1 January 2026

2026 Medical Laboratory Science Placement Guide

Associate Degree of Medical Laboratory Science
Bachelor of Degree of Medical Laboratory Science

Contents

Introduction to Placement

Professional placement is a vital component of your degree, delivered through a collaborative partnership between UniSQ and the allocated placement agency. It complements academic coursework by offering opportunities to develop practical skills, apply theoretical knowledge, and demonstrate professional competence.

This guide outlines essential information for undertaking placement, including requirements, expectations, conduct, and responsibilities. Students must read this document thoroughly and contact the Work Integrated Learning (WIL) Team or Course Coordinator with any questions. UniSQ and placement agencies reserve the right to terminate placements if guidelines are not followed.

Contacts

Whom to Contact for Placement Questions

Your first point of contact for any placement-related queries should be either the **WIL Team** or the **Academic Team**, depending on the nature of your question. Students are expected to demonstrate professional and collegial communication when engaging with university staff and key stakeholders. All interactions should reflect respect, clarity, and accountability, consistent with standards of professional practice.

The Work Integrated Learning (WIL) Team

The WIL Team includes WIL Officers and Support Staff based in Toowoomba, Ipswich, and Springfield. They are responsible for:
- Coordinating with agencies and academics to source and allocate placements
- Reviewing and verifying mandatory placement documents
- Sharing key deadlines and placement updates

They can assist with any questions or issues you have while preparing for or attending placement. You can reach them via iConnect, online chat, phone, or email.

The Academic Team

Your Academic Team contact is the Course Coordinator for your Professional Placement course. They can help with:
- Performance-related concerns or professional issues during placement
- Discussing non-compliance with mandatory requirements
- Responding to agency concerns about safety, professionalism, or ethics

They are based at Ipswich, or Toowoomba, and can be contacted by phone or email to arrange an appointment. If you have general question or concern regarding your placement, please contact the Medical Laboratory Science Program Director Dr. Prajwal Gyawali via email at Prajwal.Gyawali@unisq.edu.au.

Placement Contacts – Whom to Contact and When

Scenario	Whom to Contact	Examples of Questions	Contact Method
General placement queries and support, document submission, allocation updates, make up hours,	**WIL Team** (Work Integrated Learning)	• How do I submit my placement documents? • What are the key deadlines? • Can I change my placement dates? • I haven't received my placement confirmation. • What happens if I don't meet mandatory requirements?	📧 Email: support@unisq.edu.au 💬 Chat: https://www.unisq.edu.au/current-students/support/contacts 📞 Phone: (07) 4631 2285
Academic or professional concerns during placement	**Academic Team** (Course Coordinator)	• I'm having issues with my placement supervisor. • I need to discuss professionalism or safety concerns. • Questions regarding grades for a placement course	📧 Email: Please contact the Course Coordinator for your specific placement course. These details will be listed in the course StudyDesk or course specification.

Placement Course Specifications

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

Program Placement Requirements and Structure

To meet the accreditation requirements of the Bachelor program (BMLS or BLAB), Medical Laboratory Science students must successfully complete 80 days of placement across the five (5) placement courses offered in the program. Students will be provided opportunities to undertake Placements in a range of content areas that align to the learning objectives of the program and give students a broad experience and exposure to the disciplines available in the pathology industry within rural, regional and metropolitan settings.

The courses in which you are currently enrolled in a trimester may not correspond directly to the department/laboratory where clinical placement is arranged. Your placement is designed to give you real life exposure to a working pathology laboratory. The discipline you are placed in will be determined based on the ability of the preferred Pathology laboratory to accommodate you. It is not guaranteed that the testing available at this laboratory will match your current course enrolment.

Placement days usually consist of 8 hours of work between the hours of 7am and 7pm, Monday to Friday. This is dictated by the attendance of supervisory staff who will guide your experience and workload. However, outside normal hours work may be agreed to but only at the discretion and authorization of the laboratory manager. You will also be directed to take breaks at appropriate times in the same way staff within the laboratory do.

Students doing Associate Degree of Medical Laboratory Science (AMLS) will only undertake two placement courses: Pathology Clinical Placements 1 & 2.

Placement Course	No. of Days*	Year and trimester of Completion	Content to be covered
BIO1205 (Pathology Clinical Placement 1)	13	Year 1, Trimester 3	Central Specimen Reception (CSR) and Phlebotomy
BIO2105 (Pathology Clinical Placement 2)	18	Year 2, Trimester 1 or 3	Haematology and/or Microbiology and/or Biochemistry
BIO2214 (Pathology Clinical Placement 3)	17	Year 3, Trimester 1 or 3	Remaining disciplines listed above and/or Transfusion Science and/or Histopathology and/or Cytogenetics and/or Molecular/Genomic Diagnostics. or multi-disciplinary
BIO3105 (Pathology Clinical Placement 4)	17	Year 3, Trimester 1 or 3	
BIO3205 (Pathology Clinical Placement 5)	15	Year 3 Trimester 2 or Year 4 Trimester 1	

*The number of days in individual placement courses can be increased or decreased as long as the total required placement days for the program (80 days) is met.

Scope of Practice

The scope of practice for undergraduate medical laboratory science students refers to the activities they are educated, competent, and authorised to perform. This scope evolves throughout the course of the degree and is influenced by:

- Progression in the program
- Clinical laboratory requirements (routine or specialised testing)
- Availability of supervision and support

The current scope of practice is determined by the student's stage in the program and the specific course in which they are enrolled. The Course Coordinator provides guidance on the applicable scope of practice for each placement.

Students must always work under the supervision of a medical laboratory scientists and follow agency policies. It is your responsibility to understand and adhere to these guidelines. Practising outside your scope may result in an unsatisfactory grade.

Definitions of Key Terms

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

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

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

Supervisor: A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional placement.

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

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

Mandatory Document Requirements and Resources

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, to ensure your placement allocation and commencement goes smoothly.

These include:
- ✧ when mandatory documents must be updated for each period of study
- ✧ when important personal information and 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 upon commencement of study in the program and ensure that they plan their enrolment in placement courses and submission of mandatory documents to enable them 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

Submitting accurate and complete mandatory documents is essential for your eligibility to attend placement at UniSQ. These documents ensure compliance with university policy, contractual requirements imposed by placement agencies, and help maintain the safety, quality, and integrity of the placement experience.

As a student, you are responsible for uploading and maintaining current documents via InPlace before each placement. Failure to meet submission deadlines may result in delays, cancellation of your placement, or removal from the placement course. Submitting fraudulent or misleading documents may lead to misconduct investigations or have serious consequences for your progression in the course.

These mandatory documents you provide will contain your personal information, including your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. This information is collected to verify your readiness for placement and is accessed by authorised internal staff including the WIL Team and Placement Coordinator and may be disclosed to relevant third parties outside of the University who may also require access to the information such as staff at placement facilities or support providers. If you do not provide this information we may not be able to facilitate your placement. 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. UniSQ's Privacy Policy and Procedure contain information about how you may access or correct the personal information we hold about you, and how you can make a privacy complaint, and UniSQ will deal with such complaints in accordance with its applicable policies and procedures. For more information about how we use, disclose and handle your personal information please consult our Privacy Policy and Procedure. For more information about how personal information is managed, or to raise a privacy concern, please contact rti-privacy@unisq.edu.au.

To support your placement readiness:

- From your commencement in the program begin preparing documents, especially those requiring extended timeframes (e.g. Hepatitis B vaccinations). Please refer to the [mandatory document list](#).
- Upload documents as they are completed or updated to [InPlace](#)
- Refer to the Placement Hub for discipline-specific requirements and guidance.
- Be aware of the important timeframes and deadline to submit mandatory documents
- Monitor expiry dates and update documents as needed.
- Contact the WIL Team promptly if you encounter any issues that may affect your ability to meet document deadlines.

Being proactive with your document submissions is critical to ensuring a smooth and successful placement experience. The WIL Team is available to assist you throughout this process.

InPlace – UniSQ Placement Management System

InPlace Overview

InPlace is UniSQ's cloud-based system for managing professional placements. Once you enrol in your first-year courses, your InPlace profile is created overnight automatically. You can log in using your UniSQ credentials. [InPlace](#) can also be accessed via a link on your program's Placement Hub.

What You'll Use InPlace For

- **Upload Mandatory Documents** for verification
- **Submit Personal Information** including region preferences, special considerations, and facility expressions of interest
- **Access Pre-Placement Information**, including facility-specific orientation details (such as start time, placement hours, dress requirements), supervisor contact information, and any applicable orientation materials.
- **View Placement Allocations** and confirmation status
  - *Your placement status on InPlace is not linked to your academic results or graduation eligibility so please do not be alarmed if the status is not updated as soon as you complete the placement.*

Support Resources

A 10-minute video and written instructions are available on the Placement Hub to guide you through uploading documents, submitting personal information, and navigating InPlace.

Tips for Using InPlace

- **Document Verification**: Upload documents via the 'My Details' page. The WIL Team will be notified to review them.
- **Follow-Up**: Revisit InPlace after a few days to check the verification status or review comments in your To-Do list if documents have been rejected.
- **Document Expiry**: Regularly check the 'My Details' page of your InPlace profile 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 and should not be relied upon as your primary notification to renew a document.
- **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. Students 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
- be enrolled in a placement course
- provide all mandatory documents within the specified timeframes
- be allocated an approved and confirmed placement via InPlace
- prepare for orientation and first day arrangements
- provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

Before enrolling in placement courses, students must review the course specifications to understand the placement requirements set by the University and/or accrediting body. Some placement courses must be completed in sequence and cannot be taken concurrently unless explicitly stated in the program progression.

Students must meet all academic pre-requisite requirements before commencing or continuing placement. Incomplete results for theory pre-requisite courses do not satisfy pre-requisite conditions. If a student begins placement with an incomplete result and subsequently fails the pre-requisite course, they will be withdrawn from placement, and any completed hours may not be counted.

Late enrolment or failure to submit mandatory documents on time may prevent placement from being sourced or allocated within the enrolled study period.

Support and Enquiries

For questions about course progression or pre-requisites, refer to the UniSQ Pre-Requisite procedures or contact iConnect or the UniSQ Enrolments Team.

Recognition of Prior Learning

UniSQ supports students by recognising prior formal and informal learning, as well as relevant work experience. Recognition of prior learning assesses whether an individual has met the required learning outcomes, competencies, or standards to justify exemption from a specific course. Note that some programs may limit the number of exemptions granted for placement experience.

Details about recognition of prior learning and the application process are available here.

Inherent Requirements

Each degree at UniSQ includes inherent requirements—core skills, knowledge, and capabilities essential to achieving the learning outcomes and maintaining academic integrity. It is assumed that when a student enrols in a placement course that they meet the program's inherent requirements. Should a student's circumstances change, and they no longer meet inherent requirements, they can expect significant impact to their ability to attend clinical placement or advance in their program.

Inherent requirements specific to your program are listed in the UniSQ Handbook. Please review and understand these requirements before enrolling in a placement course. For support or questions, contact the Accessibility and Disability Support Team.

Fitness for Placement

Concerns regarding fitness to practice may arise from, but are not limited to:

- A health condition or disability (chronic or temporary) that affects your ability to undertake placement or professional practice.
- Failure to meet, or disregard for, compliance requirements set by UniSQ, the placement agency, or the profession.
- Incomplete or failed pre-requisite courses for the placement course(s).
- Conduct or performance that does not meet professional standards.

If you have a chronic or acute injury, illness, condition, or any other factor that may affect your ability to engage in placement or practice in your profession, you must notify the WIL Team and Program Director as early as possible before placement allocation. Depending on your circumstances you may be required to provide a Fitness for Practice certificate signed by a medical practitioner before commencing placement.

Personal circumstances such as changes in health, family, financial, or legal situations may affect your ability to meet program requirements. If your situation changes, contact your Program Director to discuss your fitness for placement. All information will be handled discreetly. You may also seek confidential advice from the Accessibility Advisor and Disability Support team via disabilitysupport@unisq.edu.au.

Reasonable Placement Adjustments for Academic Progression

UniSQ is dedicated to providing an inclusive learning environment for students with disability, injury, mental health, or medical conditions that may impact their ability to study. This includes making reasonable adjustments to support students in completing their degree. If you have a health condition or disability that may affect your ability to undertake placement, contact the Equity and Diversity office as early as possible. In some cases, the University may need to share relevant personal information with a placement agency to determine whether a suitable placement can be provided. Any information shared will be handled discreetly and in accordance with UniSQ's privacy policy.

Students with a disability who require alternative academic, or placement arrangements should seek advice from the WIL Team and Program Director. If you already have a Learning Support Plan, it may need to be reviewed in consultation with the Program Director and/or Academic Team to ensure it aligns with placement requirements. All adjustments are made in accordance with the UniSQ *Students with a Disability Policy and Procedure*, which can be accessed here.

Before Placement Allocations are available

Self-selectable Placements

Due to the reliance on agency availability, not all placements can be secured within Darling Downs, Ipswich and greater Brisbane regions. Hence, students are highly encouraged to apply for a self-selectable interstate (NSW, VIC) and rural (rural QLD) placements available through InPlace. This will ensure timely completion of the program and provide you an excellent opportunity to gain experience in the NSW and Victorian Health systems as well as rural labs. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places you otherwise might not visit.
To be eligible to participate and apply for self-selectable placements offered, students must be enrolled and compliant with a selection of mandatory document requirements.

- ✧ To participate in this opportunity, you can apply via InPlace during the timeframe available – these timeframes will be communicated to students via the Forum on the Placement Hub.
- ✧ Placement self-selection will only be available for students with selected mandatory documents provided via InPlace when applying.
- ✧ Requests will be assessed by the WIL Team and if approved, placement details will be confirmed on InPlace at the time of approval allowing early planning.
- ✧ Contact the WIL Team with questions via WIL@unisq.edu.au.

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

Placement Allocation and Preferences

Due to agency availability and competition with other universities, placements cannot always be secured within the Darling Downs, Ipswich, or Greater Brisbane regions. While the WIL Team will aim to place you within one hour's drive of your address listed in InPlace or in one of your preferred regions, this cannot be guaranteed. **You must be prepared to travel and attend placement outside your preferred regions if required.**

As part of the allocation process, you may submit up to three region preferences in order of priority. This is optional; however, if no preferences are submitted, placement will be allocated based on your InPlace address and agency availability. Preferences should be entered or updated in your InPlace profile as soon as possible after enrolling in a placement course and before the cut-off date listed in the Important Dates document. Preferences recorded at the cut-off date will be used for placement requests and allocation.

When selecting preferences, consider all available options. Darling Downs and Ipswich are high-demand areas, so if you have access to accommodation in another region, include that region and notify the WIL Team via InPlace.

Facility Expression of Interest

If you are interested in attending a specific agency, you may submit a Facility Expression of Interest via InPlace. Expressions of Interest are only accepted within the timeframe specified in the *Important Date* document. You may update your submission at any time after enrolment; however, the information recorded in InPlace as of the cut-off date will be used for placement allocation.

Please note that submitting a Facility Expression of Interest does not guarantee placement at that facility; allocations are subject to agency availability and placement requirements.

Special Consideration

A special consideration refers to pre-existing circumstances that may affect your ability to attend placement at a specific time or location. To be considered, you must submit a request via InPlace with supporting documentation in line with the Assessment of Special Circumstances Procedure. Requests must be submitted by the due date listed in the *Important Date* document for the period of study in which placement is being completed.

- ✧ 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 option 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 submit a special consideration request, you must be prepared to attend the placement allocated to you. If you notify the WIL Team of an ongoing or pre-existing circumstance after your placement has been confirmed, you will be required to complete additional steps to request a change.

Pregnancy

If you become pregnant during your studies, you may need to adjust your enrolment or placement schedule depending upon your circumstances. If you are enrolled in a placement course in the study period when you are due to give birth, you must notify the WIL Team by the special consideration due date. You are discouraged from commencing placement within six (6) weeks before or after their estimated due date

A special consideration request can be submitted via InPlace and must include a letter from your doctor confirming your estimated due date and fitness to undertake placement. The WIL Team will review your request and work with you to find a suitable placement option. If you wish to commence placement six weeks post-partum, you must also provide documented clearance from your medical practitioner confirming your fitness to do so.

If planning a pregnancy, ensure you have received any required immunisations beforehand. If already pregnant and not immunised, some vaccinations may be delayed or unavailable until after you have given birth. Please contact the WIL Team to discuss your situation and placement readiness.

Conflict of Interest

You must disclose any real, perceived, or potential conflict of interest (COI) to the WIL Team and Course Coordinator via your InPlace profile. This includes, but is not limited to being allocated to a site:

- where you currently work.
- where the only qualified supervisor is your colleague or superior.
- involves a current or past relationship with the supervisor.
- Any other situation that may affect impartiality or professional boundaries.

You must also disclose any COI that may impact your ability to successfully meet academic or practical requirements of the placement, including financial interests, affiliations with organisations, political parties and / or ideologies, or religious groups and / or ideologies that may influence clinical or academic decisions.

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 compromise your safety and performance. You are expected to take leave from work to achieve placement requirements and comply with work health and safety standards. Where students present to placement and are assessed as fatigued due to working prior to their scheduled shift, they may be sent home to ensure patient safety is not compromised.

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.

Placement Allocation Process

To maximise the benefits of professional experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-placement planning involves multiple stages of communication with students and placement agencies, starting well before the study period begins. Students may also be required to complete placements across several sites or disciplines to gain a breadth of experience. If you work in an agency, you must advise the WIL Team via InPlace and Course 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 region
- ✧ The number of placement offers that are received by UniSQ from an agency
- ✧ Student enrolments

When sourcing and allocating placements each trimester, WIL Officers prioritise special consideration requests. Students should submit these requests early to ensure their circumstances are considered. They are then followed by students who have prepared for placement by providing all or most of their mandatory documents via InPlace.

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 a 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 will be released on InPlace once all mandatory compliance requirements have been verified and in line with the Important Dates listed on the Placement Hub. After your placement is confirmed, details will appear in InPlace, and you will receive an email notification with next steps via your UniSQ account.

Placement Allocation Communication

All communication between UniSQ students and agency staff must be conducted via your UniSQ email account. It is your responsibility to regularly check your UniSQ email, StudyDesk, and InPlace to stay informed about your placement allocation and to meet all related responsibilities promptly.

For placement-related queries, contact the Placement Coordinator or email WIL@unisq.edu.au.

Self-Placement Process

If you are currently employed with a pathology organisation, you may arrange your placement with your employer. Once your placement details (location, dates, and supervisor) are confirmed, notify the WIL Team by completing the electronic Self Placement form via the 'To-Do' list on your InPlace profile, at least 2 weeks prior to your commencement date. This step is an essential step to ensure your placement is officially recorded and approved by the University.

To complete the self-placement process:

1. Log in to InPlace using your student credentials.
2. Navigate to the Self Placement form section visible via your InPlace 'To-Do' list.
3. Enter all relevant details including:
    - Placement site name and address
    - Contact person/supervisor details
    - Confirmed placement start and end dates
    - Any additional information required by your discipline
    - Attach documented evidence from your placement supervisor (i.e. email)
4. Submit the form electronically. This will alert the WIL team to review and process your placement.

A Self-Placement InPlace Guide is available and will be emailed to students who indicate they are employed with a pathology organisation on their InPlace profile, at the beginning of each trimester.

Placement Agreement

UniSQ requires a formal agreement with any facility hosting student placements, and the WIL Team is responsible for finalising this agreement before the placement begins. If an agency has not hosted a student within the past five years, a new Student Placement Agreement must be established. This process typically takes 3–4 weeks and must be completed in full before a placement start date can be confirmed. Students will be notified via their UniSQ email once the agreement is complete and the commencement date is set.

In addition, each placement site is assessed using UniSQ's Risk Assessment Tool to ensure it meets program accreditation standards and provides a safe and suitable learning environment.

Placement Backlog

Due to changes in the pathology industry and increased placement requirements for accredited programs, there is a backlog of placements in **Medical Laboratory Science**. This is a sector-wide issue affecting multiple universities.

Placements are being allocated based on enrolment patterns. The WIL Team will contact you directly when a suitable opportunity becomes available.

If a placement cannot be arranged within the course timeframe, you may receive an **Incomplete (I)** grade. This allows you to continue with your program and complete the placement at a later date. Please do not re-enrol in the same course offering if you receive an "I" grade.

You must submit your placement assignments within **three weeks** of completing your placement and notify your course Placement Coordinator via email. **Your course Placement Coordinator will not remind you about overdue assignments and failure to submit assignments may result in a fail grade**, **requiring you to repeat the placeme**nt.

After Placement Allocations are Available

Placement Acceptance

Students are expected to attend any reasonable placement allocated by the WIL Team or Placement Coordinator. A student's failure to attend, withdraw, appeal or cancel a placement without sufficient notice may result in administrative withdrawal from the placement course. You will then need to re-enrol in the next available offering. Late withdrawals or cancellations may incur academic or financial penalties. Refer to the UniSQ Academic Calendar for key dates, including Census Date.

Student Responsibilities

Students are responsible for all aspects of attending their placement. This includes:

- Requesting a placement swap or submitting a placement appeal if necessary
- Making arrangements to attend the allocated placement, if changes cannot be made
- Organising childcare
- Covering costs for travel, parking, and accommodation
- Adjusting personal work commitments to prioritise placement
- Submitting bursary or funding applications if applicable
- Contacting the International Office to confirm visa conditions (for international students)

Placement Appeal

Students experiencing exceptional circumstances may request a variation to their placement by submitting a Placement Appeal through InPlace. To do this, select your confirmed placement, navigate to the 'Forms' tab, and choose 'Appeal' from the drop-down menu. All appeals must comply with the Assessment of Special Circumstances Procedure and be supported by relevant documentation, which may include:

- Medical certificates
- Employer letters
- Statutory declarations
- Other relevant official documents

The WIL Team or Placement Coordinator will not change or reallocate placements unless the placement is cancelled by the provider due to unforeseen circumstances, or a valid Placement Appeal is approved. Submitting an appeal does not guarantee a change, and you may still be required to attend your original placement.

Accommodation and Travel Expectations

Accommodation during placement is limited and varies by location. Most facilities do not provide accommodation, so students must arrange and fund their own. If your placement requires travel or accommodation, funding support may be available (see below). Many interstate and rural or remote placement locations offer subsidised accommodation. Contact the WIL Team early to discuss available options, as minimum stay or visa requirements may apply.

Students are responsible for all travel costs associated with placement. Public transport options should be reviewed before submitting placement preferences and considered after placement allocation. Consider your vehicle's reliability and your comfort with long-distance or remote travel.

Scholarships and Bursaries

UniSQ offers 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 partners with **Southern Queensland Rural Health (SQRH)** to support students on rural placements. SQRH provides free accommodation for Commonwealth supported students placed in South West Hospital and Health Service or Darling Downs Health facilities.

Accommodation is available in locations such as Toowoomba, Kingaroy, Chinchilla, Roma, Goondiwindi, St George, and Charleville. It is fully furnished and designed to offer a comfortable living environment. Non-Commonwealth supported students may apply for accommodation at a cost.

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

SQRH can provide subsidy for students to travel to and from their placement. Applications are considered on a case by case basis. They also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement. 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 assist 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.

Further information can be found through their website

Orientation Information

The WIL Team will provide contact details for your Placement Supervisor via InPlace unless otherwise specified. You must contact them before your placement begins to confirm key details, including:

- Placement start and end dates
- Physical address, supervisor name, and contact information
- Time and location of your first meeting
- Any pre-placement paperwork or reading requirements
- Daily schedule, including start/end times and break periods (may be confirmed on your first day)
- Expected duties, responsibilities, and learning opportunities (may also be discussed on your first day)
- Dress code requirements specific to the site
- Confirmation that the supervisor will complete an evaluation form to be shared with you and the Placement Coordinator
- Please notify the WIL team if you do not receive an induction or orientation on your first day of placement

Attending Placement

Uniforms

UniSQ provide placement shirts as an optional purchase for placement. Orders can be placed online through School Locker

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

Attendance Expectations

Students must attend 100% of their scheduled placement hours, as determined by the placement provider, in accordance with their operating hours. Failure to comply may result in removal from the placement. Shifts may include mornings, afternoons, nights.

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 must bring all required clinical guides/workbooks to each shift.

Requesting a Rostered Shift Change

Students with extenuating circumstances may request a roster change by speaking with their supervisor; however, approval is not guaranteed. Rosters are set by the facility and should not be considered negotiable or personalised. If a shift change extends the placement beyond the original end date on InPlace, students must notify the WIL Team at WIL@unisq.edu.au.

Agency Requests that you Change a Shift

In some instances, agencies may request shift changes due to workplace health and safety or staffing levels and requirements. Students must comply with these requests and display professionalism in adjusting their scheduled as needed.

Reasonable Work Hours

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

Public/Show 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.

Absence While on Placement

Student health and wellbeing are a priority. If you are unwell or not fit to practice, you must stay home and follow the agency's absence procedures, including notifying your supervisor via email, phone, or text.

Absences are only accepted for illness or extenuating personal circumstances. If you are absent during placement, you must immediately notify:

- The placement agency via their preferred communication channel
- Your Course Coordinator
- The UniSQ WIL Team (**WIL@unisq.edu.au**)

Absence Requirements:

- Absences of three days or more require a medical certificate or statutory declaration (whichever is appropriate) be submitted to the WIL Team within 10 working days of the absence via email (WIL@unisq.edu.au).
- Failure to meet these requirements may result in a **Fail – Not Participate** grade, unless approved by the Placement Course Coordinator under extenuating circumstances.

Prolonged Absence

If you experience a prolonged absence for valid reasons (such as illness or injury) you must provide a medical certificate confirming you are fit to return before resuming placement. You will receive an IDM (Incomplete) grade until the placement is completed, which may affect your progression and graduation timeline.

Make Up Hours

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. We strongly recommend that you seek to make up any missed days with extra shifts while on your placement (these can usually be arranged with the Laboratory Supervisor). You will need to email WIL@unisq.edu.au regarding makeup hours so we may ensure this is added to your InPlace profile. Makeup shifts not added to your InPlace profile may not be considered as genuine completed hours.

Please note that a facility may not have capacity to extend your placement past its original end date and this needs to be respected. Where make up days cannot be supported by the laboratory, contact the WIL Team so your placement record can be updated and additional days sourced on your next placement.

If your clinical placement coincides with an exam or residential school, contact the WIL team promptly to discuss rescheduling options. You may arrange time off with the Laboratory Supervisor for these dates; however, **all missed days must be made up during this placement or a future one**. Please note that time off for study or assignment work is not permitted.

Students will receive an IDM (incomplete) grade until the placement is completed and this may hinder progression and graduation.

Reasonable Adjustments to Allocated Placements

Requests for placement extensions or flexible arrangements must be discussed with and approved by your Placement Coordinator. If your circumstances change during placement, notify the Placement Coordinator immediately to develop an appropriate action plan.

Placement reallocation will only be considered if deemed necessary by the Placement Coordinator for valid reasons.

Student Initiated Placement Withdrawal

If you need to withdraw from a placement due to exceptional circumstances, you must first consult with the Program Director. You will then be required to inform the WIL Team of your decision. Formal confirmation is required before withdrawing, as consultation with the agency and UniSQ staff may be necessary to determine appropriate academic or placement adjustments. Withdrawing without prior approval may result in a **Fail** grade for the course.

Please note that academic or financial penalties may apply depending on the timing of your withdrawal within the study period. Students should refer to the university calendar showing important dates such as Census Date before withdrawing from a course.

Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a placement due to operational changes, such as staffing issues, supervisor illness, or lack of appropriate learning opportunities to offer.
A placement may also be terminated by an agency or supervisor if a student:
- Consistently performs unsatisfactorily despite supervision
- Negatively impacts the learning experience of others, or the safe workplace culture of the agency
- Breaches legal, ethical, or professional standards
- Demonstrates gross negligence in assigned duties
- Engages in misconduct or gross misconduct
- Fails to disclose relevant information that affects their ability to meet duty of care requirements to themselves and agency clients or staff.

Placement Termination and Failing Placement

A placement may be terminated if the agency is no longer able to support the placement agreement due to operational constraints. If this occurs before the required hours are completed and is unrelated to student performance, UniSQ will make every reasonable effort to reallocate the student in a timely manner. However, this may result in delays to course or program completion.

Students are expected to maintain a professional demeanour throughout their placement. In cases where a student fails to meet expected performance standards or engages in unprofessional conduct, the placement may be suspended or permanently terminated. Reasons include but are not limited to:
- Breach of relevant Codes of Conduct or workplace procedures
- Acting outside the scope of practice
- Behaviour that may cause harm or is considered discriminatory, offensive, or inappropriate
- Withdrawal from placement without valid documentation or explanation

Decisions regarding suspension or termination may be made by the placement site or appointed UniSQ staff members in consultation with relevant academic leaders. The rationale for termination will be communicated to the student, and a follow-up meeting will be held to discuss the incident and develop a plan or behavioural contract for future placements.

If a student cancels or fails to attend a placement without valid explanation or supporting evidence, they will receive a Fail – Not Participate (FNP) grade or be withdrawn from the course. Reallocation within the same semester will not occur without appropriate documentation.

Students have the right to appeal any placement withdrawal decisions through standard university procedures.

Other Reasons for Failing a Placement Course

Reasons for failing a placement include, but are not limited to:

- Failure to upload mandatory documents to InPlace by the deadline, resulting in ineligibility for placement.
- Withdrawal from placement without valid documentation or explanation.
- Non-attendance due to illness or injury without notifying the Placement Coordinator and WIL Team, and without providing a medical certificate or requesting an extension. Failure to complete the prescribed placement hours constitutes non-fulfilment of course requirements.
- Lack of progress or unsatisfactory performance despite feedback.
- Breach of UniSQ or professional codes of conduct, laws, or workplace procedures.
- Unprofessional behaviour, acting outside scope of practice, or engaging in conduct that may cause harm or be considered discriminatory, offensive, or inappropriate.
- Failure to complete placement assessments and paperwork within the required timeframe.

Course Outcome

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

- Review feedback received during placement
- Reflect on contributing factors (e.g., personal, academic)
- Develop strategies to improve future performance
- Contact your Placement Coordinator or Course Coordinator for support

Feedback, Complaints and Advocacy

UniSQ provides a fair and transparent process for resolving concerns, complaints, and appeals. Students can submit feedback, lodge a formal grievance, request a review of a decision, or appeal an outcome through the procedures outlined on the Feedback, Complaints and Advocacy page. The site also explains informal resolution options, timelines, and available support services, including advocacy and student wellbeing resources.

Professional Support

Your health and wellbeing are 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

UniSQ is committed to supporting the wellbeing and academic success of all students, with tailored services available for both International and First Nations students. International students can access dedicated wellbeing resources, counselling, and academic support to help navigate life and study in Australia. First Nations students are supported through the College for First Nations, which offers personalised assistance via First Nations Student Success Officers, the 'Ask Aunty' support hub, and culturally informed academic guidance through First Nations Learning Advisors. These services foster a culturally safe and inclusive environment, empowering students to thrive throughout their educational journey.

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:

Support for Students Policy
Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure
Student General Misconduct Procedure
Student General Misconduct Procedure
Assessment of Special Circumstances Procedure
Students with a Disability Policy and Procedure

Insurance, Health, Safety and Emergencies Management

If an injury or adverse incident occurs during placement, you must follow the agency's Work Health & Safety (WH&S) procedures in the first instance. Any incidents are then to be communicated to UniSQ and reported in SafeTrak. Refer to the 'Reporting an Incident' section for guidance.

Risk Management

Students are responsible for identifying and managing risks during placement. If you feel unsafe or encounter a hazard, notify the Placement Supervisor immediately and Course Coordinator as soon as possible thereafter. Stay informed by reviewing safety communications and procedures.

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 walking 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 and Fatigue Management during Placement

While UniSQ recognises that students may need to undertake paid employment, it is essential that work commitments do not compromise placement responsibilities or breach fatigue management policies. Students must not work full-time while attending placement, as this contravenes health facility safety standards and poses risks to patient care.

You must not complete a paid shift immediately before or after a placement shift. For example, finishing a night shift as an Assistant in Nursing (AIN) and then attending a morning placement shift is strictly prohibited. This practice violates Queensland Health and private facility WH&S policies. If you are unsure about these requirements, contact the WIL Team for clarification.

Placement obligations take precedence over paid employment. Please notify your employer in advance to ensure work does not interfere with your placement schedule.

Disaster Management

In the event of a disaster or emergency at your placement site (e.g. flood, fire, utility failure, ward closure, or violent incident), follow the instructions of the supervisor or agency contact and adhere to the agency's disaster management protocols.

If you feel unsafe or encounter a risk during placement, immediately notify the Course Coordinator using the contact details on the course StudyDesk.

Infectious Disease Risk

Working in a health care setting carries a risk of exposure to infectious diseases through exposure to airborne pathogens, bodily fluids, contaminated equipment, or infected surfaces. Minimise this risk by:

- Maintaining personal hygiene, staying up to date with immunisations, using PPE appropriately, and following infection control procedures.
- Compliance with mandatory health requirements and Queensland Health directives is essential.

Needle Stick Injury

If you experience a needle stick injury or exposure to bodily fluids:

1. Immediately inform the agency contact and your Placement Coordinator.
2. Follow all Workplace Health and Safety protocols and seek medical attention as required.
3. Complete the agency's incident report.
4. Submit a SafeTrak incident report via UniSQ Safety Central (refer to *Reporting in Incident* section).

Manual Handling

Safe manual handling practices are essential to prevent injury. If you have a pre-existing condition, injury, or are pregnant, you may be at increased risk. Most facilities enforce a No Lift Policy.
If you sustain an injury before or during placement:

- Notify the WIL Team immediately via WIL@unisq.edu.au.
- Provide supporting documentation (e.g. medical certificate or Fitness for Placement certificate) if requested.

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 are a victim of 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.

Psychological Risk

Psychological risks, also known as psychosocial hazards, are recognised workplace and placement-related concerns that organisations actively seek to mitigate through established strategies. When a student on placement encounters such risks, they should have access to appropriate support services—either through the placement provider or UniSQ Safer Communities via your Placement Coordinator. For example, a student may be exposed to a traumatic event such as a serious injury or the death of a patient. While such experiences can be psychologically impactful, they are inherent to the nature of the role and do not necessarily indicate wrongdoing by any party.

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

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

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

Insurance Coverage during 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, subject to terms and conditions):

- 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 the School of Health, Psychological and Medical Sciences) including having submitted all mandatory documentation, which is verified by the University; and
3. Be attending a placement activity that has been approved by the School of Health, Psychological and Medical Sciences. You can find out more about whether your placement is approved by checking InPlace; and
4. Not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance e.g. bursaries, allowances or grants). If you are going to be remunerated for your placement, please contact the University for insurance options.

Note: Personal belongings and private vehicles are not covered by the University's insurance policies. Students should ensure their vehicles are 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 during Placement

If injured or unwell during placement and Emergency Department consultation is required, follow the below steps:

1. Notify the Agency Supervisor immediately as they will have internal protocols that need to be followed.
   Contact the WIL Team immediately via (07) 4631 2359 and email the Program Director.
2. You may be transferred to a public or private Emergency Department (ED). UniSQ recommends attending a public ED to avoid personal costs.
3. If you choose a private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment.
4. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment.
5. Follow all treatment recommendations and consult your GP as needed.

Reporting an Incident

If you experience an injury or an incident while you are on placement, **you must report it to your Placement Supervisor and the health care agency contact immediately**. **You must also notify the Course Coordinator of the incident via email or phone directly.**

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 in the 'Assign to' section as part of the application:

- Assign incident to Manager/Supervisor – Relevant Course Coordinator
- Business Unit/Faculty – School of School of Health, Psychological and Medical Sciences

How To Access SafeTrak to report an incident or hazard
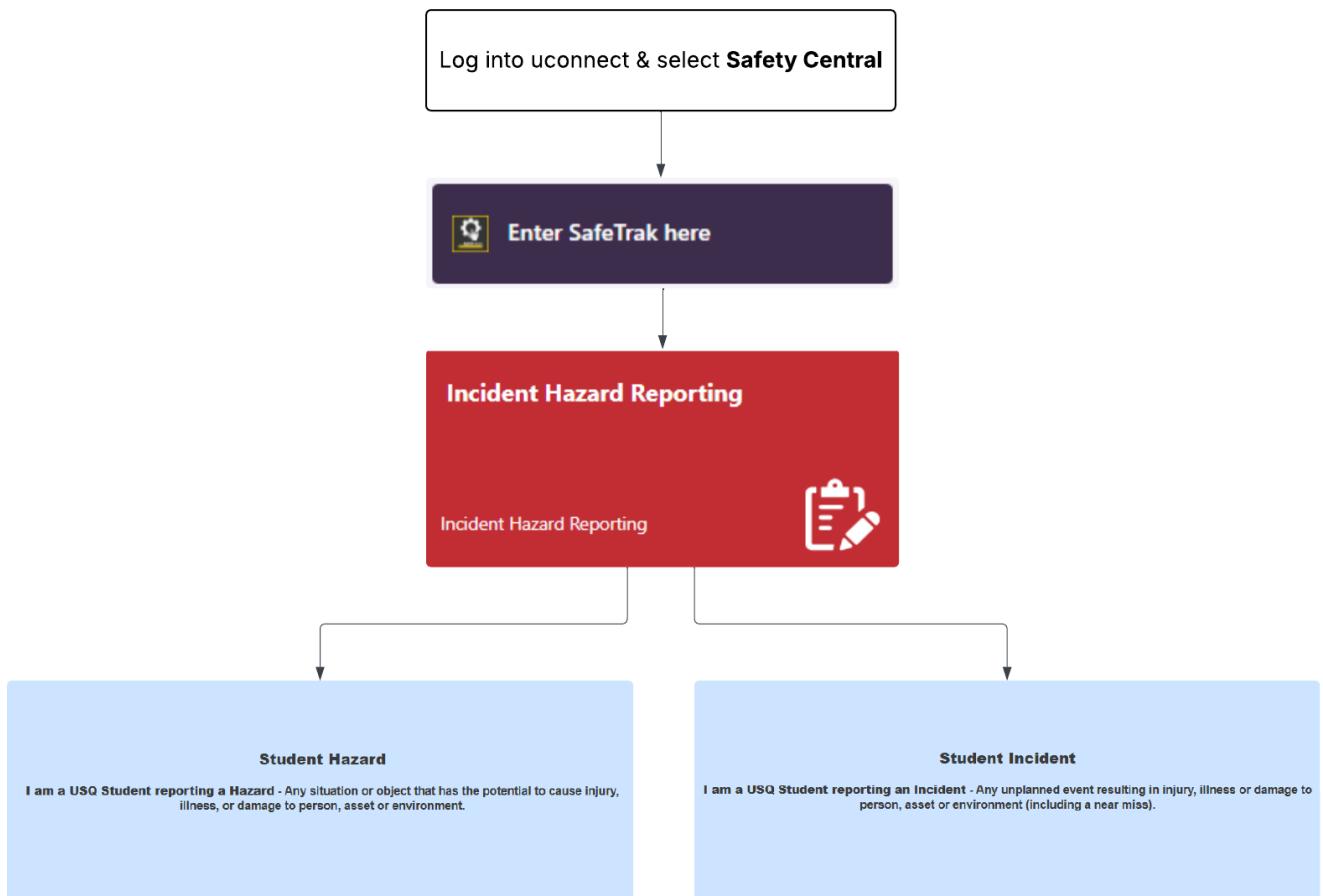
Vehicle Use during Placement

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. The University's motor vehicle policy only covers university vehicles e.g. pool and salary packaged vehicles. It does not extend to third-party vehicles or personal vehicles, even if used in the course of a University approved activity.

Support Contacts

Contact Name/Service	Role	Contact Method	Availability
Placement Coordinator	Course Contact for Placement	Email/Phone via StudyDesk	Business Hours
UniSQ Safer Communities	Confidential Support for Safety Concerns	safercommunities@unisq.edu.au / 07 4631 2372	Mon–Fri, 8:00am–4:00pm
UniSQ Wellbeing Team	Counselling and Wellbeing Services	supportforlearning@unisq.edu.au / Book via UConnect	Business Hours
1800RESPECT	National domestic family and sexual violence counselling service	1800 737 732	24/7
Emergency Services	Police/Ambulance	000	24/7

Student Professional Expectations

These guidelines outline your responsibilities and expected conduct during placements. As a student, you are entrusted to learn in professional environments where patient safety and dignity are paramount. You must uphold the highest standards of professionalism at all times.

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 staff in your assigned area or agency.
- Arrive prepared with learning objectives.
- Engage actively in all assigned tasks.
- Be punctual and dress professionally.
- Communicate regularly with your supervisor to align expectations, placements goals and personal strengths.
- Seek feedback after each shift.
- Complete all assessment tasks satisfactorily.
- Attend all scheduled placement hours.
- Bring required documentation (e.g., placement guide, workbook) daily.
- Submit assessments via StudyDesk by the due date.
- Maintain a professional attitude and be open to feedback.

Student Presentation

You are required to dress in smart-casual clothing. You will be required to wear closed, low-heeled footwear and observe all laboratory health and safety protocols. Personal protective equipment will be supplied to you as required and must remain within the laboratory. You will receive a health and safety brief on arrival at the laboratory. You need to wear your UniSQ Student ID at all times.

Professional Interactions

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).

Code of Conduct

While on placement, you represent the University of Southern Queensland (UniSQ) and must comply with the UniSQ Student Code of Conduct Policy. You are expected to:
- Follow all workplace procedures and reasonable directions from placement supervisors.
- Demonstrate respect, professionalism, and courtesy toward clients, staff, and peers.
- Maintain appropriate behaviour at all times.

All placement sites are encouraged to report both exemplary and concerning student behaviour. Breaches of conduct may result in removal from placement and disciplinary action under UniSQ's Student Code of Conduct Policy, Student General Misconduct Procedure, or Academic Misconduct Policy.

Confidentiality

Students are entrusted with sensitive information and must uphold strict confidentiality standards equivalent to those expected of healthcare professionals. Any information obtained directly or indirectly during placement—whether related to clients, agency operations, or clinical cases—must be treated as confidential unless explicitly stated otherwise.

Confidential information must not be discussed in any setting outside the placement, including at home, in class, or online (e.g., social media, messaging apps). This includes client identities, agency details, and intellectual property. Breaches may result in removal from placement and potential legal consequences.

All students must comply with the **Information Privacy Act 2009 (Qld) (IP Act)**. 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 for breaches of confidentiality.

Prohibited Use of Substances

Consumption of alcohol, recreational drugs, or any illicit substances before or during placement is strictly prohibited. Students must ensure a zero-blood alcohol level and avoid any substances that may impair performance. Smoking or vaping are only permitted in designated areas.

Mobile Phones and Electronic Devices (Photographs or Recordings)

Use of mobile phones or electronic devices during placement is not permitted unless explicitly approved by the supervisor for placement-related tasks. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Devices must not be used to capture images, video, or audio under any circumstances.

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 and TikTok, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

Media Requests

All media inquiries must be directed to the Placement Coordinator. Students must not comment publicly on any aspect of their placement, including agency operations, clinical cases, or patient information.

Legal Documentation Requests

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

Subpoenas
If served with a subpoena, notify your Placement Coordinator immediately.

Placement Agency Requests

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

Managing Student Performance and Behaviour During Placement

While most placements proceed without incident, it is essential that any concerns regarding student performance or behaviour are addressed promptly and fairly. UniSQ follows principles of natural justice and procedural fairness in managing placement-related issues.

General Considerations:

- Some matters may be addressed under the host organisation's own policies (e.g. harassment, discrimination, privacy breaches).
- Students undertake placements at the invitation of the host organisation. The organisation may choose to terminate a placement without following UniSQ's procedures.
- UniSQ may decline to investigate a concern if there is insufficient information or if the matter falls outside the scope of the University's responsibilities.

In accordance with Section 4.2 of the *Work Integrated Learning Activities Procedure*, the following steps outline the process for managing concerns during placement:

Step 1: Early Identification and Support

If a student is experiencing performance issues or learning difficulties, the agency supervisor should discuss these with the student as early as possible. Together, they should develop and document strategies to support improvement. These strategies should be reviewed regularly during supervision sessions. The Placement Coordinator must be informed promptly to ensure appropriate support is provided and to help facilitate a positive outcome.

Step 2: Escalation and Formal Meeting

If the issue persists or is more serious (e.g. breach of professional conduct, failure to meet practice standards, or risk of placement termination), a formal meeting should be arranged. This meeting may be initiated by the student, agency supervisor, or Placement Coordinator. The Placement Coordinator should be provided with written details of the concern, including relevant dates, individuals involved, and a description of the issue. Meeting outcomes and agreed strategies should be documented, including review timelines.

Step 3: Monitoring and Further Action

A follow-up meeting should be held with the student, Placement Coordinator, and Course Coordinator. The Program Coordinator may also be involved if appropriate. Outcomes should be documented, and further strategies implemented as needed. If additional concerns arise before the scheduled review, an earlier meeting should be convened. In some cases, the placement may be cancelled.

Where student behaviour or conduct is deemed inappropriate or in breach of professional or ethical standards, the following outcomes may apply:

- The placement may be cancelled, and the student may receive a fail grade for the course.
- The student may be awarded an incomplete grade, with the opportunity to undertake a future placement under revised conditions.
- If the behaviour constitutes a breach of UniSQ's Student Code of Conduct or professional standards, the matter may be referred for further review under the University's misconduct procedures.

All decisions must be documented and communicated clearly to the student, including any implications for progression and available review or grievance options.

Advice for Students

If the placement is cancelled due to student misbehaviour or misconduct, outcomes may include a fail grade or an incomplete grade with future reallocation. Students dissatisfied with the decision may seek a Stage 2 Review of Decision or lodge a Formal Grievance, depending on the outcome. Further information is available via UniSQ's [Feedback, Complaints and Advocacy](#) page.

If a student experiences an issue with their Supervisor, Placement Coordinator, or Agency Supervisor, they are encouraged to raise the concern directly with the individual involved where appropriate. If the issue cannot be resolved informally, students should contact their Placement Coordinator for further support and guidance. UniSQ is committed to ensuring students feel safe and supported throughout their placement experience.

Related University Policies

[Student General Conduct Policy](#)
[Student Academic Integrity Policy](#)
[Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure](#)
[Work Health and Safety Policy](#)
[Assessment of Special Circumstances Procedure](#)
[Student General Conduct Policy](#)
[Student Grievance Resolution Policy](#)
[Student Grievance Resolution Procedure](#)
[Privacy Policy](#)
[Privacy Procedure](#)

Roles and Responsibilities for Placement

When a student undertakes a professional placement, responsibilities are shared between the **Student**, the **Placement Agency**, and the **University**. While placement outcomes reflect this collaborative arrangement, the University retains responsibility for determining the final grade or outcome for the placement.

Student Responsibilities

Students are expected to:
Engage in Placement

- Attend and actively participate in placements arranged by the University.
- Complete all placement-related activities efficiently and to the best of their ability.
- Take responsibility for their learning, including seeking timely feedback from their Placement Supervisor.
- Maintain current contact details with UniSQ and be reachable during the study period.
- Inform the WIL Team or Program Director of any pre-existing medical conditions, including pregnancy that may affect safety or participation whilst on placement.
- Seek assistance when unsure about procedures.
- Provide patient/client-centred care only under approved professional supervision.
- Practice safely, respectfully, consistent with level of competency and within their scope of practice.
- Take responsibility for personal belongings.

Maintain Professionalism

- Uphold standards of professional practice and behaviour.
- Comply with relevant Codes of Conduct (UniSQ and Agency), including dress code and workplace policies.
- Be punctual and represent UniSQ positively and professionally.
- Follow reasonable and lawful directions from the Placement Supervisor.
- Act ethically and respectfully toward staff, students, and clients.
- Address issues promptly and cooperatively with the Supervisor, or Course Coordinator.
- Contribute to a placement environment free from discrimination, bullying, and harassment.

Complete Assessments

- Discuss learning objectives and expected outcomes with the Placement Supervisor.
- Plan early for signing off placement assessment documentation.
- Contact the Supervisor or Course Coordinator if there are any difficulties with meeting the course objectives or assessment requirements.
- Ensure all assessment paperwork is completed and submitted on time.

Students must not:
Act Outside UniSQ Guidelines

- Attend a cancelled placement
- Make public comments on behalf of the Agency or UniSQ (except when required to provide evidence in a court of law or is otherwise legally obliged or authorised by law).
- Remove or misuse resources from the University or Agency, including taking photos without consent.

Engage in Unprofessional Conduct

- Act outside professional codes of conduct or scope of practice.
- Provide patient/client care without supervision from a registered health professional.
- Misrepresent their skills, knowledge, or status.
- Engage in behaviour that may cause harm or be interpreted as harassment, discrimination, or offensive.
- Enter relationships that exploit the trust inherent in professional roles—consent or initiation by the client is not a defence.
- Accept gifts or benefits that could influence care decisions or impartiality.

Supervisor / Agency Responsibilities

The Placement Supervisor plays a vital role in supporting student learning and ensuring safe, professional practice during placement.

Demonstrate Professional Behaviour
- Act as a role model and introduce students to appropriate professional conduct.
- Maintain high standards of professional practice.
- Adhere to relevant Codes of Professional Conduct.
- Provide an orientation session covering agency policies on confidentiality, privacy, and Workplace, Health and Safety.
- Ensure students are informed of all legislative, health and safety, security, confidentiality, privacy, and workplace policies and procedures relevant to the placement.

Provide Learning Support
- Understand the University's placement requirements as outlined in provided documentation.
- Actively engage in the student's learning and support their development.
- Discuss placement objectives and expected learning outcomes early in the placement.
- Establish a plan with the student for signing workbook/placement documents.
- Clarify expectations and observe student performance regularly.
- Provide ongoing verbal feedback to support continuous improvement.
- Offer feedback to the university to support ongoing improvement of the placement program.

University Responsibilities

The Course Coordinator, and/or Work Integrated Learning (WIL) Team are responsible for overseeing the academic and administrative aspects of placement.

Organise and Plan Placements
- Maintain regular contact with placement facilities and conduct site visits as needed.
- Be accessible via phone and email for placement-related communication and respond promptly.
- Coordinate pre-placement requirements, including orientation checklists, criminal history checks, immunisations, and CPR certification.
- Make reasonable efforts to secure placements for students with blood-borne viruses. If a suitable placement cannot be found, the university will provide guidance and support.
- Evaluate the safety and suitability of placement sites to ensure a positive learning environment.

Manage Academic Requirements
- Retain final responsibility for academic decisions, including whether a student passes the placement.

Communicate and Support
- Provide students and supervisors with clear information about placement expectations, assessment criteria, policies, and obligations (e.g. confidentiality).
- Manage all disciplinary matters and mediate any issues between students and supervisors.
- Advise students to disclose any medical or health conditions that may impact their placement experience.
- Coordinate reasonable adjustments for students with special needs, in line with UniSQ policy.

Placement Assessment Requirements

Clinical course evaluation and assessment tools

All of your assessment requirements for a placement course can be found on clinical placement course StudyDesk sites. Your workbooks must be downloaded and printed to take with you on your placements.

Finalise Placement Requirements

It is expected that you will submit all assessment documents within three weeks of completing your placement and that you email your Course Coordinator when you have done so. It is the responsibility of the student to ensure the timely submission of these documents. Your Course Coordinator will not remind you about overdue assignments and failure to submit assignments may result in a fail grade, which means you will have to repeat the placement.

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

Student Evaluation

Each placement course has its own evaluation form. Placement supervisors are requested to complete a final performance evaluation form regarding the student's performance. Supervisors are encouraged to discuss the evaluation form with the student.

2026 Student Placement Declaration

This document is a mandatory pre-placement requirement for all students enrolled in a placement course at the University of Southern Queensland. It outlines key responsibilities to UniSQ and its partner agencies before, during, and after placement. By signing this declaration, you are acknowledging your understanding and commitment to meeting these obligations.

This signed declaration must be submitted 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 its release, I will:
- Submit all required mandatory documents by the listed deadlines, ensuring their accuracy and currency for the entire placement period.
- Declare any extenuating circumstances, pre-existing medical conditions, including pregnancy that could impact my safety, or perceived, potential or actual conflicts of interest through InPlace by the specified deadlines.
- Ensure I am available to attend placement at any time during my enrolled study period, including breaks and exam periods.
- Prepare to travel over an hour to my placement and acknowledge that preferred locations are not guaranteed.

To prepare after my placement is released, I will:
- Organise personal commitments, leave, uniform, and ID card;
- Review insurance and emergency contact information.
- Provide any additional requirements requested by my Placement Agency promptly.
- Submit an appeal, or drop the course at least two weeks prior to placement if unable to attend my allocated placement
- Apply for accommodation and financial bursaries if eligible.

During and after my placement, I will:
- Present professionally in my uniform with my student ID card.
- Adhere to professional expectations, codes, standards and practices for my discipline.
- Promptly inform my Program Director and the UniSQ WIL Team if I do not receive an induction or orientation
- Promptly inform my Course Coordinator and the UniSQ WIL Team if I am absent from placement for any reason and work with the WIL Team to organise any required make-up placements.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during placement.
- Report any incidents while on placement as per the UniSQ guidelines.
- Retain copies of all placement assessments and timesheets
- Follow the guidelines of the placement agency with respect to Workplace Health and Safety, Infection Control, and disease outbreaks.

General
- I confirm that I have read and understand the Placement Guide, Placement Hub, and UniSQ Student Code of Conduct Policy, and agree to uphold all stated expectations.
- I will promptly notify the WIL Office and Placement Coordinators of any issues or inability to meet placement obligations at any stage of my program and understand that not meeting mandatory requirements may result in unenrolment or a fail grade for the course.
- I have read and understood the information provided to me in this document, including in particular how the personal information in my mandatory documents is collected, used and disclosed by the University (including disclosing relevant personal or health information to placement facilities or support providers) and I consent to the University handling my personal information in this way.
- I will inform the Placement Coordinator immediately of any written notices from accrediting bodies or associated bodies of my program of study
- I understand and accept my responsibilities as outlined in the Placement Guide.
- I acknowledge that not meeting Inherent Requirements (with reasonable adjustments) may prevent my acceptance for placement and prevent program progression.

Student Name: _____

Student Signature: _____

Date: _____

Placement Preparation Checklist

Item	Requirement	Yes
1.	**Visit the Placement Hub:** Familiarise yourself with all available resources to support your placement journey	☐
2.	**Read the Placement Guide:** Understand what to expect and how to succeed during your placement	☐
3.	**Check Your Student Email Regularly:** Important placement updates and notifications will be sent here.	☐
4.	**Know Who to Contact:** Save the contact details for your Course Coordinator, and the WIL team.	☐
5.	**View the Mandatory Documents List:** Start gathering the required documentation early.	☐
6.	**Log into InPlace:** Begin uploading and updating mandatory documentation	☐
7.	**Check the Important Dates Document:** Find the document deadline for your trimester and mark it in your calendar.	☐
8.	**Plan for Residential School and Exams:** Check potential residential school and exam dates early and enrol in these courses promptly so the WIL team is informed.	☐
9.	**Update Preferences/Site Suggestions in InPlace:** Add or update your region preferences, facility expressions of interest (EOIs), and any special considerations.	☐
10.	**Plan Travel & Accommodation (if applicable):** Start looking into transport and accommodation early, especially for rural or away placements.	☐
11.	**Check Bursary Opportunities:** Review the Placement Hub or Contact the Scholarships Team to see if you're eligible for financial support.	☐
12.	**Set Personal Goals:** Think about what you want to learn or improve during your placement.	☐
13.	**Maintain Professional Behaviour:** Always demonstrate respectful, ethical, and professional behaviour in all interactions.	☐
14.	**Safety on Placement:** If any issues, concerns, or incidents arise, promptly inform your Placement Supervisor, Course Coordinator, and the WIL Team. For urgent matters, refer to the emergency contact details provided in your placement guide.	☐

Appendices

Frequently Asked Questions (FAQ)

Q: When can I access InPlace?

A: 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 Medical Laboratory Science Community site, or via inplace.UniSQ.edu.au using your UniSQ login and password details.

Q: Can I attend placement if I am pregnant?

A: Yes. The associated risks to yourself and your unborn child will be assessed on attendance at the laboratory and this will dictate which areas of the lab you are able to attend or which activities you should avoid. When requesting placement, the student must advise the university placement coordinator of the stage of their pregnancy they will be at the time of their clinical placement. Evidence from medical practitioner may be required to ensure you are "fit for work".

Q: Will I be handling real patient samples?

A: Yes. You will be required to handle real patient samples within the laboratory. All samples handled within the laboratory should be considered infectious and all health and safety protocols must be observed. This is for the safety of not just you but also those working around you. All patient samples and records must be treated with respect and confidentiality. There are severe penalties for any breach of these conditions.

Q: Will I need to complete any assessment pieces during placement or based on my placement experience?

A: Yes. The assessment requirements are outlined on the Study Desk for each pathology clinical placement course.

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

A: Your pathology 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 organization and did not receive wages/salary for your time within the laboratory.

Q: Am I allowed to chew gum in the laboratory?

A: No. You must follow all health and safety protocols while in attendance at the laboratory. This includes no food or drink within the laboratory.

Q: Will I attend more than one section during my clinical placement?

A: If your placement has been arranged to cover more than one discipline, or in a multi- discipline laboratory, then you will be able to cover several areas. Where your placement has been assigned to a specific discipline within a laboratory you will usually only be exposed to that section.

Q: Are there any opportunities to gain work experience in pathology laboratories outside of my time on clinical placement?

A: Laboratories are prevented from offering work experience to non-paid staff due to insurance and risk assessment restrictions.

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

A: No. Clinical placement students are not eligible to claim expenses.

Q: Will there be other students in the laboratory during my clinical placement?

A: There may be availability to have more than one student attend a laboratory at the same time. The work observed or sections assigned will be determined by the lab management to best suit the current laboratory staff and laboratory resources.

Q: Can I undertake placement before start of trimester (due to heavy study load during the trimester)?

A: Yes, it is possible for your placement to be negotiated prior to the start of your enrolled trimester. As an enrolled student in your program, you are covered by UniSQ insurance during your placement at any during your enrolment as long as the placement is approved by UniSQ.

Q: Can I be placed at a location where I already work?

A: You can make preference for this location; however preferred placement location is not guaranteed, and is determined by laboratory availability.

Q: Can placement be undertaken on a weekend or half days to fit in with work and study commitments?

A: Placement is undertaken between the hours of 7AM to 6PM, Monday to Friday to ensure that sufficient staff supervision is available within normal operating hours of the laboratory.

Q: Can I attend placement on a public holiday?

A: No. Placement is undertaken during normally staffed operating hours of the laboratory.

Q: What happens when I miss day(s) on placement due to exams, residential school, mid trimester break, illness, etc.?

A: You are required to complete 13 to 18 days of clinical placement per placement course or change to 80 days total. If there are periods of time where you are unable to attend placement (exams, mid trimester break) your placement can be arranged to fall outside of this. Where possible, you can arrange with the laboratory to organize additional days to make up for illness etc. however this will be dependent on the availability of staff and resources in the laboratory. There is no guarantee that this time can be made up.

Q: What if my placement will not finish until after grades are released?

A: Students who are still undertaking placement or haven't submitted assignments, prior to the cut-off date for grade submission for that trimester, will receive an IDM grade. This is an interim grade indicating incompletion of the assessment for the course at that time.

Once the clinical placement has been completed and the required assignments have been assessed, the examiner will amend the grade accordingly.

Q: What if I don't pass the pre-requisites for clinical placement? Can I still undertake my negotiated placement?

A: No. However if exams are resat and grades amended prior to planned dates of placement, this may still be possible. Please discuss this with the university placement coordinator.

Q: Can I request more than one location for the same clinical placement (i.e. some time at one laboratory and the remainder at another laboratory)?

A: No. Placement must be undertaken at one laboratory location only for a clinical placement enrolment per trimester.

Q: When should I receive AUSLAB login details to access computers whilst on placement at my negotiated laboratory if allocated a placement with Pathology Queensland?

*A: Your access will be set up at least 2 weeks before your placement starts with PQ. You will receive an email from the laboratory information systems team (LISS) advising you of your username and password for the AUSLAB system **PRIOR** to the start of your clinical placement. This will be sent to your university email so please check this before attending placement.*

Q: What happens if a student is allocated an extended placement?

A: An extended placement typically spans two course codes arranged in a back-to-back format.

Q: Will the content of the extended placement be the same across both course codes?

A: In most cases, yes. The content is usually consistent, though variations may occur depending on the provider and the courses being covered.

Q: Does an extended placement increase the number of placement days?

A: Yes, it often does. The total number of days may exceed the standard requirement because providers may offer additional days. Any extra days completed as part of the extended placement will count toward the overall requirement, reducing the number of days needed for future placements.