



University of
**Southern
Queensland**



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2026 Paramedicine Placement Guide

Bachelor of Paramedicine

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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 Placement 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 or Placement 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 and can be contacted by phone or email to arrange an appointment.



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)	<ul style="list-style-type: none"> • 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? 	<ul style="list-style-type: none"> ✉ 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 or Placement Coordinator)	<ul style="list-style-type: none"> • I'm having issues with my placement supervisor. • I need to discuss professionalism or safety concerns. • Questions regarding grades for a placement course 	<ul style="list-style-type: none"> ✉ Email: Paramedic.ClinicalCoordinator@unisq.edu.au ☎ Phone: 0409 369 955 📍 Campus: Ipswich

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

Students will be provided opportunities to undertake placements in a range of clinical contexts that align to the learning objectives within clinical courses within the Bachelor of Paramedicine (BPSC) program. All students enrolled in the BPSC degree are registered with the Australian Health Practitioners Regulation Authority (AHPRA).

To reflect the standards required by the profession, students must be given opportunities for high- quality work experience in multiple settings. It is necessary that when students are undertaking professional placement that they are **actively engaged** within the placement.

On completion of professional placement, the student will be able to:

- confidently participate in the daily activities of the agency within the scope of practice
- integrate theoretical concepts with professional placement within the area and interact in a professional manner with other professionals and clients

Students will be continuously assessed regarding their fitness to participate in the Bachelor of Paramedicine program. These assessments may have implications for a student's ability to graduate. The three major areas to be identified in this program are:



1. Competence – concerns academic progress especially within the fields of knowledge, skills and application to clinical practice.
2. Impairment – the presence of physical or psychological illness, stress or other matters of student welfare, which may inhibit progress through the program.
3. Conduct – relating to paramedicine student attitudes and behaviours that are accepted as appropriate for junior members of the paramedic profession.

Student Registration Obligations

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

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

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

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

Information provided from Section 143 National Legislation 2009.

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

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

Scope of Practice

The scope of practice for undergraduate paramedicine 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 environment requirements
- Patient/client acuity
- 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 registered health professional and follow agency policies, especially regarding drug administration. 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 refer to the placement of a student at an agency for the purposes of gaining practical experience in the profession of their study.

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

Work Integrated Learning (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.

QAS: Queensland Ambulance Service

OIC: Officer in Charge



Mandatory Document Requirements and Resources

Placement Calendar

The Placement Calendar, available on your program's Placement Hub, outlines key dates for placement opportunities each study period. It helps you plan around residential schools, exams, and other university commitments, and supports timely submission of important personal information and mandatory documents.

Students must be available for placement at any time during the study period, including breaks and exam weeks. Please consider this when enrolling and making personal arrangements.

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
- ✦ when placement allocations will be released on [InPlace](#) for you to view

Placement Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information 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 placement preferences and special considerations
- **Access Pre-Placement Information**, such as important station information, roster details and OIC contact details
- **View Placement Allocations** and confirmation status
 - All pre-placement information will remain hidden until students are fully compliant
 - *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. Student should not attend placement until the details are confirmed and released on InPlace.

Placement Eligibility

For students to be eligible to attend placement they must:

- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ 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 pre-requisite courses do not satisfy pre-requisite conditions. In some disciplines, students may begin placement with an incomplete result for a pre-requisite placement course. However, if a student fails a pre-requisite course after starting placement, they will be withdrawn from placement, and any completed hours will 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 enrolls 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 Placement Coordinator 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.

Impairments and Criminal Charges (Unsuitability to hold general registration)

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

Under the [Health Practitioner Regulation National Law Act 2009](#), an *impairment* is defined, as a

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

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

National Boards may impose conditions on your registration to ensure safe practice if you have an impairment or criminal history. If this applies to you, it is your responsibility to confirm with your National Board whether you will be eligible for registration upon completion of your program.

UniSQ is committed to making reasonable adjustments to support students in their studies. However, adjustments must not compromise the inherent requirements of the program or public safety, and placement agencies are not obligated to provide adjustments that conflict with their operational requirements. If you have a health or disability concern that may affect your ability to undertake placement, contact the [Accessibility and Disability Support](#) office.

In some cases, UniSQ may need to share relevant information (e.g. medical related information or the results of any Criminal History Checks) with the placement agency to determine whether a suitable placement can be provided. In these instances, we will only provide this information to the placement agency with your consent or alternatively encourage you to share this information with the placement agency as appropriate. Any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.



Reasonable Placement Adjustments for Academic Progression

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 Placement Coordinator. 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

Preferences

As part of the placement allocation process, you can provide preferences for the station locations where you would like to complete placement. If you choose not to provide preferences, you will be allocated based on placement availability.

Preferences can be submitted via InPlace during the preferencing open and close dates communicated to students. During this period the option to submit station preferences will appear on students InPlace to-do list on the homepage. At the end of the advised period the preferences on InPlace will be submitted to QAS as part of the requesting and allocation process. Preferences will be used as a guide with the aim of placing you at one of your preferred locations. Due to the reliance on agency availability and competition with other universities, not all preferences can be met. As a result, you should be prepared to travel and attend placements in locations you did not preference.

- You must select 6 different QAS stations from at least 3 different districts/regions as advised during the preferencing period, in order of preference. You can only complete a total of 2 placements in any one district eg. Metro North, Metro South, Darling Downs, West Moreton.
- You can only attend a station once during the completion of your placements. It is recommended that you keep this in mind when selecting your preferences.
- Any invalid preferences will be disregarded.

When preferencing, please consider all placement options available to you. Metro North, Metro South, Darling Downs, West Moreton & Logan regions are very popular for placement so if you have accommodation options in other regions, consider nominating a station in those regions.

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.

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 cannot attend placement past 34 weeks gestation or prior to 6 weeks post-partum.



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 Placement 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 may need to consider taking 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.

Rural and Remote Placements

Rural and remote placements are exciting and valuable opportunities for students as they provide a chance to work with and understand different cultural groups, and expand knowledge, skills and capabilities resulting in increased confidence. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places students otherwise might not visit.

Many Queensland Health rural and remote sites offer accommodation either onsite or nearby, often supported by Southern Queensland Rural Health (SQRH). Accommodation may incur a cost but can reduce financial pressure and improve access to placement.



Pre-Placement Requirements

Pre-placement Workshops with the Academic Team are a mandatory requirement and are run prior to each placement. Attending these will give you the opportunity to refresh and update your knowledge including OHS while on placement.

- 1. Attend a pre-placement workshop**
Designed to give you important information about placements including your responsibilities, safety, logistics and assessments.
- 2. Attend a Priority 1 information session**
This is a dedicated session run by **QAS Priority 1** counsellors, designed to assist you with building resilience and managing stressful situations that you may encounter on placement.
- 3. Complete your Acknowledgement of Responsibilities**
Ensure you have completed the acknowledgement of responsibilities quiz prior to attending placement

This information is available on your StudyDesk for the placement you are about to undertake. Session times will be added to the StudyDesk each trimester.

Placement Allocation Process

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

Placement allocation depends on several of the below factors:

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

Special consideration requests are assessed first, so please submit them as early as possible to ensure your circumstances can be taken into account during placement allocation. QAS operates within strict submission timeframes for placement requests. If your request is submitted outside these timeframes, your placement will be allocated based on station availability at the time.

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

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

Placement 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.

UniSQ Clinics as a Placement Settings

As part of your placement experience, you may be allocated to a UniSQ Clinic. These university-operated, on-campus facilities provide professional services to the community across a range of disciplines, including health and psychology. UniSQ Clinics are staffed by qualified professionals and are designed to support student learning through supervised, real-world practice.



Unlike external placement providers, such as hospitals, private practices, or community organisations, UniSQ Clinics are directly managed by the university. This means they operate in close alignment with UniSQ's curriculum, policies, and student support systems. While the expectations around professionalism, confidentiality, and ethical conduct remain the same, students placed in UniSQ Clinics are required to meet all compliance and documentation requirements, just as they would in an external setting. This includes submitting mandatory forms, adhering to clinic-specific protocols, and maintaining appropriate behaviour and attire.

While a UniSQ Clinic placement is not a compulsory component of your program, you may be allocated to one depending on placement availability and suitability. If allocated, you will receive further information about expectations and requirements prior to commencement.

Please note: All placement arrangements, including make-up hours, must be coordinated through the relevant academic or WIL team prior to commencement.

For more information about UniSQ Clinics, including the types of services offered and locations, visit [UniSQ Clinics](#).

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)

Swap Process

If your placement allocation is unsuitable for your circumstances, you may attempt a swap with another student enrolled in the same course and study period. Swap forums are available on the Placement Hub to facilitate these requests with other students.

Both students must agree to the swap and email the WIL Team at WIL@unisq.edu.au with the details of the placement and the student they wish to swap with. The swap is not confirmed until your [InPlace](#) record is updated, and written confirmation is received.

Open and close dates for swaps will be communicated with relevant students via email correspondence. Swap requests must be submitted within the specified timeframe.

If a swap is not possible, you may be eligible to submit a Placement Appeal (see below).

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).

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](#)

Clinical Equipment and Uniform

UniSQ Student Paramedicine uniforms are supplied through **Whatsinaname**. They cost approximately \$352.00 for the uniform (2023) plus the cost of boots which can be in excess of \$100.

Your uniform will consist of:

- 2 shirts with UniSQ embroidery front and back
- 1 x hi-vis pants
- 1 x rain jacket with UniSQ transfer on back
- 1 x hi-vis vest with UniSQ transfer on back
- Gloves
- Earplugs
- Safety glasses
- Hard Hat
- Cap
- Belt

Boots are an additional purchase. They must be black leather, acid resistant, non-slip, lace-up or pull-on - **NOT** steel cap.

Polar Fleece Jackets - Available for winter placements. Details are posted on the Paramedicine Placement Hub.

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.

How to Purchase Your Uniform

1. Please go to www.whatsinaname.net.au
2. Register your own individual account by clicking on the little person icon in the top right hand corner
3. Enter your details. In the Company* field, type 'UniSQ Sport & Exercise'. Click 'Register'.
4. Once your account has been approved, you will receive an email with your username and password. Log in and click on the 'Shop' tab in the menu bar.
5. Go to section related to your discipline and view the range of options.
4. Select your size and the desired quantity.
5. Click 'ADD TO CART'.
6. Click 'View Cart'.
7. If you are happy with the order click 'PROCEED TO CHECKOUT'.
8. Enter all relevant information plus billing details.
9. Read and agree to the terms and conditions. Click 'PLACE ORDER'.

Comprehensive sizing charts will be provided so uniforms can be ordered and purchased online. Uniform will be made available on campus for students to try uniforms on prior to purchase. Students are also welcome to contact Whatsinaname and book an appointment to try on uniforms in their shop. If you need to obtain a **replacement** for any of your uniform, you should contact Whatsinaname to order any items required.

Ordering takes place during Trimester 1 and the bulk order is usually finalised by mid-March. Should you submit an order after this time, it is likely to send after the bulk order have been dispatched.

Whatsinaname offer **payment** via layby and direct debit, and uniforms will be posted directly to students once they arrive instore. Uniforms are expected to arrive 12 -14 weeks after ordering.

If you have any **questions**, please contact Whatsinaname directly.

Pre-Placement Information

Contact details for your Placement Supervisor (OIC) will be available to view in the **Shared Documents** tab on InPlace once you are fully compliant with all mandatory documentation and your placement has been confirmed.

- Placement start and end dates
- Physical address, supervisor (OIC) 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)
- Absenteeism information
- How to access your unique QAS student ID
- Please notify the WIL team if you do not receive an induction or orientation on your first day of placement

Ensure you contact your Placement Supervisor before your placement begins to introduce yourself, and please notify the WIL Team if you cannot access the placement information.

Attending Placement

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, weekends, and public holidays.

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

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

If learning objectives are not met, students must notify the Placement Coordinator immediately to discuss available options.

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.

Reasonable Work Hours

A roster will be created for you to complete on your clinical placement. Rosters may include **shifts that are up to 12 hours**.

You are required to work the shift hours allocated by the agency in accordance with the policy and employment practice of the agency. This includes working night shift as long as the student is supervised and working with their allocated supervisor.

Public/Show Holidays

If you have a rostered shift on a public/show holiday, you are obligated to attend that shift.

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 QAS's absence procedures ensuring you notify QAS by using the Clinical Placements Absentee Line on 07 3873 3360 and your course coordinator via the paramedic.clinicalcoordinator@unisq.edu.au email address.

Absences are only accepted for illness or extenuating personal circumstances.

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 due to illness, injury, or surgery, 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

You are expected to make every effort to attend your placement in the timeframe and shifts offered. QAS does not consider make up requests during a placement block. Any make up requests must be discussed with the Placement Coordinator and submitted by the WIL Team via the QAS placement request process.

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 your Placement Coordinator. 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.

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 Contacts:

- Support for International Students – [UniSQ International](#)
- Support for First Nations Students – [College for First Nations](#)
- 1300YARN – A First Nations Lifeline support service providing 24/7 confidential assistance.

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
- [Critical incident on UniSQ placement](#) - 0409 369 955
- **[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 Conduct Policy](#)

[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.

For urgent placement-related concerns, call the on-call placement phone on 0409 369 955.

Risk Management

Students are responsible for identifying and managing risks during placement. If you feel unsafe or encounter a hazard, notify the Placement Supervisor (OIC) immediately and Placement 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 in your employed role 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 Placement Coordinator via the Paramedic.ClinicalCoordinator@unisq.edu.au email address.

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.

If you sustain an injury before or during placement:

- Notify the Placement Coordinator immediately via Paramedic.ClinicalCoordinator@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, Psychology 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, Psychology 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
2. Contact the on-call placement phone immediately via 0409 369 966
3. You may be transferred to a public or private Emergency Department (ED). UniSQ recommends attending a public ED to avoid personal costs.
4. If you choose a private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment
5. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
6. 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 (OIC) immediately. You must also notify the placement coordinator of the incident via email or phone directly.**

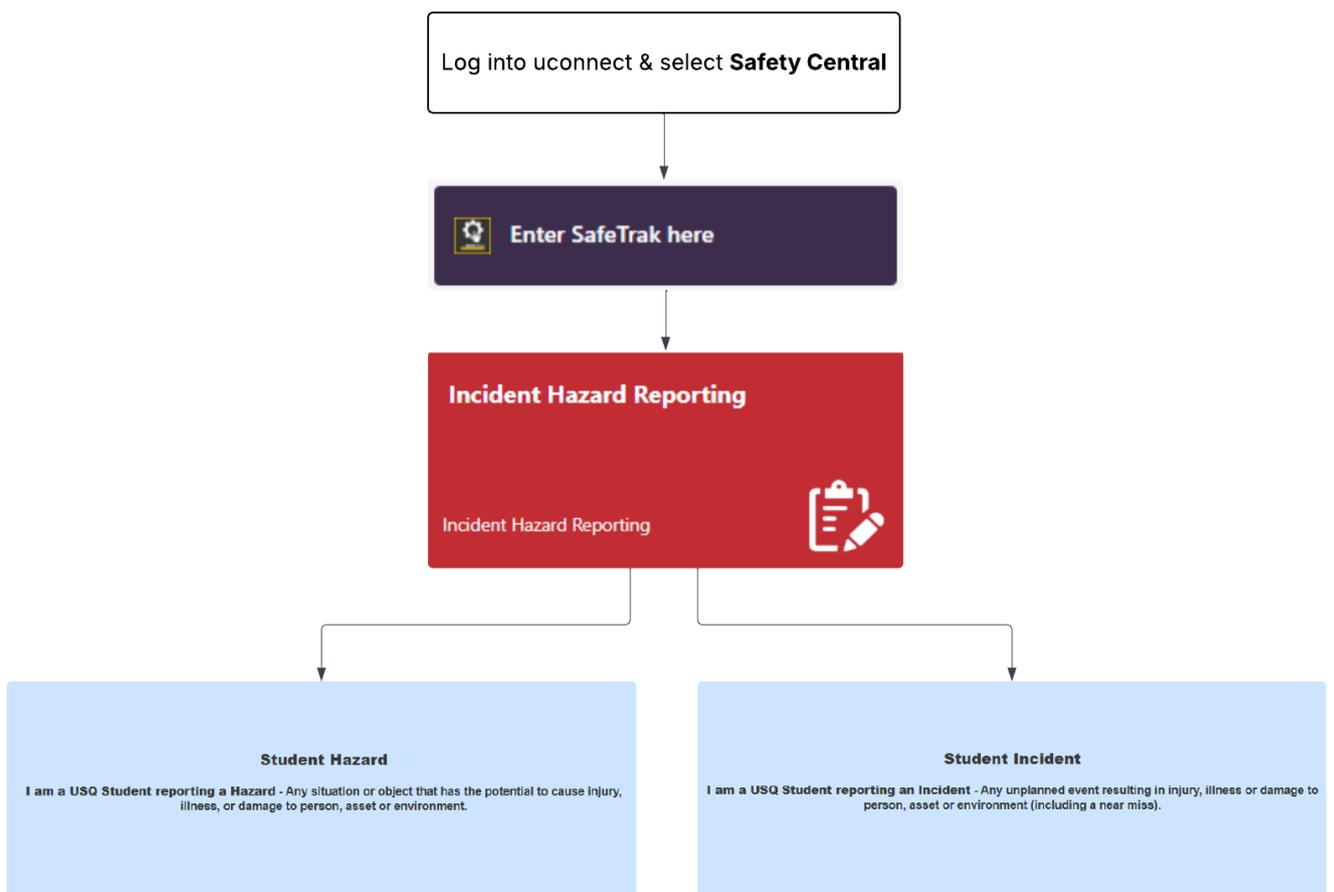
You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

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 – Dennis Walker
- Business Unit/Faculty – 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	Paramedic.ClinicalCoordinator@unisq.edu.au / 0409 369 955	Business Hours, 24/7 during placements
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

Students will be required to wear a neat, clean and ironed UniSQ Paramedic uniform and carry or display their UniSQ student ID card at all times, while on placement. PPE kit must be available at all times when wearing your uniform. Uniforms must be maintained and replaced or repaired when damaged or faded. Should you have any cultural and religion beliefs that impact on uniform requirements, you are encouraged to discuss them with the Placement Coordinator. Footwear must be black leather, oil & acid resistant, non-slip, lace-up or pull-on - **NOT** steel cap. You are required to abide by approved uniform standards; remember you will be bending over, working on the ground, working in difficult situations with potential risk of damage from multiple sources – appropriate clothing may protect you! Paramedicine uniform is not to be worn outside of designated clinical placements or simulation activities. If not travelling directly to/from a placement or if using public transport you are strongly advised to cover your uniform. Students must not be on a licensed premises (in a social setting) consuming alcohol/partying in uniform.

All clinical placement agencies have been authorised to refuse student access to the clinical placement if a student is not wearing appropriate attire, does not have the appropriate personal protective items, is not wearing a student identification card or is not presented professionally. Therefore, at all times on clinical placement you must be wearing the UniSQ paramedic uniform, have your student ID card visible and be presented professionally.

Hair must be neat and tidy, with long hair firmly secured. Minimal jewellery may be worn, with items simple and unobstructive. Students are encouraged to be aware of their own personal hygiene. Facial hair must be trimmed and neat and comply with PPE requirements. All nails should be trimmed and no acrylic nails worn. Sunglasses may be worn, however bizarre or brightly coloured sunglasses should not be worn.

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 General Conduct Policy](#), [Student General Misconduct Procedure](#), or [Academic Misconduct Policy](#).

Policies and Ethical Guidelines

QAS and UniSQ have strict policies and guidelines that you must abide by while on placement. Most of these are related to ethical and privacy requirements linked to patient care. You will learn more about these during your classes prior to going on placement. **You can be dismissed from your placement if you do not comply with these requirements** and it will then be up to QAS to decide whether or not they will accept you for a further placement in the future. Depending on the seriousness of the conduct you may not be permitted to do any further placements. The outcome of this is, you will either be delayed in completing your degree, or you will not be able to continue with your degree.

The rights of patients to feel they are in a secure professional environment are paramount.

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 and 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.

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

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.

Ambulance/ 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 Director 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 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 Placement Coordinator of any pre-existing medical conditions, including pregnancy that may affect safety or participation whilst on placement.
- Seek assistance when unsure about procedures or treatments.
- 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 clinical objectives and expected learning outcomes early in the placement.
- Establish a plan with the student for signing clinical assessment documents.
- Schedule regular meetings to review goals, progress, and any challenges.
- Clarify expectations and observe student performance regularly.
- Provide ongoing verbal and written feedback to support continuous improvement.
- Complete assessment documentation and notify the OIC and Placement Coordinator promptly if the student is not meeting objectives.
- Offer feedback to the university to support ongoing improvement of the placement program.

Provide Clinical Support

- Obtain informed consent from patients/clients for student involvement in care and access to records.
- Ensure students are competent for assigned tasks and conduct themselves safely and professionally.
- Contact the OIC and Placement Coordinator regarding any clinical or professional concerns.
- Notify the university if a student is unwilling or unable to meet placement expectations.
- Ensure all assessment documentation is completed and signed on time.
- Facilitate a positive learning environment, including orientation, briefing, and debriefing sessions.
- Provide a range of learning experiences aligned with placement goals.

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 AHPRA registration guidelines and UniSQ policy.



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.
- 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.
- Attempt to swap, 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 Placement Coordinator and the UniSQ WIL Team if I do not receive an induction or orientation
- Promptly inform my Placement Coordinator, UniSQ WIL Team, and the placement agency (QAS) if I am absent from placement for any reason
- 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
- Discuss any additional work that may be required with the Academic Placement Coordinator.
- 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 Coordinator 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	<input type="checkbox"/>
2.	Read the Placement Guide: Understand what to expect and how to succeed during your placement	<input type="checkbox"/>
3.	Check Your Student Email Regularly: Important placement updates and notifications will be sent here.	<input type="checkbox"/>
4.	Know Who to Contact: Save the contact details for your Course Coordinator, and the WIL team.	<input type="checkbox"/>
5.	View the Mandatory Documents List: Start gathering the required documentation early.	<input type="checkbox"/>
6.	Log into InPlace: Begin uploading and updating mandatory documentation	<input type="checkbox"/>
7.	Check the Important Dates Document: Find the document deadline for your trimester and mark it in your calendar.	<input type="checkbox"/>
8.	View the Placement Calendar: Take note of the block dates for your placement course to avoid scheduling conflicts.	<input type="checkbox"/>
9.	Submit Station Preferences in InPlace: Add your station preferences and any special considerations during the allocated timeframe.	<input type="checkbox"/>
10.	Plan Travel & Accommodation (if applicable): Start looking into transport and accommodation early, especially for rural or away placements.	<input type="checkbox"/>
11.	Check Bursary Opportunities: Review the Placement Hub or Contact the Scholarships Team to see if you're eligible for financial support.	<input type="checkbox"/>
12.	Set Personal Goals: Think about what you want to learn or improve during your placement.	<input type="checkbox"/>
13.	Maintain Professional Behaviour: Always demonstrate respectful, ethical, and professional behaviour in all interactions.	<input type="checkbox"/>
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.	<input type="checkbox"/>

Appendices



Frequently Asked Questions (FAQ)

Q. How do I book a medical assessment and what are the requirements?

A. Please refer to the [Medical Assessment](#) section on the Paramedicine Placement Hub.

Q. What should I do if I receive an unfit result on my medical assessment?

A. Upload your copy of your 2 page 'Fit Slip' (medical summary) to InPlace. Depending on the reason for the failed assessment, an appeal may be lodged with QAS if the student wishes to proceed. The appeal is lodged with the assistance of the academic or WIL Team.

Q. What is an MDT number and where do I find it?

A. MDT or Medically Authorised Transport number is a unique student identifier assigned by QAS and is used during your placement when on shift. This number is provided directly to students by QAS via email.

Q. When will I get my roster?

A. Rosters are released by QAS within 4 weeks of your placement commencement date. This will occur via InPlace. Only students who are fully compliant with ALL mandatory document requirements will be admitted access to view their roster by the WIL team.

Q. What should I do if I am asked to drive a QAS vehicle?

A. If you are asked to drive an ambulance with other people (patients or crew) then respectfully decline, stating you have not been cleared to drive under these circumstances.

However, if the paramedic crew direct you under the Ambulance Service Act 1999 to drive a QAS vehicle (e.g. you drive the vehicle whilst paramedics provide patient care enroute), then you are legally obligated to comply if you hold the appropriate driving licence. However, you must email paramedic.clinicalcoordinator@usq.edu.au as soon as practicable after the event, detailing the type of vehicle, time, place and reason. You may never drive a QAS vehicle under lights and sirens while you are a student with UniSQ.

Q. What should I do if I am injured, assaulted or involved in a road traffic crash whilst on clinical placement?

A. Take all appropriate and reasonable actions to protect yourself. Work with the clinical placement agency and your placement supervisor to ensure you receive appropriate medical attention, immediate psychological support and where appropriate, support from police. As soon as possible, contact the clinical placement phone number (24/7).

When appropriate, program staff will assist you to complete the appropriate health and safety reports.

For general information on occupational health and safety at UniSQ, visit:

<http://policy.usq.edu.au/documents/13482PL>

Consider seeking support from UniSQ student services.

Q. What should I do if I am involved in a near miss (i.e. an incident occurred but I was not injured) or dangerous situation?

A. Contact program staff for advice during normal business hours. Reporting near misses assists in managing risks and may assist in reducing potential future injuries or other significant issues. If this occurs, take all appropriate and reasonable actions to protect yourself. Report the issue / concern to your clinical placement agency supervisor.

For general information on occupational health and safety at UniSQ, visit:

<http://policy.usq.edu.au/documents/13482PL>



Q. What should I do if I am unable to complete the minimum hours for a clinical placement?

- A. Students are not permitted to ask OIC's directly for make up shifts. **As soon as you realise** there is a chance you will not complete the required hours of clinical placement, contact the clinical placement co-ordinator via email (paramedic.clinicalcoordinator@usq.edu.au). At all times it is the student's responsibility to calculate the projected number of hours that will be undertaken on clinical placement.

Q. What should I do if I have a personal issue or concern while on clinical placement?

- A. Your safety, health and security is UniSQ's number one priority. You are strongly encouraged to seek appropriate support (see section entitled "take a minute for yourself"). You may also contact program staff via email or phone (see UniSQ student paramedic concern flowchart). Please note, program staff are not Doctors or counsellors and therefore are not able to provide medical advice or counselling services. All students are encouraged to seek specialist advice from their local GP or mental health worker.

Q. What should I do if I have concerns or issues with my ambulance supervisor?

- A. At all times you must act in a professional manner. You must also follow university policy and procedures, including the UniSQ Student Code of Conduct, the required dress code, behaviour, confidentiality, integrity and misconduct guidelines.

It is also imperative that at all times the patient and patient care is the first priority. If given a direction from the clinical placement agency, this direction must be followed (as long as the direction is lawful, reasonable and will not potentially lead to harm).

At an appropriate time (i.e. whilst not managing a patient) respectfully discuss the issue with your supervisor. If this is not possible, or you feel you are not in a position to discuss the issue, contact program staff.

Consider if you would benefit from improving your conflict resolution skills with advice from UniSQ student Services.

Q. What should I do if I disagree with something my ambulance supervisor tells me?

- A. As long as the direction is lawful, reasonable and will not potentially cause harm, it is expected that you will follow the direction.

It is important that you are respectful and professional at all times. It is also important to select an appropriate time to discuss the disagreement with your supervisor. For example, it would not be appropriate to discuss the issue while performing a resuscitation, however it may be appropriate to ask your supervisor when you arrive back at the ambulance station about how they came to their decision.

If the disagreement is serious and / or you have a significant issue, contact program staff for advice.

Q. Who should I contact if I have a question about an assessment item?

- A. Contact the placement coordinator in business hours via phone or email. The placement coordinator will be able to respond to your question or arrange a time to meet with you if required.

General assessment advice and support is available from a UniSQ Student Services advisor.



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