



MASTER OF DIETETICS (SPORTS NUTRITION)  
STUDENT PLACEMENT MANUAL

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## INTRODUCTION

### PURPOSE OF THE MANUAL

This manual provides the details of Work Integrated Learning (WIL) practice placements undertaken as part of the Masters of Dietetics (Sports Nutrition) Program at the University of the Sunshine Coast, Moreton Bay. It contains essential student information regarding the content and process of placements and is required reading for all placement courses. This manual is to be read in conjunction with the course information and course outlines on Canvas and Pebblepad for NUT700 Sport and Exercise Nutrition Research Project, NUT701 Sports Nutrition and Dietetics Placement and NUT702 Dietetic Entrepreneurship.

### PLACEMENT CONTACTS

The UniSC Placement Academic Supervisors are listed below. In general, students are to contact the Placement Academic Supervisor relevant to the placement type and not the Course Coordinator (in most instances this will be Zara Nance). The Placement Academic Supervisors can be contacted five days a week and they will aim to respond to your email within 24 hours during work hours. Course Coordinator details can be found on Canvas.

#### Placement Academic Supervisor Contact Details

| Placement  | Placement Academic Supervisor/Coordinator | Phone     | Email  |
|--|---|-----------|--|
| NUT701 Sports Nutrition and Dietetics Placement      | Zara Nance                                | 5456 5706 | <a href="mailto:znance@usc.edu.au">znance@usc.edu.au</a>   |
| NUT702 Dietetic Entrepreneurship                     | Zara Nance                                | 5456 5706 | <a href="mailto:znance@usc.edu.au">znance@usc.edu.au</a>   |
| UniSC Lifestyle & Performance Nutrition Clinic       | Zara Nance                                | 5456 5706 | <a href="mailto:znance@usc.edu.au">znance@usc.edu.au</a>   |
| NUT700 Sport and Exercise Nutrition Research Project | Prof Gary Slater                          | 5456 5078 | <a href="mailto:gslater@usc.edu.au">gslater@usc.edu.au</a> |

Fit for Placement Office

For information regarding submitting mandatory requirements.

Tel: +61 7 5456 5487

Email: [FFPO@usc.edu.au](mailto:FFPO@usc.edu.au)

If a student experiences extreme circumstances resulting in a delay submitting mandatory requirements by the due dates, or for any other general administration assistance regarding your placement, please contact: Amanda Grant – Placement Administration Officer (WIL) Ph 07 5430 1103

Email: [shssplacements@usc.edu.au](mailto:shssplacements@usc.edu.au)

If a student experiences significant issues, or has a complaint that they do not wish to discuss with the placement Academic Supervisor or Course Coordinator, please contact the Program Coordinator:

Program Coordinator, Master of Dietetics (Sports Nutrition)

Associate Professor Hattie Wright

Phone: +61 7 5459 4775

Email: [hwright@usc.edu.au](mailto:hwright@usc.edu.au)

### Student Wellbeing

Student counselling and wellbeing services

Link: [Student Wellbeing](#) Ph: +61 7 5430 1226

Email: [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au)

Office Hours: Monday to Friday 8.30am-4.30pm

### Accessibility

Student disclosures and Learning access plans.

If studies are affected by a disability, learning disorder, mental health issue, injury or illness.

Link: [Accessibility](#) Book online via [Student Hub](#)

Telephone: 07 5430 2890

Email: [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au)

## OVERVIEW OF WORK INTEGRATED LEARNING (WIL) PLACEMENTS

Work Integrated Learning placements are learning experiences that enable students to develop knowledge and skills required to meet professional competencies. WIL is more than work experience; it consists of a series of planned experiences with clearly defined learning goals and pre-determined assessment strategies. Placements enable students to develop a sense of what it will be like to work as a dietitian. Students will be exposed to a range of experiences and given the opportunity to do the work of a dietitian under the supervision of an experienced practitioner.

### SONIA

SONIA is the University's online database for students participating in WIL placements. It is located by accessing the University of the Sunshine Coast website and logging in to SONIA. SONIA enables students to manage their WIL placement information quickly and easily. It includes:

- Tracking progress of mandatory requirement checks such as blue cards, immunisation, and insurance
- Details about upcoming WIL placements
- How to purchase uniforms
- Insurance cover while on placement
- Previous placement history

As each student's mandatory documents for placement are received, they are to upload them into their SONIA account. All mandatory requirements need to be uploaded prior to commencing scheduled placements. To view outstanding mandatory requirements, click on the 'Placements' tab.

## PLACEMENT REQUIREMENTS

### PLACEMENT PREPARATION MANDATORY REQUIREMENTS

All students undertaking placements must complete the online placement preparation learning modules available on Canvas. Students must also complete all mandatories as listed in SONIA, prior to placement.

### UNIFORM, NAME BADGE AND PERSONAL PRESENTATION

Students are to dress to meet a high standard of neatness and cleanliness, consistent with professional workplace dress codes. The clothing should be neat and professional, meet workplace health and safety

standards, be culturally appropriate and suit local standards and climate.

Students are to always wear the following during placements:

- a UniSC Student Dietitian Top
- a UniSC Name badge
- Dark pants or skirt (office appropriate, knee-high skirt)
- Dark coloured closed shoes

Students are to abide with the following personal presentation guidelines:

- No denim
- No jewellery below the elbows (bare below the elbow policy)
- No wedding rings, bracelets/ watches
- No long sleeves (bare below the elbow policy)
- Nails to be short and clean with no false nails or nail polish
- Small earrings and unobtrusive necklaces may be allowed
- Students are to check with their sites about visible facial/ body piercings and visible tattoos before starting placement
- Hair should be professional looking and tidy. Some sites require long hair to be tied back
- Facial hair must be neatly maintained. Facial hair usually needs to be shaved for clinical placements in hospital and community health settings. This is to ensure students can wear fit-masks when required.
- Body odour must be managed. Students may be requested to use deodorant.
- Students are to avoid using strong perfumes
- Minimal make up is advised

Examples of unacceptable dress in the workplace includes:

- Clothing with tears or stains
- Clothing with images or slogans that may be considered offensive
- Athletic wear, tracksuits, singlets, leggings
- Visible underwear
- See through clothing of any type
- Low cut tops or those with exposed back or midriff
- Tops or dresses with shoestring straps
- Shorts or mini skirts
- Casual footwear e.g., thongs, slippers, runners (unless dark and work-like)
- Hats (Religious headwear or other culturally traditional head covers are allowed (within safety considerations))

### Uniform Top

Students are to purchase and wear the navy 'UniSC Student Dietitian' short sleeve blouse/shirt/tunic/polo on placement. This uniform must always be worn. Uniforms must have 'Dietitian Student' printed on them and not be the generic UniSC polo shirts.

There are a number of styles available which include: short sleeve shirt, ladies fit short sleeve blouse, maternity tunic, unisex tunic and the ladies-fit and men's-fit polo shirts.

### How to purchase UniSC uniforms:

Placement uniforms can be ordered online from the [MyPrint Shop](#) and you can choose to collect from your local campus or deliver to your home address. Orders may take up to four weeks to arrive.

Sizing: You can view size charts for each uniform style on the [MyPrint Shop Products](#) information page.

### How to purchase UniSC name badges:

UniSC Name badge with your first name only. They can be purchased from the [MyPrint Shop](#). For detailed instructions, refer to [How to order products from the MyPrint Shop](#).

## STUDENT PLACEMENT CODE OF CONDUCT

Students representing the University of the Sunshine Coast, are expected to behave professionally. The Masters of Dietetics (Sports Nutrition) Student Placement Code of Conduct specifies conduct in which students must practice, that is consistent with [Dietitians Australia Professional Standards and Code of Conduct](#). As stated in the [USC Work Integrated Learning \(Placement\) – Procedures](#) student performance on placement will be assessed against the following Student Placement Code of Conduct standards.

## CONFIDENTIALITY

Always ensure confidentiality by:

- Not sharing client information with any persons other than those directly involved in the care of the client.
- Not identifying a client in any way, on any forms of communication (either verbally or written) submitted to the university or as part of assessment requirements.
- Not releasing any form of information to any source, particularly if it relates to clients/clientele or the organisation and its representative policies. This includes not providing information about a patient/client to their relatives or friends unless express permission is received from the patient/client.
- Not taking written documents that identify clients outside the placement partner organisation.
- Reading the confidentiality rules of the host organisation as outlined in the Student Placement Agreement students sign prior to commencing placement.
- Not providing services to relatives, friends, or people that they know socially or professionally. Students need to discuss these situations with their supervisor for advice.
- Not accessing personal information or that of relatives, friends, or clients that the student is not managing.

Confidentiality also relates to health information about students, their friends, families, or people of interest. It is illegal for students to look up information about themselves, friends, family, or people of interest. Students are only allowed to access information about people for whom they are providing direct care. Students are not allowed to provide health care to friends, family, or people they may know socially/professionally. Students are to notify their supervisor if there is a client that they know. Based on the student's relationship with the client, the supervisor will make the determination whether it is appropriate for them to provide health care to the specific person.

Health services undertake regular audits of information that students and staff review. This includes internet searches, websites accessed, downloads, comments made on social media and client information accessed. If students have been found to access personal information or that of relatives, friends, or people of interest that they are not managing (e.g. local celebrities, sports people etc.) the Health Service is obliged to report this to the Office of the Information Commissioner. Penalties may apply.

## PROFESSIONALISM

Students are to:

- Attend and participate in all placement preparation learning workshops.
- Be punctual and report absences to the Placement Workplace Supervisor (by phone) and the UniSC Academic Supervisor/Course coordinator (by email).
- Ensure the Workplace Supervisor is aware of student whereabouts during working hours and inform

them if leaving the premises.

- Ensure that the Workplace Supervisor has given permission for a student to see specific patients/clients and to clarify what steps of the NCP process they are expected to undertake for the patient/s or client/s.

Students are to demonstrate respect for clients, peers (fellow students), the Academic Supervisor/Coordinators (university staff) and Placement Partner employees by:

- Communicating (either verbal or written) in a professional manner that is not aggressive, does not demean the individual, and is clear and coherent.
- Promoting a professional relationship and maintaining appropriate professional boundaries between peers, supervisors, organisational staff, and clients/carers.
- Not discussing any concerns about the placement roster/ locations/supervisor with any staff at the placement site. These concerns are to be raised with the UniSC Academic Supervisor and/or Course Coordinator.
- Not making unprofessional comments with supervisors such as: 'I don't plan on being a clinical dietitian anyway' or 'I don't want to work in Food Service anyway'.
- Not discussing private/ personal issues and beliefs with clients /carers as well as exercising discretion and limits on the amount of discussion with clients/ carers/ peers/ supervisors.
- Not socialising on a personal nature with clients/ carers and exercising discretion regarding appropriateness of socialising with supervisors.
- Not using social media to communicate with supervisors or workplace employees or clients/ carers whilst a student of UniSC. It is not appropriate to ask for a supervisor's mobile phone number.
- Not seeking personal medical advice or personal medical prescriptions from medical staff at the placement site. Medical care is to be obtained from a GP /medical practitioner outside of the workplace environment.
- Informing the Placement Academic Supervisor and the Placement Workplace Supervisor of any possible, actual, or perceived conflict of interest that arises prior to, or during placement. This includes if a student or their family work for a Health Service or at a placement site where a student will be placed.

Students are to act in a moral, ethical, and professional manner by:

- Practicing within current evidence-based practice.
- Only using credible, evidence-based nutrition education sources.
- Only using nutrition education resources and materials that are approved by the Placement Partner Organisation. This may include resources developed by staff dietitians and/ or students, which have been approved for use.
- Limiting provision of advice about alternate therapies to those who voluntarily seek it and only therapies for which there is documented scientific peer reviewed evidence of effectiveness. However, before providing any advice of this nature, students need to check with their supervisor first.
- Recognising the limits of your competence and scope of practice and requesting assistance from your Placement Workplace Supervisors as required. This includes **not feeding patients** or giving them drinks unless you are explicitly aware of feeding guidelines for a particular patient given by a speech pathologist and/ or medical staff member. It also includes not providing any form of client manual handling. UniSC Dietetic students have not received certification to do this. This means that you are **not allowed to reposition clients, help them sit or stand or support them when walking**. Students are to be particularly mindful of this when wishing to or being asked to help weigh patients.
- Respecting the diversity of nutrition and dietetic practice by responding positively to feedback provided by your Placement Workplace Supervisors and Academic Supervisor/ Coordinators.

- Practicing in a manner that positively and actively promotes the role of a Dietitian and the broader profession of nutrition and dietetics.

## POLICIES AND LEGISLATION

Abiding by the rules, by-laws, policies, and procedures of placement partners by providing nutrition care within the legal requirements of occupational health, welfare and safety, and workplace requirements.

As stated in the [USC Work Integrated Learning \(Placement\)– Procedures](#) student performance on placement will be assessed against the Student Placement Code of Conduct standards.

If a student is deemed as having breached the code of conduct, they may be contacted via email or directly by phone. Procedures for failure of the Student Placement Code of Conduct assessment are described in section 4.2.

## ABSENCES

All absences must be reported to the Placement Workplace Supervisor or another appropriate person at the host organisation before the usual time of a standard work day. The Placement Academic Supervisor must also be contacted via email. If students are absent for two or more days, they must provide a medical certificate which is to be sighted by the Placement Workplace Supervisor and then emailed to the Placement Academic Supervisor. A copy of this will be kept with a student's SONIA online records.

In general, students are not permitted to work from home unless it has been arranged and approved by the Placement Academic Supervisor and Workplace Supervisor.

Under extraordinary circumstances, students may be granted leave from placement for reasons other than illness. This will be at the discretion of the Placement Academic Supervisor in consultation with the Placement Workplace Supervisor.

DA Accreditation requires students to complete a minimum of 100 days of placement (not including sick days). Additional days of placement may be scheduled to make up for sick leave to ensure a minimum of 100 days is reached.

It is important for students to be aware that due to unforeseen circumstances, placement locations as well as dates for placement may change. Students may also require up to two weeks additional time on MNT Clinical Placement to achieve competencies. For these reasons, students are discouraged from planning significant life events, overseas holidays, employment, education, volunteering, or sport commitments that cannot be changed.

## TRAVEL & OTHER EXPENSES

Expenses incurred travelling to and from the placement and accommodation costs is the student's responsibility. A \$500 Study Bursary is available to students who are experiencing financial hardship. To apply for the \$500 Study Bursary, students can contact Student Wellbeing on 54301226, email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or book a [Student Wellbeing Call Back](#).

### Scholarships

For information about UniSC Scholarships go to: [Scholarships | UniSC | University of the Sunshine Coast, Queensland, Australia](#)

Information will also be provided to students on available scholarships in the placement preparation workshop.

UniSC equity bursaries of up to \$1000 are available to students from low socio-economic backgrounds and



other equity groups. Refer to this [Equity bursary link for more information.](#)

Applications for financial assistance will be assessed on a case-by-case basis and require supporting documentation. For further support and advice, contact [Student Central.](#)

## ORIENTATIONS / INDUCTIONS

Each workplace has different orientation and/ or induction requirements. Placement Workplace Supervisors guide students through an orientation of their workplace, including instructions regarding working hours, processes for sick leave, dress codes, health and safety requirements and other information deemed relevant. It is the student's responsibility to complete the orientation tasks and abide by all regulations and processes of that workplace.

An effective orientation by the organisation should include the following:

- Workplace maps and layout
- The organisational structure of the department
- Summary of department employees and names of key personnel
- Navigation around electronic systems used by the discipline in their day-to-day work.
- Where students can sit and work
- Kitchen facilities
- Parking
- Staff duties and responsibilities
- Communication protocols, policies, and procedures
- Resources which may be utilised e.g., photocopiers, computers, and library resources as they relate to the role of the placement facility in the organisation
- Specifics of dress, hours of work, etc.
- Documentation standards
- Confidentiality procedures
- Occupational Health and Safety
- Area demographics as they relate to the role of the placement site in the community

## INTELLECTUAL PROPERTY (IP)

- The parties acknowledge and agree that any intellectual property created by a student whilst participating in the Placement will remain the property of the student unless otherwise agreed between the Placement Partner and the Student.
- The Placement Partner acknowledges and agrees that any documentation belonging to the University in relation to the Placement or its conduct (student manual, assessment forms) remains the property of the University and will not be copied and/or distributed without the prior written consent of the University.
- The University acknowledges that any documentation belonging to the Placement Partner in relation to the Placement or its conduct (induction and training materials) remains the property of the Placement Partner and will not be copied and/or distributed without the prior written consent of the Placement Partner.
- For the purposes of this Agreement, intellectual property means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and including copyright, discoveries, inventions, patent rights, trademarks, design rights, circuit layouts and computer programs.

## ROLES AND RESPONSIBILITIES

### COURSE COORDINATOR (UNISC)

All Masters of Dietetics (Sports Nutrition) placement courses have Course Coordinators who have separate roles to your Placement Academic Supervisors. Course Coordinators are responsible for the following:

- Maintaining an active Canvas site for the course
- Responding in a timely manner to any student issues regarding assessments, access to Canvas and Pebblepad, seeking a review of an individual assessment item and general enquires about the course.
- Providing information regarding placements to all students and placement facilities
- Ensuring placement mandatory requirements have been met
- Delivering placement preparation workshops
- Responding in a timely manner to any student issues regarding placements
- Developing and communicating clear processes to support placements
- Moderating grades in collaboration with the Placement Academic Supervisors
- Managing grades in Canvas

### PLACEMENT ACADEMIC SUPERVISOR (UNISC)

The Placement Academic Supervisor is responsible for the following:

- Monitoring and providing feedback on student's academic performance (in accordance with Dietitians Australia's (DA) competency standards) and compliance with the Student Code of Conduct while completing the placement
- Coordinating placement activities for the placement course
- Liaising with and providing support to placement facilities and staff
- Providing course materials, assessment, and feedback forms to placement facilities
- Conducting site visits as appropriate
- Providing a timely response to any student issues regarding their placements
- Developing and communicating clear processes to support placements

### CLINICAL PLACEMENTS OFFICE (UNISC PLACEMENT ADMINISTRATION)

The Fit for Placement Office:

- Helps with administration associated with mandatory requirements
- Reviews and lodges Blue Card Applications
- Monitors when students' certificates/ mandatories have expired

#### Placement Officer

- Provides all relevant forms for placement i.e., Placement Partner Detail forms, Code of Conduct, Disclosure Statements etc.
- Provides communication regarding placement allocations and outstanding mandatory tasks
- Monitors when students' certificates/ mandatories have expired
- Assists if students experience extreme circumstances resulting in a delay to submit mandatory requirements
- Other general administration assistance regarding placements

## PLACEMENT CLINICAL EDUCATOR

Some placement sites (mainly clinical hospitals) have a 'Clinical Educator' (CE) dietitian who oversees student dietitian placements. The Clinical Educator is often the contact person indicated in SONIA. Clinical Educators provide support to student supervisors and oversee student placements.

They are part of a student's support network on placement and can be contacted with queries that Placement Workplace Supervisors may not be able to help with. They organise individual student workloads and placement locations within their organisation. This includes allocating students to specific wards/ areas. They can also advise when students will be presenting case studies.

At times, Clinical Educators may directly supervise students to monitor how they are progressing.

## PLACEMENT WORKPLACE SUPERVISOR

The Placement Workplace Supervisor is the person who supervises students while completing placements. They are responsible for the following:

- Providing students with an orientation to the workplace (This could also be the CE)
- Reviewing student learning objectives related to the placement
- Organising an induction to the placement that includes safety and emergency procedures
- Guiding students to set learning goals for placement and providing relevant learning experiences within a safe and appropriate environment
- Providing positive and constructive feedback on the progression of student skill and competency development
- Guiding students to reflect on experiences throughout the placement to facilitate learning

Providing effective supervision

*'The quality of the supervisor –student relationship is the most important factor to ensure a quality placement experience*

*(Kilminster & Jolly, 2000)'.*

Effective supervision involves:

- Providing strong professional role models
- Encouraging reflective practice
- Providing opportunities for both formal and informal supervision sessions
- Being friendly, approachable, and able to build a relationship of trust and respect
- Encouraging questions and stimulating problem solving
- Providing positive feedback as well as constructive criticism
- Being aware of variation in preferred learning styles
- Holding high, but realistic expectations of student knowledge and performance

## ADDITIONAL INFORMATION

### ASSESSMENT AND FINAL GRADES

- The Placement Academic Supervisor in conjunction with the Placement Workplace Supervisor (primary supervisor/clinical educator), is responsible for evaluating student performance against the student placement Code of Conduct and Professional Competencies. Final assessment of achievement of professional competencies is the responsibility of the

Placement Academic Supervisor and Course Coordinator.

- Final grades are released when all UniSC Semester/ Session grades are released.
- WIL courses will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the [USC Grades Policy](#)
- In a course using Limited Grades, all assessment tasks relating to a work integrated learning (WIL) activity, or a professional competency (PC) task are required to be passed for a student to successfully complete the course.
- Supplementary assessment is not available in courses using Limited Grades.

If a student does not demonstrate the professional competencies aligned to their placement by the end of their Placement Course, they will be offered an additional two weeks of placement. At the end of this time, they will be re-assessed and if they have not reached professional competency, they will fail the placement and fail the Course.

The additional two weeks will be organised by the Placement Academic Supervisor and must be completed at the allocated time. If this time has not been completed by the time grades are released, students will receive an Incomplete grade (IN). The grade will be changed once the student has completed the extra time.

## ISSUES ARISING DURING PLACEMENT

For information regarding issues arising during placement, serious breach of requirements and failure in a placement course please refer to the [USC Work Integrated Learning \(Placement\)– Procedures](#).

If a concern is raised by any of the parties involved during a placement, the following process should be followed:

- (a) in the first instance, the issue should be discussed and documented by the parties involved to determine a resolution.
- (b) if the matter is not resolved, the Placement Coordinator (or appropriate University representative) meets with the parties to discuss the issue.
- (c) if the matter is still not resolved, it should be referred to the Dean for further action.

## PROCESS WHEN A STUDENT IS NOT PROGRSSING AS EXPECTED

As soon as a Placement Workplace Supervisor identifies that a student is not progressing as expected, they are to contact the Placement Academic Supervisor. In consultation they will develop an appropriate learning action plan e.g.:

- A meeting with the Placement Workplace Supervisor and/ or Clinical Educator and/ or student.
- Direct student supervision by the Placement Clinical Educator and/ or the Placement Academic Supervisor
- The development of an individualised learning plan for the student
- Weekly follow up with the student and Placement Workplace Supervisor/ Clinical Educator regarding progress with the individualised learning plan.

## PERSONAL SAFETY

It is important for students to be aware of their personal safety while on placement. This includes travelling to and from the placement site. If students are residing away from their usual residence during placement, they need to familiarise themselves with the placement location. Wherever possible, students should ask the placement contact person for an orientation to the town and facilities.

Students are to immediately communicate any safety concerns to the placement contact person and the designated Academic Placement Supervisor.

In addition to providing the university with emergency contact details, students are required to provide contact details regarding their accommodation (including address, phone number and contact person) if living away from their usual residence. This information needs to be documented in the Student Placement Agreements on SONIA.

## DRIVER SAFETY

The University encourages students to adhere to safe driving guidelines as outlined in the Queensland Government's [Driver Guide](#).

Various placements are situated in rural and remote locations. Students driving to these locations are to be aware that it is a joint responsibility between the student, the University and placement site/s to support driver safety. If students have concerns regarding the driving distance between two consecutive placements, they are to discuss this with the Placement Academic Supervisor and Placement Workplace Supervisor.

Students should not drive for more than 10 hours in any 24-hour period or drive and work for more than 10 hours in any 24-hour period.

Regular breaks should be taken to reduce the risk of fatigue. It is suggested that drivers stop at least every two hours for a 15-minute break, as advised by Queensland Department of Transport and Main Roads.

Students must comply with all road rules (including speed limitations) and applicable legislation while driving. Students must not operate a motor vehicle if under the influence of alcohol or drugs.

The journey should be planned, with consideration given to the following:

- Length of journey
- Type of vehicle
- Terrain and road conditions
- Weather
- Traffic conditions
- Location of rest areas
- Location of petrol stations

Where driving times are likely to exceed ten hours, it is recommended students book overnight accommodation. When driving long journeys, it is recommended to consider carpooling with other students and swapping drivers regularly.

For more information about reducing the risk of fatigue, refer to this [Driving tired factsheet](#).

If a student has an accident travelling to or from a placement, they are to report it to the Placement Workplace Supervisor and the Placement Academic Supervisor as soon as practicable. This can be done via email. See 'Notification of accidents, incidents, and injuries.

## COMMUNICATION PLAN

The information below outlines the communication plan between the Placement Academic Supervisor, Student and Placement site during placement:

## Student

The student is responsible for:

- emailing each placement approximately **3 weeks prior to commencing placement**. They are to send an introductory email to the contact person listed in SONIA for the placement. It should include:
  - asking about where to arrive on the first day, start and finish times, types of patients they will be seeing, anything that they should bring (e.g., laptop), parking, and any particular dress code requirements.
  - having emergency contact details up to date in UniSC Central
  - having contact details as well as emergency contact details up to date and recorded in the Student Placement Agreements on SONIA
  - providing contact details and emergency contact details to the Placement Workplace Supervisor on commencement of placement
  - contacting the workplace within one hour prior to the expected arrival time, if for any reason they are going to be late, uncontactable, or unable to attend placement.
  - advising the Placement Academic Supervisor as soon as possible if any difficulties or issues are experienced during placement. Contact can be made via phone or email. If the Placement Workplace Supervisor is unable to be contacted, the student is to ensure an appropriate proxy at the workplace is informed. This may be the Clinical Educator, Placement Coordinator (SCHHS), or the Dietetics Director.

## Placement Workplace Supervisor

The Placement Workplace Supervisor is contactable via email or phone during working hours throughout placement. They are also responsible for providing an alternative contact to students for situations that may arise when they are unable to be contacted.

If a student doesn't arrive, make contact or is uncontactable within one hour of the expected arrival time, the Placement Workplace Supervisor is to contact the Placement Academic Supervisor. If the Placement Academic Supervisor cannot contact the student, the emergency contact person will be notified. If no-one can reach the student within a reasonable timeframe (depending on context, this will likely be a few hours), a Critical Incident Response will be activated. This includes the Placement Academic Supervisor contacting UniSC Security who will determine an appropriate action taken for the context.

This may include Emergency Services looking for the student (also see 'Absences').

## Placement Academic Supervisor

A Placement Academic Supervisor is available for each placement to deal with student issues (from student or supervisor) Monday to Friday. Academic Placement Supervisor details are provided on page 1 of this manual. All urgent calls and emails will be responded to on the same business day (if between 8.30-4.30pm). Non-urgent communication will be responded to within 24hrs during the working week.

Issues arising during placement including breaches of the code of conduct, are managed according to the Work Integrated Learning (WIL) Procedures [WIL Procedures](#).

## NOTIFICATION OF ACCIDENTS, INCIDENTS, AND INJURIES

Accidents, incidents, or injuries that occur at a placement facility should be reported immediately to the placement Workplace Supervisor and the Placement Academic Coordinator.

The procedures of the facility must be followed, including completion of any workplace health and safety reports.

In addition, an online UniSC Incident / Injury Report should be completed as per the [Near- miss, hazard and incident reporting guidelines](#).

If students wish to make a claim, they must complete and submit the Incident Report Form and email [insurance@usc.edu.au](mailto:insurance@usc.edu.au) advising the details of the incident and that they would like to make a claim. Students will then be emailed the relevant claim form for completion.

## INSURANCE

The University's Student Personal Accident, Public Liability and Professional Indemnity Insurance identifies five conditions for indemnifying persons on a placement:

- (a) The person must be a student as defined by the University
- (b) A risk assessment has been undertaken and mitigation established
- (c) The student has completed a disclosure statement identifying any disabilities, health conditions, illness or other factor that is likely to impact on the student's ability to fulfil the requirements of the placement (which is included in the Risk Assessment). The student is also required to consult with a UniSC AccessAbility Adviser and/ or the Placement Academic Supervisor/ Coordinator to discuss their situation as per the Student Placement Agreement.
- (d) The placement must be sanctioned by the University
- (e) The student must not be a paid employee of the Placement Partner

The University does not provide cover for students driving their own cars. Students are therefore encouraged to have their own car insurance.

Insurance information is located on the UniSC website and can be accessed through this Link: [USC Insurance information for students](#).

Certificates of currency for placements are listed on Sonia. If necessary, you can print and provide to third parties for their records.

## INHERENT ACADEMIC REQUIREMENTS

To successfully complete the Master of Dietetics (Sports Nutrition) program, students must be able to meet the Inherent Academic Requirements (IARs) for the Master of Dietetics (Sports Nutrition). Students with a disability or other special circumstances may be provided with reasonable adjustment to enable them to meet the inherent academic requirements of the Master of Dietetics (Sports Nutrition) if the adjustment is:

- logistically reasonable
- likely to result in the student being able to perform the skills adequately and in a timely manner.

Students with a Learning Access Plan (LAP) should provide their LAP in a timely manner to the Course Coordinator/ Placement Academic Supervisor to request reasonable adjustments to placement. Liaison between the student, the AccessAbility Adviser, the Course Coordinator and Placement Academic Supervisors, is encouraged to negotiate timely reasonable adjustments.

All students must complete a Placement Disclosure Statement to disclose any medical conditions that may impact their ability to complete placement. This will be assessed by the [AccessAbility](#) team who will then guide the course coordinator on the required adjustments to placement.

## COUNSELLING FOR STUDENTS

Should students experience distress as the result of experiences on placement, the Placement Workplace Supervisor (Clinical Educator) may engage in counselling the student within the bounds of their level of skills and experience. The Workplace Supervisor is to communicate the events to the Placement Academic Supervisor, and the student may be referred to UniSC [Student Wellbeing](#) for further support.

Counselling services are available for students of UniSC through UniSC [Student Wellbeing](#) the [USC Psychology Clinic](#) and the [USC Counselling Clinic](#)

Counselling is available on site at Sippy Downs as well as via videoconference or phone.