

2023 Clinical Placement Guidelines

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Overview

This booklet will give you a general overview of clinical placement during your entire program. It also covers the School's expectations of you while undertaking clinical placement.

Placements are an important part of your learning and form part of the legal requirements for you to graduate from your degree. There are clear parameters that each discipline must meet which are set by the regulatory bodies before a student can meet the requirements of their degree and graduate. Placements are also competitive to source, and can be expensive for the school to provide, and even more so for the school to replace when shifts are missed. It is imperative you understand that by undertaking a course that requires clinical placement you take your responsibilities seriously. Placement is your opportunity to really understand your chosen profession and it will help shape the health professional you become.

If you have any further questions after having carefully read through these Guidelines, please contact the Practice Education Team via e-mail at nmplacementstudents@uq.edu.au or via telephone (weekdays, business hours only) 07 3365 1249.

Expectations of students

On clinical placement you 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. These guidelines explain how you can achieve this.

It is very important that you be aware of the following School requirements:

- Placements are able to be scheduled for you across the calendar year. The only exception is 25th of December, when shifts will not be rostered. **On enrolling in your program, you will need to be available for placement shifts 24 hours per day, seven days per week, 364 days per year.**
- Placements can be changed if circumstances with the Provider or the School mandate an adjustment.
- You may be required to travel a **maximum** of 3 hours per day to and from placement. This means the travel time from your residence to the placement should be no more than 1.5 hours. It is imperative that the address you have listed in Si-Net is the address you wish the placement team to use when allocating your placement.
- All communication with you from the School will be via your UQ e-mail. It is your responsibility to check this every 48 hours and to respond in a timely fashion to all requests.
- Valid reasons for missing a shift include illness (medical certificate required), University approved absence (Stat Dec required), a funeral (Stat Dec required) or an important member of a wedding party (e.g. bridesmaid, groomsman, or equivalent).
- If makeup is required (this is determined by several factors including but not limited to year of program, hours already completed, current performance on placement and is on a case by case basis) you will be offered **one option** for make-up. If you do not attend this, you will not be offered another unless extenuating circumstances are determined with appropriate supporting evidence.
- Withdrawing from clinical courses - Once you make the decision to withdraw using the information provided at the link above, please email nmplacementstudents@uq.edu.au and your Course Coordinator to notify them of your withdrawal from the course.

General etiquette

As a representative of the University, it is important to create a positive first impression whilst on placement. Here are some general etiquette points we expect of our students when they are undertaking clinical duties:

- Introduce yourself to nursing, medical and administration staff
- Show enthusiasm and a willingness to learn
- Mobiles phones are only to be used for ePAD assessments and timesheets. No other use is permitted.
- Always be punctual for all shifts and meetings
- Notify the ward and your Clinical Supervisor if you are running late. If you're unable to make your shift follow the guidelines on Attendance and Absences.
- Ensure you bring evidence of your compliance with all placement requirements whenever you are on shift.

HaBS Placement Ready Team & Pre-placement Compliance Items

The **HaBS Placement Ready Team** is responsible for the communication and verification for Mandatory pre-placement requirements for placement. You can find information about them [here](#).

Throughout your program, you will have the opportunity to participate in various experiential and placement opportunities. Before you commence your placement, you will need to submit evidence that you have met the requirements below. Some of these requirements have expiry dates so there will be times when you will need to renew a requirement.

It is your responsibility to ensure that you meet these requirements and renew any requirements before they expire. **Most importantly, you should action your Student Immunisation Record ASAP as this requires a GP to sign your record and then the UQ Immunisation Record Team to verify your evidence. This takes time and possibly requires you to undergo further vaccinations to ensure eligibility for placement.** N.B. We understand the 2023 Flu Vaccination may not be available until late March/Early April. The HaBS Placement Ready Team will initiate a request for you in my.UQ once the vaccine is available. Please keep an eye on your emails and action immediately.

Mandatory Requirement	Year 1 2023
Immunisation Record (Form B)	24 March 2023
COVID-19 vaccination	24 March 2023
Blue Card	24 March 2023
National Police Certificate (and Statutory Declaration if applicable)	24 March 2023
First Aid	24 March 2023
CPR	24 March 2023
HaBS Placement Safety Modules	24 March 2023
Flu vaccination	24 March 2023
Disability Worker Screening Clearance (Yellow Card)	24 March 2023
Qld Health Student Deed Poll	Depends on placement site.
Qld Health Orientation Checklist	Depends on placement site.
Qld Health iLearn modules	Depends on placement site.

The Placement Ready team is here to help you. It is essential that you read and promptly action the emails sent to you by the HaBS Placement Ready Team so they can assist you to be placement ready.

You can find information [here](#) about your compliance items, and it is vital that you ensure these are up-to-date throughout your program. You can contact the HaBS Placement Ready Team on habs.placementready@uq.edu.au or find their various other contact methods here: [Prepare for your placement - Faculty of Health and Behavioural Sciences - University of Queensland \(uq.edu.au\)](#).

Student Safety on Placement

Your safety on placement, including when you are travelling to and from your placement, is one of UQ's highest priorities. However, you also have a responsibility to prioritise your own personal safety. Please familiarise yourself with information regarding safety whilst on placement [here](#).

Sonder Safety App

UQ has partnered with Sonder, a placement safety application to support students whilst attending clinical placement. Information about the trial of the Sonder Placement Safety App can be found at the following link, and we strongly encourage students to download this - [Instructions for using this template \(uq.edu.au\)](#)

Uniform Requirements

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

UQ NMSW: Nursing, Midwifery and Dual Degree Mask Fit-Testing and Uniform Guidelines

Mask Fit-Testing

The School organises fit-testing sessions for [insert name of specialised masks here]. You need this sizing for clinical placement. You will be notified by e-mail and given an opportunity to book a session. This is mandatory. Placement cannot commence until you have been fit-tested. Fit testing sessions are run by external company who are specially trained in this. Because of this it is not always possible to reschedule extra fit-testing sessions. If you do not attend your scheduled appointment, you may not be able to proceed with placement.

If, having booked a session, you are unable to attend, you will need to give 24 hours-notice to the Practice Education Team by emailing nplacementsstudents@uq.edu.au and attempt to re-book a session as soon as possible.

Uniforms

You are required to wear UQ Nursing/Midwifery uniform whilst on Clinical Practice Placements. The uniform is set according to occupational and safety (OH & S) requirements and minimising infection control risks. Therefore, failure to wear appropriate uniform will result in being sent home from Clinical Placement resulting in missing clinical shift hours. This will require you to make up the shift.

Uniform Component	Permitted	Not permitted
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UQ Scrub shirt	UQ approved Clinical Scrub shirt	No crumpled, stained Scrub shirts, this is an infection risk. No mis-fitting Scrub shirts. Over large shirts can pose a OH&S risk by getting caught during manual handling.
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, this is an infection risk
Pants/Skirt	Black pant to ankle or shoe Classic, professional fit Scrub pants are permitted Skirt must fall to the knee	No pants with tassels as this is an OH&S risk.
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. These are not safe in the clinical environment posing an OH&S risk.
Hair	Worn off the face, Hair must be pulled back if it touches the collar Male students: clean and trimmed facial hair	No long ponytails that may pose an infection control risk Pens not to be kept in hair
Nails	Clean and trimmed	No nail polish or artificial or shellac nails, this is an infection risk
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	Lanyards are not allowed due to safety and infection control risk
Accessories	Plain wedding ring (no stones) Fob watch with second hand	No facial piercings or multiple ear piercings No hoop or long earrings, no earrings with stones or jewels these are an OH & S risk No necklaces, these are an OH & S risk No wrist watches (including Apple watches, Garmins, Fitbits), this is an infection risk, you must be bare below the elbows. Avoid heavily scented soap, perfume or deodorant these are an OH & S risk

Where to buy: Uniforms can be purchased at this [link](#).

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 Practice Education Team on nmplacementstudents@uq.edu.au. The request will be considered with regards to the ability to comply with policy and procedures such as Infection Control.

Preferencing

Students entering their **final year of a Nursing program** will be asked to express your placement preferences. While we endeavour to meet those preferences there is no guarantee that we will be able to do so. All students entering a final year Nursing subject will receive information about this process towards the end of their formative semester. We ask that students keep an eye on their emails and InPlace for information about this close to this time.

As a general rule, preferencing is not available before this.

There are some other bespoke preferencing opportunities at select sites such as STARs that will be available for first Nursing students to submit preferences for. You will be contacted about this by the Practice Education Team closer to semester one, which will also include some more information about this opportunity.

Rosters and Shifts

The rostering system

Rosters are either completed by the Practice Education Team, 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 Practice Education Team 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.

Clinical course requirements

You must complete a specified number of clinical placement hours and shifts each semester to meet your 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 as per a student who commences in 2022 or later. Students who commenced prior to 2022 may have different placement hours:

Program	Total number of shifts	Total hours
Bachelor of Nursing	Year 1 Semester 1 - 10 shifts	80 hrs
	Year 1 Semester 2 – 10 shifts	80 hrs
	Year 2 Semester 1 – 15 shifts	120 hrs
	Year 2 Semester 2 – 15 shifts	120 hrs
	Year 3 Semester 1 – 30 shifts	240 hrs
	Year 3 Semester 2 – 30 shifts	240 hrs
	TOTAL = 110 shifts	TOTAL = 880 hrs

Bachelor of Midwifery	Year 1 Semester 1 - 10 shifts	80 hrs
	Year 1 Semester 2 – 15 shifts	120 hrs
	Year 2 Semester 1 – 15 shifts	120 hrs
	Year 2 Semester 2 – 15 shifts	120 hrs
	Year 3 Semester 1 – 20 shifts	160 hrs
	Year 3 Semester 2 - 35 shifts	280 hrs
	TOTAL = 95 shifts	TOTAL = 880 hrs
Bachelors of Nursing/Midwifery	Year 1 Semester 1 - 20 shifts – Midwifery	160 hrs
	Year 1 Semester 2 – 20 shifts – Nursing	160 hrs
	Year 2 Semester 1 - 20 shifts - Nursing	160 hrs
	Year 2 Semester 2 – 20 shifts - Nursing	160 hrs
	Year 3 Semester 1 – 20 shifts – Midwifery	160 hrs
	Year 3 Semester 2 – 20 shifts – Midwifery	160 hrs
	Year 4 Semester 1 – 40 shifts Nursing/Midwifery	360 hrs
	Year 4 Semester 2 – 40 shifts Midwifery/Nursing	360 hrs
	TOTAL = 1680 hrs (840 per program)	
	<i>Students will be advised which semester they will undertake the Midwifery component based on placement availability.</i>	
Master of Nursing Studies	Year 1 Semester 1 - 15 shifts	120 hrs
	Year 1 Semester 2 - 25 shifts	200 hrs
	Year 2 Semester 1 - 35 shifts	280 hrs
	Year 2 Semester 2 - 35 shifts	280 hrs
	TOTAL = 110 shifts	TOTAL = 880 hrs

IMPORTANT: The table above does NOT apply to students entering their final year of study in 2023. Because they are enrolled under the previous curriculum, they will retain the same placement hours as operated in 2022.

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 and during semester breaks. If you are rostered on these days and the University is able to secure supervision 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.

Clinical placements can occur 364 days a year and as a result, students may be expected to attend placement year-round. Placements are subject to change and we can never guarantee that this will not occur based on the needs to your placement providers.

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. You 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 Practice Education Team must roster with this capacity in mind. In other words, you may ask for a shift on a specific date but the Practice Education 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. This is mandatory in order for students to continue with a scheduled placement. Failure to attend may result in being unable to continue with a clinical placement and is not optional. Attendance at Orientation will not always count towards your total placement hours. Placement orientation requirements will vary from Hospital to Hospital and you will be advised of this when you receive information about your placement and 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 8hour 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. 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 Practice Education 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.

Note about OH&S from site

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 Practice Education Team and evidenced with supporting documentation in accordance with the Attendance and Absence Procedure through ePAD, with evidence for these absences emailed to nmplacementstudents@uq.edu.au (see appendix 1).

Approved reasons for absences

In line with the University's examination policy, there below is a list of approved reasons for absence from clinical placement. You can find the University policy here: [Deferring an exam - my.UQ - University of Queensland](#).

Clinical placement takes priority. If you are unable to attend placement, the approved and supported reasons for absences are outlined below:

Approved reason for absence	Documentation required
Illness & unavoidable medical appointments	A medical practitioner must assess your condition and provide a signed medical certificate that covers the day of the examination.
Approved University related absence supported by Course Coordinator	Statutory declarations are required for any university sanctioned absences (i.e. University-sanctioned elite athlete commitments).
Funerals	Statutory declarations Death certificate, funeral notice, or a letter from the funeral home.
Important member of a wedding party (e.g. bridesmaid, groomsman, or equivalent)	A copy of the wedding invitation must be provided. The invitation must clearly show that you are invited to the wedding and that you are a member of the wedding party and provide a statutory declaration .

What is **NOT** a valid reason for a placement absence

Absence from placement must be sparse to ensure you meet the clinical requirements of the course. The below are **not** accepted reasons for missing any shifts of clinical placement. If you are absent for any of the below reasons, this may mean we are unable to offer make up for this missed time and this affect your course progression.

- Birthdays
- Weddings – being invited as a wedding guest is not considered a valid reason for missing clinical placement.
- Holidays - It is never advisable for students to schedule holidays during placement periods, as they are always subject to change. This is in line with the UQ examination policy found [here](#).

All clinical hours should be logged through ePAD. Any missed shifts should be entered in accordance with the Attendance and Absence ePAD procedure seen in appendix 1. ALL shifts should be attended in ALL placements unless officially informed by your Practice Educator, the Practice Education Team, and/or your placement site that you should not attend. 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 ePAD.

Assessment

All assessment requirements will be covered by your clinical Course Coordinator during your placement courses. Please direct all assessment questions to both your Course Coordinator and/or Principle Practice Education.

You should also familiarise yourself with the relevant Electronic Course Profile (ECP) for your placement course. You can search your course profile <https://my.uq.edu.au/programs-courses/index.html>. here

Clinical Placement Performance/ Responsibilities

While on placement you are expected to conduct yourself in a professional manner at all times. Inability to behave professionally may result in your placement being terminated and you may be asked to leave the placement facility immediately. During your lectures and tutorials, your clinical course coordinators will run through the expectations and responsibilities of students while on placement. This information will also be made available to you on the Blackboard site for your clinical courses, which can be found [here](#).

You can also find further information about clinical placements [here](#).

Code of Conduct

While on placement you are expected to conduct yourself in a professional manner at all times. Inability to behave 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.

You can find information about the student code of conduct [here](#).

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' refers to an obligation on the part of a person or organisation with valid access to someone's personal information to safeguard it from access by third parties. 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.

Before you undertake a placement in a Queensland Health Facility or other placement site you must sign and agree to the terms outlined in the 'Student Deed Poll' (domestic students) or 'Overseas Student Deed Poll'

(international students). These are legally binding contracts which prohibit the disclosure of confidential information during and after placement.

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.

It is important to note that these obligations extend to all forms of social media. You should familiarise yourself 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. You are personally responsible for the content you 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.

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

- Accessing patient information for family and friends through hospital ieMR sites is strictly prohibited. Breaching this will result in further action from placement site and Course Coordinator.
- Accessing your own patient information
- 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 patient's 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).
- Upload photos of patients, procedures or case studies on social media
- Upload material that may cause damage to the reputation of the University, Hospital or Placement Provider on social media
- 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
- Upload 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.

Contact details

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