

Clinical Placement Guidelines



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Overview

This booklet will give students a general overview of clinical placement during their entire program. It also covers the expectations of students attached to their clinical placement experience.

Expectations of students

On clinical placement students are expected to dress appropriately, act professionally, comply with legislation and policies and behave in a manner that is safe and consistent with UQ values.

General etiquette

As a representative of the University, it is important to create a positive first impression whilst on placement. Here are some simple suggestions to keep in mind when undertaking your clinical duties:

- Introduce yourself to nursing, medical and administration staff
- Show enthusiasm and a willingness to learn
- Mobiles phones are not to be used in clinical areas
- Always be on time. Arrive 10 minutes early prior to your shift commencement
- Notify the ward and Clinical Supervisor if you are running late or unable to attend your shift (see the section on “Attendance and Absences”)
- Maintain a professional image, wear a fresh laundered uniform and be mindful of personal hygiene (see the below uniform guidelines)
- Ensure your UQ ID Badge and hospital ID is visible at all times
- Maximise your learning opportunities and be proactive. Take a notebook and inform the staff of your learning needs
- Be punctual to any pre-arranged meetings (such as ANSAT/AMSAT, ward meetings, huddles, BUZZ)
- Ensure you are ready for the shift including have a **black pen**, fob watch and if possible a small medication book

Uniform Requirements

As representatives of UQ and the School of Nursing, Midwifery and Social Work, it is expected you will maintain a neat and professional appearance at all times, this identifies you as a legitimate student nurse or midwife from the University of Queensland.

UQ NMSW: Nursing, Midwifery and Dual Degree Uniform Guidelines

Students are required to wear UQ Nursing/Midwifery uniform when attending lab classes and whilst on Clinical Practice Placements. Failure to do so will result in being sent home from Clinical Placement and missing clinical shift hours. Failure to comply with the uniform policy will see a Practice Learning Plan (PLP) implemented for Professionalism and you may be marked as unsatisfactory (1 or 2) at your formative or summative ANSAT/AMSAT assessment.

Arrangement of makeup hours for any missed shifts due to incorrect uniform **MUST** be negotiated and confirmed with the Clinical Lead.

Uniform Component	Permitted	Not permitted
UQ Scrub shirt	UQ approved Clinical Scrub shirt Loose and comfortable fitting	No crumpled, stained or mis-fitting Scrub shirts
Colder Weather Attire	Black vest Black cardigan (not to be worn during patient care)	Long sleeved shirts beneath scrub shirt that are longer than the elbows
Pants/Skirt	Black pant to ankle or shoe Classic, professional fit Scrub pants are permitted Skirt must fall to the knee	No leggings, jeggings, cargo pants, jeans No shiny material No tight fitting suggestive pants or skirts
Shoes	Black leather or vinyl professional shoes Clean and in good repair White or black sock	No open back, open toe shoes or 'Mary Jane' style shoes No trainers, joggers or shoes with mesh No boots or 'Docs'
Hair	Worn off the face, neat and tidy Hair must be pulled back if it touches the collar Male students: clean and trimmed facial hair	No messy or highly-styled hair No long ponytails that may pose an infection control risk Pens not to be kept in hair
Nails	Clean and trimmed	No coloured nail polish No artificial or shellac nails
Identification	Student and hospital identification should be worn at all times on hospital grounds Year level badge should be worn at every Clinical placement shift	Laynards are not recommended due to safety and infection control risk
Accessories	Plain wedding ring (no stones) One pair of small studs in ear lobes Fob watch with second hand	No facial piercings or multiple ear piercings No hoop or long earrings No necklaces No wrist watches (including Apple watches, Garmins, Fitbits) Avoid heavily scented soap, perfume or deodorant

Please ensure that you uniforms are regularly laundered and free from body odour. Remember that you will be working in close proximity to patients and other staff, appropriate personal hygiene is essential.

Culturally appropriate uniform requirements

- A black hijab/ headscarf/ jilbab may be worn – it must be of a light-weight fabric, tucked and pinned to hold in place
- Black/ navy/ skin coloured arm coverings; however, these must be pulled up above the elbows in all clinical settings as per infection control guidelines
- A black/ navy patka/ keski may be worn; however, a full turban is not permitted
- Burqu, khimar and sitaras are not permitted

If, for religious or cultural reasons, you wish to dress outside of this uniform policy, please contact the Clinical Lead. The request will be considered with regards to the ability to comply with policy and procedures such as Infection Control.

Code of Conduct

'Code of conduct' refers to the standard of behaviour expected of UQ students. All students undertaking clinical duties must comply with the code of conduct and act professionally and ethically at all times. This means respecting others, not engaging in discriminatory practices, protecting the privacy and confidentiality of patient and hospital information, using social media appropriately and adhering to legislation, policies, standards and guidelines for the nursing and midwifery profession. There are three different codes of conduct students need to be aware of:

1. The Queensland Public Sector code of conduct
2. The University of Queensland Code of Conduct
3. Nursing and Midwifery Board of Australia Codes and Guidelines

The Queensland Public Sector code of conduct

All UQ Nursing and Midwifery students undertaking placement in Queensland Health hospitals, community sites and private hospitals are required to complete the mandatory Queensland Health Orientation prior to clinical placement. These online modules introduce students to important information including the Queensland Public Service code of conduct. The code of conduct outlines a number of ethical principles and values based on the Public Sector Ethics Act 1994 which students must abide by. The four principles are:

- a) Integrity and Impartiality
- b) Promoting the public good
- c) Commitment to the system of Government
- d) Accountability and Transparency

For more information about the code of conduct and ethical principles go to <https://www.forgov.qld.gov.au/code-conduct-queensland-public-service>

The University of Queensland Code of Conduct

Students studying at UQ are required to understand and comply with the University's code of conduct. There are two policies all students should be familiar with 3.60.01 Student Charter Policy and 3.60.04 Student Integrity and Misconduct Policy. Both of these policies can be accessed in the UQ Policy and Procedures Library available at <http://ppl.app.uq.edu.au/>

3.60.01 Student Charter Policy

This policy sets out the standards of behaviour expected of UQ students both on campus and during placement activities. Students are required to conduct themselves appropriately at all times and act in accordance with UQ values. Some of the topics covered in the Student Charter include treating members of the UQ community with respect, attending classes, submitting work on time, not discriminating against others, upholding the highest standards of academic integrity and complying with the rules, policies and procedures of the University.

3.60.04 Student Integrity and Misconduct Policy

This policy covers the topic of academic integrity and outlines the processes and procedures to be followed when investigating cases of academic and general misconduct.

Nursing and Midwifery Board of Australia Codes and Guidelines

The Nursing and Midwifery Board of Australia has published professional codes and guidelines which cover the code of conduct, code of ethics and standards of professional practice for nurses and midwives in Australia. The Codes and Guidelines are covered in more detail at <http://www.nursingmidwiferyboard.gov.au/>

Privacy and confidentiality

'Privacy' refers to an individual's right to control who has access to their personal information.

'Confidentiality' includes any facts or knowledge that are not available in the public domain. A breach of confidence is a failure to preserve the confidential nature of the information.

'The Information Privacy Act (2009)' imposes obligations on the University around the safe handling of personal information.

As part of the Queensland Health Orientation and before a student undertakes a placement in a Queensland Health Facility or other placement site they must sign and agree to the terms outlined in the 'Student Deed Poll' (domestic students) or 'Overseas Student Deed Poll' (international students). The Student Deed Poll is a legally binding contract between the student and Queensland Health that prohibits the disclosure of confidential patient and hospital information during and after placement. This ensures Queensland Health meets its privacy and confidentiality obligations under the Information Privacy Act (2009) Qld and the Hospital and Health Boards Act 2011 (Qld).

For Nursing and Midwifery students this means not divulging patient cases face-to-face or online, not removing patient records from a hospital and protecting a company's confidential information.

A failure to comply with these obligations may result in disciplinary action, termination of placement and potential legal action by Queensland Health or another Placement Provider.

Examples of breaches of privacy and confidentiality include but are not limited to the following:

- Accessing patient information for family and friends
- Divulging personal information without the prior consent of the patient
- Discussing specific details of a case in public places such as cafes, lifts, corridors and on public transport
- Removing patient files from the hospital for private use at home

- Leaving confidential patient files open and in full view of the general public
- Storing a patient's medical history on a personal laptop
- Including patients information in University assignments and presentations without consent or permission
- Disclosing confidential information about the hospital to the general public (i.e. new type of surgery at the hospital, statistics report on the number of workplace incidents).

Social media

All students should familiarise themselves with the 'Nursing and Midwifery Board's Social Media Policy' which can be accessed at the Nursing and Midwifery Boards Website at www.nursingmidwiferyboard.gov.au. This policy outlines the responsibilities of health practitioners and students when using social media. Students should be aware of their professional, ethical and legal obligations when communicating with others online to ensure the privacy of patients and reputation of organisations are maintained. Failure to comply with this policy will constitute a breach of the Code of Conduct and may result in disciplinary action.

During placement activities, students are not permitted to:

- Discuss patient cases online
- Upload photos of patients, procedures or case studies on social media
- Post material that may cause damage to the reputation of the University, Hospital or Placement Provider
- Make derogatory, threatening, offensive or prejudiced comments towards others
- Imply that expressed opinions are the views of the University, Hospital or Placement Provider
- Disclose private, sensitive and confidential information to the general public
- Post inappropriate photos and videos online and geotag the hospital location to friends and followers. You can avoid this from happening by turning off the geotagging feature on your Smart Phone's camera or disabling location services completely.

Students are personally responsible for the content they post on social media. Although some websites have privacy settings, please be aware that any material published online is in the public domain, is searchable and is difficult to remove.

Alcohol

Students should not have consumed alcohol in the preceding eight hours prior to a clinical shift. Any student found to be under the influence of alcohol while on placement will be removed immediately. Students on call for Continuity of Cares need to be very aware of this when there is a high chance they may get called in to the hospital for a birth.

Documentation required during clinical placement

Students are required to bring the following identification and documentation to every clinical shift they attend. Please note you may be required to produce these documents at any time if requested by hospital or medical staff.

- UQ student ID
- Current timesheet
- Facility ID card (if you were issued one)
- If students are working in a Qld Health hospital statement of completion forms for:
 - WHS Induction
 - First-Response Evacuation Instructions
 - Occupational Violence Prevention Fundamentals
 - Prevention and Management of Musculoskeletal Disorders (MSD)
- All mandatory requirements must be up to date at all times. If these expire during your placement you will be removed from placement.

Rosters and Shifts

The rostering system

Rosters are either completed by the Clinical Placements Unit, the hospital or you may self-roster. This is site dependent. Requests for rosters are not taken ahead of rosters being arranged. You will be rostered around your university commitments.

Receiving your roster

The Clinical Placements Unit aims to have all rosters to all students two weeks before the commencement of shifts. There may be circumstances when this is unable to occur however all attempts are made to keep to this timeline.

Shift requirements

Students must complete a specified number of clinical placement hours and shifts each semester to meet their program and registration requirements for the Australian Health Practitioner Regulation Agency (AHPRA). The table below outlines the total hours and number of shifts required for the Bachelor of Nursing, Bachelor of Midwifery, Bachelors of Nursing/Midwifery and Master of Nursing Studies programs:

Program	Total number of shifts	Total hours
Bachelor of Nursing	Year 1 Semester 1 - 10 shifts	80 hrs
	Year 1 Semester 2 – 15 shifts	120 hrs
	Year 2 - 15 shifts (per semester) x 2	120hrs x 2
	Year 3 – 40 shifts (per semester) x 2	320 hrs x 2
	TOTAL = 135 shifts	TOTAL = 1080 hrs
Bachelor of Midwifery	Year 1 - 15 shifts (per semester) x 2	120 hrs per semester x 2
	Year 2 - 15 shifts (per semester) x 2	120 hrs per semester x 2
	Year 3 – 5 shifts Semester 1	40 hrs
	Year 3 – 40 shifts Semester 2	320 hrs
	TOTAL = 105 shifts	TOTAL = 840 hrs
Bachelors of Nursing/Midwifery	Year 1 - 15 shifts – Midwifery	
	Year 1 – 20 shifts – Nursing	
	Year 2 - 20 shifts (per Semester) x 2	120 hrs
	Year 3 – 15 shifts (per Semester) - Midwifery	160 hrs
	Year 4 – (Semester 1) – Nursing/Midwifery	160 hrs per Semester x 2
	Year 4 – (Semester 2) – Midwifery/Nursing (Midwifery 40 shifts)	120 hrs per Semester x 2 320 hrs Midwifery
	<ul style="list-style-type: none"> • (Nursing 2017 commencing students 55 shifts • 2018/2019 commencing students 50 shifts • 2020 commencing students 45 shifts) 	360 hrs TOTAL = 1520 hrs
Master of Nursing Studies	18 shifts (Semester 1)	144 hrs
	20 shifts (Semester 2)	160 hrs
	30 shifts	240 hrs
	50 shifts	400 hrs
	TOTAL = 118 shifts	TOTAL = 944 hrs

All shifts need to be completed by the end of Week 13 or the specified roster period. Some hospitals only provide shifts until the end of Week 11 or 12. If you foresee an issue completing the required number of shifts by the end of the semester you should seek advice from the Clinical Lead.

Maximum Number of Hours You Can Work in a Single Shift

A standard rostered shift is 8 hours excluding lunch and other meal breaks. In final year some nursing students may get the opportunity to work a 12 hour shift. This is dependent on the hospital and ward and can change from semester to semester. At times some midwifery students may need to extend their shift due to a woman birthing. If this occurs you can only work to a maximum of 12 hours and approval is required from the Clinical Supervisor and the MUM/Team Leader of the Birth Suite. You must also ensure you have an 8 hour rest break before you commence your next clinical shift.

Public Holidays and University Semester Breaks

Some hospitals are starting to roster students on Public Holidays. If you are rostered on these days and the University is able to secure supervision for these days you will be required to work the shift.

While we try not to roster students during university break periods it is becoming increasingly difficult to secure placements within semester periods. If you are rostered placement within the break periods you will be given notice that this will be occurring.

Day, Night and Weekend Shifts

All placement sites have different rostering arrangements. Some hospitals do not allow students to work on weekends but others do. Students need to be flexible as shifts can be rostered over a 7 day/week, 24 hour/day period. This means your roster may include a combination of morning, afternoon, night and weekend shifts. Please note all placement sites have a maximum capacity in terms of number of students per shift. This means that the Clinical Placement Team must roster with this capacity in mind. In other words, you may ask for a shift on a specific date but the Clinical Placement Team may not always be able to accommodate your request if there is no available capacity on that day (i.e. maximum number of students have already been scheduled on that day).

Orientation and Placement Hours

Some hospitals require your attendance at Orientation. Attendance at Orientation will not always count towards your total placement hours. This will vary from Hospital to Hospital and you will be advised of this when you receive your roster.

Unsafe Rostering

Students are not permitted to work more than 40 hours of clinical placement in a week. A week is classified as Monday to Sunday. Students should ensure an 8 hour break between all shifts to prevent fatigue. If you are balancing casual work with placement commitments it is important to make sure you are well rested between shifts. Please note if you are found to be fatigued on your shift you can be dismissed from placement as patient safety may be compromised. Repeat occurrences of this will be addressed. Final year students who are self-rostering are required to complete a large number of shifts. You must ensure the shifts are spread evenly across the semester. It is advisable that you leave one week spare at the end of your placement period to make up any required shifts due to illness or exceptional circumstances.

Insurance and Rostering

The Clinical Placement Team must always be aware of your correct roster in order to meet Workplace Health and Safety requirements. For example, if you are injured on a shift and need to claim University insurance,

you will not be covered unless you are working your allocated shift. Please note if you attend a shift you are not rostered on you will not be covered by Insurance.

Attendance and Absences

Attendance at clinical placement is compulsory. Nursing and midwifery students are required to complete a prescribed number of shifts to meet the learning outcomes of the placement. All absences from clinical placement must be reported to the Clinical Placement Team and backed up with supporting documentation.

Missed shifts

On some occasions, students may miss shifts throughout the course of their placement due to sickness or other exceptional circumstances. The Clinical Placement Team has an obligation to record all missed shifts in their placement database. Please read the following carefully to understand your responsibilities regarding missed shifts:

- It is the student's responsibility to submit missed shift documentation to the Clinical Placement Team. It is not the Clinical Lead's job to ask you for this material.
- Students need to acquaint themselves with the University policy and procedure on placements - 3.10.04 Placements in Coursework Program available at <http://ppl.app.uq.edu.au/>
- When notifying the Clinical Placement Team of your missed shifts please provide us with the following information:
 - Date of missed shift
 - Year level
 - Program
 - Hospital/Placement Provider
 - Ward
 - Student ID
- An Absence Form must always accompany supporting documentation for missed shifts. This form can be accessed on Blackboard.
- Due to the high volume of missed shifts, emails will not always be answered individually. They will be addressed in bulk towards the end of the roster period.

Further information on Missed Shifts is available in the Missed Shifts Guidelines.

Assessment of Students on Placement

For every clinical placement that you attend during your program you will be assessed on your performance based on criteria relevant to your clinical course and your year level. The result of this assessment is recorded using the ANSAT or AMSAT tool. It is your responsibility to arrange a time to meet with your facilitator, clinical supervisor or preceptor to complete this. You must upload both your formative and summative ANSAT/AMSAT forms to your clinical course blackboard site. The dates and times will depend on your course – this information can be found in the course electronic course profile (ECP). Failure to upload your ANSAT/AMSAT forms may result in a failure grade for the clinical course.

Formative assessment

Formative assessment is usually undertaken mid-way through your placements. You will be awarded a satisfactory or unsatisfactory grade. If you receive any 1 or 2's in your formative assessment you may be placed on a Practice Learning Plan (PLP). If you are not placed on a PLP you will be given specific strategies and goals to work on for the next few shifts, failure of improvement will result in a PLP being implemented.

Formative assessment allows for:

- Opportunity to get feedback or strategies to improve your practice

- You and your assessor to identify objectives that still have not been met and develop a plan to do ensure you can meet these goals
- You as the student to self-assess and identify areas of success and areas for improvement

Summative assessment

Summative is undertaken at the end of your clinical placement. The purpose of summative assessment is to review your progress and award you an overall result. If you fail your summative assessment you will be given a fail grade for the clinical placement course.

If your hours at summative are incomplete, the grade will be withheld until hours are completed. Summative assessment:

- Focuses on your 'whole' performance over the entire placement
- May draw on feedback from a variety of sources (preceptors/buddies/educators/NUM/MUM's)
- Contributes to your final grade for the clinical placement course

Practice Learning Plans

If at any time during your clinical placement you are identified as not meeting the minimum requirements for your clinical course you may be placed on a Practice Learning Plan (PLP). A PLP is a document that is developed by the clinical supervisor/facilitator in conjunction with your clinical course coordinator. This document provides an objective record of areas of practice deficit or identified concerns, it also provides you with specific strategies to assist you improve your practice and achieve the outcomes of the placement.

Common areas of practice deficits:

- **Communication:** It is a fundamental skill for nurses and midwives to be able to effectively and accurately communicate with various stakeholders such as other healthcare workers, consumers and their families. Nurses and midwives must foster a culture of safe communication to ensure optimal patient safety.
- **Critical Thinking and Knowledge Base** (appropriate for year level): Critical thinking requires determination and active engagement in deliberate practice for continued learning; it also requires reflection, particularly on activities designed to improve performance. A good foundational knowledge base and effective critical thinking processing is essential for the delivery of safe and effective care.
- **Clinical and assessment skills:** RN/RM's are required to be competent in a broad range of clinical and assessment skills to be able to deliver optimal and safe evidence based care. Nurses and midwives must be able to assess patients in a holistic manner and use this data to effectively plan safe, effective and quality care.
- **Professional and Behavioural attributes:** Nurse and midwives are required to adhere to professional standards, local policies and protocols that govern and define these professions. It is essential that professional attitude and behaviours are maintained to ensure provision of safe and ethical care to patients.

Unsafe Clinical Performance

Although you are not expected to perform duties to the level of a fully trained and experienced health professional, you will be expected to conduct yourselves in a professional manner at all times. You may only undertake skills and procedures on patient/clients to your level of competence or scope of practice only and

you must have appropriate supervision from a RN/RM. The level of supervision (direct or in-direct) will depend on the level of skills being attended to.

Year level and program specific scope of practice documents can be found in the clinical course ECP.

If, at any time during the degree program there are reasonable grounds to form the view that a student's performance place a patient/client, patient's family, staff members or fellow student at risk that student will be immediately removed from the clinical area, which may result in a fail grade for clinical placement assessment item(s). You will be asked to meet with your Course Coordinator and in some cases the Program Lead to discuss an appropriate course of action.

Depending on the incident, you may be given an opportunity to demonstrate improvement within strict parameters such as a Practice Learning Plan or an assessment within a controlled clinical environment (such as a CBL room).

The following behaviours may result in a judgement of unsafe practice (but not limited to):

- Inability to communicate effectively and succinctly
- Failure to respond to repeated direction about inappropriate or unsafe care
- Attending placement drowsy, lacking appropriate attention span, falling asleep during clinical
- Breach of patient/client confidentiality
- Breach of University policy and/or professional Code of Ethics
- Patient/client treatment on any part of the University campus or at a placement facility that is not a required component of a course or degree program and/or is not under the direct supervision of a registered health care professional
- Failure to adhere to the professional standards and workplace requirements of the placement provider
- Working outside of scope of practice

General Misconduct (non-academic)

While on placement you are expected to conduct yourself in a professional manner at all times. Inability to behaviour professionally may result in your placement being terminated and you may be asked to leave the placement facility immediately. More information can be found at: <https://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct>

Staff who are placed in a position of supervision such as UQ supervision staff, ward RN, RM, NUM or clinical educator can make an allegation of general misconduct with the matter to be referred to the Faculty for further investigation.

The following behaviours may result in an allegation of general misconduct:

- Engaging in conduct contrary to the relevant placement policy, procedure or agreement during practicums or placements in their capacity as a student of the University;
- Damaging or destroying University or placement facility property (including without limitation library books, or computing hardware or software by deliberately releasing computer viruses or in some other way);
- Misusing University or the facilities, systems and equipment, to engage in illegal activity or activity prohibited by the University's rules and policies (e.g. computer hacking or infringing copyright);

- Stealing, removing or misappropriating University or placement facility property or equipment;
- Harassing, vilifying, bullying, abusing, threatening, assaulting or endangering staff, students or other members of the University's community directly or by other means of communication;
- Unreasonably disrupting staff or students or others from undertaking their normal activities at the placement facility;
- Failing to follow reasonable directions of an employee of the University or placement facility;
- Physical behaviour towards University or placement facility staff, another student, patient or patient visitor;
- Attending placement under the influence of alcohol or illicit substances.

Withdrawing from Clinical Placement

The term 'withdrawal' refers to dropping courses or dropping out of a program completely. If you no longer wish to continue with your nursing or midwifery studies or you are experiencing ill health, a serious injury, personal issue or disability that is impacting on your ability to attend clinical placement, it may be advisable to withdraw from your course. The date you choose to withdraw from your course/s is important as it determines whether academic or financial penalty applies.

1. **Withdrawing on or before census date**

If you drop your clinical placement course in mySI-net on or before census date (i.e. 31 March and 31 August) you will not be financially liable for the course. Academic penalty will not apply and the course will be deleted from your studies report and your official academic transcript

2. **After census date and on/or before the final date to withdraw from courses without academic penalty**

If you drop your clinical placement course in mySI-net after census date (i.e. 1 April/1 Sept) and on/or before the final date to withdraw from courses without academic penalty (30 April/30 Sept), you will still be financially liable for the course. A 'W' grade will be listed next to the course and in your studies report but it will not appear on your official academic transcript.

3. **After the final date to withdraw from courses without academic penalty and before the first day of the examination period**

Students who drop their clinical placement course after the final date to withdraw without academic penalty and before the first day of the examination period will incur financial and academic penalty. A 'K' grade will appear in both the studies report and on the official academic transcript. Please note a 'K' grade is equivalent of a zero for GPA purposes.

4. **Withdrawing from course after the finalisation of results**

Once results are finalised and if students have not previously dropped their clinical placement course in mySI-net they will be awarded a grade based on what assessment has been completed to date.

Please note that dropping a course may affect your progression in your program, as per the Interruption of Studies section.

Withdrawal with Academic Penalty

If you dropped your course after the due date to withdraw without academic penalty and wish to apply for the removal of academic penalty because of special circumstances not related to academic ability and diligence you may submit an 'Application for Withdrawal Without Academic Penalty Before Finalisation of Results' form. To lodge an application and find out more about the process, please visit the following link on the my.UQ Website <https://my.uq.edu.au/node/302/2#2>

If you have grounds to 'Withdraw Without Academic Penalty' after the finalisation of results for the semester you will be required to address a letter to the President of the Academic Board who has the power to change finalised results under exceptional circumstances only. Please visit the my.UQ website for further information on how to apply. Go to <https://my.uq.edu.au/node/302/3#3>

Interruption of Studies

The undergraduate and postgraduate nursing and midwifery programs are designed to be immersive programs, which require students be continuously enrolled throughout their program. However, we understand that life does not always go according to plan, thus students are able to apply for an Interruption of Studies. Students can make an application online at <https://my.uq.edu.au/information-and-services/manage-my-program/withdraw-defer-or-return-study/interrupting-studies>

When students are permitted to interrupt their studies there are often conditions that are applied to ensure that student's skills are refreshed adequately to enable them to continue with the program. Please consult the School of Nursing, Midwifery and Social Work Website <https://nmsw.uq.edu.au/interruption-studies> for an outline of the conditions dependent on the year being interrupted and the length of the interruption. Additionally each application is considered on a case by case basis, thus additional conditions may be applied depending on the student's situation.



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