

Student Placement Manual

Bachelor of Dietetics (Honours) 2022



Bachelor of Dietetics (Honours) Student Placement Manual

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1.0 Introduction

1.1 Purpose of the manual

This manual provides the details of Work Integrated Learning (WIL) practice placements undertaken as part of the Bachelor of Dietetics (Honours) Program at the University of the Sunshine Coast. It contains essential student information regarding the content and process of placements and is required reading for all placement courses.

This manual is to be read in conjunction with the appropriate USC Placement Student Handbook/s, specific course information and course outlines on Canvas and Pebblepad for NUT402 Nutrition and Dietetics Placement 1, NUT406 Nutrition and Dietetics Placement 2 and NUT407 Dietetics Professional Practice.

1.2 Placement Contacts

The USC Course Coordinators and USC Placement Academic Supervisors are listed below. In general, students are to contact the Placement Academic Supervisor relevant to the placement type. For example, a student on their Public Health Nutrition Placement would contact Angela Cleary and not the course coordinators Judy (NUT 402 course coordinator) or Tania (NUT 406 coordinator). The Placement Academic Supervisor/Coordinator can be contacted five days a week and they will aim to respond to your email within 24 hours.

Course	Coordinator	Phone	Email	Working hours
NUT406 Dietetic Placement 2 NUT407 Dietetic Professional Practice	Tania Wiesmayr-Freeman	5456 5173	twiesmay@usc.edu.au	Mon – Fri
NUT402 Dietetic Placement 1 and Program Coordinator	Judy Tweedie	5456 5849	jtweedie@usc.edu.au	Tues, Thurs, & every 2 nd Wed (email 5 days per week)
NUT401 and Discipline Lead	Prof Fiona Pelly	5430 2898	Fpelly@usc.edu.au	Mon – Fri

Placement Academic Supervisor contact details

Placement	Placement Academic Supervisor/Coordinator	Phone	Email	Working hours
Medical Nutritional Therapy (MNT) USC Nutrition & Dietetic Clinic	Tania Wiesmayr-Freeman	5456 5173	twiesmay@usc.edu.au	Mon – Fri
Food Service (FS)	Judy Tweedie	5456 5849	jtweedie@usc.edu.au	Tues, Thurs, & every 2 nd Wed (email 5 days per week)
Public Health Nutrition (PHN)	Angela Cleary	5430 1197	acleary@usc.edu.au	Mon – Fri
Research Activities (RA)	Prof Fiona Pelly	5430 2898	Fpelly@usc.edu.au	Mon – Fri

Other contacts

Fit for Placement Office

For information regarding submitting mandatory requirements
Building H1.G
Tel: +61 7 5456 5487
Email: FFPO@usc.edu.au

If a student experiences extreme circumstances resulting in a delay submitting mandatory requirements by the due dates, or for any other general administration assistance regarding your placement, please contact:

Aileen Spalding – Placement Administration Officer (WIL)

Academic Support Unit
Building H1.G.65
Ph 07 5456 3753
shssplacements@usc.edu.au

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

Discipline Leader (Nutrition & Dietetics)

Prof Fiona Pelly
Phone: +61 7 5430 2898
Email: fpelly@usc.edu.au

Student Wellbeing

Student counselling and wellbeing services
Link: [Student Wellbeing](#)
Ph: +61 7 5430 1226
Email: studentwellbeing@usc.edu.au
Office Hours: Monday to Friday 8.30am-4.30pm

Accessibility

Student disclosures and Learning access plans.
If studies are affected by a disability, learning disorder, mental health issue, injury or illness.
Link: [Accessibility](#)
Book online via [Student Hub](#)
Telephone: 07 5430 2890
Email: AccessAbility@usc.edu.au

1.3 Overview of Work Integrated Learning (WIL) placements

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

1.4 SONIA

SONIA is the University's online database for students participating in work integrated learning. SONIA enables students to manage their WIL placement information quickly and easily. It includes

- Details about upcoming work integrated learning placements
- Previous placement history
- Tracking progress of mandatory requirement checks such as blue cards, immunisation and insurance etc.

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

SONIA also contains information about how to purchase uniforms and the USC Insurance cover while on placement.

SONIA is located by accessing the University of the Sunshine Coast website and logging in to SONIA.

2.0 Placement Requirements

2.1 Pre-placement Mandatory Requirements

All students undertaking placements for NUT402, NUT406 and NUT407 must complete the online 4th year dietetics pre-placement modules. Students must also complete all mandatorys as listed in SONIA, prior to placement.

2.2 Uniform, name badge and personal presentation

Students are to purchase and wear the navy 'USC Student Dietitian' short sleeve blouse/ shirt/ tunic on placement. This uniform top must be worn at all times. They must be the ones that have 'Dietitian Student' embroidered on them and not the generic USC polo shirts.

There are three styles available, the men's short sleeve shirt, the ladies short sleeve blouse and the unisex tunic.

How to purchase student placement shirts:

- Shirts are ordered online and shipped directly to students. Go to <https://www.gameclothing.com.au/shop/merchandise/usc>
- Sizing – Shirts/ blouses can be tried on at the pool kiosk to determine the correct size.

Who to contact regarding uniform orders:

USC Sport
5459 4888
sport@usc.edu.au

This information about uniform ordering is also available on SONIA. Please note:

- Orders take up to four weeks to arrive.
- USC Student cards must also be worn and visible at all times whilst on placement. Contact USC Central to order and pay for replacement cards.
- For Food Service Placements shoes need to be covered, non-permeable (waterproof) and non-slip.
- In the hospital setting, shoes must be fully enclosed but do not need to cover the top of the foot. For ladies, flat court shoes with closed in toes, heels and sides are ideal. High heels are generally discouraged unless they have a wedge heel less than an inch high. Black or navy business or comfortable dress shoes are ideal.
- Students must be prepared to fit in with each workplace dress requirements. There may be rules about the type of body piercing jewellery allowed, or it may need to be removed or covered while on placement. There are also varying rules about visible tattoos.
- In hospital workplace settings, there will be a specific dress code to meet infection control requirements. Students are not able to wear jewellery, or have sleeves below the elbow, have long fingernails or wear nail polish and hair below the shoulders needs to be tied back.

See section 2.3 Student Placement Code of Conduct for rules on personal presentation.

2.3 Student Placement Code of Conduct

Students representing the University of the Sunshine Coast, are expected to behave professionally at all times. The Bachelor of Dietetics' Student Placement Code of Conduct specifies conduct in which students must practice, that is consistent with [Dietitians Australia Professional Standards and Code of Conduct](#).

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

2.3.1 Personal Presentation

- Purchase and wear the required uniform on placement.
- Always dress to meet a high standard of neatness and cleanliness, consistent with professional workplace dress codes. The clothing should present as neat and professional, meet workplace health and safety standards, be culturally appropriate and suit local standards and climate. Most health care facilities will have a '**closed shoe**' and '**bare below the elbow**' policy to reduce the spread of infection. Bare below the elbow refers to no **jewellery (this includes bracelets, wedding and engagement rings) or watches or sleeves below the elbows. Infection control also requires** nails to be short and clean with **no false nails or nail polish**. Small earrings and unobtrusive necklaces may be allowed. Students are to check with their sites about this before starting. Body odour must be managed, and students are to avoid using strong perfumes. If make-up is worn, it should be understated, conservative and natural. Avoid jeans and denim as a rule of professional attire. Hair, whatever the style, should be professional looking and tidy. Some sites require long hair to be tied back. Facial hair must be neatly maintained. In hospital workplace settings, there will be a specific dress code to meet infection control requirements. Examples of unacceptable dress code in the workplace includes:
 - Clothing with any tears or stains
 - Clothing with images or slogans that may be considered offensive
 - Athletic wear, tracksuits, singlets, leggings
 - Visible underwear
 - See through clothing of any type
 - Low cut tops or exposed back or midriff
 - Tops or dresses with shoestring straps
 - Shorts or mini-skirts
 - Casual footwear e.g. thongs, slippers, runners
 - Hats (Religious headwear or other culturally traditional head covers should be allowed (within reason of safety considerations))
- Wear the USC Dietitian Student uniform and USC identification badge at all times.

2.3.2 Confidentiality

Always ensure confidentiality by:

- Not sharing client information with any persons other than those directly involved in the care of the client.
- Not identifying a client in any way, on any forms of communication (either verbally or written) submitted to the university or as part of assessment requirements.
- Not releasing any form of information to any source, particularly if it relates to clients/clientele or the organisation and its representative policies.
- Not taking written documents that identify clients outside the placement partner organisation.
- Reading the confidentiality rules of the host organisation as outlined in the Student Placement Agreement students sign prior to commencing placement.

2.3.3 Professionalism

Students are to:

- Attend and participate in all pre-placement learning sessions and workshops as required.
- Be punctual and report absences to the Placement Workplace Supervisor (by phone) and the USC Academic Supervisor/Course coordinator (by email).
- Ensure the Workplace Supervisor is aware of their whereabouts during working hours and inform them if leaving the premises.
- Ensure that the Workplace Supervisor has given permission for them to see specific patients and to clarify what steps of the NCP process they are expected to undertake for the patient/s.
- Demonstrate respect for clients, peers (fellow students), the Academic Supervisor/ Coordinators (university staff) and Placement Partner employees by:
 - Communicating (either verbal or written) in a professional manner that is non-aggressive, does not demean the individual, and is clear and coherent.
 - Promoting a professional relationship and maintaining appropriate professional boundaries between peers, supervisors, organisational staff and clients/carers.
For example:
 - Not discussing any concerns about the placement roster/ locations /supervisor with any staff at the placement site. These concerns are to be raised with the USC Academic Supervisor and/or Course Coordinator
 - Not discussing private/ personal issues and beliefs with clients /carers as well as exercising discretion and limits on the amount of discussion with peers/ supervisors
 - Not socialising on a personal nature with clients/ carers and exercising discretion regarding appropriateness of socialising with supervisors
 - Not using social media to communicate with supervisors or workplace employees or clients/ carers whilst a student of USC
 - Not seeking personal medical advice or personal medical prescriptions from medical staff at the placement site. Medical care is to be obtained from a GP /medical practitioner outside of the workplace environment
 - Informing the Placement Academic Supervisor and the Placement Workplace Supervisor of any possible, actual or perceived conflict of interest that arises prior to, or during placement. This includes if a student or their family work for a Health Service or at a placement site and in any capacity, where a student will be placed.

- Ensure provision of non-discriminatory services to all clients regardless of age, colour, gender, sexual orientation, religion, ethnicity, race and mental or physical status.
- Respect the rights of clients to make informed choices about their care.
- Treat Placement Workplace Supervisors, peers and Placement Partner employees with fairness, honesty, courtesy, respect and good faith.

Act in a moral, ethical and professional manner by:

- Practicing within current evidence-based practice
- Only using credible, evidence-based nutrition education sources
- Only using nutrition education resources and materials that are approved by the Placement Partner organisation. This may include resources developed by staff dietitians and/ or students, which have been approved for use.
- Limiting provision of advice about alternate therapies to those who voluntarily seek it and only therapies for which there is documented scientific peer reviewed evidence of effectiveness
- Recognising the limits of your competence and scope of practice and requesting assistance from your Placement Workplace Supervisors as required
- Respecting the diversity of nutrition and dietetic practice by responding positively to feedback provided by your Placement Workplace Supervisors and Academic Supervisor/ Coordinators
- Practicing in a manner that positively and actively promotes the role of a Dietitian and the broader profession of nutrition and dietetics

2.3.4 Policies and Legislation

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

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

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

2.4 Absences

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

In general, students are not permitted to work from home. Exemptions may be granted under exceptional circumstances which may include COVID lockdowns.

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

DA Accreditation requires students to complete a minimum of 100 days of placement (not including sick days, weekends or public holidays). Days of absence may need to be made up in order to ensure a minimum of 100 days is reached.

If due to unforeseen circumstances, students miss more than five days placement, the University may have difficulty providing additional time.

It is important for students to be aware that due to unforeseen circumstances, placement site locations as well as dates for placement may change. Students may also require additional time on MNT Placement to achieve competencies or may need to make up additional days due to sick leave. For these reasons, students are discouraged from making extra-curriculum commitments (e.g. overseas holidays, work commitments) that cannot be changed over the year. It is difficult to build in additional time for students and the University is unable to work around student extra-curricular commitments.

2.5 Travel & Other Expenses

Travel, accommodation and other expenses incurred getting to and from the placement is the student's responsibility.

USC provides short-term loans of up to \$500 (maximum) for costs related to study. Refer to this [USC Scholarships](#) link for more information.

USC equity bursaries of up to \$1000 are available to students from low socio-economic backgrounds and other equity groups. Refer to this [Equity bursary link for more information](#).

For further support and advice, contact [Student Central](#)

2.6 Orientations / Inductions

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

An effective orientation by the organisation should include the following:

- Workplace maps and layout
- The organisational structure of the department

- Summary of department employees and names of key personnel
- Navigation around electronic systems used by the discipline in their day-to-day work
- Staff duties and responsibilities
- Communication protocols and/or policy and procedures
- Resources which may be utilised e.g., photocopiers, computers, and library resources as they relate to the role of the placement facility in the community/ organisation
- Specifics of dress, hours of work, etc.
- Documentation standards
- Confidentiality procedures
- Occupational Health and Safety
- Area demographics as they relate to the role of the placement site in the community

2.7 Intellectual Property (IP)

Whilst on placement, students may be developing products, resources, or services which the organisation they are placed with may wish to further develop or commercialise in the future. In this case, students may be asked to sign a waiver form for the use of their intellectual property by this organisation. Students are under no obligation to agree to sign over their IP. Students are encouraged to obtain independent legal advice should they have any concerns about the implications of signing any of these documents. Section 12 in the [University Policy on Intellectual Policy](#) refers to IP created by students.

In the case of Hospital and Health Services, the Queensland Health Student Placement Deed which all students must sign states provisions for IP, and in almost all cases, the IP created by students will lie with the Department of Health. For further information, refer to this [QH IP Factsheet](#).

3.0 Roles and Responsibilities

3.1 Course Coordinator (USC)

Nutrition and Dietetics Placement 1 and 2 there have their own individual Course Coordinators who have separate roles to your Academic Placement Supervisors. Course Coordinators are responsible for the following:

- Conducting and monitoring the assessment of the student's academic performance (in accordance with Dietitians Australia's (DA) competency standards) and compliance with the Student Code of Conduct while completing placements.
- Maintaining an active Canvas site for the course
- Responding in a timely manner to any student issues regarding assessments, access to Canvas and Pebblepad, seeking a review of an individual assessment item and general enquires about the course.
- Providing information regarding placements to all students and placement facilities
- Ensuring pre-placement mandatory requirements have been met
- Delivering pre-placement workshops
- Responding in a timely manner to any student issues regarding placements
- Developing and communicating clear processes to support clinical placements

3.2 Placement Academic Supervisor (USC)

Each type of placement **such as Food Service, Public Health Nutrition and Medical Nutrition Therapy**, has their own **Placement Academic Supervisor**. They are **listed** in the Placement Contacts section 1.2.

Students are to contact the relevant Placement Academic Supervisor and not the Course Coordinator with queries.

The Placement Academic Supervisor is responsible for the following:

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

3.3 Clinical Placements Office (USC Placement Administration)

3.3.1 Fit for Placement Office

- Provides assistance with administration associated with obtaining mandatory requirements
- Reviews and lodges Blue Card Applications
- Monitors when students' certificates/ mandatories have expired
- Answers questions and provides information regarding mandatory requirements

3.3.2 Placement Officer

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

3.4 Placement Clinical Educator

Some placement sites have a Dietitian who oversees Student Dietitian placements. They are often the contact person indicated in SONIA. Clinical Educators provide support to student supervisors and oversee student placements. They are part of a student's support network on placement and can be contacted about queries that Placement Workplace Supervisors may not know. They organise individual student timetables where students are allocated to specific wards/ areas. They can also advise when students will be presenting case studies. At times, Clinical Educators may directly supervise students to monitor how they are progressing.

3.5 Placement Workplace Supervisor

The Placement Workplace Supervisor is the person who supervises students while

completing placements. They are responsible for the following:

- Providing students with an orientation to the workplace
- Reviewing student learning objectives related to the placement
- Organising an induction to the placement that includes safety and emergency procedures
- Assisting students setting learning goals for placement and obtaining relevant learning experiences within a safe and appropriate environment
- Providing constructive guidance as well as formal and informal feedback on the progression of student skill and competency development
- Completing the formative feedback and assessment documentation required for the particular placement
- Assisting students reflect on experiences to facilitate learning

Providing effective supervision

‘The quality of the supervisor –student relationship is the most important factor to ensure a quality placement experience (Kilminster & Jolly, 2000)’.

Effective supervision involves:

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

4.0 Additional Information

4.1 Assessment and Final Grades

- The Placement Academic Supervisor in conjunction with the Placement Workplace Supervisor (primary supervisor/clinical educator), is responsible for assessing student performance against the student placement Code of Conduct and Professional Competencies. It is the Placement Academic Supervisor/ Course Coordinator who makes the final assessment.
- Final grades are released when all USC Semester/ Session grades are released.
- WIL courses will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the [USC Grades Policy](#)
- In a course using Limited Grades, all assessment tasks relating to a work integrated learning (WIL) activity or a professional competency (PC) task are required to be passed for a student to successfully complete the course.
- Supplementary assessment is not available in courses using Limited Grades.

If a student does not pass the MNT competencies by the end of their designated MNT Placement, they will be offered an additional two week's placement.

At the end of this time, they will be re-assessed and if they have not reached professional competency, they will fail MNT placement and fail the course.

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

4.2 Failure of the Student Placement Code of Conduct assessment

The following information is a direct extract taken from the [USC Work Integrated Learning \(Placement\)– Procedures](#)

7.1 Code of Conduct Issues

7.1.1 If an issue arises, the Academic Supervisor/ Coordinator should document the issue using the Placement Issues Report (Appendix 3) and coordinate discussion between all parties involved to determine a resolution.*

If a satisfactory resolution cannot be reached, the Academic Supervisor/ Coordinator should remove the student from the placement and refer the matter to the relevant Head of School.

7.1.2 The Academic Supervisor/ Coordinator (through the Course Coordinator) must complete a Placement Incident Report and present this to the Head of School (HOS) detailing the evidence on which the allegation is based, and any action taken.

7.1.3 On receiving the Placement Incident Form, the HOS or nominee makes a determination whether to:

- (a) Fail the student in the assessment task and consequently fail the course (condition of a Pass/Fail course)*
- (b) allow the student to continue in the placement course.*

7.1.4 If the decision is to fail the student in the course, the HOS is required to notify the following:

- Student;
- Placement Partner; and
- USC Student Administration.

7.1.5 If the decision is to allow the student to continue in the placement course, the Head of School is required to notify the student, identifying any conditions associated with the student's continued enrolment in the course.

7.1.6 The student has the opportunity to seek a review of the assessment result as identified in the University's Review of Assessment and Final Grade – Procedures.

(* Attachment 1 to this document)

Depending on the nature of the breach of the code of conduct, the course coordinator will email or phone the student to discuss the breach.

4.3 Issues while on Placement

As per the [USC Work Integrated Learning \(Placement\)– Procedures](#) If a concern is raised by any of the parties involved during a placement, the following process should be followed:

(a) in the first instance, the issue should be discussed and documented by the parties involved to determine a resolution.

(b) if the matter is not resolved, the Placement Coordinator (or appropriate University representative) meets with the parties to discuss the issue.

(c) if the matter is still not resolved, it should be referred to the Head of School for further action.

A student not progressing as expected

As soon as a Placement Workplace Supervisor identifies that a student is not progressing as expected, they are to contact the Placement Academic Supervisor who will, in discussion with the placement site, organise an appropriate action plan which may include the following:

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

4.4 Personal Safety

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

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

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

4.5 Driver Safety

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

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

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

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

Students must comply with all road rules (including speed limitations) and applicable legislation while driving.

Students must not operate a motor vehicle if under the influence of alcohol or drugs.

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

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

Where driving times are likely to exceed ten hours, or a self-assessment indicates a need to rest, students should consider using overnight accommodation.

When driving long journeys, students should consider sharing the driving tasks and swapping drivers every two hours. Using this method, each driver should not drive more than eight hours in a 24-hr period.

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

If a student has an accident travelling to or from a placement, they are to report it to the Placement Workplace Supervisor and the Placement Academic Supervisor as soon as practicable. This can be done via email. See section 4.7 also on 'Notification of accidents, incidents, and injuries.

4.6 Communication Plan

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

Student

The student is responsible for:

- emailing each placement approximately 3-4 weeks prior to commencing placement. They are to send an introductory email the contact person listed in SONIA for the placement. It should include asking about where to arrive on the first day, start and finish times, types of patients they will be seeing, anything in particular that they should bring (e.g. laptop), parking, and any particular dress code requirements.
- having emergency contact details up to date in USC Central
- having contact details as well as emergency contact details up to date and recorded in the Student Placement Agreements on SONIA
- providing contact details and emergency contact details to the Placement Workplace Supervisor on commencement of placement
- contacting the workplace **within one hour prior to the expected arrival time**, if for any reason they are going to be late, uncontactable, or unable to attend placement
- advising the Placement Academic Supervisor as soon as possible if any difficulties or issues are experienced during placement. Contact can be made via phone or email. If the Placement Workplace Supervisor is unable to be contacted, the student is to ensure an appropriate proxy at the workplace is informed. This may be the Clinical Educator, Placement Coordinator (SCHHS), or the Dietetics Director

Placement Workplace Supervisor

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

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

Placement Academic Supervisor

A Placement Academic Supervisor is available for each type of placement (MNT, PHN, _____)

FS) to deal with student issues (from student or supervisor) via phone Monday to Friday. Academic Placement Supervisor details are provided in the Supervisor's Guide and the Student Manual (Section 1.2). **All urgent calls and emails will be responded to on the same business day (if between 8.30-4.30pm).** Non-urgent communication will be responded to within 24hrs during the working week.

If a significant student code of conduct or other issue of concern occurs, the Placement Academic Supervisor is to complete a placement issues report (USC Workplace and Industry Placement Procedure) See attachment 1.

Discipline Lead

If a student has a significant issue or complaint that they feel they cannot discuss with the Placement Academic Supervisor or Course Coordinator or Program Coordinator, they are to contact the Discipline Lead Professor Fiona Pelly. Contact details are in Section 1.2 Placement Contacts.

4.7 Notification of accidents, incidents, and injuries

Accidents, incidents, or injuries that occur at a placement facility should be reported to the Placement Workplace Supervisor and procedures of the facility followed, including completion of any workplace health and safety reports.

In addition, an online USC Incident / Injury Report should be completed as per the [Near-miss, hazard and incident reporting guidelines](#) . Please also advise the Placement Academic Coordinator via email that an incident has been reported so we are aware.

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

4.8 Insurance

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

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

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

Insurance information is located on the USC website and can be accessed through this [link](#)

Certificates of currency for placements are listed on Sonia. If necessary, you are able to print and

provide them to third parties for their records.

4.9 Inherent Academic Requirements

To successfully complete the BDiet (Hons) program, students must be able to meet the [Inherent Academic Requirements \(IARs\)](#) for the Bachelor of Dietetics. Students with disabilities or other special circumstances may be provided with reasonable adjustment to enable them to meet the inherent academic requirements of the Bachelor of Dietetics if the adjustment is:


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

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

4.10 Counselling for Students

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

Counselling services are available for students of USC [through Student Wellbeing and through the University's Psychology Clinic. Counselling](#) . Counselling is available on site at Sippy Downs as well as via phone.

 University of the Sunshine Coast	
Placement Issues Report (See section 6.6 and 7 of the Workplace and Industry Placement – Procedures)	
To: Head of School, School of	
1. Student Name and ID :	
2. Program/Course:	
3. Date Issue Occurred:	
4. Investigation Details and Steps to Resolve:	
<ul style="list-style-type: none"> • Describe the circumstances, etc. • Include details of any other reports about the issue and attach a copy. • Include details of staff, USC students, etc. who were questioned about the incident. • Provide summary of events as perceived by those interviewed. • Describe why the issue could not be resolved. 	
5. Student Placement Code of Conduct:	
<ul style="list-style-type: none"> • Identify which element(s), if any, of the student placement code of conduct the student has not complied with or broken 	
6. Discussions with student	
<ul style="list-style-type: none"> • Include details of discussions with the student about resolving the issue • Attach the student's response, if in writing. 	
7. Action Required:	
<p>The following action is recommended:</p> <p><input type="checkbox"/> The student is immediately withdrawn from the placement.</p> <p><input type="checkbox"/> The student is allowed to continue in the placement, subject to the approval of the Placement Partner.</p> <p><input type="checkbox"/> The student is immediately withdrawn from the placement and alternative placement is found for the student.</p>	
8. Academic Penalty	
<p>The following action is also recommended:</p> <p><input type="checkbox"/> The student receives a Fail result in the Code of Conduct Assessment Item and as consequence receives a UF result for the course (Limited Grade course only)</p>	
Completed by: Signature:	Title: Date:
Head of School <i>I approve the recommended action</i> Comments: Signature:	Date: