

Professional Practice Experience **HANDBOOK**

For Nursing And Midwifery Students
2018



Welcome to Clinical Placement at the University of Southern Queensland

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

To meet the registration requirements of the approved program curriculum,

- **Nursing students** must successfully complete 840 clinical hours within the 6 clinical courses offered in the program
- **Midwifery students** need to successfully complete 1320 hours within the 8 midwifery practice courses offered in their program.

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

What Students ABSOLUTELY MUST know about Clinical Placement

- ☆ The **Nursing Professional Practice Hub (PPHub)** or the **Midwifery Ultra Megasite (MUM)** are where you will find all the forms, links and information you require to prepare for your clinical placements. They can be found with your other study desks on **UConnect** under **ULearn**. It is important that you use these sites to support your success.
- ☆ Registered, Enrolled and Student Nurses and Registered Midwives and Midwifery Students are governed by **national legislation**, the **Health Practitioner Regulation National Law Act 2009**
- ☆ USQ has written agreements with specific Health Care Facilities to provide placements
- ☆ Mandatory documents **MUST** be completed and submitted via InPlace by due dates provided
- ☆ Placements are allocated based on available places, student enrolment, student requests, and post code match where possible
- ☆ If you work in a health facility, you must advise the Professional Experience Placements Team (PEPT), as you cannot do placement in your work area
- ☆ Nursing placements only take place within Australia or countries where USQ has agreements in place
- ☆ Important placement information will be communicated to you via **email, InPlace and PPHub or MUM** sites
- ☆ Students may be required to travel to an allocated placement
- ☆ Students must keep a copy of all of their assessment documents throughout their placements

Signing the Student Declaration at the end of this handbook as part of your mandatory documents, indicates that you have read, understood and agree to act within the guidelines provided

The Professional Experience Placements Team (PEPT)

The Professional Experience Placements Team consists of Clinical Placement Officers and Professional Experience staff in Toowoomba and Ipswich. This team allocates the clinical placements and can help you with any questions or problems about preparing for and attending a clinical placement.

How are placements allocated?

- Aimed to be allocated fairly
- Up to an hour from your InPlace address is considered a local placement
- Where you are allocated will depend on where you have been before, your preferences and special consideration requests and where there are places available
- Direction from the Clinical Coordinators and the Senior Academic Program Support Officer

The PEPT are based in Toowoomba and Ipswich. You can contact staff face-to-face, or via phone or email. Nursing students enrolled through Geraldton Universities Centre can contact either the Geraldton campus for assistance or the Toowoomba campus. External students, please contact the Toowoomba campus.

PROFESSIONAL EXPERIENCE PLACEMENTS OFFICES:

Toowoomba

Location: Level 1 W Block

Email: HES.support@usq.edu.au

Phone: 07 4631 2974

Ipswich

Location: Level 2 I Block

Email: HES.support@usq.edu.au

Phone: 07 3812 6086

Geraldton (Nursing only)

Location: 33 Onslow St, Geraldton

Email: reception@guc.edu.au

Phone: 08 9920 4400

The Academic Team

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

CLINICAL EDUCATION LEAD:

Dr Victoria Terry

Phone: 07 4631 2377

Email: Victoria.Terry@usq.edu.au

Geraldton Universities Centre Site contact:

Geraldton (Nursing ONLY)

Ms Amanda Clarkson (Clinical Coach)

Phone: 08 9920 4400

Email: amandac@guc.edu.au

NB. Midwifery is not offered at GUC

Midwifery Program contact:

Midwifery

Mrs Elizabeth Rigg

Phone: 07 3812 6281

Email: Elizabeth.Rigg@usq.edu.au

In case of after-hours emergency, phone 1300 99 82 36

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STUDENT REGISTRATION OBLIGATIONS

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

Section 90 of the National Law is about the registration of students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) in their first semester of study. At USQ this occurs after the Census Date. Students' registration expires at 'the end of the day on which the student completes, or otherwise ceases to be enrolled in, the approved program of study' (Section 90. P 126. Health Practitioner Regulation National Law Act, 2009).

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

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

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

Information provided from Section 143 National Legislation 2009.

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

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

SCOPE OF PRACTICE

The **scope of practice** for nursing and midwifery students is what undergraduate students are educated, skilled and authorised to perform. The scope of a student's practice is influenced by:

- Their progress within the nursing or midwifery degree
- The health care needs of the clinical learning environment
- The level of acuity of the patient/client in the health care setting

You must always work within your scope of practice and ensure you understand the national laws that tell you how and what to do on a specific placement.

As an undergraduate nursing or midwifery student, the scope of practice changes through your degree. The course examiner for the practice/clinical course in which you are enrolled will provide the guidelines for your current scope of practice. It is up to you to make sure that you work within these guidelines when on placement. Students who practice outside of their current scope of practice may receive a **fail 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 your placements study desk.

Nursing Students

Registered Nurse Standards for Practice (2016)
Code of Conduct for Nurses (1 March 2018)
Code of Ethics for Nurses (1 March 2018)
Professional boundaries for Nurses (2013)

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>

Midwifery Students

Code of Conduct for Midwives (1 March 2018)
Midwifery Competency Standards (2010)
Professional boundaries for Midwives (2013)
Code of Ethics for Midwives (1 March 2018)

<http://www.nursingmidwiferyboard.gov.au/Codes-and-Guidelines.aspx>

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

SOCIAL MEDIA

You are advised to read the National Board policy for Health Professionals Social Media policy (2014)

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Policies/Social-media-policy.aspx>

How could this information affect my clinical placements?

1. **Complying with the legislation:** One of the mandatory documents you must sign and submit before being eligible for placement, is the 'Student Declaration' included in this handbook. By signing this document, you are informing USQ and the health facility that you fulfill all the conditions and do not have any of the limitations discussed in this handbook or in any of the legislation or codes that have been discussed. It is **YOUR** responsibility to make sure that this is correct and to do that you should make sure you have read and considered the documents listed or discussed in the previous 2 pages. *P. 16 has more information.*
2. **Fitness for clinical placement:** Sometimes your situation or health could change over the course of your studies. This can impact on whether or not you are still able to meet the conditions. If your situation does change, please notify either your Course Examiner or the PEPT to discuss whether or not you are 'fit for placement'. If the change is a health problem, most of the time you will be asked to go to your doctor to obtain a medical certificate that says you are fit to go on placement. This is because USQ cannot make a decision on whether or not your condition might impact your ability to do placement. *P. 23 has more information.*



3. **Safety for Placement:** Two of the documents you must submit before being eligible for placement are a Working with Children card (WWC) which checks for any offences against children, and an Australian Federal Police Check which checks for any charges against you. If something happens which could result in your WWC card or Police Certificate being cancelled (e.g. a criminal charge), you need to inform AHPRA within seven days. You also need to let USQ know that you are no longer able to go on placement. *P.14 & 15 have more information.*
4. **Pregnancy:** If you become pregnant during the course of your study, you will not be able to do placement 6 weeks either side of your estimated due date. You will need to provide the PEPT with a letter from your doctor with your estimated due date and advice on your fitness to do placement. If you are planning a pregnancy, you will need to have your required immunisations before you become pregnant. If you have not been immunised or don't have immunity and you are already pregnant, you may not be able to have some of these or may have to wait until further into your pregnancy. Please get in touch with the PEPT to discuss these and make a plan that may allow you to still do your placement.

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

PREPARING FOR CLINICAL PLACEMENTS

For students to be able to go on placement they must:

- Successfully complete the pre requisite courses for the placement course/s
- Enroll in the practice/clinical course
- Correctly submit/update all 'mandatory' documents within timeframes
- Submit preferences and special consideration information in the timeframes promoted
- Be allocated a placement
- Prepare for orientation and any facility specific requirements

Pre requisite courses and Enrollment: Contact **Student Support** or your SRO if you have questions about your course progression, pre requisites or if you are having trouble enrolling in your courses. You can email them on usq.support@usq.edu.au

'Preferences': USQ offer nursing students the opportunity to choose some facilities that we have agreements with, where you would like to do a practice/clinical placement. You can also nominate blocks or integrated placements that are at a time that suits you. We call these preferences and refer to the process as 'preferencing'. **Please note while they do their best, the PEPT cannot guarantee that you will get your preferences as other factors can affect these.**

You are expected to be available for placement at any time in the semester including mid semester breaks so please remember this when you are requesting.

'Special Considerations': USQ offer you the opportunity to provide information that might impact on when or where you are able to do placement. You will need to provide evidence in line with the 'Compassionate and Compelling Circumstances' policy to support your request. If you work at a health facility, it is important that you inform the PEPT of this via the special consideration process so we can ensure not to place you in your work area.

Midwifery Students: The PEPT attempt to place Midwifery students locally to where they live, however this is not guaranteed. Midwifery students are not offered the opportunity to provide preferences or special considerations due to this. As placements commence at the start of each semester you must be prepared with mandatory documents the semester prior.

Placement allocations: The important date's document available on your PPHub or MUM site provides you with the dates when placement allocations will be released for each semester. Placement allocation are 'released' in your InPlace file (P. 12). These are only released on the release date if you have submitted all of your mandatory documents and they will all be current for the entire time you will be on placement.

'Mandatory Documents': These are documents that USQ is required to collect and monitor for the health facilities. They **MUST** be provided and updated by you as required, to enable you to go on placement. There is a list of mandatory documents commencing on page 13 of this Handbook or they are available on the PPHub or the MUM sites.

If you have not submitted or updated all mandatory documents, you cannot go on placement.

Orientation Information: Your facility specific orientation and preparation information will be posted to InPlace two weeks prior to your placement commencing. You need to check this and be aware of any extra requirements that you might need to provide, as well as whether or not you need to contact the facility prior to placement, when you will find out about your roster and when your orientation will take place. Sometimes it can take place before your placement commences. The PEPT will email you if there are changes to orientation so please check your emails regularly.

How do I know when I need to do everything?

The PEPT provide a list of ‘important dates’ each year on the [PPHub](#) and [MUM](#) sites. It tells you all the dates relevant to placements including:

- When mandatory documents must be updated for each semester and course
- When placement preferences are open on InPlace for each course
- When placement allocations will be released on InPlace for you to view

Please note: the important dates are often the semester BEFORE you plan to do placement

Mandatory documents may still be submitted after the cut-off date, however after this date, the PEPT start to allocate placements to students. Initially students who have submitted their documents on time are allocated placements. As placements at different sites are limited, this means that if you submit your mandatory documents late, the PEPT may not be able to consider your preferences and special consideration requests.

Students who submit their mandatory documents late, will still be allocated a placement once their documents have been uploaded to InPlace and verified. Documents **MUST** be submitted by the final date to withdraw without a financial penalty for each semester, or you will not be able to proceed with a placement in that semester.

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

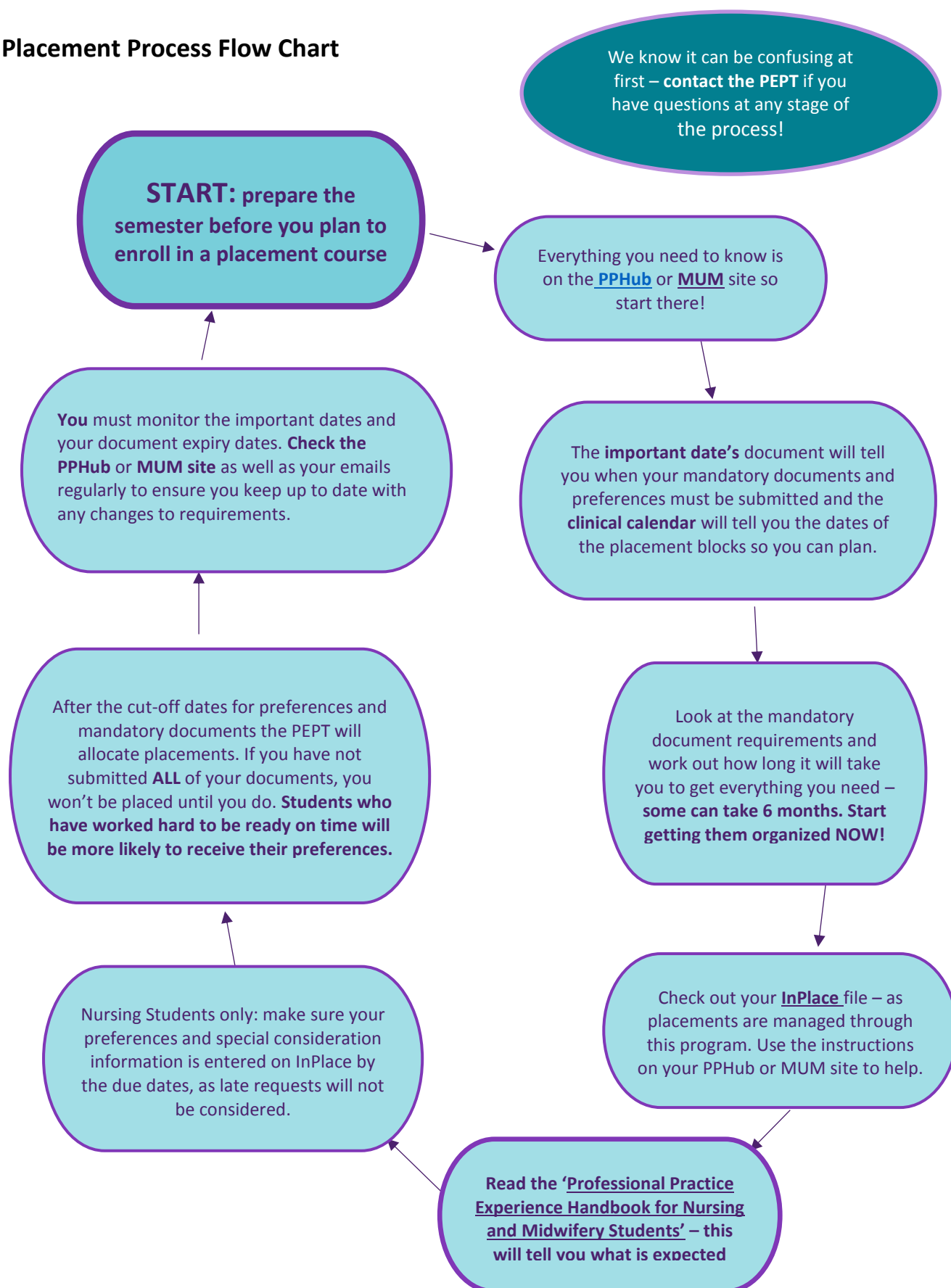
When should students start collecting mandatory documents?

Some mandatory documents can take up to **6 months to obtain**, so start applying for mandatory documents in your first semester of study!

Remember:

- These documents form part of USQ’s agreements with health facilities
- They are important for YOUR safety
- Not completing all of the documents will result in **not receiving a practice/clinical placement**
- For students enrolled in the external course requesting placement outside Queensland or Western Australia there may be other conditions that need to be met – ask the PEPT
- Information and links for the documents required are on the [PPHub](#) or the [MUM site](#)
- Some documents only needed to be submitted once, others expire and need to be checked and updated
- If you have any questions regarding mandatory documents contact the PEPT via usq.support@usq.edu.au, face to face, or phone them on 07 4631 2974

Placement Process Flow Chart



INPLACE

InPlace is the cloud based placement system used by USQ to manage practice/clinical placements. Once you enroll in a subject for your course, your personal InPlace file is automatically created within 24 hours. You can then log in using the link below and your USQ log in and password.

All of your mandatory documents must be uploaded here. Any other personal placement related activities such as preferences or clinical bursary applications, are all done through InPlace. You will receive your placement allocation information via InPlace when these are released and your orientation information will also be available through this site two weeks prior to your placement commencing.

There are instructions on the PPHub and MUM site for InPlace. These will tell you how to upload your documents, how to submit preferences and all other information related to using InPlace.

Start uploading your documents to InPlace as soon as you get them – they don't all have to be uploaded at once. This shows the PEPT that you are working on being ready for placement!

Some **InPlace** tips –

- Once documents are uploaded, InPlace will then send the PEPT a message to go in and 'verify' or check they are correct
- Return to InPlace a few days later to ensure they have been approved
- Sometimes it might take the PEPT a little longer to check your documents
- Check the expiry dates on the details page of your InPlace file regularly to keep your documents current for all your placements – the box that opens when you click on each document tells you how often they need to be renewed.
- InPlace works best with **Google Chrome or Mozilla Firefox**
- **InPlace website:** <https://inplace.usq.edu.au>
- **Password and Username:** the same as other USQ login details



The PEPT **CANNOT** allocate you a practice/clinical placement or allow you to go on a placement unless all mandatory documents are current for the time of your placement. Monitoring these documents forms part of USQ agreements and contracts with all health care facilities.

CHECKLIST OF MANDATORY DOCUMENTS

Please check the following pages for further information and links for each document

Working with Children check (6-12 weeks to obtain)

- Pre filled application forms from the **PPHub or MUM site MUST** be used to apply
- All QLD applications **MUST** come through the PEPT to be sent to Blue Card
- See following pages for other state and territory requirements

Upload: Copy of WWC card

Australian Police Certificate (25 days to obtain)

- 3 year expiry
- Preferred to be an [Australian Federal Police check](#) - others may be accepted, please upload to be checked

Upload: Copy of certificate

Clinical Placement Student Declaration

- Submit only once
- The **Declaration** is located on the **last** page of this Handbook

Upload: Signed and witnessed Signature page only

CPR Certificate (Can take 2- 3 weeks to obtain certificate)

- Must be renewed annually
- Must be nationally accredited training course

Upload: Copy of certificate

Queensland Health Student Orientation Requirements

- Submit evidence only once – more information P. 16

Upload: Student Orientation Checklist (2 pages)

Upload: Deed Poll (Signature page only)

Queensland Health iLearn Certificates

- 5 Certificates must be renewed annually
- **Upload:** copy of each certificate

Placements in other States/Territories

If you plan to do a placement in a state other than QLD or WA, check the information on the [PPHub](#) and [MUM](#) site. You may be required to meet extra requirements

GUC nursing students and Tasmanian Midwifery students are not required to submit the Queensland Health documents – ALL other students are required to submit them

IMMUNISATIONS

A USQ branded 'Vaccine Preventable Disease' (VPD) form must be completed by your doctor and submitted showing you have complied with all of the immunisation requirements as documented on the form.

- **Hepatitis B Immunisation** (4 -6 months to obtain – see table P. 17)
- **Measles, Mumps, Rubella Immunisation** (1 month to obtain)
- **Pertussis (Whooping Cough) Immunisation** (immunisation within past 10 years)
- **Varicella (Chicken Pox) Immunisation** (1 month to obtain)
- **Tuberculosis** – You need to complete the QHealth TB risk form on the PPHub or MUM site. If you identify that you are at risk you should contact the QHealth TB clinics for further assistance.
- **Upload:** USQ branded VPD form

Student Services at USQ can provide you with serology requests, bulk billed immunisations for students and they can complete your VPD form. To book an appointment contact them on 4631 2372.

ADDITIONAL INFORMATION ABOUT MANDATORY DOCUMENTS

Working with Children Card (WWC Card)

- All students in the Nursing or Midwifery programs **MUST** have a WWC Card whether you have contact with a child on placement or not.
- If you object to obtaining a WWC Card contact the PEPT.
- **You must have a relevant card for the State or Territory where you are doing placement** – use the links below to access the appropriate website

Queensland Blue Card

- The Blue Card is free for students.
- All the forms you require are available on the PPHub or MUM sites.
- A USQ pre-filled Blue Card Form **MUST** be downloaded from your PPHub or MUM site. **This form must be completed and returned to the Placements Office** for Part E Declaration to be completed by staff.
- You can submit your application in person to the Placements Office, scan it or post it. If scanned or posted Proof of Identify Documents must be **signed by a JP or authorised person and the verification form included**.
- It takes **6-8 weeks** to process a card and receive your copy.
- Cards are current for 3 years.
- You must apply to renew your card **6 – 8 weeks prior to the expiry of your current card**; to ensure it remains current until the new card is received.
- If you already have a Blue Card, you must complete the 'Authorisation to Confirm a Valid Card/Application' to link USQ to your card – prefilled form on PPHub and MUM sites.

Western Australia WWC Check

- Please use the website link above for information about the application process.
- Application forms are available from authorised Australia Post outlets OR
- From the Working with Children Screening Unit.
- You must have staff from **GUC complete Parts 5 and 6 of the form and sign Part 7** before submitting the application.
- Checks are current for 3 years.
- You must apply to renew your card **1 to 3 months prior to the expiry date of your current card**.

NSW – Working with Children - Working with Children Check

South Australia – DCSI check

You must notify the Placement Office at USQ of your intention to apply for a South Australian Department for Communities and Social Inclusion check. USQ will need to commence the process on line before you can complete it.

Victoria – Working with Children Check

Tasmania – Working with Children Registration

Northern Territory – Working with children clearance

Contact the PEPT if you require assistance with completing your application

Australian Federal Police Certificates

- USQ must ensure students attending an aged care facility do not have a criminal record, as per the Aged Care Act 1997 and the Police Certificate Guidelines for Aged Care Providers.
- All Nursing and Midwifery students must have a criminal history check (at their own expense) to be able to attend clinical placements.
- A police certificate that satisfies the needs of the Act is a nationwide assessment of a person's criminal history (also called a "National Criminal History Record Check" or a "National Police Certificate") prepared by the Australian Federal Police (AFP), a state or territory police service or an accredited organisation.
- It is recommended that you apply for a [National Police Check](#) (**name check only**) through the AFP.
- **USQ does accept some police checks from other providers.** If you have a certificate from another provider, please upload it to InPlace for review. If it is rejected, you will need to apply for a National Police Check through the above link.
- Applications can take up to **25 days** from the date on which the application is received by the AFP.
- Where convictions are apparent from a police check the Placements Office will consult the guidelines and ensure the student is eligible for a placement.
- If a student is ineligible for a placement, discussion will need to occur in relation to a placement/program progression delay until the student is eligible. If they will not become eligible a discussion on alternative options will take place.

CPR Certificates

- You **MUST** supply a copy of your current CPR certificate every year.
- Your CPR certificate must be current for the whole semester you are enrolled in a placement subject, which means you must renew it and update the copy on your InPlace file **before it expires**.
- All CPR training document will need to be reviewed by the Placements Office to check if it is correct.
- Any workplace acquired CPR certificates will need to have a date of training and signature of the trainer or the Workplace Training Officer
- All certificates **MUST** contain this logo.
- **Please note: we do not accept online CPR training**



Geraldton Universities Centre Nursing Students (GUC)

GUC students are required to obtain a WWC Card for WA. You also need to complete the **extra** requirements listed below

- Western Australia Health Criminal Record Screen – application form on PPHub
- Read, complete and submit to GUC all documents within the 'Midwest Nursing Student Pre-Clinical Placement Requirements 2014' document if you are doing placement in a WA Health facility.
- Read WA Health's '[Code of Conduct](#)'
- MRSA clearance – if you have worked in or been admitted to a hospital outside WA in the past 12 months please advise the placement staff at GUC
- There may be other site specific requirements, so please check the orientation information for the facility you are going to as soon as your placement is released.

Tasmanian Midwifery Students

Midwifery students doing placement in Tasmania must obtain a WWC Card for Tasmania. You must also complete the extra requirement listed below.

- Provide evidence of a current First Aid certificate (3 year currency)

QLD Health Student Orientation Checklist & Student Deed Poll

- You must complete the online [Student Orientation](#). Ensure you read about 'Preparing for your clinical placement'.
- Once you have read and understood the placement conditions, please complete and sign the Student Orientation Checklist and the Student Deed Poll to prove that you have done the Student Orientation. **The checklist CANNOT be submitted until you have completed all parts.**
- You only need to do these once during your degree.

QLD Health iLearn Modules

- Students are required to complete the five online [iLearn Modules](#) every 12 months
 1. Clinical Placement Student Orientation
 2. Work Health and Safety Induction
 3. First Response Evacuation Instruction
 4. Occupational Violence Prevention Fundamentals (OVP)
 5. Prevention and Management of Musculoskeletal Disorders (MSD)

How to access the modules

YOU MUST USE MOZILLA FIREFOX to access the modules

Course Offering Name: Non Queensland Health learner

Use the below information to register:

Email: Use your umail account

Business Phone: 4631 2974

Position: Student

Employer: USQ

Supervisor's Name: Clinical Officer

Supervisor's Contact Number: 4631 2974

City: Toowoomba

State: Queensland

Post Code: 4350

Country: Australia



NB: it can take two working days after registration to receive the username and password from QHealth
Check your 'junk' mail folder if you have not received it in this time

- Upload a copy of the 5 completion certificates you receive to your InPlace file.

Student Declaration

- Your student declaration can be found at the end of this handbook (P. 43). By signing this document you state you have read **ALL** of the Professional Practice Experience Handbook for Nursing and Midwifery Students and **fully understand** its contents and that **you will comply with all the conditions** of being a USQ student going on a practice/clinical placement.

Immunisation Requirements

Hepatitis B Immunisation

- It takes **4 to 6 months total to complete a Hep B immunisation program** – so start at the beginning of your first semester
- There are **3 accepted processes** for being immunised for Hep B

4 Month Process	6 Month Process	Age Appropriate Program (11 to 15 yrs old)
<ul style="list-style-type: none">○ Start - 1st needle given○ + 1 month minimum - 2nd needle○ + 2 months minimum – 3rd needle○ Must take 4 months from first needle to 3rd needle○ + 1 month serology recommended	<ul style="list-style-type: none">○ Start - 1st needle given○ + 1 month - 2nd needle○ + 5 months – 3rd needle○ + 1 month serology recommended	<ul style="list-style-type: none">○ Start – 1st needle given○ + 4 to 6 months – 2nd needle○ Serology test recommended for immune status

- **NO accelerated/shortened immunisation programs** (take less than 4 month timeframe or requiring a 4th immunisation after 12 months) are acceptable as evidence shows you do not retain immunity
- All students are strongly recommended to have their immunity checked by serology test.
- If your **blood test shows you don't have immunity** after a complete series, it doesn't necessarily mean you can't do a placement. Please contact the Placement Office to discuss your options.

MMR, Pertussis, Varicella and Influenza

The current immunisations required in all states and territories are inclusive of:

- Tetanus, Diphtheria and Whooping cough – evidence of immunisation within 10 years
- Chicken Pox (Varicella) – required evidence
 - serology + booster if negative **or**
 - evidence of 1 immunisation if given before age of 14 **or**
 - 2 immunisations at least one month apart after age of 14 **or**
 - Medical officer documented history of chicken pox or shingles
- Measles, Mumps, Rubella – required evidence
 - Positive serology **or**
 - 2 doses of MMR vaccine given at least 1 month apart **or**
 - Birth date before 1966
- Influenza immunisation – strongly recommended but not compulsory to be immunised in Qld

For students doing placement outside QLD or WA, please check the PPHub or MUM sites

Tuberculosis Assessment and Screening

The VPD form includes details on risk assessment for tuberculosis. Please complete the 'Queensland Health Student TB Assessment and Screening Form' found on the PPHub and MUM site. If you identify you are at risk, you must follow the instructions for further investigation. Students need to complete this section of the VPD form. All students must complete this regardless of which state or territory you are doing your placement.

Your regular doctor or a health professional at the USQ Health Centre on Ipswich or Toowoomba campus can complete your VPD form.

You may need to have a blood test to find out if you are immune to any of the diseases. If you have records of your past immunisations take these with you as this will help them complete the form.

Show your student card at the USQ Health Centre to be bulk billed

CLINICAL EQUIPMENT AND UNIFORM

Clinical Equipment

Students should purchase a stethoscope with bell and diaphragm. These are available from the USQ Bookshop OMNIA at both Toowoomba and Ipswich campuses and any medical equipment supplier. If you are an external student, you can purchase your equipment online from the USQ Bookshop [OMNIA](https://omnia.usq.edu.au) or Geraldton students can consult with GUC Nursing Coordinator as bulk orders may be possible.

Clinical Deportment

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

The rules of basic hygiene should be maintained at all times. Long and/or painted fingernails or acrylic nails are not permitted and may cause patient injury. It is essential that you maintain a high standard of personal grooming in order to demonstrate to patients, families and other health professionals that you take personal pride in your appearance. For further 'Coaching Tips' concerning deportment please read the section in:

Levett-Jones., T & Borgeois., 2014. *The Clinical Placement. An essential guide for nursing students*. 3rd edn, Churchill Livinstine, Sydney. pp 31-32.

Clinical Uniform

Uniforms **must** be purchased prior to undertaking a clinical course. The USQ clinical shirt and optional jacket, and belt bag are available from:

- **Toowoomba and Ipswich campus students** - USQ Books Shops OMNIA
- **Geraldton students** – Contact GUC Nursing Coordinator as bulk orders may be possible OR
- **Geraldton, Tasmanian and all External students** <https://omnia.usq.edu.au>

Remaining items can be purchased from any retail store.

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

- **Pants:** Comfortable fitting dark navy blue or black slacks or culottes (No hipster or jeans)
- **Shirt:** 2 USQ nursing or midwifery clinical shirts available from USQ Bookshops. The nursing shirt is peacock green and midwifery is purple; scrub shirts may be worn in suitable placements (check with NUM if unsure)
- **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 – USQ jacket

Lab coats & belt bags, clinical packs and watches can also be purchased from the USQ Bookshops

NURSING PLACEMENT PREFERENCE & SPECIAL CONSIDERATION REQUESTS

Undertaking a rural, remote and/or an away from home placement is something to keep in mind. You may automatically be allocated this type of clinical experience. In some cases, if there are no other options available, then you will be expected to undertake the placement allocated, regardless of location. There is an expectation that you may be required to travel to a placement in this program.

In **Semesters 1 and 2**, nursing students are provided with an opportunity to submit requests for placement location and block or integrated preferences as well as special consideration information prior to the allocation of each of your placements. These requests are submitted through InPlace. This opportunity is only offered at specific times in the **semester before** your planned placement and **before the placements are allocated**. Ensure you check the 'important dates' information provided on the PPHub and MUM sites to see when this is available.

Preferencing is not offered in Semester 3 due to the fact that we have limited placement options during this semester and preferences cannot be taken into consideration.

You must check your calendar to make sure that that you have no on campus or personal commitments during any placements you request.

Special consideration requests should be about any particular needs you have for placement e.g. restrictions on where/when you can do placement, advising that you work in a health facility, pregnancy restrictions or family support needs. You must provide evidence to support this information in line with the Compassionate and Compelling Circumstances Policy in order for your request to be considered.

You are expected to be available for placement at any time in the semester including mid semester breaks so please remember this when you are requesting.

For directions on how to submit preferences and special considerations on InPlace, please see the instructions on the PPHub or MUM site. Preferences are not accepted via any other method or at any times outside the dates when they are open. Special considerations are only accepted through InPlace.

If you do not submit any requests for placement preferences or special consideration, the PEPT will allocate you to any available placement.

IMPORTANT NOTE: Please **do not assume** that your preference or special consideration requests will definitely be met. The PEPT will **never guarantee** that you will receive a Block or Integrated Placement or a location you have requested as there are a number of factors that must be taken into consideration when allocating placements to a large group of students.



TYPES OF MIDWIFERY PRACTICE/NURSING CLINICAL PLACEMENTS

The **midwifery practice/nursing clinical calendar** can be found on the [PPHub](#) and [MUM](#) sites. It tells you the dates of all Block and Integrated Placements that are taking place each semester. You can use it to help you plan your preferences or help you see when you need to be available once your placements are allocated.

Nursing Placements

Block Placements

- A Block Placement takes place 5 days a week for between two (2) weeks and four (4) weeks to complete the required hours for each placement.
- For some popular placement areas you must make sure you have put in a preference for a placement as there are limited spots in most health facilities e.g. Toowoomba and Ipswich.

Integrated Placements

- **Integrated Placements are only routinely available in Toowoomba at present**
- An Integrated Placement requires you to attend on two (2) consecutive days a week for seven (7) weeks or ten (10) weeks depending on the placement length
- There are 2 integrated Placements available in semesters 1 and 2. In semester 3 there is 1 Integrated Placement
- To request an integrated placement to suit you, please submit your preferences on InPlace **prior to placements being allocated**
- If you are allocated to an integrated Placement, the PEPT will allocate you in accordance with your University timetable (where possible)

Geraldton Placements

- Placements will be block placements
- They *may* be broken into two week blocks on discussion with the Nursing Coordinator *for some placements*

If you work in a health facility, you must let the PEPT know as you may not be able to do your placements there!

Students may be given a placement that requires them to travel and have accommodation during their placement (see P21).

If for personal reasons you are **NOT** able to do a placement a long distance from home, make sure you put your special consideration information in via InPlace **BEFORE placements are allocated** and include evidence to support your request in line with the 'Compassionate and Compelling Circumstances' policy.

If there is somewhere that you would like to go for a different student experience, submit your preferences on InPlace when preferencing is open for your course.

Midwifery Placements

Block Placements

- A Block Placement takes place 5 days a week to complete the required hours for each placement
- A hospital will usually offer either block or integrated placements

Integrated Placements

- Integrated placements will require attendance on two (2) consecutive days a week for the specified shifts for each midwifery practice experience topic
- An integrated placement for midwifery students will be an option at some facilities

Tasmanian Placements

- **First Year:** unpaid integrated placement which requires attendance on five (5) days per fortnight
- **Second Year:** the student is required to apply directly to their placement site for a paid placement for the second year of their program. Once this is paid placement is confirmed, you must advise the PEPT in writing (including a copy of the letter of offer)

You will be required to work either block or integrated depending on what the facility you are allocated to offers



Please consider your work, life, and family balance when enrolling in placement courses. You must be sure you can meet and attend the minimum requirements of clinical hours per fortnight to complete their clinical placement within allocated timeframes.

Midwifery students must submit all mandatory documents and update them as requested (P13-17). It is critical that these are updated the semester before as your placements start at the beginning of each semester. Documents must be current throughout each placement.

AFTER YOUR PLACEMENT IS ALLOCATED

Accommodation

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

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

Clinical Bursary Application

Bursaries are offered to assist USQ **nursing** and **midwifery** students who are undertaking their placement in **rural or remote areas away from where they usually reside**. They are also offered to assist **regional students to attend placement in a large metropolitan hospital**. There is a **maximum amount of \$750** available per approved applicant. To be eligible for a bursary, your placement must be **100 km or more from your place of residence listed in your InPlace file**.

The bursaries are offered each semester and if you are eligible, you can apply for them after placements have been released each semester. The applications are considered by a committee who will apply eligibility criteria and choose the successful students. Not everyone who applies will receive a bursary.

For more information go to the 'Clinical Placement Bursary Information and Application Form' on the [PPHub](#) or the [MUM](#) site. The dates for applying will be promoted on these Study Desk sites or via email.

Requesting a Review of Clinical Placement Allocation (Nursing)

The PEPT will not reallocate or change clinical placements without a request from you which includes evidence to support your request.

If you are given a placement which you feel is unsuitable, you have 10 days from when your placement is released on InPlace, to lodge an 'Application for Review of an Allocated Clinical Placements (Extenuating Circumstances)'. This must be lodged via InPlace. **This process is only available for Semester 1 and 2 placements.**

The application for review must include evidence in line with the [Compassionate and Compelling Circumstances Procedure](#) which supports your request for a placement change. The evidence could be a letter from a doctor, an employer or a statutory declaration signed before a Justice of the Peace to support your application or another official document relevant to your request.

Putting in a request for review does not guarantee that your placement will/can be changed.

You have a responsibility to put in preferences and special consideration information if you have personal commitments or any other factors that limit where you can do your placement.

For more information go to the [PPHub](#) or [MUM](#) site

FITNESS FOR CLINICAL PLACEMENT

If you have an impairment or a criminal charge listed against you on your National Police Check, you may not be considered 'Fit for Clinical Placement'



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

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

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

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

When you complete your application for admission to the program, you will be asked to inform USQ if you have:

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

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

The university will decide whether the impairment or criminal history is relevant to your ability to do placement.

If you have a health/disability issue that could impair your ability to do a placement

- ask your doctors opinion and ask for a medical clearance certificate *which states that you are able to fully take part in all the required activities and have the skills and communication ability to meet the objectives of the course*
- give your certificate to the PEPT or discuss this with your Examiner
- the Program Coordinator will be asked to review your information and provide feedback
- you will then be informed of the outcome

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

ATTENDING CLINICAL PLACEMENTS

It is expected that you will attend **100%** of your clinical placement at the time and shift allocated by the clinical facility. This is a requirement of the course specifications for a clinical course.

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

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

- arranging child-minding;
- organising transport to and from the placement
- paying for any costs associated with parking, travel and accommodation
- rearranging private work commitments
- bringing your clinical guide/workbook/portfolio documents to the practice/clinical placement each day

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

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

Requesting a rostered shift change

If you need to request a shift change from your rostered shift while on placement, you can approach your clinical supervisor/NUM to request the change. Once this change has been approved, please inform the Placements Office.

Getting the most out of your clinical

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

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

Letting us know about issues that concern you while on placement

Most students have a wonderful experience on practice/clinical placement but sometimes things happen that can be concerning to you. As a student you should voice your concerns as listed below:

- If you feel comfortable first speak to your placement supervisor. If the issue is not successfully resolved contact the PEPT or make a time to discuss your concern with the Clinical Course Examiner or Clinical Coordinator – email HES.support@usq.edu.au

ABSENCE WHILE ON PRACTICE/CLINICAL PLACEMENT

If you are absent during a practice/clinical placement you must inform the facility and relevant staff members AND the USQ Placements Office immediately.

If a student is absent from placement for two days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the Placements Office, **within 10 working days of the absence**.

Except in extenuating circumstances (and at the discretion of the course examiner), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.

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

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

Missed Hours (≤16 hours)

If you have missed up to 16 hours or 2 shifts (whichever is greater) you are expected to arrange makeup while on your current placement if the facility can allow this. This is not possible for facilitated NUR1299 placements.

Students in this category will be eligible to pass the course provided they have completed the final evaluation successfully.

Outstanding hours will be entered into InPlace by the PEPT and must be completed by the next semester at the latest.

Missed Hours (>16 hours and ≤40 hours)

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

Students in this category who have provided acceptable documents supporting their missed hours, will be placed on an IDM until they complete their assessment and the hours required.

Outstanding hours will be entered into InPlace by the PEPT and must be completed by the next semester at the latest.

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

Missed Hours (>40 hours)

If you miss more than 40 hours in specialty areas, with supporting documentation to justify this, (e.g. NUR1299, , NUR3099, NUR3599) you will be required to make-up hours in that specialty area. The grade that is entered will be decided by the course examiner and clinical coordinator, but the student **MUST** have completed a successful Interim report, achieved some of the required competencies and have an accurate timesheet.

Students who fall into this category and have provided legitimate documentation to support missed hours and level of competence, will be provided with another placement in that semester, if there is still enough time to allow them to complete their clinical placement; OR, if there is not enough time remaining in the semester, or there are no suitable placements available, the student will be advised to withdraw from the course. In some cases, an extended period of make-up time can only be allocated in Semester 3.

It is **your responsibility** to ensure you contact the PEPT in regard to any days that have been missed and need to be made up. You must also email your Examiner to advise them of the missed shifts. There must be a **genuine reason** (Compassionate and Compelling Circumstances policy) for a shift change or shifts to be missed.

If the facility is unable to provide the makeup time needed, contact the PEPT, course examiner or clinical coordinator for advice about organising make up hours.

Public Holidays

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



STUDENT CONDUCT, BEHAVIOUR AND RESPONSIBILITIES ON PLACEMENTS

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

Students will:

During Placement

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

Be Professional

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

Complete Assessments

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

Students will not:

Act outside USQ guidelines

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

Be Unprofessional

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

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

Demonstrate Professional behaviour

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

Provide Clinical Support

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

Provide Learning Support

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

The Course Examiner and/or Professional Experience Placements Team will:

Organise and Plan Placements

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



Manage the academic aspects of the program

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

Communicate

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

Student Evaluation of Clinical Teaching Effectiveness

You have the chance to evaluate the teaching effectiveness of your placement supervisor while on clinical placement. The link to the evaluation form is located on the clinical course or midwifery practice study desk or in the Midwifery Practice Portfolio found on the MUM site. The completed evaluation form can be submitted with your clinical evaluation tools. The Course Examiner will read the evaluations and comments made by students at the end of the clinical placement. If you have any concerns about the ability of the staff at a facility to provide an effective and supportive experience, follow up communication with the Placement Supervisor may be arranged by the Clinical Coordinator.

Please ensure that all times the comments that you make are constructive as the outcome of this exercise is to promote the effectiveness of clinical teaching.



RELATED UNIVERSITY POLICIES

[Academic Integrity Policy](#)

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

[Student Complaint and Appeal Policy](#)

[Work Health and Safety](#)

RISK MANAGEMENT

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

For safety concerns or emergencies that arise after hours phone 1300 99 82 36

Insurance while on Placement

While you are on a compulsory placement for your course, you will be covered by USQ insurance for some aspects of your placement. Please go to the [PPHub](#) or [MUM](#) site for more information on what is covered and what is not covered, how you qualify for this and how to make a claim.

Emergencies that arise while on Placement

While you are on a compulsory placement for your course, there are guidelines which apply to you should an emergency requiring medical care arise. Please review these guidelines on your [PPHub](#) or [MUM](#) site before you go on your placements as they advise what sort of care would be covered by USQ and what would be the responsibility of the student.

Injury while on Placement

If a student is injured or becomes unwell on placement and the Student/CF/Preceptor/NUM assess that an Emergency Department consult is necessary. If the student is on placement and on duty in a Private Facility with an Emergency Department (ED), where payment is required:

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

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

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

Student travel to and from placements

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

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

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

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

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

Reasonable work hours

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

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

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

Midwifery: discuss your hours with your midwife preceptor in order to ensure you meet facility requirements, staffing/roster requirements and clinical requirements.

USQ Student Services can provide you with support if you need this at any time during your course. This is a confidential service available to all students.

Paid work hours and practice/clinical placements

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

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

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

Extenuating Circumstances or Disaster Management processes

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

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

Infectious disease risk

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

- Not complying with immunisation requirements increases your risk of being infected with a disease through exposure to blood and body substances in the clinical setting.
- There is risk of being infected with a disease by being exposed to blood, body substances or infected materials. The risk is increased if you have an open wound, such as a cut on the finger.
- There is a risk of being infected with an acute infectious disease, such as influenza, from being with infected individuals.
- Handling of any object capable of causing a penetrating injury (for example needles) while on placement can possibly cause injury and infection.

These **risks can be 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 workplace infection control procedures (which include procedures for sharps injuries and blood exposure).

In the event that a splash or needle stick injury occurs, **you must immediately tell** the health care facility contact person, and the Placements Office. An incident form **MUST** be completed at both the health care facility and the University. Student services at USQ are able to give support and guidance with counselling as required in the event of a high risk incident

Psychological risk

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

Manual handling risk

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

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

Reporting an incident

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

You will need to contact the Placements Office as well as your Examiner or Clinical Coordinator. The Examiner or Clinical Coordinator will provide you with a USQ form to be completed. You will need to complete this and submit this and your copy of the incident report from the facility to the Examiner/Clinical Coordinator. They will then upload it to the appropriate internal system at USQ.



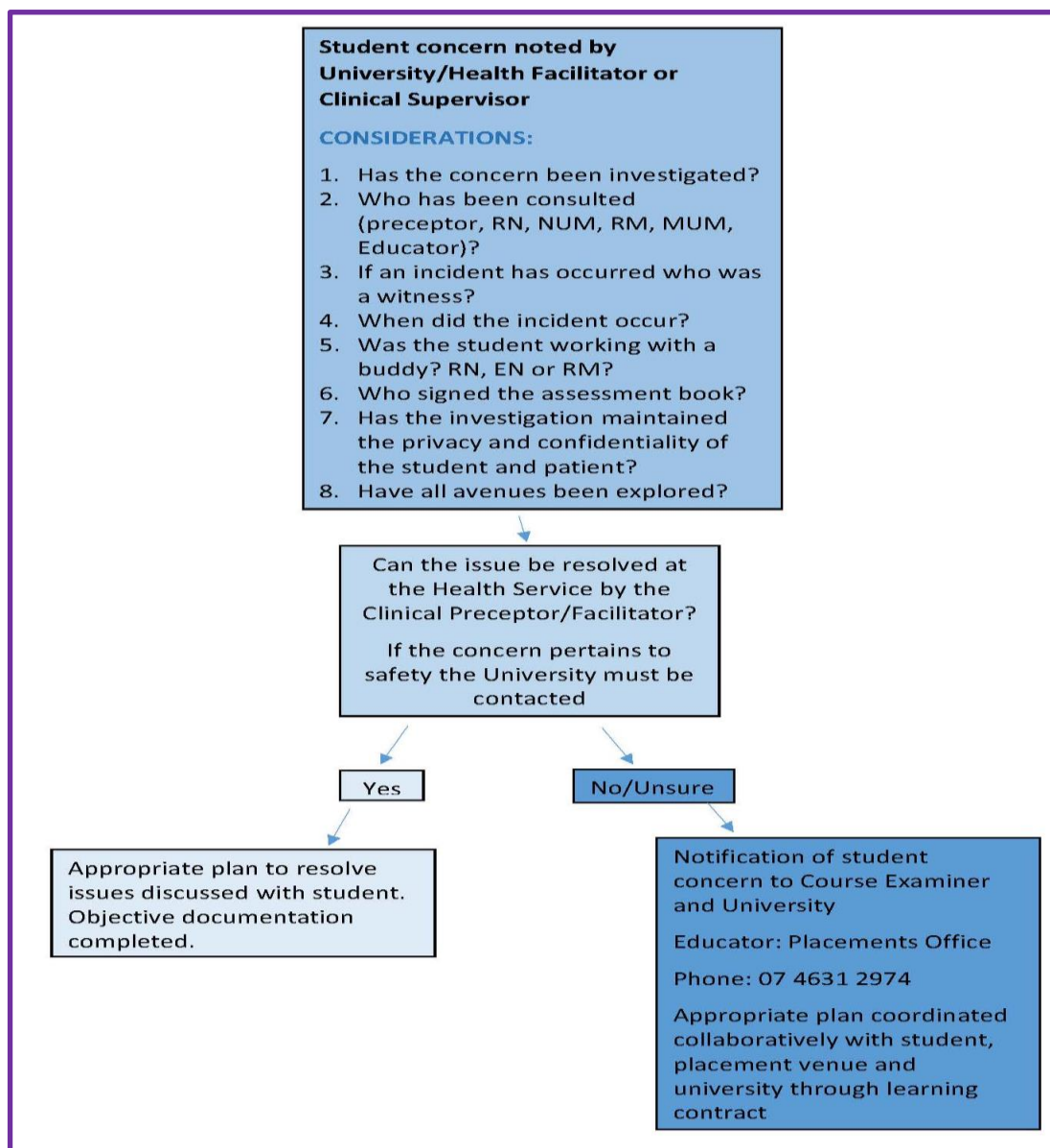
IDENTIFICATION OF STUDENT RELATED CONCERNS

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

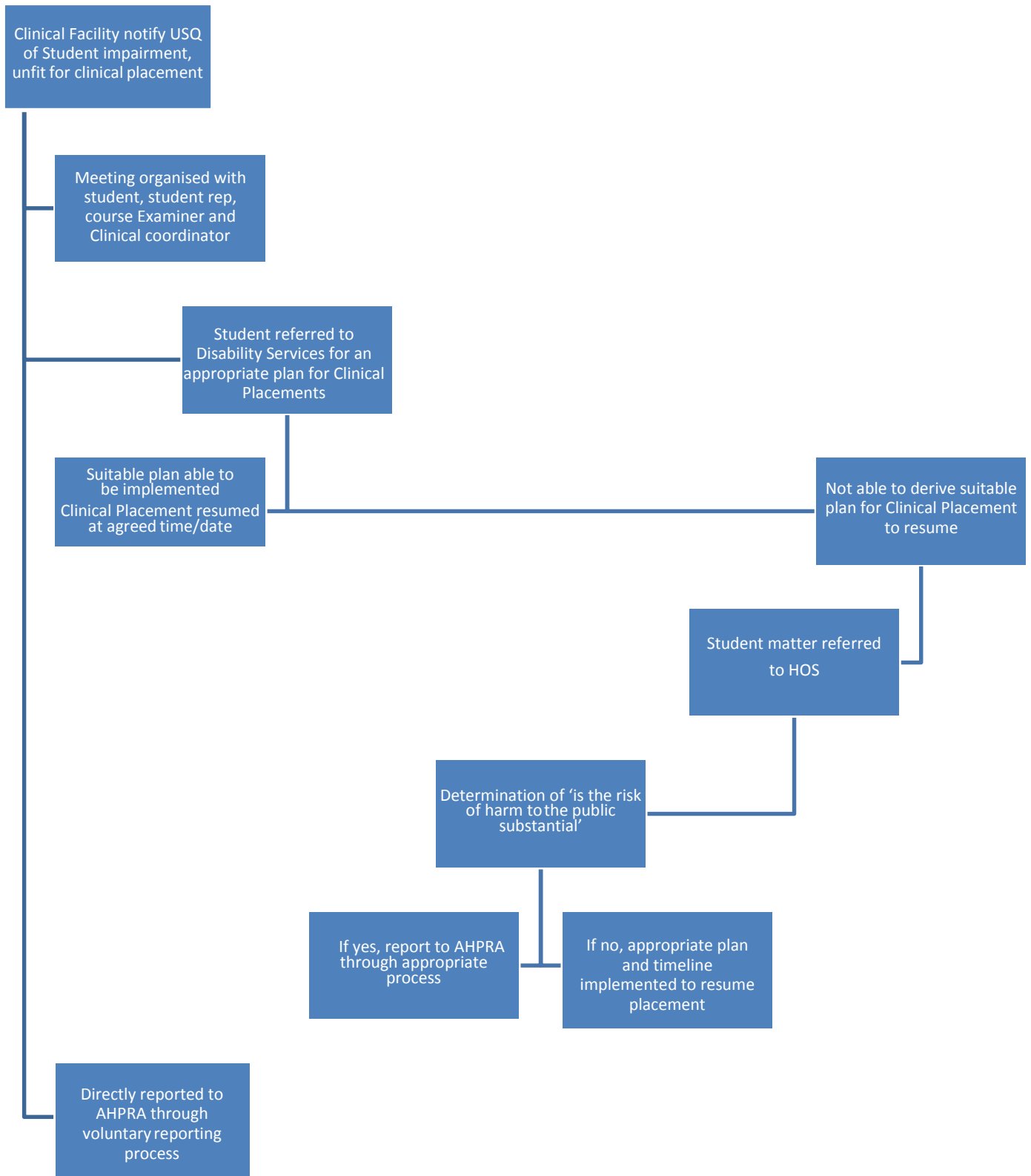
These charts acts as a guide for student management issues however each concern is managed independently based on what is required. For concerns that are serious a more complex decision guide is used. This needs to be conducted with the University and Health Facility collaboratively.

1. Decision Guide – Performance Concern
2. Decision Guide – Unfit for Clinical Placements (P. 37)

Decision Guide – Performance Concern



Decision Guide – Unfit for Practice/Clinical Placements



Clinical Courses in BNUR/BNSG Program

Progression into clinical courses is dependent upon a pass grade in theoretical and other clinical courses which have been set as pre-requisites.

NURSING 2018

Course number	Course name	Hrs	Pre-requisites	Workplace Experience Setting
NUR1299	Foundations of Nursing Practice	80	Pre-requisite: NUR1100 80 Hrs of clinical placement	The equivalent of two weeks (80 hours) clinical practice in an aged care or rehabilitation centre.
NUR2199 (Ceases after Semester 1)	Clinical AA: Situated Practice	160	Pre-requisite: NUR1140, NUR2000, NUR1099 and NUR1200 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a medical/surgical setting.
NUR2299 (Commences S2)	Chronic Care in Practice	160	Pre-requisite: BIO1203; NUR1102; NUR1299	Clinical practice in a medical setting
NUR2499 (Ceases after Semester 1)	Clinical B: Nursing care in context	120 + 40	Pre-requisite: NUR1140, NUR2000, NUR1200, NUR1099 and NUR2199 NSC2500, , NUR2100, NUR2800, NUR3200, NSC2500 120 Hrs of clinical placement	The equivalent of three weeks (120 hours) of clinical practice in a medical surgical setting. Plus total (40 hours) of clinical
NUR2399 (Commences S2)	Acute Care in Practice	160	Pre-requisite: BIO1203; NUR1102; NUR1299	Clinical practice in a surgical setting
NUR3599	Clinical C: Nursing care for mental health	160	Pre-requisite: NUR1140;NUR1200;NUR1099; NUR2199, NUR 2000; NUR2200; NUR2800; NSC2500 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a variety of community or in-patient mental health settings
NUR3099	Clinical D: Nursing for Communities	160	Pre-requisite: NUR1099, NUR1140; NUR1200; NUR2000; NUR2100; NUR2400; NSC2500; NUR2800; NUR3030 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a variety of community settings
NUR3499	Clinical E: The Beginning Practitioner	160	Must be in final semester of study Pre-requisite: NUR1140; NUR1200; NUR2000; NUR2199, NUR2499; NUR2100; NUR2200; NUR2800; NUR2400; NSC2500; NUR3200 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a variety of settings appropriate to assess practice at the level of a beginning registered nurse. This may include a number of specialty settings

NURSING 2019

Course number	Course name	Hrs	Pre-requisites	Workplace Experience Setting
NUR1299	Foundations of Nursing Practice	80	Pre-requisite: NUR1100 80 Hrs of clinical placement	The equivalent of two weeks (80 hours) clinical practice in an aged care or rehabilitation centre.
NUR2299	Chronic Care in Practice	160	Pre-requisite: BIO1203; NUR1102: NUR1299 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a medical setting.
NUR2399	Acute Care in Practice	160	Pre-requisite: BIO1203, NUR1102: NUR1299 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a surgical setting.
NUR3599	Mental Health Care in Practice	120	Pre-requisite: NUR1102; NUR2000 120 Hrs of clinical placement	The equivalent of three weeks (120 hours) of clinical practice in a variety of community or in-patient mental health settings
NUR3299	Transition to Professional Practice A	160	Pre-requisite: NSC2500; NUR2000; NUR2299; NUR2399 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a variety of settings
NUR3499	Transition to Professional Practice B	160	Must be in final semester of study Pre-requisite: NUR2000; NUR2101; NUR2102; NUR2299: NUR2399 160 Hrs of clinical placement	The equivalent of four weeks (160 hours) of clinical practice in a variety of settings appropriate to assess practice at the level of a beginning registered nurse. This may include a number of specialty settings

Textbook: It is recommended that you purchase Levett-Jones., T & Bourgeois S. 2014. *The Clinical Placements: An essential guide for nursing students*, 3rd edn Elsevier, Sydney

Midwifery Practice Courses in BMID Program

Progression into midwifery practice courses is dependent upon a pass grade in theoretical and other midwifery practice courses which have been set as pre-requisites.

MIDWIFERY

Course name	Days	Pre-requisites	Midwifery Placement experience (MPE)
MID2199 Midwifery Practice 1	17 + 25 hours	Residential school	1 x Continuity of Care, 6 shifts antenatal clinic, 3 shifts birth suite, 6 shifts post-natal, 2 shifts childbirth education
MID2299 Midwifery Practice 2	22	MID2199, compulsory residential school and MPE	9 shifts antenatal clinic, 5 shifts birth suite, 7 shifts postnatal, 1 shift family planning clinic
MID2399 Midwifery Practice 3	14 + 50 hours	MID2199, MID2299 compulsory residential school and MPE	10 shifts birth suite, 3 shifts post-natal, 1 shift home visits/telehealth, 2 x Continuity of Care
MID2499 Midwifery Practice 4	20	MID2199, MID2299 compulsory residential school and MPE	10 shifts birth suite, 5 shifts post- natal, 5 shifts neonatal unit
MID3199 Midwifery Practice 5	8 + 100 hours	MID2399, MID2499 compulsory residential school and MPE	6 shifts birth suite, 2 shifts child & family health, 4 x Continuity of Care
MID3299 Midwifery Practice 6	20	MID2399, MID2499	11 shifts post-natal, 8 shifts neonatal unit, 1 shift home visits/telehealth
MID3399 Midwifery Practice 7	16 + 75 hours	MID3199, MID3299	4 shifts antenatal clinic, 4 shifts birth suite, 4 shifts post – natal, 4 shifts neonatal unit, 10 birth suite, 3 x Continuity of Care
MID3499 Midwifery Practice 8	20	MID3199, MID3299	5 shifts birth suite, 5 shifts post-natal, 5 shifts neonatal unit, 5 shifts antenatal clinic

Student Enrolment

For questions in relation to course progression for Nursing or Midwifery, email all queries to: usq.support@usq.edu.au

Any emails received within a staff member's personal mailbox will be redirected to usq.support@usq.edu.au to allow staff to respond to your queries in a timely manner.

CLINICAL SUPERVISION MODELS

We use two models for supervising practice/clinical courses:

- Facilitation Model
- Preceptor Model

The model used depends on the:

- Practice/Clinical course
- Availability of supervisors
- Clinical Facilities requirements

The methods of practice/clinical supervision available at each facility is noted on the InPlace website. Some facilities use more than one model.



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

Facilitation Model

This model is suited to the nursing students studying NUR1299 Foundations of Nursing Practice, although it may also be used at times in other clinical agencies.

The model is also used for midwifery students enrolled in the Midwifery Practice courses.

The model uses a Registered Nurse/ Registered Midwife to supervise a group of usually 6-8 students. The Facilitator will organise, supervise and evaluate practice/clinical placement.

The Course staff (Examiner, Moderator or team member) will also visit the clinical agency where you are placed. These visits allow discussion and feedback with you and or/your facilitator, allow questions about your assessment items, and assist you to link theory to practice/clinical practice.

Preceptor Model

In this model students will be assigned an experienced Registered Nurse/ Registered Midwife, who will be your Preceptor during your placement. Most of the time you will be working closely with your Preceptor, and be on the same shifts. This does mean that you will be rostered with your Preceptor and will be expected to work any of the three shifts, including weekends (if rostered).

Preceptors are aware of the required assessments for your clinical course. On some placements you may have more than one preceptor. If you have more than one preceptor, your final Clinical Evaluation will be conducted using comments from all of your Preceptors, but will usually be compiled by your Principal Preceptor or nominated Registered Nurse/Registered Midwife.

CLINICAL COURSE SPECIFICATIONS

The course specification for each clinical course gives the information you must have about course evaluation. Download your course specification and become familiar with what you must do if you plan to obtain a passing grade in the course. Information about your Clinical and Clinical Courses or Midwifery Practice Courses can be found on the Study Desk Sites or [MUM](#) site or the Practice Metasite.



Clinical Course Evaluation and Assessment Tools

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

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

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

Midwifery Practice Portfolio

The Midwifery Practice Portfolio contains a multitude of mandatory requirement documents such as cumulative records, the Victorian Standardised Clinical Assessment Tool for Midwifery Students, 2nd edition; practice reflections and evaluations. You will be required to upload these documents, following the checklist in your Midwifery Practice Portfolio, to the Metasite for assessment.

It is your responsibility to keep a copy of all of your placement assessments and timesheets throughout your course. If a problem arises, you may need this information to prove you have completed a placement. You may also need them when applying for a graduate position once you complete your Bachelor of Nursing or Midwifery. **The Placement Office do not have copies of these documents should you lose your copy.**

STUDENT DECLARATION

Every student must complete and submit the following declaration to confirm they have read and understood the entire contents of this handbook. Without completion of this handbook students' risk not being permitted to attend Clinical or Midwifery Practice Placements. This Guide has been produced to aid students in their understanding of clinical or midwifery practice placement expectations and requirements

- I declare I have read and understood the Professional Practice Experience Handbook for Nursing and Midwifery Students.
- I understand that I must abide by the standards described within the Professional Practice Experience Handbook for Nursing and Midwifery Students. I understand that I need to contact the Professional Placements Office if I am unable to meet the obligations for workplace experience at any stage of my course progression.
- I understand and accept my student responsibilities as outlined in the Professional Practice Experience Handbook for Nursing and Midwifery Students

Student Name: _____ Student Number: _____

Student Signature _____ Date: ____/____/____

I understand that I must notify the Professional Placements Office of any written notices issued by the Commissioner for Young People and Child Guardian or from the Australian Health Practitioners Regulation Agency (AHPRA) as soon as I am notified of such a notice.

Student Name: _____

Student Signature: _____ Date: ____/____/____

Witness Name: _____

Witness Signature: _____

Date: _____

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 submitted to the Professional Placements Office.