



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.
- Respect the rights of 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.
- 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.
- Undertake all activities associated with the successful completion of your degree efficiently, effectively and to the best of your abilities.
- Ensure that all assessment documentation paperwork is completed and appropriately submitted in a timely manner to satisfy assessment requirements of the University and Placement Supervisor.
- 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 you have been cancelled as a student (for example due to not completing and providing mandatory documents by specified deadlines).
- Engage in placement swapping with other Placement students without the knowledge and consent of the course examiner and Professional Experience Placements Office.
- 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.
- Participate in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.

2020 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 Experience 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 this document.

Student Name: _____

Student Number: _____

Student Signature: _____

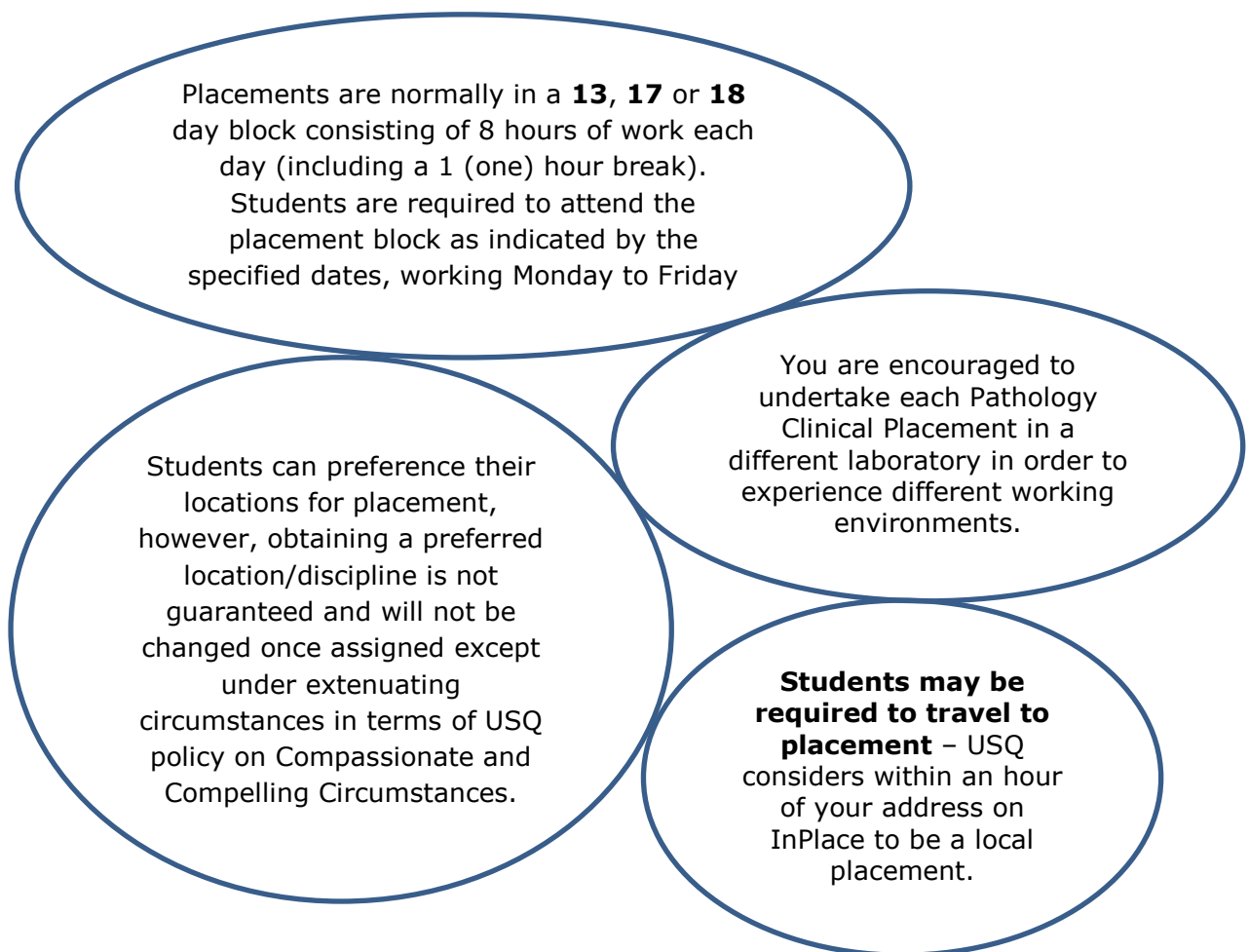
Date: / /

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, who will determine the placement availability, the laboratory location and the pathology discipline assigned to the 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.



There are several mandatory requirements that must be completed and submitted on InPlace prior to undertaking a clinical placement (See **Mandatory Documents for Pathology Clinical Placement** 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 this semester may not correspond directly to the department/laboratory where clinical placement is arranged.

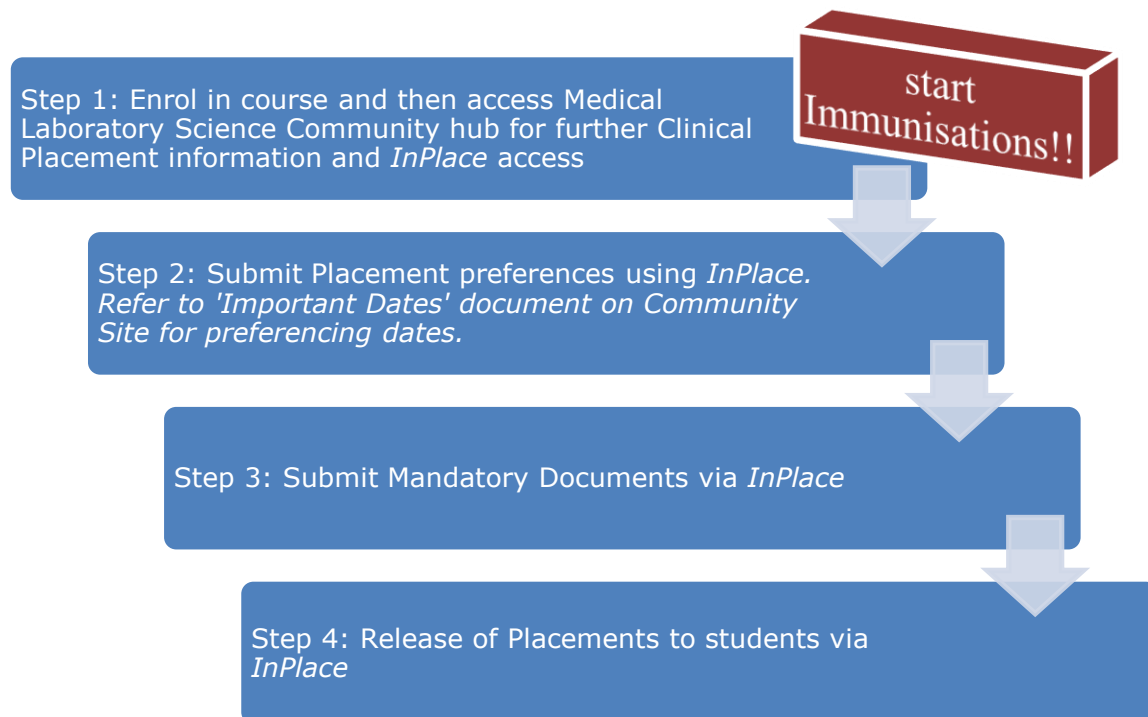
Pathology Clinical Placement 1 is a 'pre-analytical' placement and students in this course will be given experience in phlebotomy and specimen reception.

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

Pathology Clinical Placements 3 and 4 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, Clinical Placement Blocks 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 *Please note **InPlace** is optimized for Google Chrome and Mozilla Firefox.

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 HES.support@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.

1. *USQ Student Declaration (p. 5)* *required to be updated every calendar year
2. *USQ Vaccine Preventable Disease (VPD) Form* completed and signed by a medical practitioner/nurse practitioner
3. *Queensland Health Student Orientation Checklist* *Please ensure all the boxes are ticked
4. *Deed Poll* – **you only need to submit page 6**
5. *Pathology Queensland Visitor Confidentiality Protocol* * valid for one calendar year
6. [AUSLAB Clinical and Scientific Information System Pathology WIL Student Access Request \(Pathology Queensland\)](#) * valid for one calendar year
7. [Contractor Induction for QML](#) * required for the students attending placements in Queensland Medical Laboratory (QML) and valid for one year
8. *Queensland Health Online Courses*: Go to <https://ilearnexternal.health.qld.gov.au/> to complete the online courses and then upload the certificates on InPlace. Update every 12 months
9. *Tuberculosis Risk Assessment Form for Students*. – *you only need to submit the first three (3) pages of the document*

These mandatory documents are required to be submitted on *InPlace* four (4) weeks PRIOR to Clinical Placement if your placement is earlier in the semester

OR

the end of Week 3 of the semester during which placement will commence.

If the deadline is not met, you may be required to drop the course and you will not be assigned a placement.

MANDATORY REQUIREMENTS: FURTHER INFORMATION

Immunization Evidence

Please upload [USQ Vaccine Preventable Disease form](#) (completed by your treating medical practitioner, registered nurse, or occupational health provider) on InPlace. This form will include the following immunization records:

- **Hepatitis B:** Evidence of 3 injections **And** Hepatitis B antibody titre (blood test ordered by your doctor)
*If you have not completed a full course of 3 Hepatitis B vaccinations your placement will be put on hold until the full vaccination course and serology (blood test) has been completed and evidence provided to the Professional Placement Office.
- **Measles, Mumps, Rubella:** Evidence of vaccination or serological evidence of immunity
- **Pertussis:** Evidence of adult vaccination within the past 10 years
- **Varicella:** Evidence of vaccination or serological evidence of immunity

Queensland Health Student Orientation Checklist

Completion of the enclosed [form](#) acknowledges that you have read the essential required topics on the [Queensland Health Student Orientation Website](#) Please read all of these sections and respond by ticking all boxes on the Checklist form. Upload both the pages on InPlace.

NB. IMPORTANT - You will be entering a pathology laboratory workplace. This can lead to risk of exposure to body fluids and hazardous substances and involves some procedural risks. You have completed, or are currently studying, BIO1104 Medical Microbiology and Immunology 1. Please ensure that you review the module on infection control in BIO1104 for your own safety. Students who have completed more advanced courses in medical microbiology should have increased awareness of, and laboratory training in, procedures for minimising infectious risks.

All students participating in Pathology Clinical Placements must adhere strictly to any instructions or induction on safety procedures provided by the participating pathology laboratory staff.

Student Deed Poll

Please upload on InPlace the signed and witnessed signature page after you have read this [document](#)

Pathology Queensland Visitor Confidentiality Protocol

A clinical placement places the student in a professional working environment where all the information is of a confidential nature. To enable students to be fully integrated in the WIL (work in Laboratory) process students will need to have some access to confidential information. Confidentiality of this information **must remain strictly secure**. This means any information relating to a patient name, procedure or outcomes is **strictly confidential** and **cannot be discussed**, revealed or related to any other party other than an authorised person. Completed copy must be uploaded on InPlace for current year of placement.

AUSLAB Clinical and Scientific Information System Pathology WIL Student Access Request (Pathology Queensland)

Please ensure that you enter **your USQ email address** on this form. This form needs to be submitted for **each placement** (Pathology Queensland only) and must be uploaded on InPlace for current placement year.

Contractor Induction for QML

This is an online induction for the students attending placements in Queensland Medical Laboratory (QML). Students will need to upload the Certificate of Completion on InPlace. For reference, visit the following link:

http://usqstudydesk.usq.edu.au/m2/pluginfile.php/1151377/mod_resource/content/2/On%20Line%20Induction%20for%20QML.pdf

Tuberculosis Risk Assessment Form for Students

This is a requirement of Queensland Health. Information on how to complete this self-assessment form is available on the Medical Laboratory Science community hub under Pathology Clinical Placement Information. Pending student responses further assessment may be required.

- **Queensland Health Online Courses**

Prior to the first placement, all students must complete the [Queensland Health Online Modules](#) -

Certificates of completion will be provided at the end of the training and these must be uploaded on InPlace. You may also be required to complete further training once you start your placement. Your laboratory supervisor will assess any additional training requirements.

You must use **MOZILLA FIREFOX** and not **INTERNET EXPLORER** to register and create a new [iLearn](#) account and follow the appropriate prompts for a non-QHealth student:

- *Business Phone: use your own contact #
- *Position: Student
- *Employer: USQ
- *Supervisor's Name: Ms Leanne Dooley
- *Supervisor's Contact Number: +61 7 4631 1683
- *Address: West Street
- *City: Toowoomba
- *State/Province: Qld
- *ZIP/Postal Code: 4350
- *Country: Australia

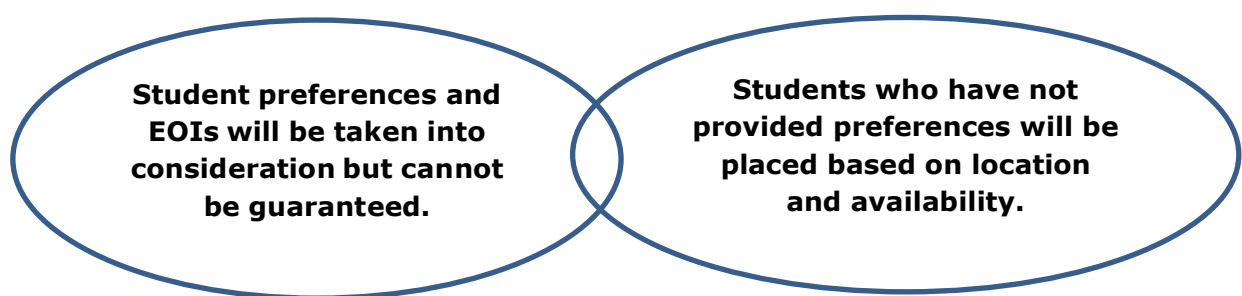
The certificate will be sent to the email address that you provide.

- **InPlace instructions are available on the Medical Laboratory Science community site for uploading Mandatory Documents**
- **All links and/or documents to assist you to complete mandatory documents are available on the Medical Laboratory Science community site**

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 dates for preferencing are available on the 'Important Dates' document and students will receive an email reminder when preferencing opens.** Once preferencing has closed, you will no longer be able to submit preferences and will be allocated to the most appropriate placement available.

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 from the list of regions provided on the following pages. **You will need to select three (3) different regions in order of preference (1-3).** The laboratories within the region will then be contacted in order of which is closest to your home address on *InPlace*. Students can also select 3 blocks in which they would like to complete placement in order of preference.

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 accepted during the preferencing period and will 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 the 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 preferencing closes for the semester in which placement is being completed. Please view the 'Important Dates' document for the specific dates.

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	Murarie	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	

Current as at 12/12/2019

Providers

PQ – Pathology Queensland

SNP – Sullivan Nicolaides Pathology

QML – Queensland Medical Laboratory

FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT YOUR 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.

Who do I contact if I am unable to attend due to sickness?

You must contact the supervisor at the laboratory if you are unable to attend any of the scheduled days of your clinical placement. This should be done prior to your shift start time. You must also contact the course examiner and placements team via email.

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.*

Who do I contact if I no longer want to attend clinical placement?

*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, students must notify the Placement Office and course examiner of any real, perceived, or potential conflict of interest, which includes allocation of placement in a laboratory where the student:

- a) currently works and the only suitably qualified supervisor available is the student's colleague or current superior; or*
- b) has a current or previous relationship with the supervisor;*

*In these situations the student and supervisor **will be required to make a signed statement** acknowledging the potential for conflict of interest, and accepting that routine work activities should not be undertaken during placement hours, and that placement activities are evaluated based on standards provided by the university, and shall not affect, or be influenced by, the supervisor/employee relationship.*

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.