CLINICAL PLACEMENT
RESOURCE MANUAL
STUDENTS
2013
CLINICAL PLACEMENT RESOURCE MANUAL
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2013

School of Health
Charles Darwin University
January 2013
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Welcome

Welcome to the clinical placement component of the Charles Darwin University (CDU) Bachelor of Nursing Program.

This manual is essential reading. It sets out the general requirements for the Clinical Teaching Blocks and clinical placements that students must abide by in order to successfully complete the course.

The clinical placement units are core units in the Bachelor of Nursing degree. Many students report that their clinical practice units are the most challenging yet the most rewarding component of the course. It is during this time that you can contextualise the clinical skills learnt in the Clinical Teaching Blocks and integrate the knowledge obtained in the theory units to the practice setting. By taking time to read and understand this manual, we hope that you will be able to engage fully in your placement to maximise your learning opportunities.

The success of clinical placement is a result of collaborative efforts by the clinical staff in our Health Facility, academic staff, the Clinical Placement Office and yourself.

At CDU, Bachelor of Nursing students are required to complete clinical placements of varying length from two to six weeks, following a compulsory one week Clinical Teaching Block for each year level. Essential clinical skills are modelled and practised in the Clinical Teaching Block (CTB) and will provide an introduction to the skills you need whilst on placement.

This manual provides important information and frequently asked questions for CDU nursing students who are about to undertake, or are already undertaking clinical placements.

Again, welcome to the clinical placement component of your degree, we hope it will be a rewarding and positive experience,

Kathleen Blair
Director of Clinical Education

08 8946 6236
kathleen.blair@cdu.edu.au

This manual is current at the date of publication and is updated each year. If you see an omission or error, it would be greatly appreciated if you would advise the Clinical Coordinator or Director of Clinical Education to ensure correction for the following year’s edition.
Charles Darwin University Contact list for 2013

**CLINICAL PLACEMENT OFFICE:**
CDU switch board 08 8946 6666
Ask for Clinical Placement Office for Bachelor of Nursing students in relevant state or territory.
Email: nurplaccoord@cdu.edu.au

**CLINICAL COORDINATOR:**
Kobi Schutz
Phone: 08 8946 6397
Email: kobi.schutz@cdu.edu.au

**DIRECTOR CLINICAL EDUCATION:**
Kathleen Blair
Phone: 08 8946 6236
Email: kathleen.blair@cdu.edu.au

**PRE CLINICAL COORDINATOR:**
Louise Evans
Phone: 08 8946 7035
Email: Preclinical@cdu.edu.au

**NUR 125 UNIT COORDINATOR:**
Bernadette Glab
Phone: 08 8946 6744
Email: bernadette.glab@cdu.edu.au

**NUR 244 UNIT COORDINATOR:**
Megan Masko
Phone: 08 8946 7735
Email: megan.masko@cdu.edu.au

**NUR 343 UNIT COORDINATOR:**
Di Maher
Phone: 08 8946 6144
Email: di.maher@cdu.edu.au

**NUR 344 UNIT COORDINATOR:**
Kobi Schutz
Phone: 08 8946 6397
Email: kobi.schutz@cdu.edu.au

**NUR 349 UNIT COORDINATOR:**
Lolita Wikander
Phone: 08 8946 6832
Email: lolita.wikander@cdu.edu.au
**Overview of Clinical Placement**

A clinical placement is defined as an authorised block of time (hours) in which students attend a clinical setting for a structured clinical experience as part of a specific unit. The unit information, set out on the Learnline site, describes the purpose and assessments associated with each clinical placement. Many students report this as the most rewarding and challenging part of the degree. CDU is very proud of its placement program and CDU endeavours to ensure students have a positive learning experience while on placement. There are however, a number of policies and requirements that must be addressed prior to attending practicum. This manual is designed to help students familiarise themselves with the requirements needed to maintain the student and the public’s safety while the student is in the clinical field.

There are five clinical placement units in the Bachelor of Nursing (Pre-registration) course that require specific clinical placements. These are outlined below.

**Summary of clinical placement units**

<table>
<thead>
<tr>
<th>Title of Clinical Placement Unit</th>
<th>Components</th>
</tr>
</thead>
</table>
| NUR 125: Fundamental Nursing Practice | Theory  
40 hours clinical teaching block  
120 hours clinical placement in an acute or aged care setting |
| NUR244: Nursing Practice 2 | Theory  
40 hours clinical teaching block  
160 hours clinical placement in an acute setting |
| NUR343: Clinical Nursing Practice 1 | Theory  
40 hours clinical teaching block  
240 hours clinical placement in an acute setting |
| NUR344: Clinical Nursing Practice 2 | Theory  
160 hours clinical placement (80 hours in Mental Health and 80 hours in Community Health) |
| NUR349: Nursing in Primary, Secondary and Tertiary Settings | Theory  
160 hours clinical placement |

Students are required to nominate and enrol in these units using the processes at [http://www.cdu.edu.au/health/undergraduate-nursing](http://www.cdu.edu.au/health/undergraduate-nursing). Students cannot attend placement unless this process is followed correctly.

**Prior to attending practicum the student must**

- Be enrolled in a clinical unit of study;
- Meet all pre clinical requirements;
- Attend the 5 day clinical teaching block (CTB) prior to 1\textsuperscript{st} year, 2\textsuperscript{nd} year and 3\textsuperscript{rd} year placements and successfully meet all CTB assessment requirements;
- First, second and third year students must successfully complete an online medication test.
Overview of Clinical Teaching Blocks

Please read the requirements for the clinical placement unit carefully. Students will find further information about assessment and requirements on the linked Learnline site. CTB is an integral component of three clinical units: NUR125, NUR244, and NUR343. Attending placement for NUR 349 and NUR 344 is dependent on successful completion of the NUR343 CTB. The three annual Clinical Teaching Blocks (CTBs) are mandatory and must be successfully completed prior to students attending clinical placements.

A CTB is a five day intensive program which provides students with an opportunity to practice specific nursing interventions, integrate theory into practice and develop an understanding of the requirements of professional nursing practice according to the ANMC Competency Standards (2006). It is also a great opportunity for students to meet each other, form friendships and study groups and get to know the lecturers who teach in the CTB.

Appendix A outlines the Scope of Practice for 1st, 2nd and 3rd year CDU nursing students. Students will become very familiar with this table throughout the degree. It is an essential guide to student practice and expectations. This table is linked directly to the core theory units at CDU and the clinical skills which will be taught and assessed in the CTB. Students may perform nursing interventions in a clinical setting only when the linked theory has been assessed and the student has had the opportunity to perform that skill in a CTB.

Allocation of Clinical Teaching Block

The directions for enrolling in a clinical placement unit, nominating for attendance at a Clinical Teaching Block, and also requesting a clinical placement are located at the School of Health clinical practicum web page. Students must closely follow the processes set out on this web page.


The Unit Coordinator will not accept unauthorised attendance at the CTB or clinical placement as part of unit assessment. Unauthorised attendance may lead a Fail grade. Unauthorised attendance may be considered to be a breach of the student misconduct by-law. (See www.cdu.edu.au/ses/student-conduct.html for student misconduct).

Location of Clinical Teaching Blocks

CTBs are held in Darwin and Alice Springs. A small number of 2nd and 3rd year CTBs are held interstate when possible. These are primarily restricted to students living in that State. The number of students per CTB is limited.

Preparation prior to attending Clinical Teaching Block

Prior to attending the CTB all students must access the relevant unit’s Learnline site. There, students will find the essential pre-readings, expectations and assessments associated with the CTB. The Discussion Board will also provide valuable information from fellow students. For 1st, 2nd and 3rd year students the medication calculations test must be completed successfully prior to CTB.

It is expected that all students complete the pre-readings prior to the CTB as the content of the CTB (and assessments) are directly linked to the readings. Tollefson, J. 2012, Clinical psychomotor skills- Assessment tools for nursing students, 5th edn. Cengage learning, Melbourne Australia is required reading.

Assessment and requirements of the Clinical Teaching Block

Throughout the CTB there are a variety of assessments designed to determine the student’s readiness to undertake the clinical placement. There are a number of assessment requirements students must meet in order to pass the CTB, which is Pass / Fail and not graded. Students should refer to the flow chart for Clinical Teaching Block (See Appendix C); this outlines the pathway for students’ achievement/non-achievement in the CTB.

1. Medication Test: Students in 1st, 2nd and 3rd year must successfully complete a Medication Calculations’ test (100% pass grade) in order to progress to the CTB.
2. **Objective Structured Clinical Assessments (OSCAs):** These assessments are designed to assess student competence in specific nursing interventions based on the Scope of Practice for student year level and are measured against the ANMC Competency Standards (2006).

3. **Attendance:** Students are required to attend the CTB for the entire duration. Students must be prepared to start on time and remain until the end of each session. Less than 100% attendance may incur a Fail grade. All CTBs start at 8:30 and finish at 16:30hrs.

4. **Dress:** Students must present in uniform as per page 21 each day as the student would for clinical placement. If a student’s dress doesn’t meet these standards the student will not be permitted to complete the CTB.

<table>
<thead>
<tr>
<th>Students who do not have completely enclosed hard covered shoes (this does not include sandals) will not be permitted to enter the clinical laboratory and participate in the CTB. <strong>There will be no exceptions.</strong></th>
</tr>
</thead>
</table>
**Pre-Clinical Documentation Requirements**

Students wanting to attend a clinical placement must meet all the documentation requirements set by CDU. This ensures compliance with State / Territory legislation and Health Facility requirements. It is the student’s responsibility to ensure all documents are correct and current.

**Pre-clinical documentation prior to placement**
The Pre-Clinical Coordinator assists students with this process (see page 6 for contact details). Students will not attend placement unless all requirements are met. Students should not assume they meet the requirements. In some cases documentation / evidence takes some months to organise and may expire during the course.

All mandatory documentation is to be submitted prior to day one of semester two in the first year of study at CDU.

Placements will not be finalised unless the following documents are submitted as certified copies via mail:-

- CDU Checklist;
- CDU Student Placement Agreement;
- National Police Check; valid for 12 months from date of issue;
- First Aid Certificate, valid for 3 three years from date of issue;
- CPR Competency Certification - valid for 12 months from date of issue;
- State/Territory specific criminal history checks and forms;
- Completed Evidence of Immunity Form with certified copies of supporting documentation.

Important points to remember

- All documents are to be submitted as certified copies by post by day one of semester two in the first year of study at CDU;
- It is the student’s responsibility to be aware of expiry dates of all pre-clinical documents and update and forward certified copies to the Nursing Pre-clinical Coordinator prior to expiry;
- Students who conscientiously object to having immunisations or health screening are required to sign a Conscientious Objection Form. Note: Health Facilities will be advised of Conscientious Objection and may withdraw the placement;
- Clinical placements will be cancelled if students fail to meet all pre-clinical requirements, this can result in a Fail grade being awarded for that unit.

All forms and information can be located at [http://www.cdu.edu.au/health/ugpreclinical-requirements](http://www.cdu.edu.au/health/ugpreclinical-requirements)
Pre-clinical documentation requirements during clinical placement
You must be able to produce evidence of meeting pre-clinical documentation requirements to the Health Facility on request. Therefore, students must present pre-clinical documents to the appropriate Health Facility representative of the first day of placement.

The Health Facility has the right to suspend placement if the student cannot produce evidence of meeting their requirements upon request.

Students who do not bring all their preclinical documents with them on the first day of placement will be sent home and will not be able to continue the placement and will be awarded a fail grade for the unit.

EMAIL
All pre-clinical correspondence is now to be directed to a central pre-clinical email address.

Preclinical@cdu.edu.au

PRE-CLINICAL STATUS
It is a student’s responsibility to maintain the currency of their pre-clinical documentation.

To assist this process, you will now be able to access your pre-clinical status and check expiry dates by going to http://www.cdu.edu.au/health/undergraduate-nursing

Click the Pre-clinical status button and log in with your usual log in and password to view the traffic lights.

Green- all pre-clinical requirements met and are current.

Amber- not all pre-clinical requirements have been met AND/OR, not all pre-clinical requirements are current.

Red- no preclinical documentation has been submitted.

If you submit documentation and your status has not been adjusted within two weeks, please contact the Nursing Pre-clinical Coordinator at Preclinical@cdu.edu.au
Clinical Placement

Organisation of Clinical Placement
Several processes are involved in the organisation of clinical placements. Administrative processes are managed by the Clinical Placement Office. Academic processes are managed by the five clinical Unit Coordinators in consultation with the Clinical Coordinator, the Director of Clinical Education and the Bachelor of Nursing Program Manager. The Clinical Placement Office and the academic team work together very closely to ensure students have a quality clinical experience.

Clinical Placement Office
The Clinical Placement Office (CPO) is responsible for all administrative aspects of arranging clinical placements. The role of Clinical Placement Officers is to negotiate and arrange clinical placements for students in their allocated States, liaise with Health Facilities, and act as a first point of contact for students and Health Facilities for administrative matters.

It is important to understand that the Clinical Placement Officers are the only people authorised to negotiate clinical placements. Students must always contact the Clinical Placement Officer to request to arrange or modify a placement. Preceptors, academic staff, Clinical Supervisors and Nurse Unit Managers organise placements through the Clinical Placement Office. A clinical placement is not confirmed until the Clinical Placement Office provides the student and the Health Facility with a confirmation notice.

Any change to a clinical placement requires written confirmation by the Clinical Placement Office (See section page 24 for information on requests to change rosters or placement timing).

Note: Clinical Placement Officers are not academic staff and therefore questions about assessment requirements or problems on placement must be directed to the Unit Coordinator.

Academic Clinical Team
Unit (Subject) Coordinator: This is the academic staff member who has responsibility for the delivery quality and assessment of specific units. This is the first point of call for queries about the academic objectives for a clinical placement, assessment, general placement questions and feedback. Contact details can be found on the relevant Learnline site.

Clinical Coordinator: The academic staff member responsible for the organisation and management of the clinical placement units. The Clinical Coordinator is the contact person for problems which cannot be resolved at a Health Facility level, or resolved with the Unit Coordinator.

Director of Clinical Education: The academic staff member responsible for the overall direction and management of the clinical component of the course and the strategic management of the placement program at CDU.

Bachelor of Nursing Program Coordinator: The academic staff member who has responsibility for the coordination of the Bachelor of Nursing degree.

Allocation and Acceptance of Clinical Placement
Many resources are directed towards sourcing high quality clinical placements for students. All students are allocated clinical placements by the Clinical Placement Officer who manages a specified State or Territory. Clinical placements are sought to meet the learning objectives of the unit of study and year level. Students are expected to attend the negotiated clinical placement. If you are unable to attend an organised placement, the Clinical Coordinator and Placement office must be informed and the student must provide evidence why they have refused the placement. Non-acceptance of a placement (or failure to attend the placement) may result in a Fail grade.

Students are notified by email (CDU’s official channel of communication) of the details of the clinical placement and when / how the student is to contact the Health Facility prior to placement. Students are reminded they must ensure they regularly check their student email account.
All students who enrolled in the CDU BNUR from January 2011 onwards have been informed they may have to travel outside their home state in order to complete placement units. This is clearly outlined in the letter of offer. More information about enrolment conditions can be found at:


Students can apply for 'special consideration' to be exempt from the requirement to travel for placement. However, students are reminded that Health Facilities offer placements at their discretion and in some locations there may be long delays waiting for a placement.

More information on special consideration can be found at:


If a practicum or placement unit is not completed within the semester of enrolment a Practicum Ongoing (PO) grade can be awarded. This grade is applicable for two (2) admission periods to allow a placement opportunity to be sourced. Placements may be arranged outside of semester dates. If a placement opportunity is declined prior to the end of this time and a grade therefore not awarded by the faculty the PO grade will automatically convert to a Fail (F) grade unless the PVC EHSE/approves in writing an extension of the PO grade. Extensions may be granted when the CDU Clinical Team is unable to secure a placement for the student.

The assessment rules regarding all grades is located at;


Any refusal of a negotiated placement is likely to result in protracted delays to secure further placement. This may jeopardise planned progression and hence extend the length of the course. CDU does not accept liability for students who delay or refuse a placement. Failure to submit required pre clinical documentation does not meet the criteria for provision of a PO grade. Refusal of a negotiated placement does not meet the criteria for provision of a PO grade. Please refer to the Extenuating Circumstances Policy that can be located on the CDU Undergraduate Nursing webpage http://www.cdu.edu.au/health/undergraduate-nursing

A student cannot apply for an intermission from the Bachelor of Nursing while they have a PO grade for a placement unit. Intermissions from this degree will not be approved until the PO grade has been finalised.
Responsibility of Student, University and Health Facility

Responsibility of the Student

- Ensure all preclinical documentation requirements are met prior to placement and ensure documents remain current during all placements;
- Read the University and Facility charters and Student Manuals;
- Familiarise themselves with all documentation, handbooks and assessments related to each unit of study (these are correlated to practice placements and will include assessment of practice documentation);
- Recognise the purpose of the placement experience and ensure you are clear about the expectations of the placement provider;
- Explore the placement’s history, mission and location including instructions about parking, uniforms etc;
- Comply with the CDU student Code of Conduct;
- Ensure all assessment documentation for clinical placement is complete and accurate;
- Contact the placement and mentor/preceptor prior to starting the placement (if requested to do so in the confirmation email provided by CPO);
- Notify preceptor of any support needs;
- Act professionally with regard to punctuality, attitude and behaviour and display a professional image and dress according to CDU uniform policy;
- Maintain confidentiality at all times in relation to patient and Health Facility information including patient records;
- Maintain effective professional communication with patients, preceptors, and link personnel from both the Health Facility and Charles Darwin University;
- Do not engage in full time employment whilst on placement.

Responsibility of the University

Charles Darwin University has a responsibility to ensure support is put in place for the student, and preceptor through allocated roles. Charles Darwin University will;
- Ensure contracts are in place with Health Facility;
- Provide adequate insurance cover for students on placement;
- Organise the administrative requirements of the placement;
- Work collaboratively to support clinical staff;
- Support Health Facility with regular contact via phone, in–person or via e-mail;
- Ensure a communication system is in place to deal with student issues or questions;
- Communicate any changes about the course or assessment in a timely manner to placement staff;
- Put an effective evaluation system in place to assess the student’s and facilities experiences.
**Responsibility of the Health Facility**

- Ensure that preceptors are prepared appropriately for the role;
- Provide a safe placement environment for the student;
- Allow time for preceptors to meet with their students to undertake and record assessment activities and outcomes;
- Perform formative and summative assessments and provide regular constructive feedback to students about their progression;
- Allocate preceptors time to reflect, give feedback and keep records of student achievement;
- Ensure that preceptors have appropriate and ongoing support in practice;
- Work collaboratively with the University;
- Provide learning opportunities for students that reflect the nature of the service.
Overview of Assessment

While on clinical placement the student’s ability to meet the Australian Nursing and Midwifery Competency Standards (2006) is assessed. The Clinical Assessment Portfolio records these assessments and guides student and assessors through aims and objectives of the placement. Students will need to print a copy of the Clinical Assessment Portfolio prior to beginning the placement and familiarise themselves with the objectives and requirements of the placements.

The relevant sections of the Portfolio must be signed by a Registered Nurse who directly observes the student’s practice. This is usually the Preceptor, Clinical Supervisor or Nurse Unit Manager. It is the responsibility of the Registered Nurse who signs the Portfolio to provide a professional judgement on the student’s current level of competence. The Registered Nurse who completes the Portfolio is responsible for providing an accurate reflection of student competency and professional behaviour throughout the entire placement. All signatures on the Portfolio must be that of a Division One Registered Nurse. Other clinical or administrative staff must not sign the Portfolio.

The Clinical Supervisor or Preceptor is responsible for ensuring that any problems encountered during the clinical placement are reported to the Unit Manager and to Charles Darwin University. If Health Facility staff hold any concerns about student behaviour or documentation they must consult the Unit Coordinator.

The Clinical Assessment Portfolio is graded upon return to CDU and forms part of the overall grade assigned to the clinical unit of study. Students are reminded that each clinical unit has a number of assessments that must be completed in order to pass the unit. Passing or Failing the unit can only be determined by the Unit Coordinator. In arriving at a decision to pass or Fail a student, the Unit Coordinator relies heavily on the judgment reported in the Clinical Assessment Portfolio by Preceptors and/or the Supervisor.

It is the student’s responsibility to show the Clinical Supervisor / Preceptor the Clinical Assessment Portfolio on the first day and ensure that it is filled out correctly and in a timely manner. It is their responsibility to make sure the documentation is complete and that they take it on placement each day.

The Clinical Assessment Portfolio is designed to facilitate regular feedback between Preceptor / Clinical Supervisor and the student. The earlier problems are identified the greater the opportunity the student has to understand deficits and meet expectations. This is facilitated if the student asks the Preceptor / Supervisor to give both positive and negative feedback. It can be difficult to hear negative feedback, and many Preceptors / Supervisors find it very difficult to do this. Nonetheless, in order to learn, students need to receive both positive and negative feedback.

Special note on assessment and maintaining records: The Clinical Assessment Portfolio is the assessment document CDU uses to ensure all clinical hours are complete and the student has met all the ANMC Competency Standards (2006). If the Clinical Assessment Portfolio is lost, the student will have to complete the practicum again.

Students must keep a certified copy for their own records as CDU will not return this document. When students apply for graduate positions this document is often required by the facility as part of the application.

Special note for third year students: Third year students who attend a placement for NUR 349 and/or NUR 344 and are deemed ‘unsafe’ in their clinical practice may not be permitted to attend any further third year clinical placements until such time as the student has entered into, and successfully completed, remedial activities such as repeating the NUR 343 CTB. CDU has a responsibility to protect the public.
Submission of Assessment Documents

The Clinical Assessment Portfolio is due 10 working days after the last shift has been completed. If the student cannot achieve this, they must apply for an extension through the Unit Coordinator. Late submissions will follow the Nursing Theme’s late submission penalty policy. CDU recommends the Clinical Assessment Portfolio is sent via Registered Post.

<table>
<thead>
<tr>
<th>Via mail:</th>
<th>In person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Student Support</td>
<td>Darwin: Faculty drop box in Blue Building 5</td>
</tr>
<tr>
<td>Charles Darwin University</td>
<td>Alice Springs: Faculty drop box at the Info Shop</td>
</tr>
<tr>
<td>Darwin NT 0909</td>
<td></td>
</tr>
</tbody>
</table>

Note: Do not post directly to the Unit Coordinator.
## Scope of Practice

Students are expected to be familiar with their Scope of Practice for each year level of study. This is based on the theory and skills taught in the CTB and theory units. The table below describes the general progression by year level. Appendix A describes the details of the CDU Scope of Practice.

### Expected student knowledge and skill progression through year levels

<table>
<thead>
<tr>
<th>Clinical Placement</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st year</strong>&lt;br&gt;NUR125: 120 hours primary health care setting</td>
<td>Applies knowledge and skills in Primary Health Care and basic assessment of stable well (non-complex) patients.</td>
</tr>
<tr>
<td><strong>2nd year</strong>&lt;br&gt;NUR244: 160 hours in medical / surgical setting</td>
<td>Applies knowledge and skills in the care of sub-acute patients in general medical and surgical settings located in secondary and tertiary settings. Maintains earlier competencies.</td>
</tr>
<tr>
<td><strong>3rd year</strong>&lt;br&gt;NUR343: 240 hours medical / surgical settings&lt;br&gt;NUR344: 80 hours mental health and 80 hours primary/community settings&lt;br&gt;NUR349: 160 in a primary, secondary or tertiary setting</td>
<td>Applies knowledge, skills and clinical reasoning to the nursing care of patients with more complex needs in various acute primary, secondary and tertiary settings. Maintains earlier competencies.</td>
</tr>
</tbody>
</table>

By the end of third year, students are expected to be integrating all of the skills and knowledge learnt throughout the course. Whilst there are some specific skills students are not expected to achieve until third year, students must continue to demonstrate competency in skills achieved earlier (e.g. fundamental nursing skills such as personal care).

It is expected that at the completion of each year level students will be ready to build on their knowledge and ability. Students should progress from novice in first year, to advanced beginner by the end of third year.

Over the placement experience the student should demonstrate patterns of development and progression in skill acquisition. It is expected that when a student is presented with new or more complex activities (beginning of the placement), the student’s level of competence is initially low, increasing as they learn to demonstrate the expected behaviour and knowledge. It is expected that the student is consistent in progressing with the expected practice level of behaviour. For example first year students should undertake care with direction and supervision from others. In contrast third year students’ actions should be underpinned with sound evidence-based rationales and communicated in a coherent and accurate manner.

The Clinical Assessment Portfolio provides details of the expectations required of students for each clinical unit.
**Code of Conduct**

Students are required to comply at all times with the Student Code of Conduct in addition to the conduct requirements of the Health Facility.

All Registered Nurses must adhere to the Australian and Nursing Midwifery ‘Code of Professional Conduct for Nurses’ and ‘The Code of Ethics for Nurses’. Students should be familiar with both documents as it guides all nursing practice and helps students understand the professional and ethical responsibilities of a Registered Nurse.

They can be found at [http://www.anmc.org.au/](http://www.anmc.org.au/)

While on clinical placement and at Clinical Teaching Blocks, students are required to:

- Be respectful, courteous and professional all times to colleagues, clients, Health Facility staff, CDU academic staff, administrative staff, Clinical Placement Office staff, patients, and the public;
- Follow the policies and procedures of the Health Facility; if doubt exists, consult with the preceptor and/or clinical supervisor for the purpose of interpretation of the health agency’s policies and procedures;
- Obtain an orientation to emergency and evacuation procedures;
- Practice under the supervision of clinical staff;
- Be fit for undertaking clinical practice, including maintaining own health and ensuring adequate rest;
- Practice within competence and Scope of Practice as a student nurse;
- Be proactive in seeking out learning opportunities;
- Be punctual arriving for an allocated shift at least 15 minutes prior to its commencement and returning from meal breaks on time;
- Speak English at all times as this is the language of business;
- Wear the CDU uniform (as per page 22) and the CDU name badge above the waist in a location easily visible unless otherwise specifically directed otherwise by the Health Facility;
- Maintain confidentiality of peers, colleagues and client information at all times;
- Maintain accurate, comprehensive, objective records of nursing care given as required by the health agency;
- Inform the nurse responsible for client care in the area when leaving the area;
- Use equipment and supplies for client care in accordance with their defined purpose and the rules and regulations of the health agency;
- Respect the Mission Statement of the Health Facility;
- Report any malfunction or breakage of equipment to the Registered Nurse responsible for client care in the area;
- Facilitate client’s physical and cultural safety;
- Ensure that external work commitments do not conflict with any placements.
Insurance

Charles Darwin University has personal accident and public liability coverage which extends to cover the legal liability of students while engaged on authorised university-sponsored activities. This includes practical experience activities, provided the student is not engaged as an employee in receipt of remuneration. In assisting CDU with the provision of clinical practice experience, it is understood that the student will be under supervision at all times and practice within their Scope of Practice and level of competence.

If a student is involved in an accident or sustains an injury while on clinical placement students are required to inform their Preceptor or Supervisor immediately. Appropriate first aid is provided to the student. A senior RN or clinical supervisor should then inform the Clinical Coordinator as soon as practicable and they will forward a current CDU Accident and Injury reporting form. It is a CDU requirement that students complete this form and return it to CDU via the Unit Coordinator or Clinical Coordinator.

Students must also comply with the accident and injury reporting guidelines and procedures of the Health Facility. If necessary the student should attend the Emergency Department or be seen by a Medical Officer.

Students can also contact Support and Equity Services for counselling and additional advice if this is needed. If urgent contact with University is needed, any of the contacts on page 6 may be contacted.

Note: Students are not covered by CDU insurance when travelling to and from clinical placements.
CDU Occupational Health and Safety

Charles Darwin University is committed to a healthy, safe work environment, and takes seriously its obligation to provide guidelines and training in safe work practices and information on control measures for hazards in the workplace. The University recognises that success in achieving a healthy and safe environment depends on the commitment and cooperation of staff, students and other persons throughout its areas and activities.

Each member of staff and each student is responsible for carrying out the following functions to ensure their own work environment is safe and without risk to health by:

- Complying with all health and safety instructions;
- Taking action to avoid, eliminate or minimise hazards;
- Making proper use of all safety devices and personal protective equipment;
- Not wilfully placing at risk the health or safety of any person within the workplace;
- Seeking information or advice where necessary before carrying out new or unfamiliar work;
- Wearing appropriate dress for the work being carried out including, where required, protective clothing and footwear at all times while on duty;
- By consuming or storing food and drink only in those areas designated; and
- Be familiar with emergency and evacuation procedures and the location of, and if appropriately trained, the use of emergency equipment.
Dress Requirements

CDU’s dress code is designed to be practical for delivering client care, minimise potential cross infection, promoting safety for students and clients, functionality, cultural and religious sensitivity, institutional rules and expectations and regard for the image of the University. Students are required to attend clinical placement and CTBs in the prescribed Charles Darwin University or ACIKE/BIITE uniform unless otherwise advised by the Health Facility. The student uniform policy is as follows:

- Navy or black ‘dress’ trousers or knee length shorts/culottes/skirt;
- CDU nursing student polo shirt, ACIKE/BIITE nursing student shirt;
- Current student ID card in a holder with clip where it is visible to staff and patients;
- Fully “closed in/hard covered” shoes in black, navy or brown with sturdy strong soles;
- Shoes are to be clean and if required, polished. “Runners, soft coverings and ballet style ” shoes are unacceptable;
- At least two pairs of ‘dress’ trousers/skirt/shorts and two polo shirts are required so as to permit laundering between shifts. Denim trousers/low cut/shorts/skirts are not acceptable. Shirts must be adequate length, no midriff or underwear showing.
- Garments are to be ironed or free of creases/wrinkles, and neat and tidy;
- Hair is to be worn off the collar, face and neck and appropriately contained/secured. If hair is long there is a risk that students will be infected by pediculi or trauma patients grab the student’s hair;
- Facial hair must be clean shaven or a neatly trimmed beard is acceptable;
- Fingernails are to be short with no sharp edges. Long nails are a potential risk to patients’ skin integrity and an infection control risk;
- No jewellery, apart from a plain, non-engraved ring is to be worn. Engraved rings and jewellery containing stones are a potential risk to patient skin integrity and contribute to the transmission of infection. Likewise nail polish and /or artificial nails are not to be worn;
- Wrist watches are not be worn when undertaking patient care or aseptic procedures. They are an infection control risk and a potential risk to patient skin integrity;
- Students must have a watch with a second hand which can be worn away from the wrist, such as a nurse’s fob watch;
- Religious headwear, where worn, should compliment uniform colour;
- Students must pay attention to their own personal hygiene and use deodorant. They should avoid the use of heavy make-up and perfume as some people are allergic or sensitive to strong perfumes;
- It is recommended only studs or sleeper earrings are worn as other earrings can be grabbed by patients and potentially cause damage to ear lobes. Students must ensure any other body piercing does not pose an infection control risk.

**IMPORTANT:** Many Health Facilities have strict guidelines in relation to body piercing and coloured hair. The Health Facility retains the right to ask students to leave if the student does not meet their requirements
Medication Administration

Medication administration is an important component of the nurse’s role. Students progressively increase their Scope of Practice in relation to medication administration based on the theory taught throughout the degree. Students must successfully complete assessments conducted by CDU prior to administering medication.

Even if a student is deemed medication competent and a qualified Endorsed Enrolled Nurse, students enrolled in CDU’s BN course must not administer medications (S2, S4, S8) until they have passed the CDU drug administration and medical calculations’ test. Students can only administer medications within their Scope of Practice for the Unit in which they are enrolled. An RN must ensure that the student undertakes the 6 Rights of drug administration and directly supervise all medication administration. Students should be able to explain the pharmacokinetics and pharmacology of the drug they intend to administer.

Students are only permitted to work within their Scope of Practice for year level. Please refer to the table below which outlines what students can and cannot administer based on the unit of study the student is completing.

This table is not intended to override or be a substitute for the facility’s policies. Students must be familiar with the local policy on medication administration by student nurses. Where the policies of the facility do not allow the student to administer certain types or mode of medication the student must adhere to the lesser scope.

### Medication Scope 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-prescription topical</th>
<th>PO</th>
<th>PR or PV</th>
<th>SC or IMI</th>
<th>SL</th>
<th>Topical or Transdermal</th>
<th>Intravenous</th>
<th>Intramuscular</th>
<th>Telephone orders</th>
<th>Intravenous</th>
<th>Immunisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YES</td>
<td>YES</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>YES</td>
<td>YES</td>
<td>S2 and S4 only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>YES</td>
<td>YES</td>
<td>S2, S4 and S8</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Medications that can be administered by a CDU nursing student under direct RN supervision:**

If portfolio title is; NUR 125= 1st year, NUR 244= 2nd year, NUR 343/349/344= 3rd year

<table>
<thead>
<tr>
<th>Year</th>
<th>Prime lines or change bags (no additives)</th>
<th>Saline flush</th>
<th>Infusion with no additives</th>
<th>Additives, including IV AB &amp; S8</th>
<th>Parenteral or TPN</th>
<th>Blood products and blood</th>
<th>S8 bolus &amp; IV</th>
<th>PCA</th>
<th>CVC</th>
<th>P E C C</th>
<th>Epidural</th>
<th>Telephone orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>YES</td>
<td>YES</td>
<td>YES IV AB S2 &amp; S4 only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>YES S2 &amp; S4 only</td>
</tr>
<tr>
<td>3</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES S2, S4 &amp; S8</td>
</tr>
</tbody>
</table>
Attendance and rosters

- Students must attend all shifts as rostered by the Health Facility. Students are required to contact the Health Facility prior to their first shift if directed to do so by the Clinical Placement Office; please check contact details with the Clinical Placement Office first. If a student is having difficulty obtaining a roster, students can contact Clinical Placement Office to advocate on behalf of the student.

- Extending shifts beyond the ordinary start and finish time for the roster will not be accepted unless authorised by the Clinical Placement Office and Unit Coordinator. Students should not work a shift in excess of 8 hours unless this is the normal shift for that workplace and it has been authorised by CDU and Health Facility staff.

- The Health Facility may roster students to weekend and night shifts where the Health Facility deems there is an appropriate level of senior supervision. Students are expected to be available throughout the duration of the allocated placement across a 7 day roster attending a variety of shifts. Students are not permitted to request changes to rosters without permission from CDU.

Note: NUR 125 students are not generally expected to work weekends or night shifts;

NUR 244, 343, 344 & 349 students may do night shift;

- Rosters should not exceed an average of 40 hours per week for the placement unless it has been authorised by the Health Facility and CDU;

- Students must have their Clinical Assessment Portfolio while on placement. It must have the “Clinical Placement Agreement” signed prior to the first shift and be made available to the precepting staff;

- The required attendance for clinical placement is measured in hours. This is mandated by the nursing course accreditation requirements. False recording of hours attended is considered a professional and academic breach and students can fail the unit;

- Clinical placement ‘hours’ only include clinical experience and clinical debriefing sessions. While valuable, library time and doing written university work during clinical placement ‘hours’ cannot be counted as clinical time. Students are to take the same shift breaks as ordinarily provided to the preceptor. Lunch or dinner breaks are not included in the calculation of attendance hours.

Example: 7:00hrs – 15:30hrs = 8.5 hours with a 30 minutes allocated to break, therefore 8 hours of placement is recorded on attendance record.

- 100% attendance is required for all shifts. Students are required to notify both the Health Facility and the Clinical Placement Office of all absences. Please carefully read section regarding process for absences.

Clinical placements are for 40 hours per week and often include shift and weekend work. The facility students are placed in will organise student’s rosters according to the level of supervision available on the ward. CDU will not request facility rosters to accommodate students paid employment. Students must give their clinical placement shifts priority over part-time of casual work.

For further details refer to the Hours Worked Policy which can be located on the CDU Undergraduate Nursing webpage http://www.cdu.edu.au/health/undergraduate-nursing
Absences

To achieve a Pass Grade 100% of the clinical placement hours must be completed. Students must notify the Health Facility of absence prior to the shift commencing and the Clinical Placement Office as soon as possible. Therefore, students should identify on the first day of placement the number to call and process to follow should they be absent or late. It is their professional responsibility to inform the Health Facility if they are unable to attend a rostered shift. Failure to do so indicates that the student is not meeting the Australian Nursing and Midwifery Competency Standards (2006).

Students must not put patients at risk due to illness. This is a professional responsibility so students should not attend placement if unwell. If student does not attend placement due to illness or other reason, the student must;

- Notify the Health Facility prior to shift commencing;
- Contact Clinical Placement Office as soon as possible;
- Ensure a Medical Certificate or Statutory Declaration is obtained to account for missed hours; this must be attached to Clinical Assessment Portfolio for grade to be allocated.
- The Clinical Placement Office will liaise with student and Health Facility to secure appropriate make up time.

Public Holidays

Sometimes student placements will occur when a Public Holiday is scheduled. The student should attend the placement on a public holiday if the Health Facility deems there to be adequate supervision for the student and the Health Facility is open.

If the Health Facility cannot support a student placement on a public holiday, the student must notify the Clinical Placement Office and make up time will be requested for the student following the process outline under ‘Absences’.

Severe weather events

The personal safety of students is the primary factor in determining attendance at placement in the event of a cyclone or other severe weather event. Other factors that may prevent a student attending placement may include the following:

- Obligations in relation to closures of schools and child care centres, and/or the need to care for children at home, elderly relatives and visitors;
- Environmental factors such as local flooding;
- Issues such as cancellation of/interruption to public transport; and
- The requirement to take shelter, including the need to evacuate.

If students do not attend placement for the reasons above they must inform both the Health Facility and the clinical placement office as soon as possible.

Students undertaking placement in the local Darwin area should not attend placement if the decision has been made to close CDU Casuarina and Palmerston Campuses. The student should contact the Health Facility and advise that they are under instruction not to attend placement until the University re-opens.

Students will need to make up any shifts missed due to the above circumstances. The CDU Placement Office staff will prioritise the organisation of these shifts to minimise any inconvenience to students.
Supervision of Placement

Students may encounter up to three different models of clinical supervision on clinical placements.

**The Preceptor Model**
This model involves supervision of one student by a Preceptor. The Preceptor is a Registered Nurse who usually works on the ward. It is common for students to have more than one Preceptor on clinical placement.

The relationship between student and Preceptor is an important aspect of the clinical placement experience. Students should remember that almost all clinical settings are stressful. The Preceptor will do their best to help reduce this stress impacting on the student’s learning experience but the needs of the patients are paramount.

The value of the clinical placement experience can be influenced by the student’s ability to negotiate a positive and constructive relationship with Preceptors and the wider health care team. This is a skill students will need to develop throughout their career.

**The Professional Development Model**
This model involves a more experienced clinician or nurse educator working with a number of Preceptors and students in a specific clinical area. This nurse is sometimes called a Clinical Liaison Nurse. They are able to act as a resource person and will assist students to solve problems.

**The Clinical Supervisor Model**
This model involves either a CDU Lecturer, an experienced Nurse Educator contracted by CDU or Health Facility to oversee up to eight - ten students at a time on placement in a Health Facility. The Clinical Supervisor works with individual students and the Registered Nurses they are assigned to on each shift. It remains the responsibility of ward staff to observe and complete assessments with the student. However, Clinical Supervisors are there to assist with problems that may be encountered.

At times (e.g. first-year placements) Enrolled Nurses or other professionals may provide students with direct supervision. However, students will also have a designated Registered Nurse who is accountable at all times for the conduct of student supervision. The named Registered Nurse also remains accountable for evaluating and signing the assessment documentation.

Only Registered Nurses can sign the clinical assessments. It is acceptable for the RN to evaluate the information provided by others in the assessment of student practice.

**Unit Coordinators**
The Unit Coordinator is a support person during placement no matter which supervision model is being utilised. If students are experiencing problems with placement they should contact the Unit Coordinator as soon as possible. Students can also let them know when things are going well.
Problems on Placement

During a clinical placement a number of problems may arise. The majority of these can be resolved by a discussion between the preceptor and student and/or a phone call to CDU and/or Health Facility. Occasionally more action may need to be taken to manage the issue.

Problems that cannot be resolved between student and preceptor

In the event staff or student issues that cannot be resolved informally, the Health Facility and/or the student should contact the Unit Coordinator to discuss problems and to develop strategies to resolve the issues. When a student is identified as “at risk of Failure”, the Unit Coordinator must be contacted as soon as possible. The process on the “Flowchart for Clinical Placement Units” (Appendix B) will be initiated.

The Unit Coordinator will generally follow the process for addressing a Failure to achieve the ANMC Competency Standards (2006) as follows. (Note: The information provided by Registered Nurses who have observed student practise is critical to identifying the best approach for resolution.)

The Preceptor or Clinical Supervisor provides specific and documented comment via the Clinical Assessment Portfolio (or separate report) to the Unit Coordinator. Depending on the level of identified issues the following choices are available to the Unit Coordinator:

i. Further discussion with Preceptor / Educator / Supervisor and student;

or

ii. A Learning Agreement may be offered to the student; this can include additional placement time, focussed support (if placement is still underway), or both;

or

iii. A Fail grade is issued and student removed from placement.

Withdrawal of placement by clinical staff

The unit coordinator may wish to withdraw a student from a placement in the event of unprofessional behaviour. Unprofessional behaviour includes misconduct, unethical or unsafe behaviour, or any breach of client confidentiality. Withdrawal of a placement is a last-resort process and should only occur after consultation with the Unit Coordinator. This usually does not occur without warning and before remedial actions having being implemented.

It is important to note that once the Unit Coordinator is informed of withdrawal, an information-gathering process is necessary before making any decisions about the placement. This can take a number of days.

Withdrawal of placement also occurs when the Health Facility notifies CDU it cannot adequately manage the placement. All Registered Nurses have a professional responsibility to assure safety and well-being of patients, staff, the student and the public. Wherever possible, consultation with the Unit Coordinator at CDU should occur prior to withdrawal.

If the situation is viewed as urgent, Health Facilities reserve the right to terminate placements immediately. This includes if a student presents to placement under the influence of drugs or alcohol. Sometimes withdrawing a placement is an unfortunate consequence of operational priorities and does not reflect on a student’s competence.
If placement is terminated, the student should receive a brief explanation from senior clinical staff and be asked to contact the Unit Coordinator to arrange for an initial meeting (or telephone discussion) within 24 hours if possible. The student also needs to notify the Clinical Coordinator and Clinical Placement Office as soon as practicable.

The Unit Coordinator will have a brief initial discussion with the student. Notes should be taken and these should be available to the student and then arrange for a longer appointment time with the student and Health Facility. The timing of this meeting will be organised depending on when assessment documentation from the student and the Health Facility arrives at CDU. The student will also need to provide all the clinical assessment documentation from placement. Minutes of all meetings should be recorded and made available to the student, facility and unit coordinator.

Appeals against withdrawal of placement by the Health Facility
The Unit Coordinator and the Clinical Coordinator and a nominated person from the Health Facility will negotiate a process for dispute resolution. This process shall be cognisant of provisions in the contract between CDU and the Health Facility in addition to the CDU Assessment Rules and principles. That is, two processes are to be satisfied: 1) the contract between the Health Facility and CDU, and 2) the CDU Assessment Rules and Principles of Assessment.

The review shall occur as soon as practicable.

The outcome of this process will be reported to the Director of Nursing of the Health Facility (or equivalent), to the Director of Clinical Education, BN Program Coordinator and others as required.
Access and Disability

Fitness to Practice
The Bachelor of Nursing program prepares students to meet the criteria for registration described by the Nursing and Midwifery Board of Australia. It is a requirement of the Australia Health Practitioners Regulatory Agency (under which the CDU Bachelor of Nursing degree is accredited) to ensure that students have the physical and psychological capacity to competently perform the role of a student nurse.

CDU therefore, has a responsibility to ensure that all nursing and midwifery students are made aware of, and understand, their obligation to report any physical, psychological or other condition that might impede their ‘fitness to practice’ during clinical placements. As with all student matters, confidentiality is assured and no disclosure of information will be made outside that necessary for the administration of the student’s progress in the course. However students must note the mandatory reporting guidelines described under ‘Student Registration’ (page 31).

Students must therefore meet the following requirements:

- Students with a physical, psychological or other condition that may impact on their ability to undertake clinical placement must make a self-declaration stating the nature of the condition and what accommodations are needed for them to practise safely in a clinical venue;
- Where there is a pre-existing illness or disability such that their ability to practice is impaired, the student must advise Support and Equity Services to discuss the development of an Access Plan to support their clinical placement.

Pregnancy
Pregnancy does not preclude students from attending clinical placement; however some clinical placements may be potentially harmful to the developing fetus and to the pregnant student.

Pregnant students are expected to notify the Clinical Coordinator of their pregnancy if;

- Student is allocated to attend a placement in area where there may be particular health and safety issues, e.g. radiation, working with infectious disease, cytotoxic drugs and anesthetic gases.
  
  And / or

- Student is in the third trimester of pregnancy or within the first 8 weeks after birth.

Students who want to continue to complete practicum during third trimester or within the first 8 weeks of birth are required to produce a Medical Certificate stating the student is fit to attend nursing placement. Students must also comply with Health Facilities’ guidelines and recommendations when undertaking placements.

Students with Disabilities
CDU is committed to providing an accessible, supportive, safe, and inclusive environment for students with a disability; ensuring that prospective and current students with a disability are afforded appropriate opportunities to enter and participate fully in the life of the University; that reasonable adjustments will be made to provide access, participation, retention and success for students with a disability, including assistance to staff to help meet the students’ learning and support needs.

If a student has a disability or medical condition that may impact on ability to undertake study, the student facilitator at Student Administration and Equity Services can be contacted to discuss developing an access plan.
Disability and Disclosure
Choosing to disclose a disability is an individual matter and is a choice that can only be made by the student. It is not always necessary for a student to disclose their disability but this is an important topic to consider especially if adjustments are to be implemented. Supports cannot be implemented if CDU is not informed of student needs.

There is no legal obligation to disclose a disability to CDU staff unless it is likely to affect student performance and ability to meet the requirements of the course. Depending on the disability, course requirements may have an impact on student ability to undertake and fulfil the Clinical Placement and Clinical Teaching Block components of the course.

Students should also note the information provided under ‘Student Registration’ regarding mandatory reporting.

Student Administration and Equity Services
Student Administration and Equity Services provide counselling and other support services for students. A full description of these services and contact details are at http://www.cdu.edu.au/studentservices/
**Student Registration**

**Australian Health Practitioners Regulatory Agency (AHPRA)**

Since March 2011 all students enrolled in an approved program of study have been registered with AHPRA. Students do not have to register themselves. This is the role of the education provider (CDU) in conjunction with AHPRA at no cost to the student.

The National Law limits the role of the National Board to:

- Register students
- Maintain a student register that is not publicly available
- Deal with notifications about students – whose health is impaired to such a degree that there may be a substantial risk of harm to the public, or
- Have been charged with an offence, or have been convicted or who are found guilty of an offence punishable by 12 months imprisonment, or
- Who have or may have contravened a condition of the student’s registration or an undertaking given by students to the AHPRA.

Students are strongly advised to review the Student Registration page of the AHPRA website and the Fact Sheet and FAQ sheet as this answers many commonly asked questions.


The full legislation can be found at


A student register kept by a National Board must include the following information for each student whose name is included in the register;

(a) the student’s name; (b) the student’s date of birth; (c) the student’s gender; (d) the student’s mailing address and any other contact details; (e) the name of the education provider that is providing the approved program of study being undertaken by the student; (f) the date on which the student was first registered, whether under this law or a corresponding prior Act; (g) the date on which the student started the approved program of study; (h) the date on which the student is expected to complete the approved program of study; (i) if the student has completed or otherwise ceased to be enrolled in the approved program of study, the date of the completion or cessation; (j) if a condition has been imposed on the student’s registration, details of the condition; (k) if the Board accepts an undertaking from the student, details of the undertaking; (l) any other information the Board considers appropriate.

When a student ceases to be a student of the CDU program, CDU must notify AHPRA and the registration will be suspended.

**Mandatory Reporting**

CDU has a legal responsibility to mandatorily report students based on the following legislation;

**Division 2 Mandatory notifications: 143 Mandatory notifications by education providers**

(1) An education provider must notify the National Agency if the provider reasonably believes—

(a) a student enrolled in a program of study provided by the provider has an impairment that, in the course of the student undertaking clinical training as part of the program of study, may place the public at substantial risk of harm; or
(b) a student for whom the education provider has arranged clinical training has an impairment that, in the course of the student undertaking the clinical training, may place the public at substantial risk of harm;

**Student's requirement to report**

Students are required to report the following to AHPRA;

- have been charged with an offence, or have been convicted or who are found guilty of an offence punishable by 12 months imprisonment or more;

- had their registration suspended or cancelled under the law of another country that provides for the registration of students.
Frequently Asked Questions

The following is a list of the most common frequently answered questions. It is recommended all students click on the link below that will take you to all of the frequently asked questions about preclinicals, placement and clinical teaching blocks http://www.cdu.edu.au/health/undergraduate-nursing

What is a CTB?
A Clinical Teaching Block (CTB) is a compulsory one week study block where students learn and practice their clinical skills in a simulated environment prior to clinical placement. Most of these blocks are held in Darwin or Alice Springs.

When I am assigned to a CTB does this mean I am enrolled into the unit?
No. Students are responsible for enrolling themselves in the associated placement unit. Students need to enrol once they have successfully completed any pre-requisite units and been confirmed in to a CTB.

How do I nominate and what is the deadline for nominating a CTB?
There is an ‘Online Placement Nomination’ button on the ‘Enrolment Conditions & Clinical Placements page’. http://www.cdu.edu.au/health/undergraduate-nursing Click on the link and follow the prompts. The nomination dates and deadlines can also be found here.

I can’t attend the CTB I have been allocated to, how do I request another CTB?
Contact the Placement Office at Nurplaccoord@cdu.edu.au as soon as possible, via email and attention this to the Placement Team Leader. Students must provide a reason for their request. There is no guarantee that students will be allocated to a preferred CTB.

I have to go to Alice Springs/Darwin for my CTB and or placement, is accommodation supplied?
Travel and accommodation arrangements associated with CTBs and placements are solely the responsibility of the student. On campus accommodation may be available at Darwin and Alice Springs. Please see details at www.cdu.edu.au/nfih/ or http://www.cdu.edu.au/campuses-centres/alic springs-campus

Can I arrive late/leave early for my CTB so I can catch a more suitable flight there/home?
No. 100% attendance is required at CTBs in order to successfully complete the CTB.

If I don’t pass the CTB am I still able to attend my placement?
No. Students must successfully complete the CTB in order to attend placement.

I am repeating a placement unit; do I have to redo the CTB?
Yes. If a student fails a unit and then re-enrols in that unit they must redo all components of that unit (including the CTB).

Can I do just 2 or 3 days a week for my placement?
No. placements are not offered on a part time basis. Part time placement does not provide students with the best opportunity to consolidate their practice.

I have an exam during placement, what should I do?
Examinations should be discussed with the Unit Coordinator and Placement Officer prior to attending placement. If the Placement Office has advance notice from the student, they can try to negotiate with the healthcare facility so that the student can have that day off placement (and make the missed shift up later). If the health facility is unable to offer a makeup day, the Placement Office will assist the student in applying for a Special Exam. NOTE: makeup shifts and rostered days off are all issued at the discretion of the healthcare facility.
If I nominate a facility as one of my preferences, does this mean I will go to that facility? 
Not necessarily. Placements are in very high demand throughout Australia, and all placements are 
issued at the discretion of healthcare facilities. These facilities may have placement requests from 
many education providers and may have preferred providers whose placement requests they 
prioritise. Therefore, CDU students may need to attend placements at facilities that they did not 
nominate preferences for.

If I know dates when I am unavailable for placement what should I do? 
A student may email a request to the Placement Office to not go on placement during certain dates 
however, the Placement Office cannot guarantee that they will be able to meet this request. 
Students are expected to be available to attend placement once they are enrolled in their placement 
unit. Placements are in short supply Australia-wide and students who are unavailable for placement 
may delay their course progression, as it could be difficult to secure alternative placements.

Can I refuse a placement that is assigned to me by the Clinical Placement Office staff? 
There needs to be a very good reason for a student to refuse a placement. A student who is 
refusing a placement will be asked to put the reasons for this refusal into an email to the Clinical 
Placement Office at Nurplaccoord@cdu.edu.au. This email will then be referred onto the Unit 
Coordinator and/or the Director of Clinical Education.

Are all placements during semester time? 
Placements are confirmed at the discretion of individual Health Facilities. If a placement unit is not 
completed within the semester of enrolment, because a placement has not yet been found or not 
yet been completed, a Practicum Ongoing (PO) grade can be awarded. This grade is applicable for 
two (2) admission periods to allow a placement opportunity. PO grades are issued with the approval 
of the Unit Coordinator.

Where will I go on placement? 
Students will be advised via their CDU student email account of their provisional placement. CDU 
endeavours to source placement within a student’s home state and as close as possible to where 
the student lives, however, as placements are all given at the health facilities discretion this does 
not always happen. Students may need to travel outside of their local area and possibly outside of 
their home state in order to attend placement

How far will I have to travel from my home to attend placement? 
The Placement Office tries to secure placements for students in their home state, though students 
may need to travel some distance to attend placement. All students who enrolled in the CDU BNUR 
have been that informed they may have to travel outside their home state in order to complete 
placement units. More information about enrolment conditions can be found at: 

Is my lunch break counted towards my placement hours? 
As in any workplace breaks are not included in working hours. Therefore an 8 hour shift will mean 
an 8 ½ hour day. (Students get half an hour for lunch).

Am I part of the work-force? 
No. All Bachelor of Nursing students have supernumerary status while on clinical placements. This 
means students are additional to the workforce requirement and staffing ratios. Students are 
present in the placement setting as a learner and not as a member of staff.

I am an EN; will this make a difference to my clinical placements? 
No. There are significant and complex differences in the role and responsibilities as a student on 
placement to that of paid employment as an Enrolled Nurse. Firstly, students on placement are not 
covered by an employment contract or employee insurance while on placement. Instead, students 
must comply with the policies of Charles Darwin University. Students are on placement as an 
undergraduate student. Students who work out of the student scope of practice will fail the clinical 
unit.
Do I get paid while on placement?
No. Students will be on placement as a student, not an employee. Students are not covered under an employment contract while on an authorised clinical placement and payment for students on placement does not apply.

Can I organise my own placement with a facility?
No. Students are not permitted to contact Health Facilities to organise placements. However, students can provide the Clinical Placement Office staff with information about potential placement opportunities. Cold calling health facilities to see whether they have available placements or whether they take CDU students is not a lead and will be considered as arranging your own placement(s).

Can I organise my own shifts and rosters?
No. All rosters are drawn up by the healthcare facility staff who need to take staffing and preceptoring requirements into account. Students are not permitted to negotiate or make roster requests to the facility. If a student is concerned about a roster they are given, they need to direct their request through to the Placement Office at Nurplaccoord@cdu.edu.au.

What should I expect of those supervising me?
Your Preceptor is generally appointed by the ward manager. Usually, preceptors have worked with many students and have experienced many different working relationships with them.

In addition to providing preceptorship, your Preceptor also has to complete their usual workload. You can expect your preceptor to:

- Become familiar with the course and unit objectives related to the relevant academic unit in which the placement rests;
- Assist students to seek out relevant learning opportunities within a safe and appropriate environment;
- Provide regular constructive feedback; in particular, to identify areas of weaknesses and strengths;
- Provide constructive guidance and direction for students throughout the placement;
- Demonstrate professional role modelling;
- Be aware of, and comply with, relevant legislation underpinning practice;
- Conduct tutorials (if appropriate) and debriefing sessions on a regular basis during the placement;
- Provide reliable, valid and fair assessment of student performance;
- Be professional and ethical in their conduct toward you. This includes honesty in constructive feedback about expected performance;
- Provide support that contributes to your learning objectives commensurate with your level of progression within the programme (i.e. 1st, 2nd or 3rd year);
- Encourage you to develop safe, competent and professional practice; including in particular, orientation to local emergency procedures;
- Provide documented assessment of competency, both formative and summative.

Can I work outside my scope of practice? Can I perform procedures that require a learning package to ensure competency?
No. Students who work outside their scope of practice will be withdrawn from clinical practice and may fail the clinical unit. Examples of working outside your scope of practice include venepuncture, cannulation, giving immunisations or repositioning of a PICC line. Please contact your Unit Coordinator if you or your preceptor is unsure and refer to your scope of practice table for the year level.
## APPENDIX A:

### SCOPE OF PRACTICE

**First year** students must work within the first year scope of practice. **Second year** students must work within the second year scope of practice and their practice can also include skills of the 1st year scope. **Third year** students must work within the third year scope of practice and can also include the skills of 1st and 2nd scope of practice. NB* The third year students will have skills that are within the scope of other years as third year students learn new skills but also consolidate and build on existing skills learnt in previous years.

<table>
<thead>
<tr>
<th>Year 1: Unit NUR 125 – Novice:</th>
<th>Year 2: Unit NUR 244 - Novice: Advanced beginner; frequent or occasional cues; medium level supervision (50% patient load)</th>
<th>Year 3: Unit NUR 343/349/344</th>
<th>Advanced-beginner: Minimal cues; minimal supervision (100% patient load)</th>
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<tr>
<td>Frequent or continuous cues; no patient load; continuous supervision</td>
<td>Demonstrate timely &amp; accurate communication, documentation and evidence informed decision-making which addresses cultural safety &amp; awareness. With supervision, implement nursing actions (procedures) for the low and medium acuity medical/surgical patient (50% patient load) including: * Perform &amp; document a health assessment * Formulate nursing problem statements based on the above data and informed by evidence * Conduct pain assessment and associated nursing interventions * Monitoring patients and performing ECGs * Provide evidence-informed rationales for the above interventions</td>
<td>Demonstrate professional communication, conduct and evidence-informed decision-making in all aspects of nursing across a range of cultural settings &amp; acuity levels. Confidently provide accurate, logical, concise and appropriate recording and reporting of patient data (oral &amp; written) to the health care team. Application of the nursing process (assessment, planning, evidence-informed intervention, rationales and evaluation) in a variety of medical / surgical patient care environments for low, moderate and high acuity patients across the lifespan. Provide all phases of the nursing process for 100% patient load considering time management, health assessments, planning and prioritising of clinical interventions and care. Apply the nursing process (assessment, planning, evidence-informed intervention, rationales and evaluation) for patients requiring medication: * Further develop skills in the safe administration of medicines via the oral, topical and parental routes * Manage medication regimes for 100% patient load &amp; across varying modalities * Intravenous therapy regimes including narcotic infusions, epidurals &amp; PCAs * Demonstrate knowledge about the storage and use of Schedule 2, 4 and 8 medications according to facility, statutory, State and Commonwealth Law * Discuss the pharmacology &amp; pharmacokinetics of medications administered by the student</td>
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<td>Establish and maintain a therapeutic relationship with patients &amp; families appropriate to the clinical setting &amp; inclusive of psychogeriatric and cognitively impaired clients.</td>
<td>Perform accurate, concise and appropriate recording and reporting of objective &amp; subjective patient data using appropriate nursing and medical terminology. With continuous support: * Handover of 1 patient * Discuss evidence-informed rationales for implementing designated nursing care * Assess patients' input/output (direct &amp; indirect observation, fluid balance &amp; food/diet charts) * Recognise &amp; report significant fluid balance fluctuations With continuous support implement nursing interventions for low acuity patients requiring assistance with ADLs: * Positioning &amp; mobility * Personal hygiene * Oral and eye care * Oral dietary intake-assistance and assessment of patient’s eating/swallowing abilities * Apply the nursing process (assessment, planning, intervention, rationales and evaluation) in the nursing care of patients with self-care deficits * Discuss evidence-based rationales for the above interventions Use safe manual handling techniques and equipment. With support, promote patient comfort &amp; body alignment</td>
<td>Perform a physical and psychosocial assessment of the well child &amp; family Apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) in the nursing care of patients with neurological deficits. Apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) in the nursing care of patients with musculoskeletal deficits, i.e. spinal precautions, neurovascular observations. With support, perform evidence-based nursing techniques in complex wound management, e.g. drain tubes &amp; removal of sutures, staples &amp; complex dressings. With supervision, apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) in a variety of medical / surgical patient care environments for low, moderate and high acuity patients across the lifespan. Provide all phases of the nursing process for 100% patient load considering time management, health assessments, planning and prioritising of clinical interventions and care. Apply the nursing process (assessment, planning, evidence-informed intervention, rationales and evaluation) for patients requiring medication:</td>
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<td>Communicate and collaborates appropriately with colleagues, patients &amp; carers/ families.  * Assist colleagues with patient care as appropriate</td>
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<tr>
<td>First year students</td>
<td>Second year students</td>
<td>Third year students</td>
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</tbody>
</table>
including:
- Bed making
- Positioning of patient

Help with continence management (daily care of indwelling catheters; use of commodes; continence pads, bedpans or urinals).

Use safe and effective infection control measures & standard precautions including:
- Clean and clinical hand hygiene
- Use of personal protective equipment
- Appropriate disposal of waste materials

Assist with care of a low acuity patient requiring isolation or barrier nursing.

Assist with admission and primary health assessment of low acuity patients including:
- Nursing history and primary assessment
  Appearance/presentation
- Weight and height
- Ward urinalysis
- Vital signs; TPR, BP, RR & pulse oximetry

With support conduct an assessment of patient pain.

With support assist with wound healing by primary intention:
- Dry wound dressing
- Assessment of pressure ulcer risk
- Assessment of falls risk

With supervision, assess and support respiratory function through body positioning and primary care planning and implementation.

Discuss student’s role in relation to Emergency Codes (Blue, Green, and Red etc.).

evaluation) in the administration of S2 & S4 medications (excluding restricted S4 & S8).
- Articulate knowledge of legislation, charting and e-scribe medication administration contexts
- Discuss the pharmacokinetics & pharmacology of all medications to be administered by the student and RN
- Discuss evidence-based rationales for safe administration and management of varying regimes including; oral, IM, nebulised, SC, ocular, aural, nasal, PR & PV
- PEG/gastrostomy, nasogastric tube
- Intravenous therapy regimes including IV antibiotics

With supervision, apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) for patients with complex hydration and nutritional requirements which may include:
- Management and care of nasogastric tubes
- Measures to maintain fluid balance, i.e. intravenous fluid replacement / supplementation therapy
- Discuss the rationales for the above interventions

With supervision, apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) for patients with complex hydration and nutritional requirements which may include:
- Management and care of nasogastric tubes
- Measures to maintain fluid balance, i.e. intravenous fluid replacement / supplementation therapy
- Discuss the rationales for the above interventions

With supervision, apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) for patients exhibit difficult / challenging behaviours such as aggression
- Experiencing mental illness and related problems
- Experiencing withdrawal syndrome and/or dependency behaviours (including working with AOD team)
- Who are cognitively impaired

With supervision, assess patients’ responses to hydration treatments including:
- Intravenous infusions
- Blood or blood products
- Total parenteral nutrition

With supervision, apply the nursing process (assessment, planning, evidence-informed interventions, rationales and evaluation) for patients with complex needs related to the renal system including care and insertion of urinary catheters.

With support, adapt nursing skills and clinical decision-making in a broad range of nursing contexts including remote area health clinics, mental health and community health facilities and specialised acute care areas.
APPENDIX B

FLOWCHART FOR CDU CLINICAL PLACEMENT UNITS
NUR125, NUR244, NUR343, NUR344 & NUR349
For the reference of Nursing Academics, Staff, and Bachelor of Nursing Students.

COMMENCE PLACEMENT

CLINICAL APPRAISAL: refer to unit and Portfolio requirements

Progress determined as **satisfactory**
Agency/Facility clinical supervisors, educators, preceptors and Unit Coordinators in accordance with the ANMC Competencies, facility guidelines and Scope of Practice

Placement Completed
Required clinical hours completed and Clinical Portfolio submitted to appropriate CDU unit co-ordinator within two weeks of completion of clinical placement

All elements graded as **satisfactory** and a grade is recorded

Student proceeds to the next level of study or if course complete grade transcript signed and forwarded to AHPRA

Progress determined as **unsatisfactory**
Agency/Facility clinical supervisors, educators, preceptors and Unit Coordinators i.e.
- Not achieved year level standard
- Not achieving scope of practice
- Not demonstrating professional conduct
Feedback provided to student

Assessment elements graded as **unsatisfactory**

One Learning Agreement opportunity for the remainder of placement, or additional placement arranged as per Learning Agreement

Learning Agreement **achieved**

Learning Agreement **NOT** achieved by set date

FAIL* recorded for unit

Student to meet with the BN Program Manager/Theme Leader to discuss course progression

**UNSAFE PRACTICE**
Refer to additional note

Student removed from clinical placement

PLEASE NOTE
Unsafe Practice can include any student action which may incorporate:
- Not achieving year level standard
- Not achieving scope of practice
- Not demonstrating professional conduct
APPENDIX C:

CLINICAL TEACHING BLOCK AND PROGRESSION INTO CLINICAL PLACEMENT UNITS:
NUR125, NUR244 & NUR343

Student successfully completes CTB pre-requisites as outlined by the Pre Clinical Coordinator and Clinical Placement Office and are enrolled in the unit.

Student accesses Learnline and completes the medication calculation exam and relevant pre-reading and critical thinking exercises for that unit.

Student attends allocated CTB

Student demonstrates competency in OSCA, Student demonstrates professional behaviour and participates and contributes to all CTB sessions

Student demonstrates 100% attendance at CTB

Successful completion of CTB

Progression to placement determined by student providing pre-requisite documents

Refer to Clinical Placement Flow Chart

Student fails CTB and is required to re-enrol and complete the unit in its entirety

Student fails to demonstrate competency in OSCA, OR Unprofessional behaviour or lack of participation and contribution to CTB sessions noted

Feedback and revision time provided

Student given opportunity to demonstrate competency OSCA OR Demonstrate professional behaviour and CTB participation

Student fails to demonstrate competency in 2nd chance OSCA OR no change in professional behaviour or CTB participation

Meeting with Unit Coordinator and BN Program Manager to discuss CTB performance/progress

Student may be permitted to continue with the CTB and commence placement with a Learning Agreement with a focus on the area that was not successfully demonstrated during the CTB. Additional learning materials and assessments will be identified and provided with the support of the Unit Coordinator.

Student must attend in correct CDU/ACIKE uniform and identification.
Students who have not met the clinical prerequisites and are unable to progress to placement may be issued a Fail grade for the unit as they have not met the unit requirements.
Professional behaviour and participation is assessed in accordance with the National Competency Standards for the Registered Nurse as presented by the ANMC.