



University of  
**Southern  
Queensland**



26 May 2025

# 2025 Midwifery Professional Placement Guide

Bachelor of Midwifery (Graduate Entry)  
School of Nursing and Midwifery

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# Introduction to Professional Midwifery Practice

Professional midwifery practice, hereafter referred to as 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 midwifery 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 (WIL) 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.

### 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: [support@unisq.edu.au](mailto:support@unisq.edu.au)

Chat: [Chat to us](#)

Phone: (07) 4631 2285

### The Academic Team

The Academic Team member associated with professional experience is the Course 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

They are located at the Ipswich, Campus and can be contacted by making an appointment either by email or phone.

Contact Information:

**Jo Buckley**

Position Title: Midwifery Course Coordinator

Phone: 07 3812 6300

Campus: Ipswich

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

## 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 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 and Structure

To meet the requirements of the midwifery program, students must complete a year-long integrated placement experience from the beginning of February to the end of November. Full-time students can enroll in MID5199 and MID5299 concurrently, while part-time students will take MID5199 in the first year and MID5299 in the second year.

Students are expected to attend their allocated placement site at an FTE of approximately 5 days per fortnight, or enough to complete around 1100 hours of placement. This ensures that the required Episodes of Care, as mandated by Australian Nursing and Midwifery Accreditation Council (ANMAC), are fully completed. For full-time students, this equates to about 0.7 FTE.

## Student Registration Obligations

Registered Midwives are governed by national legislation, the [Health Practitioner Regulation National Law Act 2009](#). The role of the Nursing and Midwifery Board Australia (NMBA) 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 midwifery students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) at the commencement 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. P126 Health Practitioner Regulation National Law Act, 2009).

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

- A student enrolled in a program of study provided by the education provider has an impairment that, in the course of the student undertaking clinical training as part of the program of study, may place 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 midwifery, students is what they are educated, skilled and authorised to perform. You may not be able to work to the full capacity of a registered nurse while practicing as a student midwife. 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 women and families in the health care setting
- ✧ available support and supervision

As a midwifery student, the scope of practice changes through your degree. The Course Coordinator for the course in which you are enrolled will provide the guidelines for your current scope of practice.

- ✧ **Student midwives** are required to work under the supervision of a registered midwife at all times and adhere to hospital policies, particularly in relation to drug administration.

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

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

- [Midwifery Students Code of Conduct for Midwives \(2018\)](#)
- [Midwifery Practice Standards \(2018\)](#)
- [International Code of Ethics \(2018\)](#)

## Definitions of Key Terms

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

**Placement Hub:** The Placement Hub refers to the Midwifery Ultra Mega (MUM) site.

**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. May also be referred to as clinical facilitator or preceptor

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

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

## Mandatory Document Information

At UniSQ, ensuring that all students have completed valid documents for their placements is crucial. This process helps maintain the quality and safety of the placements. Submission of fraudulent or misleading documents could result in a misconduct investigation or have serious consequences for your progression in the course. As a student, you are responsible for providing and updating these documents via [InPlace](#) before each placement. Failure to do so can result in delays or cancellations of your placement.

These mandatory documents will contain your personal information, including information such as your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. The purpose of collecting your personal information is to facilitate your placement and to verify that you meet the necessary requirements for your placement. We are required to collect and hold this information to comply with contractual requirements imposed by placement agencies. Your personal information will only be accessed by authorised internal staff including the WIL Team, Course Coordinator and any relevant third parties outside of the University who may also require access to the information such as placement providers. UniSQ will not otherwise use or disclose your mandatory documents, or the personal information contained within them, except where permitted or required by law, or where UniSQ has obtained your consent. We otherwise use, disclose and handle your personal information in accordance with our Privacy Policy and the *Information Privacy Act 2009* (Qld). If you wish to seek access to or correct your personal information, or raise a privacy concern with us, you can contact UniSQ at [rti-privacy@unisq.edu.au](mailto:rti-privacy@unisq.edu.au) or on (07) 4631 2686.

## Document Submission Process

1. **Initial Preparation:** From the moment you are accepted into the program, start preparing your mandatory documents. Some documents, such as Hepatitis B vaccinations, may take several months to complete, so early preparation is essential.
2. **Uploading Documents:** Use the [InPlace](#) system to upload and update your documents. This must be done before each placement to ensure you are allocated a placement and able to commence on time.
3. **Monitoring and Deadlines:** The WIL Team closely monitors the submission of mandatory documents. It is recommended to upload your documents as soon as you receive or complete them. This allows the WIL Team to easily view your preparation status.
4. **Meeting Deadlines:** All documents must be provided before placement will be confirmed and released. If documentation is incomplete, your placement may be delayed or cancelled, and you might be unenrolled from the placement course.
5. **Communication:** If you encounter any issues that prevent you from completing your mandatory documents on time, you must discuss these with WIL Team **before** the date of commencement.
6. **Document Validity:** Some documents need to be submitted only once before your first placement, while others have an expiry date and need to be updated throughout your studies. Plan ahead to ensure that any expiring documents are updated by the due dates.
7. **Placement Hub:** Refer to the [Midwifery Ultra Megasite](#) (MUM) for a discipline-specific list of mandatory documents and additional information on how to complete these requirements. If you have any questions, contact the WIL Team for assistance.

By following these steps and staying proactive about your document submissions, you can ensure a smooth and successful placement experience. Remember, the WIL Team is there to support you, so don't hesitate to reach out if you need help.

# 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 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 Midwifery Placement Hub.

InPlace is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ Pre-placement information (orientation information) is shared prior to your commencement
- ✦ Placement confirmation/allocation details will be released.
- ✦ Your placement status will be seen as 'confirmed' on [InPlace](#). *This status is not linked to your grades or graduation eligibility so you will not be affected if it is not updated as soon as you complete the placement.*

## [InPlace](#) Tips –

- ✦ **Document Verification:** Once you upload your documents on the 'My Details' page, InPlace will notify the WIL Team to review and verify they are correct
- ✦ **Follow-Up:** Check back a couple of days later to see if your documents have been verified or read the comments on your To-Do list to understand why they were rejected.
- ✦ **Document Expiry:** Regularly check the details page of your InPlace file to find out when your documents will expire. Ensure they are kept current for all your placements. The 'traffic light' system only alerts you when a document is very close to expiring.
- ✦ **Browser Compatibility:** InPlace works best with Google Chrome and Mozilla Firefox.
- ✦ **Placement Release:** If your placement is not released or has been hidden, you may need to update one or more mandatory documents. Student should not attend placement until the details are confirmed and released on InPlace.



## Placement Eligibility

For students to be eligible to attend placement they must:

- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ 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

Before enrolling in placement courses, students should read the course specifications to understand the placement requirements set by the University and/or accrediting body. To attend or remain on placement, students must have met all requirements for the placement course.

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

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

## 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 [Accessibility and Disability Support Team](#).

## 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 the Course 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 (e.g. 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 confidential advice and guidance from the Accessibility and Disability Support team via [disabilitysupport@unisq.edu.au](mailto:disabilitysupport@unisq.edu.au).

## 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](#).

## 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 the Nursing and Midwifery Board of Australia they will register you on completion of your program.

UniSQ is committed to making reasonable adjustments to enable students to participate in their degree. If you have a concern related to your health or disability that could impair your ability to do a placement, please contact the [Accessibility and Disability](#) Support office. There are times when 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. In these instances, we will work with you and any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

## Reasonable Placement Adjustments for Academic Progression

UniSQ is committed to making reasonable adjustments to enable students to participate in their degree. 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 personal 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.

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 Placement Course 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](#).

# Before Allocations are available

## 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 specific agency. For your special consideration request to be appropriately considered, you must provide supporting evidence in line with the [Assessment of Special Circumstances Procedure](#). 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.

- ✦ Requests must align with the '[Assessment of Special Circumstances Procedure](#)' and be supported with evidence, such as a letter from an employer or doctor.
- ✦ Special consideration requests can be submitted on [InPlace](#) for the duration of your degree if it remains applicable or can be updated if your circumstances change.
- ✦ While the WIL Team will try to accommodate these requests, a suitable placement options cannot be guaranteed.
- ✦ If you do not have a Special consideration request, declare this by selecting the appropriate option from the drop down menu on InPlace.

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

## Pregnancy

If you become pregnant during your study, you may need to adjust your enrolment plan or placement timeframe. You are discouraged from commencing a placement for 6 weeks before or after your estimated due date. If you are enrolled in a placement course in the study period when you are due to give birth, you must notify the WIL Team by the special consideration due date as soon as possible. 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. The WIL Team will review your request and work with you to find a suitable placement option. You will also need to provide confirmation of fitness for if you wish to commence at 6 weeks post-partum.

If you are planning a pregnancy, ensure you are current with any required immunisations before you become pregnant. If you are already pregnant and have not been immunised or do not have immunity, you may not be able to receive some vaccinations or will need to wait until later in your pregnancy before some immunisations can be administered. Please contact with the WIL Team to discuss your situation and your capacity to attend placement.

## Conflict of Interest

You must notify the Program Director of any real, perceived, or potential conflict of interest (COI), that may arise in relation to successfully undertaking or completing the academic or practical 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 other paid work to achieve placement requirements.

## 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.

# Placement Allocation Process

To maximise the benefits of professional experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-placement planning involves multiple stages of communication with students and placement agencies, starting well before the study period begins.

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
- ✦ Student enrolments

Special consideration requests are viewed first, so submit them early if you want the WIL Team to consider your circumstances when sourcing and allocating placements. The WIL Team then engages in ordinary allocation processes whereby all students who have submitted their mandatory documents are placed at suitable facilities. Details of the placement are released to students via [InPlace](#).

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

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

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

## Placement Allocation Communication

All email communication between UniSQ and agency staff should be conducted via your 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).

## Placement Negotiation

Where it is a requirement the placements to be sourced on an individual basis, the WIL Officer or Course Coordinator will be responsible for negotiating a suitable placement. It is likely to take up to a month or even longer to confirm these opportunities which may mean that you will not commence in the timeframe initially stated. Once an appropriate placement has been located and negotiated, you will be informed and advised of the next steps via your UniSQ email account.

## Placement Agreement

UniSQ must have an agreement in place with all facilities where students complete placement. It is the WIL Team's responsibility to ensure this is completed prior to the commencement of any placements. Should an agreement need to be established for your placement, you will be informed of its completion and your starting date for placement via your UniSQ email account once finalised.

Each agency will also be reviewed against a UniSQ Risk Assessment Tool to ensure it is a suitable placement opportunity and meets any program accreditation requirements.

## Placement at Current Place of Employment

Students may be supported to undertake their placement in the same facility where they are employed. Students may be required to provide documentation to support their request to undertake placement within their workplace. Once the Course Coordinator or WIL Team has assessed that the workplace may be able to offer appropriate learning opportunities, they will make contact with the agency to ensure that the agency will:

- recognise that the employee is in a student role
- be able to meet the educational requirements, principles and policies of the profession and the university
- allow for student learning experiences that are separate to the student's routine work responsibilities
- provide the student protected time separate from the duties carried out at work, including attendance at integration seminars
- wherever possible provide a Supervisor who is not the students line manager or usual supervisor
- ensure the student receives supervision regularly and sufficient support to complete the Learning Plan and assessments.



# After Placement Allocations are Available

## Placement Acceptance

Students are expected to attend any reasonable placement opportunity as allocated by the WIL Team or Course 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
- ✦ contacting the [international office](#) to understand the conditions of your visas if you are an international student

## Accommodation and Travel Expectations

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 your 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.

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

## Southern Queensland Rural Health

UniSQ 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. Applications 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. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

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 and Roster Information

The orientation information on [InPlace](#) is divided into sections and includes extra requirements for specific locations that may need to be completed; first-day details; medication review information; accommodation details for different sites; and roster information.

Placement information, including your first day details and roster (if provided) will be updated on InPlace two weeks prior to commencing placement. This timeframe aligns with agency schedules and helps avoid confusion for students with different starting dates. The placement dates information is for will always be included so please check that they match your allocated placement dates. If a roster is attached, it will identify the dates and students who are scheduled to attend. Some facilities do not provide a roster, and you will be informed of your shift hours on your first day of placement. This is a decision made by the agency and UniSQ cannot provide a roster for you in this instance.

Ensure you check all the information for the allocated agency well in advance of commencement, as many facilities have additional requirements that may take time to complete (e.g., First Aid certificate, additional vaccinations or serologies, or iLearn modules). These requirements are agency-specific and must be met within the required timeframes to attend.

Overall, it is important to recognise that placements, whilst an educational experience for students, occur in workplaces which operate within their own policies, processes, and with specific guidelines that are separate from UniSQ. UniSQ's role is to communicate to students what those requirements are, and InPlace is where this is done.

Similarly, whilst your allocated placement is your focus and priority, the site will likely have other students from other institutions attending placement, and those students require information, too.

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

# Attending Placement

## Clinical Equipment and Uniform

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

**Placement Equipment** - These are available online through [School Locker](#) and any medical equipment supplier.

The full clinical uniform that complies with current Workplace Health and Safety regulations is as follows:

- ✦ Pants: Comfortable fitting dark navy blue or black slacks, cargo pants or culottes (No hipster, leggings, or jeans)
- ✦ Shirt: UniSQ clinical shirts for midwifery are purple. Clinical shirts are available from the UniSQ Bookshops.
- ✦ Shoes: Black or navy-blue lace up, strap or slip-on fully enclosed supportive shoes with a non-slip sole for both genders (NO joggers or sandals)
- ✦ Hijabs or headscarves must be Navy Blue or Black in colour
- ✦ Black or white sport socks or walk socks
- ✦ Optional – UniSQ jacket for winter

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

**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.

## Clinical Supervision

UniSQ Midwifery students will be supervised during all placement by an experienced Registered Midwife. This allocation may change with each shift. UniSQ may provide a Clinical Facilitator to the placement site, or the site may have a dedicated student educator. Facilitators and educators are all aware of the documentation and assessments that are required to be completed as part of placement.

The Course Coordinator will maintain regular contact with the clinical agency during your placement. These contacts enable discussion and feedback, ensure that questions and concerns can be addressed, and assist with the linking of theory to clinical practice.

## Attendance Expectations

**You are expected to attend 100% of your placement** at the times allocated by the placement provider, in accordance with their operating hours, so as to complete the Episodes of Cares (EoC's) as required by ANMAC. This is a course requirement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your placement. You will be expected to work shifts that **include mornings, afternoons, nights, weekends and public holidays**.

Placement takes priority over other work commitments. Please notify your employer well in advance to ensure your employment does not interfere with your placement. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself and/or women's 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 or completed the required Episodes of Care of the placement, you must inform the Course Coordinator as soon as possible so additional placement hours can be requested.

## Requesting a Rostered Shift Change

If you have extenuating circumstances and need to request a shift change from your rostered shift while on placement, you can approach your supervisor, facilitator, preceptor or educator to request the change and discuss any options available. If your placement is extended beyond the original placement end date as result of the agreed arrangement you will need to notify to WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au)

## 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 placement. Rosters may include **shifts that are up to 12 hours**. As a student you cannot work more than 12 hours in one shift. It is recommended that you **do no more** than 5 shifts one after another, that are 8 to 12 hours long.

You are required to work the shift hours allocated by the agency in accordance with the policy and employment practice of the agency, across a 24-hour period. This includes working night shift as long as the student is supervised and working with an allocated supervisor.

Meal break entitlements may depend on the agency where you work; however, generally you are entitled to a 10-minute break for each 4 hours of a shift, e.g. 20 minutes in an 8 hour shift/30 minutes in a 12 hour shift. These can be joined together and taken as a 20- or 30-minute break if desired. You are also entitled to a 30 minute 'unpaid' break in an 8-hour shift and 2 x 30 minute breaks in a 12 hour shift (1 x 30 minute breaks is 'unpaid'). This means your rostered hours for an 8-hour shift will be 8.5 hours and your rostered hours for a 12-hour shift will be 12.5 hours to accommodate the 'unpaid' breaks. Remember your hours of work need to meet the number of hours required for your placement. Please complete your time sheets honestly, and ensure they are signed by your supervisor each day. It is your responsibility to keep your time sheets for future reference; it is recommended that you scan and save digitally for your own records.

## Continuity of Care Experiences (COCEs)

Students undertake COCE within their allocated clinical hours for a given course. COCE should aim to occur during the student's allocated placement times to avoid fatigue. COCE is not a substitute for hospital care experiences; thus, students cannot replace large volumes of hours (e.g., 100, 200) solely with COCE. Balanced exposure to maternity care services is essential.

## Attending Clinical Placement Outside of Rostered Shifts

For workplace health and safety and insurance liability, students must not attend unbooked clinical placement hours outside of booked dates. If necessary, students must inform their Course Coordinator and WIL Team to ensure insurance coverage. Due to the nature of COCE and the professional relationship midwives form with women, students may sometimes attend appointments during their "off duty" time. Permitted scenarios include:

- The woman attends the hospital for an unscheduled assessment and calls the student.
- Scheduled antenatal appointments.
- Childbirth classes.
- The woman goes into labor.

Students must not pressure women to schedule care around their needs. Meetings should occur during scheduled care experiences, and students should not see women for social catchups. If attending an appointment outside of booked shifts, the time spent providing direct care can be counted towards clinical placement hours.

## Examples of Countable COCE Hours Outside Booked Shifts

- **Paid Shift in Another Area:** If called to provide care for a COCE woman, students must negotiate with their manager to be released. Only direct care time under supervision counts towards clinical placement hours.
- **Clinical Placement Shift on Post-Natal Floor:** If a COCE woman comes in for care, students should negotiate with their preceptor to be excused from the allocated area. Direct care time counts as part of the normal shift.
- **Full Shift with Imminent Birth:** Students wishing to stay with a COCE woman for birth must adhere to Workplace Health and Safety regulations and take recommended breaks.

## Extension of Time to Complete COCEs

If a student anticipates that they will not complete COCE requirements by the end of the year, they should communicate with their Course Coordinator as early as possible. Contact the Placements Office at [WIL@usq.edu.au](mailto:WIL@usq.edu.au) to request an extension of clinical placement dates. Students must not attend COCEs outside of booked dates unless an extension is approved. Enrolment in a clinical course is required to commence clinical placement and attend COCE women. Time spent with a COCE woman must involve direct clinical care under supervision to be counted.

## Non-Countable Clinical Placement Hours

- Travel time to and from the hospital.
- Waiting for appointments.
- Phone calls, texting, or emailing COCE women.
- Social encounters.

All time spent with a COCE woman must be documented and signed by the supervising midwife or registered health professional on the 'Verification of Visits' form. Unsigned visits will not be counted.

## Absence While on Placement

Student health and wellbeing is priority. Students are to remain home if they are not well or fit to practice according to site specific policies and procedures. Students are to follow all site-specific policies and procedures if they become sick or unwell. i.e. notify supervisors via email/phone/text.

Absences are only accepted for illness or extenuating personal circumstances. If you are absent during a placement, you must immediately notify the agency and relevant staff members. For absences of three days or more, you must inform the agency and relevant staff members, your Course Coordinator and the UniSQ WIL Team without delay.

- ✦ 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 Course Coordinator), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.

Any absences are encouraged to be made up in within the placement date range order to ensure that all EoC's can be completed. Students may request an extension to placement dates under extenuating circumstances in order to complete EoC's, however it is important to note that a facility may not have capacity to extend your placement past its original end date.

You will be on placement during the exam period. Please ensure that you make arrangements to have exam days off. You are not permitted to take days off to study or to complete assignment work.

If a student experiences a prolonged period of absence due to illness, injury or surgery, the student must, prior to recommencing placement, provide a medical certificate confirming they are fit to return to placement. Students will receive an I (incomplete) grade until the placement is completed and this may hinder progression and graduation.

## Make Up

Where you have not completed the required number of placement hours to complete the course or EoC's, an extension may be necessary. Students are expected to make every effort to attend their placement in the timeframe offered. Please note that extensions may be difficult to secure, as placement sites facilitate many students from multiple universities.

**Students must keep a timesheet and record clinical hours completed for every placement. You will be asked to provide these to the WIL Team and Course Coordinator as part of your completion requirements.**

## Reasonable Adjustments to Allocated Placements

Extensions to placement dates, or other requests for flexible arrangements, must be discussed with, and approved by, the Placement Course Coordinator. If your circumstances change while on placement, you must also notify the Course Coordinator as soon as possible, so a suitable plan of action can be discussed.

Placement allocation changes will only be considered if the Course Coordinator deems it necessary to re-allocate the student for a valid reason.

## Student Initiated Placement Withdrawal

If you wish to withdraw from a placement due to exceptional circumstances, it is recommended that you obtain formal confirmation from the Course Coordinator before taking any action as consultation with the agency Supervisor may be required to assess the appropriate academic action or reasonable adjustment. Withdrawal without prior confirmation 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 due to changes in their capacity, availability or operational reasons such as lack of appropriate work experiences, staff changes or sickness/ill health of appropriate supervisors.

An Agency and / or a Supervisor may also request withdraw if a student:

- consistently performs unsatisfactorily with appropriate 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. If the placement is terminated for reasons unrelated to student performance, and before all required placement 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 or program completion.

Placement may be **failed** if a student does not meet the expected standard for their level of study. Feedback will be provided periodically during placement.



## Other Reasons for Failing a Placement Course

The below reasons include but are not limited to:

- Failure to upload current mandatory documents on InPlace by prescribed deadline, therefore do not meet pre-placement requirements, and cannot be allocated to a placement;
- Withdrawal 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);
- Lack of progress and learning or unsatisfactory performance following supervisor feedback;
- Breach of UniSQ or accrediting body Codes of Conduct, relevant laws or 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;
- Failure to complete all placement-related assessments and paperwork within the prescribed timeframe.

## Course Appeal Process

UniSQ has an established Appeals process which can offer students' the ability to appeal a failure grade for Placement. Please review the below resources for further information.

- [Feedback, Complaints and Grievance Resolution](#) (UniSQ website)
- [Student Grievance Resolution Policy](#)
- [Student Grievance Resolution Procedure](#)
- [Student Appeals Procedure](#)

# 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 wellbeing services. An appointment can be made by phoning +61 7 4631 2372, or booked [online](#), or by sending an email to [supportforlearning@unisq.edu.au](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.

Support for International Students – [UniSQ International](#)

Support for First Nations Students – [College for First Nations](#)

If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

- [Lifeline](#) - 13 11 34
- [Suicide Call Back Service](#) - 1300 659 467
- [Mental Health Access Line](#)- 1300 642 255
- [Nurse & Midwife Support](#) – 1800 677 887
- [Critical incident on UniSQ placement](#) - 1300 998 236
- **[Emergency medical treatment](#) – 000**

If you require support at any stage of your study, you can access [Student support](#) services for 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. Please refer to the 'Reporting an Incident' section below.

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

## Insurance Information While on Placement

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

- ✧ Public liability
- ✧ Professional Indemnity
- ✧ Medical malpractice
- ✧ Student Personal Accident

To qualify for UniSQ's insurance coverage you must:

1. Be an enrolled student while on Placement; and
2. Comply with the Professional Experience Guidelines (as applicable to your School). This includes having submitted all mandatory documentation, which is verified by the University; and
3. The Placement activity has been approved by your School. You can find out more about whether your placement is approved by checking InPlace; and
4. You must not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance e.g. bursaries or grants). If you are going to be remunerated for your placement, please contact the University for insurance options.

Coverage provided by each insurance policy is subject to the respective policy's terms and conditions.

## 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 or advise the Agency Supervisor as they will likely have internal protocols that need to be followed
2. Contact the Placement Coordinator immediately via the on-call number or on 1300 99 82 36
3. You may be offered the choice to be transferred to either a public or private ED via QAS
4. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
5. If you choose to stay in the private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment
6. 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
7. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
8. Please ensure you follow any treatment recommendations and visit with your GP if required.

## Use of Vehicles 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.

## Risk Management

We all have a responsibility to be aware of risk in the workplace. 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

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

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

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

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

### Fatigue Management

The university understands the need for students to work to support themselves financially. You must consider the agencies **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. 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.

## 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**. A **No Lift Policy** is enforced in almost all Queensland Health, private and other facilities.

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

## Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

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

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

- 07 4631 2372
- [safercommunities@unisq.edu.au](mailto:safercommunities@unisq.edu.au)

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

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

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

## Reporting an Incident

If you have an injury or an incident while you are on placement, **you must report it to your Placement Supervisor and the health care agency contact immediately. You must also notify the placement coordinator of the incident via email or phone directly.**

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

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

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

- Assign incident to Manager/Supervisor – Jo Buckley
- Business Unit/Faculty – School of Nursing and Midwifery

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 Course Coordinator for review.



# 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 Placements. These rules are in place to acknowledge the right of women and families 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

When you are enrolled in a placement course or enrolled in a program that has a placement component, you must observe the following: UniSQ's [Student Code of Conduct Policy](#), UniSQ's [Graduate Attribute Policy](#), industry expectations of professionals and accreditation body guidelines. These standards are taken very seriously, and the university has a responsibility to balance student learning support with harm prevention. If concerns are raised about your fitness to practice, UniSQ responses may include: extra learning support, formal interventions, creation of alternative academic arrangements (if possible) within the program or placement termination.

The rights of women and families to feel they are in a secure professional environment are paramount.

## Addressing Women, Families and Staff

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

## 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 Presentation

It is expected that you will present yourself in a professional manner (this is measured on the AMSAT tools for each course). The only jewellery permitted is a wedding band. A fob watch pinned to your uniform is preferred and, in some agencies, required, due to possible injury to women and families from wrist watches. You must wear your student identification so that it is visible on your uniform. You must ensure that your name and photo are clearly visible and that there is nothing else on the card.

You are not permitted to wear clothing, including underclothing, past your elbows while working directly with women and families. You are not permitted to wear jumpers or cardigans while working directly with women and families. In cooler months, please ensure you wear a black or navy jumper or jacket to and from the agency.

The rules of basic hygiene should be maintained at all times. Long and/or painted fingernails or acrylic nails are not permitted and may cause women and families injury. It is essential that you maintain a high standard of personal grooming to demonstrate to women, families and other health professionals that you take personal pride in your appearance.

## 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

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 any 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 women and families for breaches of confidentiality, and potential removal of placement by UniSQ.

## Mobile Phones

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 or similar devices, **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 placement.

## Social Media

Social media refers to any online or mobile tool where you share information of any kind and in any format. As a student you are not to post any information about your placement, clients, the agency or your fellow students or anything else related on any social media forum including private group pages. You may be dismissed from placement and possibly excluded from returning to the agency if anything posted contravenes any of the laws or codes that apply.

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

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

## Media Requests

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 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 Course Coordinator in the first instance to seek advice and/or assistance when possible.

### Subpoenas

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

### Placement Agency Requests

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

## Issues with Student Performance or Behaviour

While most placements proceed without incidents, it is important that all concerns are responded to in a timely manner and principles of natural justice and procedural fairness apply. Where possible placement difficulties will be addressed by using the steps below to ensure the placement continues and the student has the opportunity to demonstrate competence and pass their placement.

It is important to note that:

- Some issues may also be dealt with through an agency's policies, grievance and complaint processes (e.g. harassment and discrimination, breach of confidentiality or privacy).
- Students are on placement at the invitation of the agency and on a voluntary basis. An agency may decide not to follow due process and terminate a placement immediately.

If an event or series of events occurs involving a UniSQ student while on professional placement, which in the opinion of the Supervisor requires intervention, the following steps will be taken:

### Step 1:

If performance issues arise with a student, or if they experience learning difficulties, the student and agency supervisor should discuss these directly as soon as possible. Strategies should be developed and documented to address concerns and improve performance. These strategies should then be reviewed in each supervision session and the Course/Placement Coordinator kept informed of the situation. Promptly informing the Course Coordinator of any concerns will enable enhanced support for both the student and supervisor, aiming for a positive outcome.

### Step 2:

If following Step 1 does not resolve the issue, or if more serious issues arise (e.g. the student breaches professional conduct or struggles to meet Practice Standards, or the placement is at risk of termination), or if the student feels they cannot address the issue with their agency supervisor, a meeting should be arranged with the Course Coordinator, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor or Course Coordinator. The Course Coordinator should be advised in writing about the issues including details such as what, when, where and who.

The meeting outcomes should be documented, including strategies to address the issues and review dates.

### Step 3:

Depending on the outcome of Step 2 a follow up meeting should be held with the student, Course Coordinator and/ Placement Coordinator to monitor the situation. The Program Director may also be included if necessary. The meeting outcome should be documented, and further action or strategies implemented if needed. If further issues arise before the review date, a meeting will be arranged as soon as possible. In some cases, the placement will be terminated.

## Formal Grievance Procedure

1. A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.
2. The supervisor documents an objective account of the circumstances or incident.
3. Following a formal, confidential dialogue between the supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
4. The Course Coordinator is informed of the incident and the formal grievance process and is sent a copy of all relevant documentation.
5. The Course Coordinator will contact the student to discuss the situation.
6. The Course Coordinator will advise the Program Director.
7. The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the behaviours of concern.
8. If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident is closed.
9. If the student fails to redeem the contract, the Program Director will then determine the appropriate course of action (e.g., removal of the student from the professional placement).

## Related University Policies

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

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

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

# Roles and Responsibilities for Placement

When a student undertakes placement, the various parties assume particular responsibilities for the placement. The parties are the Student, Agency and University. The Agency Supervisor and the University WIL Team are the key contacts throughout the professional placement.

The outcomes of placement reflect the above collaborative arrangements. However, it remains the responsibility of the university, in all instances, to determine the final grade/outcome for the placement.

## 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 your performance from your Placement Supervisor.
- ✦ Adhere to all legislative conditions, obligations, 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 placement course.
- ✦ Advise the WIL team of any pre-existing medical conditions that may affect your safety or capacity to participate fully in placement activities.
- ✦ Seek assistance if not confident with a procedure/treatment, or if you lack understanding in an area.
- ✦ Provide woman and family centred-care under professional supervision only. It is important that you do not attempt to do anything that your supervisor has not approved.
- ✦ 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.
- ✦ Understand and 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 honestly, ethically and in good 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, MUM or Course 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

- ✦ Swap their placement with other students **without notifying the WIL Team**.
- ✦ Attend a placement without the knowledge and consent of the course coordinator and WIL Team, 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 misuse any resources from either the university or placement agency. This includes the photographing of any aspect of the Placement Agency without the express consent of the Placement Supervisor.

### Be Unprofessional

- ✦ Act outside the professional codes of conduct and scope of practice as defined by the accrediting body.
- ✦ Perform clinical cares, or give clinical advice, 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 midwifery professional. Consent by the woman, or the fact that they started the conduct or behaviour, is not a defence.
- ✦ Accept gifts or any form of benefit from a woman or family that could be viewed as potentially influencing decisions about care or treatment or be viewed as influencing the impartiality of health care delivery.
- ✦ Breach the Nursing and Midwifery Board of Australia Social Media policy.

## Supervisor/Agency

The Clinical Facilitator and/or Preceptor, RM or MUM supervisor (Placement Supervisor) will:

### Demonstrate Professional Behaviour

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

### Provide Learning Support

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



### **Provide Clinical Support**

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

## **University**

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

### **Organise and Plan Placements**

- ✧ Be in regular contact with placements facilities and visit placement agencies as needed.
- ✧ Be accessible by telephone and email for communication on placements issues and respond as soon as possible.
- ✧ Coordinate the students' pre-placement requirements including student orientation checklists, criminal checks, immunisation and CPR, as required by the facilities.
- ✧ Evaluate the Clinical Placement program and viability of clinical placements at particular facilities to ensure safety of students.

### **Manage the Academic Aspects of the Program**

- ✧ If there is any doubt, decisions to pass a student are the final responsibility of the Course Coordinator and/or the Program Director.

### **Communicate**

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

# 2025 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 ensuring they are true and correct and will remain current for the duration of the placement timeframe.
- ☐ Declare any extenuating circumstances via the special consideration section on InPlace
- ☐ Declare any perceived, potential or actual conflicts of interest.
- ☐ Declare any pre-existing medical conditions that could affect my safety during placement, for duty of care and insurance purposes.
- ☐ Be available to attend placement at any time in the period of study I am enrolled including study breaks and exam periods.
- ☐ 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 Midwifery Uniform and ID Card etc.
- ☐ Ensure I am familiar with the insurance and emergency contact information.
- ☐ Provide any extra requirements requested by my Placement Agency in a timely manner.
- ☐ 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 Midwifery.
- ☐ Comply with fatigue management policies and manage own work so it does not impact placement on my placement.
- ☐ Promptly notify all appropriate stakeholders of any absences.
- ☐ Report any incidents while on placement as per the UniSQ guidelines.
- ☐ Keep copies of all my assessments and timesheets.
- ☐ Promptly notify the WIL Team and Course Coordinator of any make-up requirements and work cooperatively with them to organise make-up placements.
- ☐ Discuss any additional work that may be required with the Course 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 including the NMBA Code of Conduct.
- ☐ I understand that I need to contact the Work Integrated Learning (WIL) Office and the Course 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 placement and that this will prevent my progression and completion of the midwifery program

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

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

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



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

**[unisq.edu.au](https://unisq.edu.au)**

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