



University of  
**Southern  
Queensland**



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# **2025 Physiotherapy Professional Practice Guide**

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

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# Introduction to Professional Practice

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

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

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

## Contacts

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

### The Work Integrated Learning Team

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

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

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

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

Chat: [Chat to us](#)

Phone: (07) 4631 2285

### The Academic Team / Placement Coordinator

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

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

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

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



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

Contact Information:

**Academic Name: Professor Venerina Johnston**

Position Title: Program Director, Physiotherapy

Phone: 07 3812 6406

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

## Placement Course Specifications

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

## Program Placement Requirements

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

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

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

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

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



## Student Registration Obligations

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

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

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

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

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

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

## Scope of Practice

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

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

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

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

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



## Definitions of Key Terms

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

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

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

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

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

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

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





# Mandatory Document Requirements and Resources

## Placement Calendar

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

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

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

## Important Dates

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

These include:

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

## Placement Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your Placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information and ensure that they plan their enrolment in Placement courses and submission of mandatory documents to ensure they are able to be 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](mailto: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 individual information prior to Placement, e.g. preferences, special consideration requests, and facility expressions of interest.
- ✦ Placement confirmation/allocation details will be released. Changes to allocations may occur at any time. Please check InPlace frequently in case of changes.
- ✦ Your Placement status will be seen as 'confirmed' on [InPlace](#). *This status 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 agency within the specific timeframes

## Pre-requisite Course and Enrolments

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

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

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

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

## Inherent Requirements

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

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



## Fitness for Placement

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

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

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

Sometimes your personal situation (family, financial, legal etc.) or health could change over the duration of your studies. This can impact on whether you are still able to meet the program conditions. If your situation does change, please notify your Program Director, to discuss whether you are 'fit for placement'. You can also seek confidential advice and guidance from the Accessibility and Disability Support team via [disabilitysupport@unisq.edu.au](mailto:disabilitysupport@unisq.edu.au).

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

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

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

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

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

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

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

If you have a 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 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.

Our 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.

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

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

## Facility Expression of Interest

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

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

## Special Consideration

Special Considerations are pre-existing circumstances that you are aware of that may impact your ability to attend placement in a certain timeframe or with a 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 Placement Coordinator 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.

## Conflict of Interest

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

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

You are also required to disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or 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 and your clients at risk under work health and safety legislation and you may need to consider taking leave from work to achieve Placement requirements.

## Payment for Placement

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

## Rural and Remote Placements

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

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

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



# Placement Allocation Process

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

Placement allocation depends on several of the below factors:

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

Special consideration requests are viewed first, so submit them early if you want the WIL Team to consider your circumstances when sourcing and allocating placements.

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

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

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

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

## Placement Communication

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

## Placement Negotiation

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





## **Placement Agreement**

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

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



# After Placement Allocations are Available

## Placement Acceptance

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

## Student Responsibilities

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

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

## Placement Appeal

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

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

## Accommodation and Travel Expectations

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

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

## Scholarships and Bursaries

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

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



## Southern Queensland Rural Health

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

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

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

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

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

## Orientation Information

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

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

## Clinical Uniform

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

The uniform for physiotherapy students on placement are as follows:

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

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



## Attending Full time Clinical Placement

**You are expected to attend 100% of your placement** at the times allocated by the placement provider, in accordance with their operating hours. This is a course requirement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your Placement. You may also be expected to work shifts that include mornings and afternoons in some clinical settings. You may also be required to do Placement shifts on weekends.

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.

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

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

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

### Requesting a Rostered Days Change

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

### Agency Requests that you Change a Day

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

### Reasonable Work Hours

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

### Supervision and Tasking

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

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



## Absence While on Placement

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

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

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

## Make Up Hours

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

## Public Holidays

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

## Student Initiated Placement Withdrawal

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. Feedback will be provided periodically during placement. The frequency of feedback will depend on overall placement duration.

If you cancel or do not arrive at an allocated placement with no explanation or appropriate evidence, 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.

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

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

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

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

## Other Reasons for Failing a Placement Course

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 [and WIL Team] of any injury or illness which renders the student unable to attend placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, you must inform the Placement Coordinator [and WIL Team], provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend placement);
- Lack of progress and learning or unsatisfactory performance following supervisor feedback;
- Breach of UniSQ or accrediting body Codes of Conduct, relevant laws or workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive, or unreasonably embarrassing to others;
- Failure to complete all placement-related assessments and paperwork within the prescribed timeframe.



## Reasonable Adjustments to Allocated Placements

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

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

## Course Outcome

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

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

## Course Appeal Process

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

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



## Professional Support

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

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

## Risk Management

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

### Student Travel

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

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

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



## Extenuating Circumstances or Disaster Management Processes

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

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

## Infectious Disease Risk

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

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

## Needle Stick Injury

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

## Manual Handling Risk

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

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

## Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

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

UniSQ Safer Communities is available 8.00am – 4.00pm, Monday – Friday:

- 07 4631 2372
- [safertools@unisq.edu.au](mailto:safertools@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 agency contact immediately**. You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report. You will then need to notify the university by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ Incident Form.

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

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

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

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

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

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

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



# Student Professional Expectations

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

## Code of Conduct

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

## Addressing Clients, Patients and Staff

Clients, patients and staff should be treated with the highest level of professionalism and respect. Ensure you use appropriate titles and salutations when addressing staff at the organisation 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

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

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

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



## Prohibited Use of Substances

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

## Confidentiality

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

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

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

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

## Mobile Phones

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

## Social Media

Social media refers to any online or mobile tool where you share information of any kind and in any format. As a student you are not to post any information about your placement, clients, the agency or your fellow students or anything else related on any social media forum including private group pages. You may be dismissed from placement and possibly excluded from returning to the agency if anything posted contravenes any of the laws or codes that apply.

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 Placement agency, a patient or client, a clinical case or disclose any other information that was obtained during the course of completing your Placement.



## Issues with Student Performance or Behaviour

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

It is important to note that:

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

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

### Step 1:

If performance issues arise with a student, or if they experience learning difficulties, the student and agency supervisor should discuss these directly as soon as possible. Strategies should be developed and documented to address concerns and improve performance. These strategies should then be reviewed in each supervision session and the Course Coordinator kept informed of the situation.

### Step 2:

If following Step 1 does not resolve the issue, or if more serious issues arise (e.g. the student breaches professional conduct or struggles to meet Practice Standards, or the placement is at risk of termination), or if the student feels they cannot address the issue with their agency supervisor, a meeting should be arranged with the Placement Coordinator, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor or Placement Coordinator. The Placement Coordinator should be advised in writing about the issues including details such as what, when, where and who.

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

### Step 3:

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

## Formal Grievance Procedure

1. A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.
2. The supervisor documents an objective account of the circumstances or incident.
3. Following a formal, confidential dialogue between the supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
4. The Placement Coordinator is informed of the incident and the formal grievance process and is sent a copy of all relevant documentation.
5. The Placement Coordinator will contact the student to discuss the situation.
6. The Placement Coordinator will advise the Program Director.
7. The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the behaviours of concern.
8. If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident is closed.
9. If the student fails to redeem the contract, the Program Director will then determine the appropriate course of action (e.g., removal of the student from the professional placement).



## **Related University Policies**

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

[Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure](#)

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)





## Roles and Responsibilities for Placement

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

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

### Student Responsibilities

#### This includes:

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

#### Be Professional

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

#### Complete Assessments

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



## Students will not:

### Act Outside UniSQ Guidelines

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

### Be Unprofessional

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

## Supervisor/Agency

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

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

### Demonstrate Professional Behaviour

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

### Provide Learning Support

- ✦ Understand the university's requirements of Placements as outlined in this document and other information provided by the University.
- ✦ Actively join in the learning process with the student and take responsibility for supporting learning.
- ✦ Discuss clinical objectives and expected learning outcomes with the student early in the Placement.
- ✦ Arrange a plan with the student for signing of clinical assessment documents.



- ✦ Arrange regular and sufficient meetings with the student to discuss goals, progress and/or difficulties.
- ✦ Regularly clarify what is expected with the student and make adequate observations of their work. Provide ongoing verbal and written feedback, to ensure continuous learning progress throughout the Placement.
- ✦ Provide constructive feedback to the student on all aspects of their performance.
- ✦ Report on student progress/undertake assessment using documentation provided and notify the Placement Coordinator immediately if the student is having difficulties meeting the objectives.
- ✦ Provide feedback to the university about Placements that could improve the learning program in the long term.

### **Provide Clinical Support**

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

## **University/Placement Coordinator**

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

### **Organise and Plan Placements**

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

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

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

### **Communicate**

- ✦ Provide both the student and the Placement Supervisor with information about the Placement and Placement requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- ✦ Liaise with the student and Placement Supervisor with respect to matters of grievance and/or conflict.
- ✦ Be responsible for all disciplinary matters and will mediate between Placement Supervisors and students on Placement, practice or professional issues.
- ✦ Advise students of the need to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.
- ✦ Undertake to negotiate reasonable adjustments to cater for students with special needs within what is deemed reasonable adjustment within the boundaries of AHPRA registration guidelines.
- ✦ Provide support to students who may be struggling with the Placement requirements.
- ✦ Provide guidance regarding the assessment process to students and Placement supervisors.



# Placement Assessment Requirements

## Clinical course assessment

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

## Evaluation of Placement and Quality Assurance

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

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

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

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



# 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.
- For insurance purposes, declare any pre-existing medical conditions that could affect my safety during Placement.
- Be available to attend placement at any time in the period of study I am enrolled including study breaks and exam periods.
- Acknowledge that I may not be given a Placement at my preferred location and that I may be required to travel more than 1 hour to attend placement.

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

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

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

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

## General

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

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

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

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

# Appendices



## Appendix A: Checklist for Professional Practice

Before and during your professional practice placement, please:

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

# Frequently Asked Questions (FAQ)

## **When can I access InPlace?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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