

**University of New England**  
**School of Health**  
**Nursing Professional Education Practice**  
**Handbook**  
**2025**



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## ***Introduction***

The University of New England's (UNE) School of Health, Nursing welcomes you. One of the most fascinating aspects of your nursing education is Professional Education Practice (PEP) rotations. They give insight into the roles and duties of healthcare team members, the real world of practice, and the lived experiences of patients, clients, consumers, and family members. It is well acknowledged that our UNE nursing graduates possess the professional values, knowledge, and abilities needed to deliver safe, efficient, and compassionate nursing care. They develop into clinical leaders and change agents who improve both individual and community health outcomes.

This handbook provides information and guidelines for our UNE Nursing Students, Health Service, Clinical Partners, and Clinical Facilitators to support a successful and enjoyable professional Education Practice (PEP) experience. These guidelines apply to all UNE nursing students undertaking placement. UNE will provide further information to Clinical Partners, Facilitators and Preceptors via workshops, meetings and organisational agreements as required.

This document must be read in conjunction with relevant UNE policies/procedures/guidelines, precisely: [School of Health Courses Inherent Requirements – UNE Work Integrated Learning Procedure](#)

## ***Adhering to University Policies***

Professional Education Practice (PEP) is a formal assessment task in which students must achieve a satisfactory result to pass the associated unit of study. In addition to complying with UNE policies, students must adhere to the placement facility policy, procedures and protocols while on placements. UNE PEP Academic and Unit Coordinators review any breaches in conduct of adherence to the assessment requirements and will be reviewed in line with the University Assessment Policy. Students must be aware of the University guidelines on Academic Integrity and University rules on Academic Misconduct. A lack of knowledge or understanding is not considered an excuse for actions and rationales. The following pages stipulate rules and expectations of students and placement partners that need to be adhered to. Non-compliance to these rules can result in referral for Academic Misconduct and or Behavioural Misconduct.

To access the rules, search in the UNE search tab on the website or go to the student policies quick links here – [Student Policies Student Policies](#)

All students and Clinical Partners/Facilitators should be familiar with, and practice within the scope of the Registered nurse standards of Practice, the International Council of Nurses Code of Ethics, and the Code of Conduct

[Registered Nurse Standards of Practice](#)

[Code of Ethics](#)

[Code of Conduct](#)

## ***UNE Nursing PEP Staff Contact Details***

All student general inquiries to the PEP Nursing office staff should be via the [AskUNE](#) system.

### **Postal Address**

Professional Education Practice (PEP) Office  
School of Health  
C034 Information Technology Directorate Building  
University of New England  
Armidale NSW 2351

There are several points of contact you have if issues arise during the placement experience.

### **University**

Professional Education Practice Office	02 6773 4388
Clinical Coordinator Academic	<a href="mailto:fcpnursing_academic@une.edu.au">fcpnursing_academic@une.edu.au</a>
Course Coordinator	<a href="mailto:health_cc_bn@une.edu.au">health_cc_bn@une.edu.au</a>
Unit Coordinator	Check your MyLearn site for contact details

\*Please note: The PEP Nursing Office has a 72-hour response time for general inquiries.

### **After office hours**

UNE Emergency or Crisis Support	1300 661 927
Crisis Support via Text	0488 884 169
UNE website for further support	<a href="#">UNE Website</a>

## ***Preparation For Placement***

### ***Compliance Requirements:***

There are a number of mandatory requirements that need to be completed as part of the University enrolment process. Some of these take some time to complete. Therefore, students are advised to commence the process immediately to ensure early compliance requirements are met. Correspondence with the NSW Health compliance team can take up to three weeks for a reply. Please note that all students must meet NSW Ministry of Health and UNE compliance requirements before placement. Students are advised that these are the minimum requirements that students must meet before attending placement, regardless of placement type or location.

Students are required to complete the electronic Placement - Student Agreement at the commencement of each year of the program via MyLearn. Students must ensure they understand and comply with the compulsory requirements for the placement component of the program.

Some health services request students sign individual student agreements or deed polls. Students must ensure they understand what they are agreeing to including any action that may be taken for breaching the conditions. If students do not understand their obligation, do not sign the document until seeking independent legal advice.

Failure to be compliant by **Week 8** of the first trimester of placement will result in not being able to progress to placement and a **failure grade** released for the associated unit of study.

**Students must maintain their compliance for the duration of the degree, a failure to update compliance requirements in time for any schedule placement will result in not being able to progress to placement and a failed grade released for the associated unit of study.**

**If compliance or temporary compliance lapses and placement is cancelled, a failed grade for the associated unit of study will be released.**

## Essential compliance information and links

NSW Health/ClinConnect Requirements:	
<b>Vaccination for Category A Healthcare Workers</b>	Refer to the compliance pack in the PEP MyLearn page for guidelines on acceptable evidence
<b>Mask Fit Test</b>	Required for all high-risk wards – please refer to the PEP MyLearn page for providers of this service
<b>NSW Health Forms</b>	<a href="#">NSW Health Undertaking Declaration Form</a> <a href="#">TB Assessment Tool</a> <a href="#">Code of Conduct</a> <a href="#">NSW Health Record Card</a>
<b>National Police Check</b> (Do not use Aged Care as the sole purpose of your application)	Name and Date of Birth check, UNE recommended providers: <a href="#">NSW Police</a> <a href="#">Australian Federal Police</a>
<b>International Police Check</b>	Required only for International Students and or anyone who has resided overseas for more than 6 months. If you are unable to provide an overseas National Police Check – please complete the <a href="#">NPC Statutory Declaration form</a>
<b>Yearly Influenza vaccination</b>	Required yearly and must be verified in the systems no later than 1 week prior to June every year.
<b>UNE Student ID Card</b>	You can apply for this <a href="#">online via Security</a>
<b>Covid19</b>	Although Covid19 vaccinations are no longer mandatory we do still have many sites requesting students be vaccinated
UNE InPlace Requirements:	
<b>National Police Check</b> (Do not use Aged Care as the sole purpose of your application)	Name and Date of Birth check, UNE recommended providers: <a href="#">NSW Police</a> <a href="#">Australian Federal Police</a>
<b>NSW Working With Children Check</b>	Please apply via the <a href="#">Service NSW site</a> . Select “volunteer” option to have no cost involved
<b>Yearly Influenza</b>	Required yearly and must be verified in the systems no later than 1 week prior to June every year.
<b>Student Collection of Sensitive Information</b>	Read and accept this requirement in InPlace
<b>Completion of UNE Mandatory Activities</b>	Read and accept student agreement in MyLearn
<b>Covid19</b>	Although Covid19 vaccinations are no longer mandatory we do still have many sites requesting students be vaccinated
<b>Mask Fit Test</b>	Required for all high-risk wards – please refer to the PEP MyLearn page for providers of this service
<b>Student Employment History</b>	Add employment details into InPlace



## Placement and Compliance Timeline for New Students

### As soon as you are enrolled

- Gather evidence from your childhood immunisation book and my Gov immunisation history statement and check vaccinations received and what vaccinations remain current or expired
- Book GP appointment/s if required (two appointments at 4 weeks apart to begin with) to commence the first round of vaccinations or to commence renewal of vaccinations that have expired (e.g. dTpa/MMR) or for serology
- Apply for a National Police Check (Name and date of birth check)
- Apply for a NSW Working with Children Check (volunteer)
- Book a mask fit test appointment (if unsure contact the nursing placement team via [AskUNE](#) or refer to the [PEP MyLearn page](#) for links)
- apply for a UNE student ID card

### 0-Week:

- Attend the scheduled Professional Education Practice compliance session
- At this point your first round of vaccinations or serology results should have been completed and you will have applied for your National Police Check in NSW Working with Children Check - Check your evidence received is correct

### Week 1:

- Complete the requirements in InPlace which are:
- Answer the sensitive information agreement
- Upload your National Police Check
- Submit your NSW Work with Children Check number
- Upload your mask fit test evidence
- Upload your yearly influenza evidence
- Upload your COVID-19 vaccination evidence (Not mandatory - strongly recommended)
- Attend the professional education practice compliance session

### Week 2:

- Attend your 2nd appointment with your GP to receive your second round of vaccinations (if required, and if you have not done so already)
- Finalise InPlace compliance requirements, ensure everything is correct, complete and uploaded
- Attend the Professional Education Practice compliance session

### Week 3:

- Collate all compliance documentation and utilise the compliance checklists to ensure all requirements are met
- Send your compliance documents as 1 standard PDF to ClinConnect as per the process listed in the compliance pack
- attend the Professional Education Practice compliance session

### Week 4:

- Monitor the UNE email account for a reply from clean connect
- Attend the Professional Education Practice compliance session

### Week 5:

- Monitor your UNE email account for a reply from ClinConnect, if ClinConnect have requested new evidence, make the appropriate action to get these completed and send back to ClinConnect this week

### Week 6:

- Students should be compliant with ClinConnect

### Week 7:

- Students should be compliant with ClinConnect

### Week 8:

- Students should be compliant with ClinConnect
- placements will cancel this week if students have not been verified as compliant with ClinConnect and or InPlace



**Tips:**

- Book at least two GP appointments as soon as you are enrolled to assist your immunisation processes/Serology otherwise the GP clinic may not be able to accommodate a follow up appointment for you which therefore could then delay your compliance progression
- Your dTpa vaccination only requires 1 vaccination (expires after 10 years)
- Your yearly influenza vaccination is mandatory every year (influenza vaccinations expire on the 1st of March each year and you must be verified in the system no later than 2 weeks prior to June every year)
- MMR and Varicella vaccination requirements are two doses each
- COVID-19 vaccinations are no longer mandatory however are strongly recommended. Please note - we still have many facilities and aged care facilities who still have COVID-19 vaccination as a compliance requirement, if you do not have these vaccinations, you may not be eligible for a private facility placement if you are not vaccinated for COVID-19

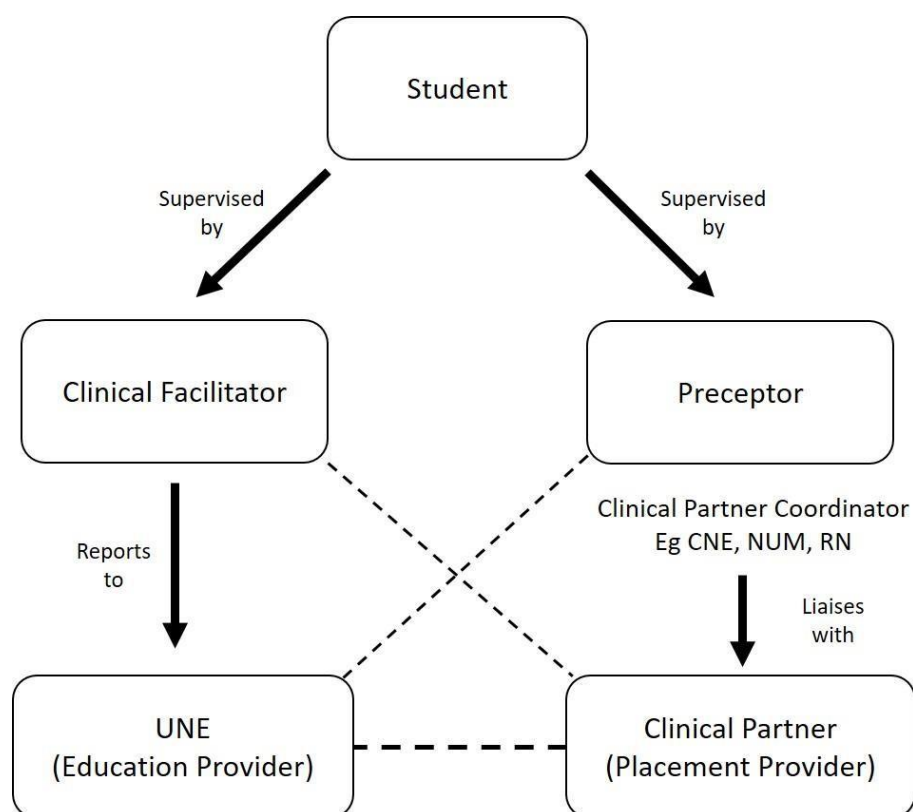
## About placement

### *Clinical Partnership Approach*

As indicated in the diagram below, placement is a partnership between organisations that provide services to patients and communities as well as UNE.

The organisations providing placements are referred to as Clinical Partners. Key personnel in these organisations work with you any to ensure suitable placements and support for students to learn in. The clinical partners also identify the model of clinical facilitation that best suits the organisation, and UNE responds accordingly. Placements are conducted collaboratively between the University, the student, the Facilitator/Preceptor, and the Placement Organisation. The partnership model recognises the experience and skills of Registered Nurses as professional role models for students.

All students are supported and supervised in the placement learning environment by Registered Nurses. Clinical Facilitators are Registered Nurses who are responsible for coordinating the placement and liaising with the University. Some placement partners provide staff who have specific responsibilities for coordinating and managing student placements (e.g. Clinical Educators or Nurse Educators.) They cannot to be an EN or AIN.



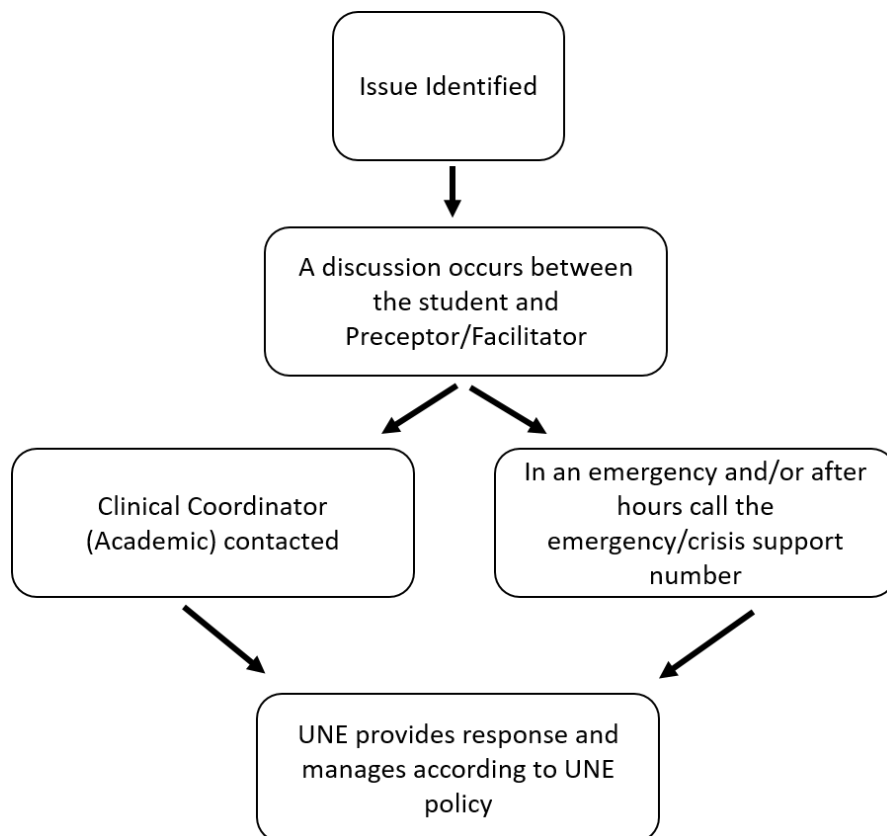
### ***Communicating Placement Experiences***

Placement issues that require communication with the University should occur promptly to be resolved to ensure a positive experience communicated during placement. Issues resolved include those where matters of concern are identified, including, but not limited to, the student demonstrating:

- inconsistent or unsafe practice
- Poor and or in effective communication
- An unwillingness or reluctance to participate in learning activities
- Unprofessional behaviour, non-adherence to Standards and Codes; including poor attitude towards Professional Practice such as consistently late for placement, non-compliance with the dress code

Students may wish to raise concerns about health care provision and or their experience of supervision and facilitation.

The process for addressing concerns is depicted in the below diagram:



### ***Professional Conduct Prior To Placements***

Prior to placement experience, students are expected to work towards compliance in consultation with UNE staff, Health professionals, and the ClinConnect team. Students are expected to behave professionally and uphold the standards of the nursing profession. Students are ambassadors for UNE and must be aware of and display professional conduct during every contact.

## *Roles and responsibilities and expectations*

	Expectations
Student	<ul style="list-style-type: none"> <li>• Be familiar with, and adhere to the scope of practice as outlined in the Placement Record Book</li> <li>• Identify learning objectives and complete placement goals before the commencement of placement to be reviewed by the preceptor/ facilitator/ other partner staff on the first day of placement</li> <li>• Communicate openly with the placement supervisor and actively seek opportunities to engage respectfully and willingly with a diverse range of patients and staff</li> <li>• Advise the placement supervisor and the University of any problems/concerns that may affect the placement performance.</li> <li>• Seek feedback and incorporate constructive critique into practice</li> <li>• Respect the privacy of individuals and keep patient/client information confidential</li> <li>• Actively voice concerns that may put patients' or others' safety, including their own, at risk</li> <li>• Overall attendance of placement hours and completion of all relevant documentation</li> <li>• Contact the clinical partner/facilitator and advise the relevant person in the event of running late for placement or being unable to attend</li> <li>• Be aware that circumstances outside the University's control may result in a very late change to placement (this may occur as late as the Friday before commencement). Therefore, students must check the UNE email account and MyLearn daily throughout enrolment in the BN</li> <li>• Maintain the currency of contact details through UNE so students can be contacted in preparation for, during and after placement</li> <li>• Declare and request approval via the Placement Office for any planned absences in advance. Ideally 4 weeks' notice before placement commences. The request will be recorded as absent days and will be required to be make up during the placement period</li> <li>• Not discuss confidential/privacy matters by any means including via Social Media sites as per NSW Health and UNE policy</li> <li>• Course rules: students cannot progress to the next year's level with missing placement hours</li> <li>• Not escort or transport patients without the presence of a registered nurse nor drive a health facility vehicle within NSW and the ACT or escort patients or clients in their vehicle</li> <li>• Smoke/vaping/e-cigarettes are not permitted within the facility grounds. Students may only leave the placement setting during scheduled breaks times e.g. lunch and morning tea</li> <li>• Not take pathology results, medication or treatment orders or discuss a patient's condition with people (including doctors and other staff) over the phone without direct supervision by a Registered Nurse</li> <li>• Not administer medications without direct supervision by an RN.</li> </ul>

Preceptor/ RN	<ul style="list-style-type: none"> <li>• Hold current Australian Registration as a Registered Nurse and be familiar with Students' Scope of Practice</li> <li>• Work according to the Nursing and Midwifery Board of Australia's National Standards for Practice for the Registered Nurse</li> <li>• Take an active role in facilitating and advocating the student's learning experience and provide them with opportunities to integrate knowledge and practice; observe others as required; practice and develop skills; and gain new knowledge and understanding</li> <li>• Monitor and assess student progress and attainment of competencies</li> <li>• Contribute to a supportive learning environment for the student</li> <li>• Prepare a comprehensive plan for the student placement to ensure that the student can complete the required competencies and have a rich learning experience. This should include in-services and time in other areas with the organisation as needed</li> <li>• Be approachable and accommodate the diversity of students and their learning needs</li> <li>• Be willing to share knowledge and offer guidance about practice</li> <li>• Be familiar with unit guides and student scope of practice and the relevant practice assessment tool and student assessment processes</li> <li>• Promote a culture that supports students' psychological safety</li> <li>• Promote students to speak up to ensure patient safety and best practice is maintained</li> <li>• Develop alternative supports structure for neurodivergent students</li> <li>• Ensure that appropriate supervision arrangements by a registered nurse are always in place for the student</li> <li>• Offer opportunities for the student to work with other members of the multidisciplinary team</li> <li>• Provide constructive feedback to the student</li> <li>• Be open to receiving feedback from the student</li> <li>• Identify and notify the UNE Placement Office of students about whom there are concerns about performance issues or unresolved problems</li> <li>• Complete an interim assessment during week 2 of a 4-week placement, and at the end of placement conduct the final assessment with the student and complete any required student documentation.</li> </ul>
Facilitator	<ul style="list-style-type: none"> <li>• Communicate effectively and promptly with all key people including staff (clinical and UNE) and students</li> <li>• Hold current Australian Registration as a Registered Nurse</li> <li>• Work according to the Nursing and Midwifery Board of Australia's National Standards for Practice for the Registered Nurse</li> <li>• Participate in UNE-provided professional development opportunities via Zoom/ face-to-face or through the Facilitator MyLearn site at least once each Trimester to remain on the eligibility list</li> <li>• Arrange their orientation to the specific area of the Placement venue to become acquainted with the staff and nature of experience before commencing placement</li> <li>• Become familiar with the clinical objectives, Scope of Practice and assessments students need to achieve prior to placement</li> <li>• Visit the allocated clinical area as close as possible to the commencement of the placement to ascertain the current patient profile, assist in the choice of learning experience, and liaise with the healthcare facility staff</li> <li>• Promote a culture that supports students' psychological safety</li> <li>• Promote students to speak up to ensure patient safety and best practice is maintained</li> <li>• Develop alternative supports structure for neurodivergent students</li> <li>• Liaise with the placement venue regarding healthcare organisation such as student orientation, rosters and ward allocations</li> <li>• Assess each student's competencies according to course guidelines and determine</li> </ul>

	<p>an assessment outcome of (Satisfactory / Unsatisfactory)</p> <ul style="list-style-type: none"> <li>• Notify the healthcare facility and University of any Work Health Safety issues that students experience occurs during the placement/ Provide UNE with the report numbers</li> </ul>
Clinical Partner (Health Facility)	<ul style="list-style-type: none"> <li>• Recognise that the student will be supernumerary during the placement</li> <li>• Ensure that a registered nurse (or nurses) is employed who is willing to precept the student throughout the placement</li> <li>• Provide the student with an effective orientation and induction program, including discussion of relevant policies</li> <li>• Ensure that policies and procedures are current and reflect best practice</li> <li>• Involve nursing staff in the planning and support for the student placement</li> <li>• Offer a range of experiences to the student during the placement. This may include weekend or afterhours care if appropriate</li> <li>• Provide a safe and supportive learning environment</li> <li>• Promote a culture that supports students' psychological safety</li> <li>• Promote students to speak up to ensure patient safety and best practice is maintained</li> <li>• Develop alternative supports structure for neurodivergent students</li> <li>• Have a process to monitor and evaluate student placements, including feedback from the students</li> <li>• Provide constructive feedback to UNE regarding student or UNE staff performance or concerns around performance in a timely manner</li> <li>• Maintain close links with the university</li> <li>• Notify health facility and University of any Work Health Safety issues that students experience occurs during the placement/ Provide UNE with the report numbers</li> <li>• Identify students that may need additional support and refer to Placement Office staff or Clinical Coordinator, Academic as necessary</li> </ul>
UNE Placement Office	<p>Maintain overall responsibility for the governance of placement including organising the administrative aspects of the placement including contracts and associated student placement agreements</p> <ul style="list-style-type: none"> <li>• Confirm with Health Services/Practices student name and dates for placement. Provide students with Health Service details prior to placement. Provision of information to the organisations on expectations during the placement. Provision of information to the student on the practice prior to placement. Monitor the capacity and quality of the placement</li> <li>• Organise facilitation coverage for Health Services that have identified need to support UNE students on placement based on placement approval numbers and clinical areas</li> <li>• Ensure that students can readily access support if required</li> <li>• Ensure organisations are kept informed when any changes are made to the program. Ensure all students are given roster or orientation instructions prior to placement commencing</li> <li>• Maintain and update Health Service information in the InPlace system for all students to access if necessary</li> <li>• Allocate students to placement with adequate time to organise accommodation and transport to placement</li> <li>• Respond to student, facilitator and preceptor queries and provide accurate information</li> <li>• Administer all matters related to placement including administration of student placement records.</li> </ul>

Clinical Coordinator Academic	<ul style="list-style-type: none"> <li>• Contribute to the coordination of the placement learning component pr preregistration nursing curricula</li> <li>• Work closely with UNE Placement Office staff involved in the day-to-day management of placement experiences</li> <li>• Work closely with Course Coordinator on matters related to placement</li> <li>• Oversee the recruitment, preparation, and development of preceptors/facilitators</li> <li>• Provision of support and guidance of preceptors/facilitators</li> <li>• Provide academic support and oversee student learning and experience during placement</li> <li>• Provide academic support of students during PEP learning experiences and if first point of contact regarding matters of concern regarding student progression on placement</li> <li>• Develop and maintain strategic relationships with key placement stakeholders, and lead activities intended to enhance placement quality and quantum</li> <li>• Address any performance issues relating to students, facilitators and facilities in a timely manner using appropriate policy and procedure and referral mechanisms</li> <li>• Provide a report on a regular basis to the Nursing Course Team about placement matters</li> <li>• Oversee revisions of the Professional Education Practice handbook as required</li> <li>• Represent UNE at forums relevant to the role.</li> </ul>
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### ***Professional Conduct***

During the placement experience students are to remain professional and uphold the Standards of the Nursing profession. Students are ambassadors for UNE and a guest in Healthcare Facilities. They must display appropriate professional appearance, attitude and conduct during each placement. UNE Clinical Coordinator Academic will review any breaches in conduct or adherence to the assessment requirements will be reviewed in line with the University Assessment Policy.

### ***Working While on Placement***

If students plan to work in paid employment during the placement for more than 16 hours per week, they are required to present the proposed work schedule to the Nursing PEP team or CCA for review prior to placement commencement. It is the student's responsibility to maintain personal and work placement health and wellbeing requirements that ensure safety of oneself, and the public.

### ***Student Code of Conduct***

Unprofessional conduct will not be tolerated during the placement and may fail the PEP component of the unit. Students are required to comply with all University of New England policies and guidelines. In addition, students must comply with all Health Facility Policies and Procedure manuals and adhere to all protocols during their placement and protocols stated in the student information booklet.

### ***Confidentiality***

Students must adhere to the [Registered Nurses Standards of Practice](#) in relation to confidentiality. Confidentiality breaches have both ethical and legal ramifications and may be managed by the Health Facility and the University. Students must treat any information concerning patients/clients must be treated as confidential. Professional issues related to the management of Health Care Agencies and all the staff members are also to be treated as confidential. Such information and issues should not be discussed outside the Healthcare Facility. List, documents, papers, and notes related to patients/clients, or any other topics related to the Health Facility are confidential and should be destroyed by shredding before leaving the facility, and are not to be placed into public waste bins or used as scrap paper.

Students must adhere to the [UNE Social Media Policy](#)



### ***Accountability***

During placements, students must be supervised by a Registered Nurse and are accountable to the Clinical Coordinator Academic. If any issues arise, students should report them to the Placement Partner and or the Clinical Facilitator, as well as the Clinical Coordinator Academic. The Clinical Coordinator Academic must be informed of any deviations from the normal placement process or any problems involving the student, Partner, Facilitator, other staff, NUM or patients/clients during the placement.

### ***Punctuality***

Punctuality is an essential element impacting a satisfactory placement outcome as it correlates with the [Registered Nurses Standards of Practice](#). Students must notify their Clinical Partner and or Facilitator and the allocated area if they expect to be late for any shift. Example - Suppose a student is late during a placement without an acceptable justification, in that case, this will be reflected within the ANSAT Assessment of the placement and may result in the student being withdrawn from the placement or awarded an unsatisfactory outcome.

### ***Unsafe Practice***

Unsafe practice refers to acts or omissions that jeopardise patient safety. If unsafe practices are identified, the staff of the placement partner or the UNE Facilitator should respond in line with the organisation Policy. They should then liaise with the Clinical Coordinator Academic. After discussions between the Clinical Coordinator Academic, and the relevant stakeholders, a decision will be made about the placement outcome. This may result in the placement being discontinued and referral for Academic or Behavioural Misconduct.

### ***Termination of Placement***

termination of placement will occur where attempts to resolve issues have been unsuccessful and may occur immediately in extreme circumstances. Situations where termination of placement may occur include

- There are irreconcilable differences between the student and Clinical Facilitator or Preceptor
- A student's behaviour breaching Codes and Standards is deemed to be unprofessional, unethical, malicious, or dangerous
- A change in the circumstance of the placement organisation that means the placement is no longer able to continue the placement

Where a placement is terminated, discussions involving all relevant stakeholders will be held in order that a decision can be made concerning the students' progress, will be held as soon as reasonably possible. All decisions made will be documented.

Students have the right to appeal via [AskUNE](#) to the Head of the School if they are not satisfied with the process in line with the appeals process outlines and the [Assessment Appeals Policy](#).

### ***Professional Conduct - Attendance and Hour Requirements***

UNE has a prescribed 800 hours of Professional Education Practice (PEP). Rule B Enrolled Nurses are credited 160 hours of placement and required to undertake 640 hours of placement.

Placement hours must be good documented accurately on the timesheet, and be performance assessed using the ANSAT. Accreditation/AHPRA registration hours attended without the ANSAT assessment documented on the timesheet without a corresponding assessment cannot be accepted as valid hours. Hours, ANSAT's or procedure achievements skills signed by an EEN or AIN will not be considered complete unless countersigned by a Registered Nurse.

Students must adhere to the rosters supplied to them by the Health Facility. Health Facilities and individual areas will have different times for the commencement and completion of shifts. It is the student's responsibility to ensure that they are aware of their starting and finishing times for their placement. General shift times may be similar to the following;

Morning Shift – (AM) 0700-1530hrs  
 12hr Morning Shift – (7M) 0700-1930hrs  
 Afternoon Shift – (PM) 1300-2130hrs or 1330-220hrs  
 10hr Nightshift – (ND) 2115-0715hrs  
 12hr Nightshift – (7N) – 1900 – 0730hrs

Students experiencing difficulty with the allocated roster during placement should consult with their Clinical Facilitator or Nurse Unit Manager to discuss and negotiate the appropriate roster. Students with a special roster request prior to placement due to work, family, or other essential commitments are required to put this in writing to the Nursing PEP office staff via [AskUNE](#) at least and not later than four weeks prior to placement commencement. Requests will be forwarded to the Health Facility. Requests received less than two weeks prior to placement commencement will not be forwarded to the facility. The Health Facility will determine the students' roster. The PEP office takes no responsibility for these requests. If an alternative roster cannot be negotiated and a student is absent during the placement the student will be required to make the time up to have completed the right amount of placement hours.

### ***Work, Health and Safety Requirements – Shifts and Rostering***

Students should not work a roster outside of the Industry Standard, including the mandated 10-hour break between shifts. As a guide, UNE recommends students review the [NSW Health Work Health and Safety: Better Practice Procedures Policy](#).

Additionally, students are prohibited from working more than:

- 6 eight-hour shifts in a row
- 4 ten-hour shifts in a row
- 4 twelve-hour shifts in a row
- More than 48 hours in a row\*

\* In a seven-day period students must not work more than 48 hours consecutively without taking a 24-hour break.

Students who work hours outside of the approved roster may breach Work Health and Safety Guidelines and risk excess hours (>48hrs) not being counted in total hours or receiving an unsatisfactory outcome for the placement. Breaking these rules also risks an Academic Misconduct referral.

### ***Recording Attendance and Missed Placement Hours***

It is the student's responsibility, in the first instance, to keep track of any missing hours. The PEP office will also keep a record of your hours in your InPlace. The placement team will plan for making up the hours. If the make-up placement is beyond the completion of the trimester, students will be required to apply for a [Special Extension of Time \(SET\)](#).

**A student's progression from one year level to the next (1<sup>st</sup> to 2<sup>nd</sup> year and 2<sup>nd</sup> to 3<sup>rd</sup> year) can be delayed if there are missing placement hours.**

**BN course rules:** (under heading progression)

- Rule b. (b) students are required to satisfactorily complete and attain a grade of pass or higher in each years clinical experience units before progressing to the next years clinical experience

## Professional Dress Code and Conduct

### ***UNE student identification***

During placement students are required to wear the UNE Nursing students' uniform (unless advised otherwise) and the UNE nursing student identification badge. The UNE student ID card must always be visible regardless of whether the UNE uniform is required to be worn. Students will apply and receive their student ID card from the [UNE safety and security office](#) at the commencement of their studies as part of the compliance process is. A student ID card has no initial cost; however, a replacement fee will be charged if you require a replacement.

### ***Uniform and footwear***

for infection control purposes, students must wear a clean uniform each day.

The UNE Nursing uniform consists of:

- Navy blue UNE logo shirt
- UNE uniform pants or navy dress shorts/culottes or Navy skirt
- Neutral tone or Navy stockings or socks
- Black or navy shoes - WHS approved (see below)
- A navy-blue vest, jumper or cardigan May also be worn if necessary  
(No low-rise pants, miniskirts, or hanging/baggy pants at any time)



Uniform shirts and UNE approved pants must be purchased on campus from [The Shop](#). Other uniform items can be purchased at The Shop but may also be purchased elsewhere.

Work, Health and Safety standards require that students attending placement must always have closed in shoes. As consistent with Work, Health and Safety, footwear must also:

- Be a shoe or boot style with fully enclosed toes, heel, and foot, with non-perforated uppers slip resistant soles
- Be well fitting with no slipping off the foot or chlorine of the toes to ensure footwear remains in place
- Be kept clean and in good repair at all times
- The shoe is to be capable of protection from injury due to sharp objects and body fluid spills
- No student shall be permitted to remain on placement if they are barefoot, wear thongs, scuffs, backless shoes, open toed shoes, sandals, riding boots, slippers, Ugg boots for joggers including during placements where UNE uniform is not required.

### ***Cultural or religious clothing***

Articles of clothing or jewellery considered to have cultural or religious significance.

- this should be discussed with immediate line manager
- they are acceptable provided they are in accordance with the above requirements and do not present a Work, Health and Safety or infection control risk

### ***Infection Control: Protective Equipment/Bare Below the Elbows***

Students must comply with the associated placement local uniform policy, including complying with infection control and Bare Below the Elbows Policy. All students are required to obtain the following items for placement:

- A nurses watch with a second-hand sweep
- Protective eyewear



Students must bring their own protective eyewear to all placements. Students who wear glasses must ensure that the protective goggles are worn as an additional layer of protection over their normal glasses. A nursing kit consisting of a stethoscope, goggles, and scissors can be ordered and purchased on campus from [The Shop](#). For placements in Community Health Agencies, students will need a hat if participating in outdoor activities.

### ***Grooming and Personal Hygiene***

Students should be mindful that they will be required to provide close personal care and as such as, maintaining their own personal hygiene is imperative during placements. Students here must be clean and tidy, long hair must be tied back, and beards either cleanly shaven or neatly trimmed. Due to mask fit requirements, growing a beard during the placement is not advisable. Fingernails must be trimmed neatly and no longer than finger length for occupational health and safety.

Artificial nails must not be worn by healthcare professionals providing direct patient care. Natural nail tips must be less than 0.6 centimetres (1/4 inch) long, and fingernail art and technology must not be worn. If makeup is worn, it should be discreet and reflect and promote a professional image. Students should not wear perfume or fragrance after shave lotion.

### ***Jewellery***

Work, Health and Safety requires all healthcare professionals to keep their jewellery to a minimum. Hand and wrist jewellery, including wristwatches, must not be worn while delivering direct patient care to facilitate proper hand washing. However, wristwatches may be pinned to clothing. Students must remove loop earrings, necklaces, and facial piercings for placement. Generally, Wearing a flat band ring, such as a wedding band, is acceptable during placement

Local Health District and private facility staff will ask students to remove any unnecessary jewellery and may ask them to leave the placement should they not comply with the District's Policy and or request regarding this matter. Students must adhere to the local LHD and placement facilities Policies.

## **Placement Performance Assessment and Evaluation**

### ***Student Assessment***

Students are required to complete assessments during placement. Assessment forms are provided in the placement record book associated with each placement, which is distributed to all relevant parties before placement. The students designated preceptor/facilitator/RN (Not EEN or AIN) must complete a student assessment and verify student attendance on their timesheet within the placement record book.

Clinical Facilitators will complete the student Assessments in consultation with the Preceptor. The final determination of whether the PEP is satisfactory or unsatisfactory rests with the Clinical Coordinator Academic. Where inconsistencies exist in verbal or written reports regarding performance, the Clinical Coordinator Academic may gather further information regarding the student's performance from the Nurse Unit Manager, Nurse Educator, or Placement Supervisor. Supervisors will review breaches in conduct or adherence to the Assessment requirements in line with the Universities Assessment Policy for Academic Misconduct.

If an anomaly is identified, the student must provide the original placement record book. If the student cannot provide the original book, an unsatisfactory placement result will be awarded.

## Formative and Summative Performance Review

The placement supervisor will undertake a Formative (interim/midpoint) Assessment during placement and a Summative (final) Assessment at the end of the placement. All UNE Nursing placements utilise the [Australian Nursing Standards Assessment Tool \(ANSAT\)](http://www.ansat.com.au) as the performance review of the placement.



**ANSAT – Australian Nursing Standards Assessment Tool**

Student Name:	Student ID:
Course Name / Code:	Year Level:
Clinical Setting / Ward:	Placement Dates:
Assessment type / date:	Formative

Code: 1 = Expected behaviours and practices not performed  
 2 = Expected behaviours and practices performed below the acceptable/satisfactory standard  
 3 = Expected behaviours and practices performed at a satisfactory/pass standard  
 4 = Expected behaviours and practices performed at a proficient standard  
 5 = Expected behaviours and practices performed at an excellent standard  
 N/A = not assessed  
 \*\*Note: a rating 1 &/or 2 indicates that the STANDARD has NOT been achieved

Assessment Item	Circle one number
<b>1. Thinks critically and analyses nursing practice</b>	
• Completes practices according to relevant legislation and local policy	1 2 3 4 5 N/A
• Uses an ethical framework to guide decision making and practice	1 2 3 4 5 N/A
• Demonstrates respect for individual and cultural (including Aboriginal and Torres Strait Islander) preference and differences	1 2 3 4 5 N/A
• Sources and critically evaluates relevant literature and research evidence to deliver quality practice	1 2 3 4 5 N/A
• Maintains the use of clear and accurate documentation	1 2 3 4 5 N/A
<b>2. Engages in therapeutic and professional relationships</b>	
• Communicates effectively to maintain personal and professional boundaries	1 2 3 4 5 N/A
• Collaborates with the health care team and others to share knowledge that promotes person-centred care	1 2 3 4 5 N/A
• Participates as an active member of the healthcare team to achieve optimum health outcomes	1 2 3 4 5 N/A
• Demonstrates respect for a person's rights and wishes and advocates on their behalf	1 2 3 4 5 N/A
<b>3. Maintains the capability for practice</b>	
• Demonstrates commitment to life-long learning of self and others	1 2 3 4 5 N/A
• Reflects on practice and responds to feedback for continuing professional development	1 2 3 4 5 N/A
• Demonstrates skills in health education to enable people to make decisions and take action about their health	1 2 3 4 5 N/A
• Recognises and responds appropriately when own or other's capability for practice is impaired	1 2 3 4 5 N/A
• Demonstrates accountability for decisions and actions appropriate to their role	1 2 3 4 5 N/A
<b>4. Comprehensively conducts assessments</b>	
• Completes comprehensive and systematic assessments using appropriate and available sources	1 2 3 4 5 N/A
• Accurately analyses and interprets assessment data to inform practices	1 2 3 4 5 N/A
<b>5. Develops a plan for nursing practice</b>	
• Collaboratively constructs a plan informed by the patient/client assessment	1 2 3 4 5 N/A
• Plans care in partnership with individuals/significant others/health care team to achieve expected outcomes	1 2 3 4 5 N/A
<b>6. Provides safe, appropriate and responsive quality nursing practice</b>	
• Delivers safe and effective care within their scope of practice to meet outcomes	1 2 3 4 5 N/A
• Provides effective supervision and delegates care safely within their role and scope of practice	1 2 3 4 5 N/A
• Recognise and responds to practice that may be below expected organisational, legal or regulatory standards	1 2 3 4 5 N/A
<b>7. Evaluates outcomes to inform nursing practice</b>	
• Monitors progress toward expected goals and health outcomes	1 2 3 4 5 N/A
• Modifies plan according to evaluation of goals and outcomes in consultation with the health care team and others	1 2 3 4 5 N/A

**GLOBAL RATING SCALE** - In your opinion as an assessor of student performance, relative to their stage of practice, the overall performance of this student in the clinical unit was:

Unsatisfactory ☐ Limited ☐ Satisfactory ☐ Good ☐ Excellent ☐

DISCUSSED: YES NO ADDITIONAL PAPERWORK: YES NO

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*Complete this section ONLY if this is a summative assessment

Passed: YES NO

ANSAT Summative\_350637

**Formative Assessment** is undertaken during the placement, usually at the midpoint. The purpose of the Formative Assessment is to provide students with constructive feedback about the students' progress in relation to their learning objectives and to develop where necessary, strategies to promote further learning and development.

**Summative Assessment** is undertaken at the conclusion of the placement usually on the last shift. The purpose of the Summative Assessment is to provide an appraisal of a student's overall performance.

Each placement should have an ANSAT assessment completed every two weeks. Two-week placements can undertake a Formative ANSAT to provide the students with timely feedback to assist their placement performance issues before the placement completion. Students undertaking a four-week placement must have an Interim Assessment completed towards the end of week two and a Final Assessment completed at the end of their placement.

## Procedure Achievement Assessments

In addition to the ANSAT, students will be required to complete a set of core skills assessments while on placements. Assessment of these skills will be completed by an RN, and the outcome will be recorded on the students Procedure Achievements Summary. Students submit the assessment summary as part of their placement record book in the MyLearn assessment tab within one week of the placement completion.

## Unsatisfactory Placement Outcomes

Where a student's performance raises concern, it is expected that the supervisor discusses the issues with the student at the time they are identified. Clinical Partners should raise concerns with the Clinical Coordinator Academic, who will work with the Clinical Partner to ensure the student receives appropriate feedback. Alternatively, a Clinical Partner may complete this feedback in an ongoing manner. When a Clinical Facilitator is employed, the Facilitator will provide a written report to the student and to the Clinical Coordinator Academic.

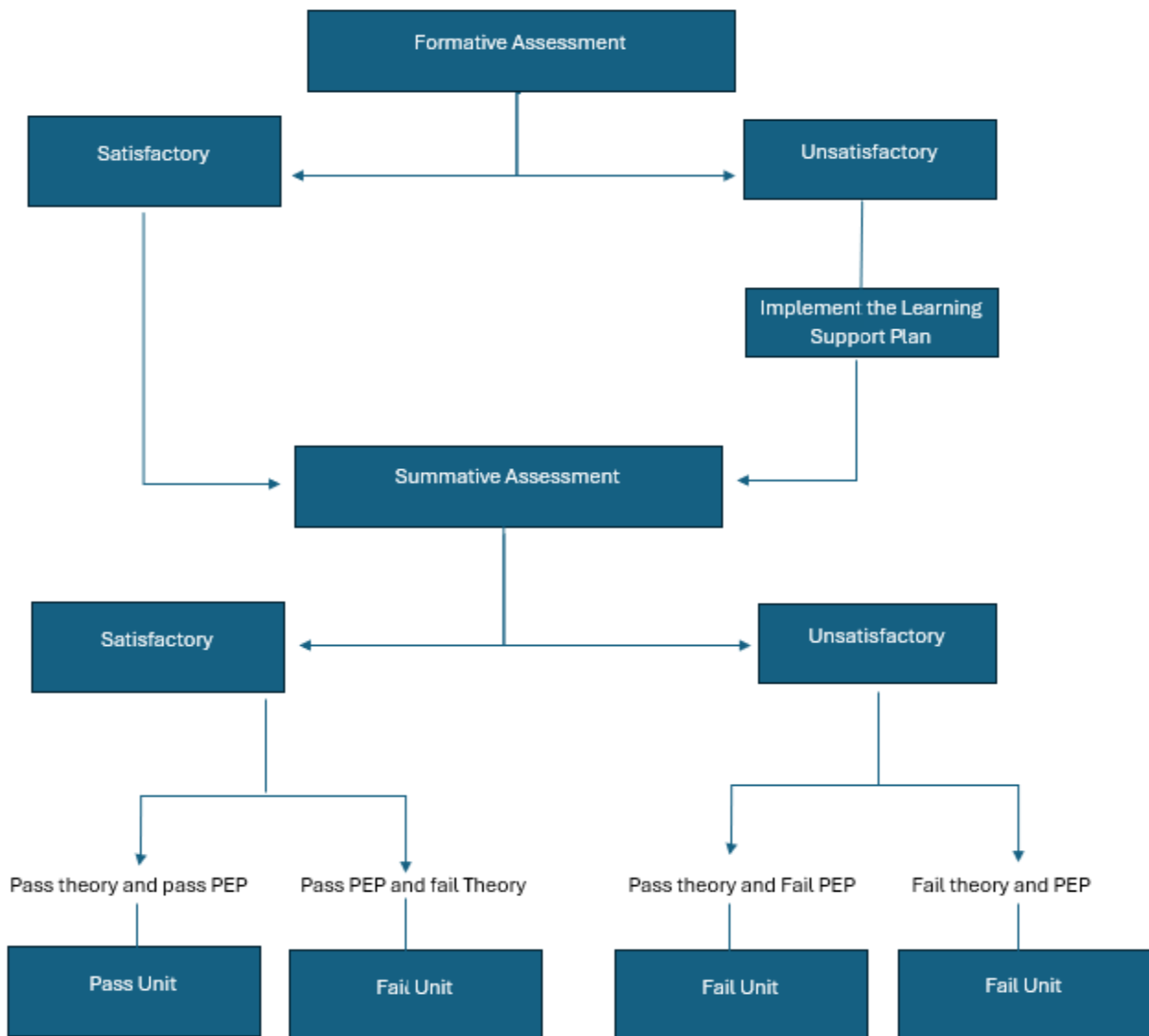
If a student has been rated as unsatisfactory during the placement the Clinical Facilitator will initiate a Learning Support Plan (LSP) to aid in meeting the learning objectives. The LSP will provide the student with

the opportunity to develop strategies that assist in improving performance and reaching the required Standard of Practice, essential for achieving a satisfactory grade in the Summative Assessment.

Final determination of a placement outcome is made by the Clinical Coordinator Academic. If a student fails to achieve a satisfactory outcome for replacement, they will be required to attend a placement debriefing with the Clinical Coordinator Academic, either face to face or via video conferencing. The Clinical Coordinator Academic will collect all relevant information from all parties prior to deciding.

The outcome awarded to the student at the conclusion of the investigation will be one of the following:

- A conditional satisfactory placement outcome awarded. A student awarded a non-conditional satisfactory placement is treated in the same manner as if they had passed the placement outright. The student is provided with a letter to add to their placement record book explaining the reasons for this decision.
- A conditional satisfactory placement outcome awarded. A student awarded a conditional satisfactory placement is provided with a formal guidance letter providing detail about the need to develop their practice in specific areas of the RN Standards of Practice. Repeat issues on future placements may result in escalated outcomes.
- An unsatisfactory placement outcome awarded. As placement is a mandatory pass assessment item an unsatisfactory placement outcome will mean that the student also receives a failure grade for the relevant unit of study (the specific grade to be determined by the Unit Coordinator based upon the academic progress of the student)





### ***Mandatory Notification of Students Ahpra***

UNE has processes in place to manage students with identified impairments that, in the course of a placement, may place the public at risk. These processes include procedures for mandatory reporting where required as per the [Mandatory Notifications about registered students Ahpra guideline](#). UNE is obliged under the [Health Practitioner Regulation National Law 2023 NSW](#) to report the impairment of a student where that impairment may place the public at substantial risk to them.

### ***Placement Record Book***

The placement record book associated with each placement accounts for the students' progress in the placement settings they attend during their enrolment in the course. The record book is an official placement document and should be considered important. The NMBA has the right to call either the student or the UNE PEP office for an audit of the placement record book to confirm the placement evidence.

Students must attend each scheduled placement, complete the required number of hours, achieve the required standards, and complete and submit their placement record book to pass the units of study in which they are enrolled. Students should carefully follow the instructions provided in the book to ensure that each document is correctly completed and signed.

The PEP office will place an electronic copy of the students record book in the students UNE file via TRIM to ensure the school records the placement attendance hours and performance of each student. The PEP office staff will document hours of attendance in the students' [InPlace profile](#) - allowing students to keep a record of placement completion.

The placement record book is the student's responsibility. This includes returning a book to the facility or relevant person to correct any identified errors or omissions. Students are encouraged to keep the original book in case of an audit. Before submission, students declare that the placement record book is a true and accurate record of placement hours and assessment results.

**Altering or falsifying records such as shift times, hour's and ANSAT assessment results is a breach of the assessment requirements and will be referred for Academic Misconduct**

### ***Professional Education Practice (PEP) Results and Progression***

Results for units with associated placements will be processed once the placement is complete and the placement record book (correctly completed) has been uploaded to the associated units MyLearn assessment submission page. Students who have not uploaded the correctly completed placement record book at the end of a placement by the due date will receive a fail-incomplete- (NI) grade or compulsory fail (NC). When placement record book inconsistencies are being investigated, students will receive an RU result pending the outcome of the investigation.

If a student has an unsatisfactory report for their placement or has their placement cancelled due to noncompliance, a failed grade will be awarded in the unit in which the placement relates. Students will then be required to repeat this unit in the next trimester in which it is offered. Students can request credit for completed components by completing the School of Health Carry Forward of Marks application form through [AskUNE](#).

Students are reminded that failure to be compliant by week eight of their first trimester of placement will result in an inability to attend placement, a failed grade for the associated unit/s of study will be released, and if temporary compliance lapses and placement/s are cancelled due to this, a failed grade for the associated unit/s of study will also be given.

Students with any queries about their course progression should contact the Course Coordinator via [AskUNE](#).



### **Meeting Placement Requirements at the completion of the course**

Students must be met with satisfactory completion of placement for the course during the final unit of study; [Nursing Practice 8: Capstone \(HSNS398\)](#). This unit includes 160 hours of Professional Education Practice. After which students will be able to demonstrate their ability to meet the Registered Nurse Standards for Practice.

If a student is repeating a placement unit of study, they should review the [Admission, Credit and Enrolment Policy](#) according to Part D (Enrolment) clause (60): *suppose a student re enrols in a unit that they have previously commenced. In that case, the student can apply to the unit coordinator too “carry forward” marks from any assessment task where a pass grade or higher was awarded. The decision to allow the “carry forward” of marks is at the discretion of the unit coordinator.*

UNE's Pre-registration courses are Accredited by the Nursing and Midwifery board of Australia (NMBA). Registered Nurse Accreditation Standards 2019 Under standard 1: public safety and standard 3: programme of study clause 3.12 (b) PEP *included towards the end of the programme, conducted in Australia, to demonstrate achievement of the NMBA Registered Nurse Standards for Practice.* To ensure our students meet this course requirement, we require them to attend Professional Education Practice (PEP) placement within the last unit of study and complete Assessment 5 with a satisfactory result.

### **Health and Safety**

UNE is dedicated to providing students with a safe and healthy environment and promoting a positive health and safety culture. Students should be conscious of their health and safety obligations while attending UNE. Before beginning new or unfamiliar tasks, all students must:

- Seek information or advice from a staff member
- Report any health and safety accidents, incidents, or hazards to a staff member as soon as is practical
- Follow safe work practices, including the proper use of any personal protective equipment provided
- Cooperate with actions taken to protect their own and others health and safety; and
- Follow emergency evacuation procedures

### **COVID-19**

The health care system still faces difficulties associated with COVID-19, which impacts the planning and execution of placements. UNE is dedicated to making sure every student has what they need to practice safely in a COVID-19 setting during their placement. To protect their own safety as well as the protection of others in the healthcare setting, all students must abide by the most recent [COVID-19 NSW guidelines](#):

- Compliance with mandatory mask testing requirements
- Compliance with wearing of personal protective equipment (PPE)
- Compliance with mandatory training modules
- Compliance with COVID-19 vaccination as per facility and LHD policies and procedures (although COVID-19 vaccinations are no longer mandatory, we do have many private health facilities and Aged Care facilities requesting this requirement)

Students must contact their supervisor immediately and refrain from attending placement if they experienced COVID-19 symptoms before or during the placement. Students will receive instructions from the supervisor about an appropriate return date for placement (if available). If COVID-19 restricts you from completing your placement, please contact the UNE PEP team immediately via [AskUNE](#).

### **Occupational Exposure and Infection Control**

Any occurrence that happens during a student's placement may expose them to blood or other bodily substances is considered an occupational exposure; this includes, but is not limited to, injuries from needle sticks and splashes. A person may be at risk of contracting a bloodborne infection at work, such as HIV, hepatitis B, or hepatitis C, which are spread by prolonged contact with bodily fluids like blood.

Following basic infection control procedures is the first line of defence against occupational exposure to HIV, hepatitis B, hepatitis C, and any other illnesses while on placement. According to UNE Policy and subsequent [NSW Health Policy Directive: Health Care Workers Potentially Exposed](#), for any occupational exposure - including injuries from sharp objects or needle sticks - must be reported.

Reporting and occupational exposure enables timely evaluation, allowing for appropriate initiation of any necessary actional treatment. Report any exposure to bodily fluids, including blood, as soon as possible. In the event of an exposure, notify the Facilitator, NUM, or supervisor RN immediately.

### ***Hand hygiene***

Hand hygiene is one of the most important measures for reducing the transmission of infectious agents in a Health Care Setting. Students must become familiar with the practice and Five Moments of Hand Hygiene:

1. Before touching the patient or the patient's surroundings
2. Before performing a septic technique
3. After a body fluid exposure risk
4. After touching the patient
5. After touching the patients surrounding



### ***Safe Manual Handling of People***

Any activity that calls for the use of force to raise, lower, push, pull, carry, or otherwise move, hold, or constrain objects, including people, is referred to as safe patient moving or manual handling. For Healthcare Workers, manual handling injuries are a frequent source of work-related injuries. Policies and procedures must be in place at Healthcare and Community Facilities to reduce the possibility of workers, patients, and others experiencing injuries from manual handling.

It is the duty of every student to reduce the risk of physical handling by:

- Using safe patient movement techniques
- Adhering to the Safe Patient Movement Policies of Health Care Facilities
- Using the appropriate equipment while transferring patients or clients
- Constantly adhering to safe work practices and procedures and making use of the equipment supplied
- Reporting any possible risk or problems related to manual handling to the Registered Nurse in charge

### ***Events Involving Work, Accidents and Injuries, and Reporting Processes***

Students must notify their Placement Supervisor or the Registered Nurse immediately if they experience an illness, accident, or any other unfavourable event while on placement. Students in collaboration with their supervisor should complete the Health Facility Incident Report and note the incident number.

Completing all placement incident reports and taking the necessary steps, such as administering first aid or medical care is essential. An insurance claim may be denied if the proper Policies and Procedures are not followed. Students and Placement Supervisors should report the incident number to the UNE Professional Education Practice team immediately. The Faculty Work Integrated Learning Coordinator is responsible for registering the incident in the UNE Incident system – Keep Safe.

## ***Safety and travel***

Travelling to and from placements requires students to think about their personal safety. For safety reasons, UNE advises that making travel plans with other students during placement and, if at all possible, travel together, especially while using public transportation. Be aware of the risks when carpooling being in a cramped place with someone raises the risk of spreading COVID-19.

For advice on ensuring personal safety, see the [NSW Police Transport Safety and Security webpage](#).

## ***Emergency situations***

In each clinical placement, identify the local procedures for use in the event of an emergency and the emergency phone number(s). Healthcare Facilities may have security personnel on staff. Students need to familiarise themselves with the facilities security contact numbers and locations. Act with caution and ensure that any incidents, should they occur, are reported to the police and UNE promptly.

- Police, fire, ambulance dial 000
- Police assistance line dial 131 444
- Crime Stoppers NSW dial 1800 333 000
- NSW transport information dial 131 500

## ***UNE Support Services During Placement***

During placement students are supported by UNE in several ways. Firstly, the Clinical Coordinator Academic can be contacted during office hours. Video conferencing with students and clinicians is also available if necessary. In addition, students can access information regarding placement via the community MyLearn site or email the Work Integrated Learning Coordinator or Clinical Coordinator Academic directly. The UNE emergency and crisis support line is available out of hours. This is necessary because students will be rostered on day, evening, and weekend shifts.

Whenever necessary the Clinical Coordinator Academic will organise a debriefing session at the end of a placement either as a group or one on one. This provides students with an opportunity to omit any issues that arose during placement and to share successes, challenges, and experiences with peers. It also provides the Professional Education Practice office with a clearer indication as to how a student experiences their placement. Students placed at remote locations may be invited to debrief with the Clinical Coordinator Academic by phone or web-based communication tool.

The University has many services available for students to assist them in their progress through the Nursing course including when on placement:

- [Student Support Team](#) phone 02 6773 4430
- [UNE Counselling](#) phone 02 6773 2897
- [Oorala Aboriginal Centre](#) phone 02 6773 3034 or free call 1800 622 384
- [UNE International](#) phone 02 6773 3192

## ***Post Placement Actions***

### ***Professional Education Practice Evaluation***

UNE values constructive and professional feedback on the placement experience. This feedback assists us to respond to areas of concern and to improve future placement experiences. Students have access to two surveys on completion of placement:

1. NPEC clinical placement evaluation tool
2. UNE clinical experience survey (anonymous online surveys are available on MyLearn and can be accessed on the final day of each placement)

Students are strongly encouraged to complete these surveys and to provide feedback about the experience following each placement. Please remember to provide constructive feedback on the ward, the facilitator and on the overall placement experience.

## ***Notification for Eligibility of Australian Health Practitioners Regulation Agency (Ahpra)***

### ***Registration:***

The capstone Unit Coordinator will review the placement record book once a final Nursing Professional Education Practice (PEP) placement has been completed. If the placement is satisfactory, grades will be released. After grades are released, the progression team will arrange for a final validation of student's records (including that all placements' hours have been completed and that students have no outstanding debts with the University). The registration notification will be sent to Ahpra. Upload of the completion information to Ahpra occurs Friday most weeks and commences two weeks after results are released. If students have already received an invitation to graduate and have questions about where your Ahpra registration is, do not hesitate to contact the student services team via [AskUNE](#).

*When the processing or results is delayed after the university calendar for results being release due to delayed placement completion or a [SET](#) may lead to a delay in registration. Due to process constraints, there is a period of 2-3 weeks between the finalisation of the existing graduation round and the creation of the next graduation round. Ahpra will not accept completions unless students are on the graduation list; therefore, course completions cannot be processed during this period.*

### ***Conclusion***

Professional Education Practice (PEP) is a formal University Assessment under the University Assessment Policy rules. Non-adherence to these rules risks referral for Academic Misconduct. Understanding the information provided and complying with requirements outlined helps to ensure that all involved in placement have a rewarding and valuable experience. Quality experience is integral to successfully preparing Nursing Students to become Registered Nurses upon graduation from UNE. Students are encouraged to make the most of the placement learning experiences encountered, to seek out learning experiences within the level of proficiency and to think critically and reflectively about their own practice and the practice of others.

After reading this entire document, students are required to sign the student declaration as part of the clinical compliance process to enable them to progress to placement.

**The following information guides students about expectations and responsibilities in relation to meeting the academic assessment policy in a Q&A format. Adherence to the directions provided will maintain academic integrity and reduce the risk of academic misconduct.**

## Frequently asked questions

### ***What costs do I need to cover for PEP placement***

budgeting for the clinical component of the program is essential. Students need to remember that these should include uniforms, the cost of transport to and from the facility, accommodation costs, meals, Internet access, amenities, entertainment etc. Students might also be required to maintain their home expenses (e.g. rent while away at placement). Request to delay placement due to accommodation costs or to remain in a home location due to accommodation or travel expenses will be rejected by the PEP office.

### ***How do I get to my PEP placement?***

Students are responsible for arranging their transportation to the placement, their chosen accommodation, and the facility daily. Students are encouraged to start researching how they will get to and from placement as soon as their location is known. There are several transport options available to students required to travel away from their hometown for a placement:

- NSW public transport
- Interstate public transport
- bus companies
- planes
- taxis
- private vehicles
- hire cars

Please note this information is not an exhaustive list of transport options. Students engaging in unsafe travelling practices such as travelling 2 hours or more to and from placement is considered a safety risk to the student and to the people who are under their care. Such behaviours risk cancellation of a placement.

### ***Where do PEP Placements take place?***

Placements predominantly occur within and across all New South Wales regions (metro and regional), generally within the NSW Ministry of Health local health districts and across various private healthcare facilities.

UNE also have interstate partners and placements available, and at times, due to low capacity, students may be expected to attend an interstate placement. If a student is allocated an Interstate placement, they will need to meet compliance regulations for that state or territory and be compliant with NSW health.

If an Interstate placement is available, students can nominate to attend, provided they agree to meet any state specific placement requirements and understand and accept any potential extra expenses, e.g. Travel costs, and immunisations. Out of state placements may not be available in all placement periods. Out of state students should contact the PEP office via [AskUNE](#) for further details.

### ***Can I request a specific group for my PEP placement?***

Students attend placement in groups is based on their enrolment pattern. It is expected that students will plan and prepare for PEP placement at any NSW Health Facility that has approved placements for UNE students. Occasionally students may be required to attend placement in a period which does not appear on the relevant year course planner and may occur in the trimester break. Students must complete assignments or other

academic work during the actual placement shift and will not have request extensions because they are on a placement approved.

If students believe they have extenuating circumstances regarding the group date they should contact the PEP office – (no later than 12 weeks before the 1st placement group commencement date in the associated trimester). Students will require supporting evidence to be provided at the time of making the group change inquiry.

### ***How do I know when allocations have been released?***

Students will receive an email from [InPlace](#) advising that their allocation has been released with the deadlines for the swap requests.

### ***Can I swap my PEP placement?***

If students are unhappy with or unable to attend the placement that they have been allocated, they should first try to swap directly with another student in the same placement group by the relevant platform in the MyLearn site within the allocated 72 hour period. When a swap is agreed upon, both students should send their swap request to the PEP office via [AskUNE](#) to be processed.

After 72 hours post allocation release, if student have not been able to swap a placement successfully with another student, they should contact the PEP office via [AskUNE](#) to see if there are any options available. If no swap is found or available, students will be required to attend the placement at their original placement location allocated to them.

### ***Are there any specialised placement opportunities (overseas, remote placement etc)?***

UNE is not accredited to offer overseas placements. Remote placements are only available to students in the third year of study and are advertised to students via an expression of interest process. Interested students can apply via the relevant form. These applications are processed according to student merit, such as GPA, previous placement performance, and ability to meet relevant state or territory compliance. UNE aim to provide equitable opportunity. Therefore, students can only attend 1 remote placement unless the placement has availability after the EOI is complete.

### ***Can I request placement not on the list?***

No. The PEP office uses the NSW Ministry of Health clinical placement ClinConnect database to request placements and is rarely permitted to request placements beyond what is approved via this system. For other placements, agreements and procedures must be followed, which are managed only through the PEP office. If students know of a possible placement opportunity, students may email the PEP office the contact details well in advance and advise them of these details.

### ***Does UNE arrange accommodation for placement?***

Accommodation is a known unavoidable expense for Nursing students. Finding accommodation for students is not the role of the PEP office staff. Once the allocated Hospital/Facility is known to students, students are required to make their own arrangements regarding travel and accommodation for placement. When conducting research around the allocated Health Facility, students need to consider safety and transport options.

Occasionally, the associated Healthcare Facility may make accommodation available to students. Where available, Health Facility accommodation is usually provided on a shared basis with communal facilities. Please check the InPlace database to confirm if accommodation may be available and who is required to book it. The PEP office will not automatically book accommodation for any student and cannot guarantee that a booking inquiry made on a student's behalf can be accommodated.

Accommodation provided on site by a facility is only for the student approved to attend the placement. Students wishing to share accommodation with family, friends or others must book appropriate accommodation elsewhere. UNE allocate students 10 weeks prior to placement dates to assist students in locating suitable accommodation as early as possible. Booking accommodation at a distance can risk increased



transport cost and stress, which occurs when available transport options do not meet shift starting times. Students are also strongly advised to read the University Policies regarding student conduct. Students who cause difficulties or are the subject of complaints whilst staying in staff or student accommodation may be withdrawn from the placement and managed under relevant Misconduct Policies.

Tourist information centres can also provide information about accommodation options within the town you are allocated to. The inability to afford accommodation is not considered a valid reason for not attending a placement or for making a special request. Students are advised to apply for scholarships to assist with placement costs and to plan and budget for upcoming clinical placements.

The information in appendix 2 is provided to guide when in choosing accommodation.

### ***Can I apply for an extension to a placement?***

Extension requests for placements are not routine, as placements are linked to explicit date periods. A school extension may be considered when the placement is completed within the trimester. However, in the first instance, if students are unable to attend a placement during an assigned placement, they should seek to swap their placement group allocation with a student in an alternate group allocation for that unit with advanced notice. When applying for a school extension, evidence will be required. [Special extensions of time \(SET\)](#) for clinical placements must be applied for this within 5 days of the assessment due date, being the first day of the placement with satisfactory supportive evidence.

A SET application is reviewed by the Course Coordinator and/or the Clinical Coordinator Academic. A SET is for students who cannot proceed to placements during the trimester because of unavoidable and unforeseen circumstance. Students who do not apply for a SET as directed will have their results for that unit delayed or may not meet the unit requirements. The maximum SET date for PEP placement is 12 months. Students who cannot attend placement during their approved SET timeline will have their grades amended and need to re-enrol in the unit.

### ***I have a contact within a health service- Can I contact them to arrange a placement?***

No. Students cannot contact Healthcare Facility staff to request placements or negotiate any aspect of their placement unless specifically requested to do so by one of the PEP office staff in writing. If students know potential placement locations, they are required to direct this information to the PEP office via [AskUNE](#) (as contracts may need to be arranged). If approved, the Workplace Integrated Learning Coordinator will investigate and negotiate placement possibilities. Students are reminded that the PEP office cannot guarantee that contact will result in a clinical placement being offered.

### ***Can I do placement where I work?***

Students are strongly discouraged from attending placement within any clinical areas of a facility that they are currently or were recently employed with. Example- if a student is allocated to a facility that they currently work at, in this instance, students should make contact with the PEP office as soon as possible to ensure they are not assigned to a clinical area that they are currently working within. Do not preference your workplace when the preferencing window is open. Students are not to undertake placement in their actual clinical workspace.

### ***Can I do a placement at the same organisation more than once?***

Certain Health Facilities are more popular among students and need more placements to accommodate all students who wish to complete a placement. In addition, there is an accreditation requirement to ensure students have a good overview of various organisations that may employ Registered Nurses and enhance their clinical experience during their degree. To be equitable, each facility will prioritise students who have not been placed there, over returning students. Do not repeatedly preference a facility you have already attended every time preferencing is open. (Collaboration program placements are the only exception to this rule).

### ***I have an ongoing or chronic illness or injury; can I still go to placement?***

Students who are aware of any chronic or acute injuries, illnesses, or other such issues affecting their safety during placement are required to contact the PEP office immediately. Students may be required to provide a



fitness for placement certificate signed by their medical practitioner prior to the commencement of placement. The Clinical Coordinator Academic will consider individual student situations, the individual case and relevant documentation will be reviewed and stored in a confidential manner.

If the issue is ongoing or permanent, students need to determine whether they can continue to meet the [INHERENT REQUIREMENTS](#) and are eligible to remain enrolled in the course. Students should also consider contacting the [UNE Student Accessibility and Wellbeing Centre](#), which can assist in developing a study access plan (SAP) to support individual needs. The University may require Ahpra to be notified of those students who have been assessed as impaired and of the strategies in place to address the issue.

### ***What happens if I cannot attend my placement?***

If an unexpected or urgent issue arises and a student cannot commence placement, students are required to contact the PEP office immediately so they can let the facility know. The Clinical Coordinator Academic must also approve any placement withdrawals or student directed ceasing of a placement, or an unsatisfactory grade for that placement will be awarded.

### ***Can I take leave or go on a holiday during the trimester outside of the official university dates?***

Suppose a significant event or a scheduled holiday, such as an overseas trip, is planned during the trimester. In that case, students must check this and ensure it does not interfere with scheduled PEP placement dates, unit attendance, and or meeting assessment requirements. As per the course rules, international students are not permitted to be offshore when enrolled in a clinical unit of study. Placement dates and placement groups will not be arranged to suit a holiday date.

### ***What happens if I know in advance that I will not be able to attend my intensive period And or placement dates as per the nursing planner?***

Contact your Unit Coordinator or Clinical Coordinator Academic immediately to seek guidance and advice on progression. This must be done no later than one week before the commencement of the associated trimester. A [SET](#) will not be approved for students who know in advance they cannot attend the scheduled intensive school. SET's For inability to attend placement will be assessed independently.

### ***Is there funding support I can apply for?***

Scholarship information is continually sent to all students throughout the academic year via online PEP information systems and UNE emails. A list of known scholarships is also accessible on the [PEP MyLearn site](#). The PEP office do not oversee the provision of scholarships.

## **Commencement and attending placement:**

### ***Where do I find the first day instructions and/or roster for my placement?***

If the PEP office are provided with this information in advance it will be uploaded in to the placement details in InPlace and/or within the agency details in InPlace. Facilitators/Preceptors may also email students instructions directly. The PEP office will have this information in InPlace no later than one week prior to your placement commencement date.

### ***Do I have an orientation for the facility?***

Facilities should conduct an orientation to the facility and inform students of relevant policies and expectations of the placement on their first shift. If the orientation is finished before the scheduled shift, students are not to leave the shift early. Instead, they should make arrangements to progress to the ward, meet the healthcare staff, conduct the search, and find a way to orientate the patient to the clinical space.

### ***Am I expected to attend placement during public holidays or weekends?***

If a student is rostered to attend placement on a public holiday or weekend, they are to attend the placement on that day. If possible, any missed hours must be made up during the same placement. When public holidays are scheduled during the placement, students should discuss this with the supervisor during orientation to determine the hours that can be attended during that placement. Suppose the facility cannot accommodate the missed hours - In that case, students are to upload their book for marking and notify the PEP office

immediately of the missed hours so they can arrange a makeup placement asap. If a makeup placement is unavailable in the same trimester, then the students are required to apply for a [SET](#) asap. Students cannot attend the next year's level of placement if hours are missed from the previous year's level.

***My supervisor/RN says I can leave the shift early - can I leave to finish the shift early as suggested?***

No, students are required to attend the full shift rostered. Leaving shifts early will result in students having to make up the missed hours. The clinical record book is a legal document providing evidence that students meet the accredited course requirements to be eligible for registration. Inaccurate recording of hours, falsifying, or altering placement hours will result in a referral for Academic Misconduct in line with the Assessment Policy. If students are required to leave early, please contact the UNE SoH Clinical Coordinator Academic first.

***I am sick during placement - what do I need to do, do I need to make up these hours?***

Students should contact the PEP office via [AskUNE](#) and the health facility or their placement supervisor as soon as they are aware that they are unwell or unable to attend a shift before the commencement of the shift. These hours are considered "missed" and cannot be signed as completed on your timesheet. All missed hours must be made up (as per the above instructions and flow chart on page 35)

students will need to provide evidence of being sick, this can be either a certificate from AGP clinic or certificate from a pharmacy. If students are sent home from placement due to being sick, evidence can be an email or letter from the supervisor confirming they were sent home unwell.

***How do I make up the hours I have missed?***

Any miss hours should aim to be made up during the current placement. If the hours cannot be made up during the current placement, students must upload the clinical record book for marking and contact the PEP office to discuss makeup placement options. If an alternative placement is unavailable in the same trimester, then a [SET application](#) with supporting evidence will be required to be applied for by the student. (I.e. Public holiday - copy of the roster, sickness – GP letter)

Make up hours of up to 16 hours needs to be undertaken in consultation with the facilitator/preceptor and could only occur in line with an industry standard roster and within the placement dates approved by UNE. If students require a placement extension, contact the PEP office asap. If students are missing over 16 hours and up to 40 hours then a one week in length placement will be allocated to make the hours up. Please note - students must complete the required number of placement hours booked to be eligible to proceed to the following year's level of experience and to be eligible to graduate.

***Can I leave my placement before I have completed the required hours?***

No. Students experiencing difficulties while on placement should contact the PEP office asap for support. The Clinical Coordinator Academic must approve any placement withdrawals or student directed ceasing of placement before or during a placement, or an unsatisfactory grade for that placement will be awarded.

***I am pregnant - Can I still attend placement?***

Student must notify the PEP office once they become pregnant to ensure their safety in the placement environment. Students can attend placement up to 34 weeks gestation (6 weeks before the due date) and after six weeks postpartum. Some work areas may have different timelines. Students may be required to provide a doctor's certificate indicating they are fit for placement. If a student knows in advance that they cannot attend placement in the trimester due to being pregnant, they must first

seek permission to enrol from the Course Coordinator. Please note that a [SET](#) to delay placement due to being pregnant may not be approved.

***Can I breastfeed while on placement?***

In line with standard industrial relations legislation, UNE recognise the mother's right to continue breastfeeding during a clinical placement. Most facilities will have clean, quiet areas where mothers can breastfeed their infants. Break time and period should be discussed with the supervising RN.

Students must notify the PEP office when allocated to a facility if they intend to breastfeed during their placement. This must occur two weeks prior before the placement commences to ensure the facility is aware of specific requirements. It will also assist in ensuring student comfort and safety in the clinical environment. Students with ongoing care needs should consider their ability to proceed to placement - special requests and considerations cannot always be approved.

***Can I observe my cultural practices while on placement?***

Yes, after arrangements are made in consultation with the supervising RN. Students should contact the PEP office if they encounter any difficulties associated with observing cultural practices well on placement.

***I am concerned about my accommodation.***

We recommend that students who are concerned with their accommodation complete the accommodation self-risk assessment form (on the following pages). If the risk assessment identifies the accommodation is not suitable students are encouraged to find alternative accommodation. For urgent matters please contact the Clinical Coordinator Academic or the UNE emergency or crisis support team.

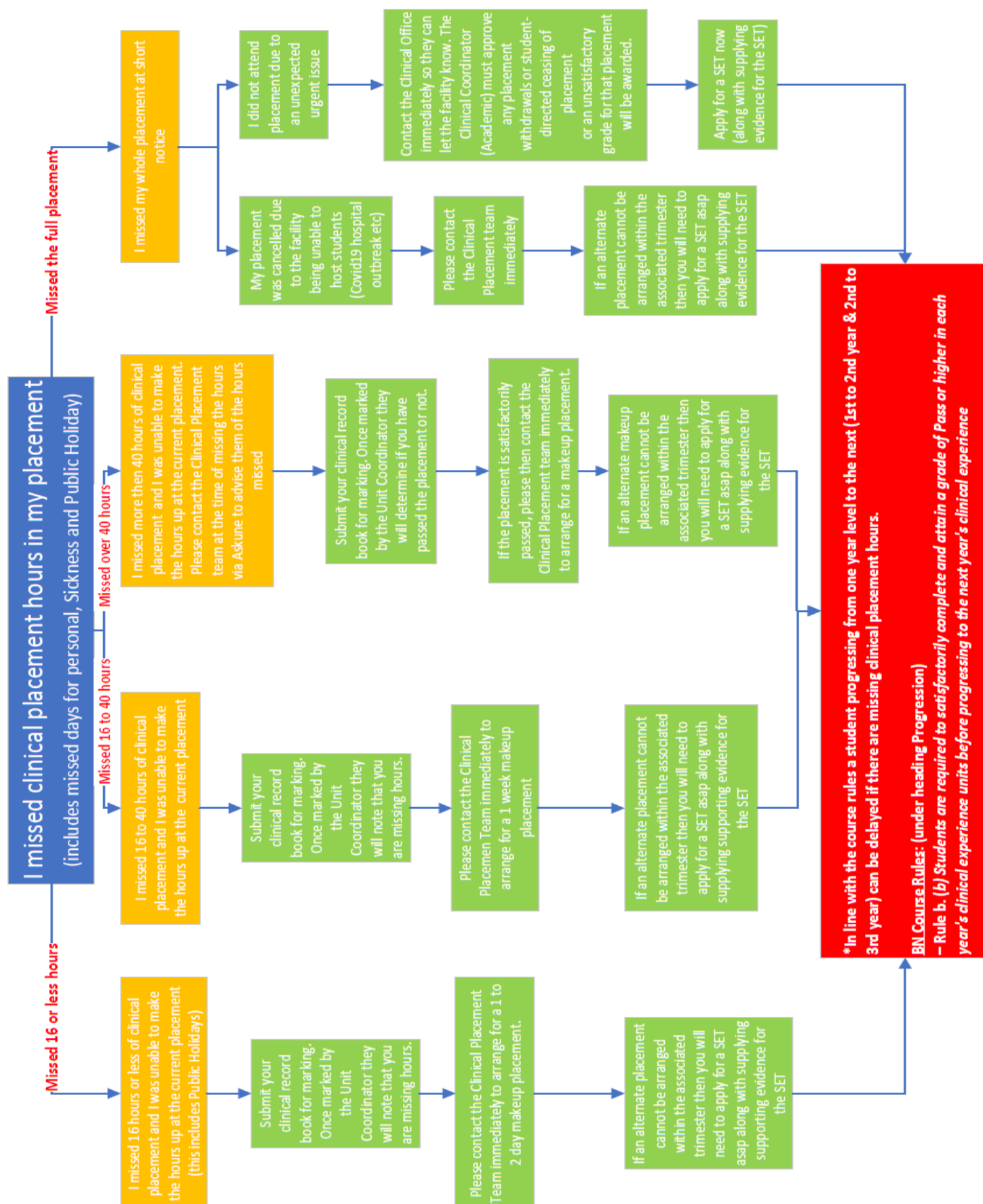
***Can I be paid while attending placement?***

No. Students are not able to receive payment for any shifts they undertake as part of the clinical placement.

**Appendices**

- Appendix 1 - Process for making up clinical placement hour's
- Appendix 2 - Clinical placement accommodation self-assessment
- Appendix 3 - Insurance information
- Appendix 4 - Injuries an accident management process
- Appendix 5 - UNE Student Learning Support Plan (LSP)

## Appendix 1 - process for making up clinical placement hour's



## ***Appendix 2 - Clinical Placement accommodation self-assessment***

The checklist on the next page is a self-assessment tool to be utilised by students on PEP placement who are accessing accommodation that they may not be familiar with or have not accessed previously. Once a student has completed the self-assessment they should review the outcomes. If a series of No's or n/a's are indicated the student should look at changing the accommodation provider they are using asap.

If students need to change accommodation providers, please update family or friends that all the change in location in case of emergency. If a student feels unsafe students should contact the PEP office for support or contact the local police on 000. The UNE PEP office strongly recommends that all students on placement download both the safe at UNE and emergency+ app. Students can use these apps to access emergency services if needed. The safe at UNE app has an emergency call button that will dial through to 000 if necessary. The emergency+ app will show the exact location using geo-tracking to make it easy for emergency services.

## Appendix 2 - Clinical Placement accommodation self-assessment

Clinical Placement Accommodation Self-Assessment Form			
Unit Code:			
Date carried out:			
Name or address of accommodation facility			
<b>Accommodation Type</b>	<b>Comments</b>		
What kind of accommodation is it? (house, flat, share house etc)			
Did you book through a reputable source (motel, Air BNB, travelagency etc)			
<b>Accommodation Environment – Inside and Outside</b>	<b>Yes</b>	<b>No</b>	<b>n/a</b>
Are the people welcoming?			
Do you feel safe?			
Do you have a safe space for your personal items?			
Is there adequate street lighting?			
Is there a safe parking space (if applicable)?			
Is your room lockable/safe?			
Is there close access to public transport?			
Are the noise levels acceptable?			
Is the ventilation adequate/comfortable?			
<b>Access to Facilities</b>	<b>Yes</b>	<b>No</b>	<b>n/a</b>
You have mobile phone and internet coverage?			
You have access to a safe and clean bathroom?			
You have access to cooking facilities?			
<b>Emergency Preparedness</b>	<b>Yes</b>	<b>No</b>	<b>n/a</b>
Are you aware what to do if you feel unsafe?			
Emergency phone numbers saved into your phone?			
Emergency exits easily accessible?			
You have advised a close friend or relative of where you are staying?			
<b>General</b>	<b>Yes</b>	<b>No</b>	<b>n/a</b>
Are other students staying at the facility also?			
Are you aware of the refund policy (if needed)?			
<b>Review</b>	<b>Number</b>		
Yes answers			
No answers			
n/a answers			
<b>Name</b>	<b>Student Number</b>	<b>Date</b>	

### ***Appendix 3 - Insurance information***

This information is for students who will undertake an approved PEP placement as part of the Work Integrated Learning component of their degree.

#### **Accident insurance**

Under its insurance program, the University of New England maintains a student Personal Accident Policy. This policy may provide cover for accidental injury for students engaged in PEP or community placement, field work, and all other associated activities relevant to the approved course, which are authorised by the University. The cover for accidental injuries subject to strict policy conditions and various exclusions apply.

Accidents/incidents occurring whilst in pursuance of the approved course should be reported to the relevant Supervisor of the Placement Organisation immediately. Students must follow the procedures set by the Health Facility/Organisation in which they are allocated, this includes completing the relevant Health Facility incident paperwork under the guidance of their Clinical Partner/Supervisor. This information must be reported by the student or Supervisor to the relevant PEP officer at the University as soon as possible (no later than 48 hours) after the incident or injury occurs. Any incident report completed during the PEP should be copied and provided to the PEP officer, so it can be filed for UNE Work Health and Safety purposes and UNE insurance. Please refer to the flow chart in appendix 3.

#### **Illness insurance**

Illness (including COVID-19 related illness) is not covered under UNE insurance.

#### **General and Professional Liability Insurance**

General and professional liability insurance is covered whilst engaged in UNE approved activities.

#### **Medical Malpractice Insurance**

Medical Malpractice Insurance is covered whilst engaged in UNE approved activities.

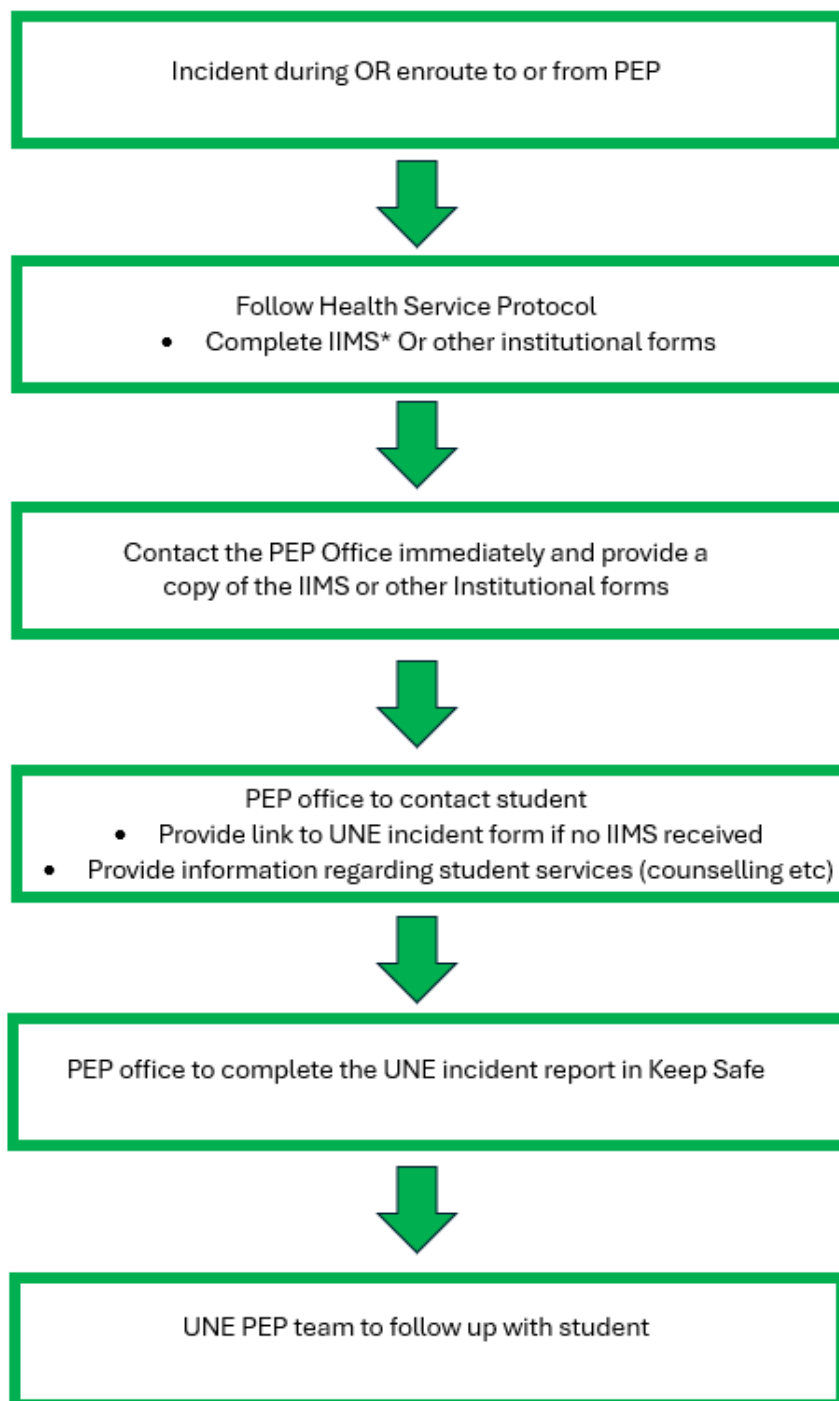
NOTE: Protection does not apply if the student is employed by a PEP provider or otherwise receives any remuneration from the PEP provider. However, this does not apply to any student receiving board or lodgings from the PEP provider during their study, research or PEP or activities, as this is not deemed to be receiving remuneration.



#### Appendix 4 - Injuries and Accident Management Process

Injuries and accident management process- if students are injured during their placement, they must follow the procedures set by the Health Facility in which they are located. Report the injury immediately to the Clinical Partner/Facilitator and to the PEP office. If an injury occurs, students should complete the Health Facility incident report. Any incident report completed during the placement should be copied and provided to the Work Integrated Learning Coordinator, so it can be filed for UNE Work Health and Safety purposes. UNE recommend students who experience a needle stick injury are to register this as above and follow up with GP for monitoring and counselling as needed.

Please refer to the following flow charts to ensure adherence to the appropriate policy.



\*IIMS = NSW Health Incident Management System

## Appendix 5 – UNE Student Learning Support Plan

A Learning Support Plan may be initiated when deficiencies are perceived in the student's clinical performance. The plan comprises a series of individualised clinical learning and/or clinical practice objectives, which the student must satisfactorily complete. The Clinical Coordinator Academic determines this. A learning Support Plan may be initiated as part of a Clinical Challenge and/or it may be initiated for the students next PEP placement.

See example below:



### UNE SoH Student Learning Support Plan (LSP)

This Student Learning Support Plan (LSP) is developed between the student and Preceptor and or Facilitator and is relevant to the students overall Clinical Learning objectives.

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

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

Student Number: \_\_\_\_\_

Clinical Department: \_\_\_\_\_

Clinical Preceptor/Facilitator: \_\_\_\_\_

Identified Problem	
Learning objective/s (related elements of the Registered Nurse Standards of Practice)	
Action Plan	
Criteria for achievement	
Evaluation	

Signed: \_\_\_\_\_ (Student)

Signed: \_\_\_\_\_ (Clinical Preceptor/Facilitator)

***Notes:***