



# **2025 Nursing Professional Experience Placement Handbook**

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# INTRODUCTION

## Overview of the Nursing Program

Welcome to the University of the Sunshine Coast Nursing Program!

Whether you're entering the [Bachelor of Nursing Science \(BNursSc\)](#) or the [Bachelor of Nursing Science \(Graduate Entry\) \(BNursScGE\)](#), you're embarking on an exciting journey toward becoming a registered nurse. Both programs blend theoretical knowledge with practical experience through clinical placements in hospitals, aged care, and community health settings. Accredited by the Nursing and Midwifery Board of Australia (NMBA), our programs prepare you for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a rewarding career in diverse healthcare environments. Throughout your studies, you'll have access to simulation labs and strong academic and placement support to help you thrive.

We're excited to support you as you develop the skills and confidence to excel in the nursing profession.

## Clinical Placements

Practical experience, gained through clinical placements, is one of the most important parts of your nursing education. While you will learn important knowledge in the classroom, it is during these placements that you will apply what you've learned in real healthcare settings, such as hospitals, aged care facilities, and community health services. This hands-on experience prepares you for your future career as a registered nurse.

During clinical placements, you will work alongside experienced healthcare professionals who will guide you in developing essential skills like patient care, communication, and teamwork. You'll gain confidence, improve your problem-solving abilities, and learn how to handle real-world challenges. These placements will also teach you how to make informed, evidence-based decisions and help you understand how to care for different types of patients.

Practical experience is vital because it helps you get ready for the fast-paced, demanding nature of healthcare. By working in these settings, you will smoothly transition from being a student to a registered nurse. Clinical placements also offer excellent opportunities to build professional relationships that may benefit your future career.

To complete the Bachelor of Nursing Science (BNursSc) and Bachelor of Nursing Science (Graduate Entry) (BNursScGE) programs, you must complete a minimum of 800 clinical placement hours. These hours are required registration with the Nursing and Midwifery Board of Australia (NMBA). The specific number of hours you need for each course is available in your course outlines.

Your clinical placements are designed to help you meet the [NMBA Registered Nurse Standards for Practice](#). You will be registered as a student with the NMBA for the duration of your studies, and UniSC will handle this process on your behalf. For more information about NMBA registration, you can visit their website at [nursingmidwiferyboard.gov.au](http://nursingmidwiferyboard.gov.au).

Overall, clinical placements are essential for your development as a nurse. They help you grow into a well-prepared, competent professional, ready to provide safe and effective care in various healthcare settings.

## Key Contacts and Support Services

If you have questions about your clinical placement or preclinical requirements, here's a quick reference list:

Area	Team	Contact for:
<b>Nursing Clinical Placement Office</b>	<a href="mailto:nursingplacements@usc.edu.au">nursingplacements@usc.edu.au</a> 5456 5005	Placement groups, allocations, rosters, shifts, make-up hours.
<b>Fit for Placement Office</b>	<a href="mailto:FFPO@usc.edu.au">FFPO@usc.edu.au</a> 5456 5487	Pre-clinical mandatory checks, and document submissions.
<b>Course Coordinator</b>	Check your course outline	Teaching and Learning concerns, clinical assessment, grades.
<b>Student Central</b>	<a href="mailto:studentcentral@usc.edu.au">studentcentral@usc.edu.au</a> 5430 2890 Visit on Campus	Course advice, program progression, enrolments, credit.
<b>Student Wellbeing</b>	<a href="mailto:StudentWellbeing@usc.edu.au">StudentWellbeing@usc.edu.au</a> 5430 1226 Book an appointment via <a href="#">Student Hub</a>	Counselling (free), health and wellbeing support, student-led programs, and resources
<b>SafeUniSC</b>	<a href="mailto:security@usc.edu.au">security@usc.edu.au</a> 5430 1168	Emergencies, first aid, campus safety escorts, building access, <a href="#">SafeZone App</a> help
<b>Safer Communities</b>	<a href="mailto:safe@usc.edu.au">safe@usc.edu.au</a> Book a call back on the <a href="#">Student Hub</a> or complete an <a href="#">online form</a>	Bullying, harassment, discrimination support. Check <a href="#">Safer Communities webpage</a> for information
<b>Tenancy and Welfare</b>	Check <a href="#">Student Wellbeing</a> page	Welfare advice, legal and tenancy assistance, Foodbank.
<b>Student Guild</b>	Check the <a href="#">Student Guild</a> webpage	Student advocacy, legal advice, community kitchen, clubs.

### Outside of Business Hours

If you have an emergency during placement outside of business hours (4:30 pm to 8:00 AM, weekends, or during the campus closure from Dec 25 –January 2), call SafeUniSC at 07 5430 1168. They will direct your call to the right services. Do not ring this number for absences from placement.

For life-threatening emergencies, call 000 for police or ambulance.

### Communication Etiquette

UniSC staff will only contact you through your UniSC student email. It's your responsibility to check your student emails daily to stay updated with important placement information.

When sending emails to UniSC staff, make sure to:

- Include a subject line with the course code, reason for your email, and student ID.
- Use a polite greeting (*eg. Hello, Good Morning etc*).
- Provide your full name, student ID, and relevant course name (eg. NUR117)

## Placement Systems Sonia Online

[Sonia Online](#) is the system you'll use to manage everything related to your placement. It helps you complete essential forms, track pre-clinical checks, and view placement details. You can also use Sonia to log your attendance via timesheets.

Access Sonia Online through the [Student Systems Login Page](#). You can also refer to the [What is Sonia Online](#) and [How Do I Access Sonia Online](#) FAQ's for additional assistance.

## PREPARATION FOR PLACEMENT

### Pre-Placement Requirements

Proper preparation for placement is key to success. Make sure you understand UniSC's policies:

- [Work Integrated Learning - Academic Policy](#)
- [Inherent Academic Requirements](#)

### Mandatory Requirements

Before starting your placement, you need to complete pre-clinical mandatory checks set by UniSC, Queensland Health, and other health facilities. For help with each Mandatory Check, click on the headings in the Pre-Clinical Mandatory Checks table on the [Sonia Online](#) homepage. These must be valid for the entire duration of your placement block (i.e. the entire duration that placements will be running for the placement course that you are enrolled in). You will be notified by the Fit for Placement Office about deadlines for completing these checks.

If you cannot provide valid documentation for any of your mandatory requirements, notify the Fit for Placement Office (contact details are on the [Sonia Online](#) Nursing Homepage or in the [Key Contacts and Support Services](#) section of this handbook). Failure to meet these deadlines may result in your placement being cancelled, delaying your program progression.

In addition, there may be extra mandatory site-specific requirements or training modules before placement. Once placements have been released, it is recommended that you review the [Sonia Online](#) “**Checks**” tab for any additional requirements that may now be available, as well as review your Placements “**Details**” tab to review any site-specific instructions. The Fit for Placement Office will also reach out to you to advise of any outstanding mandatorys before your placement.

Upload your certificates and completed forms via the “**Checks**” tab in [Sonia Online](#).

It's required that you keep hard copies of all your mandatory documents (every page) in a portfolio. You must bring this portfolio with you to every placement shift, including Completion of Hours. Failure to bring your portfolio may result in your placement being cancelled, which will affect your progression. You can see an example of what your placement portfolio should look like on [Sonia Online](#).

**NOTE:** You are responsible for all costs related to completing the mandatory requirements. If you do not meet the deadline or have incomplete requirements, your placement will be cancelled. This may affect your grade according to the [Grades and Grade Point Average \(GPA\) – Academic Policy](#) and delay your progression in the program.

### Costs Associated With Clinical Placements

You are responsible for any costs related to your placement. These may include:

- Travel (car, bus, train)
- Parking fees
- Accommodation (if needed)
- Meals
- Uniform
- Childcare
- Missed work during placement
- Preclinical requirements (eg. immunisation)







For a full breakdown of estimated costs, refer to the below table:





Description of Cost	Value	Frequency	Yearly Requirement
Uniforms (2 sets)	\$200.00	One-time	All
Medical Accessory Packs	\$120.00	One-time	All
Carelever Comply (Carelever Health Record)	\$108.90	Annual	Year 1
Vaccinations – HepB, MMR, Varicella, Pertussis, TB	Varied	As required	All
Working with Children Blue Card	\$ 00.00	Every 3 years	All
NDIS Card	\$ 00.00	Every 5 years	All
Australian Federal Police Criminal History Check	\$ 60.00	Every 3 years	All
CPR	\$ 50.00	Annual	All
Flu Vaccination	\$ 20.00	Annual	All
Fit Testing	\$ 00.00	Annual	All

### Nursing Uniforms and Equipment

You are required to wear the **UniSC Nursing uniform** for clinical placements and simulated learning environments (labs), unless otherwise directed by UniSC or your health facility.

Refer to the below table for full details on uniforms and equipment, including where to buy them.

Item	Details	Image	Where to Buy
<b>Teal UniSC Scrub Top*</b>	Embroidered, required for clinical placement and labs.		<a href="#">MyPrint Shop</a> (online)
<b>Black Corporate Trousers</b>	No scrub pants or jogger pants allowed.		Totally Workwear, Infectious Clothing, Kmart, or Target
<b>Black Leather Shoes</b>	Closed-in, non-slip, fully black (including soles). White soles not allowed.		Any suitable retailer
<b>Softshell Vest</b>	Embroidered with UniSC logo. The outer layer is water repellent and windproof.		<a href="#">MyPrint Shop</a> (online)
<b>UniSC Student ID</b>	Required for all placements.		Request via Student ID Card page
<b>UniSC Name Badge</b>	First name only + "Student Registered Nurse."		<a href="#">MyPrint Shop</a> (online)

<b>Fob Watch</b> (optional)	Must have a second hand. Wristwatches not allowed.		<a href="#">MyPrint Shop</a> (online) or any suitable retailer
<b>Black Pen</b>	Standard pen for clinical notes.		<a href="#">MyPrint Shop</a> (online) or any suitable retailer
<b>Notebook</b> (optional)	Pocket-sized for notes.		<a href="#">MyPrint Shop</a> (online) or any suitable retailer
<b>Stethoscope</b> (optional)	Optional equipment for clinical use.		<a href="#">MyPrint Shop</a> (online) or any suitable retailer
<b>Waist Pouch</b> (optional)	Optional for carrying equipment.		<a href="#">MyPrint Shop</a> (online) or any suitable retailer

\*Please ensure that you are using the new scrub uniform for all placements moving forward. Please note that a maternity nursing scrub top is also available at MyPrint Shop.

You can try on scrubs before buying them at any UniSC campus. Visit the following locations:

- **UniSC Moreton Bay:** Shop & Print office (MB-A1-1-1.105)
- **UniSC Gympie:** Student Central reception (GY-GY1-G-G.08C)
- **UniSC Caboolture:** Student Central (CA-CAJ-1-1.01)
- **UniSC Fraser Coast:** Library (FC-FCA-1-1.28)

### Uniform Standards

When it comes to uniform standards, please ensure your appearance is professional, with no visible cleavage or midriff, hair neatly tied back, and fingernails kept short, clean, and free from polish or artificial nails. In terms of jewellery, only one pair of stud earrings is allowed.

Additionally, Queensland Health operates a “bare below the elbow” policy. This means you should avoid wearing clothing or jewellery below the elbow. If you typically wear a medical bracelet, consider switching to a medical alert necklace during placements or labs to stay in compliance with this policy.

For more details, refer to the [Nursing Uniform](#) FAQ.

### Clinical Connections

Clinical Connections is designed to help students refresh their nursing knowledge and skills. This zero-unit, non-GPA-affecting course combines online and hands-on learning to prepare you for placement. You are required to complete Clinical Connections if:



- You passed a preparation for practice course but failed the clinical placement.
- You transferred from another university and received credit for the preparation for the practice course (eg. NUR116, NUR226, NUR286 or NUR303) but not the clinical placement course.
- Withdrew from a clinical placement course before census date or withdrew retrospectively and have not completed a preparation for practice course within 12 months.
- Completed a preparation for practice course but not the subsequent clinical placement course within 12 months.

The course runs over five weeks and includes four weeks of self-paced online learning and a final week with three hands-on workshops in the nursing lab. The assessments focus on topics such as: medication safety, communication skills and applying nursing knowledge to practice.

For course timing, visit the [Nursing Enrolment and Placement information page](#) on the Student Portal and check the current Nursing Calendar.

For more information refer to the [What is Clinical Connections?](#) and [Do I need to Complete Clinical Connections](#) FAQ's.

## PLACEMENT ALLOCATION PROCESS

UniSC works with health partners across South-East Queensland offering placements that span from Fraser Coast to Brisbane, covering the following campuses.

- UniSC Fraser Coast
- UniSC Gympie
- UniSC Sunshine Coast
- UniSC Caboolture
- UniSC Moreton Bay

A Clinical Placement Calendar, outlining block periods for each course, is available on [Sonia Online](#) by the end of August for the upcoming academic year. It's important that you review this calendar to ensure you're available during placement periods and avoid scheduling other commitments over these times.

### How Placements Are Allocated

The Clinical Placement Office makes every effort to place students within an hour's travel from home by private car. When that's not possible, they aim to keep placements within a reasonable distance. If you live outside the UniSC footprint, please be prepared for longer travel times and plan accordingly.

If you anticipate moving during your placement block, please update your address with Student Central and email the Clinical Placement Office, as this can impact your allocation.

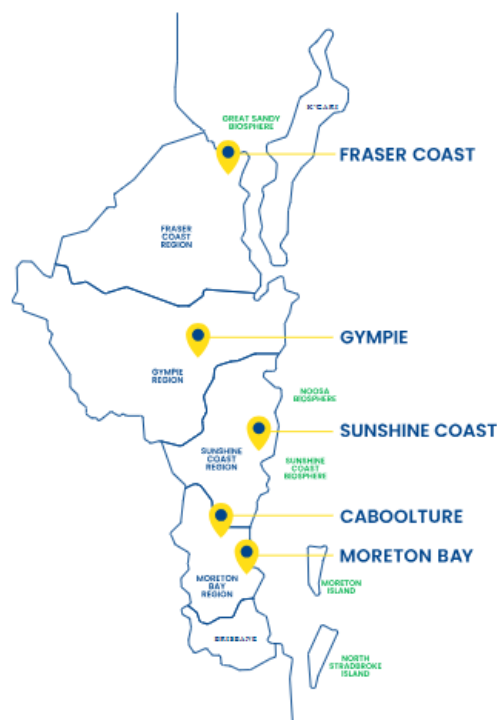
When assigning placements, the Clinical Placement Office considers:

- Available placements
- Your location
- Your previous placements and completed hours
- Your timetable allocation

Every effort is made to provide a range of experiences across your degree. If you find you've been assigned to the same clinical area more than once, please contact the Clinical Placement Office to discuss possible adjustments.

All placements are structured to meet the standards and requirements for Registered Nurses. While we understand that some students have specific preferences, placements are allocated based on the availability provided by the host providers, and individual preferences cannot be guaranteed.

Please also note that allocations may be impacted by yearly timetabling requirements. You can review the [Nursing Enrolment and Placement Information](#) on the Student Portal to see how enrolment group allocations and timetables are designed for each period.



## Placement Settings by Course

Placements vary by course to align with specific learning outcomes and to provide a diverse clinical experience. Here is a summary:

Course	Hours	Weeks	Placement Settings
NUR117	80 hrs	2 weeks	Aged care, community residential care, low-acuity acute care, dementia, palliative, regional (if available).
NUR141	80 hrs	2 weeks	Aged care, community residential care, low-acuity acute care, dementia, palliative, regional (if available).
NUR227	120 hrs	3 weeks	Acute care (such as medical, surgical, respiratory, or day surgery), primary/community care (general practice and district nursing), aged care, dementia, palliative, regional (if available)
NUR287	120 hrs	3 weeks	High-acuity, primary/community care, aged care, dementia, mental health, palliative, regional and remote (if available).
NUR304	160 hrs	4 weeks	Speciality areas (ICU, OR, ED, etc), high-acuity acute care, primary/community care, dementia, mental health, palliative, regional and remote (if available).
NUR300	320 hrs	8 weeks	Speciality areas (ICU, OR, ED, etc), high-acuity acute care, dementia, mental health, palliative, aged care transition program, primary/community care, regional and remote (if available).

First and second-year placements provide foundational experiences for more advanced and specialised placements, supporting your transition into final-year placements (NUR304 and NUR300).

## Regional and Remote Placements

For additional learning opportunities, regional and remote placements are available through an expression of interest process. These placements offer unique professional growth, including greater autonomy and a diverse range of patients.

To apply for these placements, watch for emails announcing application openings. For more details, refer to the Regional and Remote Placement Guide available on the [Sonia Online](#) homepage and the [Regional and Remote Nursing Placement](#) FAQ.

## Conflict of Interest Declarations

Before you are allocated a placement, a Student Code of Conduct form will be uploaded to Sonia Online, under the “Forms” tab, for you to complete. This form includes a section for you to declare all conflicts of interest to ensure that you do not undertake a placement where you have an actual, possible, or perceived conflict. This ensures a fair and equitable placement experience.

For example, a conflict might exist where:

- A family member works in a clinical area or health facility, irrespective of their role.
- You might be responsible for caring for a family member.
- You are employed with a health facility – in any capacity.
- You are or have been a client (e.g your local GP, or as an inpatient in a hospital ward).

If any changes to conflicts arise after submitting the form, you must communicate these to the Clinical Placement Office team as soon as possible. Please note that the Clinical Placement Office are

not able to finalise your placement allocation until you have completed your Student Code of Conduct Form.

While the University may determine that no conflict exists, the placement provider has the final decision on whether they perceive a conflict or potential conflict. If a conflict is identified by the provider, the university will act to reallocate you to another suitable placement.

Failure to notify a conflict of interest is a breach of the [Code of Conduct](#) and may result in a report of [General Misconduct](#).

Refer to the [Nursing Conflict Of Interest](#) FAQ for further information.

### Placement Disclosure Process

Before your placement allocation can be arranged, you will need to complete a Placement Disclosure Statement, which will be made available in Sonia Online under the **“Forms”** tab. You will receive an email from the Clinical Placement Office once this form is available to complete. This form is where you can disclose any injuries, disabilities, or conditions that may impact your ability to perform tasks, complete placement requirements, or potentially place yourself or others at risk. It is better to declare these issues than find you attend placement and are turned away due to the discovery of a risk due to having a condition not compatible with the area you are attending. Even if you have no conditions to report, the form must still be completed.

If you disclose a condition, the [AccessAbility](#) team will work with you to recommend reasonable adjustments and provide guidance on the support and facilities available to help you meet the [Inherent Academic Requirements for Nursing](#). Not every facility is able to make reasonable adjustments, and if when you attend a facility it is discovered you require specific readjustments that you did not declare your placement may be delayed or cancelled.

If you have a condition you believe won't impact your placement experience, it is still worth including it on your form. This allows [AccessAbility](#) to discuss support options if needed.

[AccessAbility](#) provides advice for students affected by a disability, learning disorders, mental health conditions, injuries, illnesses, or pregnancy, as well as those who are primary carers for a person with a disability.

If your circumstances change after submitting the form, you can complete a Placement Disclosure Variation form, which is available in the FORMS tab in Sonia Online. You can also contact the Clinical Placement Office team to assist with updating your disclosure as needed. If any issues arise on placement, you may be requested to complete this form before you are allowed to return to placement.

Refer to the [Placement Disclosure Statement](#) FAQ for further information.

### Policy On Students With Blood Borne Viruses

Queensland Health has specific [policies](#) for nurses, including students, who have had or who develop a blood-borne virus. Healthcare workers, including students and supervisors, who are positive for hepatitis C antibody and PCR, hepatitis B (HBV DNA positive), or HIV antibody are restricted from performing exposure-prone procedures during placement. These restrictions are in place to ensure the safety of both students and patients, in line with Queensland Health guidelines.

We recommend reviewing the [Australian National Guidelines for the Management of Healthcare Workers Living with, or Exposed to, Blood-Borne Viruses](#) by the Australian Government Department of Health and Aged Care. This will help you understand your responsibilities under these guidelines. If you would like to discuss these guidelines further, please contact the Fit for

Placement Office at [ffpo@usc.edu.au](mailto:ffpo@usc.edu.au), and they will direct your request to a member of the Nursing academic staff for support.

## Pregnancy And Breastfeeding

Being pregnant does not prevent you from completing clinical practice, but certain placements may pose risks to you and your developing baby. If you are pregnant, please declare this in your Placement Disclosure Statement, or if already submitted, complete a Placement Disclosure Variation form. Additionally, inform the Nursing Placement Office by email [nursingplacements@usc.edu.au](mailto:nursingplacements@usc.edu.au).

When a pregnancy is declared, the Clinical Placement Office will review your placement to ensure it meets health and safety requirements. You will not be placed in wards involving:

- Radiation,
- Infectious diseases,
- Cytotoxic drugs, or
- Anaesthetic gases.

To minimise risks, students are generally unable to continue placement after 34 weeks of pregnancy unless medical clearance from your GP or Obstetrician is provided. Please submit this clearance along with a Placement Disclosure Variation form so that the [AccessAbility](#) team can work with you to recommend reasonable adjustments and provide guidance on the support and facilities available to help you meet the [Inherent Academic Requirements for Nursing](#). You will also need to wait at least 6 weeks after birth before resuming clinical placement, or 12 weeks following a Caesarean Section .

For students who are breastfeeding or expressing while on placement, facilities are required to provide appropriate support. If you have questions about breastfeeding or expressing at your placement site, please contact the Clinical Placement Office at [nursingplacements@usc.edu.au](mailto:nursingplacements@usc.edu.au) for assistance.

## Preference and Specific Allocation Requests

If you have specific allocation requests due to extenuating circumstances that sit outside of the Code of Conduct or Disclosure Statement process, please email the Clinical Placement Office at [nursingplacement@usc.edu.au](mailto:nursingplacement@usc.edu.au) as early as possible. While we cannot guarantee a specific group or site allocation, requests based on extenuating circumstances will be considered during the planning process.

If you need to request a change to your allocation, you must do so through the Variation to Placement Request process. More information about this process is available in the [Nursing Variation to Placement Request Process](#) FAQ and under the [Policy on Change to Allocation](#) section in this handbook.

## Policy on Changes to Allocations

If you need to request a change to your group or placement, you can submit a Variation to Placement Form through [Sonia Online](#) on the Forms tab. The Clinical Placement Office does not accept requests for changes or swaps via phone or email.

You can apply for a variation due to:

- Placement location over 1 hour from residence
- Unavoidable community or public service commitment
- Family or personal circumstances
- Employment commitments
- Religious/Cultural grounds
- Sporting commitments

- Medical reasons
- Concerns about allocation

All requests are reviewed weekly, and you will receive an email from the Fit for Placement Office once an outcome is available. If approved, the Clinical Placement Office will either process the change or contact you to discuss options.

If you are not satisfied with the final decision, you can request a review in accordance with the University's [Student Complaints Resolution - Academic Policy](#) and [Student Complaints Resolution - Procedures](#).

### Changes to Allocation Initiated by the University or Placement Site

In some cases, the Clinical Placement Office or the placement site may need to make changes to your allocation due to unforeseen circumstances, such as:

- Changes in site availability
- Staffing issues at the placement site
- Health and safety considerations

If a change is made, you will be notified via email, and your new allocation details will be provided as soon as possible. Therefore, it is important to ensure that you remain available for the entirety of your placement block period.

### How to Access your Placement Details

[Sonia Online](#) is the system you'll use to manage everything related to your placement. The Clinical Placement Office will email you when your placement details are available to view on Sonia, as per the Placement Timeline and Calendar.

Once released, placement allocation details can be found on the PLACEMENTS tab. You can click on the "Details" button to access further information regarding your allocation.

Access Sonia Online through the [Student Systems Login Page](#).

### Placement Timeline and Calendar

Understanding the key dates and deadlines is crucial to ensure a smooth placement experience. Below is a general guide for your placement timeline.

Timeline	Guide
Enrolments open	<ul style="list-style-type: none"> <li>• Ensure that you have enrolled into your preparation for practice <b>and</b> placement course(s) for the full year.</li> </ul>
10 weeks before the start of the placement block period	<ul style="list-style-type: none"> <li>• <b>Confirmation of your placement dates</b>, you will receive an email from the Clinical Placement Office once your group details are available to view on Sonia Online.</li> <li>• You should have finalised or be in the process of finalising the last of your <b>mandatory checks</b>.</li> </ul>
6 weeks before your allocated group start date	<ul style="list-style-type: none"> <li>• Your <b>site allocation details will be released</b>, including orientation information etc. You will receive an email from the Clinical Placement Office once your group details are available to view on Sonia Online.</li> <li>• You will be able to access all site-specific mandatory requirements (eg. eLearning packages, site-specific vaccination requirements).</li> </ul>
4 weeks before your allocated group start date	<ul style="list-style-type: none"> <li>• Site-specific mandatory forms, including the Placement Details Agreement, Deed Poll, etc. Any site-specific mandatory forms will become available</li> </ul>
10 days before your allocated group start date	<ul style="list-style-type: none"> <li>• You will receive rosters and/or shift details, including any specific instructions regarding your orientation or attire. This timeline is dependent on your allocated site and more information can be found on Sonia Online &gt;</li> </ul>

	Placements in the Details tab.
<b>First Week of placement</b>	<ul style="list-style-type: none"> <li>• Attend site orientation, where you'll meet your clinical facilitator and be briefed on your placement expectations.</li> </ul>
<b>Midway through placement</b>	<ul style="list-style-type: none"> <li>• Completion of your Progressive ANSAT. In this discussion you will: <ul style="list-style-type: none"> <li>○ Review your progress with your clinical facilitator/coach, identify areas for improvement, and discuss any learning goals.</li> <li>○ Address any challenges early, such as unmet learning needs</li> </ul> </li> <li>• If you are completing two 4-week placement blocks for your NUR300 Nursing Internship, you will complete your progressive at the end of your first 4-week placement allocation.</li> </ul>
<b>Last week of placement</b>	<ul style="list-style-type: none"> <li>• Completion of your Summative ANSAT. <ul style="list-style-type: none"> <li>○ If you are completing two 4-week placement blocks for your NUR300 Nursing Internship, you will complete your summative at the end of your last 4-week placement allocation.</li> </ul> </li> <li>• Request feedback from your clinical facilitator/coach regarding your performance.</li> <li>• Complete any site feedback surveys, if required, and return any borrowed items (eg. badges, keys).</li> <li>• Complete NPEC survey.</li> </ul>
<b>Post-placement</b>	<ul style="list-style-type: none"> <li>• Ensure you have completed and submitted all relevant signatures for the below forms, including <ul style="list-style-type: none"> <li>○ Clinical Assessor Progressive ANSAT</li> <li>○ Student Self Evaluation Progressive ANSAT</li> <li>○ Clinical Assessor Summative ANSAT</li> <li>○ Student Self Evaluation Summative ANSAT</li> <li>○ Clinical Placement Attendance Form (only if you have completed all of your placement hours).</li> </ul> </li> </ul>

## PLACEMENT POLICIES AND PROCEDURES

### Insurance Information

Where you are completing an approved unpaid placement in Australia as part of your course, the University provides you with Student Personal Accident, Public Liability, Professional Indemnity, and, where applicable, Medical Malpractice insurance.

To be covered by the University's insurance during your placement, you must have an active enrolment status as defined in the [Admissions, Enrolments and Graduation – Academic Policy](#). Please note that UniSC's insurance is limited, and WorkCover Queensland does not apply to clinical placements. You may need to consider additional insurance to cover your personal needs.

For more information and to review your options, visit the [Insurance Information for Students](#) page. If you need to discuss an insurance claim, ensure that you have submitted an incident report as outlined under [Reporting an Injury, Incident, Near Miss or Hazard](#).

### Clinical Shifts & Roster Standards

A standard rostered shift is 8 hours, not counting meal breaks, but shift lengths can vary from 4 to 12 hours depending on the health facility and ward. In accordance with UniSC policies, you should not be rostered for more than 80 hours of clinical placement over a two-week period.

Rosters typically consist of five consecutive shifts, followed by two days off. However, this may vary depending on the facility and ward, ensuring proper supervision and student safety. In some cases, students may be allocated up to seven consecutive shifts to fulfil hour requirements, though this should not exceed 80 hours over a two-week period.

You may also have a late shift followed by an early shift (L to E). While efforts are made by the health service to minimise these occurrences, they may still happen to ensure you meet learning objectives and receive appropriate support from your Clinical Coach. You may also be required to work morning, afternoon, and night shifts, including weekends and public holidays. This variety is essential for your learning and meeting the accreditation requirements of the Nursing Program.

Placement rosters are determined based on agreements between UniSC and health facilities, and they follow the conditions of workplace agreements such as the Nurses and Midwives Certified Agreement, which ensures safe and fair working conditions.

You must complete all rostered hours during your clinical placement. If your rostered hours are slightly more than the required number for your course, you are still expected to complete all assigned shifts. If you have any concerns about your rostered hours, please contact the Clinical Placement Office.

No requests to change rosters will be accepted. If you require adjustments because of serious personal reasons (extenuating circumstances), contact the Clinical Placement Office for help.

Shift times and rosters are provided based on each facility's processes and may be shared via email, InPlace, or Sonia. For more information about how rosters or shift times will be shared, please check the Placements tab on [Sonia Online](#) on the Placements tab under Details.

### Travelling To and From Placement

You must plan for travel to and from placement sites at varying times, including on public holidays. Placements are full-time and may include morning, afternoon, and night shifts.



Transport availability issues will not be considered for placement change requests. For more details, refer to the [Placement Travel Requirements and Location FAQ](#).

## Rest, Wellbeing and Fatigue Management

For optimal learning and safety, it is essential to rest adequately between shifts. We recognise that students often have other work commitments; therefore, advanced planning is crucial to balance these with your clinical responsibilities. According to the current Queensland Guidelines, students are strongly discouraged from working in other roles, part time or voluntary, within 8 hours to starting a clinical shift. This is in place to reduce fatigue risks that could affect both student safety and learning quality.

If you need support in attending your allocated placement, please reach out to [Student Wellbeing](#). Staff can help you explore options for assistance. You may also contact the [Student Guild welfare service](#), which occasionally offers free meals and other practical support for students experiencing financial hardship. All services provided to students are confidential, and there are no costs associated with them.

Additionally, the [Student Portal](#) provides information on various scholarships, bursaries, and student loan schemes to help with your study costs.

For more information on shift work and managing fatigue, please refer to the document: [Preventing and Managing Fatigue in the Workplace - WHS QLD](#).

If you are found to be fatigued, you may be sent home from placement and expected to make this time up at the end of your placement. If it is a recurrent problem, you may find that your placement is paused, and you will be expected to attend a placement meeting before returning to placement.

## Protocol for Reporting Absences or Illness

If you are unable to attend placement due to extenuating circumstances, it is your responsibility to notify your Clinical Facilitator as soon as possible. You will need to:

- **Notify your Clinical Facilitator** about your absence promptly.
- **Upload supporting evidence** (eg. medical certificates) to your **Clinical Attendance Form** as soon as possible.

The Clinical Placement Office will manage any make-up requirements and will advise you once these details are confirmed. All make-up shifts and hours will be organised in accordance with the **Completion of Required Clinical Placement Hours** guidelines outlined in this handbook. Please do not negotiate any completion of hours with your clinical facilitator, always ensure you discuss the completion of hours with the Clinical Placement Office.

To assist the Clinical Placement Office in arranging your make-up, please ensure that you:

- **Submit an absence timesheet** via your Attendance Form, recording '0' hours for the shift.
- **Upload your supporting evidence** to your Clinical Placement Attendance Form.

Refer to [Recording my Nursing Placement Attendance and Absences](#) FAQ for more information.

## Completion Of Required Clinical Placement Hours

If you cannot finish your required placement hours because of illness or another reason, it is important to notify the Clinical Placement Office as soon as possible and follow the [protocol for reporting absences or illnesses](#), as outlined in this document.

In response to your absence, the Clinical Placement Office will first contact your current placement provider to check if they can accommodate your make-up hours. If your current provider cannot support your make-up, the office will find a different placement site for you.

Once the make-up hours are arranged, the Clinical Placement Office will send you an email to notify you that your make-up details are available to view in Sonia Online. Be sure to check your email regularly for this information. You should also review the table provided below to understand how the make-up hours may impact you; you might need to complete more hours than you missed, depending on the assessment requirements and your specific situation.

It is crucial to attend your scheduled make-up hours and follow all health and safety rules during your placement, and maintain professionalism, just as you would during your regular placement or employment. You must not complete less than the scheduled make-up hours allocated to you, failure to complete all the required hours, including those above the required hours allocated due to make-up, could mean that you will be unsuccessful on your placement and may fail your course.

If you have questions or need help at any time, reach out to the Clinical Placement Office.

Outstanding Hours	ANSAT/Learning Plan <u>Not Required</u>	ANSAT/Learning Plan <u>Required</u>
<b>Less than 24 hours</b>	<b>NUR117, NUR141, NUR227, NUR287 &amp; NUR304 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same Facility:</b> Complete remaining hours.</li> <li>○ <b>New Facility:</b> Complete a minimum of 16 hours (orientation/induction + 1 full clinical shift).</li> </ul>	<b>NUR117, NUR141, NUR227, NUR287 &amp; NUR304 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same &amp; New Facility:</b> Complete a minimum of 40 hours to facilitate final assessment and meet the scope of practice.</li> </ul>
	<b>NUR300 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same Facility:</b> Complete remaining hours.</li> <li>○ <b>New Facility:</b> Complete a minimum of 16 hours (orientation/induction + 1 full clinical shift).</li> </ul>	<b>NUR300 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same Facility:</b> Complete a minimum of 40 hours to facilitate final assessment and meet the scope of practice.</li> <li>○ <b>New Facility:</b> Complete a minimum of 80 hours to adapt to the new facility, facilitate final assessment, and meet the scope of practice.</li> </ul>
<b>More than 24 hours</b>	<b>NUR117, NUR141, NUR227, NUR287 &amp; NUR304 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same Facility:</b> Complete remaining hours.</li> <li>○ <b>New Facility:</b> Complete a minimum of 40 hours to adapt to the new environment, facilitate completion of the assessment and meet the scope of practice.</li> </ul>	<b>NUR117, NUR141, NUR227, NUR287 &amp; NUR304 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same &amp; New Facility:</b> Complete a minimum of 40 hours to facilitate final assessment and meet the scope of practice.</li> </ul>
	<b>NUR300 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same Facility:</b> Complete remaining hours.</li> <li>○ <b>New Facility:</b> Complete remaining hours.</li> </ul>	<b>NUR300 students:</b> <ul style="list-style-type: none"> <li>○ <b>Same Facility:</b> Complete a minimum of 40 hours to facilitate final assessment and meet the scope of practice.</li> <li>○ <b>New Facility:</b> Complete a minimum of 80 hours to adapt to the new facility, facilitate final assessment and meet the scope of practice.</li> </ul>

## ROLES AND EXPECTATIONS DURING PLACEMENT

### Student Responsibilities

Clinical placement is your chance to apply the skills and knowledge you've gained in the program. To succeed, actively seek learning opportunities and communicate regularly with your clinical facilitator about your learning needs and their expectations.

### Scope of Practice and Supervision

As a student, you must:

- Work within your learning scope and avoid tasks beyond your abilities.
- Only perform clinical activities directed and supervised by a registered nurse (RN).
- Decline any practice that conflicts with legal, ethical, or educational standards. If you're unsure, contact your clinical facilitator or course coordinator.

Registered nurses are responsible for patient care, and they will supervise you. Some tasks, like medication administration, always require direct supervision until you've demonstrated competence. You should never perform any task outside your abilities as a student.

For additional information regarding your scope of practice, you can refer to the [Nursing Clinical Practice Framework](#) which is also available on the Sonia Online Homepage.

### Medication Administration

You may only administer medication under the direct supervision of an RN. For example, you cannot access an IV pump without an RN present. Always have an RN with you when transferring patients within the health service.

### Student Charter

UniSC is committed to fostering an inclusive and respectful environment. The [Student Charter](#) outlines the mutual expectations between you and UniSC. Take the time to read it and understand what is expected.

### Unsatisfactory Behaviours

Any behaviours that endanger patient safety or violate [professional standards](#), such as the NMBA standards, will result in your placement being paused and you being asked to attend a clinical placement meeting. This meeting will discuss the events that have occurred, and the course coordinator will determine what will happen next, which in the case of significant breaches is course failure.

### Confidentiality and Use of Social Media

It's crucial to maintain confidentiality. You must not discuss patient information or placement experiences outside the clinical setting. If you need to talk about your experiences, appropriate channels include your clinical facilitator, course coordinator, or [UniSC Student Wellbeing](#) services.

Confidentiality also applies to [social media](#). Do not post any photos or information from your placement on platforms like Facebook, Instagram, or Tik Toc. For more details, review:

- [UniSC Social Media Policy](#)

- [NMBA Social Media Guidelines](#)
- [Information Privacy Act 2009 \(Qld\)](#)

### Communication and Presentation

Clinical placement is a professional setting, so always communicate politely and respectfully, even in stressful situations. If you're struggling to maintain professional communication, contact your course coordinator.

Make sure your appearance is neat, tidy, and professional, and that you maintain good personal hygiene. You must also be alert and unaffected by alcohol or drug consumption when attending placement.

### Attendance and Punctuality

As a nursing student at UniSC, your attendance and punctuality during placements are essential for your professional development and learning experience. Consistent attendance helps you build vital skills, gain practical experience, and develop relationships with clinical staff and peers.

You are expected to attend all scheduled shifts during your placement. If you cannot attend due to illness or an emergency, it is important to inform your placement site and the Clinical Placement Office as soon as possible. This allows the site to plan for your absence and ensures that you do not miss important learning opportunities.

Arriving on time for your shifts is crucial, as being late can disrupt the workflow of the clinical team and affect patient care. Aim to arrive at least 10–15 minutes early to allow time for check-in and preparation. Failure to meet attendance and punctuality requirements may impact your placement assessment and overall performance in the nursing program, so it is essential to take these responsibilities seriously.

If you encounter difficulties that may affect your attendance or punctuality, please reach out to your clinical facilitator or the Clinical Placement Office for support and guidance. For more information regarding recording absences, refer to the [Protocol for Reporting Absences or Illness](#) provided further below in this document.

### Professional Conduct & Standards

The [professional code of conduct](#) extends beyond your placement and applies to your social and personal interactions. It is essential to familiarise yourself with these expectations to ensure you maintain professionalism at all times, both in and out of placement settings.

During your placement, you are expected to adhere to the [professional standards](#) for Registered Nurses, as outlined by the Nursing and Midwifery Board of Australia (NMBA). You represent UniSC in professional settings, and it is crucial that you renew your understanding of these codes before each placement. These standards have been introduced throughout your program and can be reviewed on the NMBA website: [Nursing and Midwifery Board of Australia](#).

### Concerns about Conduct

If your behaviour breaches professional standards or puts patient safety at risk, this will be considered **unprofessional conduct**. Depending on the severity, this may result in suspension, failure of your placement, or other disciplinary actions.

## Completing Assigned Clinical Hours

In each clinical course, you must complete the **required placement hours, including all required make-up hours**, before a final grade can be awarded. The Clinical Placement Office is responsible for allocating your clinical placement, and you are required to complete all rostered shifts in full to successfully meet the course requirements.

No outstanding hours will be transferred to the next placement course.

## Learning Outcomes and Objectives

During your clinical placements, you will have specific learning outcomes and objectives that guide your experience and help you develop essential nursing skills. These outcomes focus on both practical skills and professional behaviour.

By the end of your placement, you should be able to demonstrate safe and effective patient care, including assessing patient needs, planning appropriate interventions, and evaluating outcomes. You will learn how to communicate clearly and compassionately with patients, families, and healthcare team members. Building therapeutic relationships with patients is a key objective, as it helps foster trust and collaboration in care.

You will also develop skills in critical thinking and problem-solving. This includes the ability to make informed decisions based on evidence and to adapt to changing situations in a clinical environment. Understanding and applying ethical principles in nursing practice is essential, and you will learn to recognise and address ethical dilemmas that may arise during your placement.

Additionally, you will gain an understanding of the importance of cultural competence in healthcare. This involves respecting and responding to the diverse backgrounds and beliefs of patients, ensuring that care is individualized and equitable.

Your learning objectives will be further detailed by your clinical facilitator at the start of your placement. Regular feedback during your placement will help you assess your progress and identify areas for improvement. Engaging with these objectives will contribute to your growth as a competent and caring nursing professional.

## Supervision While on Placement

There are different models of supervision for clinical courses. These models differ based on the placement setting and the contractual arrangements with placement providers. Some facilities may use a clinical facilitator alongside a registered nurse buddy, while others may employ clinical coaches and preceptors. The type of supervision you have will depend on your year in the program and the area where you are placed. You will always be either directly or indirectly supervised by a registered nurse.

### What is a Clinical Facilitator?

A clinical facilitator is a registered nurse who supervises a group of 8 to 12 students. They will receive resources from the School of Health to help you during your placement. These resources include information about your year, curriculum, and assessment needs.

Your facilitator will organise, supervise, and evaluate your clinical experience. They will help you learn, provide support, and assess your clinical skills. Your course coordinator will stay in touch with your facilitator during your placement.

### What is a Clinical Coach?

A clinical coach is a registered nurse who supports both the facilitator and the student. The clinical coach provides important information about your year, curriculum, and assessment to the facilitator.

They will observe and supervise you in the clinical areas as needed to help you learn. Your course coordinator will communicate with your clinical coach during your placement.

### What is a Preceptor?

A preceptor is a registered nurse who you will work closely with during your clinical placement. You will often work the same shifts as your preceptor. They will help you settle into the ward, assist with your learning, monitor your progress, and give you feedback on your performance. You may have more than one preceptor during your placement, as not all nurses work full-time. Sometimes, the preceptor may also assess your skills, depending on the placement model.

### What is a Registered Nurse Buddy?

A registered nurse buddy is the nurse you will work within the clinical area. The clinical facilitator is still responsible for your overall experience. You may work with different nurse buddies each day. The clinical facilitator will check in with your nurse buddy to see how you are progressing.

## Support and Feedback During Placement

During your clinical placement, you will receive various forms of support and feedback to enhance your learning experience. Your primary source of support will be your clinical facilitator or coach, who will guide you through your clinical experiences, help you with learning objectives, and address any concerns you may have. They are there to ensure you feel comfortable and confident in your role. Additionally, your preceptor and registered nurse buddies will assist you with day-to-day tasks and help you integrate into the clinical environment, so don't hesitate to ask them questions and seek guidance as you learn. Building relationships with your fellow students can also be beneficial; sharing experiences, advice, and support can enhance your overall placement experience.

If you encounter any challenges or need extra assistance, you can reach out to your Course Coordinator, who is available to provide guidance and support. Feedback is an essential part of your learning process. Your clinical facilitator and preceptor will offer ongoing feedback on your performance, helping you understand your strengths and areas for improvement. Midway through your placement, you will have a discussion with your clinical facilitator to review your progress, identify learning goals, and address any challenges early. At the end of your placement, a summative assessment will be conducted, during which your preceptor and clinical facilitator will evaluate your overall performance and provide feedback that contributes to your final placement grade.

You may also be asked to complete feedback surveys regarding your placement experience, as this input helps the university improve the placement process for future students. By taking advantage of these support systems and actively seeking feedback, you can enhance your learning experience and develop the skills necessary for your nursing career.

## University Role

When you are on placement, UniSC is here to support you, making sure you have a safe and beneficial experience that aligns with your studies. Your placement is carefully designed to meet course learning objectives, and we work closely with each host provider to help you gain the skills and experiences necessary for your program.

If you need help understanding how your placement aligns with your program requirements, if you encounter any issues, reach out to your Course Coordinator. They can provide insight on meeting learning outcomes and address any questions or concerns you may have.

In the event of an incident during your placement, please follow the guidelines under [Reporting Issues or Concerns](#) and [Complaints Process](#) or contact your Course Coordinator for additional guidance.



## MANAGING CHALLENGES AND SEEKING SUPPORT

### Reporting Issues or Concerns

During your clinical placements, it is important to address any issues or concerns that arise promptly and appropriately. Whether these are related to patient care, interactions with staff, or your own learning experiences, reporting concerns ensures a safe and supportive environment for everyone.

If you encounter a situation that concerns you, first try to discuss it with your clinical facilitator or supervisor. They are there to support you and can help resolve issues or provide guidance. It is essential to communicate openly about any challenges you are facing, as they may be able to assist you in finding solutions or addressing your concerns.

In cases where you feel uncomfortable discussing the issue directly with your facilitator or if the concern is serious, you can reach out to your Course Coordinator. They are available to support you and ensure your concerns are addressed confidentially and effectively.

If you believe that there is a risk to patient safety or ethical concerns, it is vital to report this immediately to your Course Coordinator. Patient safety is the top priority, and there are protocols in place to address such matters swiftly.

Remember that all concerns are taken seriously, and you should never hesitate to speak up if something doesn't feel right. You are encouraged to use the resources available to you, including the UniSC Student Support Services, which can provide additional assistance if needed.

Your feedback is valuable and contributes to improving the learning environment for all nursing students. By reporting issues or concerns, you help maintain a culture of safety and professionalism in the clinical setting.

### Reporting an Injury, Incident, Near Miss or Hazard

If an incident occurs during your placement, follow these steps:

1. **Notify your Clinical Facilitator First:** Contact your Clinical Facilitator immediately. If they are unavailable, inform your Course Coordinator or SafeUniSC as soon as possible.
2. **Submit an Incident Form:** Both you and your Clinical Facilitator must report the incident to the University, ensuring it is documented according to the university and facility protocols.

For more information, see the [Near-Miss, Hazard and Incident Reporting - Guidelines](#).

How to Complete the Incident Report Form:

1. Access the [Injury or Hazard](#) form on the UniSC website.
2. Enter your contact information.
3. For 'Location', select '**Off-campus incident**' from the menu.
4. For 'Which of the following best describes the incident', select '**WIL Placement Injury/Illness/Near Miss Incident**' (option 2).
5. Provide a clear and detailed description of the incident.

To ensure your safety, follow manual handling guidelines and the policies of both the University and your clinical facility. It is important to familiarise yourself with the facility's policies for handling bodily fluids and know where to access personal protective equipment (PPE). Always use PPE provided by the facility for any procedure or task that may involve exposure to body fluid. Refer to [Queensland Health's Infection Control Guidelines](#) for managing blood and body fluid exposure.

If you experience exposure to bodily fluids, personal injury or other incidents, inform your Clinical facilitator right away. They will assess the situation and guide you on the next steps.

## Seeking Support from the University or Placement Site

If you face challenges during your clinical placement, whether academic, personal, or related to your well-being, do not hesitate to reach out for help.

### University Support

Your Course Coordinator is available to provide guidance and support concerning your clinical experience. They can help with academic concerns, and placement-related issues, and offer feedback on your performance. UniSC also provides a range of support services, including counselling and academic assistance, to help you manage stress, improve study skills, and address any personal challenges. If you're experiencing financial hardship, Student Wellbeing can connect you with resources, including financial assistance.

### Support at Your Placement Site

At your placement site, communicate openly with your Clinical Facilitator, preceptor, or nurse buddy if you have questions or need clarification about your responsibilities. They are there to support your learning and provide feedback. If you encounter issues like interpersonal conflicts or challenges in the learning environment, it's essential to address these promptly to maintain a positive and productive experience.

### Balancing Study and Placement

Clinical placement often requires balancing study and placement commitments. Ensure that you manage your study load to be available for placement shifts, as some online courses may run concurrently.

## Complaints Process

If you need to bring a matter to the University's attention, you can submit a complaint. UniSC recognises two categories of student complaint.

1. **Student Complaint:** These follow the [Student Complaints Resolution - Procedures](#) and cover administrative decisions, issues with UniSC services, concerns about student treatment, and conduct by staff or other students.
2. **Student Review and Appeals:** These follow the [Student Review and Appeals - Procedures](#) and pertain to University decisions, such as final grades, findings of academic misconduct, or general student misconduct.

All [Compliments, complaints, feedback or student grievances](#) are reviewed under the [Student Grievance Resolution - Governing Policy](#). You should familiarise yourself with this policy and any additional procedures relevant to your complaint.

## Mental Health and Wellbeing

It is your responsibility to ensure that you are fit and healthy when undertaking clinical experiences. If you have a health problem that may lead to a risk in the clinical environment, you are required to act responsibly. UniSC provides a range of services, facilities information, and initiatives to help you look after yourself and maintain balance in your life. These services can be accessed at [UniSC Health and Wellbeing](#).

## ASSESSMENT AND FEEDBACK

Assessment is essential for promoting learning, measuring progress, and enhancing performance. During clinical placements, assessments align with the [Registered Nurse Standards for Practice \(2016\)](#) and are conducted using the [Australian Nursing Standards Assessment Tool \(ANSAT\)](#). The ANSAT provides structured feedback at two stages of your placement:

- **Progressive Assessment:** Completed midway through your placement.
- **Summative Assessment:** Completed at end of your placement.

**NOTE:** If you are completing your NUR300 Nursing Internship placement in two 4-week blocks, the Progressive Assessment occurs after the first block, and the Summative Assessment follows in the second placement.

The ANSAT assessment process includes three possible pathways and outcomes based on performance:

Category	Normal Progression	Learning or Behavioural	Scope of Practice
<b>Overview</b>	Satisfactory performance and behaviour resulting in successful placement completion.	Student displays learning or behavioural concerns, requiring progression support.	Unsafe practices or other critical concerns, leading to an immediate pause in placement and further evaluation.
<b>Outcomes</b>	Completion of placement ANSAT with a pass mark.	Initial discussion with the clinical assessor, student, course coordinator, and associate clinical educator. <ul style="list-style-type: none"> <li>• Informal ANSAT to support learning goals.</li> <li>• Placement proceeds, if possible.</li> </ul>	Immediate pause of placement. <ul style="list-style-type: none"> <li>• Placement meeting with the course coordinator to discuss next steps.</li> </ul>
<b>Escalation options</b>	Not applicable	If concerns persist, placement maybe paused, and a placement meeting held, which may lead to: <ol style="list-style-type: none"> <li>1. Resumed placement or transfer to a new placement.</li> <li>2. Clinical Challenge</li> <li>3. Learning Plan</li> <li>4. Placement will be cancelled with fail grade.</li> </ol>	Following the meeting, options include: <ol style="list-style-type: none"> <li>1. Resumed placement or transfer to a new placement.</li> <li>2. Clinical Challenge</li> <li>3. Learning Plan</li> <li>4. Placement will be cancelled with fail grade.</li> </ol>

## Clinical Assessor Assessment

Your clinical assessor (Clinical Facilitator, Clinical Coach, or Preceptor) will conduct mid-placement and end-of-placement assessments using ANSAT. Continuous feedback through placement is essential, and being open to this feedback is essential for your success on placement.

If you do not meet satisfactory performance standards, the outcomes detailed in the table above will apply. **Note:** Unsatisfactory conduct compromising patient safety or breaching the NMBA Code of Conduct or ICN Code of Ethics may result in placement being paused and a clinical placement meeting being held and potential course failure.

## Student Self-Evaluation Assessment

For self-assessment, you will complete both a Progressive Self-Assessment mid-placement and at the end-of-placement a Summative Self-Assessment in [Sonia Online](#). Where you will:

- Rate yourself against each of the [Standards of Practice \(NMBA 2016\)](#).
- Reflect on your placement experiences.
- Set goals for the second half of your placement.
- Showcase achievement of practice standards.
- Reflection on your experience.

This self-assessment will prepare you for a discussion with your clinical assessor during the completion of the Clinical Assessor ANSAT.

## Informal Assessment

Informal assessments address learning or behavioural concerns and are there to support your growth during placement. They may help address issues with:

1. **Skill Development:** Identifies specific skills or practices that require refinement.
2. **Reflective Practice:** Promotes self-awareness and understanding of your clinical actions.
3. **Confidence and Competency:** Continuous feedback acknowledges progress and motivates improvement.
4. **Supportive Environment:** Encourages open supervisor-student communication.
5. **Early Issues Identification:** Allows for proactive challenge resolution.

## Clinical Challenge

If you are not meeting standards, or if concerns about your Scope of Practice or conduct arise, you may be required to complete a clinical challenge. Successful completion may allow you to return to placement with a Learning Plan.

## Learning Plan

A Learning Plan is not a punishment, it is tool to help you focus your learning needs on placement, to help ensure any deficits are addressed, to allow you to successfully complete your placement. If a learning plan is deemed necessary, the course coordinator will develop a unique plan that may include extended placement hours. The plan generally includes:

1. **Areas for Improvement:** Outlines particular standards or skills needing attention.

2. **Learning Objectives:** Clear, measurable goals to guide your learning.
3. **Action Steps:** Specific actions to improve performance, such as additional training or guidance from your clinical facilitator.
4. **Support Resources:** Information on available resources or additional reading materials.
5. **Evaluation Timeline:** A timeline for regular evaluations to provide ongoing feedback on your progress.
6. **Regular Meetings:** Scheduled check-ins with your clinical assessor or course coordinator to discuss progress and challenges.

The Learning Plan aims to address specific challenges while fostering overall growth as a nursing student. Engaging fully with the plan supports skills development and prepares you for future placements and your nursing career. The Learning Plan is a confidential document only shared with you and your clinical facilitator. This document is not shared with any other of your placement areas.

To complete a Learning Plan, you must achieve all the goals set for you and maintain these goals consistently throughout your placement. Failure to achieve these goals could mean that you fail your placement.

### Clinical Learning Flowchart

Throughout your placement, communication and documentation protocols guide additional learning assistance and address challenges in meeting Registered Nurse Standards for Practice. The below flowcharts for Learning or Behavioural Issues and Scope of Practice Issues help map this process.

# Overview & Explanations

 [Return to Intro](#)

## Overview

This document describes the Australian Midwifery Student Assessment Tool (AMSAT) and Australian National Student Assessment Tool (ANSAT) process

The AMSAT/ANSAT process considers 3 possible paths and outcomes:

1. Normal Progression
2. Learning or Behavioural
3. Scope of Practice or Pause

Each path is summarised below and the process documents outlines the steps and outcomes in detail

### 1. Normal Progression

A student placement, performance, and behaviour are satisfactory, resulting in the successful conclusion of the placement

### 2. Learning or Behavioural

A student experiences learning or behavioural concerns, resulting in the consideration of a number of possible progression options

### 3. Scope of Practice or Pause

A student placement is temporarily paused due to unsafe practices or other concerns, resulting in the consideration of a number of possible progression options

### Successful Placement

Achieving Normal Progression results in a pass mark for the Placement task

## Glossary

Evidence = any notes that are made on SONIA and AMSATs/ANSATs

CA= Clinical Assessor. This is the person who is responsible for completing the students assessment while out on placement. This is most often a nursing or midwifery Clinical Facilitator.

ACE= Associate Clinical Educator. This is a support person for both the CA and CC. They provide both academic support for learning and teaching and education, training and support for CAs and clinical facilitators.

CC=Course Coordinator of the clinical course. This person is responsible for the students final grade but may have a representative such as another UniSC academic, UniSC Associate Clinical Educator, or UniSC Clinical Facilitator be present and deliver information to students and CAs on their behalf.

UniSC representative= This could be another UniSC academic, UniSC Associate Clinical Educator, UniSC clinical facilitator, or a person from Student Guild Advocacy or Student Wellbeing. They may be present on the behalf of the CC when they are not available to meet with a student in person.

MAPE=Monitoring Academic Progress and Exclusion. This process is designed to provide students who are not achieving a satisfactory level of academic progress with information on how to access appropriate resources and support to improve their academic performance.

## Outcomes

Not achieving Normal Progression during placement will result in one of four possible outcomes.

Note that these outcomes are the same for paths 2 and 3. However, under path 3 the current placement is immediately stopped (paused), until further decisions are made at the Placement Meeting. Under path 2 the student may continue placement until the meeting.

The following outcomes are decided at the Placement Meeting:

#### 1. Resume Placement

The student is permitted to continue their Placement. This may be in the current allocated placement but reallocation to another placement may be required.

#### 2. Learning Plan

The student is permitted to continue their Placement and must follow (and successfully complete) a Learning Plan

#### 3. Clinical Scenario

The student must pass a Clinical Scenario (Clinical Lab based assessment), and may also be required to follow (and successfully complete) a Learning Plan during continued Placement

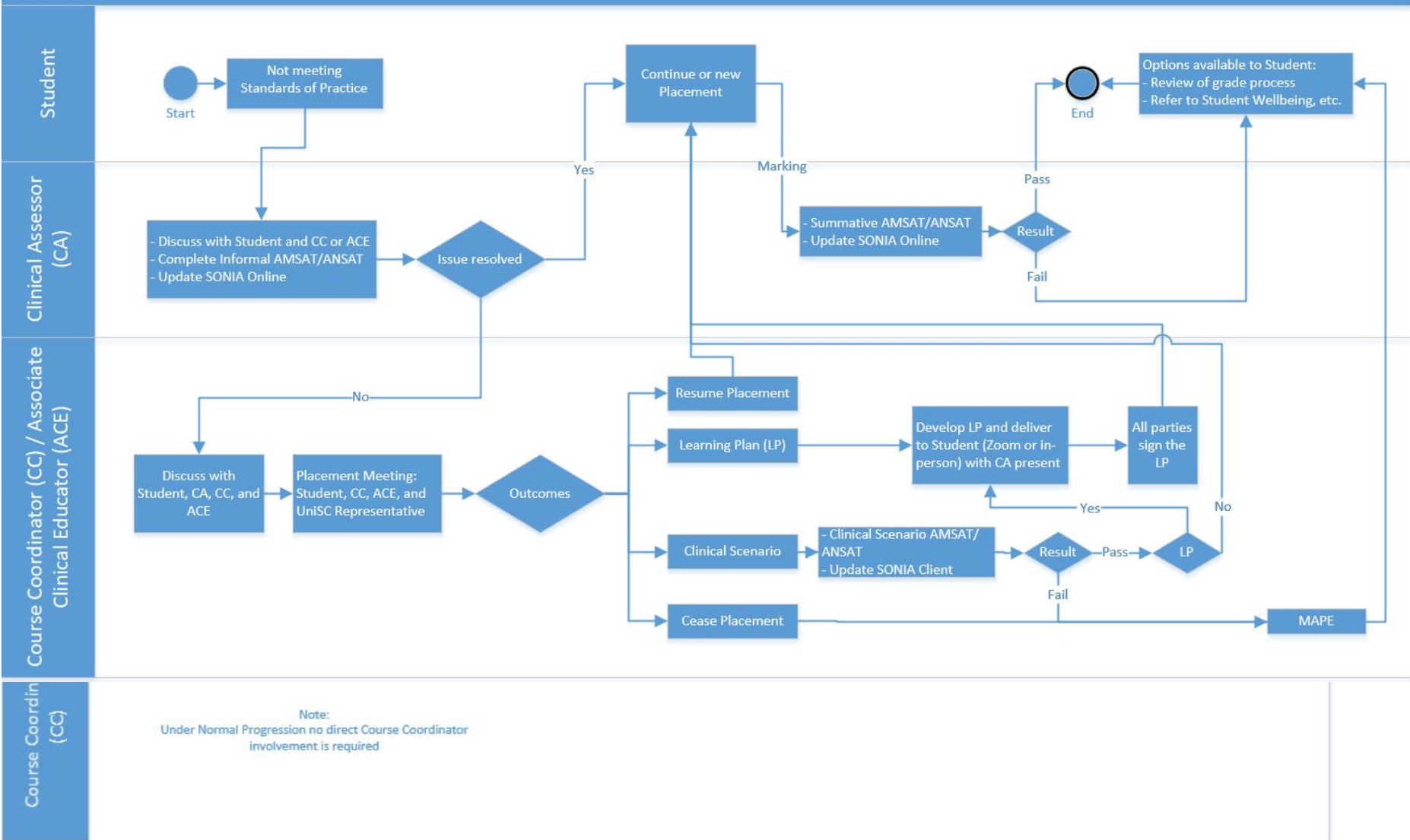
#### 4. Cease Placement

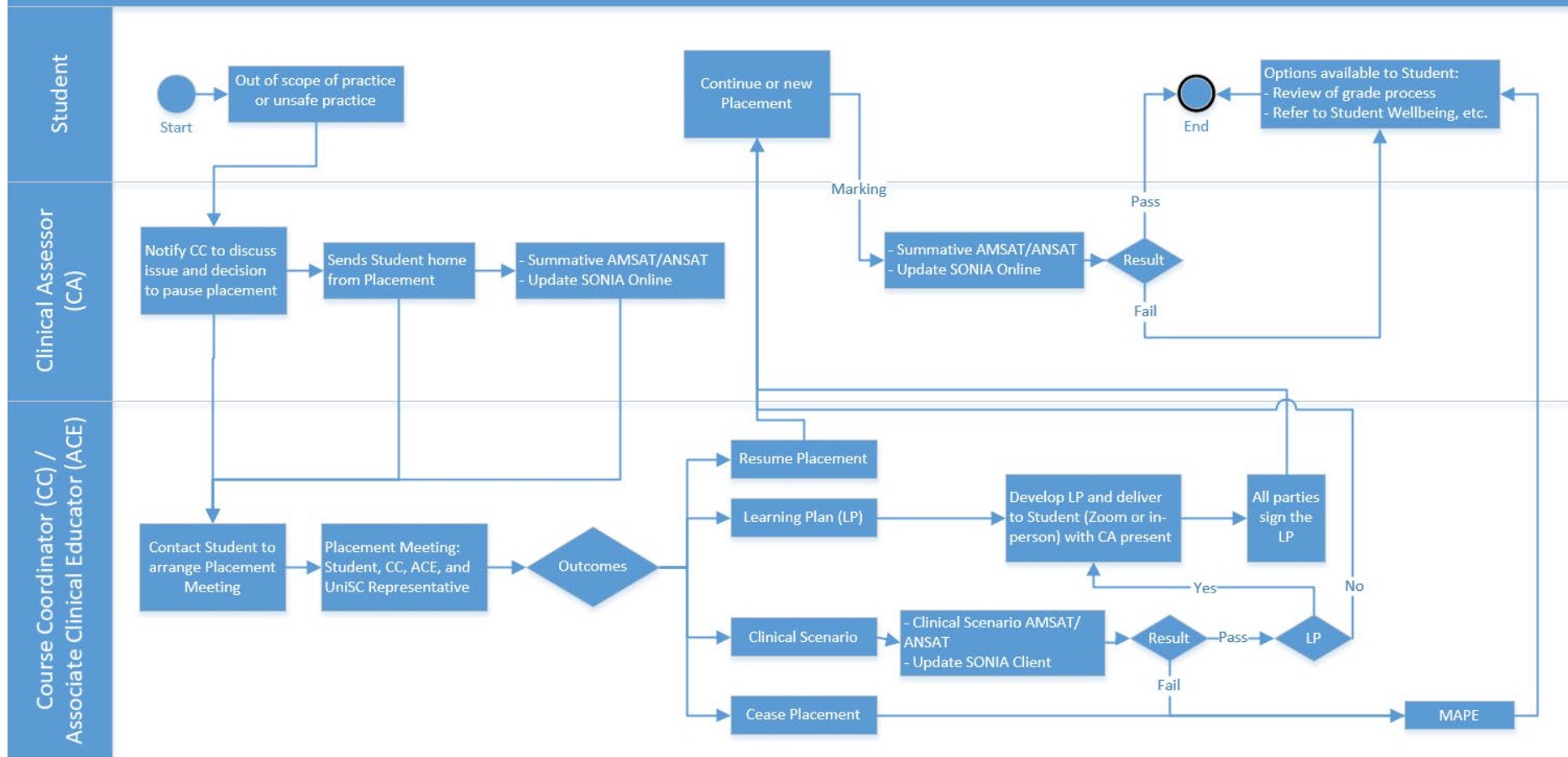
The student must cease Placement resulting in a fail mark.

The following options and services are available and recommended to the student:

- a) Review of Grade Process
- b) Student Wellbeing

The CC must in this instance refer the student to the appropriate people to commence them on the Monitoring Academic Progress and Exclusion process







## POST-PLACEMENT PROCEDURES

### Submitting Required Forms

To complete your placement, ensure all mandatory forms are finalised and submitted for the Course Coordinator to review and sign off on your results.

Once you have completed all your placement hours, verify that each of the following forms is completed and includes any outstanding student signatures:

- Clinical Assessor Progressive ANSAT
- Clinical Assessor Summative ANSAT
- Student Self-Evaluation Progressive ANSAT
- Student Self-Evaluation Summative ANSAT
- Clinical Placement Attendance Form
  - If applicable: Clinical Placement Completion of Hours Attendance Form (this form is completed where make-up needs to be arranged or if you are completing more than one placement block for NUR300 Nursing Internship).

Completing and submitting these forms promptly ensures your placement outcome can be processed without delays.

**Note:** Any outstanding signatures from your Clinical Assessor will be monitored and followed up by the Clinical Placement Office. Failure to complete these documents correct can delay your course progression.

### Graduation Requirements

Graduation ceremonies are held twice a year- in April/May and September/October- at Sunshine Coast, Fraser Coast, and Moreton Bay campuses. Dates vary based on venue availability and the academic calendar. For upcoming ceremony dates, refer to [Graduation | UniSC](#).

The registration list will be posted to UniSC website 6-weeks before graduation and all students need to complete the registration form to take part in the ceremony.

The registration form will close 1 week before the ceremony.

The Graduation Office provides AHPRA with a list of students who have successfully completed the [Bachelor of Nursing Science \(BNursSc\)](#) or the [Bachelor of Nursing Science \(Graduate Entry\) \(BNursScGE\)](#) within five working days after the official release date of your results.

Please visit [When will my completion details be sent to AHPRA](#) or contact Student Central for further information.

### Early Release of Grades

If you have completed all required hours and program courses and need to finalise your AHPRA registration or have a job offer, you may request an early release of grades. To do this, contact Student Central at [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

## FAQS AND TROUBLESHOOTING

### Can I work While on Placement?

UniSC placements are structured as full-time blocks that may include weekends and public holidays. To support effective learning and safety, it's important to rest between shifts. While we understand that some students need to work, planning ahead with work commitments will help you make the most of your clinical learning time.

### Can I be rostered for a specific shift?

UniSC and the Clinical Placement Office cannot control your roster, as shifts are determined by your placement provider to ensure appropriate supervision. Nursing involves working across a variety of shifts (morning, afternoon, and night).

In extenuating circumstances, you may be able to request reasonable adjustments through the AccessAbility team by advising of your requirements in your Placement Disclosure Statement or submitting a Placement Disclosure Variation, if you have already submitted your statement, with supporting documentation.

**Note:** Please refrain from contacting your facilitator or site to adjust your roster. Direct any inquiries to the Clinical Placement Office on [nursingplacements@usc.edu.au](mailto:nursingplacements@usc.edu.au).

### Can I use extra hours from one placement to cover hours in another?

To qualify as an RN, you must complete the required hours for each specific year and course, as each has different skill expectations. For example, the expectations in NUR304 differ from NUR227, as NUR304 demands a higher level of proficiency.

Thus, clinical hours are contained within the individual courses and cannot be rolled over to cover hours in other placements.

### When will my forms be signed off by the Course Coordinator?

Once the Clinical Placement Office has confirmed your placement hours and that forms have been signed off by all parties, the Course Coordinator will review Summative ANSATs and Clinical Placement Attendance Forms in Sonia. This process can take time; the Course Coordinator prioritises students with upcoming placements.

### How can I get a copy of my placement transcript?

You can view your placement transcript in Sonia Online by:

- Navigating to the **History tab**
- Clicking on the **View Transcript** hyperlink in the right-hand corner

Alternatively, contact Student Central at 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au) to request an official letter confirming your completed placement hours. For more details, refer to [Forms and Documents Requests | UniSC](#).

### Vaccination Exemption

For guidance on vaccination exemptions, contact the Fit for Placement Office at [ffpo@usc.edu.au](mailto:ffpo@usc.edu.au).

Some vaccinations are required by QLD Health, and exemptions may not be available.

### Fit Testing Exemption

According to QLD Health, students in clinical placement must wear respirators that have been fit-tested. If you cannot participate in fit testing due to religious reasons, please provide a letter from your religious representative on official letterhead, including the name, date, and contact details of the representative, and send it to [ffpo@usc.edu.au](mailto:ffpo@usc.edu.au). The Clinical Placement Office will make every

effort to secure a placement, but please note that final approval lies with the placement provider. You may be restricted to low-risk area, and placements cannot be guaranteed if restrictions change.

## Placement Travel, Accommodation and Financial Assistance

If you are experiencing financial hardship, reach out to [Student Wellbeing](#) for guidance on support options that can help with placement expenses. Additionally, the [USC Student Guild](#) welfare service may be able to provide free meals, or other practical assistance to students in need. Please note there are no costs associated with student services at UniSC, and each matter is treated confidentially.

For detailed information on internal and external scholarships, bursaries, and allowances available to support Nursing students during clinical placements, visit [Support for students undertaking Work Integrated Learning \(WIL\)](#) and select the **Health** tab.

For any enquiries about bursaries or scholarships, you can contact the Scholarships team at +61 7 5430 2890, via [scholarships@usc.edu.au](mailto:scholarships@usc.edu.au), or by visiting Student Central on any UniSC campus.

## Graduate Position

If you have completed your studies and are interested in a graduate position, you can contact your Course Coordinator for guidance or refer to the [Graduate Employment in Nursing and Midwifery Padlet](#), available through Sonia Online.

**Note:** The Clinical Placement Office and the Fit for Placement Office are unable to provide advice regarding graduate positions or processes.

## Troubleshooting

Below are some typical troubleshooting solutions.

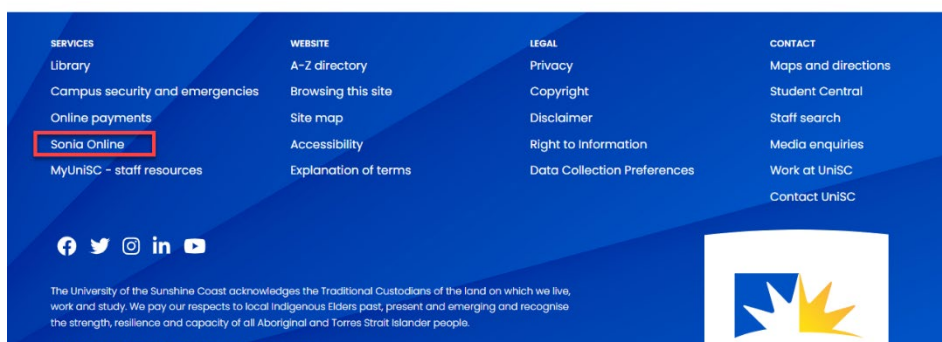
### Mimecast Error

Mimecast is an anti-spam filter software, that unfortunately blocks some students from accessing documents, but if you copy the URL address into your web browser you will be able to access the page.

### Sonia Online Access Issues

If you are having trouble logging in to Sonia Online, your device may be cached to an old Sonia Online login. To address this issue, please follow these steps:

1. Close any open web pages on your device;
2. We recommend using Chrome as your browser;
3. Navigate to our Corporate website [usc.edu.au](http://usc.edu.au);
4. Scroll down the page until you see the SERVICES heading and select Sonia Online;



5. From the Sonia Online home page > select **Nursing & Midwifery**
6. With Role Student selected click on University Sign In.

If you are still experiencing issues, you can contact the Sonia Support team on [uscsoniasupport@usc.edu.au](mailto:uscsoniasupport@usc.edu.au).

### Sonia Online Password Error

Your Sonia Online password is the same for all systems at UniSC. If you have forgotten your password, refer to the [Changing or Resetting Your Password Student](#) for steps on resetting your password.

If you are still experiencing issues, you can contact the IT Support team on 5430 1237.

# RESOURCES

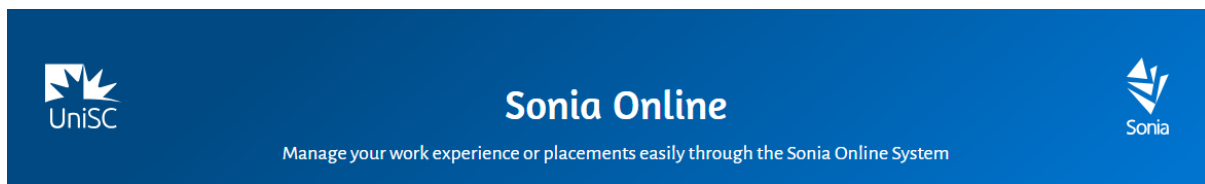
## Guide For Navigating To Sonia On UniSC

The link to Sonia Online is available on the [UniSC](#) website.

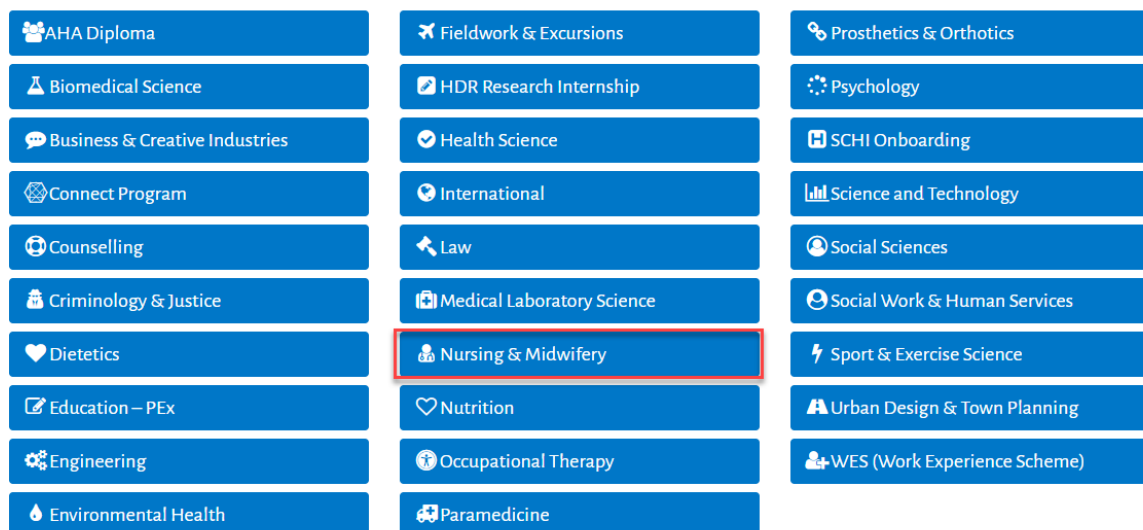
1. On the UniSC home page scroll to the bottom of the page.
2. Under the SERVICES heading, click on the link to Sonia Online.
  - If you experience any difficulty with your 'Login' Sonia Online can also be accessed via the following link: [Sonia - Nursing and Midwifery \(usc.edu.au\)](http://sonia.usc.edu.au).

SERVICES	WEBSITE	LEGAL	CONTACT
Library	A-Z directory	Privacy	Maps and directions
Campus security and emergencies	Browsing this site	Copyright	Student Central
Online payments	Site map	Disclaimer	Staff search
<b>Sonia Online</b>	Accessibility	Right to Information	Media enquiries
MyUniSC - staff resources	Explanation of terms	Data Collection Preferences	Work at UniSC
			Contact UniSC

3. On the Sonia Online landing page, select **Nursing & Midwifery** from the list of disciplines

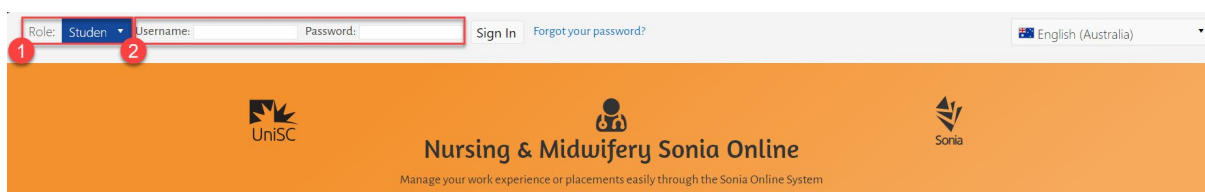


### Disciplines



You will be taken to the **Nursing & Midwifery** Home page.

4. Select '**Student**' as the Role from the drop-down box on the left-hand side.
5. Click the '**University Sign In**' button to automatically sign in.



Once you have logged in - the **Nursing & Midwifery** 'Home page' will be activated.

## SONIA TAB GUIDE

You will find the following on the below tabs:

<b>Home</b>	This page includes links to the FAQs, financial support, your mandatory checks, as well as links to the clinical calendar and student nursing handbook.
<b>Placements</b>	All placement allocation details will be available here.
<b>Forms</b>	All online forms are available here. <ul style="list-style-type: none"> <li>Completed (Mine): indicates if there are any sections you need to complete</li> <li>Completed (All): indicates where other parties may be required to complete their section of the forms</li> </ul>
<b>My Details</b>	Shows the Next of Kin details held on file.
<b>Checks</b>	Mandatory requirements with due dates and their status. This is also where you will upload your evidence for your mandatory checks.
<b>History</b>	Provides placement history. You can view your placement transcript here as well.
<b>Documents</b>	View, add and download other relevant documents throughout your placement and also to view a pdf copy of all email correspondence sent to you via Sonia

To 'Log out' of Sonia Online, click on the arrow next to your 'Name Icon' in right hand top of screen

The screenshot shows the Sonia Online interface. At the top, there is a navigation bar with tabs: Home (highlighted), Placements, Forms, My Details, Checks, History, Documents, and Calendar. Below the navigation bar is a header section with the UniSC logo, the text 'Nursing & Midwifery Sonia Online', and the tagline 'Manage your work experience or placements easily through the Sonia Online System'. The main content area contains a welcome message and a list of links. On the right side, there is a sidebar menu with sections for Documents and Links.

**Documents**

- ▶ Log of Hours
- ▶ Midwifery Student Guides
- ▶ Nursing Student Guides
- ▶ Student Health & Safety Guides

**Links**

- AMSAT Behavioural Cues
- ANSAT Resource Manual
- Australian Midwifery Standards Assessment Tool
- Clinical Placement Attendance Form Video Guide
- NMBA Professional Standards for Nurses and Midwives
- Padlet-Nursing and Midwifery Employment Information
- Shift work and fatigue management
- Student Charter
- STUDENT Guide to Clinical Placement Attendance Form
- STUDENT Guide to Completion of Hours Attendance Form
- USC Incident Report

**On this page:**

- FAQs
- COVID-19 Infection and Exposure
- Mandatory Checks
- Contact Us
- Student Clinical Placement Handbook
- Demonstration Recordings
- Clinical Practice Framework
- Regional and Remote
- Uniforms
- Clinical Placement Calendars
- Facilitator Resources
- Announcements
- Please Note

## Sonia Online App

It is strongly recommended that you download the App to your mobile phone so that we can effectively communicate important placement information instantly to your mobile.

The App requires iOS 8.0 or later ([App Store](#)) and Android 5.0 or later ([Google Play](#)) for download.

Notifications sent directly to your phone is available, so please enable your notifications for this app to ensure you receive up to date information.

You can perform the following task right from your mobile device:

- View placement information
- Access placement Forms / Reports / Documents / Links
- Effortlessly upload placement documents to your Sonia Online account
- Access information relating to your mandatory requirements
- Access your allocated site contacts details
- Complete your electronic placement reports
- Receive important placement notifications instantly (enable notifications for this app)

If you are still having trouble and require further assistance (ensuring you have watched the [instructional video first](#)), email [USCSoniaSupport@usc.edu.au](mailto:USCSoniaSupport@usc.edu.au).

## Guide To Uploading Mandatory Checks

1. From the Nursing and Midwifery Sonia Online home page, select the **Checks** tab.
2. Refer to the Check Table Legend and address any requirements listed in the table that are highlighted pink or have and have a status of Expired, Missing Information, Rejected or Not Complete.
  - Each requirement has its own submission area below the table.
  - Clear instructions are provided for each check.
  - Supply all necessary documentation and information as instructed for each individual Mandatory Check.
  - Click the information icons for further information.

**Checks will be reviewed by the Fit for Placement Office and approved or rejected accordingly.**

**Check Table Legend:**

- Mandatory Not Complete/Expired/Missing Information
- Completed
- Pending Expiry
- Non Mandatory/Optional

**Status of check**

**Mandatory Check**

Name	Value	Status
Blue Card / AHPRA Registration	08/09/2026	Complete
UniSC Code of Conduct	Yes	Complete
CPR Certificate	25/09/2024	Complete
First Aid Certificate	Yes	Complete
National Police Check	02/10/2026	Complete
QHealth TB Risk Assessment		Missing Information
UniSC Vaccination Evidence Form	Yes	Complete
NDIS Worker Screening - Nursing students Only	18/10/2027	Complete
COVID-19 Vaccine Dose 1		Not Complete
COVID-19 Vaccine Dose 2		Not Complete
COVID-19 Vaccine Booster Dose 3		Not Complete

Documents submitted in the Checks area will be reviewed by the Fit for Placement Office for approval.

## **PLEASE NOTE:**

1. Files must be PDF or JPG must be uploaded. **We are unable to open heic files.**
2. There is a file size restriction of 5MB.

### **How to submit other Documents:**

Documents other than Checks should be submitted to the Documents tab. This is an area for any placement related files you might wish to retain.

1. Click on the Documents tab in Sonia Online
2. Click on + Add new document
3. Select Browse to search for the required file
4. When found, select the file: and
5. Click Save

Log onto Sonia Online via the Nursing and Midwifery page.

## **Guide To Completing Forms**

1. In Sonia Online, select the Forms tab
2. You can add a form via the drop-down menu at the top of the page by selecting the form and pressing **Add**

3. You can edit a form by selecting the **Edit** button on the right hand side of the form
4. Within the form(s), you can complete the sections as directed
  - a. The \* shows all mandatory sections
5. You can choose to either
  - a. **Save Draft** to save the information entered and come back to complete the rest later or
  - b. **Submit** to finalise and complete the form
6. You can print any forms by selecting the **Print** icon at the top right-hand corner, or print to PDF

Once you have signed a Form you can open it, but not edit it. If you need to edit the form, email the Clinical Placement Office for assistance.

## **Sonia Online – Clinical Placement Attendance Form Guides**

- [Clinical Placement Attendance Video Guide](#)
- [Clinical Placement Attendance Form Guide](#)
- [Completion of Hours Attendance Form Guide](#)