

2026 Clinical Placement Guidelines



Table of Contents

Overview	3
Expectations of students and Communication	4
General Etiquette	5
Code of Conduct	6
Fitness to Study	6
Nursing and Midwifery Board of Australia Codes and Guidelines	6
Privacy and confidentiality, and social media	7
HMBS Placement Ready Team & Pre-placement Compliance Items	8
Student Safety on Placement	9
Uniform Requirements	10
Nursing Preferencing/ Wishlist	12
STARS Program – Bachelor of Nursing Year 1 Students	12
Rosters and Shifts	13
Attendance and Absences	16
What is NOT a valid reason for a placement absence	17
Assessment	19

Overview

These guidelines 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.

Clinical placements are a core component of your program and are essential to meeting the professional registration standards required for eligibility as a registered nurse or midwife upon completion of your studies. Successful completion of all required clinical placement hours is mandatory for academic progression and graduation. Each discipline is governed by specific placement requirements set by relevant regulatory bodies, all of which must be met in order to satisfy degree and registration standards. Clinical placements are competitive to secure and represent a significant logistical and financial investment for the School, particularly when placements must be replaced due to missed shifts.

By enrolling in a program that includes clinical placement, you are expected to fully understand and accept the responsibilities associated with these requirements. You must be able to commit to and complete the minimum placement hours specified in each course, as these hours are required to successfully pass the clinical placement component.

Clinical placement offers a vital opportunity to integrate theoretical knowledge with clinical skills development within a professional practice setting and is an essential part of your learning experience.

If you have any questions after carefully reviewing these Guidelines, please contact the Practice Education Team via email at **nmplacementstudents@uq.edu.au** or by telephone on **07 3365 1249** (weekdays during business hours).



Expectations of students and Communication

While undertaking clinical placement as a UQ student, you are expected to dress appropriately, conduct yourself professionally, and comply with all relevant legislation, as well as UQ and host organisation policies and procedures. All students must adhere to the relevant professional codes of conduct and the UQ Student Code of Conduct, and behave in a manner that is safe, respectful, and aligned with UQ values. For further guidance, please refer to the *Communicating at UQ Framework*, included as an appendix to these Guidelines. When communicating with you, our aim is to support your education in a timely and professional manner. We appreciate your commitment to maintaining the same standard of professionalism in all communications

To support your success in the program, it is important that you are aware of and comply with the following School requirements:

- Placements 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.
- Students cannot arrange their placements themselves for fairness, equity and placement agreement purposes. All placements are arranged by the UQ Nursing and Midwifery Practice Education Team and allocated to students.
- You may be required to travel a **maximum** of 3 hours per day to and from placement. We will make every endeavour to ensure that the travel time from your term residence to the placement be no more than **1.5 hours via car**. 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. As this is the UQ primary mean of communication the onus of responsibility is on you to ensure that you are checking your email at a minimum of every 48 hours and to response in a timely fashion (72 hours) to all requests. To ensure a successful placement and course completion, it is crucial to stay informed and meet deadline. Failure to check email for important information or deadline may lead to missed opportunities, cancellation of placement or a fail grade for your course
- Absence from clinical placement must be for valid reasons and may 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 you require makeup clinical hours this will be assessed and evaluated by the practice education team. Students cannot arrange their own makeup hours with a clinical placement site, and if undertaken these hours will not be formally counted towards your course completion. It is important to note that if you are provided a deferred clinical placement to meet the clinical placement hours of your course, this serves as a final opportunity to meet the course outcomes. If you fail to attend a deferred placement, you will not be offered another clinical placement allocation.
- Withdrawing from clinical courses – If you are unable to meet or commit to the course requirements you can withdraw from the course and undertake it in its next offering. If you decide to withdraw from a clinical course, follow the following information regarding this process and notify via nplacementstudents@uq.edu.au and your Course Coordinator of your withdrawal from the course. You can find information about withdrawing from courses here: [Withdrawing from a course or program - my.UQ - University of Queensland](#)
- Student communications – We have included as an appendix the PET Communication Framework that will be used in sending various student information and requesting information for your placement. Please read this carefully and ensure you **check your student emails. UQ will often call as a No Caller ID. We will leave a message if we cannot get a hold of you.**

General etiquette

As a representative of the University, you are expected to create a positive and professional first impression while on clinical placement. The following general etiquette standards apply when undertaking clinical duties:

- Review all pre-placement or pre-briefing materials and familiarise yourself with the ward or clinical area prior to attending.
- Introduce yourself to nursing, medical, and administrative staff at the commencement of placement.
- Demonstrate enthusiasm, professionalism, and a willingness to learn.
- Mobile phones may be used only for approved purposes, including ePAD assessments and timesheet completion. No other use is permitted during clinical duties.
- Be punctual for all shifts, meetings, and scheduled activities.
- If you anticipate being late, notify the ward and your Clinical Supervisor as soon as possible. If you are unable to attend a scheduled shift, follow the procedures outlined in the Attendance and Absences guidelines.
- Carry evidence of compliance with all placement requirements and present this documentation upon request during each shift.



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](#).

Fitness to Study:

If you are enrolled in a placement course, or a program with placement components, the standards of behaviour and conduct you are required to meet are shaped by the University's Placements in Coursework Programs Policy and by the expectations of your chosen profession. Any changes to your fitness to study must be reported to the Practice Education Team as they change.

You can find information about this here:
[Supporting Students' Fitness to Study - my.UQ - University of Queensland](#)

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, and social media

'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.

Social Media: 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 records (including ieMR) for family, friends, or yourself is strictly prohibited. Breaching this will result in further action from the placement site and Course Coordinator.
- Sharing patient information without the patient's consent.
- Discussing identifiable case details in public places (e.g. cafés, lifts, corridors, public transport).
- Removing patient files from the hospital or using them for personal purposes.
- Leaving confidential patient information unattended or visible to the public.
- Storing patient information or medical histories on personal devices.
- Using patient information in university assignments or presentations without appropriate consent or approval.
- Disclosing confidential hospital or organisational information to the public.
- Posting photos, videos, or commentary about patients, procedures, organisations, or case studies on social media.
- Sharing content online that may damage the reputation of the University, hospital, or placement provider.
- Making derogatory, threatening, offensive, or discriminatory comments about others.
- Representing personal opinions as those of the University, hospital, or placement provider.
- Disclosing private, sensitive, or confidential information to the public.
- Uploading inappropriate content or geotagging hospital locations on social media.

HMBS Placement Ready Team & Pre-placement Compliance Items

The [HMBS Placement Ready Team](#) is responsible for the communication and verification of 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.

The onus of responsibility is on you to ensure that you have met 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 2026 Flu Vaccination may not be available until late March/Early April.

The HMBS 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	Bachelor of Nursing Yr 1 2026	Bachelor of Midwifery Yr 1 2026	Bachelor of Nursing/Midwifery Yr 1 2026	Master of Nursing Yr 1 2026
<u>Patient handling</u>	Week of 9-23rd February 2026	Week of 9-23rd February 2026	Week of 9-23rd February 2026	Week of 9-23rd February 2026
<u>Immunisation Record (Form B)</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2025
<u>COVID-19 vaccination</u>	Depends on placement site	Depends on placement site	Depends on placement site	Depends on placement site
<u>Working with Children (Blue Card)</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2025
<u>National Police Certificate (and Statutory Declaration if applicable)</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2025
<u>First aid and CPR</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2026
<u>HMBS Placement Preparation Module</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2026
<u>Flu vaccination</u>	Depends on placement site	Depends on placement site	Depends on placement site	Depends on placement site
<u>Disability Worker Screening Clearance (Yellow Card)</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2026
<u>National Hand Hygiene Initiative (NHHI) modules</u>	09 March 2026	20 February 2026	20 February 2026	09 March 2026
<u>QLD Health Student Deed Poll</u>	Once placement site confirmed	Once placement site confirmed	Once placement site confirmed	Once placement site confirmed
<u>QLD Health Orientation Checklist</u>	Once placement site confirmed	Once placement site confirmed	Once placement site confirmed	Once placement site confirmed
<u>QLD Health iLearn modules</u>	Once placement site confirmed	Once placement site confirmed	Once placement site confirmed	Once placement site confirmed

The Placement Ready Team is here to assist 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.

If you are not compliant to attend placement based on compliance requirements past the deadline and are removed from attending, we cannot guarantee another allocation will be offered to you.

You can contact the HMBS Placement Ready Team on hmbs.placementready@uq.edu.au or find their various other contact methods here: [Contact the Health, Medicine and Behavioural Sciences Placement Ready team - my.UQ - University of Queensland](#)

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 share responsibility for maintaining your personal safety. Please familiarise yourself with information regarding safety whilst on placement [here](#).

UQ Counselling & Support Services

UQ has services available to support students attending placement and whilst undertaking study. Information about this can be found at the following link, and we strongly encourage students to make use of these services throughout their program to support them whilst completing their studies - [UQ Counselling - my.UQ - University of Queensland](#).



Uniform Requirements

As representatives of UQ and the School of Nursing, Midwifery and Social Work, you are expected to maintain a neat and professional appearance at all times, clearly identifying you as a student nurse or midwife of 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 to support students in meeting clinical placement requirements. Fit testing is mandatory and required before you may commence clinical placement. Students will be notified by email and provided with one opportunity to book a School-organised fit-testing session. These sessions are delivered by an external provider with specialist training.

You will not be permitted to begin clinical placement unless fit testing has been successfully completed. If you do not book or attend the allocated session, you will be required to arrange fit testing independently at your own expense, and this may delay or prevent your placement.

If you have booked a session but are unable to attend, you must provide at least 24 hours' notice to the Practice Education Team by emailing nmplacementstudents@uq.edu.au . **Failure to attend a scheduled session without appropriate notice or valid reason will result in the requirement to obtain fit testing independently at your own cost.**

Uniforms

You are required to wear the approved UQ Nursing or Midwifery uniform while undertaking clinical practice placements. The uniform is designed to meet occupational health and safety requirements and minimise infection control risks.

Failure to wear the correct uniform may result in you being sent home from placement, leading to missed clinical hours.

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

Uniform Component	Permitted	Not permitted
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)	No long sleeved shirts beneath scrub shirt that are longer than the elbows, this is an infection risk
Pants/Skirt	Black pants or purple scrub pants to ankle or shoe. Classic, professional fit Scrub pants are permitted. Skirt must fall to the knee	No pants with tassels as this are an OH&S risk. No Leggings, Tights or Jeans.
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. Students are recommended to wear year-level badges on every Clinical placement shift Students are recommended to wear name badges on every shift	Lanyards are not allowed due to safety and infection control risk
Make Up	Professional, natural application	No excessive application. No eye lash extensions these are an OH & S 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

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.
- Burqa, 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.



Nursing Preferencing/ Wishlist

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 monitor their emails and InPlace for information about this close to this time.

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

STARS Program – Bachelor of Nursing Year 1 Students

We have a partnership with the Surgical Treatment and Rehabilitation Service which allows our students the opportunity to express interest attending this facility intermittently throughout their program. As a STARS nursing student, you will be supported in the clinical practice environment by a Clinical Teaching Fellow who will be responsible for the supervision and assessment of nursing students and will oversee the practice environment to ensure students develop the knowledge, attitudes and skills necessary for practice. STARS placements commence for first year Nursing students, who can submit an Expression of Interest to be assessed and selected to attend. You will be contacted about this opportunity 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 prepared either by the Practice Education Team or by the hospital or facility, **depending on the placement site**. Requests for rostering arrangements cannot be considered prior to rosters being finalised. Students will be rostered around their university commitments; however, requests related to paid work commitments will not be accommodated.

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.

Maximum number of hours you can work in a single shift

A standard rostered shift is 8 hours in duration, excluding lunch and other meal breaks. At some placement sites, students may be required to work 12-hour shifts. This is dependent on the hospital and ward and may vary from semester to semester. In certain circumstances, midwifery students may be required to extend a shift due to a woman birthing. In such cases, students may work up to a maximum of 12 hours, provided approval is obtained from the Clinical Supervisor and the MUM or Birth Suite Team Leader. Students must also ensure they have a minimum rest break of 8 hours before commencing their next clinical shift.

Public Holidays and University semester breaks

Some hospitals will 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.

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

Rostering arrangements vary across placement sites. Some hospitals permit students to work on weekends, while others do not. As healthcare services operate continuously, you are expected to be flexible, as shifts may be rostered across a 24-hour, 7-day schedule. This may include a combination of morning, afternoon, night, and weekend shifts.

All placement sites have a maximum capacity for the number of students permitted per shift. The Practice Education Team must roster students within these capacity limits. As a result, while you may request a specific shift or date, the Practice Education Team may not be able to accommodate the request if the maximum number of students has already been scheduled for that shift.

Orientation and placement hours

Some hospitals require students to attend a placement orientation. Where required, attendance is **mandatory** and a condition of continuing with the scheduled clinical placement. Failure to attend orientation may result in you being unable to commence or continue your placement.

Attendance at orientation does not necessarily count toward your total placement hours. Orientation requirements vary between hospitals, and you will be advised of any mandatory orientation details when you receive your placement and roster information.

Unsafe rostering

Students must not exceed 80 hours of clinical placement within a fortnight and must not work more than five consecutive shifts. A minimum rest break of 8 hours between all shifts is mandatory to manage fatigue. If you are undertaking paid employment in addition to placement, it is your responsibility to ensure you are adequately rested between shifts. Students who are assessed as fatigued during a shift may be stood down from placement, as fatigue poses a risk to patient safety.

Final-year students who are self-rostering are required to complete a high volume of shifts and must ensure these are distributed evenly across the semester. It is strongly recommended that you retain at least one spare week at the end of the placement period to accommodate any missed shifts due to illness or exceptional circumstances.

Insurance and rostering

The Practice Education Team must have an accurate record of your roster at all times to meet Workplace Health and Safety requirements. You must work **only** the shifts formally allocated to you.

If you are injured while working an unapproved or unrostered shift, you will **not** be covered by University insurance. In addition, any hours worked outside your approved roster will **not** count toward course or placement completion.

Clinical course requirements

Clinical placement shifts are compulsory components of the Nursing and Midwifery program. All students must attend the minimum clinical placement hours as outlined in your course profile in order to be eligible to pass the clinical course and to meet 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, Bachelor of Nursing/Midwifery and Master of Nursing Studies programs as per a student who commences in 2022 or later.

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 = 110 shifts	TOTAL = 880 hrs
Bachelors of Nursing/Bachelor of 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 - 45 shifts - Nursing/Midwifery	360 hrs
	Year 4 Semester 2 - 45 shifts - Midwifery/Nursing	360 hrs
	TOTAL = 210 shifts	TOTAL = 1,680 hrs (840 per program)
		Students will be advised which semester they will undertake the Midwifery component based on placement availability.
Master of Nursing Studies	Year 1 Semester 1 - 15 shifts	120 hrs
	Year 1 Semester 2 - 20 shifts	160 hrs
	Year 2 Semester 1 - 35 shifts	280 hrs
	Year 2 Semester 2 - 40 shifts	320 hrs
	TOTAL = 110 shifts	TOTAL = 880 hrs

Attendance and Absences

Clinical placement shifts are compulsory components of the Nursing and Midwifery program. On the occasion that you are unable to attend clinical placements due to exceptional circumstances; you must follow the instructions outlined in the Attendance and Absence procedure. It is your responsibility to notify your Practice Educator/ Clinical Facilitator and ward prior to shift start time, enter the absence into e-Pad and provide evidence of absences no more than 48 hours after absence.

All students must attend the minimum clinical placement hours as outlined in your course profile in order to be eligible to pass the clinical course. You must provide your absences documents to be offered deferred placement hours. If you require an extended period of time off placement, we advise you contact the Practice Education Team to discuss your circumstances and options.

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
Once of single day of absence due to illness & unavoidable medical appointments	If a single day of absence within your allocated clinical placement block, a statutory declaration can be accepted. If you have more than one day of absence due to illness in the placement period, you will be expected to provide a medical certificate. A medical practitioner must assess your condition and provide a signed medical certificate that covers the day of the placement.
Approved University related absence supported by Course Coordinator (including midwifery Continuity of Care Experiences (COCE) in midwifery placements ONLY)	<u>Statutory declarations</u> are required for any university sanctioned absences (i.e., University-sanctioned elite athlete commitments). If a COCE absence, Students should provide a record of birth as evidence
Funerals	<u>Statutory declarations</u> 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 <u>statutory declaration</u> .

What is NOT a valid reason for a placement absence

Absences from clinical placement must be kept to a minimum to ensure you meet the requirements of your course. The following reasons are **not considered acceptable** for missing a placement shift. Absence for any of these reasons may prevent you from making up the missed time and could adversely 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.

Nursing students' hours:

All nursing students have a buffer of hours built into their program, to cover public holidays that may fall throughout their placement. A total of 40 hours allowance is built in, meaning that if you exceed this time with additional absence beyond public holidays, you will run the risk of not meeting the hour requirements for your course. This may mean students are required to complete deferred hours for this time, however availability of this is never guaranteed and is reliant on students providing appropriate supporting documentation (see above).

Important notes about supporting documentation:

1. Students who hold a medical certificate indicating they are unwell for study, work or usual university business must not be attending clinical placement at the concurrent time.
2. Students who report Gastro symptoms must not attend clinical placement until 48-72 hours post resolution of all symptoms. This is in accordance with Queensland Health directives.



Assessment

All assessment requirements will be covered by your clinical Course Coordinator during your placement courses. Please direct all assessment questions to your Course Coordinator.

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>.

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.

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](#).

Contact details

Practice Education Team

T +61 7 3365 1249
E nmplacementstudents@uq.edu.au
W uq.edu.au

For further details contact:

The University of Queensland
international@eait.uq.edu.au
uq.edu.au



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE