



University of  
**Southern  
Queensland**



26 March 2024

# Professional Placement Guide for Paramedicine Students

Bachelor of Paramedicine  
School of Health and Medical Sciences

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## Introduction to Placement

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

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

### Contacts

The WIL Team or The Academic Team should be your first point of contact for any placement related questions. Please do not contact QAS directly unless directed by your Placement Coordinator to do so.

#### The Work Integrated Learning Team

The Work Integrated Learning (WIL) Team consists of WIL Officers and WIL Support Staff in Toowoomba, Ipswich and Springfield. The team is responsible for:

- liaising with agencies and the Academic Team to source and allocate placements
- reviewing and verifying mandatory documents for placement
- notifying students of important deadlines and placement information

The WIL Team can support you with questions or problems you may have when preparing for and attending a professional placement. You can contact iConnect or the WIL Team via online chat through our website, phone, or email.

Email: [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au)

Chat: [Chat to us](#)

Phone: (07) 4631 2359

#### The Academic Team

The Academic Team member associated with professional experience is the Course Coordinator or Placement Coordinator for your Professional Placement courses. Their role is to:

- assist students with performance related concerns and professional issues surrounding professional placement
- discuss any non-compliance with mandatory requirements with students
- address any placement agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

The Placement Coordinators are located at the Ipswich Campus but can be contacted by making an appointment either via email or phone.

Contact Information:

**Placement Coordinator (PMC3103 and PMC3203)**

Mr Dennis Walker

Ipswich Campus

E: [Dennis.Walker@unisq.edu.au](mailto:Dennis.Walker@unisq.edu.au) (preferred contact method)

P: +61 7 3812 6029

**Placement Coordinator (PMC1303 and PMC2203)**

Mr Andrew Hodgetts

Ipswich Campus

E: [Andrew.Hodgetts@unisq.edu.au](mailto:Andrew.Hodgetts@unisq.edu.au) (preferred contact method)

P: +61 7 3812 6422

**For issues or concerns while you are on placement, please contact:**

Email: [Paramedic.Clinicalcoordinator@unisq.edu.au](mailto:Paramedic.Clinicalcoordinator@unisq.edu.au)

Phone: 0409 369 955

## Placement Course Specifications

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

## Program Placement Requirements

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

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

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

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

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

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

## Student Registration Obligations

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

Section 90 of the Health Practitioner Regulation National Law Act 2009 is about the registration of Bachelor of Paramedicine students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) in their first semester of study. At UniSQ this occurs after the Census Date. Student's 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. P135 Health Practitioner Regulation National Law Act, 2009).

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

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

Information provided from Section 143 National Legislation 2009.

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

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

## Scope of Practice

The scope of practice for paramedicine 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 paramedicine student, the scope of practice changes through your degree. The Placement Coordinator for the clinical course in which you are enrolled will provide the guidelines for your current scope of practice.

- ✧ **Student paramedics** are required to work under the supervision of a registered paramedic (or other health professional) at all times

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.

## Definitions of Key Terms

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

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

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

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

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

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

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





# Mandatory Document Requirements and Resources

## Placement Calendar

A Placement Calendar is provided each year on your program Placement Hub. It identifies the dates in which placements may be offered in a period of study. This provides a visual representation of placement so you can understand and plan for when you might be allocated a placement. It will also assist you with submitting preferences and plan your placement around residential schools and other university related activities.

You are expected to be available for placement at any time in the period of study including study breaks and exam periods, so please remember this when you are enrolling and making personal plans.

## Important Dates

It is important that you plan and prepare for your placements. To assist with this, the WIL Team provide you with an 'Important Dates' document which is available on your program Placement Hub. This document provides you with all the keys dates that need to be adhered to ensure your placement allocation and commencement goes smoothly.

These include:

- ✦ when mandatory documents must be updated for each period of study
- ✦ when placement preferences must be submitted on [InPlace](#) for each course
- ✦ when special consideration requests must be provided by for each period of study
- ✦ when placement allocations will be released on [InPlace](#) for you to view

## Placement Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDdesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information and ensure that they plan their enrolment in placement subjects and submission of mandatory documents to ensure they are able to be placed in their nominated study period of enrolment. It is important that you use this site to support your success.

## Mandatory Document Information

UniSQ is required by the placement provider to collect documents for each student, ensuring that they are completed correctly and valid for the duration of each placement. Students must ensure they provide and update these documents via [InPlace](#) before each placement. You will not be permitted to commence placement until all mandatory documents and requirements have been completed and updated.

You are encouraged to start preparing and completing your mandatory documents from your acceptance into the program as some documents, in particular Hepatitis B vaccinations, may take several months to complete. Please ensure you take this into consideration when planning for your placement. The WIL Team monitors mandatory documents closely when allocating placements. We recommend that you upload your documents as soon as you receive/complete them so your preparation for placement can be easily viewed.

You must provide all your documents by the due date on the Important Dates document so they can be checked and verified by the WIL Team. Should you not meet the deadline your placement may be delayed or even cancelled. You may also be dropped from the placement course for the period of study if sufficient progress has not been made. If you have circumstances that impact on your ability to have your mandatory documents completed on time, this **MUST** be discussed with the Placement Coordinator and WIL Team before the cut-off date.

Please be aware that some documents only need to be submitted once, before your first placement, while others have an expiry date and need to be updated throughout your studies. You will be required to plan ahead and ensure that any expiring documents are updated by the due dates throughout the duration of your program. At times, UniSQ is required to provide some or all of your mandatory document information to the placement provider for placement purposes.

There is a discipline specific list of mandatory documents available on your Placement Hub. You can also refer to the Placement Hub for further information and links on how to complete these requirements. If you have any questions about your mandatory documents and how to complete them, please contact the WIL Team.

## InPlace – UniSQ Placement Management System

[InPlace](#) is the cloud-based placement system used by UniSQ to electronically allocate and manage professional placements. Once you enrol in your first-year courses in the program, an [InPlace](#) file is created for you in the system overnight refresh. You can then log in using the above link and your UniSQ log in and password. [InPlace](#) can also be accessed via a link on your program's Placement Hub.

InPlace is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ You provide information prior to placement, e.g. preferences, special consideration requests, conflict of interest.
- ✦ Placement confirmation/allocation details will be released.
- ✦ Your placement status will be seen as 'confirmed' on [InPlace](#). *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 available on the Placement Hub. These will inform you how to upload your documents, how to submit preferences and access important information through InPlace.

### [InPlace Tips](#) –

- ✦ Once you upload your documents on the 'My Details' page, InPlace will send the WIL Team a message to review and 'verify' that they are correct.
- ✦ Go back and check a couple of days later that they have been approved or read the comment on your To-Do list on the home page to see why they were rejected.
- ✦ Checking the details page of your InPlace file is a quick way of finding out when your documents will expire - make sure they are kept current for all your placements, including looking ahead on documents that expire to check they will be valid for an entire Study Period. You cannot rely on the 'traffic light' system as this only alerts you once a document is very close to expiring.
- ✦ InPlace works best with Google Chrome and Mozilla Firefox.
- ✦ If your placement is not released or has been hidden from your view, you may need to update one or more mandatory documents. Placements are not confirmed until they are released on InPlace.

## Placement Eligibility

For students to be eligible to attend placement they must:

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

## Pre-requisite Course and Enrolments

Prior to enrolling in placement courses, students need to read the course specifications to be aware of the placement requirements which are set by the University and/or accrediting body. Please be aware that some placement courses must be undertaken sequentially (cannot be enrolled in more than one placement course in a same study period unless it is written into the program progression).

To attend or remain on placement, students must have met all academic pre-requisite requirements for the placement course. Incomplete results for theory courses are not considered to have met the pre-requisite requirements. However, in some disciplines, students may be able to commence placement with an incomplete result for a pre-requisite placement course. If students receive a fail grade for a pre-requisite course and have already commenced placement, they will be asked to stop placement. In this situation, any completed hours will not be counted towards the placement.

Late enrolments or not submitting mandatory documents in time may make it impossible to source or allocate a placement in the enrolled period of study timeframe.

If you have questions about your course progression or pre-requisites for a placement course according to UniSQ Pre-requisite procedures, please contact iConnect or the UniSQ Enrolments Team.

## Recognition of Prior Learning

At UniSQ, we want to help you on your journey at university and recognising your prior learning and work experience is just one way we can do that. Recognition of prior learning is a process that assesses formal and informal learning and work experience in the field to determine the extent to which an individual has achieved the required learning outcomes, competency outcomes or standards to warrant exemption from a particular course. Some programs may have restrictions on the number of exemptions able to be granted for placement experience.

Further information on recognition of prior learning and the process to apply is available [here](#).

## Inherent Requirements

There are a number of inherent requirements that must be met prior to applying for or graduating from a degree. At UniSQ, we are committed to providing an equitable environment for students with disability, injury, mental health or medical conditions that impact on their ability to study and achieve academic success. The inherent requirements of a degree 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 that degree.

Information on the [inherent requirements](#) specific to your program of study can be accessed in the UniSQ Handbook. Please ensure you read and understand the inherent requirements before enrolling in a placement course. For further information contact our [Student Equity Officers](#).

## Fitness for Placement

If you are aware of any chronic or acute injury, illness or condition that may affect you during your placement, or any other factor that may impact your capacity to practice the profession or engage in placement, please contact the WIL Team and/or the Placement Coordinator prior to placement allocation and as early in the program as possible. It is likely that you will be asked to provide a Fitness for Practice certificate (signed by a medical practitioner) prior to commencing a placement.

Concerns regarding fitness to practice may arise due to, but not limited to the following:

- ✦ A health condition or disability – (chronic or transient) that is likely to affect your capacity to undertake placement or practice in the profession.
- ✦ Inability to meet, or disregard for, the compliance requirements of UniSQ, the placement agency or of the broader profession.
- ✦ Failure to satisfactorily complete the pre-requisite courses for the placement course/s.
- ✦ Conduct and/or performance that is inconsistent with acceptable standards for your chosen profession.

Sometimes your personal situation (family, financial, legal etc.) or health could change over the duration of your studies. This can impact on whether you are still able to meet the program conditions. If your situation does change, please notify your Program Director, to discuss whether you are 'fit for placement'. Any information you provide will be treated with discretion. You can also seek advice and guidance from a Student Equity Officer at [disabilitysupport@unisq.edu.au](mailto:disabilitysupport@unisq.edu.au).

## Impairments and Criminal Charges (Unsuitability to hold general registration)

If you have an impairment or a criminal charge listed against you on your National Police Check, you may not be eligible for a 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 as part of the approved program of study in which the student is enrolled or as arranged by an education provider.

National Boards may place conditions on your registration to ensure that you are able to practice safely if an impairment or criminal history is applicable to you. If you do have a severe impairment or criminal history, you should check with your National Board that they will register you on completion of your program.

UniSQ is committed to making reasonable adjustments to enable students to participate in their degree. Reasonable adjustments must not fundamentally change the nature of the inherent requirement.

If you have a health/disability issue that could impair your ability to do a placement, please contact the [Equity and Diversity](#) office. On occasion, depending on the situation, it may be necessary for the University to share this information with an agency for them to confirm whether they are able to provide a suitable placement for you. Any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

## Reasonable Placement Adjustments for Academic Progression

Any student with a disability who may require alternative academic arrangements in the program and/or specific arrangements for placement is encouraged to seek advice from the WIL Team or the Placement Coordinator. If a Learning Support Plan has already been devised, it may need review in relation to placement requirements and further consultation with the Program Director and/or Academic Team. Please note that all adjustments are made as per the UniSQ Students with a Disability Policy and Procedure. You can review the document here [policy](#).

## Before Placement Allocations are available

### Preferences

As part of the placement allocation process, you are given the opportunity to provide preferences for the regions where you would like to complete placement. Preferencing is not mandatory; if you choose not to provide preferences, you will be allocated based on your address on InPlace and placement availability.

Our WIL Officers use your preferences as a guide and will try to place you at an agency within one of your preferred regions or within one hour of your address on InPlace. As UniSQ is reliant on the availability of agencies to offer and support placements, not all placement preferences can be met. UniSQ is competing with multiple Queensland universities and other organisations for suitable placements. Due to the limited capacity of agencies to support large volumes of placements, you may be required to travel and should be prepared to attend placement in locations you did not preference.

Preferences should be provided as soon as possible upon enrolment in a placement course. Preferencing will be available on your InPlace profile. Changes can be made to your preferences at any time, however, the preferences provided on InPlace as of the cut-off date on the Important Dates document will be the ones used during the allocation and requesting process.

- You must select 5 different QAS stations from 3 different QAS districts in order of preference.
- You can only complete a total of 2 placement in any one district.
- You can only attend a station once so it is recommended that you update your preference after each placement.

When preferencing, please consider the different options you have for placement, as the Darling Downs and Ipswich regions are very popular for placement - if you know someone you can stay with in another region while on placement, it may be worth nominating that region as one of your preferences and communicating this in advance.

### Special Consideration

Special Considerations are pre-existing circumstances that you are aware of that may impact your ability to attend placement in a certain timeframe or with a certain agency. You are required to provide evidence to support your special consideration request in line with the [Assessment of Special Circumstances Procedure](#) for the request to be appropriately considered. Special consideration information can be lodged on InPlace until the special consideration due date for the period of study in which placement is being completed. Please view the 'Important Dates' document for the specific dates.

- ✦ 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.
- ✦ Special consideration requests must be submitted by the due date to be taken into consideration. It cannot be guaranteed that requests can be met; however, but the WIL Team always tries to take these into consideration.
- ✦ If you do not have a Special consideration request, you should declare this by selecting the option from the drop down options on InPlace.

If you do not apply for special consideration, you must be willing to attend the placement you are allocated.

## 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 WIL Team by the special consideration due date, so you can be placed in an appropriate timeframe. Please submit a special consideration request to [InPlace](#) including a letter from your doctor with your estimated due date and confirmation of your fitness to complete placement while pregnant. Please be aware that some agencies may have specific requirements relating to pregnancy and placement attendance. Please contact the WIL Team for further information.

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 do not have immunity and are already pregnant, you may not be able to have some immunisations until after you have given birth. Please contact with the WIL Team to discuss your situation and your capacity to attend placement.

## Conflict of Interest

You must notify the WIL Office and Placement Coordinator of any real, perceived, or potential conflict of interest (COI), which includes being allocated to a site or region

- ✦ where you currently work;
- ✦ where you currently work and the only suitably qualified supervisor available is your colleague or superior;
- ✦ where you have a previous or current relationship with the supervisor or staff;

You are also required to disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or clinical requirements of the degree program. This may include, but is not limited to, any financial dealings or interests, participation in organisations, political parties or religious groups, which may influence clinical or academic decisions. You can provide COI information via your InPlace profile.

## Working While on Placement

Due to professional and ethical responsibility, you are expected to be well rested and well prepared for placement. Working full or part time hours while on placement may be placing yourself at risk under work health and safety legislation and you may need to consider taking leave from work to achieve placement requirements.

## Payment for Placement

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

## Rural and Remote Placements

Rural and remote placements are exciting opportunities for students to attend placements at facilities in rural or remote towns as they provide a chance to work with and understand different cultural groups and 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.

Many Queensland Health rural and remote locations where you might be placed 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 cost associated.

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.

## Pre-Placement Requirements

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

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

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

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

## Placement Allocation Process

To ensure that students gain maximum benefit from their professional experience, UniSQ has developed processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-placement planning has a number of stages involving communication with students, and agencies offering placements; these processes usually begin well before the commencement of the study period. If you work in an agency, you must advise the WIL Team via InPlace as soon as possible as this may impact your placement allocation.

Placement allocation depends on several of the below factors:

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

Special consideration requests are viewed in the first instance which is why you need to submit them early if you wish to have the WIL Team account for your circumstances. QAS have specific timeframes in which placement requests need to be submitted. Should your placement request be submitted outside of this timeframe, you will be allocated placement based on QAS's station availability.

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or preferred region. This does not mean you will definitely receive a placement within this radius as facilities only offer a certain number of placements at one time. Please be aware that you may be required to travel longer distances than this to attend placement. Pending availability, you may be allocated a rural or remote placement or a placement away from home during the allocation process. If you do not meet the [Special Circumstances Procedure](#) criteria, then you will be expected to attend the placement allocated, regardless of location. All students are required to complete placements across several sites or disciplines to gain a breadth of experience.

Placement opportunities are sourced by the WIL Team. You must not source your own placements unless advised in the course specifications or a previous discussion has occurred with your Placement Coordinator or WIL Officer. If students are aware of a placement opportunity within an agency or have placement site suggestions, they can provide this information to the WIL Team via email, and appropriate procedures will be then followed. You are not permitted to contact a site, unless you receive written approval from the Placement Coordinator or WIL Officer to do so.

Placements are then released to students once all mandatory compliance has been met and in accordance with the Important Dates document available on the Placement Hub for each period of study. Your placement will not be released on **InPlace** until you have submitted all mandatory documents and they have been verified. Once your placement has been confirmed, you will be able to see the details of where you have been placed on [InPlace](#).

### Placement Allocation Communication

All email communication will be via the UniSQ email account. It is a student's responsibility to check their emails, StudyDesk and InPlace to ensure they are up to date on the placement allocation process and meet their responsibilities in a timely manner. Students may send their queries through [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).



# After Placement Allocations are Available

## Placement Acceptance

Students are expected to attend any reasonable placement opportunity as allocated by the WIL Team or Placement Coordinator. If you do not attend the placement allocated to you; withdraw; or cancel a placement in an unacceptable timeframe, you may be administratively unenrolled from the placement course and will need to enrol in the next available study period the placement course is offered. Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations. Students should refer to the [Academic Calendar](#) provided by UniSQ to view important dates, including Census Date.

## Student Responsibilities

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

- ✦ swapping or submitting placement appeal 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 placement is a priority
- ✦ submitting clinical bursary or SQRH funding requests if required

## Swap Process

If you feel your placement allocation is not suitable for your circumstances, you can attempt to swap your placement with another student who is enrolled in the same placement course for the same period of study. There will be swap forums available for each placement course on the Placement Hub where you can post requests to swap and connect with other students in the same situation.

If you wish to swap a placement with another student, both of you need to agree and **both** of you will need to email the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) to request the swap. The swap will not be official until your [InPlace](#) file is updated with the change, and you receive written confirmation from the WIL Team. Swap requests must be submitted within the time period communicated.

Should you not be able to swap your placement with another student, you will be required to attend your allocated placement.

## Placement Appeal

If you are experiencing 'exceptional circumstances' that require variation to your placement including timetable or location, you may be eligible to submit a Placement Appeal for review. For your application to be considered, your reasons must meet the [Assessment of Special Circumstances Procedure](#) and you must provide supporting evidence consistent with this policy – 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.

The WIL Team will not reallocate or change placements without receipt of an email with supporting documentation. Submission of a Placement Appeal does not guarantee your placement can or will be changed. You may need to attend your original placement.

## Accommodation

Accommodation options while on placement are limited and dependent on the agency/location where you will be attending placement. Most facilities do not have accommodation available therefore it is the student's responsibility to source and fund any accommodation required. If you are allocated a placement that requires accommodation or travel, there are opportunities to apply for funding to assist (see below).

Students are responsible for their own travel costs in getting to and from their placement. Public transport may be available to travel to your placement location, but students must check this before 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.

## Scholarships and Bursaries

UniSQ offer a wide range of scholarships to assist with textbook, practical experience, accommodation, or living expenses. Some scholarships will be one-off payments, while others will continue for the length of your degree. Placement bursaries are also available to assist students who are undertaking their placement in rural or remote areas or away from where they usually reside and the associated costs.

Please refer to the [UniSQ Scholarships website](#) for more information about available scholarships, bursaries and the eligibility criteria.

## Southern Queensland Rural Health

UniSQ works in collaboration with Southern Queensland Rural Health (SQRH) who can offer accommodation to Commonwealth supported students allocated to a South West Hospital and Health Service or Darling Downs Health rural placement. 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.

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

SQRH can also provide subsidy for students to travel to and from their placement. Application are considered on a case by case basis. Please check the [SQRH website](#) for more information and to see what other support opportunities are available.

Other support available from SQRH includes the opportunity to apply for funding via a bursary to help with costs for students on an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

## Orientation Information

The WIL Team or QAS will provide you with contact details for each Placement Supervisor. You are required to contact the Placement Supervisor prior to the commencement of placement to ensure that they are fully informed of the requirements and expectations of that placement. This is your opportunity to confirm the following details:

- ✦ Placement date - start and finish
- ✦ Placement physical address, supervisor name and contact details
- ✦ Time and place of initial meeting at the start of professional placement
- ✦ Additional pre-placement paperwork or reading requirements
- ✦ Placement schedule - days, start and finish times, allocated break times (*this may be discussed on the first day of placement*)
- ✦ Expected exposure, duties, and responsibilities (*this can also be discussed on the first day of placement*)
- ✦ Confirmation that the Placement Supervisor will complete an evaluation form, which is shared with the student and Placement Coordinator.

# Preparing for Placement

## Clinical Equipment and Uniform

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

Your uniform will consist of:

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

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

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

## How to Purchase Your Uniform

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

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

Ordering takes place during Semester 1 and the bulk order is usually finalised by mid-March. Should you submit an order after this time, it is likely to send after the bulk order have been dispatched. Whatsinaname offer **payment** via layby and direct debit, and uniforms will be posted directly to students once they arrive instore. Uniforms are expected to arrive 12 -14 weeks after ordering.

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

# Attending Placement

## Attending Placement

**It is expected that you will attend 100% of your placement** at the time and on the shifts allocated by the placement provider in accordance with their operating hours. This is a requirement of the course specifications for a placement course. If you do not comply with the roster and roster guidelines set for you by the agency, you may be asked to leave your placement. You will be expected to work shifts that include mornings, afternoons and nights. You may also be required to do placement shifts on weekends and public holidays.

Your placement takes priority over other work commitments. Please give your employer plenty of notice, so your employment does not impact on your ability to attend your clinical shifts. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself (and/or patients) health at risk.

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

Where your clinical performance is deemed incomplete because you have not met the learning objectives of the clinical placements, you must advise the Placement Coordinator as soon as possible so additional work can be administered or additional placement houses requested.

## Agency Requests that you Change a Shift

In some instances, the agency 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.

## Reasonable Work Hours

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

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

## Absence While on Clinical Placement

Absences are only accepted due to illness or extenuating personal circumstances. If you are absent during a clinical placement, you must inform the agency and relevant agency staff members immediately.

- ✦ If a student is absent from placement for three days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the WIL Team, **within 10 working days of the absence**.
- ✦ Except in extenuating circumstances (and at the discretion of the Placement Course Coordinator), failure to meet the above conditions will result in the award of a **Fail-Not Participate (FNP) grade**.

## Make Up

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

## Public/Show Holidays

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

## Student Initiated Placement Withdrawal

Once a student has commenced a placement, if they have exceptional circumstances and wish to withdraw the student must obtain formal confirmation from the WIL Team before taking any action. The WIL Team will consult with the agency Supervisor and Placement Course Coordinator before confirming the withdrawal. This is because the student's reasons for withdrawal need to be discussed to assess subsequent academic action that is appropriate to the circumstances.

Without prior confirmation from the WIL Team or Placement Coordinator, withdrawal by the student may result in a Fail grade for the course. Please be aware academic or financial penalties may apply depending on when in the study period you withdraw from placement.

## Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a student's placement for a variety of reasons including changes in their capacity, availability or other operational reasons not associated with the student's performance (for example, lack of appropriate work experiences, staff changes or sickness/ill health of field educator).

An Agency and / or a Supervisor may request to withdraw a student from a placement where the student:

- is consistently unable to perform satisfactorily with an appropriate or a reasonable level of supervision
- performs in a manner detrimental to the professional experience of other students
- breaches the legal, ethical or professional codes of the organisation providing the placement
- demonstrates gross negligence in the performance of an assigned duty
- behaves in a manner deemed to constitute misconduct or gross misconduct
- fails to disclose information prior to commencing placement that impacts on their ability to meet duty of care requirements to themselves and agency clients or staff.

## Placement Termination and Failing Placement

Placement can be **terminated** if the agency cannot continue to accommodate a student or deliver the placement as per its agreement with UniSQ. Where the supervisor or agency terminates the student's placement for reasons unrelated to student performance, and before all required placement hours have been completed, every reasonable effort will be made to re-allocate the student in a timely manner, however it may lead to a delay in course and/or program completion.

Placement may be **failed** if a student does not perform at the expected standard for their level of study. Feedback will be provided periodically during placement. The frequency of feedback will depend on overall placement duration.

If you cancel or do not arrive at an allocated placement with no explanation or appropriate evidence, you will receive either an FNP 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.



## Other Reasons for Failing a Placement Course

- You do not upload current mandatory documents on InPlace by prescribed deadline, therefore do not meet pre-placement requirements, and cannot be allocated to a placement;
- You cease or withdraw from a placement without providing appropriate documentation or evidence. Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement. (E.g. student fails to inform Placement Coordinator and WIL Team of any injury or illness which renders the student unable to attend placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, you must inform the Placement Coordinator and WIL Team, provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend placement);
- You do not show any progress or learning following formative or mid-point feedback, or performance remains unsatisfactory at the end of placement, as indicated by supervisor's evaluation;
- You do not abide by relevant UniSQ or accrediting body Codes of Conduct, relevant laws of the land and workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive, or unreasonably embarrassing to others;
- You fail to finalise all placement-related assessments and paperwork within the prescribed timeframe.

## Professional Support

Your health and wellbeing is important to us at UniSQ. 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 [supportforlearning@unisq.edu.au](mailto:supportforlearning@unisq.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**

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

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

[Equity in Education Policy and Procedure](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#) [Student Code of Conduct Policy](#)

[Student General Misconduct Procedure](#)

[Assessment of Compassionate and Compelling Circumstances Procedure](#)

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

## Insurance, Emergencies and Risk Management

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

**For safety concerns or emergencies please call the on-call placement phone 0409 369 955.**

### Insurance Information While on Placement

For insurance purposes, "placement" is defined as practical work experience activities, research or training that is a compulsory requirement of your course or program. If you are undertaking a placement through UniSQ, you will be covered by the following types of insurance (as applicable) provided you are adequately supervised (while on placement) and all mandatory documentation has been submitted and verified (subject to policy exclusions and limitations):

- ✦ Public liability
- ✦ Professional Indemnity
- ✦ Medical malpractice
- ✦ Personal Injury

The University's personal injury policy covers you in the event you are injured on placement. For further information (or to lodge a claim), please contact the Risk Management, Compliance and Insurance team at [insurance@unisq.edu.au](mailto:insurance@unisq.edu.au)

## Insurance Information for Student Placement

Please note that your personal belongings and motor vehicle will not be covered by the university's insurance policies. Students are advised to ensure their vehicle is registered and comprehensively insured to cover damages to their own vehicle or personal injury or property damage to a third party in the event of an accident.

## Injury While on Placement

If you are injured or become unwell on placement it may be determined that an Emergency Department consultation is necessary. Should you find yourself injured, please follow the below steps:

1. Contact the on-call placement phone immediately via 0409 369 955
2. You may be offered the choice to be transferred to either a public or private ED via QAS
3. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
4. If you choose to stay in the private hospital ED, and the injury is a WorkCover claim, the University will **not** be responsible for any costs incurred for consults and treatment
5. If you choose to stay in the private hospital ED due to an acute illness, the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment
6. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment

## Driving 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 an agency employee/supervisor 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 this 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 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 Placement Coordinator.

## Student Travel To and From Placements

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



Travelling distances to rural or remote placement can be tiring. It is recommended that you take **regular breaks and stops in this journey**. 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 breakdown. 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](#). 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 agency has deemed suitable for staff to park. If you are leaving an agency after hours remember to abide by the security conditions of the agency to **minimise any risk to yourself**.

## Paid Work During 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 placement 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 WIL Team for clarification.

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 an agency activating their disaster management plan, it is vital that **students follow the lead of the clinical team** within the agency. 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 Placement Coordinator**. If this event occurs after hours, then use the after-hours number.

## Infectious Disease Risk

Working in a health care setting means there is risk of being infected with a disease through exposure to air borne, blood and body substances or by being exposed to contaminated equipment or infected surfaces and materials in the clinical setting.

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 agency contact person, and the Placement Coordinator. An incident form **MUST** be completed at the health care agency along with the submission of a [SafeTrak](#) incident report which will be sent to your course coordinator. In the event of an adverse incident occurring while you are on placement, please comply with the Agency'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 Coordinator. If you feel uncomfortable with addressing the situation with the person involved **you MUST contact** the Placement Coordinator to discuss the matter further so help or intervention can be provided. 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**.

In the event that you sustain an injury before or during your clinical placement time **you MUST contact** the WIL Team and report the incident.

## Reporting an Incident

If you have an injury or an incident while you are on placement, **you must report it to your Supervisor, relevant agency contacts and Placement Coordinator immediately**. You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

You will then need to notify the university by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ Incident Form.

When submitting a SafeTrak incident please ensure that the below information is included as part of the application:

- Assign incident to Manager/Supervisor – Mr Dennis Walker
- Business Unit/Faculty – School of Health and Medical Sciences

This will be sent to your Placement Coordinator if the incident is related to your 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 Placement Coordinator for review.

## Issues of Concern to You While on Placement

Most students have a positive experience on placement but occasionally events arise that can be concerning to you. As a student should you find yourself in this situation you are encouraged to voice your concerns in the first instance to your allocated supervisor or mentor, if you feel comfortable to do so. If the issue is not successfully resolved, please contact the Placement Coordinator to discuss options and possible solutions.

# Student Professional Expectations

These guidelines are designed to provide you with guidance regarding what is expected from you, what your responsibilities include, and provide you with information about the appropriate conduct and behaviour whilst attending Clinical Placements. These rules are in place to acknowledge the right of patients to feel secure in a professional environment where you have the privilege to learn from them.

## Code of Conduct

While on placement you are representing the University of Southern Queensland (UniSQ) and as such are required to comply with the UniSQ Student Code of Conduct Policy, adhere to workplace procedures, and follow all reasonable directions by placement supervisors. Please behave appropriately with respect, humility and good manners with clients, the public and other members of the university and profession. All persons involved in dealing with students have been asked to report both exemplary and negative behaviours. If there is a breach of this policy, students may be asked to leave an agency and will be dealt with as per the Student Code of Conduct Policy. Please review the [Student Code of Conduct Policy](#), [Student General Misconduct Procedure](#) and [Academic Misconduct Policy](#).

## Policies and Ethical Guidelines

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

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

## Addressing Patients and Staff

All patients are to be treated with the highest level of professionalism and respect at all times. All medical staff should be addressed as Doctor unless or until they request otherwise. All ambulance staff should be addressed in a professional and respectful manner at all times.

## Getting the Most out of Your Placement

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

- ✦ Introduce yourself to the staff within the area you will be working
- ✦ Come prepared with learning objectives
- ✦ Be engaged in all activities
- ✦ Be punctual and dressed appropriately
- ✦ Take time to effectively communicate with the person overseeing your placement to ensure your placements goals, personal strengths and expectations can be achieved
- ✦ Seek feedback for each shift
- ✦ Achieve a satisfactory grade on the assessment items
- ✦ Attend the full amount of hours allocated for your placement course
- ✦ Bring your placement guide/workbook/portfolio documents to placement each day
- ✦ Submit all assessment items electronically through the course StudyDesk by the due date
- ✦ Demonstrate a professional attitude in all areas of your placement and be respectful, appreciative and open to opportunities to learn and take on board feedback from your supervisor

## Student Responsibilities

### 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 participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on performance from your Placement Supervisor..
- ✦ 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 an agency, organisation, government or the university.
- ✦ Maintain current contact details with UniSQ (i.e. email and mobile phone number) and be able to be contacted at any time within a study period in which you are enrolled in a clinical placement course.
- ✦ 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.
- ✦ Take responsibility for your personal belongings.

### Be Professional

- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct (UniSQ and Placement Agency) including but not limited to rules, bylaws, policies and procedures of the Agency, including dress code.
- ✦ Be great ambassadors for the university and uphold standards of professional behaviour and presentation.
- ✦ Be punctual.
- ✦ Comply with reasonable and lawful directions of your Placement Supervisor.
- ✦ Act ethically and with consideration, honesty and courtesy to all staff, other students and visitors at the placement agency Respect the rights, beliefs and values of others.
- ✦ Discuss issues as they arise with the placement supervisor or Placement Coordinator and act to resolve problems quickly and cooperatively.
- ✦ Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.

### Complete Assessments

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

### Students will not:

#### Act Outside UniSQ Guidelines

- ✦ Attend a placement if they have been advised by the university that the placement has been cancelled
- ✦ Make public comment on behalf of a Placement Agency or the university. This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.
- ✦ Remove or misappropriate any resources from either the University or Placement Agency. This includes the photographing of any aspect of the Placement Agency.

#### 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.

## Student Presentation

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

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

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

## Prohibited Use of Substances

Alcohol consumption and other recreational or illicit drug use immediately before or during placement attendance is prohibited. It is your responsibility to ensure you have a zero blood alcohol level and have not consumed drugs which may adversely affect your performance on placement. Smoking is only permitted in designated smoking areas.

## Confidentiality

Over 2,300 years ago Hippocrates insisted that doctors “keep secret anything learned as the outcome of a professional relationship with a patient which should not be divulged”. This was firmly restated in the World Medical Association’s Declaration of Geneva (1949): “A doctor owes to his patient absolute secrecy on all which has been confided to him or which he knows because of the confidence entrusted to him”.

Patients will not share confidences unless they are certain confidentiality of this information is assured. As the Law Reform Commission (1980) stated, it is for each individual to decide “in relation to those details of his private life he has freely made known to another, whether they may be made known to third parties, in which circumstances and to whom”.

As students you are now privy to exactly the same confidential information as doctors and other health care professionals and hence are subject to exactly the same constraints as stated so clearly in the ethic above. Students should exercise great caution before releasing any information obtained directly or indirectly about the people, projects or agency business connected with their placement, whether it relates to specific cases or to policy matters. In particular, any information related to users of the agency’s services must be presumed confidential unless stated otherwise.

Students must maintain confidentiality at all times and never discuss clients using identifying information at home, in the classroom or online, including via Facebook, Twitter or other social media sites. Confidential information also includes intellectual property pertaining to the particular agency. If in doubt about the confidentiality of material students should seek advice from their Agency Supervisor.

All students must adhere to the *Information Privacy Act 2009 (QLD)* (IP Act), as this is a major issue for health care workers. Please ensure you are aware of your responsibilities and obligations under this Act.

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

## Mobile Phones

Mobile phones must be on silent or vibrate only, within the hospital/ambulance. Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the supervisor for placement activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Phones **must not** be used to acquire images/photographs/video/audio

## Photographs or Recording

**At no time** can any photograph, image capture or recording be taken while attending a clinical placement.

## Media Requests

Please refer all media requests to your Placement Coordinator. Students **must not provide any comment** to the media about the clinical placement agency, a patient, a clinical case or disclose any other information that was obtained during the course of completing your clinical placement.

## Legal Documentation Requests

### Police Requests

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

### Subpoenas

All students are required to contact their Placement Coordinator in the first instance in the event they are served with a subpoena.

### Ambulance/Clinical Placement Agency Requests

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

## 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 agency 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.

**Social media refers to any online or mobile tool where you share information of any kind and in any format**

To make sure you comply with required standards of both UniSQ and QAS **DO NOT SHARE ANYTHING** related to your Placement whether this be about the station, the staff, patients, other students, situations you have been involved in while on placement or anything else on any form of social media **INCLUDING PRIVATE OR GROUP PAGES.**

You may think that only other students will see what you have posted in a private group, however anything you post can be shared with others including QAS and Academic Staff. If you post anything on social media that contravenes any law or university/QAS codes that apply, **you may be removed from placement or excluded from returning to placement with the QAS again. You will also be required to attend a meeting with paramedic academic staff to discuss your conduct and consequences.**

**Please read the information available on your Paramedicine Placement Hub**

Students are strongly advised to exercise judgement and caution in the use of social media about their placement, as well as whilst on placement. This includes but is not limited to using mobile phones for personal calls whilst on placement, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

## 2024 Student Placement Declaration

This document is a mandatory pre-placement document for all students enrolled in a placement course with the University of Southern Queensland. This document is a summary of your responsibilities to UniSQ and our agencies prior to, during and after your placement. Please tick each box to acknowledge that you understand and will fulfill these requirements. Complete the signature section and submit this declaration via [InPlace](#).

### Overarching requirements are:

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

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

- Submit my mandatory documents by the deadlines provided on the Important Dates and ensure they remain current during for my placement timeframe.
- Declare any extenuating circumstances via the special consideration section on InPlace.
- Declare any perceived, potential or actual conflicts of interest.
- For insurance purposes, declare any pre-existing medical conditions that could affect my safety during placement.
- Provide any extra requirements requested by my Placement Agency.
- Acknowledge that I may not be given a placement at my preferred location and that I may be required to travel more than 1 hour to attend placement.

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

- Organise leave, personal commitments, my UniSQ Placement Uniform and ID Card etc.
- Ensure I am familiar with the insurance and emergency contact information.
- Apply for accommodation and a financial Clinical Bursary if applicable.

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

- Present professionally in my uniform with my student ID card.
- Abide by professional expectations, codes, standards and practices for my discipline.
- Comply with fatigue management policies and manage own work so it doesn't impact placement on my placement.
- Notify my Supervisor, Placement Coordinator and UniSQ WIL Team of any absences.
- Report any incidents while on placement as per the UniSQ guidelines.
- Keep copies of all my placement assessments and timesheets.
- Discussion any additional work that may be required with the Academic Clinical Coordinators.
- Follow the guidelines of the placement agency with respect to COVID-19 compliance.

### General

- I declare that I have read, understood, and will comply with the information outlined in the Placement Guide and Placement Hub
- 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 need to contact the Work Integrated Learning (WIL) Office and the Placement Coordinators if I am unable to meet the obligations for placement 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 Placement Coordinator of any written notices issued by the accrediting body or associated bodies of my program of study as soon as I am notified of such a notice.
- I understand and accept my student responsibilities as outlined in the Placement Guide
- I understand that failure to meet the Inherent Requirements (allowing for reasonable adjustments where possible) may mean that I am not accepted for clinical placement and that this will prevent my progression and completion of my chosen program

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

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

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



# Appendices



## Frequently Asked Questions (FAQ)

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

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

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

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

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

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

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

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

Consider seeking support from UniSQ student services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



University of  
**Southern**  
**Queensland**

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