



SCHOOL OF NURSING POLICY:

Professional Workplace Experience

THIS POLICY IS EFFECTIVE FROM January 2021

Purpose: To guide and inform staff and students of the processes associated with professional workplace experience.

Responsible Executive: Dean SON

Responsible Office: SON Clinical Office

Effective date: January 2021

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1 PURPOSE

The purpose of this policy is to guide and inform staff and students of the processes associated with professional workplace experience. It will assist students to:

- Meet the NSW Ministry of Health (MoH) and other health care facilities mandatory requirements to attend professional workplace experience.
- Meet the mandatory requirements of UNDA to attend professional workplace experience
- Understand the responsibility of the student when attending professional workplace experience
- Identify the processes in place at UNDA for managing students 'at risk'.

2 APPLICABLE EXTERNAL STANDARDS AND CODES

Australian Health Practitioner Regulation Agency. (2018) and the Health Practitioner Regulation National Law (NSW). Retrieved from <https://www.ahpra.gov.au/About-AHPRA/What-We-Do/Legislation.aspx>

NSW Ministry of Health. (2015). Code of Conduct. Retrieved from http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

Nursing and Midwifery Board of Australia. (2018). Code of conduct for nurses. Retrieved from <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>

Nursing and Midwifery Board of Australia. (2016). Registered nurse standards for practice. Retrieved from <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/registered-nurse-standards-for-practice.aspx>

NSW Ministry of Health. (2017). Clinical placement information. Retrieved from http://www.health.nsw.gov.au/careers/student_clearance/Pages/default.aspx

International Council of Nurse. (2012) Code of ethics for nurses. Retrieved from https://www.icn.ch/sites/default/files/inline-files/2012_ICN_Codeofethicsfornurses_%20eng.pdf

3 SCOPE

This policy applies to all nursing students who are required to attend professional workplace experience. It also outlines the responsibilities of staff who oversee students on professional workplace experience.

4 DEFINITIONS

ClinConnect A NSW Ministry of Health (MoH) student placement management system. This system is used by the University to book clinical placements within NSW Health facilities and manage student verification/compliance.

Clinical Coordinator The member of the University's staff responsible for planning and coordination of professional workplace experiences.

Clinical Facilitator A member of the University's staff/internal facilitator responsible for the supervision and assessment of students undertaking professional workplace experience.

Compliance The necessity for a student to meet NSW MoH policy requirements and other healthcare providers mandatory 'checks'/conditions prior to progressing to the professional workplace experience.

Course Coordinator The member of the University's academic staff designated by the Dean as responsible for planning and coordinating the delivery of a course and for ensuring its appropriate assessment, in consultation with the Dean and Associate Dean.

Misconduct/Unprofessional conduct Any conduct by a student which is inconsistent with the character and Objects of the University, University policies, and NMBA codes, standards and guidelines.

Professional conduct Conduct that is in keeping with the Nurses and Midwives Board of Australia (NMBA), codes, guidelines and standards.

Professional workplace experience Supervised workplace experiences where students are immersed in the practice of nursing and apply theory to practice.

SoNIA a web-based, database-driven management system specifically designed to allocate students to professional workplace experiences.

Students at risk Students who have failed to:

- maintain satisfactory attendance; or,
- demonstrate a satisfactory level of knowledge and/or skill according to their current scope of practice; or
- maintain an appropriate standard of professional conduct; or
- meet the fitness to practice requirements.

Verified Means the student is compliant with the relevant MoH and other health care facility policies and mandatory University requirements.

5 PRINCIPLES

- 5.1 Professional workplace experience is a mandatory component of a student's program which provides them with the opportunity to develop skills and integrate theoretical knowledge within nursing practice.
- 5.2 Bachelor of Nursing students are required to complete a minimum number of hours in the professional practice environment to be eligible for registration with the Nursing and Midwifery Board of Australia (NMBA).
- 5.3 Students will comply with all mandatory requirements for attendance at professional workplace experience.
- 5.4 Students will act in a professional manner at all times when on professional workplace experience.
- 5.5 Staff will apply appropriate strategies for supporting students while on professional workplace experience.

6 FITNESS TO PRACTICE

6.1 Fitness to Practice

Students are responsible and accountable for ensuring they are safe, and have the capability for practice. The Registered nurse standards for practice (Standard 3), states that this includes ongoing self-management and responding when there is concern about other health professionals' capability for practice.

- 6.1.1 A student must be fit to practice to attend and participate in the professional workplace experience.
- 6.1.2 Students must disclose any physical or mental health issues which has the potential to impact on their ability to complete the professional workplace experience to the Course Coordinator/ Clinical Coordinator or Associate Dean/ Dean.
- 6.1.3 All students must read the 'Fitness to Practice' requirements for nursing at the University.
- 6.1.4 'Fitness to Practice' requirements should be read in conjunction with NMBA 'Guidelines for Mandatory Notifications' and standards, codes and guidelines¹.
- 6.1.5 Any student concerned with meeting fitness to practice requirements must register with the University Access and Inclusion Services.

¹ Nursing and Midwifery Board of Australia. *Guidelines for mandatory notifications*. Retrieved on January 4, 2019 from <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines/Guidelines-for-mandatory-notifications.aspx>

6.2 Student registration.

The Health Practitioner Regulation National Law Act (2009) ²clearly articulates the responsibilities of the University and student in ensuring compliance of attendance in the professional workplace environment. This obligation includes compliance with respect to fitness to practice and conduct on professional workplace experiences. To comply with this Law Act, there are mandatory requirements that must be met by the University and the individual student to ensure patient safety and legislative compliance.

6.2.1 All students are registered by the university with the Australian Health Practitioner Regulation Agency (AHPRA)

6.2.2 The University is required under the National Law to notify AHPRA if they reasonably believe:

- i) a student enrolled in a program of study has an impairment that, in the course of the student undertaking the clinical component as part of the program of study, may place the public at substantial risk of harm; or
- ii) a student for whom an education provider has arranged clinical training has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm.

6.2.3 Any entity (person or organisation) may make a voluntary notification about a student to AHPRA when they believe that the student:

- i) has been charged with an offence, or has been convicted or found guilty of an offence, that is punishable by 12 months imprisonment or more; or
- ii) has, or may have, an impairment that they believe may harm the public; or
- iii) has, or may have, contravened a condition of the student's registration or an undertaking given by the student to the National Board.

7 ELIGIBILITY TO ATTEND PROFESSIONAL WORKPLACE EXPERIENCE

Students must demonstrate compliance with the appropriate mandatory requirements for the University, Ministry of Health (MoH) and other healthcare providers, to attend Professional Workplace Experience.

7.1 The mandatory requirements by the University include but are not limited to:

7.1.1 Statement of Attainment - Provide First Aid

Students are required to hold a Statement of Attainment - Provide First Aid current at the commencement of the degree or at a date negotiated with the Dean or delegate.

7.1.2 Clinical Skills Exam

Students must have passed the relevant clinical skills exam (CSE) prior to each professional workplace experience.

² Health Practitioner Regulation National Law Act 2009. Retrieved on January 4, 2019 from <https://www.ahpra.gov.au/Registration/Student-Registrations.aspx>

- 7.1.2.1 Students returning from approved leave of more than one semester must be reassessed and pass the relevant course of study CSE to be eligible to attend the professional workplace experience.
- 7.1.3 Numeracy/ medication calculations. Students must achieve 100% in the numeracy/medication calculation exam to progress to professional workplace experience.
- 7.1.3.1 Students returning from approved leave of more than one semester must be reassessed and pass the relevant course of study numeracy/medication calculation exam to be eligible to attend the professional workplace experience.
- 7.1.4 'Student Undertaking' and 'Professional Workplace Experience Agreement' forms. Students must acknowledge that they have read and will comply with the conditions outlined on these documents.
- 7.1.5 Working with Children Check
Students must provide a current Working with Children Check (Volunteer).
- 7.2 The mandatory requirements by the MoH and other healthcare providers include but are not limited to:
- 7.2.1 National Criminal Record/Police Check³
All students must obtain a National Criminal Record/Police Check (name and date of birth check).
The National Criminal Record/Police Check must be current for the duration of all professional workplace experiences.
The National Criminal Record/Police Check is valid and current for the duration of each professional workplace experience.
- 7.2.1.1 Criminal history
If a student has a criminal history they must meet with the Clinical Coordinator. The student will be guided on the processes to follow to determine whether they are eligible to attend professional workplace experience.
- 7.2.1.2 International students
International students must also provide a:
- Police Certificate (with English translation) from their home country and any country in line with current MoH policy, OR
 - Statutory Declaration

³ NSW Ministry of Health. (2017). *Clinical placement information*. Retrieved on January 4, 2019 from http://www.health.nsw.gov.au/careers/student_clearance/Pages/default.aspx

7.2.2 Immunisations

Students are required to demonstrate immunity against specific infectious diseases as outlined by the MoH and other healthcare facilities.

7.2.2.1 Where a vaccinated student is a non-responder (a person who does not develop protective surface antibodies after completing the recommended vaccination course) they must meet with the Clinical Coordinator to discuss ongoing management.

7.2.3 MoH forms

Students must read, sign and submit the following forms to MoH.

- Code of Conduct⁴
This outlines the student's responsibilities related to confidentiality and privacy whilst on professional practice
- Tuberculosis (TB) Assessment tool
This form identifies students at risk of TB
- Student Undertaking/ Declaration form
This form outlines the student responsibilities associated with occupational assessment, screening and vaccination against specified infectious diseases
- Hepatitis B Statutory Declaration
This form is used where a hepatitis B vaccination record is not available

8 VERIFICATION PROCESS

The Clinical Office staff will negotiate dates and times for students to meet with a representative from the MoH. During this meeting, students must provide evidence of compliance with all MoH mandatory requirements. The outcome of the verification meeting may be:

8.1 Verified

Once students have met all mandatory requirements they will be deemed to be verified.

8.1.1 It is the student's responsibility to maintain their verification status to be eligible for professional workplace experience.

8.2 Not verified

Students who have not met all mandatory requirements will not be verified to attend professional workplace experience.

8.3 Temporary verification

Students undertaking their first professional workplace experience may be given temporary verification.

⁴ NSW Ministry of Health. (2015). *Code of Conduct*. Retrieved on January 4, 2019 from http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

- 8.3.1 Students must complete outstanding requirements such as the Hepatitis B vaccination course and provide serological with evidence of immunity; and/or TB screening to become fully verified to be eligible to progress to their next professional workplace experience.
- 8.4 Deadline for verification
Students must be verified by Friday of week seven of each semester.
 - 8.4.1 The University recognises that there may be circumstances whereby the student is unable to be verified by this deadline. In this situation, the student should seek a request for an extension from the Clinical Coordinator.
 - 8.4.1.1 An application for an extension needs to be submitted 72 hours before the due date.
 - 8.4.1.2 Students must become verified by the extension date set by the Clinical Coordinator.
 - 8.4.1.3 Students who do not meet the extension date due to extenuating circumstances may appeal to the Associate Dean or delegate for consideration.

9 PLACEMENT PREFERENCES AND ALLOCATIONS

The Clinical Office oversees the processes associated with accessing, allocating and communicating professional workplace experiences for students. Placements are allocated by 'SoNIA'.

- 9.1 First year preferences and allocations
 - 9.1.1 Students must be verified (or temporarily verified for students undertaking the first professional workplace experience) to access SoNIA.
 - 9.1.2 Students will be able to nominate either group A or B from week four of each semester, if they are verified.
 - 9.1.3 Once group A or B has reached capacity, students will be automatically allocated to the other group.
 - 9.1.4 Allocation to a healthcare facility will take place from week seven of semester.
 - 9.1.5 The allocation of a healthcare facility will automatically be assigned via SoNIA using the student's residential postcode.
 - 9.1.5.1 Students must ensure that the postcode reflects their place of residence whilst undertaking professional workplace experience.

9.2 Second and third year preferences and allocation

- 9.2.1 In order to access SoNIA to preference available healthcare facilities, students must be verified with MoH for the duration of their upcoming professional workplace experience and meet all mandatory requirements by the University.
- 9.2.2 Students will have the opportunity to preference available healthcare facilities via SoNIA from week 7 of semester.
- 9.2.3 Allocation to a healthcare facility will take place from week 8.
- 9.2.4 Students who become verified after week 8 will be randomly allocated a placement by SoNIA.

9.3 Changing allocated placement

- 9.3.1 Students may have the opportunity to swap placements with another student within 5 working days of the first release of allocations.
- 9.3.2 Students are required to complete a 'Change of Allocation' form, indicating both parties are in agreement to swapping their allocated healthcare facility, and submit it to the Clinical Office.
- 9.3.3 Students who are not verified by week 7 and have been granted an extension are not permitted to change their allocation.

9.4 Travel time

- 9.4.1 Healthcare facility availability is limited therefore students must be prepared to travel (for example 90 minutes each way) to reach their allocated placement.
 - 9.4.1.1 Students who have sought an extension to meet mandatory requirements may need to travel extended distances to the allocated healthcare facility.

9.5 Returning to the same facility

- 9.5.1 Students will not be allocated the same healthcare facility more than twice throughout the degree.

10 PROFESSIONAL WORKPLACE EXPERIENCE AND STUDENT EMPLOYMENT/ CONFLICT

- 10.1 Students must declare any affiliations and potential conflicts of interest with a healthcare facility to the staff of the Clinical Office by week 6 of each semester.
- 10.1.1 An affiliation and/ or conflicts of interest can include health facilities whereby the student has been/is an employee; where the student has a close relationship with a person working at the health facility; or where the student or significant other has been a patient at a health facility.
- 10.2 The Clinical Coordinator will evaluate whether the affiliation poses a potential conflict of interest for the student's professional workplace experience. This is to ensure that reasonable strategies are initiated to minimise or remove any impact this conflict/ or affiliation may impose to the overall learning experiences of the student.
- 10.3 Students can continue to work casually or part time during the professional workplace experience but cannot:
- i) Request all early or afternoon shifts;
 - ii) Request to leave early from the shift;
 - iii) Decline to work night shift or week-end shifts;
 - iv) Have less than 10 hours off between paid employment and professional workplace experience; or
 - v) Work 7 days straight where professional workplace experience and paid employment are combined.

11 SPECIAL CIRCUMSTANCES

The University recognises that from time to time students have extenuating circumstances that require consideration when allocating a healthcare facility.

- 11.1 Students seeking consideration are required to complete a 'Special Circumstances Request Form', attach supporting evidence and forward it to the Clinical Coordinator.
- 11.1.1 Special circumstance requests must be received by week 6 of semester.
- 11.1.2 Consideration of special circumstances would not generally be granted for:
- i) Work commitments
 - ii) Any kind of recreational absence or holiday
 - iii) Voluntary work
 - iv) Child care issues

12 STUDENT RESPONSIBILITIES WHILST UNDERTAKING PROFESSIONAL WORKPLACE EXPERIENCE

- 12.1 Students must adhere to all regulations, policies, guidelines and procedures of the University, NMBA, MoH and healthcare facility.
- 12.1.1 Students must maintain a level of conduct appropriate to a student in a professional setting and in accordance with the University's Code of Conduct and NMBA standards, codes and guidelines.
- 12.1.2 Students must adhere to the social media policies and codes of conduct outlined by the University, MoH and NMBA.
- 12.1.3 Students must maintain patient confidentiality whilst on professional practice. This includes not discussing specific details of patients, staff or health facilities in public places, amongst family and friends and through social networking.
- 12.1.3.1 When writing assignments the student must use fictitious names for patients, staff, facilitators/mentors or health facilities.
- 12.2 Students must advise the Clinical Facilitator/Preceptor immediately of any incident or concern regarding their safety and well-being during the profession workplace experience.
- 12.3 Students must actively participate in any instruction, training or information sessions provided by the MoH or healthcare facility.
- 12.4 Students must ensure all personal information provided to the University (such as name, date of birth and contact details) is current. This information may be required by healthcare facility personnel involved in managing student professional workplace experience as well as Clinical Facilitators/Preceptors.
- 12.5 It is the student's responsibility to contact the Clinical Coordinator and seek further instruction in the event they are charged or convicted of any criminal offence after the date of issue of their National Police Certificate or whilst they are undertaking their course.
- 12.5.1 Students are not to attend the professional workplace experience until the matter has been resolved.
- 12.6 Students must comply with the School of Nursing requirements for professional attire and appearance. This includes:
- Wearing the approved uniform
 - Wearing their student identification card and name badge at all times
 - Black shoes that meet work health & safety standards – leather/vinyl closed footwear (i.e. not open toed or backless) with non-slip soles
 - Hair that is clean and tidy and worn above the collar; long ponytails/plaits are not acceptable.
 - Nails must be short and clean; no nail varnish/polish, shellac or acrylic nails
 - No excessive make up or perfume

- Jewellery must be kept to a minimum (a wedding band; stud / sleeper earrings, 1 pair only); no facial jewellery
- 12.6.1 If the professional workplace experience placement requires professional clothing other than the uniform, students will be provided with specific details related to the placement.
- 12.6.2 Students who observe cultural and religious practices are permitted to wear a variation to the uniform that meets work health and safety and infection prevention and control requirements. The following additional items may be worn:
- A navy blue 'skivvy' worn under the approved UNDA uniform shirt that extends no more than just below the elbow
 - A navy blue head scarf tucked into the collar of the shirt
 - Long skirt (purchased through the University) with the hem line no more than 5 cm from the floor.

13 SUPPORTING STUDENTS DURING THE PROFESSIONAL WORKPLACE EXPERIENCE

The Course Coordinator, Clinical Coordinator, Clinical Facilitator/Preceptor and staff from the Clinical Office provide support as well as registered nurses supervising the students. Students can refer to the Clinical Support Pathway flow diagram, available in all professional practice record books, for guidance on where to receive support and assistance.

13.1 Supervision

- 13.1.1 Clinical facilitation is the principle model of supervision for students during their professional workplace experience. This model uses an experienced registered nurse who supervises a group of students, generally as a ratio of one facilitator to eight students.
- 13.1.1.1 A Clinical Facilitator, either employed by the healthcare facility or contracted by the University, will be briefed on the learning outcomes and assessment requirements for the professional workplace experience. The Clinical Facilitator will organise, supervise and evaluate each student's experience within the professional workplace environment.
- 13.1.2 A Preceptor model of supervision may be used in some healthcare facilities. This is dependent on the number of students allocated and the type of clinical environment.
- 13.1.2.1 A Preceptor model uses experienced registered nurses who have completed a generic preceptor program. The University will provide the Preceptor with details of the learning objectives and assessment requirements for the professional workplace experience.
- 13.1.2.2 Each student is allocated one or more preceptors for the professional workplace experience. The student works closely with these preceptors during each shift. Student evaluations will be completed by a principle Preceptor, however, if more than one Preceptor is allocated the final evaluation will be conducted by an amalgamation of comments from all Preceptors.

13.2 Clinical Learning Contract

Where a student, due to extenuating circumstances, has not been able to complete a skill/assessment during a professional workplace experience, the Course Coordinator will commence the student on a Clinical Learning Contract (CLC). The CLC will guide the student and Clinical Facilitator/ Preceptor on specific learning/assessment needs and strategies to meet outstanding requirements.

14 SUPPORTING AND MANAGING STUDENTS AT RISK

The University has processes in place to identify, support and manage 'students at risk'.

Students may request to bring a support person if they are required to attend a meeting at the university (refer to the General Regulations).

Students can refer to the Student Management Plan, Stage 1 and Stage 2, flow diagrams, available in all professional practice record books.

14.1 When a student is identified as being 'at risk' prior to professional workplace experience, the student will be required to attend a meeting at the University to discuss the 'at risk' issue(s) and agree on a plan of management.

14.2 When a student is identified as being 'at risk' during professional workplace experience the Clinical Facilitator/Preceptor will contact the Clinical Coordinator by phone to discuss the issue(s) and agree on a plan of management.

14.2.1 If required, the Clinical Coordinator will advise the Clinical Facilitator/Preceptor to send a follow up email outlining the issue(s).

14.2.2 The Clinical Coordinator will escalate concerns about student personal safety and critical clinical issues to the Associate Dean or delegate.

14.3 Stage 1 Student management plan (SMP)

14.3.1 The Clinical Facilitator/Preceptor sets up a meeting with the student to discuss the issue(s) and expectations, and identify strategies to be implemented. This is documented in the Professional Practice Record Book.

14.3.2 The Clinical Facilitator/Preceptor will monitor the student's progression over the next 3 days and document the outcome.

14.3.3 If the Stage 1 SMP is resolved, the Clinical Facilitator/Preceptor and student will sign off as 'issue resolved' and the Clinical Coordinator will be advised of this outcome.

14.3.4 Students who have ongoing 'at risk' issues, such as not meeting required standards or professional behaviour, will be immediately commenced on a Stage 2 SMP.

14.3.5 If the 'at risk' issue is not resolved, the Clinical Facilitator/Preceptor communicates this to the Clinical Coordinator via email and phone.

- 14.3.5.1 The Clinical Coordinator will discuss the 'at risk' issue and student's lack of progress with the Course Coordinator and/or Associate Dean (or delegate). A Stage 2 Student management plan will be initiated.
- 14.3.5.2 In the event an 'at risk' issue arises in the final week of the professional workplace experience and resolution cannot be achieved the student may receive an Hold (H) grade and be continued on the Stage 1 SMP in the next professional workplace experience.
- 14.3.5.3 When the Stage 1 SMP is resolved the H will be changed to a NGP at the next Board of Examiners meeting.

14.4 Stage 2 – Student management Plan

A student may be commenced on a Stage 2 SMP as a result of:

- i) a progression from a Stage 1 SMP
- ii) an extension of a previous Stage 2 SMP
- iii) a critical clinical issue
- iv) a critical learning issue.

- 14.4.1 The Clinical Coordinator and the Course Coordinator or Associate Dean or delegate will discuss the 'at risk' issue(s), expectations and strategies to reach a resolution with the student. This is communicated to the Clinical Facilitator/Preceptor.
- 14.4.2 The Stage 2 SMP, outlining expected outcomes and strategies to resolve the 'at risk' issue(s) is documented in the Professional Practice Record Book, along with a timeframe. The student may comment on the issue and plan.
- 14.4.3 The Clinical Facilitator/Preceptor will continue to support the student, guide them in the implementation of identified strategies and monitor their progress.
 - 14.4.3.1 If further concerns are identified the Clinical Facilitator/Preceptor will contact the Clinical Coordinator and Course Coordinator by phone and email to seek advice.
 - 14.4.3.2 The Clinical Coordinator will discuss the concerns with the Course Coordinator/Associate Dean or delegate. Where necessary arrangements will be made to meet with the student.
- 14.4.4 On the negotiated date for resolution of the issue(s), the Clinical Facilitator/Preceptor will meet with student and discuss the outcome and document.
 - 14.4.4.1 If the issue has been resolved, the Clinical Facilitator/Preceptor and student will sign off as 'issue resolved' and the Clinical Coordinator will be advised.
 - 14.4.4.2 If the issue is not resolved the Course Coordinator will contact the student to arrange a meeting at the University to discuss the unresolved 'at risk' issue(s).

14.4.5 The outcome of a Stage 2 SMP may be:

- i) the issue(s) is resolved and no further action is required or;
- ii) the student returns to the professional workplace experience with another Stage 2 SMP or;
- iii) the student is required to undertake additional professional workplace experience hours to enable them to meet the Course learning outcomes or;
- iv) the student receives a Hold (H) grade and proceeds to the next professional workplace experience with another Stage 2 SMP. If the issue(s) is resolved the grade is changed to a NGP or;
- v) the student receives a Fail (F) grade for the Course and will need to repeat the professional workplace experience.

15 REMOVAL AND/OR TERMINATION OF PROFESSIONAL WORKPLACE EXPERIENCE

15.1 A student may, on the recommendation of the healthcare facility delegate or the University delegate, be removed from the professional workplace experience.

15.1.1 The Clinical Coordinator will investigate the circumstances for the removal and report the details of the removal to the Course Coordinator and Associate Dean or delegate;

15.1.2 The Course Coordinator or delegate and the Clinical Coordinator will meet with the student to further explore the context for removal;

15.1.3 In the event that the student removal from the professional workplace experience is unjustified, the student will be returned to placement.

15.2 If the removal from the professional workplace experience is due to either a patient safety concern, a critical clinical incident, or a misconduct/unprofessional conduct concern, the Course Coordinator or delegate will:

- i) Inform the student of the reasons for their removal in writing; and
- ii) Advise the student that they have the right to appeal the decision for their removal.

15.3 A student who has been removed from the professional workplace experience may appeal the decision to the Associate Dean or delegate. The appeal must be received within 48 hours from the time of removal from the professional workplace experience placement. The appeal must be in writing and address the grounds for their removal.

15.4 The Associate Dean or delegate will consider the appeal and may:

- i) Reinstatement the student back into the professional workplace experience on a Stage 2 SMP or;
- ii) Terminate the professional workplace experience and refer the student to the Dean for possible disciplinary action. In this case the student will receive a Fail (F) grade for the professional workplace experience course.

15.5 A student may appeal the decision of the Associate Dean or delegate to refuse to allow them to continue in the professional workplace experience to the Dean. The appeal must be in writing, and

must include reasons and any evidence to support the submission (refer to the University Student Appeals policy).

- 15.6 If a student's professional workplace experience is terminated due to matters relating to the healthcare facility (unrelated to the student's performance), the Clinical Coordinator will liaise with the Course Coordinator and attempt to provide an alternative professional workplace experience for the student.
 - 15.6.1 In the event an alternate healthcare facility is not available, arrangements will be made for the student to complete their professional workplace experience at another time. The student may be given a Hold (H) grade until they have met course learning outcomes.

16 LEAVE DURING THE PROFESSIONAL WORKPLACE EXPERIENCE

- 16.1 Leave during the professional workplace experience will not be approved except for obligations for the armed forces or students enrolled as an elite athlete.
 - 16.1.1 Students who meet the above criteria should complete a 'Special Consideration' form and forward it to the Clinical Office.
 - 16.1.2 Unforeseen leave, such as bereavement or serious illness of a family member or personal trauma will be considered on a case by case basis and can be discussed in confidence with the Clinical Coordinator, Course Coordinator or Associate Dean or delegate.
- 16.2 Students who are not able to attend the professional workplace experience, because they are ill or have personal extenuating circumstances must notify the healthcare facility and the Clinical Facilitator/ Preceptor prior to the commencement of the shift.
 - 16.2.1 The Clinical Facilitator/preceptor will notify the staff of the Clinical Office when a student is absent.
 - 16.2.2 The Clinical Facilitator will communicate the student's return to the professional workplace experience to the Clinical Office staff.
- 16.3 Students who are absent for two or more consecutive days must provide a medical certificate to the Clinical Facilitator. The medical certificate is to be stapled to the back of their timesheet in the Professional Practice Record Book.
 - 16.3.1 Students who fail to meet the above requirements in the appropriate manner will be placed on a Stage 1 SMP for failing to fulfil their requirements for professional conduct whilst undertaking professional workplace experience.
- 16.4 A student who is absent for >30% or more in a single professional workplace experience course will receive a Fail due to Non-Completion (FN) grade.
 - 16.4.1 Where there are exceptional circumstances a student may apply for Special Consideration.
 - 16.4.2 Students have the right to Appeal this outcome in accordance with the Policy: Student Appeals

- 16.5 All absences from the professional workplace experience are recorded and accumulate over the duration of the degree and students may be required to 'make up' outstanding hours.
- 16.5.1 The Clinical Office staff will notify students when they have been absent from professional workplace experience for 32 hours or more (accumulative).
- 16.5.2 Students with absences of 40 hours or more (accumulative) are required to attend a mandatory 'make up'.
- 16.5.3 The student will receive a Hold (H) grade for the most recent professional workplace experience course and will be advised of the need to 'make up' outstanding hours.
- 16.5.4 Graduating students will have their overall attendance hours reviewed at the end of their final professional workplace experience. The need for a student to attend mandatory 'make up' may be waived by the Dean if the students outstanding hours are less than 5% of the overall program hours.
- 16.5.5 The outstanding professional workplace experience hours must be 'made up' at the time allocated by the Clinical Office before the student progresses to the next academic year.
- 16.5.6 Students will be charged an incidental fee of \$350.00 for every week of 'make up' time.
- 16.6 If a student does not complete the required 'make up' hours they will:
- i) receive a Fail due to Non-Completion (FN) grade in the professional workplace experience course where the accrued balance of 40 hours or more occurred; OR the most recent professional workplace experience course
 - ii) have to repeat the professional workplace experience in which they received the FN grade
 - iii) be ineligible to progress on to clinical courses or professional workplace experiences in the following semester or year.
- 16.7 Make up time is limited and cannot always be guaranteed which may delay a students' progression in the course.

17 POST GRADUATE STUDENTS

- 17.1 The Clinical Office staff oversees the processes associated with accessing, allocating and communicating professional workplace experiences for post graduate students.
- 17.2 Students must demonstrate compliance with the appropriate mandatory requirements for the MoH and other healthcare providers, to be eligible to attend the professional workplace experience (refer to section 7.2).
- 17.3 The Clinical Office staff will provide students with relevant contact details to either meet with or email relevant documents to the MoH representative.
- 17.4 Students must adhere to all regulations, policies, guidelines and procedures of the University, NMBA, MoH and the healthcare facility.

- 17.4.1 Students must comply with the School of Nursing requirements for professional attire and appearance (refer to section 12.6).
- 17.5 Students are required to attend all compulsory professional workplace experience days/hours.
 - 17.5.1 Students who are not able to attend the professional workplace experience, because they are ill or have personal extenuating circumstances must notify the healthcare facility prior to the commencement of the shift; and notify the Course Coordinator of their absence.
 - 17.5.2 The Course Coordinator will follow up with the student to ensure course requirements have been met.
- 17.6 If a student is identified as being 'at risk' during the professional workplace experience, the Clinical Facilitator/Preceptor will contact the Course Coordinator by phone to discuss the issue(s) and agree on a plan of management.

End of Policy