

# Bachelor of Paramedicine PLACEMENT HANDBOOK



UNIVERSITY  
OF SOUTHERN  
QUEENSLAND



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## Welcome to Clinical Placement at the University of Southern Queensland

The aim of clinical placements is to integrate theory into practice in the real world paramedic setting. Clinical placements can be exciting however they can also be stressful for some students. To ensure students are well prepared this document provides the minimum standards required by students to successfully pass a clinical placement.

In order to be eligible to go on your placements, you must meet the mandatory requirements from the Queensland Ambulance Service (QAS). USQ will not request a placement if you have not provided the evidence of you meeting these mandatory requirements. You must correctly submit all mandatory documents by the advertised due dates, normally well before the semester you will complete your clinical placement. The Professional Experience Placement Team (Placements Team) is required to cancel any allocated placements for students who don't comply with mandatory requirements.

### The Professional Experience Placements Team

The Placements Team consists of Clinical Placements Officers and Professional Experience staff in Toowoomba and Ipswich. This team allocates the clinical placements and can help you with any questions or problems you have getting ready for and going on clinical placement.

### The Academic Team

The Program Coordinator for Paramedicine and the Clinical Coordinator will assist students with performance related concerns and professional issues surrounding clinical placement. The Clinical Coordinator is advised by the placement facilities of any performance concerns that are breaches of safety, professional or ethical boundaries.

### How are placements allocated?

- Aimed to be allocated fairly
- 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 QAS, the Clinical Coordinator and the Senior Academic Program Support Officer

The Placements Team are based in Toowoomba and Ipswich. You can contact staff face to face, or via phone or email.

### PROFESSIONAL EXPERIENCE PLACEMENTS OFFICES:

#### Toowoomba

**Location:** Level 1 W Block

**Email:** [HES.support@usq.edu.au](mailto:HES.support@usq.edu.au)

**Phone:** 07 4631 1462

#### Ipswich

**Location:** Level 2 I Block

**Email:** [HES.support@usq.edu.au](mailto:HES.support@usq.edu.au)

**Phone:** 07 3812 6086

### PROGRAM COORDINATOR

#### Ipswich (Paramedicine)

Tony Smith

**Email:** [Tony.Smith@usq.edu.au](mailto:Tony.Smith@usq.edu.au)

### CLINICAL COORDINATOR (ACADEMIC)

#### Ipswich (Paramedicine)

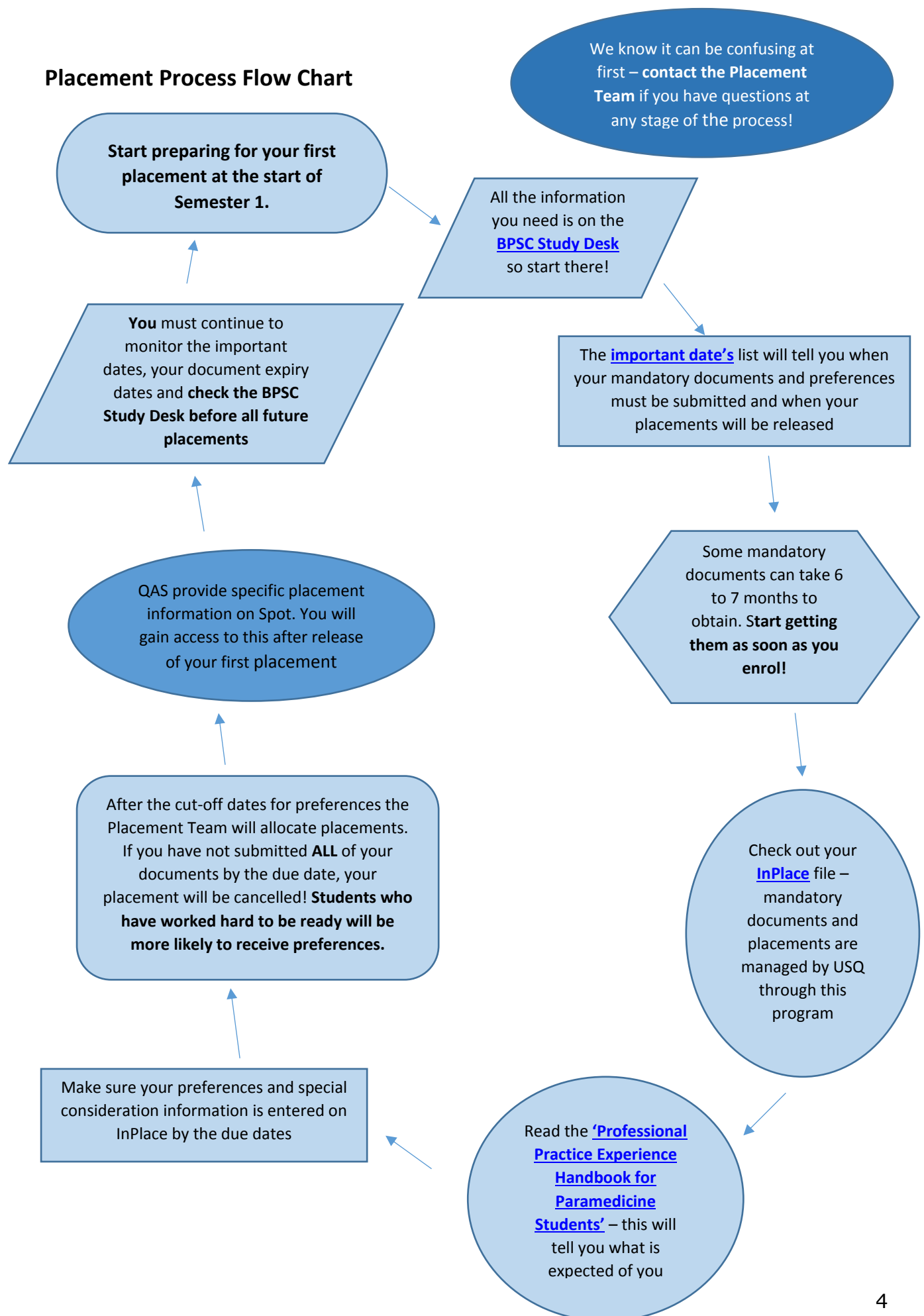
Sue Gullery

**Phone:** (07) 3812 6028

**Email:** [Sue.Gullery@usq.edu.au](mailto:Sue.Gullery@usq.edu.au)

**For safety concerns or emergencies after hours phone (07) 3812 6028**

## Placement Process Flow Chart



## PRE CLINICAL PLACEMENT REQUIREMENTS

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

1. Successfully complete the pre requisite courses for the placement course/s
2. Enrol in the clinical course
3. Correctly submit all of your mandatory documents by the dates advised
4. Submit preferences and special consideration information if needed
5. Be given a placement location

**What are 'preferences'?** USQ offer you the chance to choose some QAS stations where you would like to do a clinical placement. We cannot guarantee that you will get your preferences though.

**What are 'Special Considerations'?** USQ offer you the chance to provide information that might affect when or where you are able to do placement. This is to help the Placement Team decide where or when to place you.

**What are 'Mandatory Documents'?** These are documents that USQ is required to collect and monitor for the placement partners. They **MUST** be provided and kept updated by you if you wish to be able to go on placement.

### How do I know when I need to do everything?

The Placements Team provide a list of '**important dates**' on the BPSC Community Site. The list gets updated often so check it often. It tells you

- 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 put on InPlace for you to see where you are going

You should check this list regularly to make sure nothing has changed. Some of this information is also emailed out to you so check your emails regularly as well.

***Most cut off dates are well before the semester when you will do placement so start early!***

If you have circumstances that impact on your ability to have your mandatory documents completed on time, this **MUST** be discussed with the Clinical Coordinator and Placement Team before the cut-off date. Non-compliance may result in your placement being cancelled.

**Remember if you are unsure or have questions, contact the Placements Team early to get help!**



### When should students submit mandatory documents?

Check the 'important dates' document and listen to reminders provided by the Academic Team!

Some documents only need to be submitted once, before your first clinical placement. Some have expiry dates and need to be updated throughout your studies. If you have provided your documents by the due date you are more likely to have your placement locations and preferences met.

*Some documents take up to 7 months to obtain, so start organising your mandatory documents in your first semester of study!*

### Remember:

- These documents form part of USQ's agreements with QAS
- They are important for YOUR safety
- Not completing all of the documents will result in not receiving a clinical placement
- Information and links for the documents required are on the BPSC Community site
- If you have any questions regarding mandatory documents contact the Placements Team via [HES.support@usq.edu.au](mailto:HES.support@usq.edu.au), come in to see us or phone us on 07 4631 2974 – don't leave it until the last minute!



## INPLACE

InPlace is the cloud based placement system used by USQ to manage practice/clinical placements. Your mandatory documents are managed here and your placement details can be found here.

## SUBMITTING MANDATORY DOCUMENTS

### What do I do with my mandatory documents once I have them?

You must upload all documents to **InPlace** according to the instructions located on the Bachelor of Paramedicine Study Desk

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

### Some InPlace tips –

- Use the instructions available on your [Bachelor of Paramedicine Community Site](#) to use InPlace
- Use the instructions to upload your documents, InPlace will then send the Placements Team a message to go in and 'verify' or check that they are correct
- Go back and check a couple of days later that they have been approved
- When it's busy it might take the Placements Team a longer than 2 days to check your documents
- Checking the details page of your InPlace file is a quick way of finding out when your documents will expire - make sure they are kept current for all your placements
- InPlace works best with **Google Chrome and Mozilla Firefox**
- Instructions to access and use InPlace are on your BPSC community site
- **InPlace website:** <https://inplace.usq.edu.au>
- **Password and Username:** the same as other USQ login details

## SPOT

- QAS use a placement management program called 'Spot'
- Once USQ have enrolled you on Spot, you will receive an email with log-in details
- Make sure you keep the details on the email for the duration of your program as you will require it for each placement
- You will find your placement details, your roster, contact details for QAS personnel on Spot
- All other placement requirements will be managed on InPlace

The Placement Team **CANNOT** allow you to go on a placement unless all mandatory documents are in order. Monitoring these documents forms part of USQ agreements and contracts with the health care facilities, as well as provides for student safety.

## CHECKLIST OF PARAMEDICINE MANDATORY DOCUMENTS



### Blue Card QLD (6-8 weeks to obtain)

- Must be renewed every 3 years
- Pre filled application forms from the **Paramedicine Community Site** **MUST** be used to apply
- All applications **MUST** come through the Placement Team to be sent to Blue Card



### First Aid (Can take 2-3 weeks to obtain certificate)

- Must be renewed every 3 years
- Must be done through a Nationally Registered Training Organisation



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

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



### Medical Assessment (Fit Slip)

- Must be renewed every 3 years through Sonic Health



### Medical Declaration

- Submitted prior to each placement in second and third year to declare there are no changes to your medical status since your Medical Assessment was completed. If you have had changes you must supply the details with this declaration.



### QAS Checklist

- New checklist must be uploaded prior to every placement
- Final document to be uploaded after all other mandatory documents are completed



### Clinical Placement Student Declaration

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



### Hepatitis B Immunisation (up to 7 months to obtain)

- Submit only once
- It takes **7 months to complete the QAS required Hep B immunisation program** so start early



### Measles, Mumps, Rubella Immunisation

- Submit only once



### Varicella Immunisation (Chicken Pox)

- Submit only once



### Diphtheria, Tetanus, Pertussis (Whooping Cough)

- Evidence of adult immunisation in the past 10 years



### Flu Vaccination

- Evidence of yearly immunisation required



### TB Testing/Mantoux Testing

- This will be discussed at your Medical Assessment and evidence provided on your Fit Slip

**Please go to the Paramedicine Community Site to find a complete description of what you are required to submit in order to comply with these requirements!**

**Students are responsible to make sure their mandatory documents remain current during their course or risk missing out on their placement!**



## PLACEMENT PREFERENCE & SPECIAL CONSIDERATION REQUESTS

You are provided with the chance to submit placement location preferences and special consideration information through InPlace. This is offered in specific times before the placements are allocated. Make sure that you check the 'important dates' information that is provided on the BPSC Community site to see when this is available. **Remember it's always well before the semester of placement!**

### QAS & USQ Preferencing Requirements

1. You must choose a minimum of 3 different Local Ambulance Service Networks (LASNs) where you would like to do placement.
2. From these 3 LASNs, you must nominate 5 different stations as your preference for placement
3. Make sure you submit your preferences during the dates advertised as they will not be considered outside these dates
4. You cannot do placement at the same station twice
5. Remember there is no accommodation provided at any QAS site

*Failure to follow these guidelines may mean that you miss out on your preferences*

Please note that the Placements Team will try to give you a placement based on your request, however it **can never be guaranteed that you will receive your preference**. If you do not submit requests for placement preferences or comply with the preferencing guidelines, the Placements Team will allocate you to any available placement.

**Special consideration** information should be about any particular needs you would like taken into consideration for placement e.g. evidence to support your preferences or advising of personal restrictions.

*Preferences and special consideration requests are submitted through InPlace. For directions on how to do this, please see the instructions on the BPSC community site.*

**Remember:** check the **important date's** document on the [BPSC Community site](#) to find out when your requests can be submitted!

## **FITNESS FOR CLINICAL PLACEMENT**

There are specific mandatory requirements for attending placement that have been constructed by the QAS. These requirements can change from time to time. It is your responsibility to ensure you remain up to date with requirements. You must provide evidence of meeting these mandatory requirements to the USQ paramedic placement team prior to every placement. You will undergo a Medical Assessment prior to your first placement. After this it is the responsibility of the student to ensure the Clinical Coordinator is made aware of any changes to your circumstances that could potentially impact your ability to undertake clinical placement. Changes may include, but are not limited to, changes to your physical and mental health that mean you no longer meet the Fitness requirements, blue card status, criminal history, first aid certificate currency, etc.

In order to monitor this, you are required to submit a Medical Declaration form prior to your second and third year clinical placements, declaring whether or not you still comply with QAS fitness guidelines.

If you believe a change has occurred that may potentially impact your ability to complete a clinical placement, please contact the Clinical Coordinator (Academic) or the Placement Office.

**Any information you provide will be treated with discretion**

## **GETTING THE MOST OUT OF YOUR PLACEMENT**

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

- introduce yourself to the staff within the area you will be working
- be engaged in all clinical activities
- take time to effectively communicate with the person overseeing your placement to ensure your placements goals, personal strengths and expectations can be achieved.
- achieve a satisfactory grade on the assessment items, as per the course specifications
- attend clinical placements for the full number of hours allocated to each clinical course
- all assessment items must be returned to the Course Examiner by the due date (as per the course specification).

### **Letting us know about issues of concern to you while on placement**

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

- students should if you feel comfortable firstly speak to your allocated mentor
- if the issue is not successfully resolved you can contact the Clinical Coordinator (Academic).

## STUDENT INTEGRITY AND MISCONDUCT POLICY

Students are asked to review the [Student Academic Misconduct Policy](#) and [Academic Misconduct Policy](#). These policies have been put into place to support students during their time with the School of Health & Wellbeing. Students will be continuously assessed throughout the course regarding their fitness to participate in the Bachelor of Paramedicine program. These assessments may have implications for a student's ability to graduate.

The three major areas to be identified in this program are competence, impairment and conduct.

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



## CONFIDENTIALITY

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

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

As students you are now privy to exactly the same confidential information as doctors and other health care professionals and hence are subject to exactly the same constraints as stated so clearly in the ethic above.

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

- **NEVER** discuss patients by name with anyone not entitled to this information.
- **NEVER** discuss a patient’s problem within the hearing of the patient. Statements are often misheard or misconstrued and can lead to considerable mental anguish.
- **NEVER** permit a patient, relatives or friends to see the records. Any release of the information in these records is the prerogative of the hospital / ambulance service.
- **NEVER** upload anything to a social media site, application or other location that may infringe the rights of a person connected to a clinical placement
- **NEVER** discuss patients with colleagues in public places. Even if the patient’s name is not mentioned, other people in the area may relate the comments to the problems of their own relatives or friends.
- The truth, particularly if of grave importance, can be much more upsetting if carelessly revealed. Remember that other patients are only too willing to pass on what they may have heard. The hospital/ambulance records are confidential documents, and are the property of the hospital/ambulance - these may not be copied in any way. Access to these records is a privilege granted to you - **do not abuse this privilege.**

Failure to maintain confidentiality could result in legal action by the patient for breaches of confidentiality. Proven breaches could lead the School of Health & Wellbeing to have grave doubts regarding your fitness to continue with the Program

### Police Requests

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

### Subpoenas

All students are requested to contact the University in the event they are served with a subpoena.

### Ambulance/Clinical Placement Agency Requests

All students are requested to contact the University before providing a verbal/written statement to the clinical placement agency in response to an incident.

## BEHAVIOUR EXPECTATIONS WHILE ON PLACEMENT

Much goodwill has been shown towards the University and students. Please behave appropriately with respect, humility and good manners. All persons involved in dealing with students have been asked to report both exemplary and negative behaviours. Inappropriate behaviour will be dealt with as per the Student Code of Conduct Policy.

*Please remember that you are ambassadors of The University of Southern Queensland.*

### Addressing Patients and Staff

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

### Mobile Phones

Must be on silent or vibrate only within the hospital/ambulance and only emergency phone calls answered. Phones must not be used to acquire images/photographs/video/audio.

### Photographs or Recording

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

### Media Requests

Please refer all media requests to your paramedic supervisor and/or [usq.support@usq.edu.au](mailto:usq.support@usq.edu.au) students must not provide any comment to the media about the clinical placement agency, a patient, an ambulance case or disclose any other information that was obtained during the course of completing your clinical placement.

### Other Rules

- Smoking is only permitted in designated smoking areas.
- No intoxication by alcohol or any illicit substance.
- Ensure your language and demeanour is appropriate.
- The rights of patients to feel they are in a secure professional environment are paramount.

#### **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.



## DRESS CODE FOR PARAMEDICINE STUDENTS

You are representing USQ while attending clinical placements and external clinical/educational opportunities. Students are expected to be neatly dressed, including wearing your student ID card and appropriate footwear. These rules are in place to acknowledge the right of patients to feel secure in a professional environment where you have the privilege to learn from them.

### USQ Student Paramedicine Uniform Standards

- The design of the uniform is aimed to ensure safe, functional and comfortable attire to meet the varying needs of clinical placements and health and safety requirements.
- Students must obtain the approved uniform and abide by the uniform standards.
- USQ is sensitive to individuals with cultural or religious beliefs. A common sense approach will be taken to individual requests and students should contact the Program Coordinator for the Bachelor of Paramedicine.
- Students are strongly encouraged to carefully follow the care instructions on the uniform.
- Uniforms that are damaged faded or not meeting the appropriate standard must be replaced/repared at the student's expense.
- A current USQ student ID card must be visible at all times.
- The personal protective equipment kit must be available at all times when wearing the USQ student paramedic uniform. The personal protective kit must include the following approved items: wet weather raincoat, hat, white safety helmet, clear lens safety glasses, rescue gloves, safety vest, earplugs. The clinical placement agency will provide access to disposable gloves, P2 Masks and disposable overalls.
- The USQ student paramedic uniform is not to be worn outside of designated clinical placements or simulation activities. All students are strongly encouraged to cover their uniform should they not be travelling directly to/from a placement or simulation activity or travelling via public transport.
- Students may wear sunglasses, however bizarre or brightly coloured sunglasses should not be worn.
- Students must wear approved footwear at all times. Footwear must be black and both oil and acid resistant.

### Additional Information

- Clothes should be neat, clean and ironed at all times
- Ensure that your hair is neat and long hair is firmly secured
- Facial hair must be trimmed and neat
- Items of jewellery should be simple and unobtrusive
- Long fingernails, including acrylic nails, potentially pose a risk to patients and to students, therefore all nails should be trimmed.

**If the USQ Program Coordinator of the Bachelor of Paramedicine (or delegate), Queensland Ambulance Service or other clinical placement supervisor / organisation determines a student is not appropriately attired, or not in possession of the required personal protective equipment, they may take any action considered appropriate, including suspension from the clinical placement / activity until the student complies with the requirements.**



## 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 Placements Team.

**For safety concerns or emergencies that arise after hours phone (07) 3812 6028**

### Student travel to and from placements

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.

If you are driving to a placement it is important that you practice safe driving. If you are on prescribed medications consult your General Practitioner as to whether it is safe for you to drive. Remember to park your vehicle in areas that the 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**. 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 placement agency and **in accordance with the policy and employment practice of the placement agency**.

## Paid work hours and 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 placement shift **directly after**. This is outside Queensland Health and Private Health Facilities workplace health and safety rules. For example, students should not finish a night shift in their paid job and then attend a morning shift as a student. If you do not understand this please contact the Placements team for help.

## Pregnancy

A student who is pregnant, will be required to provide a medical clearance certificate involving the ability to actively participate in all Placement activities required to achieve the objectives of the course/Placements. Failure to provide this information may result in the inability to continue with the clinical Placement. These certificates must be received by the Placements Office prior to the placement commencing.

## Extenuating or disaster management processes

If a serious situation arises that results in the placement agency activating their disaster management plan, it is vital that **students follow the lead of the clinical team** within the placement agency. These events might include flood, fire, cyclones, pandemics or any other significant event.

If at any time while on clinical placement you feel unsafe or uncomfortable with a potential or actual risk you must **notify the Clinical Coordinator**. 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.
- There is a risk you will pass an acute infectious disease on to one of your vulnerable patients.
- 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 placement agency premises 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.



### Workplace related issues (harassment / bullying / safety / other)

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 clinical coordinator. If you feel uncomfortable with addressing the situation with the person involved **you MUST contact** the clinical coordinator 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

Poor manual handling could result in 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 even greater risk. 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 clinical coordinator 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 clinical coordinator and the placement agency 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 clinical coordinator. The 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.



## ATTENDANCE AT CLINICAL PLACEMENT

It is an expectation that students will attend 100% of their clinical placement at the time and shift allocated by the placement provider. This is a requirement of the course specifications pertaining to a clinical subject.

Students need to understand that Paramedicine involves shift work. A student's clinical experience will include shift work as part of your experience that is morning, evening and night shifts, including weekends and public holidays.

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

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

Where a student's clinical performance is deemed incomplete because the student has not completed the time requirements of the clinical placements, they must negotiate extra hours with the station OIC if they are still on placement. If the placement has concluded, you will need to negotiate with the Clinical Coordinator to complete your placement hours.

### Absences while on Placements

For any student any absence during a placement will result in the need to email [sue.gullery@usq.edu.au](mailto:sue.gullery@usq.edu.au) and Phone the Officer in Charge of the ambulance station where you were rostered to work. If you are absent for any time from placement you must submit a Doctors Certificate.

### Public Holidays

If there is a Public Holiday on one your rostered days, you will be expected to work the shift.





## ROLES AND RESPONSIBILITIES

All students should spend time reviewing the USQ policies and procedures library prior to starting the clinical placement <http://policy.usq.edu.au/>

### 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](#)

### *Students Responsibilities*

- Will meet all clinical placement requirements set by the University and / or clinical placement agency by the due date
- Will provide written details of any personal changes that may potentially impact their ability to complete a clinical placement
- Will consider safety and security a number one priority at all times
- Will comply with the clinical placement agency standards, policies, procedures, directions, regulations, protocols and guidelines as outlined by the clinical placement agency
- Are representing The University of Southern Queensland and therefore must abide by all USQ policies, procedures, guidelines and expectations
- Will at all times wear a USQ student paramedic uniform (including identification card) and have available their personal protective equipment
- Are strongly encouraged to clearly communicate any questions, issues, concerns or complaints to the appropriate University of Southern Queensland staff member



### ***USQ's Responsibilities***

- Will take responsibility for the academic outcomes of students undertaking the clinical placement course
- Will provide an information booklet for supervisors / preceptors outlining the learning objectives, student experience and level of participation the students will be seeking
- Will outline to students the requirement to follow the directions of the clinical placement agency, and its staff
- Will work with the clinical placement agency and student to resolve any questions, complaints or issues that may arise
- Will outline to students their requirement to comply with confidentiality, occupational health and safety, infection control, hygiene, uniform requirements and the wearing of identification badges
- Will provide relevant student insurance coverage
- Will advise students that they must not represent themselves as qualified paramedics, as employed by the clinical placement agency, or act on behalf of the clinical placement agency
- Will work with the clinical placement agency to manage students who fail to meet the expectations set by The University of Southern Queensland

### ***Clinical Placement Agency Responsibilities***

- The ambulance service will liaise and communicate with the University and the relevant areas within the organisation on all matters concerning student clinical placement
- The ambulance service will act as a central point of referral and notification of any issues, suspensions or complaints that are received which require referral to management within the organisation
- The ambulance service will provide a workplace orientation at the local level to students at the commencement of their clinical placement, including an occupational health and safety briefing
- Will provide the student with a safe working environment
- Will report issues, complaints, concerns, injuries or near misses to the Clinical Coordinator of USQ
- The ambulance service will provide supervision of the student whilst on clinical placement as agreed

***The Placement Supervisor/Preceptor will:***

- Supervision of all clinical practice
- Will supervise the student at all times while on clinical placement
- Will work with the clinical placement agency to provide a safe working environment
- Will abide by all clinical agency policies, procedures, directives, protocols, guidelines and expectations
- Completion of student clinical supervisor / preceptor reports
- Provide ongoing feedback to the student
- Report student performance to clinical placement agency and University staff
- Report incidents, concerns, complaints, injuries or near misses to clinical placement agency and/or University staff ([sue.gullery@usq.edu.au](mailto:sue.gullery@usq.edu.au) or +61 7 3812 6028)

**We hope you enjoy your placements!**



## STUDENT DECLARATION

Every student must complete and submit the following declaration to confirm they have read and understood the entire contents of this handbook. This Guide has been produced to aid students in their understanding of clinical placement expectations and requirements.

- I declare I have read and understood the Clinical Placement Handbook for Paramedicine.
- I understand that I must abide by the standards described within the Clinical Placement Handbook for Paramedicine. I understand that I need to contact the Clinical Coordinator if I am unable to meet the obligations for clinical placement at any stage of my course progression.
- I understand and accept my student responsibilities as outlined in the Clinical Placement Handbook for Paramedicine

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. This page only is required to be uploaded to InPlace.

## **APPENDICES**

### **Appendix A – Frequently Asked Questions**



## Frequently Asked Questions

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

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

If you are asked to drive an ambulance with no other people, or a car to follow the ambulance or back to station, then, if you hold the appropriate licence, you may drive it, only to the place directed and only at normal road speed. You may never drive a QAS vehicle under lights and sirens while you are a student with USQ.

If you do drive a QAS vehicle, then you must email [sue.gullery@usq.edu.au](mailto:sue.gullery@usq.edu.au) as soon as practicable after the event, detailing the type of vehicle, time, place and reason.

**Q. What should I do if I am sick and cannot attend a shift?**

- A. Contact the clinical placement agency (usually the Officer in Charge) and USQ program staff via the appropriate method.

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

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

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

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

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

To report an incident, visit: <http://policy.usq.edu.au/documents/13341PL>

Consider seeking support from USQ student services.

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

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

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

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

To report an incident, visit: <http://policy.usq.edu.au/documents/13341PL>

**Q. What should I do if I am unable to complete a minimum of 150hrs clinical placement?**

- A. **As soon as you realise** there is a chance you will not complete 150hrs of clinical placement, contact the clinical placement co-ordinator via email ([sue.gullery@usq.edu.au](mailto:sue.gullery@usq.edu.au)). At all times it is the student's responsibility to calculate the projected number of hours that will be undertaken on clinical placement. Failure to complete 150hrs of clinical placement may hinder your ability to be awarded a "satisfactory" for this course.

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

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

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

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

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

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

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

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

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

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

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

**Q. What happens if I do not have a USQ student paramedic uniform (including all personal protective equipment), student ID card or am not presented professionally?**

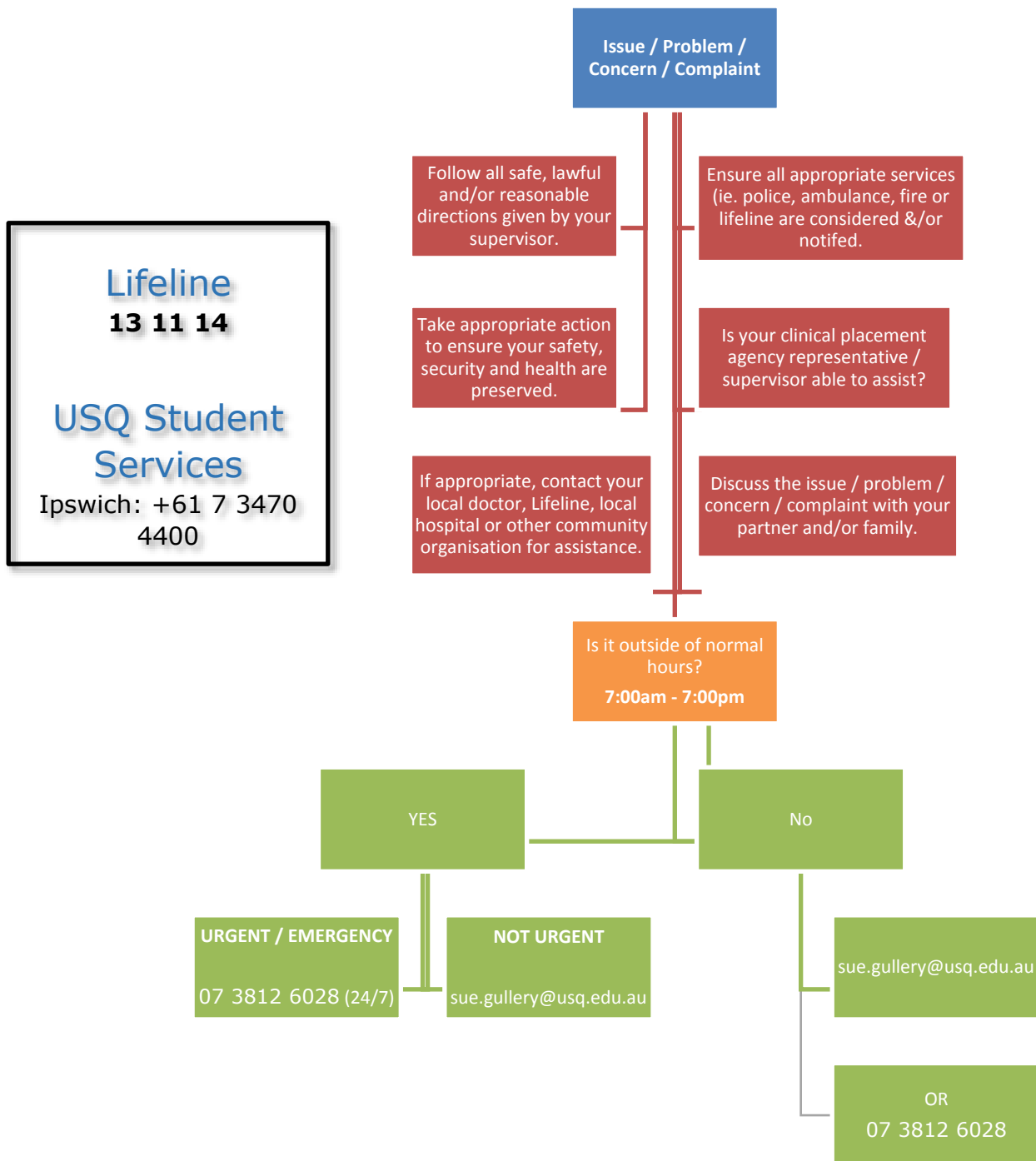
- A. All clinical placement agencies have been authorised to refuse student access to the clinical placement if a student is not wearing appropriate attire, does not have the appropriate personal protective items, is not wearing a student identification card or is not presented professionally. Therefore,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

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

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

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

## Appendix B USQ Student Paramedic Concern Flowchart



Even if you have been able to resolve the issue, concern or complaint, advise program staff via the [sue.gullery@usq.edu.au](mailto:sue.gullery@usq.edu.au) email address.