



University of
**Southern
Queensland**



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2026 Physiotherapy Professional Practice Guide

Bachelor of Physiotherapy

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Introduction to Placement

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

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

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

Contacts

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:

- Liaising with agencies and the Academic Team to assist in sourcing and allocating 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:

- Liaise with agencies and the WIL Team to source and allocate Placements
- Performance-related concerns or professional issues during placement
- Discussing non-compliance with mandatory requirements
- Responding to agency concerns about safety, professionalism, or ethics

They are based at Ipswich or Toowoomba and can be contacted by phone or email to arrange an appointment.



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.	WIL Team (Work Integrated Learning)	<ul style="list-style-type: none"> • How do I submit my placement documents? • What are the key deadlines? • 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://usqassist.custhelp.com/app/chat/chat_launch/ ☎ Phone: (07) 4631 2285
General placement queries and support, academic or professional concerns during placement, make up hours.	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. • Can I change my placement dates? • Questions regarding grades for a placement course 	<ul style="list-style-type: none"> ✉ Email: Courtney.Clark@unisq.edu.au ☎ Phone: (07) 4631 2796 🏠 Campus: Ipswich / Toowoomba

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

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

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

All BPTH students will be allocated and need to complete five full-time equivalent placements and demonstrate clinical and professional competency to graduate. All students will be allocated to Block 9 in trimester 3 of third year. All subsequent clinical placements will take place through blocks 1 to 9 in the final year of the study program.

- BPTH (Hons) Research Pathway students will be allocated to complete five (5) Placement blocks for PTH4001-4005 and scheduled two (2) designated blocks to complete their research project related work as part of their research pathway courses. These allocations may fall anywhere between blocks 1 to 9 of the Queensland Health calendar (which differs to the UniSQ academic calendar) and students are responsible to communicate the allocation to their research supervisor and plan accordingly to accomplish the research related work. A further one (1) block will be allocated for PTH4007.
- BPTH (Hons) Practice Pathway students will be allocated to complete five (5) placement blocks for PTH4001-4005 and scheduled three (3) non-clinical courses. Students can use these two block periods to complete group project work associated with SWH3500 and HMS4300 as well as PTH4007.

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

Student Registration Obligations

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

Section 90 of the Health Practitioner Regulation National Law Act 2009 is about the registration of Bachelor of Physiotherapy students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) in their first period 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 [discipline] 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 Physiotherapist and follow agency policies. It is your responsibility to understand and adhere to these guidelines. Practising outside your scope may result in an unsatisfactory grade.

Definitions of Key Terms

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

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

Work Integrated Learning (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 a 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., Trimester, Block etc.



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.

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

Important Dates

It is important that you plan and prepare for your placements. To assist with this, the WIL Team provide you with an 'Important Dates' document which is available on your program Placement Hub. This document provides you with all the keys dates that need to be adhered to, 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, special considerations, and facility expressions of interest
- **Access Pre-Placement Information**, such as orientation materials (if applicable)
- **View Placement Allocations** and confirmation status
 - *Your placement status on InPlace is not linked to your academic results or graduation eligibility so please do not be alarmed if the status is not updated as soon as you complete the placement.*

Support Resources

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

Tips for Using InPlace

- **Document Verification:** Upload documents via the 'My Details' page. The WIL Team will be notified to review them.
- **Follow-Up:** Revisit InPlace after a few days to check the verification status or review comments in your To-Do list if documents have been rejected.
- **Document Expiry:** Regularly check the 'My Details' page of your InPlace profile to find out when your documents will expire. Ensure they are kept current for all your placements. The 'traffic light' system only alerts you when a document is very close to expiring and should not be relied upon as your primary notification to renew a document.
- **Browser Compatibility:** InPlace works best with Google Chrome and Mozilla Firefox.
- **Placement Release:** If your placement is not released or has been hidden, you may need to update one or more mandatory documents. Students should not attend placement until the details are confirmed and released on InPlace.

Placement Eligibility

For students to be eligible to attend placement they must:

- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ be enrolled in a placement course
- ✦ provide all mandatory documents within the specified timeframes
- ✦ be allocated an approved and confirmed placement via [InPlace](#)
- ✦ prepare for orientation and first day arrangements
- ✦ provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

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

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

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

Support and Enquiries

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

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 Physiotherapy 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 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 content 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 may submit preferences for the regions and blocks where you would like to complete your placement. This is an optional process; however placements will be allocated based on agency/placement availability.

Placement Coordinators will use your preferences as a guide and aim to place you at an agency or a block within one of your preferred regions or within one hour's drive from your address on InPlace. Due to agency availability and competition with other universities, preferences are not guaranteed. As a result, you must be prepared to travel and attend placement in locations outside your preferred regions.

Preferences will be sought by the Placement Coordinator prior to any placement allocations. You can enter and update preferences via your InPlace profile until the cut-off date listed in the *Important Dates* document. Preferences recorded in InPlace as of the cut-off date will be used for placement requests and allocation.

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

When submitting preferences, please consider all placement options available to you. Darling Downs and Ipswich are high-demand areas. If you have access to accommodation in another region, consider nominating that region and notify the WIL Team via InPlace.

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 options cannot be guaranteed.
- ✦ If you do not have a Special consideration request, declare this by selecting the appropriate option from the drop down menu on InPlace.

If you do not 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 Placement Coordinator by the special consideration due date. You are discouraged from commencing placement within six (6) weeks before or after their estimated due date

A special consideration request can be submitted via [InPlace](#) and must include a letter from your doctor confirming your estimated due date and fitness to undertake placement. The Placement Coordinator 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 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/superior/family member.
- 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.

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.

Interstate Placements

Students who wish to attend placement outside Queensland should inform the Placement Coordinator at the time of preferencing to allow sufficient time to source a suitable local placement. Please note that placements in other states may be limited or difficult to obtain and cannot be guaranteed. You may be required to travel within your home state or to Queensland if a local placement cannot be secured.

Placement Allocation Process

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

Placement allocation depends on several of the below factors:

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

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

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

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or your preferred region. This does not guarantee placement within this radius as facilities have limited capacity. Pending availability, you may need to travel longer distances or be allocated to 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 arranged by the Placement Coordinator. Students are not permitted to source their own placements. If you become aware of a potential placement opportunity or have a site suggestion, please email the Placement Coordinator so the appropriate process can be followed. You must not contact any agency directly without written approval from the Placement Coordinator.

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.

Placement Agreement

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

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

Placement at Current Place of Employment

You may be allowed to complete your placement at your current workplace, provided the placement is unpaid and offers learning experiences that differ from your usual duties. Supporting documentation may be required to process this request. The decision to approve a placement within your workplace will depend on several factors and will be carefully assessed by the Placement Coordinator.

To determine suitability, the Placement Coordinator will review your workplace and confirm the following with the agency:

- Recognition of your student role
- Ability to meet educational and professional standards
- Willingness to sign the Student Placement Contract
- Provision of learning experiences separate from routine work
- Protected time for placement activities, including integration seminars
- Assignment of a supervisor who is not your direct manager
- Regular supervision and support to complete your Learning Plan and assessments

UniSQ Clinics as a Placement Settings

As part of your placement experience, you will be required to complete a placement at 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.

Placement at a UniSQ Clinic is a compulsory component of your program and essential for course progression. You will be notified of your clinic allocation and provided with relevant details and expectations 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:

- Making arrangements to attend the allocated placement
- Organising childcare
- Covering costs for travel, parking, and accommodation
- Adjusting personal work commitments to prioritise placement
- Submitting bursary or funding applications if applicable
- Contacting the International Office to confirm visa conditions (for international students)

Placement Appeal

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

- Medical certificates
- Statutory declarations
- Other relevant official documents

The Placement Coordinator will not reallocate or change placements without a valid Placement Appeal, unless the placement is cancelled by the provider due to unforeseen circumstances. Appeals are considered only in exceptional cases involving new circumstances that significantly affect your ability to attend placement. Appeals will not be approved for issues previously discussed with the Placement Coordinator or simply because you are dissatisfied with your allocated placement.

Submitting a placement appeal does not guarantee a change. 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](#)

Orientation Information

The WIL Team or Placement Coordinator will provide contact details for your Placement Supervisor. You must contact them before your placement begins to confirm key details, including:

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

Attending Full time Clinical Placement

Clinical Equipment and Uniform

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

The uniform for physiotherapy students on placement are as follows:

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

Student ID – While on Placement, you must wear your student identification card, ideally on a retractable lanyard attached to your waist or pocket. If preferred, you can obtain a version with less personal information that replaces your normal university ID by contacting iConnect.

Attendance Expectations

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

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

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

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

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

Reasonable Work Hours

You are required to work the rostered hours allocated by the agency in accordance with the policy and employment practice of the agency. Contact hours will vary between facilities to accommodate service provision. As guide, Monday – Friday 7am – 6pm (approximately 38-40 hours per week) is a reasonable expectation. Students may need to be flexible to accommodate the variance between facilities. If you are offered an opportunity or requested to be present outside the agreed Placement hours you **MUST** notify the Placement Coordinator before accepting the amended arrangements. Students should not be negotiating their own work hours with the placement provider.



Public Holidays

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

Supervision and Tasking

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

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

Absence While on Placement

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

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

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

Absence Requirements:

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

Prolonged Absence

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

Make Up Hours

If you have not completed the required placement hours for your course, make-up hours may be necessary. These must be discussed with the Placement Coordinator. To ensure make-up hours are recorded correctly, email both the Placement Coordinator and the WIL Team at WIL@unisq.edu.au so they can be added to your InPlace profile. Hours not recorded in InPlace may not be counted as completed. Please note that some facilities may not have the capacity to extend your placement beyond the original end date, and this must be respected.

Reasonable Adjustments to Allocated Placements

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

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

Student Initiated Placement Withdrawal

If you need to withdraw from a placement due to exceptional circumstances, you must first consult with the 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 can no longer support the placement agreement. If this occurs before all 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 delay course or program completion.

A placement may be failed if the student does not meet the expected performance standards. Feedback will be provided throughout the placement, with frequency depending on its duration.

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

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

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

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

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

Students who receive a Fail grade in two clinical placements will need to pause in their program and a meeting with the Placement Coordinator will need to take place.

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
- **Emergency medical treatment – 000**

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

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

[Support for Students Policy](#)

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

[Student General Misconduct Procedure](#)

[Student General Misconduct Procedure](#)

[Assessment of Special Circumstances Procedure](#)

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



Insurance, Health, Safety and Emergencies Management

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

Risk Management

Students are responsible for identifying and managing risks during placement. If you feel unsafe or encounter a hazard, notify the Placement Supervisor immediately and 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 using the contact details provided in the *Placement Contacts – Who to Contact and When* section.



Infectious Disease Risk

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

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

Needle Stick Injury

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

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

Manual Handling

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

If you sustain an injury before or during placement:

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

Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

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

Psychological Risk

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

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

- 07 4631 2372
- safercommunities@unisq.edu.au

For after-hours support related to gender-based violence, including sexual assault:

- National domestic family and sexual violence counselling service – 1800RESPECT (1800 737 732)

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



Insurance Coverage during Placement

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

- ✦ Public Liability
- ✦ Professional Indemnity
- ✦ Medical Malpractice
- ✦ Student Personal Accident

To qualify for UniSQ's insurance coverage you must:

1. Be an enrolled student while on placement; and
2. Comply with the Professional Experience Guidelines (as applicable to the School of Health, 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 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 WIL Team immediately via (07) 4631 2359 and email the Placement Coordinator
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 and the health care agency contact immediately. You must also notify the placement coordinator of the incident via email or phone directly.**

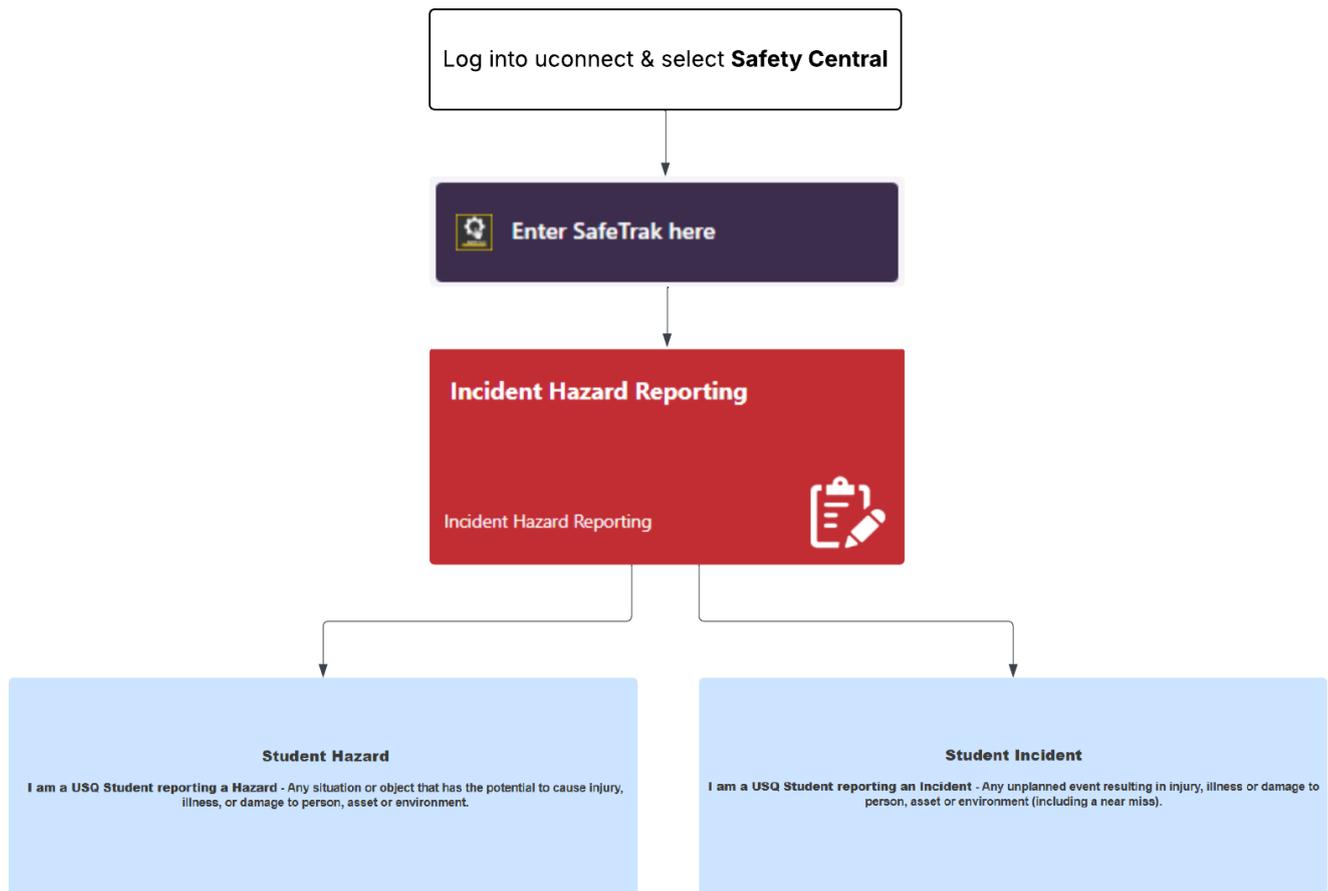
You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

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

Student Professional Expectations

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

Getting the Most out of Your Placement

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

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

Student Presentation

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

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

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

Professional Interactions

Clients, patients and staff should be treated with the highest level of professionalism and respect. Ensure you use appropriate titles and salutations when addressing staff at the organisation where you are completing practice education (i.e., use 'Dr' for medical staff).



Code of Conduct

While on placement, you represent the University of Southern Queensland (UniSQ) and must comply with the UniSQ Student Code of Conduct Policy. You are expected to:

- Follow all workplace procedures and reasonable directions from placement supervisors.
- Demonstrate respect, professionalism, and courtesy toward clients, staff, and peers.
- Maintain appropriate behaviour at all times.

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

Confidentiality

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

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

All students must comply with the **Information Privacy Act 2009 (Qld) (IP Act)**. Please ensure you are aware of your responsibilities and obligations under this Act.

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

Prohibited Use of Substances

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

Placement Agency Requests

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

Managing Student Performance and Behaviour During Placement

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

General Considerations:

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

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

Step 1: Early Identification and Support

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

Step 2: Escalation and Formal Meeting

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



Step 3: Monitoring and Further Action

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

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

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

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

Advice for Students

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

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

Related University Policies

[Student General Conduct Policy](#)

[Student Academic Integrity Policy](#)

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

[Work Health and Safety Policy](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

[Student Grievance Resolution Policy](#)

[Student Grievance Resolution Procedure](#)

[Privacy Policy](#)

[Privacy Procedure](#)



Roles and Responsibilities for Placement

When a student undertakes a professional placement, responsibilities are shared between the **Student**, the **Placement Agency**, and the **University**.

While placement outcomes reflect this collaborative arrangement, the University retains responsibility for determining the final grade or outcome for the placement.

Student Responsibilities

Students are expected to:

Engage in Placement

- Attend and actively participate in placements arranged by the University.
- Complete all placement-related activities efficiently and to the best of their ability.
- Take responsibility for their learning, including seeking timely feedback from their Placement Supervisor.
- Maintain current contact details with UniSQ and be reachable during the study period.
- Inform the 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 Placement 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 into 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 role of the Placement Supervisor is to support and facilitate your learning whilst in the placement setting. They will act as the first point of contact for you during the placement and support your development as an autonomous practitioner. Your Placement Supervisor will:

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

Demonstrate Professional Behaviour

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

Provide Learning Support

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

Provide Clinical Support

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

- Provide a positive learning environment. This includes reinforcement of orientation to various settings, including individual patient/clients, briefing and debriefing the students.

University/Placement Coordinator Responsibilities

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

Organise and Plan Placements

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

Manage the Academic Aspects of the Program

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

Communicate

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



Placement Assessment Requirements

Clinical course assessment

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

Evaluation of Placement and Quality Assurance

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

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

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

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

2026 Student Placement Declaration

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

This signed declaration must be submitted via [InPlace](#).

Overarching requirements are:

- meeting the academic pre-requisites for the placement course
- ensuring you are enrolled in any placement courses for the relevant period of study
- checking student emails and other communication channels (Placement Hub) regularly

To prepare for my placement prior to its release, I will:

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

To prepare after my placement is released, I will:

- Organise personal commitments, leave, uniform, and ID card;
- Review insurance and emergency contact information.
- Provide any additional requirements requested by my placement agency promptly.
- Communicate any circumstances that may impact my ability to attend my clinical 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 if I do not receive an induction or orientation
- Promptly inform my Placement Coordinator if I am absent from placement for any reason and work with the Placement Coordinator to organise any required make-up placements.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during placement.
- Report any incidents while on placement as per the UniSQ guidelines.
- Retain copies of all placement assessments and timesheets
- Follow the guidelines of the placement agency with respect to Workplace Health and Safety, Infection Control, and disease outbreaks.

General

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

Student Name: _____

Student Signature: _____

Date: _____



Placement Preparation Checklist

Item	Requirement	Yes
1.	Visit the Placement Hub: Familiarise yourself with all available resources to support your placement journey	<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.	Update Preferences/Site Suggestions in InPlace: Add or update your region preferences, facility expressions of interest (EOIs), and any special considerations.	<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

Appendix A: Checklist for Professional Practice

Before and during your professional practice placement, please:

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

Frequently Asked Questions (FAQ)

When can I access InPlace?

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

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

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

Will I be provided with any personal protective equipment?

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

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

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

Am I allowed to chew gum in the clinical setting?

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

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

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

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

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

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

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

When do I find out my placement details?

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

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

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

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

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

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

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

Can I undertake placement before start of trimester?

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

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

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

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

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

Why didn't I get my first location preference?

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

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

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

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

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

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

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

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

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



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