



Medical Laboratory Science Clinical Placement Guide

Bachelor of Medical Laboratory Science
(BMLS)

Associate Degree of Medical Laboratory
Science (AMLS)

School of Health and Wellbeing
Faculty of Health, Engineering and Science
University of Southern Queensland



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Student Conduct, Behaviour and Responsibilities during Clinical Placements

These guidelines are designed to provide students with guidance as to appropriate conduct and behaviour during Clinical Placements and the expectations and responsibilities of students when on Clinical Placements and representing the University of Southern Queensland (USQ).

As a USQ student undertaking a Clinical Placement, you will:

- Act ethically and with consideration, honesty and courtesy to all staff, other students and visitors at the placement facility.
- Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.
- Abide by relevant Codes of Professional Conduct (USQ and Placement Facility) including but not limited to rules, bylaws, policies and procedures of the Facility, including dress code.
- Adhere to all legislative requirements, work health and safety requirements, security requirements, confidentiality & privacy requirements and any other rules, bylaws, policies and procedures relating to the Placement that are a requirement of a Facility, Organisation, Government or the University.
- Maintain confidentiality of information and protect the privacy of patients/clients and colleagues.
- Ensure you have a zero blood alcohol level and avoid consuming drugs which may adversely affect your performance while on placement.
- Comply with reasonable and lawful directions of your Placement Supervisor.
- Seek assistance if not confident with a procedure or if you lack understanding in an area.
- Disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or clinical requirements of the degree program. This may include, but is not limited to, any financial dealings or interests, participation in organisations, political parties or religious groups, which may influence clinical or academic decisions.

Prior to and during your Clinical Placement, you will:

- Complete all pre-placements requirements by the prescribed deadlines.
- Declare any extenuating circumstances via the special consideration section on InPlace.
- Attend and participate in placements as negotiated and arranged by USQ.
- Maintain current contact details with the University (ie email and mobile phone number) and be able to be contacted within a reasonable timeframe (ie within 48 hours) both immediately prior to and throughout placements.
- Advise the Professional Experience Placements Office if you are required to take prescribed medication that causes drowsiness or other adverse effects.
- Discuss clinical objectives and expected learning outcomes with your Placement Supervisor.
- Actively participate in the management of your placement.
- Actively participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on performance from your Placement Supervisor.
- Ensure that all assessment documentation paperwork is completed and appropriately submitted in a timely manner
- Discuss problems/issues with the Placement Supervisor or Course Examiner as they arise and act to resolve problems quickly and cooperatively.
- Practise in a manner that is safe, respectful of patients/clients, and consistent with your level of competency.
- Be responsible for any accommodation and travel costs
- Advise the Professional Experience Placements Office immediately if you are involved in any incident whilst on Placements and complete the USQ Incident/Injury Report Form

As a student at a Clinical Placement, you will not:

- Act outside professional codes of conduct and scope of practice of your Clinical Placement.
- Participate in any activities that misrepresent your status or level of skill or knowledge nor undertake Clinical Placement activities without professional supervision of an authorised Placement Supervisor.
- Undertake a placement if you have received notification from the University that the placement has been cancelled.
- Accept gifts or any form of benefit from a patient or client that could be viewed as influencing the impartiality of health care delivery or professional practice.
- Remove or misappropriate any resources from either the University or Placement Facility. This includes the photographing of any aspect of the Placement facility without the express consent of the Laboratory Supervisor.
- Make public comment on behalf of the School or the University without the written authorisation of the Executive Dean (Faculty of Health, Engineering and Sciences). 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.
- Participate in behaviours that potentially may cause injury to others.

I agree to uphold the following COVID-19 requirements:

- If during the 14 days prior to the commencement of my placement, I am diagnosed with COVID-19 (Coronavirus), I will complete the USQ COVID-19 Registration form.
- If I commence a period of self-isolation or mandatory quarantine prior to my placement, I will complete the USQ COVID-19 Registration form as soon as possible.
- I acknowledge the requirement to follow advice from the Australian Government Department of Health with respect to COVID-19.

2022 STUDENT DECLARATION

Every student must complete and submit the following declaration to confirm that you have read and understood the entire contents of this document. If in breach of these guidelines, you risk not being permitted to attend future Clinical Placements.

- I declare I have read and understood the contents of this document.
- I understand that I must abide by the standards described within this document.
- I understand that I need to contact the Professional Placements Office 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 dropped from a placement course if I do not meet the mandatory document requirements within the timeframes required.
- I understand and accept my student responsibilities as outlined in this document.
- I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement agencies as necessary for placement purposes only.

Student Name: _____

Student Number: _____

Student Signature: _____

Date: / /

This form is part of the pre placements mandatory requirements for all students that attend Clinical Placements within Health Care Facilities from the University of Southern Queensland. It is required to be uploaded to *InPlace*.

Pathology Laboratory Clinical Placement Process

Pathology Clinical Placements will be determined following receipt of student preferences and are negotiated between the USQ and the pathology provider. Providers will determine the placement availability, the laboratory location and the pathology discipline assigned to a student for the duration of the placement.

Students need to be enrolled in the relevant pathology clinical placement course before your placement can be negotiated – please enrol as soon as possible for all placement courses via your Student Centre.

Placements are normally in a **13, 15 17** or **18** day block consisting of 8 hours of work each day (including a 1 (one) hour break).

Students are required to attend the placement block as indicated by the specified dates, working Monday to Friday

Students can preference their locations for placement, however, obtaining a preferred location/discipline is not guaranteed and will not be changed once assigned except under extenuating circumstances in terms of USQ policy on [Compassionate and Compelling Circumstances](#).

You are encouraged to undertake each Pathology Clinical Placement in a different laboratory in order to experience different working environments.

Students may be required to travel to placement – USQ considers within an hour of your address on InPlace to be a local placement.

There are several mandatory requirements that must be completed and submitted on [InPlace](#) prior to undertaking a clinical placement (See [Pathology Clinical Placement Information](#) section on the [Medical Laboratory Science](#) Community Hub). Please address these immediately to ensure that your clinical placement proceeds smoothly.

Please Note: The subjects in which you are currently enrolled in a semester may not correspond directly to the department/laboratory where clinical placement is arranged.

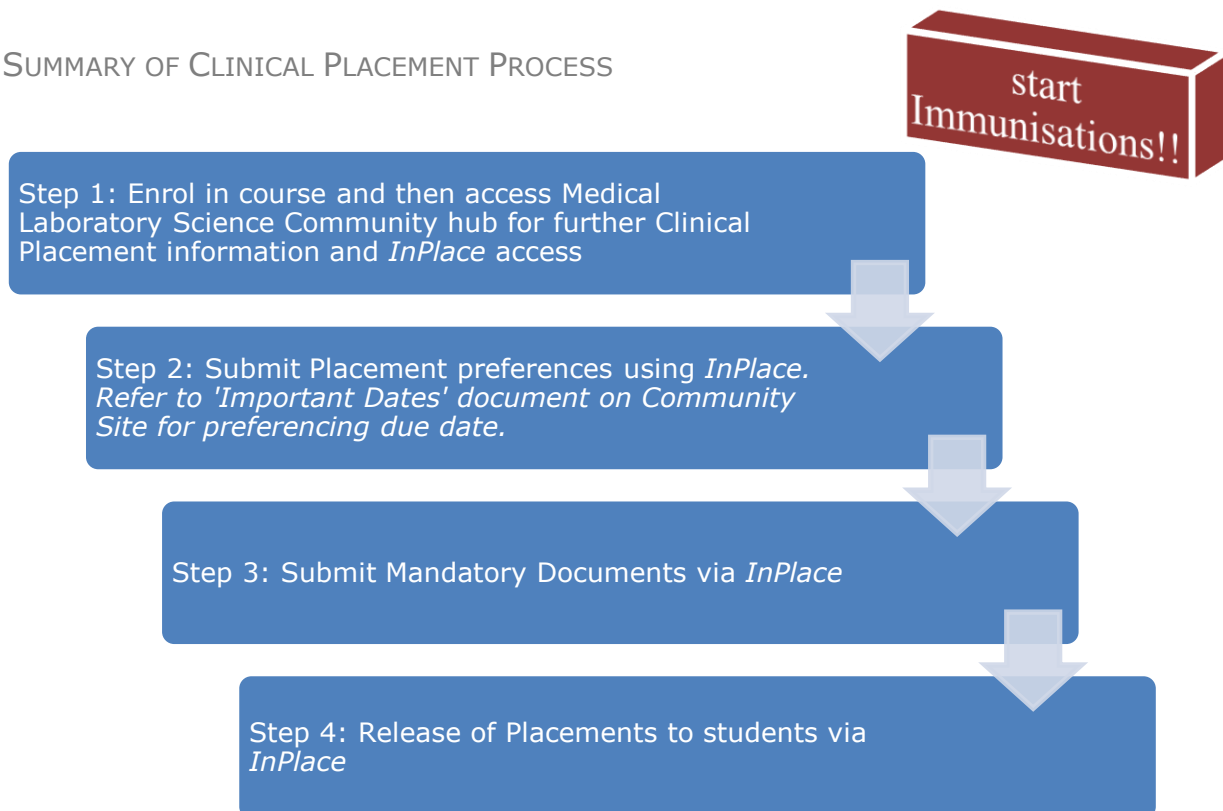
Pathology Clinical Placement 1 is a 'pre-analytical' placement and students in this course will be given experience in phlebotomy and specimen reception.

Pathology Clinical Placement 2 will, ideally, involve experience in Haematology (haem) and/or Microbiology (micro).

Pathology Clinical Placements 3, 4 and 5 will involve experience in the remaining disciplines, Biochemistry (biochem) or Transfusion Science (Tx) or Histopathology

Students doing Associate Degree of Medical Laboratory Science (AMLS) will only undertake three placement courses; Pathology Clinical Placements 1, 2 & 3.

SUMMARY OF CLINICAL PLACEMENT PROCESS



Please Note: The 'Important Dates' document and *InPlace* instructions are available on the [Medical Laboratory Science](#) community Hub located on your Study Desk.

Clinical Placement General Information

InPlace Website:

InPlace is USQ's placement management system. This system is where mandatory documents are uploaded, preferences are submitted and placement allocation information will appear once they are arranged with a provider. Students can access **InPlace** through the [Medical Laboratory Science community Hub](#) using their normal USQ login details

Some InPlace tips –

- Once you upload your documents on the 'details' page, InPlace will send the Placements Team a message to 'verify' that they are correct
- Go back and check a couple of days later that they have been approved or read the comment on your To-Do list on the home page that explains why they were rejected
- InPlace works best with **Google Chrome and Mozilla Firefox**
- **Password and Username:** the same as your other USQ login details
- **InPlace only holds one document in each section at a time.** Be aware that once a new document is uploaded the old one is overwritten.

An *InPlace* guide is available from the Medical Laboratory Science community page.

Professional Experience Placement Team:

The Professional Experience Placement Team (PEP) consists of Placement Officers in Toowoomba and Ipswich. The team members are responsible for processing the placement applications and organising suitable placements for the students.

Students can contact the Professional Experience Placement Officer on (07) 4631 2974 or via clinical@usq.edu.au regarding any placement query.

Mandatory Documents for Pathology Clinical Placement

Students are required to submit all the relevant mandatory documents prior to commencing placement. Due dates for these documents can be found in the Important Dates document

All documents and/or links are available on the [Medical Laboratory Science](#) community hub which can be found through UConnect under Studydesk.

USQ Student Declaration

- Handbook is updated at the start of Semester 1 each year – review and sign annually
- Document is located on page 5 of this Handbook

Australian Police Check

- 3 year expiry
- Must be from an [Australian Criminal Intelligence Commission accredited body](#)

Pathology Queensland Visitor Confidentiality Protocol

- Valid for one calendar year

AUSLAB Clinical and Scientific Information System Pathology WIL Student Access Request

- Valid for one calendar year

QML Online Induction

- Valid for one calendar year

Vaccination Preventable Disease Form

- USQ branded document must be completed by a medical/nurse practitioner
- **IMPORTANT:** Students need to start this document as soon as possible. If students are not immune to Hepatitis B the vaccination process can take 4 months.

Tuberculosis Risk Assessment Form

- Complete and submit the first three (3) pages of the document

COVID-19 Vaccination

- Students are required to be fully vaccinated (at least two doses)
- Evidence provided needs to include students name, vaccination brand, batch number and a signature from administering practitioner. Medicare documentation preferred.

Queensland Health Student Orientation Requirements

- Queensland Health Student Orientation Checklist
 - Please ensure all the appropriate boxes are ticked
- Queensland Health Student Deed Poll
 - Please submit the signature page (page. 6)

Queensland Health Online iLearn modules

- 4 Certificates must be renewed annually
- Go to <https://ilearnexternal.health.qld.gov.au/>

Mask Fit Testing

- Internally testing at USQ is encouraged however students will be notified when placements are allocated if Mask Fit Testing will be a mandatory requirement

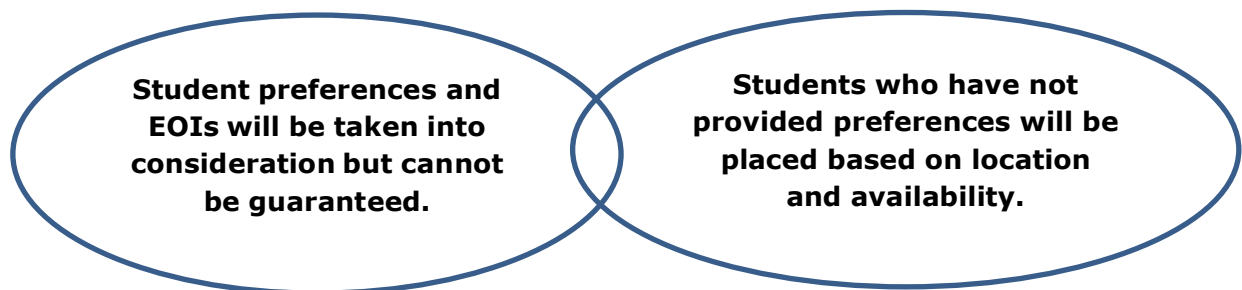
Refer to the Important Dates document for when mandatory documents need to be submitted.

If the deadline is not met, you will not be assigned a placement and required to meet with the course examiner and/or dropped from the placement course.

Pathology Clinical Placement Preferencing Process

Preferencing - All students enrolled in a Pathology Clinical Placement Course, will be given the opportunity to submit placement preferences on *InPlace*. **The due date for preferencing is available on the 'Important Dates' document . Once this date is passed the information provided on InPlace will be used to request and allocate placements.** In the first instance, The Placements Team will try to allocate a placement as close to a student home location on InPlace as possible. However this can not be guaranteed and student may be required to travel for placement.

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



Preferences for Clinical Placements can be selected on InPlace from the list of regions provided on the following pages. **You will need to select three (3) different regions in order of preference.** The laboratories within the region will then be contacted in order of which is closest to your home address on InPlace.

Expressions of Interest (EOI) – students can provide additional information via InPlace regarding their preferences, including identifying one or two preferred laboratories within the selected regions or identify a preferred placement provider. EOIs will only be second priority to the regions preferred.

Please be informed that the pathology labs listed in this guide may not be available to offer placement in every semester and there might be limited capacity for some labs.

Special Considerations are pre-existing circumstances that a student is aware of that may impact their ability to attend placement in a certain time or facility. Students are offered the opportunity to lodge special consideration information via InPlace. Evidence to support this information must be in line with the [Compassionate and Compelling Circumstances Policy](#) in order for the request to be considered.

Special Consideration information can be lodged on InPlace until the preferencing due date for the semester in which placement is being completed. Please view the 'Important Dates' document for the specific dates.

Placement Accommodation

When submitting preferences, please be aware that there is no accommodation offered by any of pathology placement providers. You are responsible for organising and paying for your accommodation and your travel for placement.

USQ works in collaboration with Southern Queensland Rural Health (SQRH) who can offer accommodation to domestic USQ allied health students at some sites in the Darling Downs Hospital and Health Service District and the South West Hospital and Health Service District. Students can register and apply for accommodation via the SQRH website - <https://www.sqrh.com.au/accommodation> by clicking on the 'Apply Now' button.

Accommodation opportunities are currently available through SQRH in Toowoomba, Chinchilla, Kingaroy, Goondiwindi, Charleville, Roma and St George

SQRH can also provide subsidy for students to travel to and from their placement. Application are considered on a case by case basis.

Please check the [SQRH website](#) for more information and to see what other support opportunities are available.

Students can also speak with a USQ Student Wellness Advisor who may be able to assist with financial planning options, counselling or bursary applications (if they are available).

Contact the USQ Wellness Team

Email: usqwellness@usq.edu.au

Phone: +61 7 4631 2372

Book an appointment: <https://www.usq.edu.au/current-students/support/health-and-wellness>

Regions and Laboratory Locations for Pathology Clinical Placement

Region	Laboratories	Provider	Haem	Biochem	Tx	Microbiology	Hist
Brisbane – Northern Suburbs	Bowen Hills	SNP	√	√	√	Full microbiology service	√
	Caboolture	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
	Chermside	SNP	√	√	√	Urgent gram only	
	North Lakes	SNP	√	√	√	Urgent gram only	
	North Lakes	QML	√	√	√	Urgent gram only	
	North West	QML	√	√	√	Urgent gram only	
	Redcliffe	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
	Royal Brisbane and Women’s Hospital	PQ	√	√	√	Full	√
	The Prince Charles Hospital	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
	St Andrew’s Hospital	QML	√	√	√	Urgent gram only	
	Wesley Hospital	SNP	√	√	√	Urgent gram only	
	Wesley Hospital	QML	√	√	√	Urgent gram only	
Brisbane – Southern Suburbs	Murarrie	QML	√	√	√	High volume + specialised tests	√
	Redland	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
	Queensland Children’s Hospital	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	
	Princess Alexandra Hospital	PQ	√	√	√	Full	√
	QEII	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
	Greenslopes	SNP	√	√	√	Urgent gram only	
	Mater Private Hospital (South Brisbane)	SNP	√	√	√	Urgent gram only	

Region	Laboratories	Provider	Haem	Biochem	Tx	Microbiology	Hist
Cairns and Hinterland Region	Atherton	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urine plate reading only.	
	Cairns	PQ	√	√	√	Full	√
	Cairns	SNP	√	√	√	Urgent gram only	√
	Cairns	QML	√	√	√	Limited sample types	√
	Innisfail	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urine & site swab plate only.	
Cape York Region	Thursday Island	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urines, all swabs, PUS & fluids plate reading.	
Central QLD Region	Emerald	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urines, all swabs, PUS & fluids plate reading.	
	Gladstone	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	
	Gladstone	QML	√	√	√	Urgent gram only	
	Rockhampton	PQ	√	√	√	Full	√
	Rockhampton	SNP	√	√	√	Urgent gram only	√
	Rockhampton	QML	√	√	√	Urgent gram only	
Central West QLD Region	Longreach	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urines, all swabs, PUS & fluids plate reading.	
Darling Downs Region	Toowoomba	PQ	√	√	√	Full	√
	Toowoomba	QML	√	√	√	Urgent gram only	
	St Andrews Hospital Toowoomba	SNP	√	√	√	Urgent gram only	√
	Warwick	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals, Urine plate reading only.	
	Dalby	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	

Region	Laboratories	Provider	Haem	Biochem	Tx	Microbiology	Hist
Eastern NSW Region	Coffs Harbour	SNP	√	√	√	Urgent gram only	√
	Grafton	SNP	√	√		Urgent gram only	
	Lismore	SNP	√	√	√	Urgent gram only	√
Gold Coast Region	Benowa	QML					√
	Pindara	SNP	√	√	√	Urgent gram only	
	Pindara	QML	√	√	√	Urgent gram only	
	Robina	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	
	Southport	SNP	√	√	√	Urgent gram only	
	Tugun	SNP	√	√	√	Urgent gram only	
	Gold Coast Private Hospital	QML	√	√	√	Urgent gram only	
	Gold Coast University Hospital	PQ	√	√	√	Full	√
Ipswich Region	Ipswich	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	
	Ipswich	SNP	√	√	√	Urgent gram only	
	Ipswich	QML	√	√	√	Urgent gram only	
	Logan	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
Mackay Region	Mackay	PQ	√	√	√	Full	
	Mackay	SNP	√	√	√	Urgent gram only	
	Mackay	QML	√	√		Urgent gram only	
North West QLD Region	Mt Isa	PQ	√	√	√	Full	
South Burnett Region	Kingaroy	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	

Region	Laboratories	Provider	Haem	Biochem	Tx	Microbiology	Hist
South West QLD Region	Charleville	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urine & site swab plate only	
	Roma	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. Urine plate reading only.	
Sunshine Coast Region	Buderim	QML	√	√	√	Urgent gram only	√
	Gympie	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading	
	Kawana	SNP	√	√	√	Urgent gram only	
	Nambour	PQ	√	√	√	Urine microscopy only (No CSF or fluid cell counts. No plate reading)	
	Sunshine Coast University Hospital	PQ	√	√	√	Full	√
Townsville Region	Townsville	PQ	√	√	√	Full	√
	Townsville	SNP	√	√	√	Urgent gram only	√
	Townsville	QML	√	√	√	Urgent gram only	
Wide Bay Region	Hervey Bay	PQ	√	√	√	Urine, CSF & fluid cell counts & crystals. No plate reading.	
	Hervey Bay	SNP	√	√	√	Urgent gram only	
	Maryborough	PQ	√	√	√		
	Bundaberg	PQ	√	√	√	Full	
	Bundaberg	SNP	√	√	√	Urgent gram only	
	Bundaberg	QML	√	√	√	Urgent gram only	

Providers

PQ – Pathology Queensland

SNP – Sullivan Nicolaides Pathology

QML – Queensland Medical Laboratory

Getting the Most Out of Your Placement

As a student you are responsible for making the most out of the learning opportunities within your allocated placements. In summary you will need to:

Introduce yourself to the staff within the area you will be working

Be engaged in all clinical activities

Take time to **effectively communicate** with the person overseeing your placement to ensure your placements goals, personal strengths and expectations can be achieved.

Achieve a satisfactory grade on the assessment items, as per the course specifications

Attend clinical placements for the full number of hours allocated to each clinical course

Return all assessment items to the Course Examiner by the due date (as per the course specification)

Issues of Concern to You while on Placement

Most students have a positive experience on placement but occasionally events arise that can be concerning to you. As a student you should voice your concerns via the following channel of communication:

- if you feel comfortable firstly speak to your allocated mentor
- if the issue is not successfully resolved contact the Clinical Coordinator (Academic) to discuss options and possible solutions

Attendance at Clinical Placement

- It is an expectation that:

Students will attend 100% of their clinical placement at the time and shift discussed with the placement provider

- All aspects of the placement shifts apart from organising the placements, are the students own responsibility. This includes:

- arranging child-minding;
- organising and paying for transport to and from the placements
- making plans to rearrange private work commitments
- bringing your clinical guide/workbook to shift each day

- If a student is absent on placement for any reason they will need to:

Email: clinical@usq.edu.au and the course examiner

Contact: the supervisor at the laboratory prior to your shift start time

WE HOPE YOU ENJOY YOUR PLACEMENTS!

Frequently Asked Questions (FAQ) about Clinical Placement

(Please read before completing your request for placement)

When can I access InPlace?

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

Does my placement laboratory/location need to offer the same pathology testing as the subjects I am currently studying this semester?

Your placement is designed to give you real life exposure to a working pathology laboratory. The discipline you are placed in will be determined based on the preferences you make and the ability of the preferred Pathology laboratory to accommodate you. We cannot guarantee that the testing available at this laboratory will match your current subject enrolment.

I cannot travel away from home to complete a clinical placement. Can I make only one preference for a laboratory close to home?

No. You must choose three different regions for laboratory placement. There is no guarantee of placement at any of your preferred sites. However best efforts are made to assign a placement according to a student preference.

Can I attend placement if I am pregnant?

Yes. The associated risks to yourself and your unborn child will be assessed on attendance at the laboratory and this will dictate which areas of the lab you are able to attend or which activities you should avoid. When requesting placement, the student must advise the university placement coordinator of the stage of their pregnancy they will be at the time of their clinical placement. Evidence from medical practitioner may be required to ensure you are "fit for work".

What do I wear to my clinical placement?

You are required to dress in smart-casual clothing. You will be required to wear closed, low-heeled footwear and observe all laboratory health and safety protocols. Personal protective equipment will be supplied to you as required. You will receive a health and safety brief on arrival at the laboratory. You need to wear your USQ Student ID at all times.

Will I be provided with any personal protective equipment?

Yes. This will be provided where required and must remain within the laboratory.

Will I be handling real patient samples?

Yes. You will be required to handle real patient samples within the laboratory. All samples handled within the laboratory should be considered infectious and all health and safety protocols must be observed. This is for the safety of not just you but also those working around you. All patient samples and records must be treated with respect and confidentiality. There are severe penalties for any breach of these conditions.

Will I need to complete any assessment pieces during placement or based on my placement experience?

Yes. The assessment requirements are outlined on the Study Desk for each pathology clinical placement course.

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

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

Am I allowed to chew gum in the laboratory?

No. You must follow all health and safety protocols while in attendance at the laboratory. This includes no food or drink within the laboratory.

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

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

Can I attend placement overnight or outside normal 9-5 hours?

No. Generally your hours of placement will fall between 7AM and 6PM. This is dictated by the attendance of supervisory staff who will guide your workload. However outside normal hours work may be attempted but only at the discretion and authorization of the lab manager.

Will I attend more than one section during my clinical placement?

If your placement has been arranged to cover more than one discipline, or in a multi-discipline laboratory, then you will be able to cover several areas. Where your placement has been assigned to a specific discipline within a laboratory you will usually only be exposed to that section.

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

Laboratories are prevented from offering work experience to non-paid staff due to insurance and risk assessment restrictions.

What will be my shift time for clinical placement?

Pathology clinical placement is undertaken between the hours of 7AM to 6PM, Monday to Friday to ensure that sufficient staff supervision is available within normal operating hours of the laboratory. Specific shift times will be advised by the supervisor at the laboratory.

Will there be other students in the laboratory during my clinical placement?

There may be availability to have more than one student attend a laboratory at the same time. The work observed or sections assigned will be determined by the lab management to best suit the current laboratory staff and laboratory resources.

When do I find out my placement details?

Your placement details will be released to you as soon as a placement is secured and all your mandatory documents have been submitted and verified by The Placements Team. Your documents must be current for the duration of your allocated placement.

Will I be paid during my clinical placement?

No. Clinical placement is a non-paid learning experience.

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

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

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

Organized placements take into consideration all information provided by the student at the time of application as well as placement availability. Placement changes will be considered if you can provide evidence in line with the 'Compassionate and Compelling Circumstances' policy of your extenuating circumstances.

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

*Contact the Professional Experience Placements Office **and** the Examiner of the course.*

Can I undertake placement before start of Semester (due to heavy study load during the semester)?

Yes, it is possible for your placement to be negotiated prior to the start of your enrolled semester. As an enrolled student in your program, you are covered by USQ insurance during your placement at any during your enrolment as long as the placement is approved by USQ.

Can I be placed at a location where I already work?

You can make preference for this location; however preferred placement location is not guaranteed, and is determined by laboratory availability.

Can placement be undertaken on a weekend or half days to fit in with work and study commitments?

Placement is undertaken between the hours of 7AM to 6PM, Monday to Friday to ensure that sufficient staff supervision is available within normal operating hours of the laboratory.

Can I attend placement on a public holiday?

No. Placement is undertaken during normally staffed operating hours of the laboratory.

What happens when I miss day(s) on placement due to exams, residential school, mid semester break, illness, etc.?

You are required to complete 17 or 18 days of clinical placement for the subject. If there are periods of time where you are unable to attend placement (exams, mid semester break) your placement can be arranged to fall outside of this. Where possible, you can arrange with the laboratory to organize additional days to make up for illness etc. however this will be dependent on the availability of staff and resources in the laboratory. There is no guarantee that this time can be made up.

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

Placement changes will ONLY be considered if you can provide evidence in line with the 'Compassionate and Compelling Circumstances' policy of your extenuating circumstances.

Why didn't I get my first location preference?

Placements are assigned based on laboratory availability of staff and resources.

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

You must complete clinical placement courses to fulfil the requirements of the AMLS or BMLS. It is the students responsibility to be available and able to attend placement where allocated.

What if my placement will not finish until after grades are released?

Students who are still undertaking placement or haven't submitted assignments, prior to the cut-off date for grade submission for that semester, will receive an IDM grade. This is an interim grade indicating incompleteness of the assessment for the course at that time. Once the clinical placement has been completed and the required assignments have been assessed, the examiner will amend the grade accordingly.

What if I don't pass the pre-requisites for clinical placement? Can I still undertake my negotiated placement?

No. However if exams are resat and grades amended prior to planned dates of placement, this may still be possible. Please discuss this with the university placement coordinator.

Can I request more than one location for the same clinical placement (i.e. some time at one laboratory and the remainder at another laboratory)?

No. Placement must be undertaken at one laboratory location only for a clinical placement enrolment per semester.

If I am unable to undertake a 17 or 18 day block, what should I do?

You can contact the Placement Officer at HES.support@usq.edu.au and request for a special consideration in line with the 'Compassionate and Compelling Circumstances' policy along with your supporting documents (eg. letter from employer, medical certificate or statutory declaration). However this request will only be granted at the discretion of the laboratory assigned and will be based on the availability of staff and resources to accommodate the request.

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

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

When should I receive AUSLAB login details to access computers whilst on placement at my negotiated laboratory if allocated a placement with Pathology Queensland?

*Your access will be set up at least 2 weeks before your placement starts with PQ. You will receive an email from the laboratory information systems team (LISS) advising you of your username and password for the AUSLAB system **PRIOR** to the start of your clinical placement. This will be sent to your university email so please check this before attending placement.*

Insurance Information for Student Placement

For insurance purposes, "placement" is defined as a compulsory requirement of your course or program. If you're undertaking an authorised USQ placement, you'll be covered by the following types of insurance (as applicable):

- Public liability.
- Professional liability.
- Medical Malpractice.
- Student Personal accident.
- Travel

Travel insurance coverage details are provided in the '[Student exchange and placement traveller](#)' factsheet. All coverage is subject to policy terms and conditions.

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.

How to qualify

To qualify for University insurance while on a placement you must:

- Be unpaid.
- Have your placement approved by your school or faculty – according to their processes (a confirmed placement on InPlace is an approved placement).

Making a claim

- Please immediately report any incidents to the Professional Experience Placements Office.
- The Professional Experience Placements Office will contact the University's Insurance Team.
- Failure to promptly notify the University may affect your insurance coverage.