University of
Southern
Queensland

1 January 2026

2026 Nursing Placement Guide

Bachelor of Nursing

Contents

Introduction to Placement

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

This guide outlines essential information for students undertaking placement, including requirements, expectations, conduct, and responsibilities. Students must read this document thoroughly and contact the Work Integrated Learning (WIL) Team with any questions. It is the responsibility of each student to ensure they are familiar with the content, and any gaps in knowledge resulting from a failure to review this document will remain the student's responsibility. UniSQ and placement agencies reserve the right to terminate placements if guidelines are not followed and this may result in an unsuccessful grade for the associated course

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 the standards of professional nursing practice.

The Work Integrated Learning (WIL) Team

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

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

The Academic Team

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

They are based at Ipswich, Toowoomba, or Springfield 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/Concerns	Contact Method
General placement queries and support, document submission, allocation updates, make up hours	**WIL Team** (Work Integrated Learning)	• How do I submit my placement documents? • What are the key deadlines? • What should I do if my placement allocation is unsuitable for me? • What should I do if I haven't received my placement? • What happens if I don't meet mandatory document requirements?	Email: support@unisq.edu.au Chat: https://usqassist.custhelp.com/app/chat/chat_launch/ Phone: (07) 4631 2285
Academic or professional concerns during placement	**Academic Team** (Course or Placement Coordinator)	• I'm having issues with my placement supervisor. • I need to discuss professionalism or safety concerns. • Why did I get a DA / I grade?	Details for your Course Coordinator can be found via the course specification in the UniSQ Handbook or the applicable course StudyDesk.
Nursing students enrolled via Geraldton Universities Centre	**GUC Staff** *or* **WIL Team**	• How do I find out about my placement? • Why did my mandatory documents get rejected?	Email: reception@guc.edu.au Phone: (08) 9920 4400

Placement Course Specifications

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

Program Placement Requirements and Structure

To meet the registration requirements of the approved program curriculum, nursing students must successfully meet program rules and inherent requirements. Students must complete 100% of placement hours within the Professional Experience Placement (PEP) courses offered in the program in a variety of clinical contexts. Students will be provided opportunities to undertake PEP in a range of clinical contexts that align to the learning objectives within PEP courses within the Bachelor of Nursing (BNSG) program. For example, PEP may occur within medical, surgical, paediatrics, high dependency, aged care, community/primary health care and mental health clinical areas within rural, regional and metropolitan health care settings. Given the range of PEP opportunities available within this program, students must be willing to travel as needed to attend their allocated placements.

All students enrolled in the BNSG degree are registered with the Australian Health Practitioners Regulation Authority (AHPRA).

Student Registration Obligations

Registered Nurses are governed by national legislation, the Health Practitioner Regulation National Law Act 2009. The role of the Nursing and Midwifery Board 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 Nursing students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) in their first trimester of study. At UniSQ this occurs after the Census Date. Student registration expires at 'the end of the day on which the student completes, or otherwise ceases to be enrolled in, the approved program of study' (Section 90. P126 Health Practitioner Regulation National Law Act, 2009).

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

- A student enrolled in a program of study provided by the education provider has an impairment that, in the course of the student undertaking clinical training as part of the program of study, may place the public at substantial risk of harm; or
- A student for whom an education provider has arranged clinical training, may place the public at substantial risk of harm.
Information provided from Section 143 National Legislation 2009.

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

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

Scope of Practice

The scope of practice for undergraduate [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 [profession] and follow agency policies, especially regarding drug administration. It is your responsibility to understand and adhere to these guidelines. Practising outside your scope may result in an unsatisfactory grade.

To ensure ethical and professional conduct, students should review the Nursing and Midwifery Board of Australia (NMBA) documents available via the Placement Hub or the links below.

Registered Nurse Standards for Practice 2016
Code of Conduct for Nurses (1 March 2018)
Code of Ethics for Nurses (1 March 2018)

Definitions of Key Terms

Professional Experience Placement (PEP): The placement of a student at an agency for the purposes of gaining practical experience in the profession of their study.

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

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

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

Supervisor: A suitably qualified individual who has been nominated by UniSQ or the agency to support and/or supervise the student while undertaking professional placement. May also be referred to as clinical facilitator or preceptor.

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

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

Mandatory Document Requirements and Resources

Placement Calendar

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. Students are required to refer to the Placement Calendar, in conjunction with the Important Dates document (see below) to ensure timely submission of important information and mandatory documents.

When enrolled in a PEP course, you must prioritise your availability for placement. UniSQ Study Breaks and Flexible Learning Weeks, and gazetted Public Holidays are not valid reasons to be unavailable for placements, as our Partners provide placements right across the full calendar year without reference to these dates. PEP is a good opportunity for students to expand their perspective to that of the health sector, which is a 24/7, 365 day a year work industry. Should a student need to make personal arrangements that would result in them being unavailable for a period of time, they must communicate these to the WIL Team well in advance (see Section on Special Consideration requests).

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 information and preferences must be submitted on InPlace.
- 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 PEP 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. Students who are unaware of this site, or fail to access it, rarely secure their preferred placement.

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:

- As soon as you commence in the Bachelor of Nursing program, begin preparing documents, especially those requiring extended timeframes (e.g. Hepatitis B vaccinations). Please refer to the mandatory document list on the Placement Hub.
- 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 automatically 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. Hours completed whilst attending a placement are only counted if the placement is confirmed on InPlace.

Placement Eligibility

For students to be eligible to attend placement they must:
- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ be enrolled in a placement course
- ✦ provide all mandatory documents within the specified timeframes
- ✦ be allocated an approved and confirmed placement via InPlace
- ✦ prepare for orientation and first day arrangements
- ✦ provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

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

Students must meet all academic pre-requisite requirements before commencing or continuing placement. Incomplete results for theory courses do not meet pre-requisite requirements. In some disciplines, students may begin placement with an incomplete result for a pre-requisite placement course. However, if a student fails a pre-requisite course after starting placement, they will be withdrawn from placement, and any completed hours will not be counted.

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

Support and Enquiries

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

Recognition of Prior Learning

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

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

Inherent Requirements

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

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

Fitness for Placement

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

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

If you have a chronic or acute injury, illness, condition, or any other factor that may affect your ability to engage in placement or practice in your profession, you must notify the WIL Team 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 or, in Geraldton, the GUC Universities Centre 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 WIL Team. If you already have a Learning Support Plan, it may need to be reviewed in consultation with the Program Director and/or Academic Team to ensure it aligns with placement requirements. All adjustments are made in accordance with the UniSQ *Students with a Disability Policy and Procedure*, which can be accessed here.

Before Placement Allocations are available

Self-selectable Placements

If you are eager to attend a rural or remote placement experience in Queensland, you can apply for a self-selectable placement when they become available on InPlace. This is an **optional** placement allocation process for students enrolled in a second or third-year placement course ahead of the usual placement allocation, allowing students extra time to plan for their rural placement. To be eligible to participate and apply for rural placements offered, students must be enrolled and compliant with all mandatory document requirements.

- ◈ To participate in this opportunity, you can apply via InPlace during the timeframe available - see the Important Dates document on the Placement Hub.
- ◈ Placement self-selection will only be available for students with all mandatory documents provided via InPlace when applying. Ensure all mandatory documents are submitted and remain valid for the entire duration of your requested placement; otherwise, your request may be rejected.
- ◈ Requests will be assessed by the WIL Team and if approved, placement details will be confirmed on InPlace at the time of approval allowing early planning.
- ◈ Contact the WIL Team with questions via WIL@unisq.edu.au or find more information on the Clinical Placement Hub.

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

Preferences

As part of the placement allocation process, you may submit preferences for the regions where you would like to complete your placement. This is an optional process; however, if no preferences are submitted, placement will be allocated based on your address listed in InPlace and agency/placement availability. Students are encouraged to ensure their address on InPlace, which is generated from their details on their Student Centre, is always up-to-date. GUC students should not engage in preferencing; rather, they should speak with the Universities Centre Staff.

WIL Officers will use your preferences as a guide and aim to place you at an agency within one of your preferred regions or within one hour'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 should be submitted as soon as possible after enrolling in a placement course. You can enter and update preferences via your InPlace profile any time; however, changes made after the deadline(s) provided on the Important Dates document will not be viewed or considered by WIL Officers when allocating your placement(s). Meeting the deadline(s) is the best way to ensure that a WIL Officer views your preferences prior to allocating your placement.

- You MUST select 4 preferences from the list of approved Queensland regions (found on the Placement Hub).
- 4 preferences MUST be nominated for them to be considered.
- Interstate students should select 'interstate' and three other Queensland regions.
- Preferencing must be completed well in advance, as per the deadlines provided in the Important Dates document each trimester.

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.

Facility Expression of Interest

If you are interested in attending a specific agency, you may submit a Facility Expression of Interest via InPlace. Expressions of Interest are only accepted within the timeframe specified in the *Important Date* document and are considered second priority to your region preferences. You may update your submission at any time after enrolment; however, the information recorded in InPlace as of the cut-off date will be used for placement allocation. Please carefully read the instructions on InPlace to record your preferences effectively.

If you request a placement at your current workplace, this will be considered. However, you can only complete a maximum of two placements at your workplace, and each must be in a clinical area different from your regular work duties to ensure a rich, meaningful and educational experience. You should complete the section 'Do you work/volunteer in a healthcare setting' on InPlace as needed to ensure the WIL Team has up-to-date information.

Ward/Speciality Expression of Interest

Students are welcome to list their preferred ward/specialty Expressions of Interest (EOI) in the relevant section on InPlace. Please provide the Course Code alongside the EOI e.g. "NUR3499 - Paediatrics". Final-year students have a greater chance of having their preferences met. Placement Officers will consider this information during placement allocation; however, this cannot be guaranteed as all placements are subject to availability.

Special Consideration

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

- ✧   Requests must align with the 'Assessment of Special Circumstances Procedure' and be supported with evidence , such as a letter from an employer or doctor.
- ✧   Special consideration requests can be submitted on InPlace for the duration of your degree if it remains applicable or can be updated if your circumstances change.
- ✧   Requests must be submitted by the due date to be considered. While the WIL Team will try to accommodate these requests, a suitable placement option cannot be guaranteed.
- ✧   To provide international students with an approved and effective way to communicate any visa expiration implications for their placements, we have added an option in the Special Consideration drop-down menu called 'International Student Visa Holder: Please upload a copy of your valid student visa and any supporting documentation required to confirm compliance with visa conditions'. We ask that students use this section well in advance so that they reduce last-minute stress at placement allocation.
- ✧   If you do not have a Special consideration request, declare this by selecting the appropriate option from the drop down menu on InPlace.

If you do not submit a special consideration request, you must be prepared to attend the placement allocated to you. If you notify the WIL Team of an ongoing or pre-existing circumstance after your placement has been confirmed, you will be required to complete additional steps to request a change. Providing advance notice is the best way to ensure you receive a suitable placement.

Pregnancy

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

A special consideration request can be submitted via InPlace and must include a letter from your doctor confirming your estimated due date and fitness to undertake placement. The WIL Team will review your request and work with you to find a suitable placement option. Failure to notify the WIL Team may result in cancellation of your placement and delays in course progression. If you wish to commence placement six weeks postpartum, you must also provide documented clearance from your medical practitioner.

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

Conflict of Interest

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

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

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

Working While on Placement

Due to professional and ethical responsibility, you are expected to be well rested and well prepared for placement. Working full or part time hours while on placement may compromise your safety and performance. You are expected to take leave from work to achieve placement requirements and comply with work health and safety standards. Where students present to placement and are assessed as fatigued due to working prior to their scheduled shift, they may be sent home to ensure patient safety is not compromised. In such cases, a Clinical Development Plan may be implemented to support the student, reinforce safe practice, and ensure compliance with work health and safety requirements.

Payment for Placement

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

Rural and Remote Placements

Rural and remote placements are exciting 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.

Students receive strong academic support during rural placements. For more information, visit the Rural Placement Information section on the Placement Hub and consider nominating one or more rural sites or using placement self-selection.

Interstate Placements

Students residing outside Queensland (excluding GUC students) who wish to complete placement locally must submit a special consideration request to the WIL Team via WIL@unisq.edu.au at least one study period before enrolling in a placement course. This should allow sufficient time to source a suitable local placement.

Please note that placements in other states may be limited or difficult to obtain. You may be required to travel within your home state or to Queensland if a local placement cannot be secured.

Pre-Placement Requirements

There may be additional Induction Sessions that are mandatory for you to attend placement. If there is a requirement you will be notified in writing via the course StudyDesk or by the WIL Team.

Placement Allocation Process

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

Placement allocation depends on several of the below factors:

- ✧ Mandatory document submission status
- ✧ The number of students who preference the same location
- ✧ The number of placement offers that are received by UniSQ from an agency
- ✧ The availability of placements in a set timeframe
- ✧ The number of student enrolments
- ✧ Established agreements with agencies

When allocating placements each trimester, WIL Officers prioritise special consideration requests. Students should submit these requests early to ensure their circumstances are considered. After this, standard allocation processes apply, and students who have submitted all mandatory documents will be placed at suitable facilities. While WIL Officers take regional preferences, block preferences, and facility EOIs into account wherever possible, preferred facilities or blocks cannot be guaranteed. Placement details are released according to the Placement Release dates listed in the Important Dates document.

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

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

Placements are released to students once all mandatory compliance has been verified, in accordance with the Important Dates document on the Placement Hub for each study period. After your placement is confirmed, you can view the allocation details through InPlace.

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.

In particular, students should ensure they are familiar with the Nursing Placement Hub, and subscribed to the News & Discussion Forum.

Students facing unfavourable outcomes due to failure to engage with announcements, published documents and deadlines cannot claim ignorance of these things as a reason, as it is the student's responsibility to be aware of information pertaining to the placement allocation process, including deadlines. For placement-related queries, contact the Placement Coordinator or email WIL@unisq.edu.au.

Students studying through Geraldton Universities Centre (GUC) in Western Australia have different requirements. In summary, there are fewer mandatory documents required, and placement dates that may not align with the yearly placement calendar; however, UniSQ Important Dates remain applicable for GUC students (e.g. Census Date), If unsure, please consult the Universities Centre Staff for clarification.

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.

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 permitted to complete your placement at your current workplace, provided it is unpaid and offers learning opportunities different from your regular duties. Supporting documentation may be required to support your request to undertake placement within your workplace.

The Placement Coordinator or WIL Team will assess the suitability of your workplace to host your placement 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 Placement Settings

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

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

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

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

For more information about UniSQ Clinics, including the types of services offered and locations, visit UniSQ Clinics.

After Placement Allocations are Available

Placement Acceptance

Students are expected to attend any reasonable placement allocated by the WIL Team. A student's failure to attend, withdraw, 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.

When placements are released, please note that preferences, facility expressions of interest, and special consideration requests **cannot be guaranteed** due to multiple factors influencing allocation. Students are expected to meet their responsibilities outlined below and are encouraged to use available support options—such as swaps, appeals, and bursaries—to make the most of the placement opportunity provided.

Student Responsibilities

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

Swap Process

If your placement allocation is unsuitable for your circumstances, you may attempt a swap with another student enrolled in the same course and study period. Swap forums are available on the Placement Hub to facilitate these requests with other students. Both students must agree to the swap and complete the InPlace Form to submit a swap request for the WIL Team to consider. The swap is not confirmed until your InPlace record is updated, and written confirmation is received. Swap requests must be submitted at least three (3) weeks before the placement start date or within the specified timeframe.

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

Placement Appeal

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

The WIL Team or Placement Coordinator will not change or reallocate placements unless the placement is cancelled by the provider due to unforeseen circumstances, or a valid Placement Appeal is approved. Submitting an appeal does not guarantee a change, and you may still be required to attend your original placement. By submitting an Appeal Form, you agree to forfeit your current placement; it cannot be held as a backup if the appeal is rejected. Appeals must be submitted at least three (3) weeks before the placement start date or within the specified timeframe.

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).

Accommodation details are available on the Placement Hub, including locations where housing is typically available and application instructions. Submit accommodation requests via InPlace after receiving your placement allocation by scrolling right down within the Details tab on InPlace to see the course code of the placement you are seeking accommodation for. Once your accommodation request is reviewed, you will be advised of the next steps, which may vary depending on the placement site. Accommodation is typically located near the placement agency, though in some cases it may be a short distance away. For students staying in SQRH-provided accommodation, bicycles are available to assist with local travel.

GUC students should contact the Universities Centre Staff for accommodation guidance.

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.

In addition, the Commonwealth Prac Payment (CPP) is a new Australian Government initiative that provides financial support to eligible nursing, midwifery, teaching, and social work students during mandatory placements. Starting July 2025, eligible students may receive $331.65 per week to help offset placement-related expenses. For more information on the initiative or eligibility criteria, please refer to UniSQ Commonwealth Prac Payment website. Please direct any queries to the CPP Support Team.

UniSQ also supported scholarships and bursaries, there are external organisations who offer financial support opportunities and incentives. As the WIL Team becomes aware of the allowance, scholarship and/or bursaries, we will endeavour to notify students via the news & Announcements forum on the Placement Hub.

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.

Submit your accommodation request via InPlace. You will receive further instructions once your request is reviewed.

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 help with costs for students on an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

Further information can be found through their website.

Placement Equipment and Uniform

Uniforms and equipment **must** be purchased prior to undertaking a placement course.

Placement Equipment - Students should purchase a stethoscope with bell and diaphragm. These are available online through School Locker and any medical equipment supplier.

Placement Uniform - The UniSQ shirt and optional jacket, and belt bag are available to be ordered online through School Locker. You can check sizing and purchase some through these outlets, but we recommend sourcing the remainder through School Locker. **Remaining items can be purchased from any retail store.**

The **full placement uniform** for nursing students complies with current Workplace Health and Safety regulations and is as follows:

- ⬥ **Bottom:** Comfortable fitting dark navy blue or black slacks, cargo pants, culottes (no hipster or jeans) or knee length skirt. **GUC students** must wear navy blue nursing scrub pants only.
- ⬥ **Top:** Student nurses can select any of the uniform shirts available online or on campus. They are teal green for nursing students. Students should ensure their shirt displays the current UniSQ logo.
- ⬥ **Shoes:** Black or navy-blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole (**NO** joggers or sandshoes).
- ⬥ Hijabs or headscarves must be navy blue or black in colour if worn.
- ⬥ Black or white sport socks or walk socks.
- ⬥ Optional – UniSQ jacket for winter.
- ⬥ Remove body piercings other than stud earrings and cover any piercings that cannot be removed
- ⬥ No nail polish or acrylic fingernails are allowed.
- ⬥ Eyelash extensions are not permitted.

Students may need to follow additional organisational rules set by their placement facility regarding professional presentation.

Lab coats & belt bags, placement packs and watches can also be purchased from medical equipment stores or online.

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

Orientation and Roster Information

Orientation details are available on InPlace and are organised by section. These include first-day instructions, medication review requirements, accommodation information, and any additional site-specific requirements that must be completed prior to placement.

Placement details, including your first-day instructions and roster (if provided), will be uploaded to InPlace approximately two weeks before your placement begins. This timeline aligns with agency scheduling and helps ensure accuracy for students across different placement blocks.

If a roster is provided, it will outline the scheduled block dates and list students assigned. Some facilities do not issue rosters in advance; in these cases, shift details will be provided on your first day. This is determined by the agency, and UniSQ cannot supply a roster for you. Due to the high volume of placements and rotating student schedules, UniSQ may not be able to provide roster information in advance. Students are expected to check InPlace regularly—both leading up to and immediately before placement—to ensure they have the most current information.

Students must review all placement information well in advance, as many agencies have additional requirements that may take time to complete, such as First Aid certification, vaccinations, serology reports, or completion of additional iLearn modules. These requirements are specific to the given facility and must be met within the stated timeframes. Please note that clinical placements occur in professional workplaces with their own policies and procedures, which may differ from UniSQ's. UniSQ's role is to communicate these requirements to students and the student's role is to read their emails and action any instructions.

Any additional documents required by the facility must be uploaded to InPlace. If this applies to your placement, a new heading within the Detail tab on your InPlace will be generated with the relevant additional documents you are required to provide. Please ask questions if you are unsure.

GUC students should contact the Universities Centre Staff for orientation and placement-related information.

Attending Placement

Clinical Supervision

UniSQ uses two models of supervision of clinical placements, depending on the course, supervisor availability, and clinical agency requirements:

Facilitation model
Primarily used for NUR1399 Foundations of Nursing Practice, this model may also be applied in other courses. A Registered Nurse (Facilitator) supervises a group of approximately 6–8 students, managing placement organisation, supervision, assessment and evaluation. Facilitators may be employed by UniSQ or the clinical agency.

Preceptor model
Students are assigned an experienced Registered Nurse (Preceptor) for the duration of their placement. Students typically work the same shifts as their preceptor, including weekends if rostered. Preceptors are familiar with course assessment requirements. In some cases, students may have multiple preceptors. Final evaluations will be compiled by the Principal Preceptor or a nominated Registered Nurse, incorporating feedback from all preceptors.

Note: The term *Placement Supervisor* refers to all supervision roles throughout this resource.

Attendance Expectations

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

Placement takes priority over other work commitments. Please notify your employer well in advance to ensure your employment does not interfere with your placement.

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

Requesting a Rostered Shift Change

Students with extenuating circumstances may request a shift change by speaking with their clinical supervisor, facilitator, preceptor, or Nurse Unit Manager (NUM). Students must be aware that a request can be denied. Students should not expect their roster to be personalised, negotiable or flexible.

GUC students are unable to request changes from the agency and must contact the Universities Centre Staff to discuss any concerns.

If a shift change extends the placement beyond the original end date on InPlace, students must notify the WIL Team at WIL@unisq.edu.au.

Agency Requests that you Change a Shift

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

Reasonable Work Hours

A roster will be created for you to complete on your placement. Rosters may include **shifts that are up to 12 hours**. Students must not work more than 12 hours per shift, and are advised not to work more than five consecutive shifts of 8–12 hours.

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

Meal Break Entitlements Table

Breaks may vary slightly depending on the agency, but the general guidelines are:

Shift Length	Paid Breaks	Unpaid Breaks	Total Rostered Hours (including unpaid breaks)
8 hours	2 x 10-minute breaks (can combine to 1 x 20-minute break)	1 x 30-minute unpaid break	8.5 hours
12 hours	3 x 10-minute breaks (can combine to 1 x 30-minute break)	2 x 30-minute breaks (1 unpaid)	12.5 hours

Time Sheet Guidelines
- Record hours **accurately and honestly** noting that a total rostered shift may be longer than your hours worked (e.g. 0600 – 1430 is an 8-hour shift on your timesheet, not 8.5 hours).
- Ensure **daily supervisor sign-off** after shift completion (not before).
- **Scan and save** your time sheets for future reference.

No Registered Nurse Present During Placement

If a student arrives at a clinical placement and no Registered Nurse (RN) is present, appropriate action must be taken based on the qualification of the health professional available and willing to supervise:

- If a qualified health professional (e.g. Enrolled Nurse or General Practitioner) is available and agrees to supervise, the student may remain onsite. In this case, the student is permitted to observe and shadow staff only. No clinical tasks, interventions, or hands-on care may be performed under any circumstances without RN supervision.
- If no suitable supervision is available, the student must leave the agency. The missed shift will need to be made up later in the placement or during a future placement block.

Students must notify both the WIL Team and Course Coordinator of the situation, and the action taken. If this issue occurs repeatedly during the placement, it must be reported to the WIL Team at **WIL@unisq.edu.au**.

Public Holidays

If there is a public holiday on one of your clinical/rostered days, the following options apply:

- Students <u>are</u> permitted to work the public holiday if the placement is with a preceptor whose roster you are working, and they are rostered on the public holiday to supervise. Please ensure the agency management approves this.
- Students <u>are</u> permitted to work a public holiday if the placement is facilitated, and your clinical facilitator is working on that day. Please ensure the agency management supports this.
- Students are **<u>not</u>** permitted to work a public holiday if their preceptor or clinical facilitator is **<u>not</u>** working on that day, and there is not adequate support or supervision within the workplace.

If you are unable to work the public holiday due to your preceptor/clinical facilitator not working, you may need to make up this day. In some health services, this is acceptable and can be easily arranged. If this is the case, please arrange with your Clinical Facilitator or NUM to do an extra day/hours where you will be supervised by an experienced registered nurse. In some health services, it is not possible to make up any extra days or hours. If this is the case, the WIL team will organise make up hours for you on a future 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 Course Coordinator
- The UniSQ WIL Team (**WIL@unisq.edu.au**)

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

Exams During Placement
If you have a scheduled exam during placement, you may request the day off through your NUM. This day must be made up. Time off for study or assignment work is not permitted.

Residential School/Clinical Laboratories During Placement
Students must prioritise placement attendance and do everything possible to avoid clashes between residential school/clinical laboratories and placement. It is recommended that students make every effort to meet deadlines provided by the WIL Team in order to communicate their placement preferences well ahead of allocation.

Clinical Completion Hours

Where you have not completed the required number of placement hours for the course, Clinical Completion Hours will be necessary. Students are expected to make every effort to attend their placement and any Clinical Completion Hours in the timeframe offered.

If you miss any clinical placement hours, or have outstanding deficit hours from a previous placement, students are to follow the process:

1. Notify the University
   - Contact the WIL Team (WIL@unisq.edu.au) as soon as possible if you miss any clinical hours or will be absent from placement.
   - The WIL Team will advise you on the next steps. You may be asked to liaise with your placement facility to discuss options for making up the hours, and/or with your Course Coordinator for support.

2. Liaise with the Facility (if requested)
   - Upon the WIL Team's request, contact your placement facility to check if they can accommodate clinical completion hours at a mutually agreeable time (e.g. in the week following your placement, on a weekend within your placement dates etc.).

3. Outstanding Hours from Previous Placements
   - If you have outstanding hours from a previous placement, and your timesheet and ANSAT reflect this, the WIL team is already aware and will manage this for you. You do not need to contact the WIL Team to request support.
   - Once your next placement is allocated, the WIL team will contact your upcoming placement facility to try to arrange additional hours on your behalf.
   - Students are not required to follow up with the WIL team; they will notify you when arrangements are confirmed.
   - If you are entering your final trimester of study, and still have outstanding clinical hours from a previous placement, please take action to email the WIL Team (WIL@unisq.edu.au) and confirm a plan to ensure these hours are completed.

4. Confirmation of Additional Hours
   - If a facility can accommodate clinical completion hours, you will be notified, and your placement dates on InPlace will be updated.
   - Additional hours are usually confirmed 1–4 weeks before placement starts.
   - Students are asked to be flexible; extra shifts are limited, and you are expected to attend additional shifts as scheduled.

5. After Completing Additional Hours
   - Submit your completed make-up timesheet to the relevant Course Coordinator for grade processing.
   - Important: InPlace does not show your final grade. The placement status is for administration only.
   - Do not contact the WIL team about your InPlace status if you have submitted all assessments and timesheets.

Students are responsible for keeping accurate records of any missed hours or days that need to be made up. All make-up hours must be arranged in consultation with the WIL Team to ensure they are genuine, appropriate, and recorded in InPlace. Students cannot organise their own make-up hours without WIL Team oversight. If make-up hours are not entered in InPlace, they will not be considered valid. GUC students should contact University Centre staff to arrange additional hours as required.

Students due to graduate at the end of the trimester who have outstanding make-up hours from previous placements must notify the WIL Team before the trimester begins so arrangements can be made.

Students must maintain a clear and accurate timesheet for every placement, recording all completed and missed hours. These records may be requested by the WIL Team to verify and calculate any required make-up hours.

ANSAT Assessment While on Makeup Placements

If you complete a makeup placement block of 40 hours or more, an ANSAT report will be generated for completion on InPlace. Discuss any assessment requirements with your preceptor, and, upon completion of the makeup placement, submit the documents to the relevant Course Coordinator upon completion, noting that you may need to search the UniSQ Handbook to find the relevant person if the deficit hours are from a previous course.

You should wait about two weeks and then check your student transcript to ensure the grade has been adjusted accordingly.

Student Initiated Placement Withdrawal

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

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

Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a placement due to operational changes, such as staffing issues, supervisor illness, or lack of appropriate learning opportunities on offer. Students are asked to be understanding and patient, if this occurs, as the WIL Team works to provide a new allocation.

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

Placement Termination and Failing Placement

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

Students are expected to maintain a professional demeanour throughout their placement. In cases where a student fails to meet expected performance standards or engages in unprofessional conduct, the placement may be suspended or permanently terminated. Reasons include but are not limited to:

- Breach of relevant Codes of Conduct or workplace procedures
- Acting outside the scope of practice
- Behaviour that may cause harm or is considered discriminatory, offensive, or inappropriate
- Withdrawal from placement without valid documentation or explanation

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

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

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

Other Reasons for Failing a Placement Course

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

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

Course Outcome

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

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

Feedback, Complaints and Advocacy

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

Professional Support

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

UniSQ is committed to supporting the wellbeing and academic success of all students, with tailored services available for both International and First Nations students:

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

Support 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
- Nurse & Midwife Support – 1800 677 887
- Critical incident on UniSQ placement - 1300 998 236
- **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.

For after-hours emergencies or critical incidents, contact UniSQ's emergency support line on 1300 998 236. GUC students must also notify the GUC Academic Coordinator.

Risk Management

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

Student Travel

Travel Arrangements and Insurance: Students are responsible for arranging their own travel to and from placements, including any necessary insurance for private motor vehicles. If using a private vehicle, students do so at their own risk and expense. Please ensure your vehicle is comprehensively insured, as Compulsory Third Party (CTP) insurance does not cover third-party property damage. Student must also adhere to university procedures, including the Travel Procedure, the Motor Vehicles and Travel Fatigue Procedure and the Incident and Hazard Reporting and Investigation Procedure.

Safety During Late or Night Shifts: For late or night shifts, familiarise yourself with the security officers and relevant contact numbers for the agency. Park in well-lit areas and stay vigilant in your surroundings when working to and from your transport. Security officers may be available to escort you to your car or public transport.

Travel to Rural or Remote Placements: Traveling to rural or remote placements can be tiring. The Queensland Government recommends taking breaks every two hours and limiting driving to 8-10 hours per day. Plan your rest stops and check StudyDesk or forums for potential travel companions. Ensure your vehicle is safe for long distances, keep the fuel tank filled, or ensure your EV is charged and you have researched charging locations. Have a roadside assistance policy and keep your mobile phone charged. Ensure you have planned your route in advance and are aware of the distances between towns. Inform someone of your whereabouts when traveling to remote locations.

Safe Driving Practices: It is important that you practice safe driving. Consult your General Practitioner if you are on prescribed medications to ensure it is safe to drive. Park in designated areas and follow the agency's security conditions when leaving after hours.

Paid Employment and Fatigue Management during Placement

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

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

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

Disaster Management

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

If you feel unsafe or encounter a risk during placement, immediately notify the Placement Coordinator. For after-hours concerns, use the designated emergency contact number provided by UniSQ (**1300 998 236).**

Infectious Disease Risk

Working in a healthcare 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 (see next page for more detailed information).

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 Course 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 Nursing and Midwifery), 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 Nursing and Midwifery. You can find out more about whether your placement is approved by checking InPlace; and
4. Not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance e.g. bursaries, allowances or grants). If you are going to be remunerated for your placement, please contact the University for insurance options.

Note: Personal belongings and private vehicles are not covered by the University's insurance policies. Students should ensure their vehicles are registered and comprehensively insured to cover damages to their own vehicle or personal injury or property damage to a third party in the event of an accident.

Injury during Placement

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

1. Notify the Agency Supervisor immediately as they will have internal protocols that need to be followed.
2. Contact the Placement Coordinator immediately via the on-call number or on 1300 99 82 36.
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 Emergency Department, 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.**
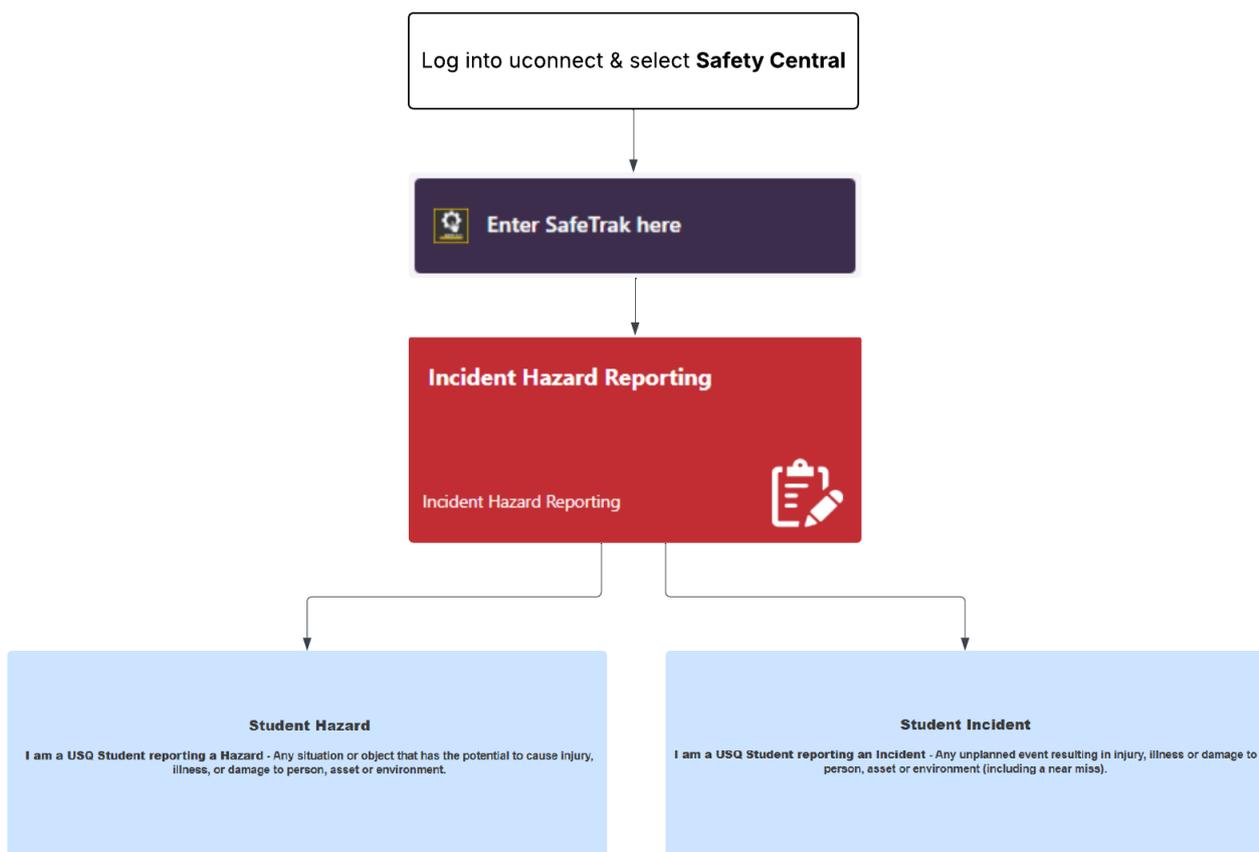
You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

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 – this will be your placement Course Coordinator
- Business Unit/Faculty – School of Nursing and Midwifery

How To Access SafeTrak to report an incident or hazard

Log into uconnect & select **Safety Central**

Enter SafeTrak here

Incident Hazard Reporting

Incident Hazard Reporting

Student Hazard

I am a USQ Student reporting a Hazard - Any situation or object that has the potential to cause injury, illness, or damage to person, asset or environment.

Student Incident

I am a USQ Student reporting an Incident - Any unplanned event resulting in injury, illness or damage to person, asset or environment (including a near miss).

Vehicle Use during Placement

In accordance with the University's insurance policy, students should not drive vehicles belonging to the placement organisation; students should only travel in vehicles belonging to the organisation as passengers and must be accompanied by an agency employee/supervisor during any trips made in motor vehicles. Should the need arise, and if authorised by the placement agency and UniSQ to drive the agency's vehicle, the student must be familiar with and adhere to the agency's motor vehicle policy prior to operation.

It is important to check the details of the insurance policy of your placement agency if you are requested to drive their vehicles to ensure coverage for any damages or in the event of an accident. The University's motor vehicle policy only covers University vehicles e.g. pool and salary packaged vehicles. It does not extend to third-party vehicles or personal vehicles, even if used in the course of a University approved activity.

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
After hours Critical Incident Number	UniSQ academic support service	1300 99 82 36	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. See also the 'Roles and Responsibilities for Placement' section.

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 (this is measured on the ANSAT tools for each course). The only jewellery permitted is a wedding band. A fob watch pinned to your uniform is preferred and, in some agencies, required, due to possible injury to patients from wrist watches. 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. Long and/or painted fingernails or acrylic nails are not permitted and may cause patient injury. False eyelashes may not be worn. 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.

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.

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., refer to doctors as Dr [Surname], not Mr/Ms [Surname]; and not by their first name).

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.

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. Dismissal from placement may result in financial and academic penalties for students, and delays with their progression.

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
Student Grievance Resolution Policy
Student Grievance Resolution Procedure
Work Health and Safety Policy
Assessment of Special Circumstances Procedure
Student General Conduct Policy
Privacy Policy
Privacy Procedure

Roles and Responsibilities for Placement

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

Student Responsibilities

Students are expected to:

Engage in Placement

- Attend and actively participate in placements arranged by the University.
- Complete all placement-related activities efficiently and to the best of their ability.
- Take responsibility for their learning, including seeking timely feedback from their Placement Supervisor.
- Maintain current contact details with UniSQ and be reachable during the study period.
- Inform the WIL Team of any pre-existing medical conditions, including pregnancy, that may affect safety or participation.
- 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, NUM, or Course Coordinator.
- Contribute to a placement environment free from discrimination, bullying, and harassment.

Complete Assessments

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

Students must not:

Act Outside UniSQ Guidelines – the below are examples of behaviours – not an exhaustive list:

- Swap placements without notifying the WIL Team
- 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 – the below are examples of behaviours – not an exhaustive list:

- 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
- Engage in relationships that exploit the trust inherent in professional roles; client consent or initiation does not justify such conduct.
- Accept gifts or benefits that could influence care decisions or impartiality
- Breach the Nursing and Midwifery Board of Australia's Social Media Policy referred to in an earlier section

Supervisor / Agency Responsibilities

The Facilitator, Preceptor, Registered Nurse (RN), or Nurse Unit Manager (NUM)—collectively referred to as the Placement Supervisor—plays a vital role in supporting student learning and ensuring safe, professional practice during placement.

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

Provide Learning Support
- Understand the University's placement requirements as outlined in provided documentation.
- Actively engage in the student's learning and support their development.
- Discuss clinical objectives and expected learning outcomes early in the placement.
- Establish a plan with the student for signing clinical assessment documents.
- Schedule regular meetings to review goals, progress, and any challenges.
- Clarify expectations and observe student performance regularly.
- Provide ongoing verbal and written feedback to support continuous improvement.
- Complete assessment documentation and notify the NUM and Course Coordinator promptly if the student is not meeting objectives.
- Offer feedback to the university to support ongoing improvement of the placement program.

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

University Responsibilities

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

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

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

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

Placement Assessment Requirements

Clinical Course Evaluation and Assessment Tools

All of your placement assessment documents and assessment requirements are located in your placement course workbooks/guide and on your course StudyDesk sites. Your ANSAT is completed via InPlace. Your workbooks must be downloaded and printed to take with you on your placements. You must ensure the timesheet is signed by your supervisor, facilitator or preceptor at the end of EVERY shift, and not in advance. Each assessment item completed by your facilitator or preceptor is with an initial and signature in the required areas for competency assessment/achievement (ticks are not permitted).

The placement course evaluation and assessment tool incorporates the Australian Nursing Standards Assessment Tool (ANSAT) elements and competencies. This tool has been developed based on 2016 Nursing and Midwifery Board of Australia (NMBA) standards. ANSAT has been developed to assess competency of registered nurse practice. It is a user-friendly tool that can be used to assess the performance of nursing students or graduates in practice settings. The tool is based on the standards defined by the Nursing and Midwifery Board of Australia (NMBA). The scores for the items in the tool are determined by observed behaviours. It has been developed to assist consistency for nurses who are required to assess student and/or graduate performance in the practice setting.

Clinical Facilitators and Preceptors will complete the ANSAT assessment tools online via InPlace. Students will also be required to complete their comments via InPlace. Please review the 'InPlace Guide for Students Completing Online ANSAT Tool' (also available on the Nursing Placement Hub). Please also see your StudyDesk and course clinical workbook for more information.

Acknowledgement: Support for the original work was provided by the Australian Learning and Teaching Council Ltd, as an initiative of the Australian Government Department of Education, Employment and Workplace Relations.

Placement Timesheets

It is your responsibility to keep a copy of all of your placement assessments and timesheets throughout your course. If a problem arises, you may need this information to prove you have completed a placement. You may also need them when applying for a graduate position once you complete your Bachelor of Nursing.

The WIL Team does not have copies of these documents should you lose your copy, so it is highly recommended that you save physical and digital versions of your timesheets for future reference.

Student Evaluation of Placement

You have the opportunity to evaluate your placement and supervisor at the end of your placement. The evaluation form is located within the course ANSAT on InPlace. If you have any concerns about the ability of the staff at an agency to provide an effective and supportive experience, please follow up with your Course Coordinator. Please ensure that at all times the comments that you make are constructive, as the outcome of this exercise is to promote the effectiveness of clinical teaching.

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 (e.g. on the Nursing 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.
- Attempt to swap or appeal, or drop the course at least two weeks before placement if unable to attend my allocated placement
- Apply for accommodation and financial bursaries if required and/or 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 Course Coordinator and the UniSQ WIL Team if I do not receive an induction or orientation.
- Promptly inform the UniSQ WIL Team if I am absent from placement for any reason and work with the WIL Team to organise any required make-up placements.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during placement.
- Report any incidents while on placement as per the UniSQ guidelines.
- Retain copies of all placement assessments and timesheets.
- Follow the guidelines of the placement agency with respect to Workplace Health and Safety, Infection Control, and disease outbreaks

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

Student Name: _____

Student Signature: _____

Date: _____

Placement Preparation Checklist

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