



University of New England School of Health

---

# Nursing Clinical Handbook 2023

---

REVISED JANUARY 2023

## Contents

<b>INTRODUCTION.....</b>	<b>4</b>
<b>Adhering to University Policies .....</b>	<b>4</b>
<b>UNE Contact Details .....</b>	<b>5</b>
<b>GETTING READY FOR PLACEMENT.....</b>	<b>6</b>
<b>Compliance requirements .....</b>	<b>6</b>
<b>Essential Compliance Information and Links .....</b>	<b>7</b>
<b>Organisation of the Clinical Placement .....</b>	<b>8</b>
<b>About Clinical Placement .....</b>	<b>9</b>
<b>Clinical Partnership Approach .....</b>	<b>9</b>
<b>Communicating Placement Experiences.....</b>	<b>10</b>
<b>Professional conduct prior to placements.....</b>	<b>10</b>
<b>Roles, Responsibilities and Expectations .....</b>	<b>11</b>
<b>Professional conduct during placements.....</b>	<b>15</b>
<b>Working While on Placement. ....</b>	<b>15</b>
<b>Student Code of Conduct .....</b>	<b>15</b>
<b>Confidentiality.....</b>	<b>15</b>
<b>Accountability.....</b>	<b>15</b>
<b>Punctuality.....</b>	<b>15</b>
<b>Unsafe Practice .....</b>	<b>16</b>
<b>Termination of Clinical Placement.....</b>	<b>16</b>
<b>Professional Conduct – Attendance and Hours requirements .....</b>	<b>16</b>
<b>Work, Health and Safety Requirements.....</b>	<b>17</b>
<b>Recording attendance and missed clinical hours .....</b>	<b>17</b>
<b>Professional Dress Code and Conduct.....</b>	<b>17</b>
<b>UNE Student Identification.....</b>	<b>17</b>
<b>Uniform and footwear .....</b>	<b>18</b>
<b>Cultural/Religious clothing .....</b>	<b>18</b>
<b>Infection control: Protective equipment /bare below the elbows .....</b>	<b>18</b>
<b>Grooming /personal hygiene.....</b>	<b>19</b>
<b>Jewellery .....</b>	<b>19</b>
<b>Clinical Performance Assessment and Evaluation.....</b>	<b>19</b>
<b>Student Assessment.....</b>	<b>19</b>
<b>Formative and Summative Performance Review .....</b>	<b>19</b>
<b>Clinical Record Book .....</b>	<b>20</b>
<b>Clinical Placement Results and Progression.....</b>	<b>20</b>
<b>Unsatisfactory placement outcomes .....</b>	<b>21</b>
<b>Support Services During Clinical Placement .....</b>	<b>21</b>
<b>CONCLUSION .....</b>	<b>22</b>
<b>Frequently Asked Questions.....</b>	<b>23</b>
<b>What costs do I need to cover for clinical placement? .....</b>	<b>23</b>
<b>How do I get to my clinical placement? .....</b>	<b>23</b>

Where do Clinical Placements take place? .....	23
When do I attend placement? .....	23
How do I know when allocations have been released?.....	24
How can I swap my placement? .....	24
Why do I have limited time to swap my placement location? .....	24
What happens if I want to attend placement interstate? .....	24
Are there any specialised placement options (Overseas, remote placement, etc.)?.....	24
Can I request placement not on the list? .....	24
Does UNE arrange accommodation for placement?.....	25
Can I apply for an extension to a placement?.....	25
I have a contact within a health service. Can I contact them to arrange a placement?.....	25
Can I do placement where I work? .....	26
Can I do placement at the same organisation more than once? .....	26
I have an ongoing or chronic illness or injury, can I still go to placement? .....	26
What happens if I cannot attend my placement? .....	26
Can I take Leave or go on a holiday during the trimester outside of the official university dates?.....	26
If you have an important event or a scheduled holiday such as an overseas trip during the trimester you need to check that this does not interfere with scheduled clinical placements, unit attendance and meeting assessment requirements. In accordance with the course rules, international students are not permitted to be offshore when they are enrolled in a clinical unit of study. ....	26
Is there funding support I can apply for?.....	26
Where do I find the first day instructions and/or roster for my placement?.....	27
Do I have an Orientation to the facility? .....	27
Am I expected to attend placement during public holidays or weekends?.....	27
My supervisor/RN says I can leave the shift early. Can I leave early as suggested?.....	27
I am sick during placement. What do I need to do, do I need to make up these hours?.....	27
How do I make up the hours I have missed?.....	27
Can I leave my placement before I have completed the required hours? .....	28
I am pregnant. Can I still attend placement? .....	28
Can I breastfeed while on placement? .....	28
Can I observe my personal cultural practices while on placement?.....	28
I am concerned about my accommodation?.....	28
Can I be paid while attending placement?.....	28
APPENDICES .....	29
APPENDIX 1 – Making -up Clinical Placement Hours .....	29
.....	30
APPENDIX 2 - Clinical Placement Accommodation Self-Assessment .....	31
APPENDIX 3 - Insurance Information.....	33
APPENDIX 4 - Injuries and Accident management process .....	34
APPENDIX 5 – UNE Clinical Student Learning Contract .....	36
NOTES .....	38

## **INTRODUCTION**

This handbook primarily provides information and guidelines for our UNE Nursing Students, HealthService Staff, Clinical Partners and Clinical Facilitators to support a successful and enjoyable clinical practice experience. These guidelines apply to all UNE nursing students undertaking clinical placement (also referred to as Work Integrated Learning).

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, specifically:

[School of Health Courses Inherent Requirements - UNE Work Integrated Learning Procedure](#)

### **Adhering to University Policies**

Clinical Placement is a formal assessment task that students are required to achieve a satisfactory result in order to pass the associated unit. In addition to complying with UNE policies, students are required to adhere to placement facility policy, procedures and protocols while on clinical placements. Any breaches in conduct or adherence to the assessment requirements will be reviewed in line with the university Assessment Policy. Students are expected to be aware of University guidelines on Academic Integrity, and University rules on academic or behavioural misconduct. Lack of knowledge or understanding is not considered an excuse for actions and rationales. The following pages stipulate rules and expectations of students and clinical partners that need to be adhered to, and 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 or go to the student policies quick links below:  
<https://policies.une.edu.au/masterlist.php> <https://policies.une.edu.au/students.php>

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 for Practice](#)
- Code of Ethics  
[https://www.icn.ch/system/files/2021-10/ICN\\_Code-of-Ethics\\_EN\\_Web\\_0.pdf](https://www.icn.ch/system/files/2021-10/ICN_Code-of-Ethics_EN_Web_0.pdf)
- Code of Conduct  
<https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards.aspx>

## UNE Contact Details

ALL Student general inquiries to the Clinical Office staff should be via the [AskUNE](#) system\*.

### Postal Address:

Clinical Placement office  
School of Health  
Information Technology Directorate,  
C034University of New England  
ARMIDALE NSW 2351

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

## University

Clinical 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 Moodle site for contact details

\*Please note: The Clinical Office has a 72hour response time for general enquiries.

## After office hours

UNE Emergency or Crisis Support:	1 300 661 927
Crisis Support via Text:	0488 884 169
Go to the UNE website for further support:	<a href="https://www.une.edu.au/connect/rna">https://www.une.edu.au/connect/rna</a>

## **GETTING READY FOR PLACEMENT**

### **Compliance requirements**

There are several mandatory requirements that need to be completed as part of the University enrolment process. Please note a number of these requirements take some time to complete, thus students are advised to commence processes immediately to ensure early compliance requirements are met. **Correspondence with the compliance team can take 3 weeks for a reply.** Please note that there are NSW Ministry of Health and UNE requirements that must be met by all students before placement. Students are advised that these are the minimum requirements which must be met prior to attending placement regardless of placement type or location.

Students are also required to complete the electronic Clinical Placement – Student Agreement at the commencement of each year of the program via Moodle. Students must read the document carefully and ensure that they fully understand and comply with all compulsory requirements for the clinical component of the program.

Some health services request students to sign individual student agreements or Deed Polls. Please ensure that you carefully understand what you are agreeing to including any action that may be taken for breaching the conditions. If you do not understand your obligation, please do not sign the document until you have sought independent legal advice.

Students are reminded that a failure to be compliant by **Week 8** of their first Trimester of placement will result in an inability to attend placement and a **failed grade** for the associated unit of study will be released.

**Students must maintain their compliance for the duration of the degree, a failure to update compliance requirements in time for any scheduled placement will result in an inability to attend placement and a failure grade for the associated unit.**

**If your compliance or temporary compliance lapses and your placement is cancelled due to this, a failed grade for the associated unit of study.**

## Essential Compliance Information and Links

NSW Health/ClinConnect requirements:	
<b>Vaccination for Category A Healthcare workers</b>	Please refer to the compliance pack in Clinical Nursing Placement page in <a href="#">Moodle</a> for guidelines on acceptable evidence.
<b>COVID19 Compliance (Evidence available from MyGov account)</b>	Students need to have received three doses of a TGA approved or recognised COVID-19 vaccination If exempt- please complete and send in the NSW Health <a href="#">contraindication form</a>
<b>Mask Fit Testing</b>	Now required in all High Risk Wards in NSW Health- Please book in with an accredited Company
<b>Yearly Influenza Vaccination</b>	Students are now required to have the southern hemisphere influenza vaccination before 1 June each year
<b><u>NSW Health Forms</u></b>	<b>Health care worker vaccination section via the links:</b> - <a href="#">NSW Health Undertaking/Declaration Form</a> - <a href="#">TB Assessment Tool</a> - <a href="#">NSW Health Record Card</a> - <a href="#">Code of Conduct Agreement</a>
<b><u>UNE Student ID</u></b>	Ensure you select the option to have nursing student added to the ID. You will need to send a DOUBLE SIDED COLOUR copy of this document with your Immunisation information and to all ClinConnect emails
<b>National Police Check</b> (Do not solely use Aged Care or work related purpose for applying for a NPC)	Student placement check - Name and Date of Birth Check - UNE Recommends two providers: - <a href="#">NSW police</a> check if you are a NSW Resident, or - <a href="#">Australian Federal Police</a> Check if you are currently out of state. Please ensure you send a DOUBLE SIDED COLOUR copy of this document with your Immunisation information
UNE Inplace Requirements:	
<b>National Police Check</b> (Do not solely use Aged Care or work related purpose for applying for a NOC)	As Above please save this as a double-sided PDF document in full colour
<b><u>International Police Check</u></b> (please send as DOUBLE SIDED COLOUR copy)	A police check from any country where the student has resided for longer than 6 months (or complete the <a href="#">Statutory Declaration</a> for overseas applicants). <i>If you have not lived overseas for longer than 6 months then this is not required.</i>
<b><u>Working With Children Check</u></b>	Free application online and pick up at a NSW Service Centre  Note: WWCC is only uploaded into InPlace, interstate students can delay application until they travel to NSW for intensives. Residing interstate will not interfere with achieving compliance through NSW Ministry of Health.
<b>Yearly Influenza</b>	Please upload your evidence in InPlace (required to have been received by June 1st every year)
<b>Student collection of sensitive information</b>	Please read over and answer this question in Inplace
<b>Completion of UNE mandatory Activities</b>	This is available in the clinical portal on <a href="#">Moodle</a> , students will obtain access once teaching commences.

## Organisation of the Clinical Placement

The following timeline outlines the process by which placements are organised in the general rule. Emergency circumstances may necessitate alterations to this timeline and impacted students will be advised as soon as reasonably possible. Please note 9 weeks from placement commencement for new students is 0 week, students should have already commenced gathering compliance documentation before this timeline commences.

### Clinical Office Responsibilities

### Student Responsibilities

#### Pre Placement

Placement groups set up in Inplace	<b>9 Weeks</b>	Prepare compliance documentation
Placement preferencing opened. Special requests only accepted during this time	<b>8 Weeks</b>	Enter preferences and submit any special requests
Allocations made visible to students Placement swaps processed	<b>7 Weeks</b>	Check placement allocations and start arranging transport and accommodation
Grant letters sent to student Placements entered in <u>ClinConnect</u>	<b>6 Weeks</b>	Submit any health service specific forms or requirements
<b>Placements locked in by health services – no further changes allowed</b>		
Compliance reminders sent to students. Processing of health service forms	<b>4 Weeks</b>	Final Compliance Check -1 week to send outstanding document
Entering of rosters and first day instructions into Inplace	<b>3 Weeks</b>	
Urgent compliance emails sent	<b>2 Week</b>	Print of clinical book and prepare goals
<b>Placement cancellations for noncompliant students</b>	<b>1 Week</b>	Pack for placement, including uniform and compliance documents
	<b>1 Week After</b>	Submit clinical record book into Moodle site.



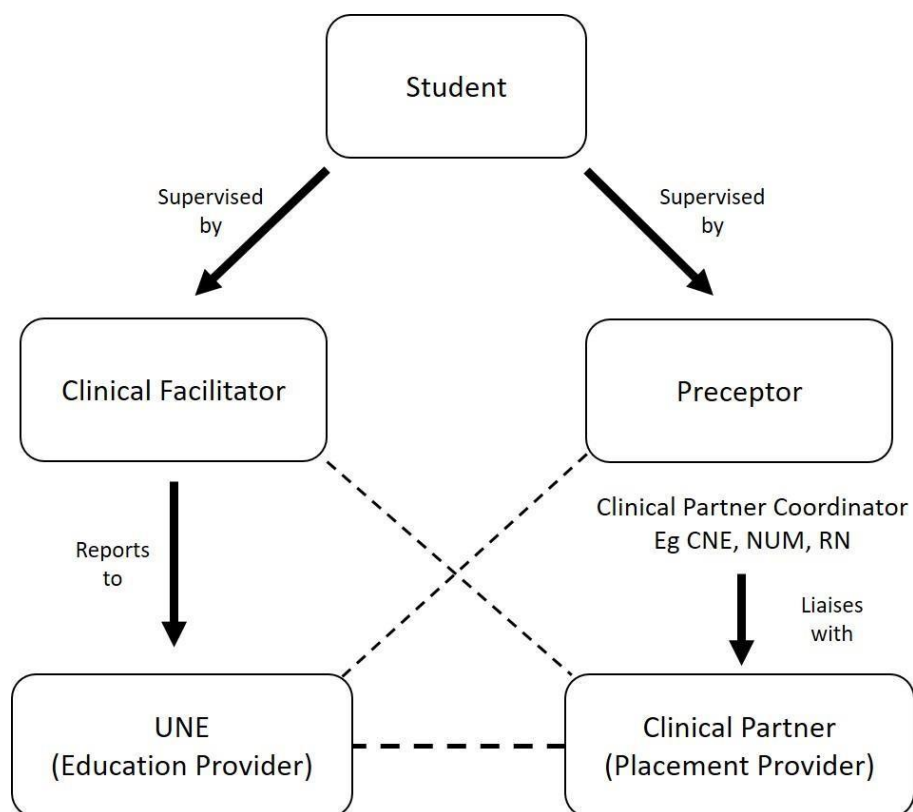
## About Clinical Placement

### Clinical Partnership Approach

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

The organisations that provide placements are referred to as Clinical Partners. Key personnel in these organisations work with UNE to ensure there are suitable placements and support for students to learn in. The Clinical Partners also identify the model of clinical facilitation that best suits their organisation and UNE responds accordingly. Clinical Placements are conducted as a cooperative endeavour 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 clinical learning environment by Registered Nurses. Preceptors are those Registered Nurses who work with the student closely at the point of care. Clinical Facilitators are those Registered Nurses who are responsible for the coordination of the placement and liaison with the University. Some Clinical Partners have staff who have specific responsibilities for coordination and management of students' placements (e.g. clinical educators or nurse educators). They are not to be an EEN or AIN.



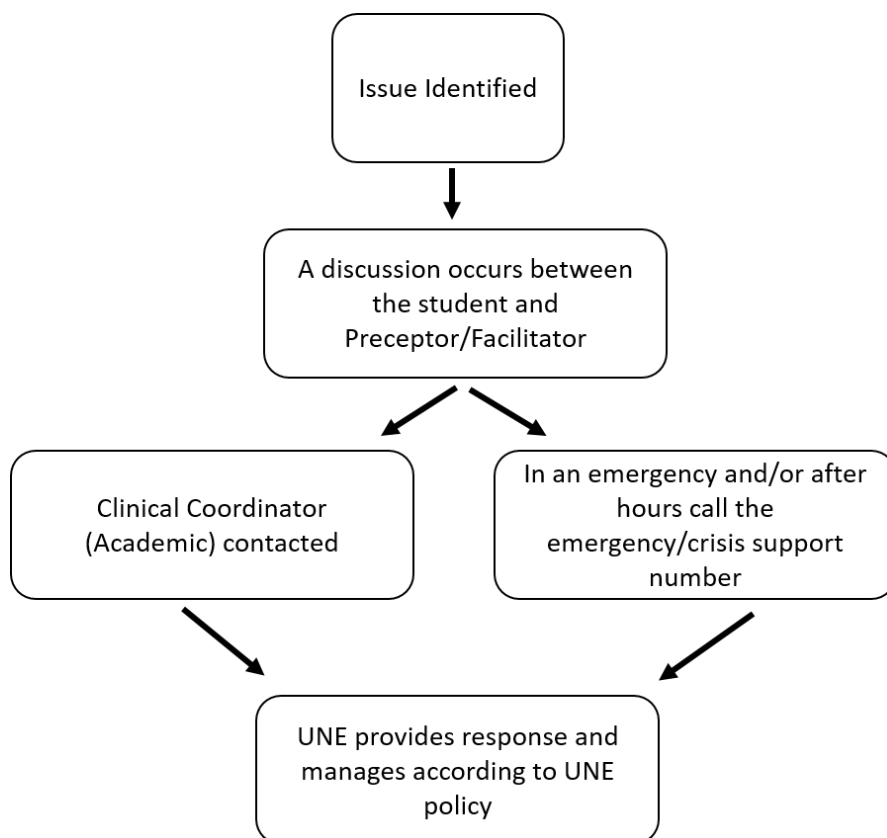
## Communicating Placement Experiences

It is important to communicate with the University should an issue need to be resolved or a positive experience communicated during clinical placement. Issues that need to be resolved include those where matters of concern are identified including, but not limited to, the student demonstrating:

- inconsistent or unsafe practice
- poor and/or ineffective communication
- an unwillingness or reluctance to participate in clinical activities
- unprofessional behaviour, non-adherence to Standards and Codes; Including poor attitude towards professional practice such as consistently late for placement, noncompliance with the dress code

Students may also wish to raise concerns in relation to health care provision and/ or their experience of supervision and facilitation.

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



## Professional conduct prior to placements

Prior to clinical placement experience students are expected to work towards compliance which could include consultation with UNE staff, Health professionals and ClinConnect team and during this time students are expected to show professional manner and uphold the standards of the nursing profession. Students are ambassadors for UNE and as such they must be aware of and display an appropriate professional manner, attitude and conduct during every contact.

## Roles, Responsibilities and Expectations

	Expectations
Student	<ul style="list-style-type: none"> <li>• Be familiar with and adhere to their appropriate scope of practice as outlined in the relevant Clinical Record Book;</li> <li>• Identify learning objectives and clinical goals, and provide these in writing to preceptor/ facilitator / other partner staff on first day of placement;</li> <li>• Communicate openly with their placement supervisor at all times actively seek opportunities to engage respectfully and willingly with a diverse range of patients and staff;</li> <li>• Advise their placement supervisor and the University of any problems/concerns that may affect their clinical performance actively participate in learning;</li> <li>• Seek feedback and incorporate constructive critique into their 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>• 100% attendance at Clinical Placement and completion of all relevant documentation;</li> <li>• Where possible, and as soon as possible, contact their clinical partner/facilitator <b>by the appropriate manner</b> and advise the relevant person in the event of running late for a placement or being unable to attend;</li> <li>• Be aware that circumstances outside of the control of the University may necessitate a very late change to placement (this may occur as late as the Friday prior to commencement). Therefore, students must check their UNE emails and Moodle on a daily basis throughout their enrolment in the BN;</li> <li>• Maintain the currency of their contact details through UNE so they can be contacted in preparation for, during and after placement as necessary;</li> <li>• Declare and request approval via Clinical Office for any planned absences well in advance ideally giving 4 weeks notice. This will be recorded as absent days and will be required to be made 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>• 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 own vehicle;</li> <li>• Not smoke within the facility ground. Students may only leave the practice setting to smoke during scheduled breaks times e.g. lunch and morning tea;</li> <li>• Not take pathology results, medication or treatment orders or discuss a patient 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 a RN.</li> </ul>

Preceptor	<ul style="list-style-type: none"> <li>• Hold current Australian Registration as a Registered Nurse and be familiar with Student 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 for 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 has a rich learning experience. This should include in services and time in other clinical 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 clinical practice;</li> <li>• Be familiar with unit guides and student scope of practice and the relevant clinical practice assessment tool and student assessment processes;</li> <li>• Ensure that appropriate supervision arrangements by a registered nurse are in place for the student at all times;</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 Clinical 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 clinical 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 in a timely manner 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 Moodle site, at least once each Trimester to remain on the eligibility list;</li> <li>• Arrange their own orientation to the specific area of the clinical venue to become acquainted with the staff and nature of experience prior to 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 in order to ascertain the current patient profile, assist in the choice of learning experience, and liaise with the healthcare facility staff;</li> <li>• Liaise with the clinical venue regarding clinical organisation such as student's orientation, rosters and ward allocations;</li> <li>• Assess each student's competencies according to course guidelines and determine an assessment outcome of (Satisfactory / Unsatisfactory).</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>• Have a process to monitor and evaluate student placements, including feedback from the students;</li> <li>• Give 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>• Identify students that may need additional support and refer to Clinical Office staff or Clinical Coordinator, Academic as necessary.</li> </ul>
UNE Clinical 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>

<p>Clinical Coordinator Academic</p>	<ul style="list-style-type: none"> <li>• Contribute to the coordination of the clinical learning component of preregistration nursing curricula;</li> <li>• Work closely with UNE Clinical Placement Office staff involved in the day-to-day management of clinical placement experiences;</li> <li>• Work closely with Course Coordinator on matters related to clinical placement;</li> <li>• Oversee the recruitment, preparation, and development of clinical preceptors/facilitators;</li> <li>• Provision of support and guidance of clinical preceptors/facilitators;</li> <li>• Provide academic oversight of students during clinical learning experiences;</li> <li>• Provide academic support of students during clinical 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 stakeholders in clinical placements, and lead activities intended to enhance placement quality and quantum 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 Clinical Placement handbook as required</li> <li>• Represent UNE at forums relevant to the role.</li> </ul>
--------------------------------------	---

## **Professional conduct during placements**

During the clinical placement experience students are expected to work in professional manner and uphold the standards of the nursing profession. Students are ambassadors for UNE and a guest in health care facilities, as such they must be aware of and display an appropriate professional appearance, attitude and conduct during each of clinical placements. Any breaches in conduct or adherence to the assessment requirements will be reviewed in line with the university Assessment Policy.

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

It is important for your learning and welfare, as well as your work, that you are well rested. Being employed full or part time during the clinical placement period does not allow you to maintain your own health and wellbeing and there are work health and safety implications associated with this practice.

Students are encouraged not to work while on Clinical Placement, as they are placing themselves and the people they care for at risk. Working while on clinical placement will not be considered to be an acceptable excuse for failure to achieve a satisfactory standard during the placement.

### **Student Code of Conduct**

Unprofessional conduct will not be tolerated during the clinical placement and may result in failure of the clinical 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 as well as protocols stated in this student information booklet.

### **Confidentiality**

Students must adhere to the [Registered Nurses Standards of Practice](#) in relation to confidentiality. Breaches of confidentiality have both ethical and legal ramifications and may be managed by both the health facility and the University. Any information concerning patients/clients must be treated as strictly confidential. Professional issues related to the management of health care agencies and/or the staff members employed therein, are also to be treated as strictly confidential. Such information and issues are not to be discussed outside of the health facility. Lists, documents, papers and notes related to patient/clients or any other topics related to the health facility are confidential and should be carefully destroyed by shredding, before leaving the facility. They are not to be placed into public waste bins or used as scrap paper.

Students are not permitted to discuss confidential matters by any means including Social Media.

### **Accountability**

While on clinical placement, students are directly accountable to the Clinical Coordinator (Academic) and must be under the supervision of a Registered Nurse. If any problem arises, the student should refer the matter to the Clinical Partner or the Clinical Facilitator and to the Clinical Coordinator (Academic). The Clinical Coordinator (Academic) must be notified if the normal course of a clinical placement is altered in any way or if there is any problem during Clinical Placement in relation to the student, partner, facilitator, other staff, NUM or patients/clients.

### **Punctuality**

Being punctual is considered an important element of a satisfactory practical evaluation and demonstrates professionalism and demonstrates adherence to the [Registered Nurses Standards of Practice](#). Students are required to notify their Clinical Partner/Facilitator and the clinical area where they are rostered if they expect to be late for any shift. If a student is late during a clinical placement without an acceptable justification, this will be reflected upon the 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 the safety of people receiving care. If unsafe practice is identified, staff of the Clinical Partner or the UNE Facilitator should respond in a manner consistent with the organisation's policy in the first instance. 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 how to manage the situation. This may include discontinuation of the student's Clinical Placement and referral for Academic Misconduct.

## Termination of Clinical Placement

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

- There are irreconcilable differences between the Student and Clinical Facilitator/Preceptor.
- A student's behaviour breaching Codes and Standards is deemed to be unprofessional, unethical, malicious or dangerous.
- A change in the circumstances 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 student's progress, will be held as soon as reasonable possible. All decisions made will be documented.

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

## Professional Conduct – Attendance and Hours requirements

UNE has a prescribed minimum of clinical experience hours for each degree. Students who commenced the Bachelor of Nursing from 2019 onwards, and students in the Master of Nursing Practice are required to complete 800 hours of clinical placement (students admitted under Rule B of the BN as EENs are credited with 160 hours of placement and only required to undertake the remaining 640 hours).

Clinical hours need to be both documented on the timesheet correctly, and also be assessed as satisfactory against the [Registered Nurse Standards of Practice](#). For accreditation purposes hours documented on a timesheet without a corresponding assessment cannot be accepted as valid hours. Please note – an EEN and or AIN are not to sign your timesheet or anything in your clinical record book unless countersigned by a Registered Nurse.

To ensure an accurate assessment and adequate provision of guidance and support during the clinical placement, students are required to adhere to the rosters supplied to them by the health facility. Each health facility and at times each individual clinical area will have differing times for the commencement and completion of shifts. It is the student's responsibility to ensure that they are aware of the starting and finishing times for their placement. General shift times may be similar to the following:

- Morning 7:00am – 3:30pm (0700 – 1530)
- Afternoon 2.30pm – 11:00pm (1430 – 2300)
- Night 11.00pm – 7.00am (2300 – 0700)
- Day 8.30am – 5.00pm (0830 – 1700)



If a student has difficulty with the allocated roster then the student must consult with their Clinical Facilitator/Nurse Unit Manager and an appropriate roster will be negotiated where possible. If a student has a particular roster request for placement due to work, family or other important commitments, they are required to put this in writing to the Clinical Office staff via AskUNE at least 4 weeks prior to commencement of placement. Requests will then be forwarded to the health facility. Requests received less than two weeks prior to placement commencement will not be forwarded. It is ultimately up to the health facility to decide how a student is rostered for their placement and the Clinical Office takes no responsibility for these requests. If an alternative roster is not able to be negotiated and a student is absent for clinical hours it is their responsibility to ensure that the time is made up.

## Work, Health and Safety Requirements

Students should not work a roster outside the industry standard. This means you must take the industrially mandated 8-hour break between shifts. Additionally, students are prohibited from working more than:

- 6 eight-hour shifts in a row
- 5 ten-hour shifts in a row
- 4 twelve-hour shifts in a row

Without taking a full 24-hour break. In any seven-day period students should not work more than 48 Hours. Students must not work more than 8 hours unless the health facility has 10 or 12-hour shifts as part of their usual rostering.

Students who work hours outside of the approved roster will be breaching work and health safety guidelines and risk excess hours not being counted in completed total, or receiving an unsatisfactory outcome for the entire clinical placement. Non-adherence to these rules, risks referral for Academic Misconduct.

## Recording attendance and missed clinical hours

It is the students' responsibility in the first instance to keep track of any missing hours. The clinical office will also keep record of hours\*.

\*In line with the course rules a student progressing from one year level to the next (1st to 2nd year & 2nd to 3rd year) can be delayed if there are missing clinical 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 year's clinical experience units before progressing to the next year's clinical experience*

## Professional Dress Code and Conduct

### UNE Student Identification

During clinical placement, unless advised otherwise, students are required to wear UNE Nursing Students' clinical uniform and an identification badge that identifies them as a UNE Student Nurse and includes a UNE approved photo. The UNE Student ID card must be visible at all times irrespective of whether the UNE clinical uniform is required to be worn during the placement.

Students will receive their Student ID card from the Safety and Security Office at the start of their

studies. There is no initial cost of a student ID card however a replacement fee of \$15 will be charged if a replacement is required.

## Uniform and footwear

For infection control purposes students are required to wear a clean uniform each day.

- The UNE Clinical Uniform consists of: Navy blue striped 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 or jumper A navy blue vest, cardigan or jumper 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 Campus Essentials. Other uniform items can be purchased at Campus Essentials but may be purchased elsewhere. Uniforms can be purchased on campus or online using the following web link <https://shop.unelife.com.au/product-category/campus-essentials/courseworkuniforms/>

Work Health and Safety standards require that students attending clinical placement must have closed in shoes at all times. As consistent with Workplace Health and Safety, footwear must:

- Be a shoe or boot style with fully enclosed toes, heel and foot, with non-perforated uppers and slip resistant sole.
- Be well-fitting with no slipping off the foot or 'clawing' 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 or joggers. This includes placements where UNE uniforms are not required.

## Cultural/Religious clothing

Articles of clothing/jewellery considered to have cultural or religious significance;

- Should be discussed with immediate line manager.
- Are acceptable providing they are in accordance with above requirements and do not present a work health and safety or infection control risk.

## Infection control: Protective equipment /bare below the elbows

Students are advised that they must comply with the associated placements local uniform policy. This includes complying with infection control and bare below elbows policy. All students are required to obtain the following items for Clinical Placements:

- A nurse's watch with a second-hand sweep
- Protective eyewear

Students are reminded that it is compulsory that students bring their own protective eyewear to all clinical placement. 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 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 /personal hygiene

Students should be mindful that they will be required to provide close personal care and as such maintenance of their own personal hygiene is imperative during clinical placements.

Hair must be clean and tidy. Long hair must be tied back and beards either cleanly shaven or neatly trimmed. It is not advisable to grow a beard during the clinical placement. Finger nails are to be neatly trimmed and should be no longer than finger length in the interest of 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, finger nail art and technology must not be worn. Makeup if worn should be discreet, and reflect and promote a professional image. Perfume/Aftershave should not be worn.

## Jewellery

In the interests of Work Health and Safety, jewellery must be kept to a minimum. In order to facilitate proper hand washing, hand and wrist jewellery including wristwatches must not be worn while delivering direct patient care, however wrist-watches may be pinned to clothing. Students must remove loop earrings or necklaces and facial piercings for the duration of the clinical placement. Generally, the wearing of a flat band ring such as a wedding band is acceptable during placement.

Local Health District staff will ask students to remove any unnecessary jewellery and may be asked to leave the placement should they not comply with Local Health District policy and/or requests regarding this matter. Students are advised that they must adhere to the local LHD and placement facility's policies.

## **Clinical Performance Assessment and Evaluation**

### **Student Assessment**

Students are required to have assessments completed during clinical placement. Assessment forms are provided in the Clinical Record Book associated with each placement. The Clinical Books are distributed to all relevant parties prior to placement.

The student's designated Preceptor/Facilitator/RN (**NOT** EEN or AIN) will be required to complete a student assessment and verify student attendance on the timesheet within the Clinical Record Book. Clinical Facilitators are expected to complete the student assessments in consultation with the preceptor. The final determination of the Clinical Placement being satisfactory/unsatisfactory rests with the Clinical Coordinator (Academic). Where inconsistencies exist in verbal or written reports regarding clinical performance, the Clinical Coordinator (Academic) may gather further information from the Nurse Unit Manager, Nurse Educator or placement supervisor regarding the student's clinical performance. Any breaches in conduct or adherence to the assessment requirements will be reviewed in line with the university Assessment Policy risks referral for Academic Misconduct.

In the event that an anomaly is identified the student will be asked to provide the original Clinical Record Book. If a student cannot provide the original book, an unsatisfactory result will be awarded.

### **Formative and Summative Performance Review**

A formative (interim) assessment is one that takes place whilst a student is still undertaking a placement. A summative (final) assessment is given at the end of a clinical placement. All UNE nursing placements utilise the [Australian Nursing Standards Assessment Tool \(ANSAT\)](#) as the performance review of the placement.

Where a student's performance gives rise for concern it is expected that these concerns will be raised 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 is provided with appropriate feedback. Alternatively, the 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 the Clinical Coordinator (Academic).

Each clinical placement should have an ANSAT assessment completed for every 2 weeks of the placement. Students undertaking a 2 week placement are not required to have a formative assessment completed unless the student requests this or issues with placement progression have been identified. Students undertaking a 4 week placement are required to have an interim assessment completed towards the end of week 2 and a final assessment completed at the end of the placement.

## **Clinical Record Book**

The Clinical Record Book associated with each Clinical Placement is an account of the student's progress in the clinical settings they attend during their enrolment in the course. The book is an official record of the placement and should be considered an important document. The NMBA has the right to call either the student or UNE's Clinical Office for an audit of the Clinical Record Book to confirm the evidence of placement.

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

The Clinical Office will ensure an electronic copy is placed on the student's UNE file via TRIM. This ensures that the School has a record of the clinical attendance hours and performance of each student who has participated in Clinical Placements. Placement attendance will also be documented in [InPlace](#) the placement management system allowing students to keep a record of placement completion.

Students are reminded that each Clinical Record Book is the individual student's responsibility. It is also the student's responsibility to return a book to the facility or relevant person for corrections of any identified errors or omissions. Students are encouraged to keep the original book in case of an audit.

Prior to Submission, Students sign a declaration the Clinical Record Book is a true and accurate record of clinical placement hours and assessment results.

\*\*\*\*Altering or falsifying records such as shift times, hours and ANSAT assessment results breaches the assessment requirements will be referred for Academic Misconduct\*\*\*\*

## **Clinical Placement Results and Progression**

Results for units with associated clinical placement will not be processed until the placement is complete and the Clinical Record Book (correctly completed) has been uploaded as required.

Students who have not uploaded the correctly completed Clinical Record Book at the end of a placement, by the due date, will result in a Fail – Incomplete (NI) grade or compulsory fail (NC). Where there is an inconsistency and the Clinical Record Book is being investigated the students will receive a RU result pending outcome of investigation.

If a student has an unsatisfactory report for their clinical placement or if the student has their placement cancelled due to non-compliance, a failed grade will be awarded in the unit to which the placement relates. Students will then be required to repeat this unit in the next trimester the unit is offered. At this time, students are able to request credit for components they have successfully completed by completing the School of Health Carry Marks Forward application form through AskUNE.

Students are reminded that a failure to be compliant by **Week 8** of their first Trimester of placement will result in an inability to attend placement and a failed grade for the associated unit/s of study will be released and if your temporary compliance lapses and you get your placement/s cancelled due to this, a failed grade for the associated unit/s of study will also be

given.

Students with any queries in relation to their progression in the course should contact their course coordinator via [AskUNE](#).

## **Unsatisfactory placement outcomes**

Final determination of a placement outcome is made by the Clinical Coordinator (Academic). If a student fails to achieve a satisfactory outcome for a placement, 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 making a determination. The outcome awarded to the student at the conclusion of this investigation will be one of the following:

- A non-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 clinical record book explaining the reasoning 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 in regards to 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 the student also receives a fail grade for the relevant academic unit of study (the specific grade to be determined by the Unit Coordinator based upon the academic progress of the student).

In unique cases where a student is deemed to have demonstrated unsatisfactory clinical practice, or where there are anomalies or inconsistencies in the student's clinical documentation, the student may be offered a clinical challenge. This requires the student to undertake a supplementary clinical placement of at least one week's duration, in which time the student's clinical performance will be carefully monitored. The length and venue of this placement will be determined by the Clinical Coordinator (Academic). A clinical challenge will be undertaken under the supervision of a Clinical Facilitator. Action taken following a clinical challenge will depend upon the nature and success of the Clinical Challenge.

## **Support Services During Clinical Placement**

During clinical 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 clinical placement via the community Moodle site or email the Workplace Integrated Learning Manager or Clinical Coordinator (Academic) directly. The UNE Emergency and Crisis Support line is available out of office 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 communicate any issues that arose during placement and to share successes, challenges and experiences with peers. It also provides the Clinical 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 other services available for students to assist them in their progress through the nursing courses including when on placement:

- Student Support Team – Ph: 6773 4430

<http://www.une.edu.au/current-students/support/student-support/personal-support>

- UNE Counselling – Ph: 6773 2897

<http://www.une.edu.au/current-students/support/student-support/counselling>

- Oorala Aboriginal Centre – Ph: 6773 3034 or free call 1800 622 384

<http://www.une.edu.au/info-for/indigenous-matters/oorala/student-support>

- UNE International – Ph: 6773 3192

<http://www.une.edu.au/current-students/support/international-students/une-international>

## CONCLUSION

Quality clinical experience is integral to the successful preparation of students of nursing becoming Registered Nurses upon their graduation from the UNE. Clinical Placement 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 the requirements outlined helps to ensure that all involved in clinical placement have a rewarding and valuable experience.

Students are encouraged to make the most of the clinical learning experiences encountered, to seek out learning experiences within their level of proficiency and to think critically and reflectively about their own practice and the practice of others.

On completion of reading this entire document students are required to sign the Student Declaration as part of the clinical compliance proceed to enable them to progress to clinical 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 clinical placement?**

Budgeting for the clinical component of the program is essential, students need to remember that this should include uniforms, cost of transport to and from the facility, accommodation costs, as well as, meals, internet access, amenities and entertainment etc. Students may also be required to maintain their home expenses (e.g. rent while away) as well. Requests 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 Clinical Office.

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

Students are personally responsible for arranging their own transportation to the placement, their chosen accommodation, and the facility each day. Students are encouraged to start researching how they will get to and from placement as soon as their placement location is known. There are a number of transport options that may be available to students required to travel away from their home town for a clinical placement:

- NSW Public Transport
- Interstate Public Transport
- Bus companies
- Taxis
- Private Vehicles
- Hire Cars

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

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

Clinical placements predominantly occur within and across all regions of New South Wales (NSW), generally within the NSW Ministry of Health Local Health Districts. The Clinical Office is confined by the NSW Ministry of Health Clinical Placement "ClinConnect" database [or private health system equivalents] for requesting placements and is rarely permitted to request placements beyond what is approved via this system. Students are reminded that many of our placement locations are in regional areas, it is a student's responsibility to ensure that they have looked into internet access and availability during placement. This may require students to purchase a portable dongle at their own expense.

We also have a number of interstate placements available and at times due to low capacity of placements it may be expected that you attend an interstate placement. If you are allocated an Interstate placement you will also need to meet compliance regulation for that state, as well as be compliant with NSW Health.

### **When do I attend placement?**

Students attend placement in groups based on their enrolment pattern and the availability of health facilities to provide placement in the timeframes requested. Whilst the Clinical Office will request placement with all of our approved partners throughout the year, a specific placement dates and location cannot be guaranteed. It is expected that students will plan and prepare for clinical placement at any NSW Health facility that has approved placements for UNE students.

On occasion, due to placement availability, some 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 trimesterbreak period.

Students are reminded that you will still need to complete assignments or other academic work during scheduled placements period. Students cannot automatically request extensions due to being on placement.

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 deadline for swap requests.

How can I swap my placement?

If students are unhappy with or unable to attend the placement, they have been allocated they should in the first instance try to swap directly with another student in that placement group via the relevant areas in the Moodle site. When a swap is identified, both students should send their swap request to the clinical office via [AskUNE](#) for this to be processed.

After 72 hours if the student has not been able to successfully swap a placement, they should contact the Clinical Office via [AskUNE](#) to see if there are any options

If no swap is found, students will be required to attend placement at their original placement location.

Why do I have limited time to swap my placement location?

The Clinical Office staff are required to confirm the student details 6–8 weeks prior to the start of placement.

What happens if I want to attend placement interstate?

If a placement is available interstate, 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. Out of state placements may not be available in all placement periods. Out of state students should contact the clinical office via [AskUNE](#) for further details.

Are there any specialised placement options (Overseas, remote placement, etc.)?

Placements that are available at specialised health services are put out to students via an Expression of Interest. Interested students can apply via the relevant form. These applications are processed according to student merit such as GPA, performance and assessment on previous placement and ability to meet relevant state or territory compliance. Students need to apply and be selected to access this opportunity. Students can generally only undertake one specialised placement throughout their course. UNE will arrange clinical supervision and prepare students in advance of the placement.

Can I request placement not on the list?

No. The Clinical Office uses NSW Ministry of Health Clinical Placement “ClinConnect” database for requesting placements and is rarely permitted to request placements beyond what is approved via this system. For other placements there are agreements in place and procedure to follow which are managed only through the clinical office, if you know of a possible placement opportunity you may like to email the placement office contact details to advise them.



## Does UNE arrange accommodation for placement?

Accommodation is a known and unavoidable expense for nursing students. Finding accommodation for students is not the role of the Clinical Office staff. Students are required to make their own arrangements in regards to travel and accommodation once the allocated hospital/facility is known to them. When conducting research around the allocated health facility students need to consider safety and transport options.

Occasionally accommodation may be available through the health facility. Where available, health facility accommodation is usually provided on a share basis with communal facilities. Please check the InPlace database to confirm if accommodation MAY be available and who is required to book it. The Clinical Office will not automatically book accommodation for any student and cannot guarantee that a booking enquiry made on a student's behalf can be filled.

Accommodation provided onsite by a facility is only for the student who is approved to attend placement at that time. Students wishing to share accommodation with family, friends or other students will need to book appropriate accommodation elsewhere. Students are advised to find accommodation as close to the facility they are allocated as possible. Any accommodation costs saved staying further away will most likely be overtaken by transport costs and or stress that occurs when available transport options do not meet shift starting times. Students are also strongly advised to read the University policies with regard to student conduct. Students who cause difficulties or are the subject of complaints whilst staying in staff/student accommodation, may be withdrawn from the placement and managed under relevant misconduct policies.

Accommodation can be found through traditional methods such as hotels, motels, pubs, caravan-parks and backpacker/youth hostels. Tourist Information Centres may also be able to provide assistance with accommodation options within a town.

Inability to afford accommodation is not considered a valid reason for not attending a Clinical Placement. Students are advised to apply for scholarships to assist with placement costs and to plan & budget for upcoming clinical placements.

The information on Appendix 2 is provided to guide you in choosing accommodation.

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

As clinical placements are linked to specific date periods, general extensions of time are not applicable to clinical placement. In the first instance if students are unable to attend placement during an assigned placement period they should seek to swap their placement group allocation with a student in an alternate group allocation for that unit. A student who is unable to complete designated trimester requirements (e.g. clinical placement) prior to the first day of the examination period will be required to apply for a [SET](#). It is not suitable to apply for a SET for the reason of not reaching compliance in time for clinical placement.

Special Extensions of Time (SET) for clinical placements must be approved by the Course Coordinator or Clinical Coordinator (Academic) and are for students who are unable to proceed to clinical placements because of illness or misadventure. Please discuss with the Clinical Coordinator (Academic) as soon as possible, if a SET is required. Students who do not apply for a SET as directed will have their results for that unit delayed. The maximum SET date for Clinical Placement is 12 months. Students who are still unable to attend placement after this time will have their grade 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 are not to contact Health Facility staff requesting clinical placement or to negotiate any aspect of their placement unless specifically requested to do so by one of the Clinical Office staff.

If students are aware of potential placement locations they are to direct the information to the

Clinical Office via Ask UNE. The Workplace Integrated Learning Coordinator will investigate and negotiate placement possibilities. Students are reminded that the Clinical Office cannot guarantee contact will result in a clinical placement being able to be offered to them.

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

Students are discouraged from attending placement within any clinical areas of a facility that they are currently or were recently employed with. If a student is allocated to a facility they are currently employed they should make contact with the Clinical Office as soon as possible to ensure they are not assigned a clinical area they are currently working within. Please do not preference your workplace. Students are not to undertake placement in their actual clinical work space.

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

Certain health facilities are more popular among student and do not supply enough placements to accommodate all students who wish to complete placement. In addition, there is an accreditation requirement to ensure students have a good overview of various organisations that may employ Registered Nurses and enhances your clinical experience during your degree. To be equitable, each facility will prioritise students who have not been placed there over returning students. Please do not preference the same facility every time preferencing is open.

#### 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 that may affect their safety in the clinical setting are required to contact the clinical office as soon as they are aware of these concerns, and may be required to provide a Fitness for Practice Certificate signed by their Medical Practitioner prior to commencement of placement. Individual student situations will be considered by the Clinical Coordinator (Academic). The individual case and relevant documentation will be reviewed and stored in a confidential manner.

Students should also consider contacting the UNE Access and Inclusion office who can assist in the development of a Study Access Plan (SAP) to support particular needs. AHPRA may be required to be notified by the University of those students who have been assessed as impaired and of the strategies in place to address this issue.

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

If you have an unexpected urgent issue arise and you cannot commence placement, please contact the Clinical Office ASAP so they can let the facility know. The Clinical Coordinator (Academic) must approve any placement withdrawals or student-directed ceasing of placement or an unsatisfactory grade for that placement will be awarded.

If you have been confirmed with Covid19 just prior to placement or during placement please refer to the guideline in [Moodle](#).

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

If you have an important event or a scheduled holiday such as an overseas trip during the trimester you need to check that this does not interfere with scheduled clinical placements, unit attendance and meeting assessment requirements. In accordance with the course rules, international students are not permitted to be offshore when they are enrolled in a clinical unit of study.

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

Scholarship information is continually sent to all students throughout the academic year via the online clinical information system and UNE emails. The Clinical Office does 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 Clinical Office is provided with any further information they will upload this into the placement detail in [InPlace](#). Students may also be emailed by their facilitator/preceptor with instructions. The Clinical Office will, where possible, have this information in [InPlace](#) the week before placement is due to commence.

Do I have an Orientation to the facility?

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

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

If a student has been rostered to attend placement on a public holiday or weekend, then they are expected to attend placement on this day. Any missed hours must be made up if possible, during the placement. When Public Holiday/s are scheduled during the placement, students should discuss this with the supervisor during orientation with the aim that the hours can be attended during that placement. If the facility cannot accommodate those hours in some instances (within the same year level of the course) students can carry those hours to the next placement. However, students cannot attend the next year level of placement if hours are missed from the previous year.

My supervisor/RN says I can leave the shift early. Can I leave early as suggested?

No, students are required to attend the full shift rostered, leaving shifts early will result in students requiring to make up the missed hours. The clinical record book is a legal document providing evidence you meet the accredited course requirements to be eligible for registration. Inaccurate recording of hours, falsifying or altering placement hours will result in referral for Academic Misconduct in line with the Assessment Policy.

I am sick during placement. What do I need to do, do I need to make up these hours?

Students should contact the health facility or their placement supervisor as soon as they are aware they are unwell or unable to attend a shift before the commencement of the shift. These hours are considered to be 'missed' and cannot be signed as completed on the timesheet. All missed hours must be made up.

How do I make up the hours I have missed?

It is preferable that any missed hours should be made up during the current placement. If it is not possible for the hours to be made up during the current placement then it is requested that you complete the owed hours at the beginning of your next placement and your clinical record book must then be re-uploaded into Moodle by day 3 of your placement for marking. **Please refer to page 30 for the flowchart explanation.**

Make up hours of up to 16 hours need to be undertaken in consultation with the Facilitator/Preceptor and can only occur in line with an industry standard roster and within the placement dates approved by UNE. If you require a placement extension please contact the Clinical Placement team ASAP. If you are missing over 16 hours then a 1 week in length placement will be allocated to you to make the hours up. Please note- students must complete

the required amount of clinical placement hours to be eligible to proceed into the following year level of experience and to be eligible to graduate. A SET grade will be released to any unit missing clinical placement hours.

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

No. If you are having difficulties while on placement, please contact the Clinical Office ASAP for support. The Clinical Coordinator (Academic) must approve any placement withdrawals or student-directed ceasing of placement or an unsatisfactory grade for that placement will be awarded.

I am pregnant. Can I still attend placement?

Students are asked to notify the clinical office once they become aware they are pregnant to ensure that they maintain their own safety in the clinical environment. Students are able to attend placement up to 34 weeks (6 weeks before due date) and after 6 weeks post-partum. Some work areas may have different timelines. Students may be required to provide a doctor's certificate indicating they are fit for placement.

Can I breastfeed while on placement?

In line with standard Industrial Relations legislation UNE recognises the right of mothers to continue to breastfeed during a clinical placement period. Most facilities will have clean quiet areas where mothers can breastfeed their infants. Break time and period should be undertaken in consultation with the supervising RN.

Students are required to notify the clinical office if they intend on breastfeeding during their clinical placement. To ensure the facility is aware of special requirements this must occur no later than two weeks prior to the placement commencing and will assist in ensuring student comfort and safety in the clinical environment.

Students who have ongoing careers needs should consider their ability to proceed to placement as special requests and considerations are not always able to be provided.

Can I observe my personal cultural practices while on placement?

Yes, but arrangements for this should be undertaken in consultation with the supervising RN. If you experience any difficulties in this or any other matter please do not hesitate to contact the clinical office.

I am concerned about my accommodation?

We recommend that students who are concerned with their accommodation complete the Accommodation Self Risk Assessment form (on following pages). If the Risk Assessment identifies the accommodation is not suitable students are encouraged to find alternative accommodation.

For urgent matters please phone 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 clinical placement.

## **APPENDICIES**

**APPENDIX 1 – Process for Making up Clinical Placement Hours**

**APPENDIX 2 – Clinical Placement Accommodation Self-Assessment**

**APPENDIX 3 – Insurance Information**

**APPENDIX 4 – Injuries and Accident management process**

**APPENDIX 5 – UNE Clinical Student Learning Contract**

**APPENDIX 1 – Making -up Clinical Placement Hours**

# I missed clinical placement hours in my placement

## Missed 16 or less hours

I missed 16 hours or less of clinical placement and I was unable to make the hours up at the current placement

Submit your clinical record book for marking. Once marked by the Unit Coordinator they will note that you are missing hours.

Please contact the Clinical Placement Team ASAP to arrange for a 1 to 2 day makeup placement.

\*In line with the course rules a student progressing from one year level to the next (1st to 2nd year & 2nd to 3rd year) can be delayed if there are missing clinical 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 year's clinical experience units before progressing to the next year's clinical experience

## Missed 16 to 40 hours

I missed 16 to 40 hours of clinical placement and I was unable to make the hours up at the current placement

Submit your clinical record book for marking. Once marked by the Unit Coordinator they will note that you are missing hours.

Please contact the Clinical Placement Team immediately to arrange for a 1 week makeup placement

\*In line with the course rules a student progressing from one year level to the next (1st to 2nd year & 2nd to 3rd year) can be delayed if there are missing clinical 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 year's clinical experience units before progressing to the next year's clinical experience

## Missed over 40 hours

I missed more than 40 hours of clinical placement and I was unable to make the hours up at the current placement. Please contact the Clinical Placement team at the time of missing the hours via Askune to advise them of the hours missed

Submit your clinical record book for marking. Once marked by the Unit Coordinator they will determine if you have passed the placement or not.

If the placement is satisfactorily passed, please then contact the Clinical Placement team immediately to arrange for a makeup placement.

\*In line with the course rules a student progressing from one year level to the next (1st to 2nd year & 2nd to 3rd year) can be delayed if there are missing clinical placement hours. Submit your clinical record book for marking.

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 year's clinical experience units before progressing to the next year's clinical experience

## APPENDIX 2 - Clinical Placement Accommodation Self-Assessment

The checklist on the next page is a self-assessment tool to be utilised by students on Clinical Placement who are accessing accommodation they may not be familiar with or have not accessed previously.

Once 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 you need to change accommodation providers please update your family or friends that you have changed location in case of emergency, so they are aware.

If you feel unsafe in asking for a refund or exiting the accommodation provider, students can contact the Clinical Office for support or contact the local police on 000.

The UNE Clinical 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 your exact location using geo-tracking to make it easy for emergency services to find you should you need them.

Clinical Placement Accommodation Self-Assessment Form			
Unit Code:			
Date carried out:			
Name or address of accommodation facility			
Accommodation Type	Comments		
What kind of accommodation is it? (house, flat, share house etc)			
Did you book through a reputable source (motel, Air BNB, travelagency etc)			
Accommodation Environment – Inside and Outside	Yes	No	n/a
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?			
Access to Facilities	Yes	No	n/a
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>N o</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>N o</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 Clinical/Field Education 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 practical and or community placement, fieldwork, and all other associated activities relevant to the approved course, which are authorised by the University. The cover for accidental injury is 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 located, 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 clinical/field education placement officer at the University as soon as possible (no later than 48hrs) after the incident or injury occurs. Any incident report completed during the placement should be copied and provided to the placement 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 Cov-19 related illness) is *not* covered under UNE's insurances.

### General and Professional Liability Insurance

Is covered whilst engaged in UNE approved activities.

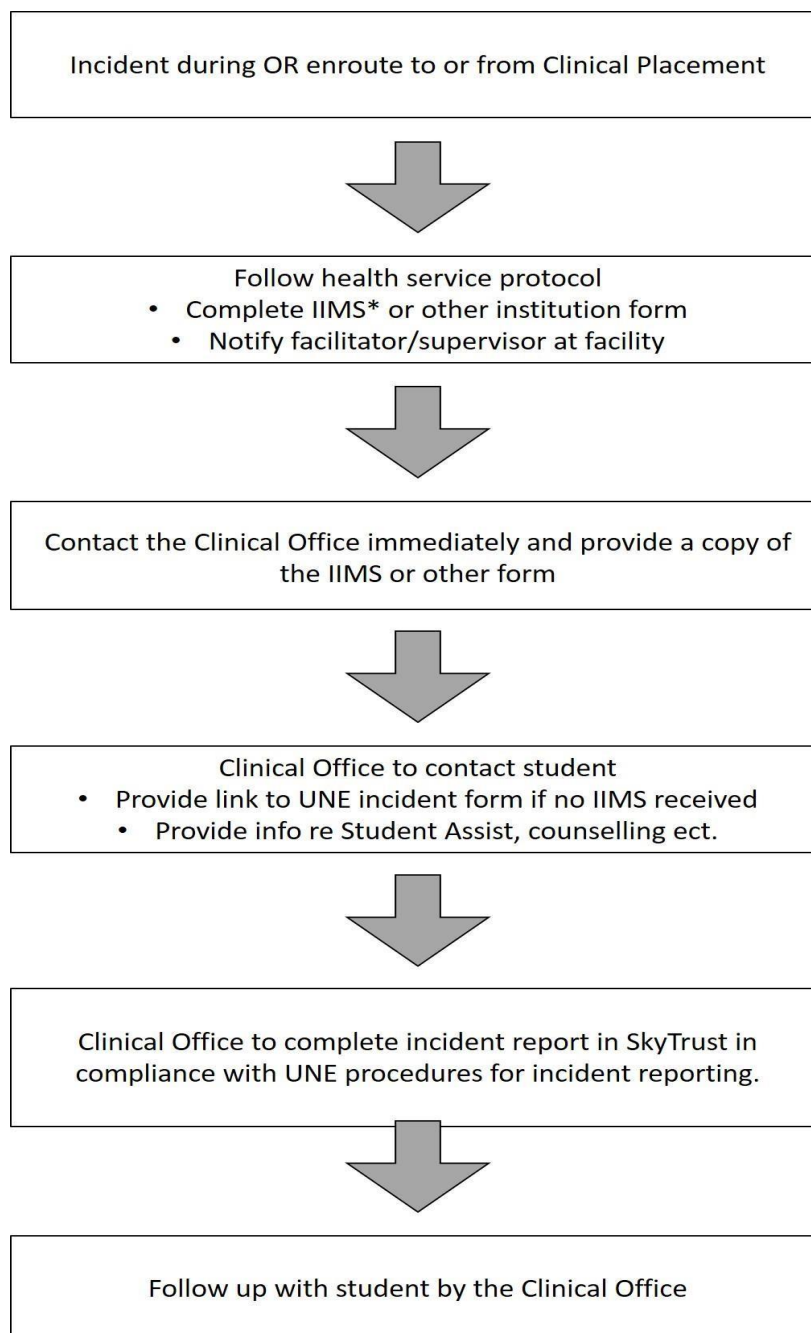
### Medical Malpractice Insurance

Is covered whilst engaged in UNE approved activities. NOTE: Protection does not apply if the student is employed by a work experience provider or otherwise receives any remuneration from the work experience provided. However, this does not apply to any student receiving board and lodgings from the work experience provider during their study, research or work experience training or activities, as this is not deemed to be receiving remuneration.

## **APPENDIX 4 - 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 Clinical 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 Clinical Placement/Field Manager, so it can be filed for UNE Work Health and Safety purposes. UNE recommends students who experience a needle stick injury to register this with UNE 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.



\*NSW Health Incident Information Management System

## APPENDIX 5 – UNE Clinical Student Learning Contract

A clinical learning contract may be initiated when deficiencies are perceived in the student's clinical performance. The contract 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 clinical learning contract may be initiated as part of a clinical challenge and/or it may be initiated for the student's next clinical placement. See example below.

### Sample UNE Student Learning Contract

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

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

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

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

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

This learning contract is developed between the student and preceptor/facilitator and is related to the student's overall clinical learning objectives

Identified Problem	UNE Student Learning Contract Professional appearance
Learning objective/s (related elements of the registered nurse standard for practice)	Student will be able to identify the importance of professional appearance.
Action Plan	Student will clarify with theatre staff the expectations of professional dress and act on feedback provided.
Criteria for achievement	Student will consistently demonstrate an appropriate dress standard.
Evaluation	Daily (verbal feedback) by ward staff &/or Clinical Facilitator. Weekly (written feedback) by Clinical Facilitator.



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

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

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

This learning contract is developed between the student and preceptor/facilitator and is related to the student's overall clinical learning objectives

<b>Identified Problem</b>	
<b>Learning objective/s</b> (related elements of the registered nurse standard for practice)	
<b>Action Plan</b>	
<b>Criteria for achievement</b>	
<b>Evaluation</b>	

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

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

## NOTES