



**2025 Graduate Diploma of Midwifery  
Professional Experience Placement  
Handbook**

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## Welcome to the School of Health

The School of Health offers the following midwifery programs:

- Bachelor of Midwifery (BMid)
- Graduate Diploma of Midwifery (GDM)

The School of Health works closely with health partners to provide professionally and regionally relevant programs. Midwifery Practice Experience (MPE) (Clinical) is integral to your program of study and is carefully planned to provide you with appropriate, timely experience in clinical settings. Your clinical experience is designed to provide you with opportunities to meet the [NMBA Midwife Standards for Practice \(2018\)](#).

For successful completion of the Graduate Diploma of Midwifery program, specific supervised Midwifery Practice Experiences (MPE'S) must be undertaken. These include Continuity of Care Experiences, known at UniSC as the 'Connect Program' (10); antenatal care (100); labour and birth care -primary birth attendant (30); providing direct and active care in first stage of labour (10); complex care (40); postnatal care (100); neonatal care (20) and others. By the end of your final midwifery program course (MID705 Integration into the Midwifery Profession), you are required to have completed at least the minimum number of MPEs in all the specified areas (as above). In some cases, additional clinical placement hours may be required to complete the minimum supervised MPE requirements. Please refer to course outlines for criteria regarding specific progress requirements for assessment in each course. To assist you in achieving these experiences there are at least 760 midwifery clinical placement hours allocated in addition to the Connect Program.

As a student in a midwifery program, you are required to be a registered nurse with the NMBA and a student midwife with the NMBA. UniSC will pass on your details directly to the Nursing and Midwifery Board, and you will be registered as a student for the duration of your program of study/clinical training in midwifery. For further information about your student registration with the NMBA please visit the website ([nursingmidwiferyboard.gov.au](http://nursingmidwiferyboard.gov.au)) and read the [Fact sheet: Student registration](#). As a Registered Nurse who is registered with the Australian Health Practitioner Regulation (AHPRA), this will remain unchanged as will the need to maintain professional accountability and responsibility.

## PART A – Clinical Placements Information

### Communications

Sonia Online is the platform where all your clinical placement information is provided. You can follow this link to [Sonia Online](#).

### Communication Standards

UniSC Staff will only communicate with students via their **UniSC student email account**. It is your responsibility to check your UniSC student email account daily to ensure you receive the most relevant and up to date information.

Email is a very important communication tool and should meet the usual professional standards for applying for jobs, communicating with colleagues or with lecturers at university. Emails to university staff should include:

- Course code and a brief descriptor in the subject line of the reason for your email Dear, Hello, Good Morning, Good Afternoon etc.
- Your Full Name
- Your Student Number

### Who do I contact?

**Midwifery Clinical Placement Office** - [midwiferyplacements@usc.edu.au](mailto:midwiferyplacements@usc.edu.au)

- General clinical placement enquiries
- Placement groups
- Placement allocation

**Fit for Placement Office** – [FFPO@usc.edu.au](mailto:FFPO@usc.edu.au)

- Mandatory Pre-clinical requirements

**Program Coordinator** – [ejefford@usc.edu.au](mailto:ejefford@usc.edu.au)

- Academic work
- Clinical assessment

**Course Coordinator** – email direct

- Academic work
- Clinical assessment

## Student Resources

Area	Contact Details	What would I contact the team for?
<b>Student Central</b>	<a href="mailto:studentcentral@usc.edu.au">studentcentral@usc.edu.au</a> Phone: 5430 2890 Visit on Campus	<ul style="list-style-type: none"> <li>• Course advice and Program Progression</li> <li>• Enrolments</li> </ul>
<b>Student Wellbeing</b>	<a href="mailto:StudentWellbeing@usc.edu.au">StudentWellbeing@usc.edu.au</a> Phone: 5430 1226 Book an appointment via Student Hub	<ul style="list-style-type: none"> <li>• Support for health and wellbeing</li> <li>• Supporting self-guided resource groups and student-led programs</li> <li>• Free counselling</li> </ul>
<b>SafeUniSC</b>	<a href="mailto:security@usc.edu.au">security@usc.edu.au</a> Phone: 5430 1168	<ul style="list-style-type: none"> <li>• Emergency response and immediate assistance</li> <li>• First Aid</li> <li>• Safety escorts &amp; building access on UniSC campuses</li> <li>• Safe zone App support</li> </ul>
<b>Safer Communities</b>	<a href="mailto:safe@usc.edu.au">safe@usc.edu.au</a> Book a call back on the Student Hub Complete an <a href="#">online form</a>	<ul style="list-style-type: none"> <li>• Contact for student who may be experiencing bullying / harassment / discrimination</li> <li>• Refer to the Safer Communities webpage for more information on harmful behaviour. for more information on harmful behaviour.</li> </ul>
<b>Tenancy and Welfare</b>	Please use <a href="#">this link</a> to access information from the Student Wellbeing web page.	<ul style="list-style-type: none"> <li>• Please view the information available on the Student Wellbeing web page.</li> </ul>
<b>Student Guild</b>	Please view the information available on the <a href="#">Student Guild</a> web page	<ul style="list-style-type: none"> <li>• Support includes student advocacy, welfare, legal and tenancy advice, foodbank and community kitchen, subsidised haircuts, social activities, student clubs and societies.</li> </ul>

## Contact Us

The Midwifery Clinical Placement Office is responsible for organising your clinical placement and for allocating you to your placement areas. The Midwifery Clinical Placement Office should be your first point of contact if you have questions regarding your placements.

You can contact the Midwifery Clinical Placement Office staff by email, phone or in person during office opening hours. The preferred method is via email. Contact details following:

### Sunshine Coast Campus

<b>Phone:</b>	(07) 5456 5005
<b>Email:</b>	midwiferyplacements@usc.edu.au
<b>In person:</b>	H1 building, Ground Floor, Reception (H1.G.66)

The Fit for Placement Office maintains the records for the Preclinical Mandatory Checks you are required to submit.

### **Sunshine Coast Campus**

**Phone:** (07) 5456 5487  
**Email:** FFPO@usc.edu.au  
**In person:** H1 building, Ground Floor, Reception (H1.G.66)

### **Mandatory Requirements to be Completed Prior to Placement**

Prior to commencing clinical placement there are several mandatory requirements set by UniSC, Queensland Health and other health facilities in other jurisdictions. It is important you understand what is required and that you complete all requirements according to the [Workplace Integrated Learning \(Placement\) Procedures](#). All necessary documents must be submitted by the designated deadline to ensure you are eligible to attend clinical placement. You will receive an email from midwifery placement office advising you on what specific requirements are needed and the due date. In addition, you may be subject to mandatory site-specific requirements and training modules prior to commencement of placement.

To be eligible to commence placement, the following pre-clinical Mandatory Checks are required. All required information in relation to the checks can be found by clicking on the links in the Mandatory Checks following table.



View [Sonia Online](#) via hyperlinks below for factsheets on how to complete the Mandatory Checks. Upload your certificates/completed forms via the “Checks” tab in [Sonia Online](#).

Mandatory check	Source	Done	Update
<a href="#">Blue Card</a>	To apply for a Blue Card, follow links on Sonia Online. If you already have a Blue Card, please upload a scanned copy of your card to Sonia Online Checks. You cannot use an EN AHPRA registration for Midwifery	<input type="checkbox"/>	Blue Card every 3 years
<a href="#">AFP National Police Check</a>	UniSC only accepts Police Checks from the Australian Federal Police using purpose type 37. To apply, please follow links on Sonia Online.	<input type="checkbox"/>	Every 3 years
<a href="#">Vaccinations and TB Screening</a>	1. You are required to submit a <a href="#">Vaccination Evidence Form</a> and a Hepatitis B serology report. Take the form to your doctor for completion. 2. QHealth Tuberculosis Risk Assessment for Students.	<input type="checkbox"/>	As required
<a href="#">COVID-19 Vaccinations</a>	Some placement host organisations may still require COVID-19 vaccination now or in the future. We recommend that if students are not fully vaccinated, it is important to know that placement opportunities in this program may be limited. More information is available <a href="#">here</a> .	<input type="checkbox"/>	Subject to change
<a href="#">Respirator Fit Test</a>	It is a Queensland Government requirement that all students attending any placement in a health facility, are required to undertake respirator fit testing prior to commencing.	<input type="checkbox"/>	Annually
<a href="#">First Aid (HLTAID011)</a>	Provide evidence of a current First Aid certificate. This must be obtained from a Registered Training Organisation. First Aid certification is valid for the duration of your degree. (Cost as per organisation).	<input type="checkbox"/>	Duration of degree
<a href="#">CPR (HLTAID009)</a>	Provide evidence of a current CPR certificate. This must be obtained from a Registered Training Organisation. CPR certification is valid for 12 months and must remain current throughout the duration of your placement. (Cost as per organisation).	<input type="checkbox"/>	Annually
<a href="#">Student Orientation Checklist</a>	Please download the Queensland Health Student Orientation Checklist, complete, sign by hand and upload to Sonia Checks. This form will expire each time you are required to update a requirement of the form.	<input type="checkbox"/>	As Required
<a href="#">QLD Health Deed Poll</a>	This is an electronic form. It is located under the ‘Forms’ tab in Sonia Online. From the ‘Form’ dropdown menu, select ‘QLD Health Deed Poll’.	<input type="checkbox"/>	Per placement
<a href="#">UniSC Code of Conduct</a>	This is an electronic form. It is located under the ‘Forms’ tab in Sonia Online. From the ‘Form’ dropdown menu, select ‘Code of Conduct’. Read and submit.	<input type="checkbox"/>	Per placement

It is a requirement to keep all original (Hardcopy) mandatory documents, (including every page of the documents), required by UniSC and each health facility, irrespective of geographical location, in a portfolio (folder) and to take your portfolio with you to every placement shift. Failure to do so will result in cancellation of your placement. If your placement is cancelled this will impact your progression.

## Students and Placements

There are two types of Midwifery Practice Experiences:

1. **Midwifery Professional Experience Placements are rostered** and may occur in block periods, or integrated placement, throughout the sessions, depending on the healthcare facility.
2. **Midwifery Continuity of Care Experiences** that are episodic, and require the student to be on call at times, to attend births at all hours.

You must maintain currency with the mandatory requirements for the entire duration of the placement. The Fit for Placement Office will communicate the required timeframes for currency of mandatory checks via your student email address. You must notify the Fit for Placement Office or your placement officer (whose details can be found under the placement tab of Sonia) if you are unable to maintain the currency of any mandatory requirement, which may make you ineligible to undertake placement. You are responsible for any fees or charges incurred in meeting the mandatory requirements.

You must complete the mandatory requirements of both UniSC and the host organisation by the stipulated deadline. **If you have outstanding mandatory requirements after the notified deadline, you will not be able to commence a placement in the study period and your allocation of placement will be cancelled.** If this occurs, the appropriate grade/notation will be allocated, depending upon the date and circumstances, in accordance with the [Grades and Grade Point Average \(GPA\) – Academic Policy](#).

## Midwifery Placement Experience Hours

Session	Course	MPE hours
<b>Session 1</b>	MID700 Midwifery care across the continuum 1	120 hours
<b>Session 2</b>	MID701 Introduction to midwifery	120 hours
<b>Semester 1</b>	HLT600 Indigenous wellbeing foundations	Nil
<b>Session 4</b>	MID702 Care of the unwell neonate	80 hours
<b>Session 6</b>	MID703 Midwifery care across the continuum 2	120 hours
<b>Session 7</b>	MID704 Leadership governance and mentorship in midwifery practice	80 hours
<b>Session 8</b>	MID705 Integration to the midwifery profession	240 hours

## Preparation for Placement

Your clinical placement provides you the opportunity to put what you have studied at university into practice in a supportive environment. It is important that you spend time to adequately prepare for your placement to avoid any disruptions or cancellations of your placement.

The UniSC Workplace and Industry Placement Policy and Procedures are the governing framework that guide decisions regarding Midwifery Professional Experience Placements can be accessed via the following links:

- [Workplace Integrated Learning \(Placement\) Procedures Work Integrated Learning - Academic Policy](#)
- [Inherent Academic Requirements](#)

## Placement Allocations

The [School of Health](#) works closely with our health partners to provide students with relevant Midwifery Professional Experience Placements, and can be local to UniSC at Sunshine Coast University Hospital, Buderim Private Hospital, North West Private Hospital, Gympie Public Hospital, Caboolture Public Hospital and Redcliffe Public Hospital depending on availability. It may be possible for placements be at the facility where you currently work as a Registered Nurse or elsewhere. This will depend on negotiation with the placement office and Program Coordinator. Each student is allocated a Primary Maternity Unit (PMU). This clinical placement model is where students are allocated to a specific maternity unit for 80% of their clinical placement hours to provide continuity. Students are advised to ensure they are aware of when placements for their courses will be offered (see [clinical calendar in Sonia](#)) and to ensure they are available for placement during this period of time. Due to agreements with health providers placements outside of these times are not available.

To inform the clinical placement team of an appropriate location for your placement, you are required to keep your address and phone numbers updated on UniSC Central. Your address will be used to determine your PMU. However, a PMU close to your place of residence may not always be possible. It is incumbent on the University to provide placement experiences that ensure students have an appropriate range of experiences to meet the program requirements. This may require students having to travel outside their local area.

It is strongly advised to plan in advance how you will travel to and from placement sites at varying times of the day (including night-time) to ensure your safety. You will also need to consider any childcare and work arrangements in advance of your placement. All travel and accommodation expenses incurred whilst undertaking clinical placements are the responsibility of the student.

An application for variation of your group or placement is based on the UniSC Work Integrated Learning (Placement) – Procedures. Acceptable criteria for applying for a reallocation of [group/placement] as per the UniSC assessment procedure (<https://www.usc.edu.au/about/policies-and-procedures/assessment-courses-and-coursework-programs-procedures>) are:

- a) illness or serious health problem
- b) serious personal trauma
- c) sporting commitment at state, national or international representative level
- d) unavoidable community or public service commitments (including jury service, or for a recognised emergency management body such as the Queensland State Emergency Services (SES) or Country Fire Authority (CFA))
- e) Defence Forces Reserve commitment
- f) commitments as a member of the UniSC High Performance Sport program
- g) religious or cultural grounds
- h) being a victim of crime, or
- i) unexpected family, employment or personal circumstances

Details of your clinical placement allocation will be posted on [Sonia Online](#) approximately 6 weeks prior to the allocated start date. The following details will be made available:

- Date of placement
- Name, address and telephone number of the facility
- Commencement time and meeting place
- Clinical facilitator's name (where applicable)
- Specific facility requirements e.g. eLearning packages

If you have any questions or concerns regarding your clinical placement allocation, you should contact the Midwifery Clinical Placement Office in the first instance via email [midwiferyplacements@usc.edu.au](mailto:midwiferyplacements@usc.edu.au)

### **The Connect Program (Continuity of Care Experiences CoCE)**

As a midwifery student, to be able to apply to become a Registered Midwife in Australia, you are required by the Australian Nursing and Midwifery Accreditation Council (ANMAC) to complete a minimum of 10 CoCE's (referred to as the 'Connect Program' at UniSC), over the duration of your degree. This is in conjunction with your other supervised midwifery practice experience requirements. You will commence the Connect Program in the first course of your Graduate Diploma program, following successful completion of the clinical assessment in MID700 Midwifery Care across the Continuum 1. Engagement with the Connect Program will enable you

to gain experience in woman-centred care whereby you will be supported to fulfil the following requirements.

- Establish, maintain, and conclude a professional relationship whilst experiencing continuity with individual women through pregnancy, labour and birth, and the postnatal period, regardless of the model of care the women is engaged with.
- Provide midwifery care within a professional practice setting and under the supervision of a midwife. However, in collaborative practice arrangements supervision by other relevant registered practitioners (for example, medical officer qualified in obstetrics, child health nurse or physiotherapist) may be appropriate.
- Engage with a minimum of 10 women over the course of your degree. Engagement involves attending **four antenatal visits, two postnatal visits and, for the majority of women the labour and birth (minimum = 6).**
- Maintain a record of engagement with each woman incorporating reflection, which will be reviewed by the course coordinators of your midwifery clinical courses. This will be documented in your Midwifery Practice Experiences Workbook and the Connect Reflection template.

### Recruiting Pregnant Women in to the Connect Program

Recruiting women for CoCE's will be primarily through the antenatal clinics and midwifery group practice models in our associated maternity facilities. A recruitment handout which invites women to participate is provided by the midwife, or the student when the woman attends her first antenatal appointment. Students are to link only with women birthing at the student's PMU placement or by negotiation with the Program Coordinator. Women who choose to participate will sign a consent form (either at this time or when they next meet the student). Consent forms are uploaded to SONIA (Connect) within 5 working days.

Professional boundaries: Students are advised not to link with friends or relatives or those with whom they have a pre-existing non-professional relationship, to maintain professional boundaries. Please refer to the NMBA Code of Conduct for midwives, principle 4 Professional behaviour. Available at: <https://www.nursingmidwiferyboard.gov.au/codes-guidelinesstatements/professional-standards.aspx>

- Students are required to have knowledge of, and abide by, the Nursing and Midwifery Board of Australia NMBA – Code of Conduct for Midwives, and maintain a therapeutic relationship in accordance with the NMBA standards (Standard 2), with all women engaged in the Connect Program.

Students need to be aware there are legal obligations regarding advertising. A student is not able to

advertise or recruit for continuity partnerships through social media or any other platform.

Please see the following links for more information:

- **NMBA** – [Code of conduct for midwives](#)
- **NMBA** – [Social media Guide](#)

## Placement Allocations

Attendance at Connect appointments is on an ad hoc basis as determined by the care requirements of the individual women. These are usually organised ahead of time which allows you to schedule them into your diary, however at times emergent appointments may occur and attendance is negotiated with the individual women and yourself. You will need to be on call for labour and birth episodes, however it is reasonable to expect that you will have periods of time where you will not have women expected to birth. It is an expectation that you will be readily available to attend CONNECT women in labour and birth at most times, however it is also understood that there will be times that you are unavailable, and this should be communicated to the woman. You will need to manage your attendance at these events around your university and personal commitments.

## Recording Continuity of Care Experiences CoCE

### Continuity Database and Administration

The Clinical Placement Office maintains an electronic database for storage and access of data related to each continuity experiences with a woman, care provider and facility (Sonia Connect). The database is secured with a password which is available only to the Connect Coordinator and the Sonia administration team.

To notify the University that s/he is commencing a CoCE, students upload the signed Connect consent form to Sonia Connect. This information must be submitted **by the student within 5 days of meeting the CoCE woman**. This data includes the woman's contact details, EDD and birthing facility. The Consent form provides the woman with details about whom she may contact at the University if she has any questions or concerns and the role of the student midwife.

Students are not to attend any appointments until consent is provided by the woman and the student has uploaded the document to Sonia Connect. **Note: Retrospective consent to commence a CoCE relationship is not permitted.**

Throughout the CoCE, the student records antenatal, intrapartum, and postpartum contact hours on the Connect Log of Hours form. These hours are to be signed by the midwife or health care provider. An individual form is required for each CoCE relationship, and these are to be submitted to SONIA Connect upon completion of the CoCE. These episodes of care are to support you in achieving the minimum ANMAC requirements for CoC.

On completion of the CoCE students are to follow the instructions on SONIA to conclude the CoCE and complete the post CoCE evaluation (a link to the evaluation will be sent to your email by the Connect Coordinator).

This information must be submitted by the **student at the completion of the CoCE and/or within six – eight weeks of the postnatal period**. Students who fail to submit the continuity data form for a completed partnership may receive a fail grade in the relevant course. The Connect Coordinator checks each form, contacts the student if there are any discrepancies, then enters relevant updates into the database. If the CoCE is incomplete due to the woman withdrawing from the program, students are to complete the data as incomplete and record the contact hours.

Please note the underpinning principle of the COCE is to form a relationship with a woman. The experience is not just about ticking off the ANMAC minimum requirements which include:

- Four (4) antenatal care experiences with each woman
- Attending the majority of the labour and birth experiences with the woman (minimum of 6 to be attended), and
- Two (2) postnatal care experiences with each woman

Therefore, to ensure you form a relationship, and support the woman throughout her journey to parenthood, you should commence the relationship, where possible, before 30 weeks gestation. **Commencing a COCE relationship after 30-weeks gestation will require approval from your course coordinator.**

### **Connect Program Special Requirements**

The Connect component of the program must be suspended if a course with a midwifery practice component has not been completed in the preceding 12-month period. Connect activity may recommence once the scenario based clinical exam in the respective course, or the Clinical Connections Module, is successfully completed.

The Connect component of the program must be suspended if a course with a midwifery practice component is failed. Connect activity may recommence once the scenario based clinical exam in the respective course is successfully completed.

## Costs associated with Clinical Placements/CONNECT

The costs associated with your clinical placement are **your responsibility**. **Costs include (but are not exclusive to this list):**

- Travel to and from placement site (private car, bus, train)
- Parking fees e.g. at tertiary hospitals
- Accommodation (if needed)
- Meals
- Uniform purchases
- Inability to work during placement
- Childcare
- Mandatory preclinical placement requirements (e.g. immunisations and fit testing)

Description of Cost	Value Approx.	Frequency
Uniforms (2 sets) Available from <a href="#">Print services</a>	\$200.00	
Vaccinations- Hep B, MMR, Varicella, Pertussis, TB, COVID-19	Varied	As vaccination schedule required
Working with Children Blue Card	\$ 101.30	Three Years
Australian Federal Police Criminal History Check	\$ 60.00	Three Years
CPR	\$ 60.00	Annual
First Aid	\$ 75.00	Three Years
Fit Testing	\$ 65.00	Annual

For any enquiries relating to financial support, please contact [Student Wellbeing and the Student Guild](#). Should you require support attending your allocated placement due to experiencing hardship, UniSC provides a range of supports including financial support and scholarships, and information about a range of scholarships and bursaries to assist with the cost of studying. Check eligibility requirements, selection criteria and closing dates. The University has a student loan scheme to help students in need of short-term financial assistance.

## Conflict of Interest

You should avoid undertaking a placement in a workplace where there is a possible or perceived



conflict of interest, for example, where:

- a family member or members work in the clinical area, or facility you have been allocated to. This is irrespective of the role they have in the clinical area.
- you might be responsible for caring for a family member.
- you have been placed in an area where you are/have been a client e.g. your GP, or an in-patient in a hospital ward.

While the University will allocate a placement, the placement provider has the final say in determining if they perceive a conflict of interest, or potential conflict of interests exists. If the University is advised by the placement organisation that they believe there may be a conflict of interest, the University will act to try and reallocate the student to another suitable placement.

Failure to notify a conflict of interest is a breach of the University's Code of Conduct and may be subject to a report of General Misconduct. Prior to each placement you will be required to complete a Student Code of Conduct Form. In this form you must identify any conflict of interest.

## Clinical Hours/Shifts

Your placement as a student midwife provides you with practical experiences and an introduction to the social experiences of midwifery. Clinical Placement may require you to attend morning, afternoon, and night shifts, across 7 days of the week including public holiday. It is an accredited requirement of the Midwifery Program that you experience shifts across the spectrum of midwifery, and you will be expected to fulfil your range of rostered hours.

Please note that placement final roster is set by the host organisation to ensure that you are appropriately supervised during your placement and the rostered shift times may vary according to your facility and clinical area. Placement site managers will reach out to you on your student email address, to pass on roster allocations prior to the commencement of your placement hours.

All but one course in the GDM program entails clinical placement hours, please read the course outline, and refer to SONIA to view clinical placement hours. The final course of the GDM MID705 Integration into the Midwifery Profession has 240 midwifery practice experience hours which will be allocated for a single block placement. The single block allocation will support continuity of learning and engender a co-worker experience which will help develop higher professional self-confidence. The extended placement will allow you to receive a fuller introduction and understanding of the work environment and health care team while providing more time for you to further develop your

independence and demonstrate graduate level clinical practice.

For best learning, as well as health and safety reasons, it is essential that you have rest between each shift on clinical placement. While we acknowledge that students need to work during their degree, advanced planning around work commitments will help you to make the most of your clinical learning time.

## Midwifery Uniforms and Equipment

Midwifery Uniforms and Equipment While you are on clinical placement and attending Connect activities.

Please wear the designated uniform for midwifery students listed below.

The dark teal UniSC uniform embroidered with UniSC logo and midwifery student

Black corporate trousers only (not scrubs, jeans, leggings or tights)

Black shoes (leather closed-in with non-slip soles)

UniSC Student ID card

Long hair is to be tied up

Fingernails kept short, clean, and free of nail polish (no artificial nails of any kind are permitted)

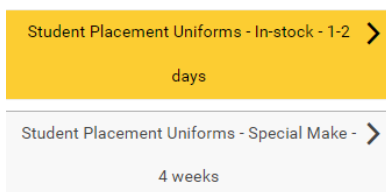
A pair of earrings (studs) is the only permitted jewellery

Most Health sites have a 'bare below the elbow' policy meaning no clothing or jewellery is to be worn below the elbow.

If you require information on where to purchase this uniform please visit MyUniSC Print Shop online.

Select Clothing Uniform tab.

Select either of the below options to order your Midwifery Professional Experience Placement uniform.



If you are a pregnant student, please order a Special Make Uniform to ensure comfort for yourself and your baby during pregnancy.

For more information on uniforms, please visit ***How to obtain a uniform for Midwifery Professional Experience Placement.***



## Clinical Placement Checklist

Before progressing with this checklist please ensure that you are enrolled in a clinical course	
Have I submitted all preclinical mandatory checks on <a href="#">Sonia Online</a> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have I put all original copies of preclinical mandatory checks in a folder that I can take <b>every day</b> to clinical placement for spot checks?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have I completed and printed any <b>required site mandatories including online modules</b> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have I organised my work, family and social responsibilities in a way that supports me making the most of my placement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do I have student identification that I can take to clinical placement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is my uniform ready?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is my name badge ready? (First name only)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have I got the following items ready to go with me to placement? <ul style="list-style-type: none"> <li>• black pen</li> <li>• safety glasses</li> <li>• fob watch with a second hand (not a wristwatch)</li> <li>• pocket sized notebook</li> <li>• scissors</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do I know the name of the health care facility that I am going to for clinical placement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do I know the date and starting time for my first day of placement orientation day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do I know the shift times for after my first day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do I know where I will meet my facilitator and the other students in my group on the first day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have I organised how I am going to travel to and from the placement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have I checked where I can park? (If required)	<input type="checkbox"/> YES <input type="checkbox"/> NO

## PART B: Professional Requirements

### Professional Standards

While you are on placement you are expected to comply with the [professional standards](#) and codes for Registered Midwives and Registered Nurses. Remember you are a representative of UniSC. Prior to each clinical placement, you are asked to renew your understanding of the appropriate codes/requirements, as they have been introduced to you throughout your program. Please see [Nursing and Midwifery Board of Australia - Home \(nursingmidwiferyboard.gov.au\)](http://nursingmidwiferyboard.gov.au).

### Professional Code of Conduct

It is important to note the [professional code of conduct](#) extends from the time you spend on placement into your social and personal interactions. You should ensure you are familiar with these expectations so you can meet the requirements of your placement and maintain professional standards.

### Confidentiality and use of Social Media:

To maintain confidentiality, it is important you do not discuss your clinical experience with anyone in your personal life. We appreciate sometimes there may be a need to debrief regarding your placement experiences, it is important you do this through the appropriate channels, including; your facilitator, UniSC course coordinator or [UniSC Student Wellbeing](#) services.

Confidentiality standards also apply to your use of [social media sites](#) (such as Facebook, X formally Twitter, Instagram, Snapchat). You should not post pictures from placement or discuss a woman's personal information on social media platforms. We encourage you to read the [UniSC Social Media Policy](#), the [Nursing and Midwifery Board Social Media Guidelines](#) and the [Information Privacy Act 2009 \(Qld\)](#) if you need further information about these requirements.

### Communication and Presentation:

When you are on placement, it is important your communication is polite and respectful. We understand during your placement, there may be times you experience stress and are challenged. If you need support to maintain professional communication, please let your course coordinator know so we can discuss support options.

It is important you present yourself in a way that is neat and tidy and maintain an acceptable level of personal hygiene. You must also ensure you are alert when you attend placement and are not impacted by alcohol or drug consumption.

### Concerns about conduct:

We may become concerned about your professional conduct if your behaviour is in breach of these standards and/or if your behaviour places yourself or others at risk. Unprofessional conduct may lead to a number of outcomes, including suspension or failure of your placement (see Appendix 1)

### Student Learning and Responsibilities while on Clinical Placement

Clinical placement is a valuable aspect of your program, and you are encouraged to fully participate and seek learning opportunities. Please communicate clearly and regularly with your clinical facilitator/clinical coach/RM buddy or preceptor (clinical assessor) about your learning needs and their expectations. There are specific activities that are undertaken while you are on clinical placement, and we encourage critical thinking and clinical reasoning while providing care.

The activities undertaken as part of the clinical placement will relate to midwifery practice that is characteristic of the environment or specialty. As a student, the activities you undertake will be focused on developing competency in midwifery. You will have learned skills and developed knowledge on-campus that you will be able to apply in the midwifery clinical environment.

As the clinical facilitator/preceptor remains responsible for direct care and safety, and is responsible for your supervision, they will ask you to demonstrate skills under their direct supervision until they are confident you can undertake the skills independently.

As a student, you are the direct responsibility of the university and its staff (including contracted staff), but you are also responsible for your own learning and actions, so while on clinical placement you must ensure you:

- Only undertake clinical activities that have been directed by a registered midwife and are undertaken under the supervision of a registered midwife.
- Practice and undertake activities at the level of your learning within the program (**scope of practice as a student midwife**). Respectfully decline a request to engage in a practice/task/procedure that is contrary to legal, ethical considerations and the teaching of the School of Health. Please contact your clinical facilitator/course coordinator if you need to discuss this further.
- Understand that while you are responsible for your learning and your actions, the overall responsibility for client care remains with the registered midwife. This means the registered midwife is to be made aware of those allocated activities that are within and outside of your capabilities and experience as a student midwife. You are never expected to accept or

undertake practices beyond your educational capabilities as a student midwife.

- Only administer **medication under the direct supervision** of a **registered midwife**.
- An IV pump cannot be accessed at any time without **direct supervision from the registered midwife**.
- Ensure that if you are transferring women and/or babies from one area of the hospital to another, you are accompanied by a registered midwife.

## Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe, and respectful. The [Student Charter](#) sets out what students can expect from the university, and what in turn is expected of students, to achieve these outcomes. You are advised to read this to understand the mutual expectations between the university and students.

*Unsatisfactory behaviours which put patient/client safety at risk or practices that do not adhere with the NMBA Registered Midwife standards for practice, Code of Professional Conduct and/or Code of Ethics will result in failure of the course and removal from placement at any time during the clinical placement.*

## Student Role in Documentation

Students are permitted to document on clinical medical records under supervision of a Registered Midwife. It is an expectation that if students are documenting assessments, that relevant information is communicated to the Registered Midwife. Students are permitted to document in medical records but must have this countersigned by the clinical facilitator/registered midwife/mentor. Compliance with the Health Service policy is mandatory.

Health care facilities are increasingly utilising electronic medical records (iEMR) to record women's information. Students should **not record information on a woman's iEMR unless they have received education about this**. Each student should have their own log in details provided by the health facility following training and have their entries counter-signed by the Register Midwife.

## Completion of Required Clinical Placement Hours

In each course with a clinical component, you must complete the required hours, and all rostered shifts, before a final grade can be awarded to successfully complete the course requirements. If you are required to complete your placement hours at a different location or with a different assessor, please be aware you will still be assessed according to the NMBA Midwife Standards for Practice (2018), and the expectation is for students to continue to meet the Standards. In these circumstances, your summative assessment may have been signed by your previous clinical facilitator, but your grade will be finalised by your course coordinator at the completion of your hours.

## Change of Placement

1. **Students requesting a change of placement site.** This process requires a Variation to Placement Request form (VPR -available on Sonia) to be submitted without a form the placement site cannot be changed.
2. **The Course Coordinator requests** additional hours (in the same placement site) or a change of location, **due to low documented numbers of Midwifery Practice Experiences (MPE).** This process is actioned by the Course Coordinator and the Midwifery Placement Office. The student is then informed of the increased hours or change to placement site to support their attainment of MPE experiences.
3. **The Clinical Facilitator** (in consultation with the Course Coordinator) has determined additional hours may be required because of an unsatisfactory AMSAT and a documented Learning Plan has been required. The student and Midwifery Placement Office are notified regarding the number of hours and a revised placement timeline is put in place.

## Students Undertaking Paid Employment

The School of Health cannot guarantee that students will be provided a placement in a location that will allow them to continue in paid employment while they are on placement. There may be times in which students will need to prioritise the program requirements. Students are required to be available at various times, some of these will be at short notice, to engage in professional practice learning. **Students are NOT permitted to undertake placement including attending CoCE births on the same day as a shift of paid employment.**

The School of Health recommends that students arrange leave from paid employment during MPE placement. Students are reminded that attendance at placement is compulsory, and failure to attend will result in a Fail grade in the relevant course and may hinder progression in the program.



## PART C – Academic Teaching and Learning Information

### Support While on Clinical Placement

UniSC uses various models of supervision for clinical placement. These differ according to the placement and are also dependent on the contractual arrangement with the placement providers. Some facilities use a clinical facilitator and a registered midwife buddy (mentor), some use clinical coaches and preceptors. Some will use a mixture of these options. Your preceptor or clinical facilitator liaises with the course coordinators to provide support for your learning and teaching during clinical placement.

### The Role of Clinical Facilitators

The clinical facilitator is a registered midwife who supervises a group of 8 students. Facilitators will have been provided resources by the School of Health to effectively support and assess you on placement. These include relevant information pertaining to the curriculum and assessment requirements. Your facilitator will organise, supervise, and evaluate your clinical experience. They will assist with your learning, provide support, and will undertake your clinical assessment with you. Your Course Coordinator will liaise with your facilitator while you are on clinical placement.

### The Role of a Registered Midwife Buddy (mentor)

The registered midwife buddy is the registered midwife you will be working with in the clinical area, but the clinical facilitator is still responsible overall for your clinical experience. You may work with a different midwife buddy each day. The clinical facilitator will liaise with your midwife buddy to check on your progress.

### Clinical Assessment

Assessment is an essential part of the educational process. It promotes learning, measures student progress, and improves student performance. Your assessments during clinical placement will be based on the [Midwife Standards for Practice \(NMBA 2018\)](#).

Your assessment will be conducted by either your preceptor or clinical facilitator using the Australian Midwife Standards Assessment Tool (AMSAT). This assessment tool is designed to provide feedback throughout your placement. The AMSAT will be used for your progressive assessment, which is completed midway through your placement. The summative assessment will be completed at the end of your placement. These assessment tools align with the Midwife standards for practice (NMBA 2018).

A variety of assessment are embedded in the program, including:

- Theoretical assessments conducted at the university including a variety of written assignments, worksheets, group work, oral presentations, and reflective writing.
- Australian Midwifery Standards assessment Tool (AMSAT)  
[AMSAT Midwifery Assessment Tool](#)  
[AMSAT Midwifery Behavioural Cues](#)
- Clinical Skills Assessments Tests (CSATs) that are conducted whilst on Midwifery Practice Experience placement and completed by a Registered Midwife.
- Objective Structured Clinical Assessments (OSCA) conducted in a simulated environment at the university.

## Clinical Assessments Requirements

### ANMAC

Care Provided	Number to complete
Antenatal care	100
Primary accoucheur labour and birth	30
Direct and active care	10
Complex care	40
Postnatal care	100
Examination of the newborn	20
Neonate with special needs	10
Women's and sexual health	5
Breastfeeding support	5
6-week check	5

### CSAT

Clinical Skills Assessment Test (CSAT)	Number to complete (1 per placement)
Abdominal palpation	1
Antenatal CTG	1
Vaginal examination	1
Accoucheur	1
Intrapartum CTG	1
Preparing and supporting a woman for LSCS	1
Assessing and supporting breastfeeding	1
Gastric tube insertion for neonatal feeding	1
Oral medication administration	1

## OSCA

Objective Structured Clinical Assessments (OSCA)	Number to be completed prior to MPE
<b>MID700 Midwifery across the Continuum 1</b> <ul style="list-style-type: none"><li>• Basic neonatal resuscitation</li><li>• Abdominal Palpation</li><li>• Intramuscular injection</li></ul>	1
<b>MID703 Midwifery across the Continuum 2</b> <ul style="list-style-type: none"><li>• Postpartum haemorrhage</li><li>• Shoulder dystocia</li><li>• Intravenous drug administration</li></ul>	1
<b>MID705 Integration to the Midwifery Profession</b> <ul style="list-style-type: none"><li>• Shoulder dystocia</li><li>• Postpartum haemorrhage</li><li>• Complex neonatal resuscitation</li></ul>	1

All forms of practice assessment and evaluation are discussed in more detail below.

### Midwifery Practice Assessments

You will also receive ongoing feedback throughout your placement as a formative and developmental process. Feedback is essential for your learning and development while on clinical placement. Being open to feedback is a key factor for your success. Students' midwifery practice will be assessed in several ways:

- **Objective Skill Competence Assessment (OSCA)** conducted at the University.
- **Clinical Skills Assessment Tests (CSATs)** conducted by registered midwives during placement.
- **The Australian Midwifery Standards Assessment Tool (AMSAT)** self-assessment and conducted by registered midwives during placement [Australian Midwife Standards Assessment Tool \(AMSAT\)](#).
- **Learning Plan**, which is to be completed if a student achieves an 'Unsatisfactory' or 'Limited Performance' in any AMSAT Tool or CSAT.

If you are not meeting a satisfactory standard of performance at any point, learning processes including a learning plan will be implemented to guide and support you to meet each standard satisfactorily (see clinical learning flowchart). Unsatisfactory behaviours that put women/client safety at risk or practices that do not adhere to the NMBA Code of Conduct for Midwives and/or the ICM Code of Ethics may result in removal from placement and possible failure of the course. If a learning plan is required during your placement, you must meet all the requirements and standards for practice outlined in the learning plan at a satisfactory level, to be able to proceed to a final assessment.

## Scope of Practice - clinical skills

Students are to be guided by clinicians and self-identify scope depending on individual progression throughout the midwifery program. If a learning opportunity arises in the clinical area students are encouraged to engage in this opportunity under direct supervision of the Registered Midwife even if they have not been exposed to the experience in the laboratory or clinical workshop.

Holistic assessment and care of the woman and infant 0 - 6 MONTHS		Holistic assessment and complex care of the woman and infant 6 - 12 MONTHS	
<p>Health assessment of individuals, families and groups using Primary Health Care as a framework - Collaborative practice Identifying the impact of cross-cultural factors as they impact health Assessment - Identify culturally safe practice in health assessment</p> <p><b>ANTENATAL CARE</b> Hand Hygiene AN booking interview - Holistic health assessment – Psychological, emotional, social, lifestyle Planning routine antenatal care - Calculation of EDD EPDS Safe Start – information gathering domestic and family violence screening and role of midwife AN terminology Routine screening tests e.g., urinalysis, blood tests Abdominal examination – fetal positions + FHR auscultation Antenatal education</p>	<p><b>LABOUR AND BIRTH CARE</b> Normal CTG modules from RANZCOG Assessment during physiological labour and birth Assessment of contractions – Abdominal Palpation Water immersion and waterbirth Non-pharmacological comfort measures ID sterile water injections Vaginal examination Variations of normal e.g. OP, Breech labour and birth Nitrous Oxide administration/ sterile water injections PR medication Placental birth (physiological / active) Skin to skin care</p> <p><b>POSTNATAL / NEWBORN CARE / BREASTFEEDING SUPPORT</b> Postnatal assessment of mother and examination of the newborn Mothercraft e.g. nappies bathing dressing swaddling Safer infant sleep (SIDS/SUDI) iEMR (WIL) Vaccination – schedule – Konakion (oral) and Hep B education for parents NNST education for parents Skin to skin/ supporting breastfeeding/ use of bottles/formular feeding Expressing and storing breast milk Postnatal VTE assessment SC Enoxaparin</p>	<p><b>ANTENATAL CARE</b> Hand Hygiene Recognition and responding to deteriorating woman and/or infant Caring for women experiencing complications in pregnancy, labour, birth, or the postnatal period Assessment, referral and collaboration in the midwifery context Venepuncture and cannulation Collaboration and referral of care PV medication induction of labour</p> <p><b>LABOUR AND BIRTH CARE</b> Handover ISBAR PROM term and preterm -EOGBSD CTG interpretation IV Infusions – pumps bolus Review VE/ARM Review obstetric emergencies: shoulder dystocia, PPH, PET (seizure) Premature birth Epidural complications Episiotomy Perineal Care and repair GDM management, BGLs, insulin infusion PPH management Cord prolapse</p>	<p><b>POSTNATAL / NEWBORN CARE / BREASTFEEDING SUPPORT</b> C-section – pre and postsurgical care Administration of blood and blood products or iron Eclampsia Maternal collapse - basic life support Maternal sepsis Neonatal resuscitation of the preterm infant Grief and loss information Breastfeeding complications Neonatal cares- hypoglycaemia management, NAS Syndrome Newborn respiratory disorders Q-NEWT Pre-term care – isolette NG tube insertion – newborn Hypoglycaemia</p>

## Midwifery Student MPE Placement Performance

This occurs in a staged process both formative and summative feedback are provided as noted below:

1. **Formative:** An AMSAT tool is completed by the student (Midwifery AMSAT - Student Self Evaluation Progressive) in Sonia Online by rating yourself against each of the NMBA Midwifery Standards for Practice (2018), reflecting on your placement and setting some goals for the second half of your placement in preparation for discussion with your facilitator. Your facilitator will then complete the Midwifery AMSAT - Facilitator Progressive AMSAT in SONIA ONLINE to provide you with formal feedback regarding your progress to date.
2. **Summative:** You will complete the Midwifery AMSAT - Student Self Evaluation Summative in Sonia Online prior to meeting with your facilitator or preceptor. The purpose of this summative assessment is for you to demonstrate satisfactory standards for practice for your level of learning and based on the Midwifery Standards for Practice. Your facilitator will then also complete the Midwifery AMSAT – Facilitator Summative in Sonia Online.

Your assessments will be conducted by your preceptor or clinical facilitator using the assessment tool which is designed to provide feedback throughout your placement. The AMSAT will be used for your progressive/formative assessment, which is completed midway through your placement. The summative assessment will be completed at the end of your placement. These assessment tools align with the [Midwife standards for practice \(NMBA 2018\)](#). However an Informal AMSAT can be completed by your preceptor or clinical facilitator at any time when a preceptor or clinical facilitator is concerned about a student's performance during professional practice (see Poor Performance and Misconduct Management Process). The midwife who conducts the assessment makes a recommendation about the performance rating the student should receive. Satisfactory progress in professional experience placements is an essential condition for passing courses with clinical components.

### Limited or Unsatisfactory Performance Rating

Where a student receives any 'Limited' or 'Unsatisfactory' performance rating in the AMSAT tool the student, the Midwifery Facilitator and course coordinator work together to develop learning goals for future placement. The learning goals are documented in consultation with the Midwifery Facilitator and course coordinator using a Learning Plan; the student will meet with the Midwifery Facilitator and Course Coordinator to discuss the AMSAT to discuss progress and develop a learning plan to support their progress.

Where a student receives any 'unsatisfactory' rating on the AMSAT Tool and/or CSAT the Clinical Facilitator follows these steps:

1. Assess the student by working directly with them, speaking with the buddy RM/other staff members, observing their practice closely and/or reviewing all their documentation. Use the AMSAT behavioural cues (if appropriate) and the UniSC Clinical Practice Framework for guidance.
2. Provide timely feedback to the student, identifying clear strategies for improvement. Document the conversation on Sonia Online, notifying the student information is there to review, and they may respond if desired.
3. Reassess the student's practice within 1-2 shifts, if limited or inconsistent improvement is demonstrated, or significant deficits are identified, escalate immediately to the Midwifery course coordinator for further support and collaboration regarding an Informal AMSAT Assessment.
4. After collaborating with UniSC, meet with the student to deliver the Informal assessment, discussing strategies for improvement. Document a summary of the conversation on Sonia Online. This gives the student an opportunity to process and reflect on the information away from the clinical space.
5. If limited or inconsistent improvement continues after 1-2 shifts, and the student appears unlikely to succeed in any one of the standards, notify the Clinical Placement Office, and/or Midwifery Course Coordinator immediately. This includes if scoring less than 3 at the progressive assessment.
6. To support the student's success, a learning plan will be developed by the Course Coordinator and facilitator in collaboration with the student. The plan will supply specific strategies as a framework for the student to implement into practice. The Clinical Facilitator supports the student to achieve the learning outcomes in the learning plan.
7. If the student is inconsistent with the implemented strategies outlined in the Learning Plan, or further issues are identified, the Course Coordinator is to be contacted as soon as possible.

\*Adhere to the Escalation flowchart (Appendix 1)

If at any time a student may have **breached their scope of practice (see page 26) or conducts unsafe practice**, the facilitator contacts the Midwifery course coordinator and/or Midwifery Clinical Placement Office immediately for further guidance (see Appendix 1).

## Midwifery Learning Plan

The Course Coordinator, with the student, completes the Learning Plan after a student receives any 'Unsatisfactory' recommendations in an AMSAT Tool. Students, please note a 'limited' or 'unsatisfactory' performance requiring a Learning Plan can be completed at any time, not just with the AMSAT but for both rostered and continuity of care shifts, when performance or professional behaviour is below the level expected.

The purpose of the Learning Plan is to clearly describe the situations that led to the 'limited' or 'unsatisfactory' performance recommendations. If the student receives an 'limited' or 'unsatisfactory' performance, the Midwifery Facilitator and course coordinator follows the 'limited' or 'unsatisfactory' performance Flow Chart' (see above or Student Code of Conduct policy and Student Misconduct Procedures and the Midwifery Professional Experience Placement (see later in document).

After completing the Learning Plan and discussing shared responsibilities, for meeting desired outcomes with the student. The Clinical Facilitator will undertake a new AMSAT/CSAT and will send a copy of the Learning Plan together with a copy of the newly completed AMSAT Tool/CSAT to the Course Coordinator. A copy of a Learning Plan is located and stored on Sonia. Any student Learning Plan relating to continuity of care will be investigated under the Student Code of Conduct policy and Student Misconduct Procedures and the Midwifery Professional Experience Placement Procedures.

## Student Code of Conduct

The process for dealing with issues related to 'limited' or 'unsatisfactory' performance is discussed above. This section relates to student misconduct management processes, as detailed in the Student Placement Code of Conduct policy. Please refer to this policy using the following links:

- Midwifery Professional Experience Placement [placement procedures](#)
- Student [Code of Conduct](#)

## Your Course Details in LMS (Canvas)

Canvas includes important course information (course outline and assessment, clinical practice framework, learning resources, and a section for discussions). You are required to ensure you are familiar with all aspects of your course using this information.

## Clinical Placement Attendance Form

All students are required to complete an attendance form on clinical placement, to provide evidence they have completed their hours. The midwifery clinical placement attendance form is electronic and is located in Sonia under Forms. The attendance form reflects the hours you have attended and if you are absent, you are responsible for uploading a medical certificate or stat dec as evidence in why you require make up hours.

- [Midwifery Student Guide to Clinical Placement Attendance Form – SONIA ONLINE](#)

Some host facilities still require you to download and print off the paper based 'Midwifery Log of Hours' form and take to each placement shift, and have it signed by your midwife buddy or clinical facilitator. This is not a UniSC requirement and will only be used by the clinical facilitators to verify your attendance if they were not there. Once your placement is finished and your clinical facilitator has approved and finalised all your hours, you are required to finalise the completed form in Sonia Online and then your Course Coordinator will review it.

## Connect Attendance Form

All students are required to complete an attendance form for each of their Connect appointments and for attendance at labour and birth. The Connect attendance ('Connect Log of Hours') form is located in Sonia Connect online. You are required to document when you entered the facility and when you left the facility. This is to be signed by the registered health practitioner supervising your experience. The Connect Log of Hours is then uploaded to Sonia Connect Online at the completion of the Connect experience. Completion of the Connect experience is when the woman has had at least 2 postnatal visits and the Connect experience is finalised, or if the woman withdraws from the program for any reason.



## Part D: Health and Wellbeing

Students have the right to be treated with respect and not to be placed at any undue risk during professional experience. While every care is taken in placing students, it is a possibility that an incident can occur relating to your safety. The following strategies are suggested to minimise this potential risk:

- Provide contact details: Please ensure your emergency contact details are up to date in the UniSC Sonia site.
- Be aware of the Health Service agency: You should ensure that you are properly orientated to the Health Service agency including site-specific emergency and evacuation procedures.
- Minimise risk: You should consider the following potential risks:
  - Any procedure that places a person at risk
  - Managing difficult clients and/or family members
  - Leaving and returning to car parks
  - Leaving and returning to accommodation after hours or when rostered late.
- Risk management may involve (though not limited to):
  - Avoid being alone with potentially aggressive clients/family members
  - Using security services where available.
- Act to minimise psychological stress. If you feel vulnerable because of a personal issue, student counsellors are available on campus, located within Student Wellbeing UniSC Health free of charge. If you are unable to attend a professional experience due to this distress, you must advise your Clinical Facilitator, Midwifery Professional Experience Placement Course Coordinator who will inform the Program Coordinator as indicated.

### Insurance Information for Students

A student who undertakes an approved unpaid placement in Australia as a requirement of their GDM program is covered by the University's Student Personal Accident, Public Liability, Professional Indemnity and Medical Malpractice (where applicable) insurances whilst involved in approved placement activities. You are covered to attend homebirths as part of approved placement, including Connect. Students must act in an observational role only and cannot provide any care. Do not enter the woman's home until there is a registered practitioner to supervise you.

For you to be eligible to be covered for university insurance whilst undertaking a placement, you must be a student with an active enrolment status in accordance with **the definition provided in the [Admissions, Enrolments and Graduation – Academic Policy](#)**.

Please be aware that you are not covered by Work Cover Queensland while undertaking your clinical placement. UniSC offers limited student insurance, but additional insurance cover may be required depending on your individual needs. To view the insurance cover available and assist you to make an informed decision regarding your insurance needs, information can be found on the [Insurance Information for Students](#) page.

## Placement Disclosure Statement

It is your responsibility to ensure that you are fit and healthy when undertaking clinical experiences. **Prior to commencing EACH placement**, you will need to complete a Placement Disclosure Statement form located in Sonia. 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.

You are also required to meet the UniSC Inherent Academic Requirements of the Graduate Diploma of Midwifery Program:

- [Inherent Requirements](#)

All UniSC students undertaking a Midwifery Professional Experience Placement must sign a Placement Disclosure Statement. UniSC requests this information to provide the best possible placement experience for you and ensure safety for yourself and the people you will be working with. You are required to disclose relevant personal information that could impact on your performance or ability to complete tasks or could put yourself or others at risk while undertaking placement.

The Placement Disclosure Statement is for the purpose of:

- identifying and organising appropriate education-related adjustments, if any, which may be made to enable you to successfully complete a learning activity;
- identifying and communicating how these adjustments may impact your ability to complete your course or program successfully; and
- assisting you to demonstrate the competencies to maintain student registration requirements in some professions, and where relevant, meet professional body requirements on graduation.

If, at any time prior to or during placement, there is a change in your circumstances (e.g. a new condition or an exacerbation of an existing condition) which could impact on your placement, you must complete the Disclosure Statement Variation form (this is a self-select form located under the Forms tab in [Sonia Online](#)). The Placement Disclosure Statement is assessed by the UniSC AccessAbility Service and Midwifery Academic Staff to determine if reasonable adjustments can be accommodated.

## Policy on Students with Blood Borne Viruses

Queensland Health has [policies](#) relating to midwives working in clinical areas who are or become infected with blood borne viruses. Health care workers (including students and supervisors) who are hepatitis C antibody and PCR positive, hepatitis HBV DNA positive, or HIV antibody positive must not perform exposure prone procedures on placement as defined in the policy.

If you are NOT working in a Queensland Health facility, it is your responsibility to make yourself familiar with the appropriate policies and procedures of that facility.

## Pregnancy

Pregnancy does not preclude you from clinical practice; however, some clinical placements may be potentially harmful to the pregnant student and/or the developing foetus. Pregnant students are required to notify the Midwifery Placements Office in the first instance via email [midwiferyplacements@usc.edu.au](mailto:midwiferyplacements@usc.edu.au). You must also disclose your pregnancy and expected due date on the Disclosure Variance Form (located in Sonia Online under forms tab). Once notified the Nursing and Midwifery Placements Office will review the allocation of a placement in an area where there may be some health and safety issues, for a pregnant student for example:

- radiation
- working with infectious diseases
- cytotoxic drugs or anaesthetic gases

Pregnant students are to present a medical certificate to the Clinical Placement Office if they wish to continue with placement past 34 weeks' gestation.

## Disability Support

If you have a disability and require any assistance, please see the [Disability and Equity](#) information. The AccessAbility team can work with you to recommend reasonable adjustments and/or provide practical advice about the support and facilities available to you to meet the Inherent Academic Requirements for [Midwifery](#). Even if you have an issue that you don't believe will impact your placement experience, it would be worthwhile speaking with AccessAbility anyway to know what is on offer if there is a recurrence of an issue whilst on placement. AccessAbility will provide advice for anyone who may be affected by a disability, learning disorder, mental health issue, injury or illness, or if you are a primary carer for someone with a disability or who is considered frail and aged.

It should be noted that students must be able to engage in and complete the full scope of their MPE requirements and therefore should also refer to the Inherent Requirements of the midwifery program (see link above).

## Shift Work and Fatigue Management

Clinical Placements will involve shift work on any day of the week including weekends and public holidays. Students will be expected to work allocated shifts, including quick shift changes whereby you only have 8 hours break in-between. Please read the following information on shift work and fatigue management: <https://www.healthdirect.gov.au/sleep>

## Illness and Absence During Placement

Absence from the scheduled clinical placement due to illness, injury or misadventure must be communicated to the clinical facilitator/preceptor and ward at the earliest possible time.

**Any absence** from clinical placement is to be **validated** by relevant, independent supporting documentation (for example, a medical certificate, or a police report, or a stat dec) that is shown to your clinical facilitator on return to placement. The document is to then be uploaded to the “Clinical Placement Attendance Form” in Sonia Online. **You are required to contact the Midwifery Clinical Placements Office regarding your absence via email.**

## Covid-19

In case you require Covid-19 testing, the Clinical facilitator needs to advise the Fit for Placement office. The student also needs to contact the FFPO and complete the form using the [COVID Reporting Form](#). The test results must be emailed to [ffpo@usc.edu.au](mailto:ffpo@usc.edu.au). If the test is positive, the current procedure is you are to isolate for 5 days immediately following a positive test. The Clinical Facilitator needs to notify the Midwifery Placements Office and you are not to return to placement until day 6 if not experiencing acute respiratory symptoms. It is important to note that a negative RAT is not required for re-entry.

If you work in a high-risk setting and have been diagnosed with Covid-19, you should only return to your workplace if:

- at least 5 days have passed since you received a positive Covid-19 test result and
- your acute respiratory symptoms and fever have resolved, apart from mild residual symptoms such as a mild dry cough and
- you comply with any additional infection control procedures required by your employer – [Managing Covid-19 in workplaces](#)

## Incidents Arising During Clinical Placement

If an incident occurs and is related to a clinical situation, in the first instance you should consult your facilitator. If this is not possible, please contact the course coordinator or clinical program coordinator or SafeUSC immediately. At this time, if indicated, an [Incident Form](#) is completed and submitted to the

university. The student and the clinical facilitator are responsible for reporting the incident to the university. You and your facilitator must document the incident according to university and facility (e.g. hospital) protocols. For further guidance, please see [Near-miss, hazard and incident reporting guidelines](#).

Incident Reporting Instructions:

1. access the [UniSC Injury/Illness/Near Miss Incident](#) form on the UniSC website.
2. enter your contact details in the space provided.
3. for '*Location*', select '*Off campus incident*' from the drop-down menu.
4. for '*Which of the following best describes the incident*', select number '2'. '*WIL Placement Injury/Illness/Near Miss Incident*' from the drop-down menu.
5. enter details of the incident in the spaces provided.

Students are primarily responsible for following manual handling principles, the policies and procedures of the university and the clinical facility, to ensure their personal safety.

- Familiarise yourself with the facilities policies and procedures associated with exposure to bodily fluids. Ensure you know where to access the personal protective equipment, and how to use it if you are required to undertake a task that may result in exposure.
- Use the personal protective equipment of the agency for any procedure or task that may result in exposure to body fluids and become familiar with the facilities' policies and procedures in this area. For [Body Fluid Exposure](#): also refer to Queensland Health's infection control guidelines to review the management of blood and body fluid exposure.
- If body fluid exposure, personal injury or other incidents occur while on placement, contact your clinical facilitator immediately. Your facilitator will assess the situation and advise on the matter.

## Contact Outside of Business Hours

If you have an emergency on placement **outside of business hours (between 1630hrs and 0800hrs Mon to Fri, weekends, and during the campus closure – 24th Dec – 4th January)** please call SafeUSC on 07 5430 1168. They will be able to triage your call to the appropriate services. Please do not ring this number for absences from placement.

If you are in a life-threatening emergency, you should call police or ambulance on 000.

## Tools for Clinical Learning

There are two essential tools that have been developed to facilitate student learning while on MPE:

1. Clinical Practice Framework
2. Check In and Check Out process.

### Clinical Practice Framework

The Graduate Diploma of Midwifery Program prepares graduates to practice as responsible and accountable professionals who work in partnership with women to give the necessary support and care during pregnancy, labour, birth and the postpartum period. The program is designed to meet the Nursing and Midwifery Board of Australia Midwife standards for practice, and on completion students will be eligible to apply for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Program features include:

- Use of narrative pedagogy and case-based learning.
- Intensive clinical preparation including simulation learning using state of the art technology.
- Health service integrated clinical practice experiences throughout the program including a final internship to prepare for transition to practice.
- Support for continuity of care experiences through the CONNECT program.
- Health service and community experiences throughout the continuity of care experiences.
- Options for placement in rural or remote locations during Internship.

### Learning activities in the placement setting

Students are to be guided by RMs and self-identify scope depending on individual progression through the GDM program. If a learning opportunity arises in the clinical area students are encouraged to engage in this opportunity under direct supervision of the RM even if they have not been exposed to the experience in the laboratory or clinical workshop.

**Although all students with the GDM program are RNs and still accountable in accordance with being registered with AHPRA, students must work within the scope of a student midwife and under direct supervision of a RM.**

## Check In and Check Out PROCESS

Checking in and checking out (briefing and debriefing) are integral components of the learning process. Checking in requires students to prepare for their clinical practice experience and checking out assists students to reflect on their experience, gain feedback and rate their confidence at the end of the clinical encounter. The Check In/Check Out process has been designed to promote student engagement and accountability for learning (Henderson et al. 2018).

Students use the CICO in their preparation for practice where they are accountable for preparing prior to attending class and they arrive in class reading to set goals for their learning. At the end of the class, they identify if they met their goals and what they still need to do for further learning.

The CICO process is also required in clinical practice where a discussion is held with students by the Midwifery buddy or clinical educator at the commencement of their shift about their learning goals and then a short conversation is held at the end of the day to establish if goals were met and what further learning students identify that they need. This is not an assessed activity, but it is required for students to take accountability for their learning.

A clinical reflection session is student-focused time to reflect on learning experienced in the clinical environment. It is a time where students collaboratively share their knowledge and learn from others' experiences. It is an expectation of UniSC that a joint debrief session is not required every day of the MPE. Students and assessors will be using the Check In and Check Out (CICO) Process.

The clinical reflection session venue needs to be in a room that is private (so that client data can be shared in confidence) and large enough for the group of students.

It is suggested that a reflection session is conducted on the first day to alleviate any anxiety and respond to any questions. A reflection session should take no longer than 1 hour.



## THE USC CICO PROCESS

# ENGAGING IN TEACHING & LEARNING IN A COLLABORATIVE LEARNING SPACE

A FACTSHEET ON THE CHECK-IN AND CHECK-OUT PROCESS FOR CLINICAL PRACTICE SPACES.

The Check-in and Check-out (CICO) process supports high quality, engaging and relevant education in clinical practice spaces. The CICO process focuses on collaborative learning spaces where students engage as partners in their learning with teaching staff in clinical laboratories, simulation suites and clinical practicum. The CICO elements complement the course content, skills assessed, and clinical practice within all clinical courses.

The expectations of teaching staff and students in collaborative learning spaces is informed by the USC Student Charter. The course co-ordinator and teaching staff are responsible for all aspects of a clinical course delivery. Students are expected to actively engage with the course requirements and learning resources to successfully complete a clinical course. In a collaborative learning space students are active partners with teaching staff in clinical learning activities.

Check-in (briefing) prior to, or upon entry to, the collaborative learning space requires a student to prepare for their clinical practice experience. The Check-in questions are addressed at the commencement of a clinical practice session.

Check-out (debriefing/student confidence) supports activities for a student to gain feedback which:

- reinforces positive aspects of the learning experience
- encourages reflective thinking
- supports thinking to link theory to practice and research
- encourages critical thinking
- supports discussion about professional practice

The student is required to rate their confidence on four statements at the completion of each clinical practice session:

- I can safely perform the clinical practice
- I can identify positive examples of clinical practice role-modelling
- I can identify feedback received that helped me achieve my learning objective/s
- I have confidence to initiate and independently perform the clinical practice

The confidence statements support a student to acknowledge their accomplishments, learning experience and how they felt about their learning. This information finally encourages a student to answer the "take home" questions - Have I learnt what I need to know? If not, what do I still need to do?

For further information, please contact Amanda Henderson on [AHender1@usc.edu.au](mailto:AHender1@usc.edu.au).

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## THE CICO PROCESS

### CHECK-IN

1. What will I be doing today?
2. What are my questions before starting today?
3. What are my learning goals?
4. What am I learning about today?

### CHECK-OUT

1. What did I see?
2. What did I do?
3. What was I told?
4. How do I feel?



RATE YOUR CONFIDENCE

### TAKE HOME QUESTIONS

1. Have I learnt what I need to know?
2. If not, what do I still need to do?

USC Clinical Practice Profile V12.4





## PART E: SONIA ONLINE

### Sonia Online - Guide for Students

The link to Sonia Online is available on the [UniSC](#) website. Once on the UniSC home page scroll to the bottom of the page. Under the SERVICES heading you can click on the link to Sonia Online.

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		Work at UniSC
			Contact UniSC

If you experience any difficulty with your 'Log in' Sonia Online can also be accessed via the following link: [Sonia - Nursing and Midwifery \(usc.edu.au\)](http://sonia.nursing.usc.edu.au).

The Home page of Sonia Online will open. Select '**Nursing & Midwifery**' from the links at the bottom of the page.

#### Nursing & Midwifery

You will be taken to the **Nursing & Midwifery** 'Home page'. Choose '**Student**' as the 'Role' from the drop-down box on the left-hand side - enter your UniSC 'Username and Password' then click the 'Sign In' button.

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

'**Home**' will show the following:

- Welcome
- Announcements
- Mandatory Checks information
- Student Resources

'**Placements**' will show the following:

- If your current placement has been posted it will be displayed here
- Important dates are displayed on the right-hand side of this 'Placements' page
- Click on the red Details tab to see more information about your placement. Any current notes and documents regarding this placement are listed here.

'**Forms**' Electronic Forms can be selected (if required) from the drop-down box: select Add, for example:

- Qld Health Deed Poll and Orientation Checklist.

'**My Details**' will show the Next of Kin details held on file.

'**Checks**' displays:

- any mandatory requirements with due dates and their status here. This is also where you will upload your evidence for your mandatory checks.

'History' will show your placement history.

'Documents' will enable you to:

- view, add and download other relevant documents throughout your placement for example: Log of Hours, Dr's certificates.

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

## Sonia Online - Guide For Students App

The Sonia Online for Students App is available.

Log in to Sonia Online on your PC, click the 'settings' can then scan the barcode using your mobile device. Refer to this [instructional video](#).

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)
- Access your timesheet

### **IMPORTANT INFORMATION:**

It is strongly recommended 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 students' phones is available so please enable your notifications for this app to ensure you receive up to date information.

View the instructional [video](#) on how to access the 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)

## Sonia Online - Guide to Uploading Mandatory Checks

### Login to Sonia Online

- Once you have logged in, the Nursing and Midwifery Sonia Online home page will be activated.

### How to submit to Checks

- From the Nursing and Midwifery Sonia Online home page, select the 'Checks' tab.
- Each requirement has its own submission area. Clear instructions are provided for each check. Please supply all necessary documentation and information as instructed for each individual Mandatory Check. Please click the information icons for further information.

**Checks will be reviewed by the Clinical Placements Office and approved or rejected accordingly.**

Example only:

Under the 'Checks' tab you will find a table at the top of the page that shows a summary of the status of each of your Mandatory Checks (see example below):

Name	Value	Status
Blue Card (Valid for 3 years from date of Issue)	21/12/2017	Expired
National Police Check (Valid for 3 years from date of Issue)	15/01/2021	Cleared
HepB - 1st injection	Yes	Missing Information
HepB - 2nd injection		Not Complete
HepB - 3rd injection		Not Complete
HepB - Blood test completed (Serology report)		Not Complete
VPD - Evidence Form	Yes	Rejected
First Aid Certificate (Valid for 3 years from date of Issue)	19/09/2018	Cleared
CPR Certificate (Valid for 12 months from date of Issue)		Rejected
QHealth Orientation Checklist		Not Complete
QHealth Deed Poll	Yes	Cleared

### How to submit to other Documents

Documents other than Checks should be submitted to 'Documents'. For example, Medical Certificates and Log of Hours.

- Click on the 'Documents' tab in Sonia Online
- Click on '+ Add new document'
- Select 'Browse' to search for the required file
- When found, select the file: and
- Click Save

Documents will be reviewed by the Clinical Placements Office for approval. Please allow up to 5 days for checks to be cleared.

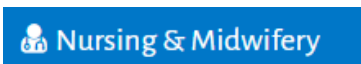
### PLEASE NOTE:

- A scanned PDF or JPG must be uploaded. **We are unable to open heic files.**
- There is a file size restriction of 5MB, you will be unable to load files that are larger than this size onto the system.
- To sign out, click on the black arrow top right of screen beside your name.

## Sonia Online - GUIDE TO Electronic Forms

Log onto Sonia Online via the Nursing and Midwifery page.

From the



Home page select the 'FORMS' tab.

Choose the Electronic Form from the drop-down box and select 'Add'. As per this example;

A screenshot of the Sonia Online interface. It shows a form selection dropdown menu with the text "Form: Queensland Health Student Deed Poll" and a downward arrow. To the right of the dropdown is a button labeled "Add". Below the dropdown and "Add" button is a red button with a white pencil icon and the text "Edit".


The form will appear, select the red 'Edit' button on the right-hand side.

The eForm opens for you to tick and/or or enter the required information. Complete all areas, when submitted the areas that you are still required to complete will show \*You must check this box.

You can choose to  the eForm and complete later.

When you have completed the eForm click the  button.

Your completed eForm will be saved to your Sonia Online Profile.

You can print the form by selecting the print  icon at top right-hand corner.

Please note, once you have signed an eForm you can open it but not edit the form. If you need to edit the form, email [ffpo@usc.edu.au](mailto:ffpo@usc.edu.au) they will unlock the form and allow you to make required adjustments.

## Appendix 1: Escalation process for Breach of Scope or unsafe practice

