

**Charles Darwin University**

**College of Nursing and Midwifery**

## **Professional Experience Placement (PEP) Rules and Expectations**

**2022**



This booklet outlines the Professional Experience Placement (PEP) Rules and Expectations which apply to all Professional Experience Placements in the Bachelor of Nursing, the Bachelor of Midwifery and the Master of Nursing Practice (Pre-Registration).



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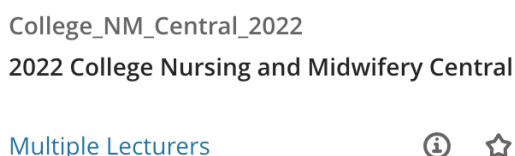


## 1 Welcome to Professional Experience Placement (PEP) at CDU

Welcome to the Student Professional Experience Placement (PEP) Rule's booklet. This booklet is to be used in conjunction with information provided in your allocated College of Nursing and Midwifery (CONM) - Learnline Ultra space to inform you of important requirements related to undertaking professional experience placements (PEP) within your Nursing or Midwifery degree. It is mandatory that you are familiar with this information to ensure a positive learning experience and to enable you to meet the required standards and codes for practice and to provide safe care.

The College of Nursing and Midwifery will source PEP for you across your degree that supports your learning and preparation for registration as a nurse or midwife. PEP is a valuable opportunity where you will engage with registered health professionals in your discipline and others and apply your knowledge and skills developed across your degree. To support you in your learning you have a PEP team of both administrative staff and academic. The PEP administration team are there to support you as they source and allocate PEP to you. You will also have unit coordinators, course coordinators / academic leads and academic PEP leads, all happy to support you in your learning and as you progress through PEP and your degree. We will source your PEP and we expect that you will ensure you are ready to undertake the allocated placement and attend ready to learn and grow as a student nurse or midwife. This document outlines all the requirements and expectations for you to have a great learning experience and progress through the degree in the timeliest fashion possible. We encourage you to take some time to read through the document, so you are well prepared.

You must also engage and access the College of Nursing and Midwifery Central space located in Learnline Ultra. You will find regular updates about PEP in this space. On enrolment into the Nursing or Midwifery Degree all students will receive access to the online learning space when semester begins. Please ensure that you also check your CDU student email account at a minimum of weekly as we will communicate with you at this email.



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[Multiple Lecturers](#) ⓘ ☆

The online learning space provides up to date information and resources to assist you to prepare for PEP and ensures your best chance for success. Please take the time to visit this space regularly so that you are aware of your responsibilities and are up to date with all new information and news related to professional practice.



In the CDU portal all students will have access to the InPlace icon. The InPlace area is where you upload all mandatory documents in preparation for your PEP. You will also find all relevant pre-PEP learning materials which may be required by the individual venue that you have been allocated to.

It is your responsibility to check your:

- CDU Student email
- CDU Placement (InPlace)
- Relevant College of Nursing and Midwifery Central Learnline space to keep informed of updates and requirements for PEP.

Prior to each PEP allocation you will be required to declare that you understand and agree to all PEP requirements, rules and expectations.

If you do not understand these requirements, please contact your Unit Coordinator (UC) or the Placement team who are happy to answer your questions. Please take the time to access the **frequently asked questions regarding PEP** prior to emailing the placement team/UC on the CDU Website:

[Clinical placement forms / Charles Darwin University \(cdu.edu.au\)](https://www.cdu.edu.au/clinical-placement-forms)

## 1.1 What you must know about PEP

Below outlines some of the key points that you are required to know and understand around PEP. Each of these are addressed throughout the document. They are listed here to assist you as have an overview of what occurs.

- The College Nursing and Midwifery Central Learnline Ultra site is available to all enrolled students in the College courses and alongside the relevant PEP unit is where all forms, links and information is stored. This information is required to prepare you for your PEP and the University expectation is that you review and understand this information prior to your PEP allocation.
- Nursing and Midwifery students are governed by National Legislation, *The Health Practitioner Regulation National Law Act 2009*. As a student you are also governed by this regulation when you are undertaking PEP and therefore required to adhere to multiple requirements.
- Mandatory documents **MUST** be completed and submitted via CDU InPlace by the due dates provided later in the document. Failure to upload by the due date will result in an inability to place you in that unit / semester and you will not be able to pass the unit as you will not meet the hurdle requirement (PEP). This will delay course



progression and completion. You will need to re-enrol in the unit when it is next offered.

- Signing the Fit for Practice declaration ensures that you are medically and physically fit for the placement to occur.
- Signing the PEP declaration indicates that you have read, understood, and agree to act in accordance with the PEP Rules and Expectations.
- Placements will be allocated to and undertaken in facilities where CDU has agreements in place.
- The PEP team is not able to guarantee placements for students in specific geographical locations. There are many factors taken into consideration when allocating large numbers of students and students are allocated to placements based upon their alignment to the curriculum.
- You may be required to travel to PEP across your state which will require you to pay for temporary accommodation and relocate for the period of the placement dates.
- Students are not to organise their own placement; the PEP team will do this for you.
- There is no swapping period available.
- It is important that students are aware that if you:
  - Should you miss mandatory PEP hours throughout the course you will have a delay in Completion and Graduation. Depending on your reason for absence you may be eligible for makeup, but this will need to be sourced by the PEP team.
  - If you fail your allocated PEP you will not be allocated another attempt of PEP that semester, and course progression and completion will be delayed.
- Charles Darwin University supports our partners in zero tolerance of unprofessional behaviours and the university will support student removal if evidence of unprofessional behaviour is demonstrated



## 1.2 The Professional Experience Placements (PEP) Team

Role	Name	Contact Details
PEP Academic Lead - Nursing	Jessica Morrissey	Phone: 08 8946 6832 <a href="mailto:jessica.morrissey@cdu.edu.au">jessica.morrissey@cdu.edu.au</a>
PEP Academic Lead – Midwifery	Claire Davison	Phone: 0403 968 409 <a href="mailto:claire.davison@cdu.edu.au">claire.davison@cdu.edu.au</a>
PEP team – Manager	Bradley Herbert	Phone: 02 8047 4147 <a href="mailto:nurplac@cdu.edu.au">nurplac@cdu.edu.au</a>
PEP team – Nursing	NT – Danielle McWilliams NSW & ACT – Marina Edwards QLD & TAS – Amanda Newton VIC – Margaret Scott WA – Kylie Wilkie SA – Brad Herbert	Phone: 08 8946 6603 Phone: 02 8047 4112 Phone: 02 8047 4130 Phone: 08 8946 6026 Phone: 08 8946 6528 Phone: 02 8047 4147 <a href="mailto:nurplac@cdu.edu.au">nurplac@cdu.edu.au</a>
PEP team - Midwifery	Brittany Newman	Phone: 08 8946 7150 <a href="mailto:midwifplac@cdu.edu.au">midwifplac@cdu.edu.au</a>



### 1.3 Nursing unit contacts

Unit	Contact Details
NUR125	<a href="mailto:Nur125unitcoord@cdu.edu.au">Nur125unitcoord@cdu.edu.au</a>
NUR134	<a href="mailto:Nur134@cdu.edu.au">Nur134@cdu.edu.au</a>
NUR244	<a href="mailto:Nur244unitcoord@cdu.edu.au">Nur244unitcoord@cdu.edu.au</a>
NUR257	<a href="mailto:Nur257@cdu.edu.au">Nur257@cdu.edu.au</a>
NUR258	<a href="mailto:Nur258@cdu.edu.au">Nur258@cdu.edu.au</a>
NUR343	<a href="mailto:Nur343unitcoord@cdu.edu.au">Nur343unitcoord@cdu.edu.au</a>
NUR344	<a href="mailto:Nur344unitcoord@cdu.edu.au">Nur344unitcoord@cdu.edu.au</a>
NUR370	<a href="mailto:Nur370@cdu.edu.au">Nur370@cdu.edu.au</a>
NUR410	<a href="mailto:Nur410@cdu.edu.au">Nur410@cdu.edu.au</a>
NUR533	<a href="mailto:Nur5332@cdu.edu.au">Nur5332@cdu.edu.au</a>
NUR537	<a href="mailto:Nur537@cdu.edu.au">Nur537@cdu.edu.au</a>
NUR541	<a href="mailto:Nur541@cdu.edu.au">Nur541@cdu.edu.au</a>
NUR600	<a href="mailto:Nur600@cdu.edu.au">Nur600@cdu.edu.au</a>

### 1.4 Midwifery unit contacts

Unit	Contact Details
MID101	<a href="mailto:Mid101lecturer@cdu.edu.au">Mid101lecturer@cdu.edu.au</a>
MID102	<a href="mailto:Mid102lecturer@cdu.edu.au">Mid102lecturer@cdu.edu.au</a>
MID202	<a href="mailto:Mid202lecturer@cdu.edu.au">Mid202lecturer@cdu.edu.au</a>
MID204	<a href="mailto:Mid204lecturer@cdu.edu.au">Mid204lecturer@cdu.edu.au</a>
MID301	<a href="mailto:Mid301lecturer@cdu.edu.au">Mid301lecturer@cdu.edu.au</a>
MID303	<a href="mailto:Mid303lecturer@cdu.edu.au">Mid303lecturer@cdu.edu.au</a>
MID306	<a href="mailto:Mid306lecturer@cdu.edu.au">Mid306lecturer@cdu.edu.au</a>
MID307	<a href="mailto:Mid307lecturer@cdu.edu.au">Mid307lecturer@cdu.edu.au</a>





## 2 Professional Experience Placement (PEP) hours

Professional placement is a highly valued and compulsory part of courses leading to both Nursing and Midwifery registration. Engagement and completion of all professional practice units inclusive of **880** placement hours for the Bachelor of Nursing, **1,440** for the Bachelor Midwifery and **800 hours** for the Master of Nursing Practice (Pre-Registration) are essential to achieve the overall requirements of the course. This is required as evidence for the Nursing and Midwifery Board of Australia (NMBA) and to be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

The Australian Nursing and Midwifery Accreditation Council (ANMAC) describe PEP as the 'Component of nursing/midwifery education that allows students to put theoretical knowledge into practice within the consumer care environment. It includes, but is not limited to, the hospital setting, and may include general practice, remote and rural health clinics, and community care environments. (ANMAC, 2019)

### 2.1 BNRSG: Bachelor of Nursing

PEP is embedded across the degree as follows:

Year Level	Professional Practice Subjects	Clinical Area	Hours Required
Year 1 Semester 1/2	NUR125 Nursing Practice 1	Sub-Acute/Aged Care	160 hours
Year 2 Semester 1/2	NUR244 Nursing Practice 2	Sub-Acute/Acute	160 hours
Year 3 Semester 1/2	NUR343 Nursing Practice 3	Acute	160 hours
Year 3 Semester 1/2	NUR343 Nursing Practice 3	Mental Health	80 Hours
Year 3 Semester 1/2	NUR344 Nursing Practice 4	Community Health	160 Hours
Year 3 Semester 2	NUR370 Professional Experience Placement 4	Acute/Specialty	160 Hours
		<b>Total Hours</b>	<b>880 Hours</b>



## 2.2 WNUR01 / LNRHL1: Bachelor of Nursing

PEP is embedded across the degree as follows:

Year Level	Professional Practice Subjects	Hours Required
Year 1 Semester 2	NUR134 Professional Experience Placement 1	160 hours
Year 2 Semester 2	NUR257 Professional Experience Placement 2	160 hours
Year 2 Semester 2	NUR258 Mental Health	80 Hours
Year 3 Semester 2	NUR370 Professional Experience Placement 4	160 Hours
Year 3 Semester 2	NUR410 Professional Experience Placement 5	320 Hours
	<b>Total Hours</b>	<b>880 Hours</b>

## 2.3 SNPPR1: Master of Nursing Practice (Pre - Registration)

PEP is embedded across the curriculum as follows:

Year Level	Professional Practice Subjects	Clinical Area	Hours Required
Year 1 Semester 1	NUR533 Practice Experience 1	Sub-Acute/Aged Care	160 hours
Year 1 Semester 2	NUR537 Practice Experience 2	Sub-Acute/Acute	160 hours
Year 2 Semester 1/2	NUR541 Practice Experience 3	Acute & mental health	160 hours
Year 2 Semester 2	NUR600 Practice Experience 4	Acute	320 hours
		<b>Total Hours</b>	<b>800 Hours</b>



## 2.5 WMIDW1: Bachelor of Midwifery

PEP is embedded across the Undergraduate Midwifery Degree Curriculum as follows:

Year Level	Professional Practice Subjects	Clinical Area	Hours Required
Year 1 Semester 1	MID101 Introduction to Midwifery practice		120 hours
Year 1 Semester 2	MID102 Fundamental skills for Midwifery practice		160 hours
Year 2 Semester 1	MID202 Professional Midwifery practice 1		240 hours
Year 2 Semester 2	MID204 Professional Midwifery practice 2		240 hours
Year 3 Semester 1	MID301 Women's Health	Women's health/family planning	80 hours
Year 3 Semester 1	MID303 Professional Midwifery practice 3		240 hours
Year 3 Semester 2	MID306 Professional Midwifery practice 4		240 hours
Year 3 Semester 2	MID307 Specialist neonatal care	Neonatal ICU/Special care nursery	120 hours
		<b>Total Hours</b>	<b>1,440 Hours</b>

Additionally, midwifery students are required to complete a minimum of 10 Continuity of Midwifery Care Experiences (CoMCE). To count as a CoMCE experience, midwifery students must attend a minimum of 4 antenatal visits, be at a minimum of 6 of 10 births, and attend at least 2 postnatal visits.

There are also minimum clinical experiences that need to be recorded. This will be discussed further in your PEP units.

## 3 Student Registration Obligations

Students are registered with the Australian Health Practitioners Regulation Agency (AHPRA) and are governed by National Legislation under the Health Practitioner Regulation National Law Act 2009. The role of the Nursing and Midwifery Board under the National Law is to protect the safety of the public. It is a requirement of the University to ensure that students are adequately prepared to be placed, are fit for practice and capable to practice. Students are also required to understand the laws, codes, policies, and frameworks that guide PEP.



Under the National Health Practitioners Law, you and/or Charles Darwin University must notify AHPRA if:

- If you have an impairment that, in the course undertaking and as part of your program of study which includes PEP, may place the public at substantial risk of harm.

Please note that the Clinical Placement Providers (CPP's) and the public can also notify AHPRA of student concerns regarding impairment under the registered students mandatory notifications

Under the National Health Practitioner Law, you have an obligation to notify AHPRA within 7 days if:

- You have been charged with an offence punishable by 12-months imprisonment or more, or
- You have been convicted of, or are the subject of a finding of guilt for an offence punishable by imprisonments, or
- Your registration under the law of another country that provides for the registration of students has been suspended or cancelled.

## 4 Scope of Practice for Professional Experience Placement

The **Scope of Practice** for undergraduate students is WHAT you as the nursing or midwifery student are educated, skilled and authorised to perform or demonstrate in PEP. The scope of practice is influenced by:

- Curriculum content
- Progress within the Bachelor / Master Program
- The health care needs of the CPP
- The level and acuity of the client/patient at the CPP.

The student scope of practice changes throughout course progression. Guidelines for scope of practice are available in the Nursing and Midwifery Central Learnline, and the relevant Unit of Study in the CDU Learnline units.

Undergraduate nursing and midwifery students are always required to work under the supervision of a registered nurse or registered midwife and adhere to the local relevant organisational policy and procedure of the CPP. This includes medication checking, medication administration, reconciliation and relevant electronic or hard copy documentation. **Dispensing medications requires students to understand medication class, action, indication, contraindication, and safety considerations**



*In all PEP units under no circumstances should a student administer a medication or alter, stop, or commence an intravenous line or intravenous pump without the direct supervision of an RN/RM. You must work within the scope of practice relevant to your year level of study and course progression). Failure to follow these principles will result in immediate discontinuation from the allocated PEP for Unsafe Practice. A Fail grade (F) will be awarded, and this will also delay course progression and completion.*

It is up to the student to ensure that scope of practice is followed. Being familiar and understanding the Nursing and Midwifery Board of Australia documents and Charles Darwin University Policies will ensure Safe, Professional and Ethical Practice. The NMBA Professional Standards always define the practice and behaviour of Registered Nurses and Midwives and students

## Professional Standards

### Nursing

- Registered Nurses Standards for Practice, Effective 1st June 2016
- Code of Conduct for Nurses and Midwives, Effective 1st March 2018
- Code of Ethics for Nurses, Effective 1st March 2018

### Midwifery

- Midwife standards for Practice, Effective 1st October 2018
- Code of Conduct for Nurses and Midwives, Effective 1st March 2018
- International Confederation of Midwives Code of Ethics for Midwives, Effective 1st March 2020
  - <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>

### Nursing and Midwifery Guidelines

- Continuing Professional Development
- Guidelines for Mandatory Notifications/Mandatory Notifications for Health Students
- Decision Making Frameworks for Nursing and Midwifery Effective February 2020
- Social Media Guidelines-How to meet your obligations under the national Law
  - <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx>



## Position Statements

- Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM) and the Nursing and Midwifery Board of Australia (NMBA) joint statement on culturally safe care.
  - <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Position-Statements.aspx>

## Professional Frameworks

- Decision-making framework for nursing and midwifery Effective February 2020
- <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Frameworks.aspx>

## Charles Darwin University Policies

- Student code of conduct Effective 2022
  - <https://policies.cdu.edu.au/view-current.php?id=139>
- Student complaints policy Effective 2022
  - <https://policies.cdu.edu.au/view-current.php?id=51&version=1>
- Social media policy Effective 2022
  - <https://policies.cdu.edu.au/view-current.php?id=102>
- Grading policy Effective 2022
  - <https://policies.cdu.edu.au/view-current.php?id=73>

*As a RN/RM student, you are not to post any information about your PEP, patients/women, student colleagues or the PEP venue on any social media forum. You will be removed immediately from PEP if this occurs, and a Fail (F) grade will be awarded. Any breach of the National Law/ NMBA Standards, Guidelines, Position Statements and CDU Policy will also result in a report through the Student Code of Conduct Policy with Mandatory Notification made to AHPRA.*

## 5 Preparing for the Professional Experience Placement

To be eligible to attend placement you must first pass the pre-requisite units for the relevant placement unit and have met all requirements of and completed the required Simulation Block.



## 5.1 Placement Allocation

For some students, there may be the necessity to undertake placements both metropolitan and rural. This will be dependent on where you live and what placements are available close to where you live. Students will be provided with a minimum of 4 weeks' notice for their PEP allocation. The college expects that students will attend their allocated placement.

*Travel within the nursing and midwifery course is an expectation. Professional practice allocations are a compulsory requirement of the Bachelor of Nursing, the Bachelor of Midwifery and the Master of Nursing Practice (Pre-Registration) degree. It is a requirement that you attend your allocated PEP regardless of geographic allocation. Travel away from your place of residence to undertake shift work may be required in any semester for the duration of the course.*

For times when a student is allocated to a placement for which they need to travel and be away from home, sourcing and financing accommodation during the time of the placement is the responsibility of the student. For placements that are geographically close, students are responsible for their own travel and parking costs related to professional practice placements.

*Special consideration for PEP allocation will not be considered based upon inability to travel, requirement to relocate for rural placement, extended travel to the PEP venue from home, childcare, holidays or work commitments.*

*Registered nurses and midwives are required to undertake a variety of shift work in their profession and as such it is an expectation that you are exposed to the requirements for shift work which includes public holidays and weekend shifts.*

You are unable to withdrawal from PEP <3 weeks prior to the allocated PEP. Students withdrawing from placement without extenuating circumstances and special consideration will be awarded a Fail (F) grade. CDU must provide CPP's and venues of student allocations to meet legal, occupational health and safety requirements to meet CPP Policies. Due to this requirement, students cannot swap placements between themselves.

PEP allocation can occur at any time once the pre-requisites have been met or after your associated Simulation Block. This includes mid semester, summer breaks and over holiday periods like Easter and Christmas. The PEP office will not work around travel requirements and allocation will occur across the calendar year. This is due to the availability of placements



and the need to work with our partnering CPP's around their own organisational requirements and capabilities. Please note this as you will be expected to attend your allocated placement. Failure to attend an allocated placement will result in a Fail grade being awarded and result in a delay in your progression.

## 5.2 Breastfeeding Students Attending PEP

Please contact your relevant unit coordinator to discuss your allocation of professional practice and your lactation needs in relation to PEP. If you are attending PEP your clinical educator/facilitator will be able to advise or negotiate with you regarding facilities where you are able to express your breast milk and have facilities to store the milk or have your baby brought to you for lactation breaks if appropriate and clinically safe to do so.

## 5.3 Withdrawal from Professional Experience Placement

You may apply to withdraw from PEP within 5 working days of the PEP being allocated via the online CDU Extenuating circumstances application for PEP located in the Nursing and Midwifery Central Learnline site.

The University will not reconsider your allocated PEP if you are unable to attend a placement because of normal life circumstances

Normal life circumstances include, but are not limited to:

- The inability to adequately manage the dual requirements of course and personal life (e.g., employment, other personal commitments)
- Travel on public or private transport to attend PEP
- Demands of employment, in themselves, or in circumstances of promotion or employment transfer and change
- Being absent temporarily from a usual place of residence
- Demands of sport, clubs, and all other social activities
- Holidays or overseas travel
- Family life obligations i.e., caring for children/immediate family/caring responsibilities
- Financial constraints of placements
- Personal activities such as weddings and other family events.

Withdrawal from placement forms must be submitted no later than 5 working days from the allocation and will be considered by the discipline PEP Academic Lead based on the essential evidence provided. If your application is successful, then your sequence will be altered (please note that placement allocation in this instance may also be delayed and may delay course progression and completion). If your application is unsuccessful, you will be given the option





of remaining in the unit or withdrawing with financial and academic penalties applied as per the university policy.

Exceptional life circumstances are unexpected or uncontrollable circumstances that have arisen in a short time frame and have significantly impacted or altered the student's life situation.

For example:

- Family death of a close family member (parent, sibling, spouse, child)
- Accidental injury
- Illness affecting ability to practice (students will also need to comply with Code of Ethics/Code of Practice as students registered with AHPRA). If medical, you will need to be compliant and have ongoing specialist/non-GP letter to comply with National Law and provide a clearance certificate before being eligible for a placement.

In the event of exceptional life circumstances please contact your Unit Coordinator and discipline PEP Academic Lead and apply for extenuating circumstances.

Please note that putting in a request for extenuating circumstances does not guarantee that your application will be successful.

### **Failure to Withdraw and subsequent Failure to Attend**

Students that fail to withdraw or have their extenuating circumstances application declined and then fail to attend the PEP will be awarded a Fail (F) grade. The PEP will not be allocated again for the remainder of the academic year which will lead to delay in course progression. Students will need to re-enrol in the next offering and may not be able to progress in their degree.

## **6 Placement Release and Orientation Information**

Student placement releases will occur with at least 4 weeks' notice. Allocations will be notified by being visible in InPlace and an automated email will be sent to your student account.

Orientation to a facility is a legal requirement and compulsory for all students; failure to attend orientation at the required times will result in the PEP allocation being cancelled and a Fail (F) grade being awarded. Orientation is an important part of practice. Orientation can occur on your first day of placement, or some health facilities have an online program. During orientation you will be informed of the relevant knowledge, policies and procedures, the expectations of practice and requirements for attendance. These can and do vary between venues therefore it is important that you are informed about them. These can include, but are not restricted to:



- Ward orientation
- Occupational health and safety requirements
- Allocated parking
- Location of policies and procedures
- Venue expectations

When there is an online PEP orientation, you will be sent information via an email link. The online orientation must be completed prior to orientation with certificate of completion to be presented at orientation. Failure to undertake the online orientation will lead to discontinuation from PEP, and allocation of a F grade.

A student will not be offered another PEP allocation for the unit and there will be a delay in course progression and completion, with the student needing to re-enrol in the unit. It is your responsibility to check your Charles Darwin University Student email inbox and junk/trash, and InPlace for communication on the requirements for PEP orientation.

## 6.1 PEP Makeup Requirements

880 hours of PEP is required for the Bachelor of Nursing Degree, 800 hours of PEP is required for Master of Nursing Practice (Pre-Registration), and 1360 hours of PEP is required for the Bachelor of Midwifery Degree to meet course completion and to be eligible for registration with AHPRA. Makeup professional practice periods must be separately negotiated for you by the University. All student hours will be tracked via InPlace. You will be awarded a PO grade for any unit where hours that have not been attended until completion of hours for the prescribed unit allocation is met. A PO grade has a 12-month period during which the university can place you for the outstanding hours. Makeup will be sourced at the earliest available opportunity but can occur at any point in the 12 months. **PEP makeup will be allocated with up to a 4-week notice period.** Students who fail to undertake the allocated makeup will be awarded a FNS grade.

If you withdraw from the PEP allocation due to extenuating circumstances, you will be required to repeat all hours of the PEP allocation. This is due to your placement having to be re-allocated at another venue or ward which will require an overall full assessment as per the placement agreement with CDU. Please note that make-up will delay course completion and Graduation and must be granted through the special consideration / extenuating circumstances process.

## 7 Mandatory Documents

Mandatory documents are the documents that Charles Darwin University are required to collect from each student to meet contractual, Occupational Health and Safety and Legal agreements with partnering health facilities. These documents must be uploaded by you to



InPlace by the relevant cut off dates identified below. Further links on mandatory documents and dates are also available on the Nursing and Midwifery Central Learnline site. Students will receive email communication outlining these requirements relevant to year level. If you do not upload the mandatory documents by the required due date, you will be removed from all Professional Practice Units in this academic semester and you will not be eligible for PEP. As a result, you will not be able to meet the hurdle requirement of the unit and receive a Fail Grade (F/FNS). This is likely to delay course progression and completion. If any documents require updating the PEP team will contact the student directly.

*Mandatory documents may take up to 6 months to complete, so start applying as soon as you commence your degree and ensure you then maintain these on an annual basis. It is a student's responsibility to ensure that you understand the requirements and the importance of these mandatory documents.*

## 7.1 Charles Darwin University InPlace

InPlace is the electronic software system used by Charles Darwin University to manage and allocate PEP and storage of your mandatory documents. Once you have enrolled into a Professional Practice Unit you will be able to login to InPlace via your student portal.

## 7.2 Checklist of Mandatory Documents

### 7.2.1 Annual Mandatory Documentation Required Prior to Practice for First Year Students/Transitioning Pathways/Diploma Students

Before you are permitted to commence your allocated PEP you will need to upload the following mandatory documents to InPlace. Please refer to the Pre-clinical checklists below for your state for further information. These can also be found on the Nursing and Midwifery Central Learnline site under clinical placement forms

- i. [Preclinical checklist - ACT](#)
- ii. [Preclinical checklist - NSW](#)
- iii. [Preclinical checklist - NT](#)
- iv. [Preclinical checklist - QLD](#)
- v. [Preclinical checklist - SA](#)
- vi. [Preclinical checklist - TAS](#)
- vii. [Preclinical checklist - VIC](#)
- viii. [Preclinical checklist – WA](#)



1. **Police Check** - Please ensure you obtain the correct check for your state / territory – check the preclinical checklist for your state
  - a. application timeframe of up to 8 weeks.
2. **International Police Check** required for International Students and students who are over the age of 16:
  - a. have been a citizen or permanent resident of any other country than Australia; or
  - b. resided continuously in any single country than Australia for 12 months or more.
3. **Working with Children Check** – allow an application timeframe of 8–10 weeks, needs to be valid for duration of course
4. **Immunisation Compliance**
  - a. allow 4–6 Months for completion
  - b. see below for requirements and Medical and Immunisation letter and checklist: Medical and Immunisation letter and checklist
  - c. If you are unable to provide evidence of immunisation, please refer to Medical and Immunisation letter and checklist for documentation requirements as per your state
  - **COVID – 19 Vaccination**
    - COVID-19 vaccination is determined by state/territory and federal government definitions of fully vaccinated for healthcare providers, current requirements require all students to be boosted for placement
  - **Influenza**
    - This is a yearly requirement for all students and has a due date of 31 May each year
  - **Hepatitis A Immunisation** – MANDATORY FOR NT and WA students, Recommended for all students
    - Evidence of 2 doses of Hep A vaccine (6 months apart) or 3 doses of Twinrix (0, 1, 6-month intervals) OR
    - Evidence of Positive serology
    - If you are unable to provide evidence of immunisation, please refer to Medical and Immunisation letter and checklist for documentation requirements as per your state
  - **Hepatitis B Immunisation**
    - Evidence of age-appropriate course of Hep B vaccine (0, 1, 6 month intervals) AND
    - Evidence of positive serology
  - **Diphtheria/Tetanus/Pertussis**
    - Vaccination confirmation of 1 dose dTPA vaccine within the last 10 years
  - **Measles/Mumps/Rubella**
    - Confirmation of 2 doses of MMR vaccination at least 1-month apart OR
    - Positive serology
  - **Varicella**



- Confirmation of 2 doses of vaccine (at least 1 month apart) OR
- Positive serology
- **MRSA screening – MANDATORY for WA students only**
  - MRSA screening report – minimum 2 sites required
- **Tuberculosis screen**
  - Please refer to your state for specific testing requirements

### 7.2.2 Annual Mandatory Documentation required Prior to PEP for all Students entering their degree with credit / pathway

**Please note all transitioning students entering the Nursing or Midwifery Degree from altered pathways and / or other universities must comply with the mandatory documents for first year students.**

The PEP team will provide a maximum of two reminder messages through email prior to mandatory document submission date via the CDU student email system. It is your responsibility to ensure your **CDU student email account** is set up and organised to receive, and if required divert, emails to another regularly utilised email account. Instructions on how to upload to InPlace are in the respective Nursing and Midwifery Central Learnline space, which is available to all students on enrolment and when semester commences.

### 7.3 Annual Mandatory Due Dates

Mandatory Documentation	Due Date
<b>1st Year</b> All preclinical compliance documents (section 7.2.1) <b>Influenza Compliance</b>	<b>Midnight, Sunday 2<sup>nd</sup> week of Semester 1</b> <b>31<sup>st</sup> May</b>
<b>2nd Year</b> <b>1. Influenza Compliance</b>	<b>31<sup>st</sup> May</b>
<b>2nd Year Pathway/New to CDU students</b> All preclinical compliance documents (section 7.2.1) <b>Influenza Compliance</b>	<b>Midnight, Sunday 2<sup>nd</sup> week of Semester 1</b> <b>31<sup>st</sup> May</b>
<b>3rd Year</b> <b>1. Influenza Compliance</b>	<b>31<sup>st</sup> May</b>

Failure to provide mandatory documentation by the required date for your respective year level will result in your discontinuation from all professional practice units of study for the current academic semester. This will delay your course progression and completion.



Mandatory documents are required to meet contractual, occupational health and safety and legal agreements with the DHHS and clinical placement partners (CPPs). Students who do not comply will not be allocated PEP.

#### 7.4 Immunisation Requirements prior to Professional Practice

Healthcare professionals may also have regulatory obligations regarding vaccine education and promotion of vaccination as a population health benefit. Nurses and midwives, for example, are governed by the Nursing and Midwifery Board of Australia (NMBA) Position statement on nurses, midwives and vaccination stating that the NMBA “expects all registered nurses, enrolled nurses and midwives to use the best available evidence in making practise decisions” (2016, n.p). Nurses and midwives are not permitted to share anti-vaccination material which contradicts the best available scientific evidence and is false, misleading, or deceptive professionally or personally, including using personal social media accounts (NMBA, 2016).

You are required to meet the immunisation compliance checklist requirements prior to your allocation of PEP as outlined above. These mandatory requirements primarily protect you in the workplace however they also protect the people in your care. Immunisation compliance is a legislative requirement mandated by the Department of Health and Human Services and are required for Occupational Health and Safety by our external providers who assist in placement and work integrated learning for students. Vaccination requirements are endorsed by the NMBA. All students will be required to produce evidence of mandatory immunisation requirements/vaccination proof for PEP allocation via the INPLACE upload. You will be required to contact your GP and/or nurse practitioner to meet your immunisation compliance and vaccination record checklist by the required dates respective to the year of study. If you are unable to meet these guidelines, you will be required to contact the Unit coordinator and with the Clinical Lead via email to discuss course progression.

Health workers with positive communicable diseases that do not meet the DHHS requirements will need to be compliant with the Communicable Diseases Network Australia (CDNA) Guidelines. Please note that Charles Darwin University has a responsibility to disclose this information to its partnering CPP's. Students who do not meet these criteria will be referred to the Clinical lead. Students who chose not to have vaccinations will not be able to attend PEP in accordance with the Department of Health and Human Services Student Placement Agreements that CDU has in place with its partnering venues to ensure the safety of the public and of the health workforce.

- Should you be refused placement based on failure to meet required immunisation standards, the PEP team will make one further attempt to obtain PEP. If this additional attempt is unsuccessful, the University will refer you to the Clinical lead/Academic



lead, as course requirements cannot be met, and you will not be able to progress or complete the program.

- Student with positive TB results will require a letter from a treating specialist (Not GP) or AHPRA certified Medical Practitioner to advise of treatment plan and ability to practice
- Student who are Hep B positive or are non sero-converters will need to meet with the respective clinical lead to discuss course progress and placement plans

Please follow the link for further information regarding the National Immunisation Schedule for Health Care Workers and the NMBA guidelines for students on blood-borne viruses

<https://immunisationhandbook.health.gov.au/resources/publications/vaccination-for-people-who-care-for-others>

<https://www.nursingmidwiferyboard.gov.au/News/2020-06-29-NMBA-releases-new-guidelines.aspx>

## 7.5 Students who have a Disclosable Police Record Check

Students must notify the Professional Practice Leader and their discipline Academic PEP Lead if at any time during the course they are under investigation, are charged with or found guilty of a criminal offence (other than a minor traffic offence in any country).

If a disclosable offence is identified, the Academic PEP Lead will assess the suitability to undertake placement. The Academic PEP Lead, on behalf of the student will notify the CPP. A student may be refused placement because of their criminal history if it is determined that the student poses an unacceptable risk to the CPP and its Patients/Clients.

Some hospitals will request further information or a meeting, if this is required you will be notified.

- ◆ **Should you be refused initial placement based on an unsatisfactory Police Record Check, the Academic PEP Lead will make one further attempt to obtain PEP. If this additional attempt is unsuccessful, the University will refer you to the Course Coordinator/ Academic Course Lead as you will not be able to meet course requirements and will not be able to progress or complete the program.**

**Please note:** The revised *Criminal History Registration Standard* came into effect on 1 July 2015. When a nursing/midwifery student first applies for registration, the Nursing and Midwifery Board of Australia (NMBA) requires the applicant to declare their criminal history in all countries. AHPRA on behalf of National Boards must check an applicant's criminal history during the registration process to ensure only those practitioners who are suitable and safe



to practise are granted registration in Australia. Charles Darwin University will align with the provider's policies in reference to disclosable police checks.

## 7.6 Working with Children Check Requirement

You are required to have a Working with Children Check **that is valid for your state**. The WWC is mandated under the Working with Children Act and assesses a person's suitability to work with vulnerable clients and children under 18. This check creates a mandatory minimum checking standard across Australia and helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

**This needs to be valid for the duration of your course.**

You are required to complete the online application form and lodge it at a participating Australia Post Outlet. As you are required to have this WWC Check due to your student (volunteer) professional placement requirements, you will not be charged an application fee.

Please note that it can take up to 12 weeks to process a Working with Children's Check Application.

All nursing and midwifery students must have a WWC check valid for the duration of the course and prior to allocation of professional practice. The WWC check must be uploaded to InPlace as per the mandatory documents outlined. This is a requirement for enrolment into the course.

*A negative Working with Children check will prevent you from attending PEP allocation. You will not be accepted for any placement with a negative interim WWC or Negative Notice. Students will not be able to continue with the program as the requirements for PEP and legal/contractual obligations with CPP's cannot be met.*

## 7.7 Student Statement of Declaration for Professional Practice

Every student must complete the online student declaration. This confirms that you have read and understood the entire contents of the PEP Rules and Expectations and confirms that you will abide by the standards described for PEP. Failure to accept the terms and conditions of professional practice will require you to meet with the PEP Academic Leader and Course Coordinator for discussion about course progression.





## 8 PEP Equipment and Professional Attire / Behaviour

### 8.1 Uniform requirements

The uniform requirements for Bachelor of Nursing and Bachelor of Midwifery students have been implemented to maintain a professional image and for ease of identification of Charles Darwin University students. Students are to wear the designated uniform for professional practice; when representing the university in a practice or professional capacity; on clinical practicum; and in simulation blocks or practice tutorials.

The uniform requirements are intended 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 in the prescribed Charles Darwin University uniform unless otherwise advised by the Health Facility.

The College of Nursing and Midwifery student uniform is as follows:

- Navy or black 'dress' trousers or knee length shorts/culottes/skirt;
- CDU student polo shirt;
- Current student ID card in a holder with clip, should be visible to staff and patients/maternity client;
- Fully "closed in/hard covered" shoes in black or navy with sturdy strong soles;
- Shoes are to be clean and if required, polished.
- Sandshoes /runners / sneakers and shoes with soft coverings and ballet style are unacceptable;
- At least two pairs of 'dress' trousers/skirt/shorts and two polo shirts are required 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 of infection to clients and students or trauma if clients grab the student's hair;
- Facial hair must be neatly trimmed or be clean shaven;
- Fingernails are to be short with no sharp edges. Long nails are a potential risk to patients/maternity client skin integrity and an infection control risk.
- Nail polish and artificial nails are not to be worn;
- No jewellery, apart from a plain, non-engraved wedding ring and stud or sleeper earrings are to be worn. Engraved rings and jewellery containing stones are a potential risk to patient/maternity client skin integrity and contribute to the transmission of infection.



- Wrist watches must not be worn when undertaking clinical care or aseptic procedures as they are an infection control risk and a potential risk to patient/maternity client skin integrity;
- Students must have a watch with a second hand which can be worn away from the wrist, such as a fob watch;
- Religious headwear, where worn, should complement uniform colour and all infection control requirements of the CPP;

*Students must pay attention to their own personal hygiene and use deodorant. They should avoid the use of heavy make-up and perfume should not be worn because some people are allergic or sensitive to strong perfumes. If you attend professional practice in non-uniform attire or breach the above uniform expectations, you will be asked to leave the venue and will be registered as absent for that shift. Students not adhering to CDU uniform fail to meet the professional requirements and can be placed "At risk of failure".*

*If you are attending placements which stipulate 'non-uniform', for example mental health placement venues, home birth visits, you are requested to wear neat, casual clothes with closed-toe shoes, as approved by the Clinical Placement Provider.*

*Full CDU uniform meets the principles of infection control and occupational health and safety. Student identification and name badge must be visible at all times on PEP.*

## 8.2 Attending PEP

It is expected that you attend 100% of your PEP hours at the times and hours allocated by the CPP/Venue. If you do not comply with the roster and guidelines set for you, you will be asked to leave your PEP and will receive a Fail (F) grade.

*Your professional experience placement takes **priority** over other work commitments.*

*Nursing and Midwifery work involve shift work and you will be required to undertake morning, afternoon and night shifts.*

*This includes shift work on weekends and public holidays.*

All aspects apart from the organisation of PEP venue is your responsibility and may include:

- Arranging childcare
- Arranging transport to and from PEP CPP/Venue
- Arranging full uniform and ID/placement badge
- Paying for any costs associated with parking, travel and accommodation



- Rearranging private work commitments
- Bringing the required documents to PEP and being aware of the expectations/scope of practice and assessment requirements for PEP.

### 8.3 Behavioural Expectations of student attending PEP

Your role as a student on PEP is to participate in the placements learning opportunities whilst under the supervision of a Registered Nurse or Registered Midwife who may be a preceptor, clinical educator, or facilitator. This experience is designed to provide you with opportunities to develop knowledge and skills in preparation for professional registration as a registered nurse.

Please be reminded that as students you are registered under the Australian Health Practitioners Regulation Agency. You are required to understand and work within the mandatory standards, codes, policies, and frameworks that direct the profession and the delivery of safe patient/client care whilst attending PEP.

- Remember that you are guests of the hospital and are responsible for representing the Charles Darwin University Values and Codes for WIL
- You must always be supervised when undertaking new procedures or implementing care
- You must complete your allocated shift and adhere to the hours required
- You are not permitted to leave early unless under exceptional circumstances and only once you have communicated/negotiated with and have permission from the clinical facilitator/educator/preceptor. Please note this will result in an inability to complete your required hours for the placement.
- You must behave in a respectful manner to colleagues, supervisors, people you care for and their families
- You must accept responsibility for all relevant aspects of providing care within the limitations of the student scope of practice and reflect on feedback given by the clinical educator or facilitator to improve performance
- You must maintain privacy and confidentiality of information given by or about patients/women and must dispose of handover sheets/clinical information appropriately prior to leaving the practice venue
- You are to communicate and provide a status of the patients/women you have been caring for prior to taking tea breaks
- You must be prepared in their learning and review scopes of practice, curriculum content and online learning resources prior to PEP in order to demonstrate safe care
- You must be punctual in attendance at you allocated shifts



- You will not take any photographs or visual images and will not post any information or images of staff, patients, women, visitors or health care facilities on social media websites.

Failure to adhere to the social media policy will result in immediate discontinuation from professional practice unit. Breaching the Social Media Guidelines of the university and the [NMBA](#) will lead to students being reported for breaching the [Student Code of Conduct](#). Students are not to use personal mobile phone or other electronic communication / entertainment devices whilst rostered on shifts – meal breaks excepted.

If at any time during PEP, essential evidence is collected that demonstrates inappropriate behaviour that misrepresents Charles Darwin University and the Profession of Nursing or the Profession of Midwifery you will be removed from the PEP venue for unprofessional conduct under the Registered Nurse Standards of Practice, Code of Conduct, and Code of Ethics. You will also be reported under the [Student Code of Conduct](#). If found to have breached the code of conduct, you will be awarded a Fail (F) grade for the unit. Charles Darwin University support CPP's to remove students if concerns are raised regarding student's behaviour and performance whilst attending PEP.

AHPRA Mandatory Notifications can be made by the University and/or the CPP based on the essential evidence and demonstrated behaviours if required in these circumstances.

You may also be sanctioned, suspended, or excluded under the student code of conduct on health or safety grounds for exhibiting high risk behaviour. Students are reminded of the [course inherent requirements](#).

## 8.4 Inherent Requirements

Inherent requirements are the abilities, attributes, skills, and behaviours needed to meet the learning outcomes of the course. You should carefully consider the inherent requirement statements, as:

- a guide for your learning during the course
- a way to identify challenges you may have in meeting the requirements.

The inherent requirements are located at:

- Nursing: <https://www.cdu.edu.au/inherent-requirements/nursing>
- Midwifery: <https://www.cdu.edu.au/inherent-requirements/midwifery>

If you have challenges related to a disability or health condition, contact [Access and Inclusion](#) to discuss possible strategies and reasonable adjustments.



Students with disability policy: <https://policies.cdu.edu.au/view-current.php?id=131>

You will need to declare that you meet the inherent requirements prior to PEP allocation.

## 8.5 Fitness for Practice

You are required to ensure that you are fit for PEP. This means you must not have any physical or mental impairments which could affect your own safety or the safety of the public where you will be providing care in your PEP allocation or throughout the course.

An impairment under the Regulation National Law is defined as a

- Physical or Mental Health Impairment
- Disability
- Condition or Disorder (including substance abuse or dependence).

It is your mandatory obligation under the National Health Practitioner Law to inform the relevant Professional Practice Unit Coordinator/Professional Practice Lead as soon as possible, if you develop any physical or mental health issues, (including substance abuse or dependence) or if a new or existing condition/illness develops that may impair your ability to continue with the requirements of the course and PEP allocation. Failure to declare fitness for practice will result in removal for unsafe or unprofessional conduct and noncompliance with National Law and AHPRA/NMBA requirements.

Charles Darwin University will support CPP's/Venues to remove students if concerns are raised regarding student's fitness for practice whilst attending PEP. This is to ensure the wellbeing of the student and to protect the safety of the public. AHPRA Mandatory Notifications will be made by the University and/or the CPP based on the essential evidence and demonstrated behaviours in these circumstances.

## 8.6 Withdrawal from PEP – Declaring Unfit

If you are scheduled for a PEP allocation and experience sudden unmanageable circumstances that have arisen in a short time frame and need to declare yourself unfit for PEP, you will need to apply via the withdrawal for placement and contact the Professional Practice Unit Coordinator or your discipline Academic PEP Lead. The outcome for declaring unfit will be based on the essential evidence provided.

You must be aware that declaring unfit will result in course delay and overall completion as further allocation of PEP will not be allocated in the current semester until all other students are placed. As students you are registered with AHPRA and must meet the required professional standards, frameworks, guidelines, and position standards in order to protect the public from harm.



In the circumstance of disability, you should make an appointment with Charles Darwin University Access and Inclusion Services. Access and Inclusion Services at CDU provide a range of services and accessibility and will liaise with yourself and the College of Nursing and Midwifery to assess if reasonable adjustments can be made taking into considerations the requirements for PEP, External Venue Policies, and the National Health Practitioner Law, AHPRA and NMBA requirements.

## 8.7 Declaring Fit for Practice

If you have previously declared unfit for practice where a sudden uncontrollable impairment affected your ability to undertake PEP, you will be required to complete a fit for practice declaration. This will require evidence of documented medical clearance by an ongoing medical/surgical specialist who must state that you are able to fully take part in all of the required skills and abilities and have the skills and communication ability to meet the objectives of the course.

The University may ask a student to declare fitness for practice if there are concerns over fitness for practice via observation in workshops/laboratory skills shops/simulations and whilst at allocated PEP.

Circumstances whereby you may be required to produce evidence of medical clearance/fitness for professional practice may include:

1. Physical or mental illness
2. Injury or injury rehabilitation
3. Post-operative recovery
4. Disability inhibiting a student's ability to undertake PEP activities and assessments
5. Inability to meet hygiene (especially hand washing) and manual handling requirements
6. Advanced pregnancy or pregnancy complications.

## 9 PEP Hours

You are required to complete all hours of the allocated professional practice placement. The actual times of attendance that make up these hours can vary depending on the location or type of placement. Shifts are generally 8.5 hours in length, including a meal break, however some venues will allocate 10-hour or 12-hour days. You will be advised of this at the orientation if it is relevant to your allocation. Practice providers will allocate you a duty/shift roster and you will need to follow this.

**Clinical Placement Facilities will not work around your external commitments, and it is expected that you undertake morning, afternoon and night duty which will include**



**weekend, semester breaks and public holidays. All requests to roster around student commitments will be politely denied.**

### 9.1 Attendance Requirements for Professional Practice

100% attendance is required to receive a satisfactory mark for professional practice units. Please be aware that if you record greater than one (1) day's absence in professional practice you may be deemed ineligible for assessment dependent on the facilitator/clinical educator and the overall performance indicators according to the Australian Nursing Standards Assessment Tool (ANSAT) or the Australian Midwifery Standards Assessment Tool (AMSAT).

Any absence needs to be covered with medical certification or supporting documentation. If absence of greater than two days is recorded a Special Consideration application will need to be completed for consideration of make-up hours. Absence from allocated rostered shifts, without this documentation will result in a Fail grade (F) being awarded.

Special Consideration will be reviewed by the Professional Practice Unit Coordinator/Discipline Professional Practice Academic Lead to determine whether supportive documentary evidence warrants professional practice make-up time or reallocation of placement. All attendance/absences will be recorded on a student roster of attendance form and the assessment tool that has been signed off by the CPP. The rostered hours of attendance form must be submitted to InPlace along with the completed summative assessment tool. Hours will also be tracked on InPlace in order for student's compliance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) and the Nursing and Midwifery Boards Requirements for completion and registration.

If you have 100% attendance and met the required standard then you will be allocated a pass ungraded (PU) grade, for units where there is no weighting on the placement and in units with weighting the appropriate academic grade. Students should note that a PU grading does not alter your GPA.

If your attendance is less than 100% and you have provided documented evidence as per these rules and your absence is approved, then a Placement Ongoing (PO) grade will be awarded as you have not met the required hours for placement. These will be updated when approved make-up hours are completed for nursing using the make-up hours roster and you have uploaded this additional roster to your PEP unit. Please note the allocation and completion of makeup may delay your progression in the degree and graduation.

If your attendance is less than 100% and you have not provided appropriate documentation as per these rules: A Fail grade (F) will be recorded which will delay your course progression and completion. Students who are not allocated placement in their selected semester sequence due to professional practice constraints will record a Placement Ongoing grade (PO)



and will require special enrolment to progress. This will be supported by the college in line with agreed course progression criteria.

The Roster of Attendance document is found in your unit portfolio and can be downloaded from the Nursing and Midwifery Central Learnline. Directions for how to upload this document at the completion of your placement can also be found your professional practice unit in Learnline. As a student nurse or midwife, it is an expectation that you be able to understand and follow these directions. Please ensure you are familiar with the upload requirements to avoid an unsatisfactory grade.

*You must be aware that your degree completion will be delayed due to the requirement to makeup all missed hours of professional practice. This may delay graduate year commencement and registration with AHPRA. PEP placements are a limited and expensive resource. Students are expected to attend their placements.*

## 9.2 Management of Absence: Required Notification Process

If you are unable to attend an allocated professional practice shift, you must immediately notify the following as a professional courtesy:

- The Professional Practice Venue and Clinical Educator at least 4 hours prior to your shift or as outlined at orientation
- The Unit Coordinator by e-mail/phone message including providing evidence
- Upload your medical certification or supporting documentation as directed by the unit coordinator

Failure to undertake the above outlined notifications will result in you being placed at risk of failure for unprofessional conduct or being removed from professional practice for unprofessional conduct/abandonment of shift as per the organisational policy of the venue.

## 9.3 Management of Absence: Graduate Interview

The process for Graduate Interviews for third year students is as follows:

- One day of interviews will be counted as professional activity however any more than this you will need to negotiate around your shifts as you would if you were registered. You will need to communicate this to the unit convener via email and provide documentation to the unit coordinator and clinical educator/facilitator with evidence of the proposed interview date and time.





## 9.4 Supervision Models of Professional Practice

Depending on the practice provider, various forms of supervision and support are used when you are on your Professional Practice.

- Clinical Teacher/Educator model

In this model either the practice provider or the university provides a Clinical Teacher/Educator who oversees the placement including your assessment. As they may cover many students over several areas, you are linked to an area registered nurse /midwife who acts as your “buddy” for the shift and is your initial supervisor for the shift. The Clinical Teacher/Educator will seek feedback from this buddy nurse as well as working with you. This feedback may be informal or provided more formally in a written “shift report” format that can vary between venues. The format for the way of working at each venue is normally explained at hospital orientation.

- Preceptor model

In this model you work with one or two registered nurse/midwives only who is your primary educator and assessor. Ideally, you will work the same shifts as your preceptor. In some cases, the preceptor will have an overarching educator that they report to regarding your PEP performance.

Across all models of practice, you need to take responsibility and accountability for your behaviours and actions, and it is an expectation that you be aware of your scope and requirements for practice which includes you being familiar with the assessment tools.

You should not attend home visits or community visits unsupervised. Nursing and midwifery students must always be under the supervision of a registered nurse/midwife/health professional who is employed by the agency in which you are attending professional practice placement

## 9.5 Getting the most out of your PEP

You are responsible for making the most out of the learning opportunities at PEP. You should:

- Introduce yourself to the staff in the area you are working in
- Come prepared by understanding your requirements, scope of practice and desired learning objectives
- Be engaged in clinical activities and work as part of the team
- Be punctual and professional always
- Take the time with your educator/preceptor to clearly communicate your goals, personal strengths, and expectations



- Seek regular daily feedback regarding your performance
- Achieve a satisfactory grade on the ANSAT or the AMSAT with a score above 3 across all assessable items on the summative assessment
- Attend all PEP hours allocated
- Submit all assessment documents to your subject submission point in Learnline by the due date.

## 9.6 Risk Management

As you undertake PEP it is essential that you are aware of the potential hazards that could occur during PEP. You have an obligation to protect yourself to minimise any potential incidents from occurring. If at any time on placement you feel unsafe or uncomfortable with a possible or actual risk, you must notify your Unit Coordinator or Professional Practice Lead.

Occupational Work Health and Safety is always covered by the CPP on orientation day. If an incident occurs on PEP, please comply with local facility policy. Please also contact your PP Unit Coordinator and the Professional Practice Lead and forward any relevant incident reports.

## 9.7 Reasonable Work Hours

A roster will be created for you to complete on your PEP. Shifts are typically 8 hours in length. As a student you cannot work more than 12 hours in one shift.

You are required to work the shift hours allocate by the CPP/venue. For example, a student cannot choose to work 9 or 12 hours when the ward requirements are 8.5 hours.

Meal break entitlements will depend on the facility where you work, however you are general entitled to a 10-minute break for each 4 hours of a shift and a 30-minute unpaid break in an 8-hour shift. This means your rostered hours for an 8-hour shift will be 8.5 hours to accommodate the 30-minute meal break.

## 9.8 Paid Work Hours and PEP

PEP takes priority over all other work commitments. If this creates a problem, you may need to revise/review continuation in the course. The university understands the need that you may need to work to support yourself financially, however you cannot attend full-time PEP and undertake paid work. This conflicts with CPP's fatigue and work policies and procedures and places the public at risk.

It is unacceptable to undertake a paid out of university shift followed by a direct PEP shift. This is a breach of policy and breached Workplace Health and Safety. Students will be removed from the CPP / Venue if this is the case.



## 9.9 Extenuating Circumstances

You will be allocated across a variety of settings in PEP. If a serious situation arises you are to follow the lead of the preceptor/educator that you are working with on placement. This could be internal/external emergencies, ward closures or codes for violent and aggressive behaviours or other significant events.

In Disaster Management events where you have been involved in critical/sentinel or adverse event in house clinical debrief will be activated. You will also be referred to the [CDU counselling services](#).

## 9.10 Principles of Infection Control

To minimise the risk of pathogen transmission you should ensure that you follow standard infection control precautions – which include the use of personal protective equipment (e.g., gloves; masks, protective eyewear, gowns & plastic aprons) safe handling and disposal of sharps, hand hygiene and Aseptic Non-Touch Techniques (ANTT). You are required to be familiar with, and abide by, the allocated professional practice venue's written policies regarding the handling of bodily fluids, standard precautions, and isolation. Failure to follow the principles of infection control may put your patient and yourself at risk. Noncompliance with infection control principles will trigger the At Risk of Failure process.

## 9.11 COVID-19 Safety Plans

Charles Darwin University works closely with all partnering venues regarding COVID-19 safety plans to ensure student safety at placement. This guidance provides specific advice to education providers and State Health sector entities and aged care providers on student professional experience placements during COVID restrictions and escalations.

**Students must follow the state / territory health directives and not attend placement with COVID-19 symptoms or while awaiting PCR results. Students who breach health directives place the public at risk and will be removed from PEP and awarded a Fail (F) grade.**

All students undertaking placement will be required to undertake the COVID 19 Infection Control Training and upload this to INPLACE. Students are required to follow all partnering venues Policies and Procedures for COVID safety and as part of student registration in relation the NMBA/AHPRA standards regarding duty of care. Students are to notify the PPL and venue immediately if they do meet the COVID safe criteria or identify as a close contact for immediate triage prior to or during placement to mitigate risk.

During the pandemic students also have access to support specific to nurses and midwives <https://www.nmsupport.org.au/>



CDU counselling is also available to students if required [CDU Counselling](#)

## 9.12 Accident and Incident Reporting

The reporting of any incident or near miss is essential. If you identify an incident or near miss whilst on professional practice, you must report it immediately to your clinical educator /facilitator or preceptor who will follow the relevant professional practice venue Occupational Health and Safety procedure. The clinical educator /facilitator will ensure that the relevant Professional Practice Unit Coordinator receives a copy of the completed professional practice venue incident form. The Unit Coordinator will then ensure that a Charles Darwin University Incident Form is completed and lodged online, and that the Senior Administrative Officer in the CLO is informed for the subsequent management of accident insurance procedures.

## 9.13 Psychological Risk

If you believe that you are being bullied or harassed on placement you should try to raise the issue with the person if possible or speak to the relevant facilitator or educator. If you feel uncomfortable with addressing the situation with the person involved, you **must contact the Unit Coordinator** or your Discipline Academic PEP Lead to discuss the matter further to ask for help or intervention. It is imperative that these concerns are raised when they occur rather than when you are removed due to performance or demonstrated unacceptable behaviours.

Please ensure that you are familiar with the definition of bullying as often you will receive constructive feedback about your performance which is not considered bullying.

### [CDU - Bullying](#)

Students must also ensure that they behave in a professional manner. Any student found to be creating a psychological risk for their peers or staff at the venue will be managed as per the CDU policy.

## 9.14 Manual Handling Risk

A no lift policy is enforced in all Australian Health Facilities. Students are reminded to seek local support around practices and equipment before undertaking manual handling activities they are unfamiliar with.

If you sustain an injury on placement, you must immediately notify your venue and the Unit Coordinator and complete an incident report.

The incident report must be provided to CDU, and you are expected to keep a copy.



## 10 Medication Administration

Once you have completed the relevant unit of study theory and practice of administration of topical, oral and parenteral medications, (which includes care of IVs and IV fluids), you may perform the relevant skill under the direct supervision of a registered nurse or registered midwife. The policies and protocols of the allocated practice venue must be followed with respect to medication checking, medication administration, reconciliation and relevant electronic or hard copy documentation. Dispensing medications requires students to understand medication class, action, indication, contraindication, and nursing considerations.

*Under no circumstances should a student administer a medication or alter, stop, or commence an intravenous line or intravenous pump without the direct supervision of the RN or RM. This includes enrolled nurses with medication endorsement. You must work within the scope of practice relevant to your year level of study and course progression as a Nursing/Midwifery student. You must adhere to organisational procedures and policies for safe medication administration and reconciliation and understand the medications you are administering.*

*Failure to undertake these principles will result in immediate discontinuation from Professional Practice for Unsafe Practice and a Fail (F) grade being awarded. You will need to undertake remedial learning prior to attempting another block of professional practice.*

In the event of a medication incident or near miss you will be required to complete an incident report to enter the Hospital Incident Management System.

## 11 Pregnant and Postnatal Students Attending Professional Practice

Please notify your Unit Coordinator/ discipline Academic PEP Lead if you become pregnant during your course or PEP. This will ensure that you are not sent to high-risk clinical areas.

To ensure that your health is not compromised you may attend up to, and not more, than 36-week gestation. A certificate, from your health practitioner (GP, Midwife or Obstetrician), that identifies your approximate due date and that you are able to cope with the demands of your professional studies and maintain your fitness to practice will be required at 34-week gestation.

Students who are less than 34-week gestation who are unable to attend professional practice, due to their pregnancy, must apply for special consideration and have documented evidence



with a supportive medical certificate that clearly describes they are unable to undertake the duties required of a student appropriate to the professional practice requirements and relevant to the unit.

You may only attend professional practice after, and not before, 6 weeks post birth. Following the birth of your child a fit for practice will need to be completed with a medical/midwifery certificate of clearance.

Given that your medical practitioner or midwife has identified that you are fit for practice, no further Special Consideration will be granted related to your pregnancy and birth of your child.

## 12 Student Responsibilities

### 12.1 Privacy and Confidentiality

You will have access to personal information at professional practice. Therefore, you need to be familiar with, and understand, the relevant requirements of maintaining confidentiality and privacy of information. You are expected to maintain the privacy of information relating to the people in your care. You need to be familiar with, and abide by, the NMBA codes, standards framework and policies that relate to confidentiality and must maintain specific confidentiality policies and procedures of the allocated professional practice venue. For example, handover sheets that contain personal information must not be taken home or out of the clinical venue but disposed of appropriately at the end of the shift.

Failure to follow privacy and confidentiality process will lead to discontinuation from the professional practice unit for unsafe/unprofessional conduct. You will be required to undertake remedial learning prior to any further allocation. Breach of privacy and confidentiality falls under the [Student Code of Conduct](#) and will be managed as per the university policy.

### 12.2 Documentation including Electronic Health Records (EHR)

Documentation of clinical care information in clinical records must be undertaken in accordance with allocated clinical venue policy or standards for documentation. EHR will also be relevant to specific professional practice sites while other sites will require handwritten documentation. Processes and requirements for EHR will be included in the pre-professional practice learning modules and in orientation.

Your responsibilities when documenting include:

- Keeping entry's objective



- Ensure writing is completely legible with use of a black/blue pen
- Include the date and time for entries
- Sign entries and print name and designation
- Ensure entries are counter signed by a registered nurse/midwife
- Do not add information retrospectively
- Always commence with a new notation
- If an error is made rule a single line through for transparency. Sign and date the change.
- Do not use correction fluid
- Ensure correct identification of the patient/client before commencing documentation

### 12.3 The Patient Safety Competency Framework for Nursing Students

The Patient Safety Competency Framework for Nursing Students should be used to guide you in the provision of safe, appropriate, and contextual care. The seven standards can be used to support assessment and in dialogue relating to practice between you and your facilitators. Please read and understand the assessment and knowledge and skills required in order for you to be able to provide safe patient/client care with the underlying theoretical knowledge. The Patient Safety Competency Framework for Nursing students is located at [http://www.proftlj.com/wp-content/uploads/2017/07/UTS\\_PSCF\\_Brochure\\_2.pdf](http://www.proftlj.com/wp-content/uploads/2017/07/UTS_PSCF_Brochure_2.pdf)

### 12.4 Student Evaluation of Clinical Teaching

Charles Darwin University take the feedback of students very seriously. You have the chance to evaluate the quality of clinical experience through completion of the placement evaluation tool. This evaluation will assist in ensuring future quality clinical experiences and student satisfaction in placements. Please ensure that when completing the PET that all comments you make are constructive as the outcome is to assess placements and assist venues in striving to promote quality improvement and student support in PEP.

The Placement Evaluation Tool will be sent to you via email from InPlace.

## 13 Assessment Guidelines for Professional Experience Practice Units

Professional practice assessment is subject to the Professional Practical Guidelines. All Nursing and Midwifery students will be required to complete formative and summative assessment during their professional practice placements. The following guidelines explain each assessment in detail, what happens if you are assessed to be At Risk of Failing or demonstrate unsafe professional practice.



### 13.1 The Australian Nursing Standards Assessment Tool (ANSAT)

The Australian Nursing Standards Assessment Tool (ANSAT) is used to assess and guide students in the Bachelor of Nursing and Master of Nursing Practice (Pre-Registration) students for aged care, sub-acute, acute, specialty, mental health, and community professional placement units. The ANSAT has been developed to assess the undergraduate nursing students relative to their scope of practice and progression in the course against the Registered Nurse Standards for Practice. Curriculum for nursing programs in Australia are designed to meet the NMBA standards and the ANSAT assesses students based on these standards.

The ANSAT is a 2-page tool, which allows for local and national benchmarking and creates a common dialogue and a collaborative approach to assessment by facilitators and students. The ANSAT involves a formative (midway) assessment (2 pages) and a summative assessment (2 pages). There are 23 assessable items that support The Standards for Practice based on your performance of observable and demonstrated behaviours against the minimum acceptable standards relevant to year level and scope of practice. A list of behavioural examples/cues and performance indicators is provided with the tool to assist you in meeting the required satisfactory standard. The Formative and Summative ANSAT can be found in your portfolio for your respective placement unit and downloaded from the Learnline portal for each unit.

Performance standards items are rated incrementally from 1-5. You must achieve scores of 3 to achieve a pass/satisfactory relative to your stage of practice across all professional practice units. Both formative and summative assessments need to be downloaded and handed to your clinical educator/facilitator at orientation with all relevant identification criteria completed. You will be required to assess yourself in a student self- assessment in the formative phase against the standards to develop your own learning and to foster the requirements for continuous professional development. This self-assessment needs to be completed prior to your meeting with your clinical educator/facilitator using evidence of your own demonstrated performance for collaborative discussion regarding your formative assessment. Clinical facilitators/educators will not undertake a formative assessment unless this is complete, and you have handed in your correct formative and summative assessments complete with your required details. An end of placement summative assessment will be completed at the end of the placement in which the clinical educator/facilitator or buddy nurse will discuss with you.

#### 13.1.1 Submission of ANSAT

- The original completed summative ANSAT and signed attendance of rostered hours is to be scanned and lodged by you in one PDF to the unit Learnline Ultra site by no later than 10 days following your last shift for a grade to be determined.





- Students who do not upload an ANSAT will receive a Fail (F) grade and will not be able to progress to the next allocated units of study.

#### *13.1.1.1 ANSAT At Risk of Failure*

At any stage during a professional practice where you become aware of difficulties associated with practice, you should seek assistance firstly with the clinical educator/facilitator or preceptor. The clinical educator/facilitator may also observe practice difficulties and knowledge deficits and will base their assessment on direct observation of your demonstrated performance. This will be discussed with you and clinical staff including unit managers, preceptor/buddy registered nurses and relevant professional practice coordinators. Feedback may also be obtained from the patient and significant others.

Where issues are identified an At Risk of Failure (AROF) will be initiated and implemented to assist you to obtain the required level of practice relevant to your scope of practice and course progression and in /or to protect patients/clients from harm.

If you score a grade of 1 or 2 at the formative assessment of the ANSAT an At Risk of Failure (AROF) will be initiated. The AROF will involve implementing comprehensive and collaborative strategies to meet the expected performance level relevant to the year of study. The Professional Practice Unit Coordinator will be notified to assist in supporting you and the staff member completing the AROF. The AROF will be student driven and you must have documented written learning strategies on the AROF tool to support your learning under the standards for practice in response to the identified lack of performance or unsatisfactory requirements.

The formative assessment feedback will guide these learning strategies and assist you in remediating areas under the standards in which you have been deemed at an unsatisfactory level. The learning standards must be reviewed by the Clinical facilitator and signed off by both parties.

If required, the professional practice unit coordinator may be contacted. You must complete the AROF within a time frame that is negotiated with the professional practice staff and the relevant professional practice unit coordinator, and this will be determined by the specific performance demonstrated that does not meet the required standards for practice relative to course progression. The AROF must be emailed to the unit coordinator and professional practice staff.

1. The clinical facilitator will notify you of the AROF
2. The clinical teacher will notify the relevant Unit Coordinator by phone/email
3. You will complete the learning strategies on the AROF and have them signed off after review



4. The AROF will be emailed to the clinical educator/facilitator and professional practice unit coordinator for review
5. The timeframe for the AROF will be negotiated with you so that you are aware of the expectations and criteria which need to be achieved (This may extend to the final day of PEP)
6. You will need to meet the minimum score of 3 on the ANSAT by the required time frame negotiated by your Facilitator, Preceptor, Educator and Professional Practice Unit Coordinator. (Times frames for this process will vary depending on which PEP you are currently undertaking).

If unsuccessful over the course of the negotiated time frame you will be deemed Unsatisfactory at completion of the professional practice. The hours already undertaken in the current professional practice will not be counted as a Fail (F) Grade has been awarded. Please note that a Fail grade will delay your course progress.

### 13.2 The Australian Midwifery Standards Assessment Tool (AMSAT)

During the program, the scope and level of your clinical performance during placements is assessed and judged for your stage in the program, using the competencies for beginning registered midwives, identified in the NMBA 'Australian Standards for Midwifery Practice' (2018). As you progress through the program, the level of clinical performance is expected to rise so that they meet the competencies for beginning registered midwives by the final semester. The assessment method for each midwifery practice unit will include the assessment of practice competence for each of the practice units using the (ASMAT).

Your progress towards competency is gauged against the expected minimum competency rating for each semester of the course. If you have not achieved competence, as indicated by a rating of 5, you will be required to negotiate additional midwifery practice hours within a maximum stated timeframe to attain competency (failure to reach competency within this timeframe will result in you failing the unit concerned).

To assess students during their professional experience practicum the Australian Midwifery Standards Assessment Tool (AMSAT) (2019). The AMSAT tool was developed to assess midwifery practice in authentic situations and workplace settings against the Australian Midwife Standards for Practice. The AMSAT has been determined to be a valid, reliable, and acceptable assessment tool that enables consistent assessment of midwifery student workplace performance. A standardised midwifery assessment tool has advantages because of its uniform reporting. These advantages include comparison of outcomes when student education and placements vary, benchmarking across practice sites and/or universities and reporting that aligns with the NMBA Midwife Standards for Practice (2018).



The AMSAT provides [free resources](#) that assessors and students can access to aid their learning and assessment.

#### 13.2.1 Submission of ASMAT

- ◆ You are to provide a copy of the formative and summative completed AMSAT's relevant to the clinical unit of study undertaken and submit to the relevant professional practice Unit Coordinator in CDU Learnline Ultra;
- ◆ The original document is to be retained by yourself;
- ◆ Lodgement of the subject clinical assessment portfolio is to occur within two weeks of completion of your PEP placement in order for your final grade to be determined.

#### 13.2.2 Midwifery Performance at less than the required level on PEP

At any stage during a course covered by these guidelines you may experience difficulties in professional practice. Where you become aware of difficulties associated with practice, you should seek assistance firstly with the clinical facilitator or educator. The facilitator/educator may also observe practice difficulties and will base their assessment on direct observation of your performance, and discussion with you and clinical staff including unit managers and preceptor/buddy registered midwives. Feedback may also be obtained from the woman and significant others.

If, at the time of the student formative assessment during their midwifery practice placement (or at any other time during their placement), the student self-identifies or is identified as not making satisfactory progress, the unit coordinator is notified by the clinical facilitator as soon as possible. The clinical facilitator and unit coordinator then work together with the student to develop an individual student learning agreement. The learning agreement can be commenced at any time during the professional practice placement, and it is informed by the Midwife Standards for Practice (NMBA, 2018) and the specific deficits that have been identified for an individual student. The learning agreement explicitly states how improvement is to be achieved (and, if necessary, provides for assurance of public safety while unsatisfactory performance is being addressed); thereby identifying the strategies that the student must address to achieve the desired outcome. The student is provided the support of a clinical facilitator and a specific time frame is stipulated on the learning agreement. This learning agreement may also apply to continuity of care experiences but is implemented in response to needing to address individual student needs and deficits identified at the time of the formative assessment.

Where issues are identified there are three processes that will be implemented to assist you to obtain the required level and/or to protect women from harm, these are:



- Pre-formative assessment learning objectives – used when issues are identified prior to the formative assessment or for minor issues after this point;
- Learning support plan – used when you have been identified as not meeting the required level to gain a pass in the unit at the formative assessment point or where the issue is significant and if continued is likely to lead to a Fail grade for the unit at the final assessment;
- Unsafe Practice - where it is considered that your performance is unsafe and deemed likely to be detrimental to the safety of a woman and/or baby safety either through physical harm, emotional distress or neglect, or for other identified reasons.

On very rare occasions, student discontinuation (which is not based on poor levels of performance alone) at a clinical site may need to be considered. The unit coordinator then follows the CONM Discontinuation of professional experience placement process.

### 13.2.3 Pre formative assessment learning objectives (Midwifery only)

When a practice issue is identified, the facilitator or educator will implement appropriate teaching and learning strategies which will be documented within a learning support plan. The subject and course coordinator will be advised of this and a copy of the plan of action provided. Whether the issue is identified by you or staff member, the difficulties will be discussed with you and the plan of action developed as documented to assist you to overcome these difficulties. If practice difficulties are not resolved utilising this initial approach, you may be then identified by your facilitator/educator to be at risk of failing to achieve a score of 3 or more in all areas of the AMSAT.

In addition, if you are assessed at less than the required level at the formative assessment stage, a formal learning support plan will be commenced detailing supportive strategies designed to assist in improvement to a level to pass the placement. You will be guided in this process by your facilitator/educator and your Unit Coordinator.

## 13.3 Withdrawal from Professional Practice for Unsafe Practice/Unprofessional Conduct/Unsatisfactory Grade – Nursing and Midwifery

If unsafe, or potentially unsafe practice has been observed at any stage during the professional practice you will be immediately removed if it is considered that your performance/behaviour is deemed likely to be detrimental to the team and patient/client safety either through physical harm, emotional distress, or neglect.

This can include, but is not limited to:

- Consistently unable, after due instruction and guidance, to perform in a professional situation; this includes failure to meet the objectives of the AROF



- Unable to provide care without an inappropriate, or unattainable degree of supervision in relation to professional skills involving patient/client/consumer comfort or safety relevant to your scope of practice and year level
- Unable to perform technical procedures and draw on theoretical knowledge already taught to demonstrate understanding in professional or practical situations
- Unable to provide adequate rationale for nursing or midwifery actions because of inadequate knowledge base
- Performs in a manner detrimental to the learning experiences of other students
- Breaches the legal, ethical, or professional codes, policies, frameworks, and standards relative to professional undergraduate registered nurse students
- Demonstrates gross negligence in the performance of an assigned duty
- Unable to follow clear instructions related to care of clients/patients/women
- Failure to verbally communicate clearly and concisely in a way that staff and patients/clients understand
- Failure to meet the standard and scope of practice relevant to your course progression
- Demonstrates behaviours that do not align with National Law.

The hours already undertaken in the current professional practice will not be counted if you are withdrawn from practice. After withdrawal you will be required to meet with the relevant professional practice unit coordinator/ PEP Academic Lead to discuss the events that lead to the removal and discuss course progress.

**Please note that failure in PEP will lead to delay in progress and course completion**

If you have met with your Unit Coordinator and the Professional Practice Lead and are still not satisfied with the outcome of your placement you may wish to seek the support of CDU Student Advocacy.

[CDU student advocacy](#)

## 14 Essential Documents



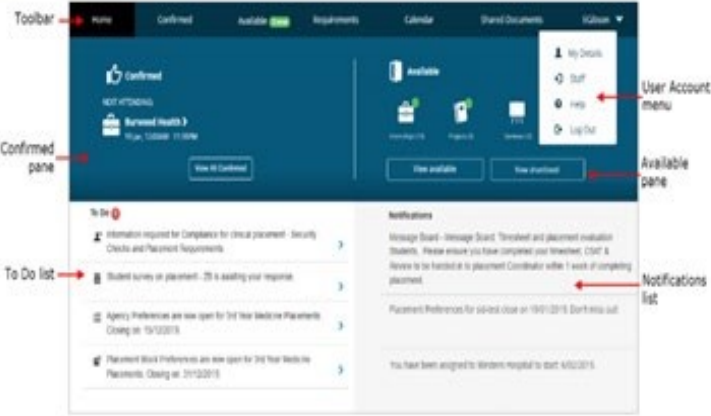

A series of Essential Documents are available of the CDU Collaborate Communication sites.

Student must be familiar and understand these for success in practice.

- Immunisation Compliance Checklist
- Roster of Attendance
- ANSAT /AMSAT - Interim and Final
- ANSAT/AMSAT Behavioural Cues
- Clinical Student Performance Issues flowchart
- At Risk of Failure Document – Nursing



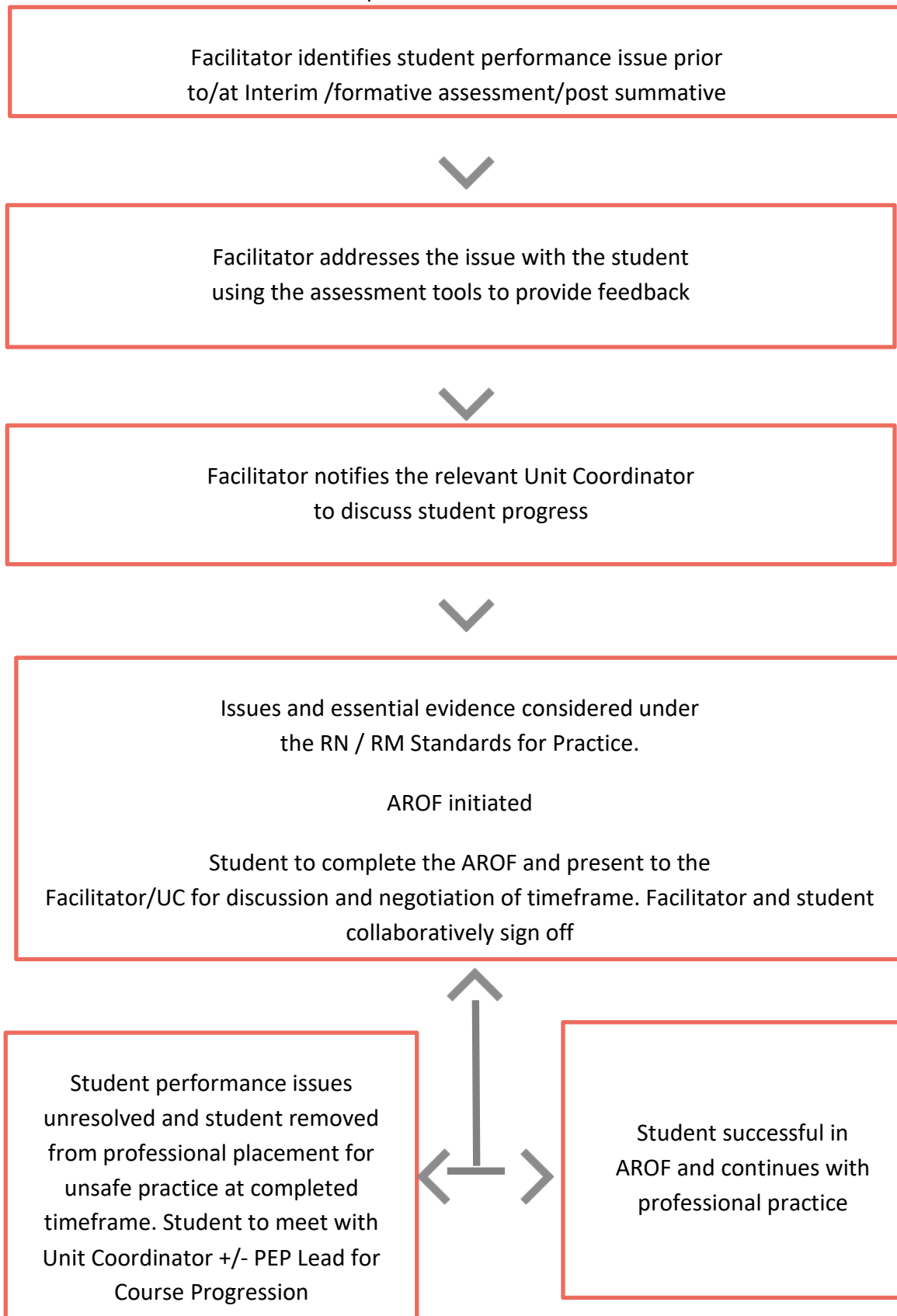
- How to Use InPlace

<h3>User Account Menu</h3> <p>From here you can:</p> <ul style="list-style-type: none"> <li>• click <b>My Details</b> to open the My Details page and review your personal details and all required compliance documentation for your placements. See <a href="#">About My Details</a></li> <li>• click <b>Help</b> to open the InPlace online help</li> <li>• click <b>Log Out</b> to log out of InPlace</li> </ul>	<h3>Confirmed Pane</h3> <p>Shows your next upcoming placement</p> <h3>To Do list</h3> <p>Displays your list of tasks that you need to acknowledge, review, or action. Clicking on a task will take you to the relevant page.</p> <h3>Notifications</h3> <p>A list of notifications that you need to read, but don't need to action.</p> <p><b>View Available</b> – This feature is not yet available.</p>	<h3>Have a question?</h3> <p>Contact your College to get help for troubleshooting or to manage your placement.</p> 	<h2>InPlace Quick Reference Guide</h2> <h3>For Students</h3> 
<h3>Home page</h3> <p>Your Home page is the first page you see when you log in. It gives you quick access to all your placement details, tasks and notifications.</p> 			<h3>Toolbar</h3> <ul style="list-style-type: none"> <li>• Home - Brings you back to the Home Page</li> <li>• Confirmed - displays your confirmed placements. Students can access further placement details from this menu such as their schedule and directions</li> <li>• Available - this feature is currently not in use at CDU</li> <li>• Requirements - displays the requirements of a student's placement. This includes the type of experience and the duration</li> <li>• Calendar - gives you a calendar view of your placements</li> <li>• Shared Documents - displays documents and forms that students must download and read</li> <li>• Username - access your details, and upload your Pre-Placement Clearances</li> </ul>  <p><u>CDU Portal</u> - The portal is a convenient single point of access for InPlace and many applications available to students at CDU</p>



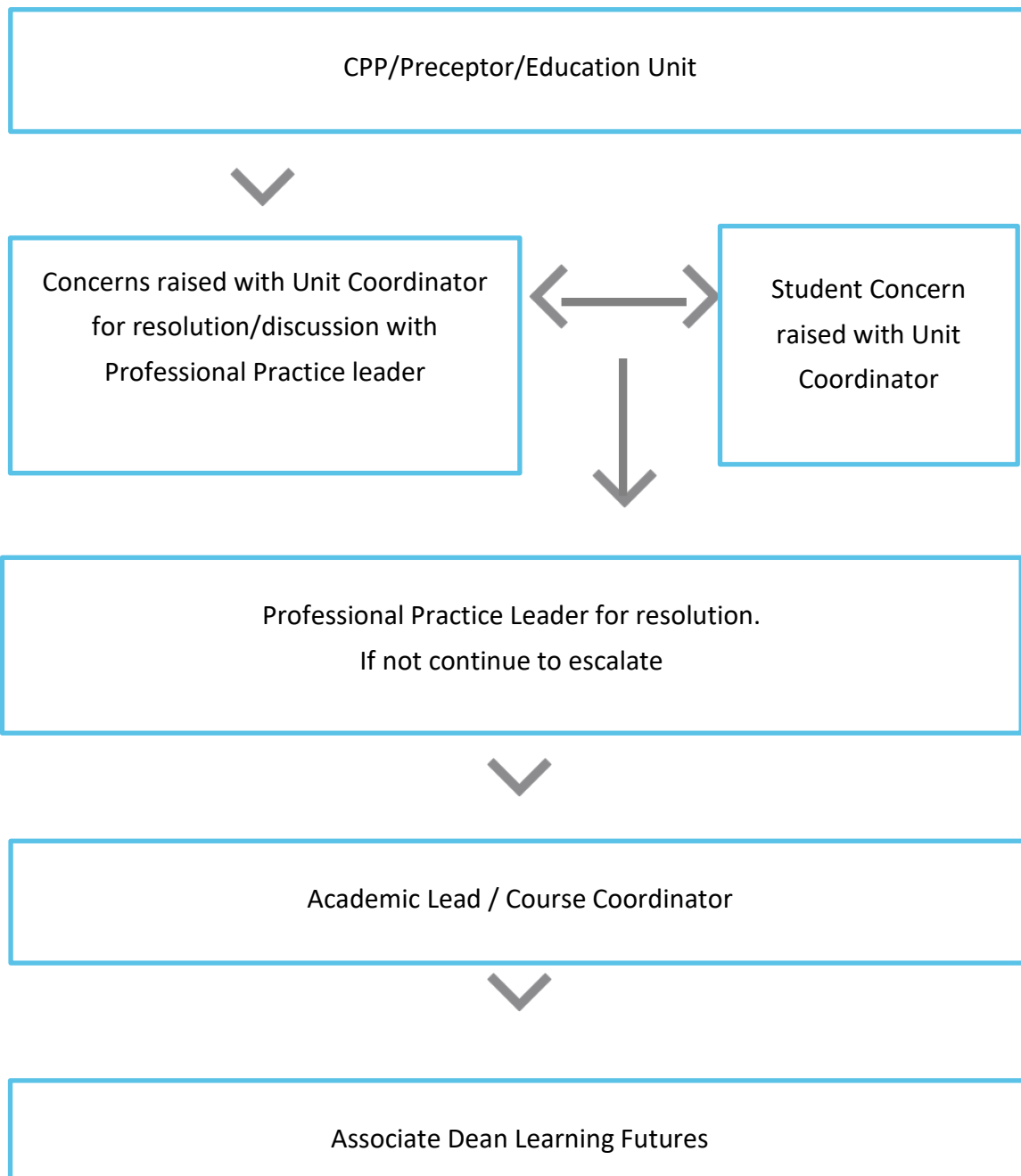
## 15 At Risk of Failure Flow Chart- Nursing & Midwifery.

Timeframes for the AROF will be dependent on the PEP allocation





## 16 Reporting Flowchart





## 17 Student Removal for PEP for Unfit Practice/Unsafe/Unprofessional Conduct

