all students will complete a regional or rural placement as part of the practice education experience.

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

Placement Negotiation

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



Placement Agreement

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

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



After Placement Allocations are Available

Placement Acceptance

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

Student Responsibilities

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

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

Placement Appeal

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

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

Accommodation and Travel Expectations

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

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

Scholarships and Bursaries

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

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



Southern Queensland Rural Health

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

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

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

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

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

Orientation Information

The Placement Coordinator will provide you with contact details for each Placement Supervisor. You are required to contact the Placement Supervisor 2 weeks prior to the commencement of placement to ensure that they are fully informed of the requirements and expectations of that placement. This is your opportunity to confirm the following details:

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



Attending Placement

Uniform

The UniSQ clinical shirt and optional jacket, are available to be ordered online through [School Locker](#). Remaining items can be purchased from any retail store.

The clinical uniform for occupational therapy students is as follows:

- ✦ **Bottom:** Comfortable long black pants
- ✦ **Top:** Clinical placement shirt
- ✦ **Shoes:** Comfortable enclosed footwear appropriate for placement site.
- ✦ Optional – UniSQ jacket for winter.



Student ID – You must wear your student identification card while on Placement. This is best situated on a retractable lanyard attached to your waist or pocket. You have the option to obtain a student identification card. This is an ID that has less personal information visible and replaces using your normal university identification. Please contact [iConnect](#) to obtain one.

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 may include mornings, afternoons and night work shifts. This is a course requirement. Expected hours needs to be discussed between student and placement site during the initial contact phase. i.e. when letters of introduction and draft learning plans have been sent. If you do not comply with the roster and roster guidelines set for you by the agency, you may be asked to leave your placement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your placement.

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.

As below, when all days of placement and workshops have been attended, the total of accessible placement hours is 1020 hours plus simulated learning experiences. The additional hours assist with cover for public holidays, sick days, flex days. Any 'time off' from placement needs to be negotiated with the Supervisor and the Placement Coordinator needs to be informed via email prior to the time taken off.



Placement	Placement hours	Pre-placement workshop hours	Sub-total	Running total
HMS2101	36	4	40	40
HMS3101	50	(included in placement hours)	50	90
OCT3201	425	40	465	555
OCT4101	425	40	465	1020

Students are required to complete time sheets endorsed by their practice educator as records of their completion of required placement hours.

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

Requesting a Rostered Shift Change

If you have extenuating circumstances and need to request a shift change from your rostered shift while on placement, you can approach your supervisor to discuss any options available. If your placement is extended as result of the agreed arrangement you will need to notify to WIL Team via WIL@unisq.edu.au

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

Individual placement sites will have their own expectations of what constitutes a workday. 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 agency 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/supervisor.

To assist in structuring the placement program to meet the WFOT 1000 hours of placement, the Occupational Therapy program calculates placement hours based on a 37.5 hour working week. Work hours are calculated based on the Fair Work Australia outline:

Morning session: 8:30am – 12:30pm
Lunch: 12:30-1:30pm
Afternoon session 1:30pm – 5:00pm

Please note:

- Lunch breaks are classed as placement time (hence a standard working week via the calculator will be 42.5 hours/week). Students only need to include a break in their timesheet if they go offsite to complete personal appointments that are not associated with placement.
- Expected hours do not take into consideration public holidays, sick days etc.

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 save a digital copy for your own records.



Absence While on Clinical 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, relevant staff members, 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 Placement Coordinator, **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**.

If you require an extended period of leave from placement due to being unwell, the UniSQ will work with you and the placement site to develop future alternative placement options.

If you experience a prolonged period of absence due to illness, injury or surgery, you must, prior to recommencing placement, provide a medical certificate confirming you are fit to return to placement. Students will receive an IDM (incomplete) grade until the placement is completed and this may hinder progression and graduation.

Make Up

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. We strongly recommend that you seek to make up any missed days with extra shifts while on your placement. You will need to contact your Placement Coordinator and supervisor to negotiate make-up hours. You will also need to email WIL@unisq.edu.au regarding makeup hours so we may ensure this is added to your InPlace profile. Makeup shifts not added to your InPlace profile may not be considered as genuine completed hours.

Please note that a facility may not have capacity to extend your placement past its original end date and this needs to be respected. Where make-up days cannot be supported by the agency, contact the Placement Coordinator so your placement record can be updated and any additional days be negotiated as needed.

Public Holidays

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

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 Placement Coordinator before taking any action as consultation with the agency Supervisor and Placement 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.



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.

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. Please refer to the 'At Risk' Process paragraph under Placement Assessment Requirements for more information on this process.

Placements that are terminated and result in the student requiring a new placement, will be dealt with on a case by case basis. A new placement will attempt to be found in a timely manner, however, this will be subject to availability of placements and offers. Students who have failed will need to wait until the next offering of that course to repeat their placement. An additional placement will not be sourced outside of the standard course offering. Students may likely face a delay in their recommended enrolment pattern due to program pre-requisites. Students will be informed of this at the time of failing a placement or termination of a placement.

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

Other Reasons for Failing a Placement Course

The below reasons include but 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 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 all placement-related assessments and paperwork within the prescribed timeframe.



Course Outcome

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

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

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 wellbeing and health services. An appointment can be made by phoning +61 7 4631 2372, or booked [online](#), or by sending an email to supportforlearning@unisq.edu.au.

Support for International Students – [UniSQ International](#)

Support for First Nations Students – [College for First Nations](#)

Please note, this is not a crisis service and is only open from 8:00 am- 4:00 pm AEST Monday to Friday. If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

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

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

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

[Equity in Education Policy and Procedure](#)

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

[Student General Misconduct Procedure](#)

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

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



Insurance, Emergencies and Risk Management

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

Insurance Information While on Placement

For insurance purposes, placement 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.

Insurance Information for Student Placement

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

Injury While on Placement

If you are injured or become unwell on placement it may be determined that an Emergency Department 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 WIL Team immediately via (07) 4631 2359 and email the Placement Coordinator
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.



Use of Vehicles 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

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

Student Travel

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



Extenuating Circumstances or Disaster Management Processes

Students are allocated placements across a variety of settings. 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.

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 \(usq.edu.au\)](https://www.usq.edu.au/Student-Discrimination-Bullying-Harassment-and-Sexual-Misconduct-Response-Procedure) 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 \(symplicity.com\)](https://www.usq.edu.au/Share-a-Concern) 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 – Mrs Emma Kay
- Business Unit/Faculty – School of Health and Medical Sciences

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

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

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

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

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



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 placement. 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, AHPRA shared Code of Conduct 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](#).

Ethical Guidelines

The rights of patients and clients to feel they are in a secure professional environment are paramount. It is the duty of students not to abuse the trust afforded to them by clients. Students should at all times ensure that the information received, and the advice given, is as accurate and unambiguous as possible. Students must maintain clear comprehensive records of all interventions and communication concerning their clients. Students should not enter into any discussions relating to the ability or standing of another practitioner with a client, or in a client's hearing.

Addressing Clients and Staff

Clients 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 where you are completing practice education (i.e., use 'Dr' for medical staff).

Getting the Most out of Your Placement

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

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

Student Presentation

Students are expected to present in a neat and tidy manner at all times, have their hair tide, with long hair (below the shoulders) tied back. Students are not permitted to have false or extension nails and are not permitted to have any form of nail polish. Makeup should be natural and professional. For personal safety purposes; ear, nose and other facial piercings should be small and without hoops or loops and may be requested to be removed by the placement site. Tattoos do not need to be covered unless explicitly requested by the placement site or are offensive in nature.



Some placement sites may have additional specific dress code requirements (e.g. Queensland Health requires staff and students to be 'bare below the elbows' meaning no watches or jewellery below elbows) which students need to adhere to. Students should ensure they clarify the dress requirements for the placement prior to attending. Students are required to check with their placement supervisor regarding any variations to the UniSQ dress code and should adhere to the workplace requirements.

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 or similar devices **must not** be used to acquire images/photographs/video/audio

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).

Photographs or Recording

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



Media Requests

Please refer all media requests to your Placement Coordinator. Students **must not provide any comment** to the media about the clinical 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 Placement Coordinator kept informed of the situation. Promptly informing the Placement Coordinator of any concerns will enable enhanced support for both the student and supervisor, aiming for a positive outcome.

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, Placement Coordinator, 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 Placement Coordinator 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.
- ✦ Complete all required hours of placement within the prescribed period and document all hours. Students are responsible for maintaining and submitting their timesheets/logbook of hours.
- ✦ Taking ownership of your learning, such as preparing for formal supervision, actively engaging in reflective practice and discussion with supervisor, reviewing your learning goals and identifying strategies to achieve them etc.

Be Professional

- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct (UniSQ, Placement Agency and AHPRA Shared Code of Conduct) including but not limited to rules, bylaws, policies and procedures of the Agency, including dress code.
- ✦ Ensure confidentiality of information in respect to client and placement facility records
- ✦ 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 ethically and with consideration, honesty and courtesy to all staff, other students and visitors at the placement agency.
- ✦ Respect the rights, beliefs and values of others.
- ✦ Maintain open communication with the Practice Educator/supervisor and Practice Education Coordinator throughout the duration of your placement.
- ✦ Inform the Practice Education Coordinator of any concerns or if you feel that adequate guidance and/or opportunities for development are not being provided etc.
- ✦ Discuss issues as they arise with the placement supervisor or Placement Coordinator and act to resolve problems quickly and cooperatively.
- ✦ Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.



Complete Assessments

- ✦ Discuss learning/clinical objectives and expected learning outcomes with your placement supervisor.
- ✦ Arrange a plan for signing placement assessment documentation early in the placement.
- ✦ Contact the Supervisor or the Placement Coordinator if there are any difficulties with meeting your course objectives.
- ✦ Contact the Supervisor or the Placement 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.
- ✦ Complete and submit all placement related assessment items within the dates provided.

Students will not:

Act Outside UniSQ Guidelines

- ✦ Attend a placement 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.
- ✦ Remove or misappropriate any resources from either the University or placement agency. This includes the photographing of any aspect of the placement agency without the express consent of the Supervisor.

Be Unprofessional

- ✦ Act outside the professional codes of conduct and scope of practice as defined by the accrediting body.
- ✦ Undertake patient/client care without being supervised by a registered health 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 the impartiality of health care delivery or professional practice.

Supervision

Supervision is key to establishing good communication and expectations between you and your practice educator. Supervision can be formal or informal. Any time you discuss your performance with your supervisor, you are receiving supervision. Informal supervision often occurs between clients, during meal breaks and while travelling. Negotiating regular time to formally discuss your progress with your supervisor will add structure to your supervision and provide the necessary feedback for learning. It is expected that practice educators/supervisors provide a minimum of 1 hour of formal supervision per week per student.

Some helpful tips for supervision:

- ✦ Set a time: Try to establish and maintain a regular time for supervision each week. 30 mins – 1 hour. Travel time can be a good opportunity for supervision.
- ✦ Document: It is essential to document supervision so previous conversations and actions can be reviewed
- ✦ SPEF-R2: Frequently review elements of the SPEF-R2 in supervision to keep track of how you are progressing.
- ✦ Learning goals: The learning goals form assists with keep track of your progress and is a key discussion point during supervision.

Students should not be visiting clients in their own home (on their own). Students should be adequately supervised at all times by the placement provider (which is a requirement of our professional indemnity insurance).



Supervisor

- ✦ Ensure students have opportunities to implement aspects of the occupational therapy process (e.g. information gathering, service provision, service evaluation).
- ✦ Ensure students have opportunities to interact with clients/service users/participants to build therapeutic relationships. Provide students with opportunities for self-directed learning, i.e. written reflections, reviewing learning goals, preparation for supervision, contribution to quality improvement activities etc.
- ✦ Provide students with a minimum of 1 hour of formal supervision per week.
- ✦ Evaluate students using the SPEF-R2 at halfway and completion of the placement; and provide timely feedback and discussion around evaluation.
- ✦ Submission of the SPEF-R2 as soon as possible.
- ✦ Communicate with the university as soon as possible if the student is experiencing challenges or not meeting expectations on placement.
- ✦ Work collaboratively with the student and university to identify strategies and supports which enable students to achieve placement outcomes, learning goals and maintain wellbeing.
- ✦ Provide constructive feedback to students to assist students identify and achieve their learning goals and placement outcomes.
- ✦ Ensure a safe, appropriate and placement at all times.
- ✦ Provide the student with general orientation to work spaces.
- ✦ Review and sign student timesheets/logbook of hours, learning goals etc.

Placement Coordinator

- ✦ Sourcing appropriate placement opportunities for students, where all students receive authentic high-quality practice experiences.
- ✦ Liaising with and supporting professional placement facilities to schedule, facilitate and provide appropriate, high-quality placement opportunities.
- ✦ Liaise with the placements office to approve and finalise placement allocations.
- ✦ Provide support to students and Practice Educators with respect to professional placement expectations.
- ✦ Liaise with students and Practice Educators regarding challenges, concerns or conflict during placement.
- ✦ Adequately prepare all students, alongside the BOTH program team, for each placement experience, giving due consideration to their stage of learning, learning goals and expectations of learning.
- ✦ Reviewing and updating the Practice Education Handbook.
- ✦ Prepare and provide students with resources to support their organisation and learning whilst on placement.
- ✦ Review and assess student records associated with professional placements.



Placement Assessment Requirements

Evaluation and assessment tool

Professional practice placements are assessed using ungraded pass/fail criteria. This ensures students are not disadvantaged by variation in the expectations of practice educators from different sites, organisations or practice areas. Student performance while on practice education will be conducted using the Student Performance Evaluation Form – Revised 2 (SPEF-R2) via the online portal. The SPEF-R2 is used under licence from The University of Queensland and is the assessment of practice placement used by most Australian Universities. Assessment will typically occur at half-way and towards the end of the final week of the placement.

Students will be introduced to the SPEF-R2 during pre-placement workshops. They will become familiar with the components of the assessment tool and identify ways of demonstrating their competencies against the assessment criteria, in acknowledgement of the SPEF-R2's 5-point rating scale.

The SPEF-R2 has clear and specific criteria regarding the demonstration of each requirement and students should be clear on these. Each domain has requirements for core and non-core skills, knowledge and behaviours and these must be met in order to obtain a pass grade for the placement.

'At Risk' Process

Students may be identified as being 'at risk' of not meeting placement performance competency or behaviour expectations, include unsafe or negligent behaviour. The identification can be by a site, or university allocated person.

Typically, a student may be flagged as 'at risk' through their formal half-way SPEF-R2 assessment or by a practice educator at any time during the placement. The practice educator will notify the University of the student's 'at risk' status. The Practice Education Coordinator will contact the student to ensure they are aware that they have been flagged as 'at risk' of not meeting placement performance or expectations. The practice educator and Practice Education Coordinator will discuss concerns with the student. Moderation of the assessment may occur on the basis of:

- Discussion of the issues seen by the practice educator, with evidence to be provided as available
- Issues may include (but are not limited to): clinical reasoning, medical records, communication skills, and behavioural requirements.
- Examples of the standard that can be expected of students.
- The University, practice educator and student will agree on strategies for remediation.
- A Learning Contract with goals and strategies designed to specifically support this individual student to meet their identified learning needs to attain the pre-determined placement performance expectations will be agreed upon by all parties (Student, University and practice educator)

Consequences of not meeting goals set will be discussed and the learning contract will be fully explained. If the student achieves the learning contract goals and achieves all placement performance expectations on the SPEF-R2, no further action will occur.

Failing Placement

If a student has not achieved the learning contract goals, and therefore fails to meet the performance competencies of the placement, the following moderation and remediation procedures will occur after the end of the placement:

- The University will moderate the assessment by discussing the student's progress on placement, the moderation and remediation put in place throughout.
- The University will conduct a meeting or interview with the student to discuss addressing the identified learning needs, goals and strategies, prior to commencing another placement unit.
- The learning plan will be developed and documented with the student.
- Repeating the unit and taking up future placements are conditional on completing the agreed learning plan.

If the student achieves a pass on all subsequent professional placements, no further action will take place, notwithstanding any other 'at risk' identification.



Termination of placement

Students who attend the professional placement are expected to demonstrate a professional demeanour. Under some circumstances, students not demonstrating a professional demeanour may be suspended from the placement. Removal from that placement may be temporary or permanent. Examples include:

- The student has not abided by relevant Codes of Conduct, workplace procedures, and/or behaves in an unprofessional manner, acts outside of scope of practice, participates in behaviours which could or does lead to injury or harm to others, etc.
- The student ceases or withdraws from a placement without providing appropriate documentation or evidence. Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement.

The decision to suspend a student from the placement can be made by the placement site (e.g. practice educator, director of discipline etc.) or by the Practice Education Coordinator in consultation with the Program Director (Occupational Therapy), Associate Head of Clinical Placement and Head of School (Health and Medical Sciences).

The decision to suspend a student from a placement will be discussed between the placement site and the University at the time the student is sent home. Students will be informed of the rationale for termination of their placement when they are asked to leave the placement site. The University will meet with the student following the incident to discuss the matter and to develop a plan or contract for future behaviour.

Students have a right to appeal through normal university procedures any decision regarding withdrawal from a clinical placement that may result in a fail grade. Where the placement unit is the final unit of a degree, the supplementary assessment policy may apply. Students will be offered a supplementary placement assisted by the development of a learning plan to help the student meet placement performance competency.

Logbooks and Timesheets

Each student must complete a logbook or timesheet for each day on placement depending on the requirements of the placement course. The logbook or timesheet can be accessed via InPlace. Information regarding logbook and timesheet completion is available on the Placement Hub. Appendix A also provides a logbook example.

When completing a logbook, placement can be logged per client, per group or per activity. Hours can be 'bulked' together only if the same client or group was seen or the same work task was performed for multiple clients. For example, if the same assessment session was performed on multiple clients on the same day, a detailed description of the assessment protocols and a brief description of the client's results can be grouped together. All other entries need to be individual. The description of activities must reflect the time being claimed. Students should discuss with their supervisor what they require depending on their placement agency.

For timely record keeping purposes, students on placement need to submit their logbooks and timesheet (via InPlace) weekly by 9:00 am the following Monday of each week of placement.

Finalise Placement Requirements

Students must submit all assessment documents within one week of the last day of the professional placement to the study desk. It is the responsibility of the student to ensure the timely submission of these documents.

Feedback collected during the placement, evidenced completion of total hours, satisfactory submission of assessments will together contribute to determining if a student has achieved the required learning outcomes.



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 and ensure they remain current during for my placement timeframe.
- Declare any extenuating circumstances via the special consideration section on InPlace.
- Declare any perceived, potential or actual conflicts of interest.
- Declare any pre-existing medical conditions that could affect my safety during placement.
- Provide and/or complete any extra requirements requested by my Placement Agency.
- 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 in a timely manner.
- Apply for accommodation and a financial Clinical Bursary if applicable.

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 doesn't impact placement on my placement.
- Notify my Supervisor, Placement Coordinator and UniSQ WIL Team of any absences.
- Report any incidents while on placement as per the UniSQ guidelines.
- Keep copies of all my placement assessments and timesheets.
- Notify the Placement Coordinator of any missed days or absences, and discuss make-up requirements with my supervisor and Placement Coordinator.
- Follow the guidelines of the placement agency with respect to COVID-19 compliance.

General

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

Student Name: _____

Student Signature: _____

Date: _____

Appendices



Appendix A: Log Book Example

Example of appropriate log book wording

Case description (keywords)	Description of services (keywords)
46 x 12-16 yr old boys rugby league players Exercise for performance improvement	Conducting coaching clinic, strength testing via 1-RM Bench Press, endurance testing via push-ups in 60-secs, teaching lifting technique of clean/jerk, squat, etc., delivering NRL skills sessions, speed and fitness sessions. Discussion with client on nutrition in conjunction with exercise program. Planning goals for future improvements in agility, power and flexibility.

Timesheet

Start Time* 15:00 End Time* 18:00 Break Hours 00:00 hrs

Comment Absent

Documents (0)

Attended Hours : 03:00 hrs, Monday

Aerobic session

1 Clients

Client Group: Group of Clients Age Range: Child (0 -17) Females: 46 Males: Unspecified

+ Add Clients

2 Conditions

Exercise intervention for performance improvement Supporting Comments

3 Activity

Activity Category	Activity	Additional Comment	Activity Time
Assessment		Strength testing(1RM bench press),	00:30 hrs
Exercise prescription		planning goals for future	00:45 hrs
Exercise delivery		Teaching lifting technique of	01:30 hrs
Other Exercise Science relevant a...		conjunction with exercise program,	00:15 hrs

Reset Copy Session Add Session Save Submit

Appendix B: Helpful Resources

- OTCEP Models of Practice in Occupational Therapy
<https://otpecq.group.uq.edu.au/files/1031/Queensland%20Health%20OTCEP%20Key%20Concept%20Learning%20Resource%20-%20OT%20Models%20practcice.pdf>
- Maximising Learning on Placement <https://www.youtube.com/watch?v=qDFLlpbWsg8>
- AHPRA Shared Code of Conduct <https://www.ahpra.gov.au/Resources/Code-of-conduct/Shared-Code-of-conduct.aspx#>
- Australian Occupational Therapy Competency Standards
<https://www.occupationaltherapyboard.gov.au/Codes-Guidelines/Competencies.aspx>
- Clinical reasoning Framework (Add link)



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