



# Professional Practice Experience Handbook

2023 Nursing Students



## Contents

<b>Welcome to Clinical Placement at the University of Southern Queensland</b>	3
The Professional Experience Placements Team	4
The Academic Team	4
<b>Student Registration obligations</b>	5
<b>Scope of Practice</b>	6
<b>Social Media</b>	6
<b>How this might impact your clinical placements</b>	7
<b>Professional support during placement</b>	8
<b>Eligibility for clinical placements</b>	9
<b>2022/2023 Changes &amp; Updates to Clinical Placements</b>	10
<b>Clinical Calendar and Important Dates</b>	11
<b>Mandatory Document Information</b>	12
Mandatory Documents Checklist	13
<b>InPlace Placement Management System</b>	14
<b>Before placement allocations are released</b>	15
Types of nursing clinical placements	15
Self-selectable placements	15
Preferences	16
Facility Expression of Interest	16
Special Considerations	16
Rural and remote placements	17
Students in states outside Queensland and Western Australia	17
Placement allocation process	17
<b>After placement allocations are released</b>	18
Placement release process	18
Student responsibilities	19
Swap process	19
Placement Appeal (previously Review of Allocated Clinical Placement)	19
Accommodation	20
Clinical Bursary application	20
Southern Queensland Rural Health	20
Orientation and Roster information	21
<b>Preparing for and attending placement</b>	22
Clinical equipment and uniform	22
Clinical deportment	22
Clinical supervision models	23
Attending clinical placements	24
Absence while on clinical placement	25
Make-up	25
Hours/Days missed on clinical placement	26
Public holidays	26
Identification of student related concerns	27
Clinical course specifications	29
Clinical course evaluation and assessment tools	29
Student evaluation of placement	29
<b>Insurance, Emergencies and Risk Management</b>	30
Insurance while on placement	30
Injury while on placement	30
Driving cars while on placement	30
Risk Management	31
<b>Professional Expectations</b>	34
Inherent Requirements	32
Student conduct, behaviour and responsibilities on placement	35
Related university policies	38
<b>Student Declaration</b>	39

## *Welcome to Clinical Placements at the University of Southern Queensland*

Clinical placement is about integrating what you have learnt in theory and putting it into practice in the real world of health care. This is an exciting time and one that we recognise can cause stress to students. This handbook provides information about the minimum standards that students are required to meet to be successful in their clinical placement.

To meet the registration requirements of the approved program curriculum, nursing students must successfully complete 840 clinical hours within the clinical courses offered in the program in a variety of clinical contexts. Students will be provided opportunities to undertake Professional Experience Placements in a range of clinical contexts that align to the learning objectives within clinical courses within the BNSG program. For example professional experience placements 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. An international placement experience may also be available to students.

All students enrolled in the Bachelor of Nursing (BNSG) degree are registered with the Australian Health Practitioners Regulation Authority (AHPRA). This provides some very clear legislative requirements for students regarding their conduct, practice and fitness. This Handbook outlines the expected conduct for all students while on their placement. It is within the right of the University and the Health Facility to stop a placement if these guidelines are not followed.

### What students **MUST** know about clinical placement

- ✦ The [Nursing Professional Practice Hub \(NUR:PPHub\)](#) is where you will find all the forms, links and information you require to prepare for your clinical placements. It can be found with your other study desks on **UConnect** under 'Other'. It is important that you use this site to support your success.
- ✦ Good preparation is key to success.
- ✦ Mandatory documents **MUST** be completed and submitted via [InPlace](#) by the due dates provided on the Important Dates document or you risk being dropped from the placement course.
- ✦ Placements are allocated after preferencing closes for the semester, based on available places, student enrolment, mandatory document submission, student requests, and post code match where possible.
- ✦ **Local** placements are within **one hour drive** of where you live but students may be required to travel longer distances than this to an allocated placement.
- ✦ If you work in a health facility, you must advise the Professional Experience Placements Team (PEPT) via [InPlace](#) as soon as you are employed.
- ✦ Important placement information will be communicated to you via **email**, [InPlace](#) and the [Nursing Professional Practice Hub](#). Make sure you check these regularly.
- ✦ Students studying through Geraldton Universities Centre (GUC) in Western Australia may have some different requirements, if in doubt, please check with your Clinical Coach.
- ✦ **The 2023 Student Declaration that appears at the end of this document summarises the important points for you to assist, prepare and progress your clinical placements. You are required to read this handbook, sign the declaration, and submit this document to [InPlace](#) prior to placement.**

## The Professional Experience Placements Team (PEPT)

The Professional Experience Placements Team consists of Clinical Placement Officers and Professional Experience staff in Toowoomba and Ipswich. This Team allocates the clinical placements and can help you with any questions or problems about preparing for and attending a clinical placement. You can contact [iConnect](#) or our Team via [online chat](#) through our website, phone, or email. Nursing students enrolled through Geraldton Universities Centre can contact either the Geraldton campus for assistance or the Toowoomba/Ipswich team.

### PROFESSIONAL EXPERIENCE PLACEMENTS OFFICES:

#### Toowoomba/Ipswich

Chat: [Chat to us](#)

Email: [clinical@usq.edu.au](mailto:clinical@usq.edu.au)

Phone: 07 4631 2974

#### Geraldton

Email: [reception@guc.edu.au](mailto:reception@guc.edu.au)

Phone: 08 9920 4400

## The Academic Team

The Academic Team consists of the Clinical Course Examiners, Supervisors, Facilitators and the Clinical Education Lead. Your course examiners contact details will be included in the course Clinical Guides.

### Associate Head Clinical:

Professor Victoria Terry

Phone: 07 4631 2377

Email: [Victoria.Terry@usq.edu.au](mailto:Victoria.Terry@usq.edu.au)

### Clinical Coordinator:

Terri Davis

Phone: 07 46 4631 2697

Email: [Terri.Davis@usq.edu.au](mailto:Terri.Davis@usq.edu.au)

### Geraldton Universities Centre (GUC) contact:

Geraldton

Nursing Coordinator

Phone: 08 9920 4400

Email: [amandac@guc.edu.au](mailto:amandac@guc.edu.au)

### Rural Placement Support:

Mrs Jessica Elliott

Phone: 07 3812 6233

Email: [Jessica.Elliott@usq.edu.au](mailto:Jessica.Elliott@usq.edu.au)

[NUR:PPHub Rural Placement Information Discussion Forum](#)

**For safety concerns or emergencies that arise after hours or in the event of a critical incident, if you are distressed, or have been involved in any emergency, please phone: 1300 998 236**



## 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 clinical placements. This obligation means *students must be fit to practice and must act within the guidelines of the law while on clinical 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 semester of study. At UniSQ this occurs after the Census Date. Students' 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. P 126 Health Practitioner Regulation National Law Act, 2009).

To comply with the Health Practitioner Regulation National Law Act 2009, there are requirements that **MUST** be met by the University and each student to ensure patient safety and legislative compliance are met.

**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 has an impairment that, in the course of the student undertaking 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 nursing students is what undergraduate students are educated, skilled and authorised to perform. The scope of a student's practice is influenced by:

- ✦ Progress within the program
- ✦ The health care needs of the clinical learning environment
- ✦ The level of acuity of the patient/client in the health care setting
- ✦ Available support and supervision

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

- ✦ **Student nurses** are required to work under the supervision of a registered nurse at all times and adhere to hospital policies particularly in relation to drug administration.

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

Reading and becoming familiar with the below Nursing and Midwifery Board of Australia (NMBA) documents will ensure you are following professional and ethical guidelines in practice. These can be obtained via the links below or via the links on the [Nursing: Professional Practice Hub](#).

[Registered Nurse Standards for Practice 2016](#)

[Code of Conduct for Nurses \(1 March 2018\)](#)

[Code of Ethics for Nurses \(1 March 2018\)](#)

## Social Media

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

**SOCIAL MEDIA:** As a student you are not to post **any** information about your clinical placement, patients, the facility or your fellow students or anything else related on any social media forum. You may be dismissed from placement if anything posted contravenes any of the laws or codes that apply.

## How this might impact your clinical placements

- ✧ **Complying with the legislation:** The 'UniSQ Student PPE Handbook Declaration' is the last 2 pages of this handbook. You are required to read, tick all boxes, sign and submit this at the start of each year once this handbook is updated for the year. By signing this document, you are informing UniSQ and the health facility that you
  - fulfill all the conditions of the legislation
  - you will abide by the mandatory requirements
  - you do not have any of the limitations discussed in this handbook or in any of the legislation or codes that have been discussed as ***it is YOUR responsibility to make sure this is correct.***
- ✧ **Safety for Placement:** You must provide a Working with Children Card (WWC) (or relevant AHPRA registration in Qld only) an Australian Federal Police Check and a National Disability Insurance Scheme (NDIS) card prior to undertaking placement. These check for any charges recorded against you. If you have a charge against you, it will be raised with the Clinical Education Lead in the first instance. If something happens which could result in your WWC or NDIS card or Police Certificate being cancelled (e.g. a criminal charge), you need to inform AHPRA within seven days. You also need to let UniSQ know that you are no longer able to go on placement.
- ✧ **Fitness for clinical placement:** There are [inherent requirements](#) that must be met in order to successfully complete this degree. Inherent requirements are fundamental skills, capabilities and knowledge that students must be able to demonstrate to achieve the essential learning outcomes of the degree, while maintaining the academic integrity of the degree. Read and understand the [inherent requirements specific to the Bachelor of Nursing](#) before applying. Sometimes your situation or health could change over the course of your studies. This can impact on whether you are still able to meet the conditions. If your situation does change, please notify either your Course Examiner or the PEPT or, in Geraldton the GUC Clinical Coach, to discuss whether you are 'fit for placement'. Most of the time you will be asked to obtain a medical clearance from your doctor that says you are fit to go on placement. You can also seek advice and guidance from an UniSQ Equity Officer at [disabilitysupport@usq.edu.au](mailto:disabilitysupport@usq.edu.au)
- ✧ **Pregnancy:** **If you become pregnant during your study, you will not be able to do a placement for 6 weeks either side of your estimated due date.** If you are enrolled in a placement course in the semester when you are due to give birth, you must notify the PEPT 6 weeks prior to placement release date for that semester, so you can be placed at an appropriate time to meet the requirements. Include a letter from your doctor with your estimated due date and confirmation of your fitness to do placement while pregnant. Upload these to [InPlace](#) as a special consideration request.

If you are planning a pregnancy, you will need to have your required immunisations before you become pregnant. If you have not been immunised or don't have immunity and are already pregnant, you may not be able to have some immunisations until further into your pregnancy. Please get in touch with the PEPT to discuss these your situation and your capacity to still attend placement.

## Professional support during placement

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

Please note, this is not a crisis service and is only open from 9.00 am- 5.00 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**

**Your health and wellbeing is important to us at UniSQ. We want to assist you in meeting the clinical needs of your course. To do this, we need to hear from you when a health condition/disability, mental health related issue or other situation occurs that may affect your placements.**





## Eligibility for clinical placements

### For students to be eligible to go on placement they must:

- ✦ Meet the inherent requirements for the BNSG
- ✦ Pass the pre-requisite courses for the placement course/s
- ✦ Enrol in the clinical course
- ✦ Submit/update all mandatory documents within timeframes
- ✦ Be allocated a placement
- ✦ Prepare for orientation and any facility specific requirements

**Pre-requisite courses and Enrolment:** Contact **iConnect** or your Student Relationship Officer (SRO) if you have questions about your course progression, pre-requisites for clinical placement courses or if you are having trouble enrolling in your courses. You can email them at [usq.support@usq.edu.au](mailto:usq.support@usq.edu.au).

Geraldton (GUC) students must discuss progression issues with the Nursing Academic Coordinator and the Clinical Coach.

If you happen to **fail a pre-requisite course** for a clinical course in which are already enrolled, you will be removed from the clinical course **according to UniSQ Pre-Requisite procedure**. If you are already undertaking placement, you may be asked to leave your placement. This does not apply to incomplete grades for pre-requisite courses. Any already completed hours in this situation, **will not** be counted towards your overall clinical hour requirements.

### Plan ahead and be well prepared for your placement.



## 2022/2023 Changes & Updates to Clinical Placements

Please review the changes to placement requirements listed below. There is either a reference to a page number in the handbook or a link for more information.

- ✦ **Placement Hours:** Students are expected to complete 100% of clinical placement hours. The reduction of program hours due to COVID-19 no longer applies.
- ✦ **MedSafe:** Students must achieve 100% for MedSafe modules in pre-requisite courses for clinical placement. If 100% is not achieved, students will be removed from the clinical course and not permitted to attend placement.
- ✦ **QHealth Student Deed Poll:** No longer mandatory for all students unless you are allocated to a QHealth facility for placement. A new document must be uploaded for every single QHealth placement once placements are released on [InPlace](#). Go to the [NUR:PPHub](#) for more details.
- ✦ **Inherent Requirements:** the inherent requirements of the BNSG are those fundamental skills, capabilities and knowledge that students must be able to demonstrate in order to achieve the essential learning outcomes of the program, while maintaining the academic integrity of the program.
- ✦ **Report COVID-19 diagnosis:** if you have been diagnosed with COVID-19 and this will impact on your placement or studies, please complete the digital form [linked here](#). If necessary UniSQ will contact you for more information.
- ✦ **COVID-19 vaccinations:** students must be fully vaccinated prior to attending placement and have provided Medicare evidence on [InPlace](#), this may include the booster. Please upload Medicare evidence to [InPlace](#) once received. Students will **not** be allocated a clinical placement without evidence of COVID-19 vaccinations.
- ✦ **Mask Fit testing** all students are required to be mask fit-tested for a N95 mask prior to attending placements. You will need to upload evidence of two masks and include the type of mask, fit factor rating and the date you were fit tested, to [InPlace](#). Please go to this link to access the UniSQ Online Booking System and for further information. Further information is available on this [SharePoint site](#).
- ✦ **Make-up shifts/hours:** for graduation you will be required to provide a copy of all of your timesheets to show missed or made-up shifts to the Placement Office, so that your make-up requirements can be calculated and verified.
- ✦ **Make up Assessments:** Should you require a make-up block of 40 hours or more, you are required to submit a **paper based** final ANSAT report along with the timesheet. See Page 26 for more information.
- ✦ **New Clinical Uniforms:** Along with the new branding of UniSQ will come new clinical uniforms. These will be available from School Locker (see p.22). Students are permitted to wear the old/current uniform for the remainder of 2023, however we do encourage you to embrace the new UniSQ if you are able to do so comfortably.
- ✦ **ANSAT online via InPlace:** Clinical Facilitators and Preceptors will complete the ANSAT assessment tools online in [InPlace](#). Students will also be required to complete their ANSAT comments in [InPlace](#). See Study Desk and Course Clinical Workbook for more information.
- ✦ **PPE Resources:** with the spread of COVID-19 the following resources endorsed by Queensland Health are available and should be read prior to your placement [Metro North donning and doffing video](#) and [Infection prevention and control guidelines for the management of COVID-19 in healthcare settings](#). We also ask that you repeat the [COVID-19 Infection Control Training](#) module as often as possible.
- ✦ **The 2023 Student Declaration:** is found at the end of this document and summarises the important points to assist you to prepare for and progress your clinical placements. You are required to read this handbook, tick all sections on pages 39 and 40, sign the declaration, have your signature witnessed and upload both pages to [InPlace](#) prior to your first clinical placement.
- ✦ **Students should not drive vehicles belonging to the placement organisation:** students are only permitted to travel in vehicles belonging to the organisation as passengers and must be accompanied by a registered nurse during any trips made in motor vehicles. See page 30 for more information.
- ✦ **Clinical Bursary changes:** Clinical bursaries will be managed through the UniSQ Scholarships Team in future and the process is being finalised at present. Please check the [UniSQ Scholarships website](#) for more information once this is finalised.

## Clinical calendar

A Clinical Calendar is provided each year on the [NUR:PPHub](#). It includes the seven clinical courses and the dates of each block or integrated placement. It includes a calendar for each semester so you can get a better understanding of when you might be allocated a clinical placement. This helps you with submitting preferences and planning your placement around residential schools and other university related activities.

Please be aware however that while the PEPT tries to work with student preferences for blocks, there is no guarantee that it will be possible to provide you with your preferred placement.

**You are expected to be available for placement at any time in the semester including mid-semester breaks and exam weeks, so please remember this when you are making personal plans.**

## Important dates

It is important that you plan and prepare for your placements and to help you do this, the PEPT provide an 'Important Dates' document each year. This is available on the [NUR:PPHub](#).

You will find the dates for anything related to preparing for placement in the Important Dates document including:

- ✦ When mandatory documents must be updated for each semester
- ✦ When placement preferences are open on [InPlace](#) for each course
- ✦ When rural self-selectable placements will be available each semester
- ✦ When special consideration requests must be provided by
- ✦ When placement allocations will be released on [InPlace](#) for you to view

Please read this document for clarification on when everything is due for your placements.

***Please note: Do not wait for the semester you are enrolled in a clinical placement to start preparing. Self-selecting rural placements, preferencing, special consideration submission and placement release all take place the semester before you are enrolled in a placement course.***

## Mandatory documents

These are documents that UniSQ is required by the health facilities to collect from each student and monitor to make sure they are completed and current for the duration of each placement. They **MUST** be provided and updated via [InPlace](#) before each placement.

- ✦ *Monitoring these documents forms part of UniSQ's agreements with health facilities to provide placements and therefore if you have not submitted or updated all mandatory documents, you cannot attend placement.*
- ✦ *At times UniSQ is required to provide some/all of your mandatory document information to the health facilities for placement purposes.*

If most of your mandatory documents are not submitted/current when the placement allocation process begins each semester you will not be allocated a placement until you have submitted most of your mandatory documents. This can impact where you are allocated a placement and whether your preferences are still available when you are allocated a placement.

- ✦ *Start to prepare your documents the semester before you are enrolled in a placement course.*

The cut-off date for submission/updating of mandatory documents each semester is included in the Important Dates document. This date is usually two weeks prior to the last day to withdraw from a course without financial costs for the semester of enrolment and after this, if you have not submitted/updated ALL essential mandatory documents, you may be dropped from the placement course.

As placements at different sites and locations are limited, you should try to submit/update all mandatory documents **before preferencing closes** each semester for the best chance of being allocated your preferences.

The PEPT monitors mandatory documents closely when allocating placements. We recommend that you upload your documents as soon as you receive/complete them so that we can see that you are preparing for placement. Don't wait to receive all your documents before starting to upload them to [InPlace](#).

- ✦ *Look at the mandatory document requirements and work out how long it will take you to get everything you need – some can take 4 months and they must be completed before the cut-off date.*

Students who submit their mandatory documents after placements have been released for the semester, will still be allocated a placement once their documents have been uploaded to [InPlace](#) and verified. Placement options may be limited by this stage.

**If you are unsure or have questions, contact the PEPT early so they can help you  
– don't leave it until the last minute!**

There is a list of mandatory documents on the next page.  
All the links and documents required to assist you with  
completing everything are on the [NUR:PPHub](#)



## Mandatory Documents Checklist

*For more information and to complete these documents go to the Mandatory Documents list on the [NUR:PPHub](#)*

### \*UniSQ Student Declaration

- Clinical Handbook is updated at start of Semester 1 each year – review annually and sign the declaration
- Declaration is located on the **last 2** pages of the Clinical Handbook

✦ **Upload: 2 pages. Tick each box, sign, and have signature witnessed at the start of each year**

### \*Working with Children Card/Blue Card

- ✦ QLD applications must be submitted electronically via the Blue Card website
- ✦ If you have a pre-existing Blue Card, we will link you to UniSQ once you upload a copy of the card to InPlace.

✦ **Upload: Copy of WWC card OR QLD Students ONLY can provide relevant APHRA registration instead**

### \*National Disability Insurance Scheme (NDIS) Workers Screening Card

- Students are required to obtain a NDIS card for the state or territory where they live.

✦ **Upload: Copy of NDIS Worker Screening card**

### \*Australian Police Certificate

- Use one of the providers from the [Australian Criminal Intelligence Commission](#) list linked here.

✦ **Upload: Copy of certificate**

### \*CPR Certificate

- Must be yearly Australian nationally accredited face to face training course.

✦ **Upload: Copy of certificate**

### \*COVID-19 Infection Control Training

- Complete and submit prior to your first placement

✦ **Upload: Copy of completion certificate**

## Mask Fit Testing

### \*Mask Fit Testing

- Provide evidence of outcome of fit testing for 2 masks from either a placement facility, UniSQ or external provider

✦ Document showing date of fit test, mask fit test results and fit factor rating for two masks

## Immunisation Requirements

### \*Vaccine Preventable Disease Form (VPD)

- Required to be completed by a Health Practitioner and include Hepatitis B, Measles Mumps and Rubella, Varicella and Pertussis evidence – can take 4 to 6 months to complete Hep B

✦ **Upload: completed 5 page document**

### \*Influenza

- Must be obtained at the **start** of Flu Season each year (April) and be for the flu season for that year
- You are required to provide evidence in April/May each year

✦ **Upload: Dated evidence of being injected with vaccine from provider**

### \*Tuberculosis

- Complete and submit prior to your first placement
- If risk is identified, you will be required to be tested and upload evidence of clearance within 6 months

✦ **Upload: Completed TB Risk Assessment form and evidence of clearance if required**

### \*COVID-19 Vaccination Evidence

✦ **Upload: COVID-19 Digital Vaccination Certificate**

## Queensland Health Requirements

### \*QHealth Student Checklist

- Submit evidence only once
- Not required from GUC students

✦ **Upload: Student Orientation Checklist (2 pages) – all boxes ticked**

### \*QHealth iLearn Modules

- See page 6 for further details of modules and instructions to create an iLearn account
- Not required from GUC Students

✦ **Upload: Copy of each certificate**

## InPlace

[InPlace](#) is the cloud-based placement system used by UniSQ to allocate and manage clinical placements. Once you enrol in a subject for your course, an [InPlace](#) file is automatically created for you within 24 hours. You can then log in using the above link and your UniSQ log in and password. There is also a link on the [NUR:PPHub](#).

- ✦ **All your mandatory documents must be uploaded on InPlace.**
- ✦ Any other placement related activities e.g. preferences, special consideration requests, facility expressions of interest and accommodation are all done through [InPlace](#).
- ✦ Your placement allocation details will be found on [InPlace](#) when these are released.
- ✦ Your orientation information will be available via [InPlace](#) **two weeks** before your placement starts.
- ✦ Your placement status will be seen as 'confirmed' on [InPlace](#). Once it is completed, this will be changed to 'completed' as a bulk process once or twice per year. *This status has nothing to do with your grades or graduation eligibility so you will not be affected if it is not updated as soon as you complete the placement.*

There is a 10 minute [video](#) and written instructions on the [NUR:PPHub](#) for [InPlace](#). These will inform you how to upload your documents, how to submit preferences and all other information related to using InPlace.

### Using InPlace:

1. Watch the video and read the instructions on the [NUR:PPHub](#)
2. Use either **Google Chrome or Mozilla Firefox** as your browser as [InPlace](#) may not work properly in Explorer.
3. Your password and user name are the same as your other UniSQ login details.
4. Upload your mandatory documents as soon as you receive them.
5. When you upload your documents a message is sent to the PEPT to go in and 'verify' them.
6. If there is something wrong with a document you upload it will be rejected and a message will be added explaining why – please read this message before contacting the PEPT.
7. Make sure you check your documents a few days after uploading them to see if they have been verified as **yes or rejected**.
8. The PEPT try to check and verify documents within a week of you uploading them but sometimes it might take longer in busy periods.
9. Documents with expiry dates must be current for the **duration** of your placement (except Flu) – check the expiry dates before placements are released each semester. If your placement is not released you probably need to update one or more documents.

## Before placement allocations are released

### Types of nursing clinical placements

On the Clinical Calendar you will see dates for two types of clinical placement that are offered at UniSQ. These are block placement and integrated placements. Both placement types take place in a variety of clinical settings that align to the learning objectives within clinical courses within the BNSG program.

#### Block Placements

- ✦ A **Block** Placement takes place 5 days a week for the duration of the placement.

#### Integrated Placements

- ✦ **Integrated Placements are only available in Toowoomba at present and have become more limited and therefore availability cannot be guaranteed.**
- ✦ An Integrated Placement requires you to attend placement 3 days a week for a five (5) to seven (7) week period.
- ✦ To request an integrated placement to suit you, please submit your preferences on [InPlace](#) **prior to placements being allocated.**

#### Geraldton Placements

- ✦ Placements will be block placements
- ✦ Discussions regarding placement and progression must be directed to the Nursing Academic Coordinator and the Clinical Placement Officer

- ✦ If for extenuating reasons you are **NOT** able to do a placement in a specific block or in a particular location, please make sure you submit a special consideration request via [InPlace](#) **BEFORE placements are allocated** and include evidence to support your request in line with the '[Assessment of Special Circumstances Procedure](#)'.
- ✦ If you do not apply for special consideration, you must be willing to attend the placement you are allocated.
- ✦ If you cancel or do not turn up to an allocated placement with no explanation or appropriate evidence, you will receive either an FNC grade or be dropped from the course and have to re-enrol in a future semester.
- ✦ Students will not be re-allocated a placement in the same semester without appropriate evidence or explanation.

### Self-selectable placements

If you would like the opportunity to have a **rural or remote placement experience**, you can choose a self-selectable placement when these become available on [InPlace](#). You will need to be enrolled in the course to be able to select a placement. This only applies to second and third year rural and remote placements in Queensland – other placements will be allocated as usual.

- ✦ You will need to apply via [InPlace](#) during the dates this process is available - see the Important Dates document on the [NUR:PPHub](#).
- ✦ It will only be available for students with all mandatory documents provided via [InPlace](#) when applying.
- ✦ Requests will be assessed by the PEPT and if approved, placement details will be confirmed on [InPlace](#) at the time of approval allowing you to start planning.
- ✦ Contact the PEPT with questions via [clinical@usq.edu.au](mailto:clinical@usq.edu.au) or find more information on the [NUR:PPHub](#).
- ✦ Students enrolled in [NUR3799 Transition to Rural and Remote Practice](#) can self-select placements.

**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

In **Semesters 1 and 2**, students are given the opportunity to provide their preferences for regions and blocks or integrated placements that they would prefer. Preferencing is not mandatory and students who choose not to do this will not be penalised and will still be allocated a placement.

- Students **MUST** select 4 preferences from the list of approved Queensland regions (found on the [NUR:PPHub](#)).
- Preferencing is not a guarantee that you will receive your preferred region or block. Our placement officers use this as a guide and will try to place you in these regions where possible.
- **Interstate students** please select interstate and three other Queensland regions.
- Must be completed 6 weeks prior to the Placement Release Date.
- 4 preferences **MUST** be nominated for them to be considered.

For some popular placement regions you must make sure you have put in a preference for a placement as there are limited spots in most health facilities e.g. Toowoomba and Ipswich and students not preferencing these regions may be allocated elsewhere.

**The PEPT does try to allocate you to a facility within one of your preferred regions for your placement but there is no guarantee that you will be successful in being placed where/when you request.** Placement allocation depends on several factors, including submitting/updating mandatory documents, the number of students who request in the same location and the number of placements that UniSQ was allocated by the facilities in that region.

**Preferencing is not offered in Semester 3** due to limited placement options during this semester and preferences cannot be taken into consideration.

**Please note that preferencing is not available to GUC based students.**

## Facility Expression of Interest

If you have an interest in attending a particular facility, you will be able to lodge a **Facility Expression of Interest** via [InPlace](#). Expressions of interests will only be accepted during the preferencing period and will be second priority to your preferred regions. If you are requesting a placement in a facility where you work, this will be considered however, a maximum of two placements can be done in your workplace.

## ‘Special Considerations’

BNSG students can provide information that might impact when or where you are able to do placement. You have a responsibility to submit special consideration requests for any particular need you have for placement or factors that may restrict where/when you can attend placement e.g. *advising that you work in a particular health facility and therefore cannot do placement there, restrictions on when/where you can do placement, pregnancy restrictions or family support needs.*

- ✦ Your requests need to be in line with the ‘[Assessment of Special Circumstances Procedure](#)’ and you must provide evidence to support your request, such as a letter from an employer or doctor.
- ✦ Your **special consideration requests** can be submitted on [InPlace](#) for the duration of your degree if it remains applicable. It can be updated if your circumstances change.
- ✦ It must be submitted 6 weeks **prior** to the planned date for placement release to be taken into consideration. It cannot be guaranteed that requests can be met but the PEPT try to take these into consideration.
- ✦ If you **work in a health facility**, you must let the PEPT know prior to placement release as you may not be able to do a placement there.
- ✦ If you become **pregnant** during your course, you **MUST** notify the PEPT. Please submit a special consideration request **prior to placements being allocated** and include a letter from your doctor with your estimated due date.

**Students must not source their own clinical placements.**



## Rural and remote placements

There are exciting opportunities for students to attend placements at facilities in rural or remote towns. Most of the rural and remote sites have accommodation provided onsite at the hospital or nearby in housing provided by Southern Queensland Rural Health (SQRH). Depending on the accommodation that is secured there may be a small cost associated.

Rural and remote placements provide a chance to work with and understand different cultural groups, they can expand your knowledge, skills and capabilities giving you increased confidence. They also provide an opportunity to be involved in the community and experience tourism opportunities in places you otherwise might not visit.

Students also receive great support from the academic team during these placements. Please review the information on the [NUR:PPHub](#) under the 'Rural Placement Information' section and consider putting in a preference for placement at one or more of these sites.

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.

## Students in states outside Queensland and Western Australia

Students who live in states outside Queensland and are non-GUC students, and who wish to do placement locally, must submit a special consideration request to the PEPT via [clinical@usq.edu.au](mailto:clinical@usq.edu.au) at least the semester before they are enrolled in a clinical placement course. This is to allow the PEPT the best opportunity to source a local placement for you. It can be difficult to obtain placements in other states so be aware that you may have to travel to other locations in your home State or Territory or to Queensland for some/all of your placements if we are unable to source them locally for you.

## Placement allocation process

Once preferencing is completed each semester, the PEPT begin allocating placements. Students who have worked hard to prepare for placement and have submitted all or most of their mandatory documents or who have kept their mandatory documents current for the upcoming semester are usually allocated placement first and are therefore more likely to be allocated to one of their preferences. Special consideration requests are also taken into consideration at this point which is why it is important for you to submit them early.

- **There is an expectation that you will be able to travel to a placement in this program if required.**

UniSQ consider that a placement within one hour (each way) drive of your address (as per Google maps) to be a local placement and this is the standard by which placements are allocated. **This only applies to Queensland and GUC students.** This does not mean you will definitely be allocated a placement within this radius from your home as we do not receive unlimited placements within any facility and therefore it depends on the availability of placements as well.

- **You may be automatically allocated a rural or remote placement or a placement away from home. If there are no other placement options available or you do not meet the review of allocation criteria, then you will be expected to attend the placement allocated, regardless of location.**

The important dates document available on your NUR:PPHub site provides you with the dates when placement allocations will be released for each semester.

## After placement allocations are released

### Placement release process

**Step 1:** Your placement details will be released on the allocated release date if:

- ✦ At least 8 of your mandatory documents including WWC, NDIS card, VPD form and COVID-19 vaccinations (may change depending on current requirements) are submitted via [InPlace](#).
- ✦ A message is posted on the NUR:PPHub forum advising students of placement release and any other information supporting the placement release. This message is important for you to read and understand as it includes any new processes, placement swap information (one or two week timeline) and anything else that relates to the placement release.

**Step 2:** Your placement details will be hidden again after the end of the one to two week swap period:

- ✦ If you have not submitted/updated **all** documents so that they are current for the duration of your allocated placement your placement details will be hidden but your placement will remain allocated to you.
- ✦ If all your documents are submitted/updated and current for the duration of your placement, your placement will remain visible.

**Step 3:** Once you have updated all your documents and they have been verified by the PEPT

- ✦ Your placement details will be made visible again and your placement is approved for you to attend.

### How this process assists students:

#### Planning for your placement

It can be difficult to keep your mandatory documents up to date and current for the semester ahead, so this process allows you to see your placement details earlier than you might have otherwise done. You can plan residential schools and labs around placement and organise family or work commitments to fit in around your placement.

- **Take a screenshot of your placement details so you will have the dates and site details if your placement is hidden again.**

#### Swapping placements

Students who feel that their allocated placement does not suit them, can use the opportunity of knowing where their placements are to try to swap their placement with another student who is enrolled in the same placement course for the same semester. There will be swap forums available for each placement course on the NUR: PPHub and students can post requests to swap and connect with other students in the same situation.

Should you not be able to swap your placement with another student, you may be eligible to submit a 'Review of Placement Allocation' form if you meet the criteria for this (in semesters 1 and 2 only).

#### Updating mandatory documents

Knowing when you are allocated placement helps you to see which documents will expire while you are on placement which makes it easier to know what you need to update. In Semester 1 only, Flu vaccine and the Student Declaration may not be able to be updated until later in the semester as they are not available at Semester 1 release dates.

**Please remember when placements are released that it CANNOT BE GUARANTEED that your preferences, facility expressions of interest and special consideration requests will be met as there are many factors that affect placement allocations**

## Student responsibilities

### Please consider these points when enrolling each semester to ensure you can meet expectations

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

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

**If you do not accept the placement allocated to you or withdraw or cancel a placement in an unacceptable timeframe, you will be administratively dropped from the clinical course and will need to enrol in the next semester that the placement course is available. Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations.**

## Swap process

After placements are released each semester, you have the opportunity to try to swap your placement with another student **if you feel it is unsuitable for you**. There will be 'swap forums' made available each semester on the NUR:PPHub for you to request another student who is enrolled in the same semester and in the same course as you, to swap their placement with yours.

If you wish to swap a placement with another student, both of you need to agree and **both** of you will need to send an email to [clinical@usq.edu.au](mailto:clinical@usq.edu.au) advising the PEPT and requesting that the swap be made. The swap will not be official until your [InPlace](#) file is updated with the change, and you receive confirmation of the swap from the PEPT. Swap requests must be submitted at least 2 weeks prior to your placement commencing.

When placements are released, the PEPT put a post on the NUR:PPHub with information about the placements being released. This includes when review of placement allocations will become available for eligible students who have not been able to swap their placement.

## Placement Appeal (Previously Review of Allocated Clinical Placement)

If you are given a placement which you feel is unsuitable, you should first try to swap with another student through the swap process. If you have been unsuccessful with this and you meet the eligibility criteria, you will have 10 business days after placement release to submit a 'Placement Appeal Application' form. The due dates will be on the 'Important dates' document.

To be eligible to submit a Placement Appeal for review, your reasons must meet the requirements of the [Assessment of Special Circumstances Procedure](#). You must provide evidence against this policy to support your application – for example a letter from a doctor, an employer or a statutory declaration signed before a Justice of the Peace to support your application or another official document relevant to your request. This must be lodged via [InPlace](#). The PEPT will not reallocate or change clinical placements without a 'Placement Appeal Application' from you which includes evidence to support your request.

**The Placement Appeal process is only available for Semester 1 and 2 placements. It does not guarantee your placement can or will be changed. You may need to attend your original placement.**

## Accommodation

Many Queensland Health rural and remote locations where you might be placed, have accommodation available for students onsite. In some locations SQRH also have accommodation accessible for students.

The availability of accommodation can make it easier for students to be able to attend placement at these sites as it decreases the financial pressure of attending a rural placement; you will also probably meet staff members or other students who are accommodated here.

Public transport may be available to travel to your placement location but students must check ahead of making placement requests. Students are encouraged to consider the capacity of their car to travel long distances and their confidence in driving to remote locations. Accommodation is usually located close to the facility itself but may be a short distance away. There are bicycles for students staying in SQRH accommodation.

There is further accommodation information available on the [NUR:PPHub](#) advising you of locations where accommodation is usually available and how to apply for accommodation in each area where it is available. Once you receive your placement allocation, check the accommodation information and then if required, submit an application for accommodation via [InPlace](#). This will be reviewed and you will be advised of the process from that point as it may be different for different sites.

There is not accommodation available in all areas where you might be allocated a placement. If you are allocated a placement that requires accommodation or travel, there are opportunities to apply for funding to assist (see below).

GUC students please contact your Clinical Coach for accommodation information.

## Clinical bursary application

Clinical bursaries are available to assist nursing students who are undertaking their placement in **rural or remote areas away from where they usually reside**. They are also offered to assist **regional students to attend placement in a large metropolitan hospital**.

In 2023 a new process has been implemented and the clinical bursaries are now managed by the UniSQ Scholarships Team. The process is still being finalised, however once it is you will be able to find more information on the [UniSQ Scholarships Website](#).

You may also find other UniSQ funding or bursary opportunities that you are eligible to apply for on the UniSQ Scholarships website.

## Southern Queensland Rural Health

If you are a Commonwealth supported student allocated to a South West Hospital and Health Service or Darling Downs Health rural placement, SQRH support may be available to you. Further information can be found through their [website](#).

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

***Submit your SQRH accommodation request via InPlace at first and you will then be provided with further information***



## Orientation and Roster information

The orientation information on [InPlace](#) is divided into sections. It includes any extra requirements that you need to complete for a particular placement location, information for the first day of placement, accommodation information for different sites and roster information.

The information for your first day of placement and your roster (if provided) is updated on [InPlace](#) **two weeks** prior to your placement commencing. This is to avoid creating confusion for students allocated to different block dates. The dates that the information is for is always included so please check that they are the same as your allocated placement dates, if a roster is attached, it will be for the students who are attending placement on those dates. The dates will also be on the roster.

Some facilities do not provide a roster and you will be advised of your placement shift hours on your first day of placement. This is a decision made by the facility and UniSQ cannot provide a roster for you in this instance.

You are encouraged to check all other information for the facility you are attending well ahead of your placement as many facilities have extra requirements that you need to complete before attending placement and some may take more time to complete (for example you may be required to obtain a First Aid certificate or complete further iLearn modules). Again, this is facility specific, and you must meet these requirements in the required timeframes or you will not be able to attend placement.

Any extra documents required are to be uploaded to [InPlace](#) under the 'Facility Specific Requirements' section.

**GUC students please contact your Clinical Coach for orientation information and any other placement issues.**



## Preparing for and attending placement

### Clinical equipment and uniform

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

**Clinical Equipment** - Students should purchase a stethoscope with bell and diaphragm. These are available online through [School Locker](#) and any medical equipment supplier.

**Clinical Uniform** - The UniSQ clinical shirt and optional jacket, and belt bag are available to be ordered online through [School Locker](#). There are some available through the Toowoomba Campus Post Office or from the Cafes at either Ipswich or Springfield campus. 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 clinical 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 clinical uniform shirts available online or on campus. They are peacock green for nursing students. Any old USQ branded uniforms can still be worn in 2023.
- ✦ **Shoes:** Black or navy blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole for both genders (**NO** joggers or sandals).
- ✦ Hijabs or headscarves must be navy blue or black in colour.
- ✦ Black or white sport socks or walk socks.
- ✦ Optional – UniSQ jacket for winter.

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

**Student ID** - If you wish to do so, you may obtain a student identification 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.

**Mask Fit-Testing** - Currently, all students, regardless of their placement site, are required to be fit tested for two N95 masks before commencing placement. UniSQ can provide fit-testing at Toowoomba and Ipswich campuses. You will need to upload evidence of two masks and include the type of mask, fit factor rating and the date you were fit tested, to [InPlace](#). Further general information and an appointment booking link is available on this [SharePoint site](#). Alternatively, students can be fit tested externally in a private setting, although you may incur a cost.

### Clinical deportment

Nursing is a highly respected profession, and it is expected that you will present yourself in a professional manner (this is measured on the ANSAT tools for each clinical 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 facility.

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. 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.

## Clinical supervision models



UniSQ use two models for supervising clinical courses:

- ✦ Facilitation Model
- ✦ Preceptor Model

The model used depends on the:

- ✦ Clinical course
- ✦ Availability of supervisors
- ✦ Clinical facility's requirements

The method of clinical supervision available at each facility are noted on the [InPlace](#) website. Some facilities use more than one model.

**Please note the term 'Placement Supervisor' has been used throughout this handbook to cover all terms.**

### Facilitation model

This model is suited to the nursing students studying NUR1399 Foundations of Nursing Practice, although it may also be used at times in other clinical agencies.

The model uses a Registered Nurse to supervise a group of usually 6-8 students. The Facilitator will organise, supervise and evaluate your clinical placement. The Facilitator may be an employee of the clinical facility or UniSQ.

### Preceptor model

In this model students will be assigned an experienced Registered Nurse, who will be your Preceptor during your placement. Most of the time you will be working closely with your Preceptor and be on the same shifts. This does mean that you will be rostered with your Preceptor and will be expected to work any of the three shifts, including weekends (if rostered). Preceptors are aware of the required assessments for your clinical course. On some placements you may have more than one preceptor. If you have more than one preceptor, your final Clinical Evaluation will be conducted using comments from all your Preceptors but will usually be compiled by your Principal Preceptor or nominated Registered Nurse.

**UniSQ Clinical Course Supervisor** (or a team member) will either make a phone call or visit the clinical agency where you are placed to check in with the facility during your placement. These visits allow discussion and feedback with you and/or your facilitator, allow questions about your assessment items, and assist you to link theory to clinical practice.

### No Placement Supervisor available

*If students arrive to a Facility for a clinical placement shift, and there is no RN present students have the following options: if there is another registered health care worker who agrees to supervise (eg EN or GP), students may remain at the facility but must only observe and shadow staff performing all cares, appointments, assessments or any other tasks that take place. Students must NOT undertake any action, skill, task, or clinical intervention with no RN in the Facility. OR the other option is: students may choose to leave the Facility and make up an extra day later in the placement or on another placement in the program. Students should inform the staff at the Facility and the course examiner of the option chosen. If this is a regular occurrence during the clinical placement, please inform the nursing placements team at : [clinical@usq.edu.au](mailto:clinical@usq.edu.au)*

## Attending clinical placements

**It is expected that you will attend 100% of your clinical placements** at the time and shift allocated by the clinical facility. This is a requirement of the course specifications for a clinical course. If you do not comply with the roster and roster guidelines set for you by the facility, you may be asked to leave your placement. This could result in an unsatisfactory grade. **Your clinical placement takes priority over other work commitments.** Please give your employer plenty of notice, so work does not impact on your ability to attend your clinical shifts. You will receive orientation information on [InPlace](#) two weeks prior to your placement commencing.

### Requesting a rostered shift change

With extenuating circumstances, if you need to request a shift change from your rostered shift while on placement, you can approach your clinical supervisor/Nurse Unit Manager (NUM) to request the change. GUC students are unable to request changes from the facility and must contact the Clinical Coach to discuss any concerns.

### Facility requests that you change a shift

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

**Nursing involves shift work** - your clinical placements will also include shift work including morning, afternoon and night shifts. You may also be required to do placement shifts on public holidays.

## Getting the most out of your clinical

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

- ✦ Introduce yourself to the staff within the area you will be working
- ✦ Come prepared with learning objectives
- ✦ Be engaged in all clinical activities
- ✦ Be punctual and dressed appropriately
- ✦ Take time with your placement supervisor to clearly communicate your placement goals, personal strengths and expectations
- ✦ Seek feedback for each shift
- ✦ Achieve a satisfactory grade on the assessment items
- ✦ Attend clinical placement for the full number of hours allocated to each clinical course
- ✦ Bring your clinical guide/workbook/portfolio documents to placement each day
- ✦ Submit all assessment items electronically through the course Study Desk by the due date.



## Absence while on clinical placement

**Absences are only accepted due to illness or extenuating personal circumstances. Make-up hours are very difficult to secure, especially toward the end of your program, so please commit 100% to your placement hours.**

- ✧ If you are absent during a clinical placement, you must inform the facility and relevant staff members AND your course examiner/clinical coach AND the UniSQ Placements Office immediately.
- ✧ If a student is absent from placement for two days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the Placements Office, **within 10 working days of the absence**.
- ✧ Except in extenuating circumstances (and at the discretion of the course examiner), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.

**All days/hours missed will need to be made up.** We strongly recommend that you make up one or two missed days with extra shifts while on your placement (these can usually be arranged with the NUM).

You may be out on placement during semester breaks and/or may be out on placement during the exam period. If you have an exam timetabled during a clinical placement, you can make arrangements with the NUM to have that day off, however, **this day must be made up**. You are not permitted to take days off to study or to complete assignment work.

## Make-up

**Where a student's clinical placement is incomplete because the student has not completed the hours required, make-up hours will always be necessary.**

Make-up can be difficult to manage for a number of reasons and to assist with this we have different processes to deal with it depending on:

1. Whether you are due to graduate at the end of the upcoming semester and completing your final placements
2. How many hours you have missed
3. Whether you are placed at a facility that allows make-up during the placement

**All GUC students please contact your Clinical team member to organise make-up time**

### Therefore:

- ✧ If you are due to graduate at the end of the semester of placement, and you have not been able to make up missed hours in previous placements, please notify the PEPT prior to the start of the semester so that make-up can be organised for you.
- ✧ If you have missed up to 16 hours and are not due to graduate at the end of the semester, please try to make up the hours on your next couple of placements. If you are not successful, then please notify the PEPT at the end of that semester prior to the next semester commencing, so that make-up can be discussed and organised for you if necessary. Refer to the previous point as you near the end of your degree.
- ✧ If you have more than 16 hours to make up, please contact the PEPT to see how this can be best managed.

**Clinical placements are a limited and expensive resource. Students are expected to make every effort to attend their placement on the days and in the timeframes offered.**

## Hours/Days missed on clinical placement

### ✧ Missed hours (up to 16 hours)

If you have missed up to 16 hours or 2 shifts (whichever is greater) you should try to arrange make-up while on your current placement if the facility can allow this. This may not be possible for NUR1399 or other facilitated placements.

*Students that have missed more than 8 hours of placement will receive an Incomplete (IM) grade until they have an opportunity to undertake makeup in the course.*

### ✧ Missed hours (over 16 hours and under 40 hours)

If you have missed up to 40 hours or 3 - 5 shifts you must make this time up during your next clinical placement or at the earliest time possible if the make-up is required in the final semester of your enrolment.

*Students in this category who have provided acceptable documents supporting their missed hours, will be placed on an Incomplete (IM) grade until they complete their assessment and the hours required.*

### ✧ Missed hours (over 40 hours)

If you miss more than 40 hours in specialty areas (e.g. NUR1399, NUR3599), with supporting documentation to justify this, you will be required to make-up hours in that specialty area. The grade that is entered will be decided by the course examiner but the student **MUST** have completed a successful Interim report, achieved some of the required competencies and have an accurate timesheet.

- ✧ It is **your responsibility** to ensure you keep a record of any hours/days that have been missed and need to be made up. You must email your Examiner as well as the PEPT to advise them of the missed shifts. There must be a **genuine reason** ([Assessment of Special Circumstances Procedure](#)) for a shift change or shifts to be missed.
- ✧ If the facility is unable to provide the make-up time needed, contact the PEPT, your Course Examiner or the Clinical Coordinator for advice about organising make-up hours.
- ✧ Some facilities do not want students to ask about make-up opportunities – this will be noted in your orientation information. In this situation please ask the PEPT to request make-up at this facility while you are on placement.

### ✧ ANSAT Assessment while on makeup placements

Should you require a make-up block of 40 hours or more, you are required to submit a paper based final ANSAT report (see attached) along with the timesheet. Please ensure you discuss these requirements with your preceptor, and when you have completed the hours, please send the ANSAT report and your timesheet to Professor Terry at [victoria.terry@usq.edu.au](mailto:victoria.terry@usq.edu.au).

Please also submit all clinical placement timesheets, including from make-up, to InPlace, so all hours completed in the Program can be totalled.

## Public holidays

If there is a public holiday on one of your clinical days and the area/facility you are doing placement in is open and functioning, students will be expected to work the shift. If the area/facility is closed for the public holiday those missed hours must be made up.

**Students must keep a timesheet and record clinical hours completed or missed for every clinical placement. You will be asked to provide these to the PEPT so we can verify and calculate any make-up hours required.**

## Identification of student related concerns

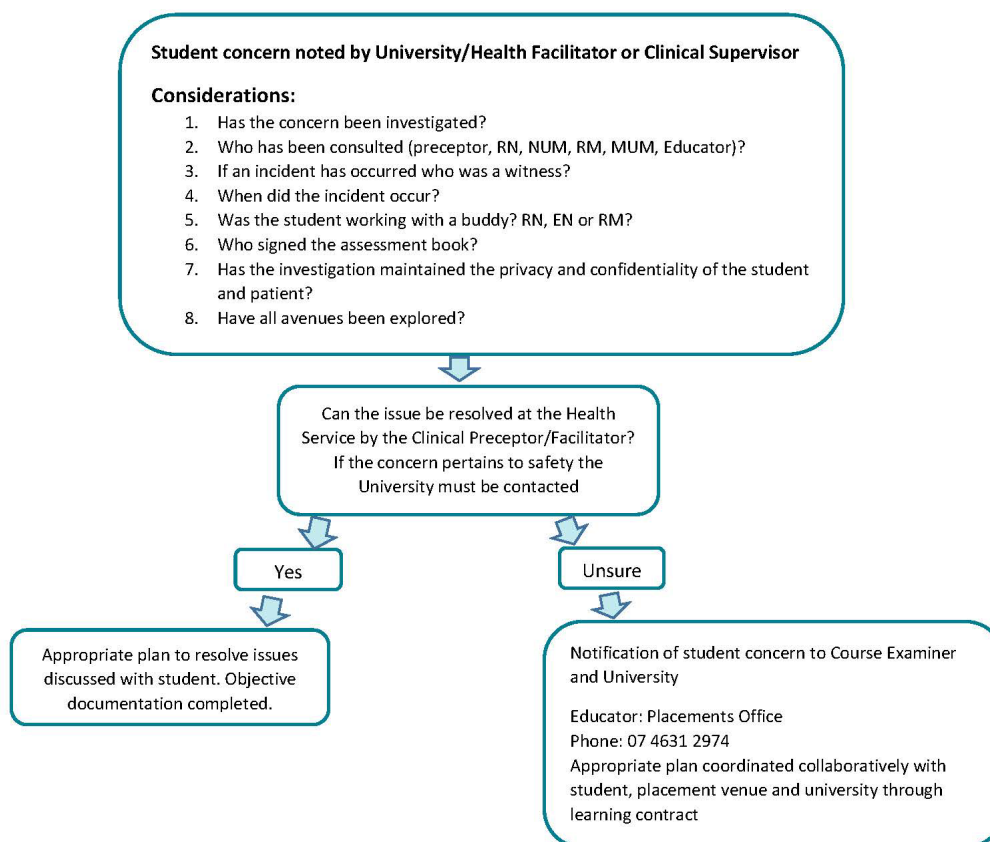
The following guidelines are used when areas of student responsibility are not fulfilled. This can be where a performance concern has been identified or where a student is unfit or unprofessional. Initial communication with the student and university representative is very important. This flowchart is to assist in addressing concerns and providing support and guidance to the student and the facility.

Students must communicate with the course examiner if there are any issues, concerns or if the student is uncomfortable with any placement feedback. The course examiner or supervisor will communicate with the student and facility staff to determine if any additional support is required to assist with student success. A clinical development plan (CDP) may be issued and in consultation with the student/facility staff and the university.

These charts act as a guide for student management issues however each concern is managed independently based on what is required. For concerns that are serious a more complex decision guide is used. This needs to be conducted with the University and Health Facility collaboratively.

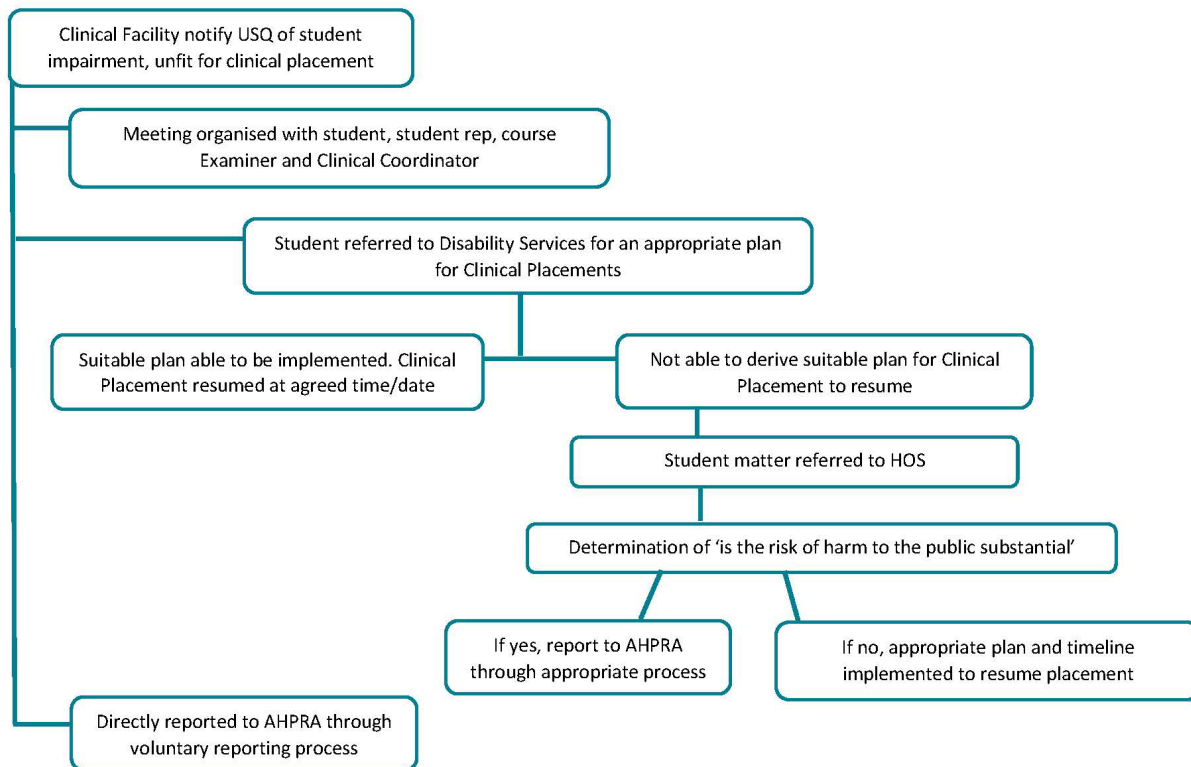
- ✧ Decision Guide – Performance Concern
- ✧ Decision Guide – Unfit for Clinical Placements

### Decision Guide – Performance Concern



## Decision Guide – Unfit for Clinical Placements

Be aware of the [inherent requirements](#) for Bachelor of Nursing students – see page 34.



## Clinical course specifications

The course specification for each clinical course gives the information you must have about course evaluation. Download your course specification and become familiar with what you must do if you plan to obtain a passing grade in the course. Information about your Clinical and Clinical Courses can be found on the StudyDesk sites.

## Clinical course evaluation and assessment tools

All of your clinical assessment documents and assessment requirements are located in your clinical course workbooks and on your clinical course study desk sites. Your assessments are completed via InPlace. Your workbooks must be downloaded and printed to take with you on your placements. You must ensure the timesheet is with you at all times and signed by your supervisor, facilitator or preceptor at the end of EVERY shift.

The clinical course evaluation 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' available on the [NUR:PPHub](#). 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.

## Student evaluation of placement

You have the opportunity to evaluate your placement and supervisor at the end of your clinical placement. The evaluation form is located on InPlace ANSAT. If you have any concerns about the ability of the staff at a facility to provide an effective and supportive experience, please follow up with the your Course Examiner.

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.

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 Placement Office do not have copies of these documents should you lose your copy.**



## Insurance, Emergency situations and Risk Management

### Insurance while on placement

While you are on a compulsory placement for your course, you will be covered by UniSQ insurance for some aspects of your placement. Please go to the [NUR:PPHub](#) for more information on how you qualify to make a claim.

### Injury while on placement

If a student is injured or becomes unwell on placement and the Student/CF/Preceptor/NUM assess that an Emergency Department consultation is necessary.

If the student is on placement and on duty in a Private Facility with an Emergency Department (ED), where payment is required:

- ✦ The student is offered the choice to either be transported to the ED or to be transported outside of the hospital to a public facility ED via QAS
- ✦ **Contact Professional Experience Placements Office immediately on 1300 99 82 36**
- ✦ If the student chooses to stay in the private hospital ED, and the injury is a WorkCover claim, the student should be informed the University will **not** be responsible for any costs incurred for consults and treatment
- ✦ If the student chooses to stay in the private hospital ED due to an acute illness, the student should be informed the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment

If the student is on placement and on duty in a Public Facility with an ED:

- ✦ The student is offered the choice to either be transported to the ED or to be transported outside of the hospital to a private facility ED via QAS. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
- ✦ The student should be encouraged to remain in the public hospital ED where there are no costs involved for consults, investigations and treatments
- ✦ **Contact Professional Experience Placements Office immediately on 1300 99 82 36**
- ✦ If the student chooses to travel to a private hospital ED, and the injury is a WorkCover claim, the student should be informed the University will **NOT** be responsible for any costs incurred for consults and treatment
- ✦ If the student chooses to travel to a private hospital ED due to an acute illness, the student should be informed the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment.

### Driving cars while on placement

**Students should not drive vehicles belonging to the placement organisation;** students are only permitted to travel in vehicles belonging to the organisation as passengers and must be accompanied by a registered nurse or midwife during any trips made in motor vehicles.

If students are travelling to and from placements in their personal vehicle, students need to be aware that using personal vehicles will be at their own risk and any damage would be at their own expense. If students use their personal vehicles, they should ensure they have sufficient insurance in place as Compulsory Third Party (CTP insurance) included in their vehicle registration, will only cover damage to third party property. They should also be reminded they must comply with University policies and procedures, including the [Travel Procedure](#), the [Motor Vehicles and Travel Fatigue Procedure](#), [Risk Management Policy and Procedure](#) and the [Incident and Hazard Reporting and Investigation Procedure](#).

Students using a third party vehicle should be covered for any damage they cause to a third party vehicle under the third party's insurance policy, however it would be prudent to check the details of the policy. The **University's Motor Vehicle policy only provides cover for University vehicles e.g. pool and salary packaged vehicles. It does not extend to personal vehicles, even if used in the course of a University approved activity.**

## Risk Management

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

*In the event that an adverse incident occurs while you are on placement, please comply with the Facility's Work Health & Safety (WH&S) policies. You must also review the information found on this [SafeTrak link](#) and complete the relevant incident or hazard report. (See 'Reporting an Incident')*

**For safety concerns or emergencies that arise after hours or in the event of a critical incident, if you are distressed, or have been involved in any emergency, please phone:  
1300 998 236**

### Student travel to and from placements

If you are working late or night shifts while on clinical, please ensure you are familiar with the security officers and relevant contact numbers for that facility. A security officer may be available to escort you to your car or public transport before and after work.

There is a risk of motor vehicle accidents when travelling to and from placement. Travelling distances to rural or remote placement can be tiring. It is recommended that you take **regular breaks and stops in this journey**. Refer to StudyDesk to see if there are other students travelling to the same destination, you may be able to share the journey with them. Please ensure your vehicle is safe for travelling long distances and you keep the fuel tank reasonably well filled. It is recommended that you have a roadside assistance policy in the event of a break down. Be aware of distances between towns. Please ensure your mobile phone is always charged. Always keep someone informed of your whereabouts if you are in or travelling to a remote location.

If you are driving to a placement it is important that you practice safe driving

<https://www.qld.gov.au/transport/licensing/getting/education/defensive/index.html>

If you are on prescribed medications consult your General Practitioner as to whether it is safe for you to drive. Remember to park your vehicle in areas that the health care facility has deemed suitable for staff to park. If you are leaving a health care facility after hours remember to abide by the security conditions of the facility to **minimise any risk to yourself**.

### Reasonable work hours

A roster will be created for you to complete on your clinical placement. Rosters may include **shifts that are up to 12 hours**. As a student you cannot work more than 12 hours in one shift. It is recommended that you **will not do more** than 5 shifts one after another, that are 8 to 12 hours long.

You are required to work the shift hours allocated by the health care facility and **in accordance with the policy and employment practice of the facility**. For example, a student cannot choose to work a 9 hour shift when the ward 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.

**Meal break entitlements** may depend on the facility where you work, however generally you are entitled to a 10 minute break for each 4 hours of a shift, e.g. 20 minutes in an 8 hour shift/30 minutes in a 12 hour shift. These can be joined together and taken as a 20 or 30 minute break if desired. You are also entitled to a 30 minute 'unpaid' break in an 8 hour shift and 2 x 30 minute breaks in a 12 hour shift (1 x 30 minute breaks is 'unpaid'). This means your rostered hours for an 8 hour shift will be 8.5 hours and 12.5 hours for a 12 hour shift to accommodate the 'unpaid' breaks. **Remember** your hours of work need to meet the number of hours required for your placement.

### Paid work hours and clinical placements

The university understands the need for students to work to support themselves financially. You must consider **fatigue policies** when completing a placement and also having paid work.

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

It is also vital for your safety that you do not complete an out of university paid shift and then a clinical shift **directly after**. This is outside Queensland Health and Private Health Facilities workplace health and safety rules. For example, students should not finish a night shift as an AIN in their job and then attend a morning shift as a student in a hospital ward. If you do not understand this, please contact the PEPT for help.

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

### Extenuating Circumstances or Disaster Management processes

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

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

**For safety concerns or emergencies that arise after hours or in the event of a critical incident, if you are distressed, or have been involved in any emergency, please phone: 1300 998 236**

### Infectious disease risk

Cross infection, the transfer of harmful bacteria and or virus from one person, object, or place to another, or from one part of the body to another (such as touching a staph-infected hand to the eye) is one of the **risks of being a health care provider**.

- ✦ Not complying with mandatory immunisation and vaccination requirements increases your risk of being infected with a disease through exposure to air borne, blood and body substances in the clinical setting.
- ✦ There is risk of being infected with a disease by being exposed to contaminated equipment, blood, body substances or infected surfaces and materials.
- ✦ There is a risk of being infected with an acute infectious disease, such as influenza or COVID-19, from being with and/or caring for infected individuals or working in high-risk environments.
- ✦ Handling of any object capable of causing a penetrating injury (for example needles) while on placement can possibly cause injury and infection.

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

## Needle Stick Injury

In the event that a splash or needle stick injury occurs, you must immediately inform the health care facility contact person, and the Placements Office. An incident form **MUST** be completed at the health care facility and the UniSQ incident form (found on the study desk and [NUR:PPHub](#)) must be completed and sent to your course examiner. In the event of an adverse incident occurring while you are on placement, please comply with the Facility's WH&S policies.

## Psychological risk

If you believe that you are being **bullied or harassed** while on placement you should try to raise the issue with the person if possible, or speak to your placement supervisor and/or course examiner. If you feel uncomfortable with addressing the situation with the person involved **you MUST contact** the PEPT or your course examiner to discuss the matter further and ask for help or intervention. Student services can provide you with support and guidance while a management plan is decided. Please refer to [complaints and grievances definitions and policies](#).

## Manual handling risk

Good manual handling can protect you from strains, sprains and other injuries. If you have an injury or significant weakness in one or more of your limbs or back, or you are pregnant, you are at a greater risk of injury. Ensure you **practice safe manual handling practices**. Think before you lift! What other option are there apart from manual lifting.

✧ **A No Lift Policy** is enforced in almost all QHealth, Private and other facilities.

In the event that you sustain an injury before or during your clinical placement time **you MUST contact** the Placements Office and report this.

## Reporting an incident

If you have an injury or an incident while you are on placement, **you must report it to your placement supervisor and the health care facility contact immediately**. You will be required to complete an incident report for the facility. 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 must also log onto [SafeTrak](#) on UniSQ Safety Central and complete a complete a UniSQ incident form which will be sent to your Course Examiner if the incident is related to you're a placement activity.

- ✧ Review the information on the SafeTrak page then click on the box that says 'Enter here'
- ✧ On the next page click onto the 'Incident/Hazard Reporting' box
- ✧ On the next page if reporting a hazard, click on the 'Student Hazard' box; if reporting an incident, click on the 'Student Incident' box.
- ✧ Complete the relevant report and this will be sent to your examiner for review.
  
- ✧ **GUC students must inform the Nursing Academic Coordinator and the GUC Clinical Coach.**

## Professional Expectations

### Inherent Requirements

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

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

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

that detrimentally affects or is likely to detrimentally affect capacity to safely practice the profession or a student's capacity to undertake clinical training. National Boards may place conditions on your registration to ensure that you are able to practice safely if you fall in this category.

***If you do have a severe impairment you should check with AHPRA that they will register you on completion of your course.***

When you complete your application for admission to the program, you will be asked to comply with [inherent requirements](#):

- ✧ An impairment that is likely to affect your capacity to practice the profession or do clinical placement
- ✧ Any criminal history that you may have in Australia and/or overseas

**Declaring impairments or criminal history does not always mean that you cannot be admitted to the program**

*The university will support you and your ability to do placement. Sometimes, depending on the situation, it is necessary for the PEPT to share this information with a health facility for them to confirm whether or not they are able to provide a placement.*

If you have a health/disability issue that could impair your ability to do a placement, contact the [Equity and Diversity](#) office.

**Any information you provide will be treated with discretion and in line with the privacy policy of the University.**



## Student conduct, behaviour and responsibilities on placement

These guidelines aim to provide guidance for you about correct conduct and behaviour, what is expected from you and your responsibilities while on placement. Preceptors and Clinical Facilitators are provided with a handbook specifically related to their roles and responsibilities in providing support and clinical supervision to students.

**Students will comply with the [UniSQ Student Code of Conduct Policy](#). If there is a breach of this policy, students may be asked to leave a facility and may obtain an unsuccessful grade for the clinical course**

### This includes:

- ✦ *Attend* and take part in placements arranged by the university.
- ✦ *Undertake* all activities associated with the successful completion of your degree efficiently, effectively and to the best of your abilities.
- ✦ *Actively join* in the learning process and be responsible for your learning.
- ✦ *Adhere* to all legislative conditions, work health and safety conditions, security conditions, confidentiality & privacy conditions and any other rules, bylaws, policies and procedures relating to the Placement that are a requirement of a facility, organisation, government or the university.
- ✦ *Maintain* current contact details with UniSQ (i.e. email and mobile phone number) and be able to be contacted within 48 hours both immediately prior to and throughout placements.
- ✦ *Seek assistance* if not confident with a procedure/treatment, or if you lack understanding in an area.
- ✦ *Provide* patient/client centred-care under professional supervision only
- ✦ *Practice* in a manner that is safe and respectful and consistent with your level of competency and scope of practice.
- ✦ *Be responsible* for any accommodation and travel costs

### Be Professional

- ✦ *Maintain* standards of professional practice.
- ✦ *Abide by* relevant Codes of Professional Conduct.
- ✦ *Be great ambassadors* for the university and uphold standards of professional behaviour and presentation.
- ✦ *Be respectful and polite* in communications with all people.
- ✦ *Ensure* you have a zero blood alcohol level and haven't consumed drugs which may adversely affect your performance on placement.
- ✦ *Be* punctual
- ✦ *Maintain* confidentiality of information - protect the privacy of patients/clients and colleagues.
- ✦ *Wear* a legible name badge at all times on clinical placements.
- ✦ *Comply* with reasonable and lawful directions of your Placement Supervisor.
- ✦ *Act* honestly, ethically and in good faith.
- ✦ *Respect* the rights, beliefs and values of others.
- ✦ *Discuss issues* as they arise with the placement supervisor, NUM or course examiner and act to resolve problems quickly and cooperatively.

### Complete Assessments

- ✦ *Discuss* learning/clinical objectives and expected learning outcomes with your placement supervisor.
- ✦ *Arrange* a plan for signing clinical assessment documentation early in the placement
- ✦ *Contact* the NUM or the course examiner if there are any difficulties with meeting your course objectives
- ✦ *Contact* the NUM or the course examiner if the placement supervisor is not willing to initial, sign or make comments on clinical assessments
- ✦ *Ensure* that all assessment paperwork is completed and correctly submitted on time

## Students will not:

### Act outside UniSQ guidelines

- ✦ *Swap* their placement with other students **without notifying PEPT**
- ✦ *Attend* a placement without the knowledge and consent of the course examiner and PEPT, if they have been advised by the university that the placement has been cancelled
- ✦ *Make public comment* on behalf of a School or the University
- ✦ *Remove or misuse* any resources from either the University or placement facility.

### Be Unprofessional

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

## The Facilitator and/or Preceptor, RN or NUM supervisor (Placement Supervisor) will:

### Demonstrate Professional behaviour

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

### Provide Clinical Support

- ✦ *Arrange for and obtain patient/client's consent for students to provide health or human services to them and to have access to their records. Consent may be freely withheld.*
- ✦ *Ensure that students who have access to patient/clients are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.*
- ✦ *Contact the NUM or the course examiner if there are clinical or professional issues which they are concerned about*
- ✦ *Contact the NUM or the course examiner if the student is not willing or committed to the work required*
- ✦ *Ensure that all assessment documentation is completed and correctly signed on time*
- ✦ *Adopt the role of helper and facilitator of learning and provide a variety of learning experiences in keeping with the placements needs.*
- ✦ *Provide a positive learning environment. This includes reinforcement of orientation to various settings, including individual patient/clients, briefing and debriefing the students.*

### Provide Learning Support

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

## The Course Examiner/GUC Clinical Coach and/or Professional Experience Placements Team will:

### Organise and Plan Placements

- ✦ Be in regular contact with placements facilities and visit placement sites as needed.
- ✦ Be accessible by telephone and email for communication on placements issues and respond as soon as possible (normally within 24 hours).
- ✦ Coordinate the students' pre-placement requirements including student briefing, student orientation checklists, criminal checks, immunisation and CPR, as required by the facilities.
- ✦ Undertake reasonable effort to find placements for students with a blood-borne virus. Where alternative placements cannot be found and the placement type is required to complete the degree program the university will use reasonable endeavours to provide guidance to students.
- ✦ Evaluate the Clinical Placement program and viability of clinical placements at particular facilities to ensure safety of students.

### Manage the academic aspects of the program

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

### Communicate

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

## Related university policies

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#)

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

## Faculty of Health, Engineering and Sciences

### 2023 UniSQ Student Placement Declaration

This document is a summary of your responsibilities to UniSQ and our partners prior to, during and after your placement. Please carefully read this 2023 clinical handbook and your Nursing Professional Practice Hub to ensure you understand all requirements in detail.

#### Overarching requirements are:

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

To prepare for my placement **prior to placement release**, I understand that I must:

- ☐ Review and comply with the 2023 Professional Practice Experience Handbook, Professional Practice Hub StudyDesk, Important Dates, Clinical Calendar and Mandatory Document list.
- ☐ Submit my Mandatory Documents by the deadlines provided on the Important Dates document.
- ☐ Declare any extenuating circumstances via the special consideration section on [InPlace](#).
- ☐ Provide any extra requirements requested by my Placement Facility.
- ☐ Be available to attend placement at any time in the semester I am enrolled including semester breaks and exam periods.
- ☐ Submit any preferences and expressions of interest.
- ☐ Acknowledge that I may not be given a placement at my preferred location and that I may be required to travel long distances to attend placement.

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

- ☐ Organise leave, personal commitments, UniSQ Placement Uniform and my ID Card etc.
- ☐ Ensure I am familiar with the insurance and emergency information.
- ☐ Apply for accommodation and a financial Clinical Bursary via the [UniSQ Scholarships Website](#) if applicable.
- ☐ Attempt to swap with another student, submit a review or drop the clinical placement course by two weeks prior to placement commencement date if I am unable to attend my allocated placement.

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

- ☐ Always present professionally in my uniform with my ID card.
- ☐ Abide by professional expectations, codes, standards and practices for nurses.
- ☐ Comply with fatigue management policies and manage own work so it doesn't impact placement on my placement.
- ☐ Notify my Supervisor, Course Examiner and UniSQ Placements Team of any absences.
- ☐ Report any incidents while on placement as per the UniSQ guidelines.
- ☐ Keep copies of all my assessments and timesheets.
- ☐ Notify the Placement Team of any make-up requirements.



**COVID-19 requirements:**

I agree to uphold the following COVID-19 requirements:

- ☐ If during the 7 days prior to the commencement of my placement, or during my placement, I am diagnosed with COVID-19 (Coronavirus), I will complete the confidential [COVID-19 Registration form](#) and will notify [clinical@usq.edu.au](mailto:clinical@usq.edu.au) as soon as possible.
- ☐ If I am on placement, I will follow the guidelines of the placement facility and the Australian Government Department of Health with respect to COVID-19.
- ☐ I acknowledge the requirement to follow advice from the Australian Government Department of Health with respect to COVID-19.

This declaration is a mandatory pre-placement requirement for all Nursing students enrolled with the University of Southern Queensland. Please tick each section to acknowledge that you will comply, complete the below signature section, and submit this declaration via [InPlace](#) once you have read and understood all your responsibilities as a student.

- ☐ I declare that I have read and understood the clinical placement requirements, inherent requirements, student expectations, and responsibilities outlined in the 2023 Professional Practice Experience Handbook, the Nursing: Professional Practice Hub and in this Declaration.
- ☐ I declare that I have read the UniSQ [Student Code of Conduct Policy](#) and agree to uphold all student expectations stated.
- ☐ I understand that I must notify the Professional Placements Office if I am unable to meet the obligations for workplace experience at any stage of my course progression.
- ☐ I understand and accept that I may be unenrolled from a placement course if I do not meet the mandatory document requirements within the timeframes required.
- ☐ I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement facilities as necessary for placement purposes only.
- ☐ I understand that I must notify the Professional Placements Office of any written notices issued by the Commissioner for Young People and Child Guardian or from the Australian Health Practitioners Regulation Agency (AHPRA) as soon as I am notified of such a notice.

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

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

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

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