

FACULTY OF MEDICINE AND HEALTH - SYDNEY NURSING SCHOOL - CLINICAL PLACEMENT PROVISIONS 2020

1 Purpose and application

- (1) These provisions:
- (a) provide the requirements for students participating in clinical placements;
 - (b) apply to all pre-registration students; and
 - (c) should be read in conjunction with the:
 - (i) Sydney Nursing School Handbook;
 - (ii) Student Guide to Clinical Placements;
 - (iii) [Student Charter 2020](#); and
 - (iv) [Faculty of Medicine and Health – Professionalism Requirements Provisions 2019](#).

2 Commencement

These provisions commence on 1 January 2020.

3 Interpretation

Academic Lead	means the Academic Lead (Education).
Clinical Education Academic	means a senior nurse academic responsible for: <ul style="list-style-type: none">• the quality of professional experiences and or clinical placements for pre-registration students; and• the management of clinical facilitation and supervision.
Clinical Facilitator	means a staff member, of either the University or a health provider, responsible for: <ul style="list-style-type: none">• helping students to transfer theory into practice;• monitoring and communicating with clinical and academic staff about a student's progress;• liaising with and providing support for clinical site staff; and• clinical assessment.

clinical failure	occurs when a student fails to satisfy requirements for the clinical performance assessment or professional experience component of a unit of study.
clinical performance assessment	means the assessment conducted as a component of a clinical unit of study.
clinical unit of study	means any unit of study in which clinical placement hours form part of the assessment.
Director	means the Director (Pre-Registration Programs).
School Student Professionalism Committee	means the student professionalism sub-committee of the School, established by clause 14, in accordance with subsection 4.5(4) of the University of Sydney (Governance of Faculties and University Schools) Rule 2016 .
SONIA	means the clinical placement management database.
Student Professionalism Advisory Committee	means the Student Professionalism Advisory Committee of the Faculty of Medicine and Health

4 Maintenance of student registration

- (1) Pre-registration students must obtain and maintain registration with the National Nurses and Midwives Board of Australia, as required by the [Health Practitioner Regulation National Law \(NSW\)](#).
- (2) A student who has conditions imposed on their registration under the [Health Practitioner Regulation National Law \(NSW\)](#):
 - (a) may not be able to make satisfactory progress in the course; and
 - (b) may be required to attend a Professional Standards Sub-committee hearing.
- (3) A student whose registration is removed under the [Health Practitioner Regulation National Law \(NSW\)](#) will be unable to make satisfactory progress in the award course and may be required to discontinue their enrolment.

5 Clinical simulation laboratory sessions

- (1) Students must:
 - (a) attend and participate in each clinical simulation laboratory session as required; and
 - (b) register their attendance at the commencement and completion of each such session.
- (2) Students who are absent from a clinical simulation session must consult with their unit of study coordinator and negotiate remediation.

- (3) Any clinical performance assessment associated with a unit of study must be satisfactorily completed prior to commencement of the student's next clinical placement. Failure of a clinical placement assessment may result in a fail grade for the unit of study.
- (4) Failure to attend all required clinical simulation sessions, in the absence of appropriate arrangements being made with the unit of study co-ordinator, may result in:
 - (a) the student being prevented from attending clinical placement; and
 - (b) an absent fail grade being awarded.

6 Clinical placements

- (1) The following periods of clinical placement will be undertaken:
 - (a) **Bachelor of Nursing (Advanced Studies)** – a total of 880 hours.
 - (b) **Master of Nursing** – a total of 860 hours.
- (2) Part-time students will undertake clinical placements during the same periods as full-time students.
- (3) Satisfactory attendance at clinical placements is compulsory. Students are strongly advised not to organise activities such as paid employment, overseas trips or any other extracurricular activities until details of their placements have been confirmed.
- (4) Unless substantiated by provision of an approved application for special consideration supported by appropriate evidence, absences may result in an absent fail grade which will affect course progression.
- (5) Placement sites will be selected in consultation with unit of study coordinators, based on learning outcomes for the relevant unit of study. For example, these may include community settings, hospitals, nursing homes and rural, regional or remote locations.
- (6) Students will be allocated places based on the availability of placement sites and their semester addresses.
 - (a) Students must arrive at the designated placement on time.
 - (b) Commuting times for placements may exceed two (2) hours each way.
 - (c) Students are responsible for all transport costs to and from the placement.
- (7) Clinical placement days are usually full time (i.e. five (5) day weeks).
 - (a) They will generally be scheduled between Monday and Friday, but evening, night shifts or weekend shifts may be required.
 - (b) The length of the day is usually eight (8) hours, but this may vary.
 - (c) The number of days of attendance during the clinical week for each placement may vary.
- (8) Rosters will be allocated by the placement site, depending on the experience being undertaken and the clinical setting.
 - (a) Allocated shifts are only indicative of the first day of placement, and may vary throughout the placement.
 - (b) Where possible students will be rotated through shifts, in order to optimise learning experiences.

- (c) Students must follow allocated rosters in order to satisfactorily complete a placement.
- (9) Students who are absent for all or part of any clinical placement session must consult with the unit of study coordinator and apply for special consideration, in accordance with the [Coursework Policy 2014](#) and [Assessment Procedures 2011](#).
- (10) Where a unit of study is a prerequisite for another unit of study, students must complete all requirements including clinical placement hours prior to commencing clinical hours for subsequent units of study. If a waiver is granted to break a prerequisite, then clinical hours must still be completed in the set order.
Note: See also [Coursework Policy 2014](#).
- (11) If a student has been awarded a fail result for a unit of study prior to the commencement date for an associated clinical placement, the student must not undertake the placement.

7 Changing scheduled clinical experience placements

- (1) The School will designate clinical placement periods each semester, and publish the dates on the [School's Calendar](#).
 - (a) Students must be available for clinical placements throughout the specified clinical placement and supplementary periods.
- (2) Variation of scheduled clinical placements will only be permitted in extraordinary circumstances. Requests to do so must be:
 - (a) made through the submission of a *Variation to Clinical Placement form* which is available on SONIA;
 - (b) accompanied by all relevant supporting documentation; and
 - (c) submitted by the earliest of either the HECS census date or the date seven (7) weeks prior to the first day of the scheduled placement.

8 Preparation for clinical experience placement

- (1) All students must familiarise themselves with the [NSW Health requirements](#) relating to clinical placements, including relevant documentation requirements.
- (2) Students must:
 - (a) meet all applicable NSW Health requirements no later than the HECS census date for semester one each year; and
 - (b) ensure that their compliance is registered with NSW Health six (6) weeks prior to their scheduled clinical placement date.
- (3) Students are responsible for ensuring that they remain compliant throughout their course, including ensuring that documentation is up to date.
- (4) Students must meet all compliance requirements applicable to or required by their allocated placement site.
- (5) Failure to meet compliance and verification requirements may:
 - (a) result in placements being refused; and

- (b) result in an absent fail for the clinical unit which will affect course progression.
- (6) Students must be aware of their own infectious disease status and must obtain appropriate vaccinations as necessary.
- (7) Students should familiarise themselves with the applicable requirements of:
 - (a) the [Health Records and Information Privacy Act 2002 \(NSW\)](#);
 - (b) the [Privacy Policy 2017](#); and
 - (c) [Privacy at the University](#).
- (8) Students undertaking clinical placements at sites operated by NSW Health should also familiarise themselves with the requirements of the [NSW Health Privacy Management Plan](#).
- (9) Should a student believe there is a potential conflict of interests regarding any clinical placement site they are required to submit a *conflict of interest form* through SONIA.

9 Student health and work health and safety disclosure

- (1) All students must complete a work health and safety (WHS) disclosure form in SONIA no later than the HECS census date in the first semester of their first year of study at the School. If a student's health status changes subsequently (including pregnancy or temporary conditions) they are required to notify the Director.
- (2) No clinical placements will be allocated to any student who has not provided the work health and safety disclosure form.
- (3) Health or other information provided to the School may have WHS implications for clinical placements, which may require the School to request further information from a student in order to ascertain their fitness to attend a placement.
- (4) Requested information may include a certificate from a medical practitioner that the student is able to meet the requirements of the placement.
- (5) Students should be aware that the School is required under the [Health Practitioner Regulation National Law \(NSW\)](#) to notify the Australian Health Practitioner Regulation Agency (AHPRA) of students whose health is impaired to such a degree that there may be substantial risk of harm to the public.
 - (a) This means that information provided in communication with the School or in support of an application or disclosure to the University may be required to be reported.
 - (b) Subject to these reporting requirements, all such information will be treated as confidential.

10 Absence and supplementary placements

- (1) Students absent for any part of a clinical placement must:
 - (a) notify their clinical facilitator and the relevant supervisor at their placement site, for example the Nursing Unit Manager, as soon as possible;
 - (b) inform the School's Clinical Placement Services team of the absence and the reason for it.

- (2) The application for special consideration must be submitted within three working days of the absence in accordance with the [Assessment Procedures 2011](#).
- (3) Supplementary clinical placements will be provided for students for whom special consideration is approved. However:
 - (a) there will be a limited number of supplementary placements available in any semester; and
 - (b) students must be available to take the next available placement offered to them.
- (4) The School will determine and publish in the School Calendar particular weeks during which supplementary placements will be held. It is the student's responsibility to ensure that they are free from other commitments at those times in case they are required to complete a supplementary placement.
- (5) Any student who misses more than two days of any clinical placement over the course of a degree must complete a further one-week supplementary placement.

Note: This requirement is cumulative throughout the course of the degree. (i.e. every day missed from clinical placements will add up).
- (6) Clinical unit of study results will remain incomplete until the student completes and passes the supplementary placement.
- (7) Students who do not satisfactorily complete a unit specific clinical placement within eight months of completion of the theoretical component of the associated unit of study will receive an absent fail grade for the unit of study.
- (8) Any student who has not participated in a clinical placement for a period of two years must undertake appropriate remediation before participating in any unit specific clinical placement.
 - (a) It is the student's responsibility to:
 - (i) inform the Director of any such gap; and
 - (ii) meet with the Director and their year adviser to formulate a remediation plan.

11 Injury, illness or incidents involving students on clinical experience placement

- (1) Students who are injured whilst on clinical placement must:
 - (a) immediately notify the relevant Clinical Facilitator; and
 - (b) follow all applicable site protocols for further treatment and documentation.
- (2) The facilitator will complete the appropriate University documentation and provide the information to the relevant clinical Education Academic as soon as possible, and no later than 24 hours after the incident.

Note: Relevant injuries include, but are not limited to, needle stick injuries, manual handling injuries, patient assault, falls and contamination.

12 Conduct during and discontinuation of clinical placement

- (1) Students must be familiar and comply with applicable professional conduct obligations, including:
 - (a) the [Nursing and Midwifery Board of Australia Code of Conduct for Nurses](#);

- (b) the [NSW Health Code of Conduct](#);
 - (c) the University's [Student Charter 2020](#);
 - (d) the [Faculty of Medicine and Health – Professionalism Requirements Provisions 2019](#); and
 - (e) all professional conduct requirements of the placement site.
- (2) Students on clinical placement must adhere to the dress code set out in the *Student Guide to Clinical Placements*. Students who do not do so may have their clinical placement discontinued.
- (3) If a student's clinical placement is discontinued for any reason the student must, as soon as possible:
- (a) contact the relevant Unit of Study Co-ordinator;
 - (b) provide the Unit of Study Co-ordinator and the Director with all relevant information and documentation; and
 - (c) if required, meet in person with the Director and Unit of Study Co-ordinator within five working days.
- (4) After any student discontinuation of clinical placement the Director, in consultation with the Unit of Study Co-ordinator, will decide based on the circumstances whether:
- (a) to permit the student to return to the placement with the consent of the relevant site;
 - (b) to assign the student a fail grade for the unit of study; or
 - (c) to refer the matter to the School Student Professionalism Committee.

Note: See clause 14 of these provisions.

13 Clinical placement failure

- (1) Any student whose performance is deemed unsatisfactory in a unit of study specific clinical placement assessment will be deemed to have failed the unit of study.
- (2) If, at any time during a clinical placement, a student's performance or professional conduct is deemed to be unsatisfactory by either the Facilitator or the Nurse Supervisor:
- (a) the placement may be terminated;
 - (b) the student may receive a fail grade for the unit of study; and or
 - (c) the student may be required to attend a School Student Professionalism Committee.

Note: See clause 14 of these provisions.

14 School Student Professionalism Committee

- (1) There will be a School Student Professionalism Committee, which will consider cases where:
- (a) a student's behaviour, performance or impairment may be considered to be incompatible with the safe and professional practice of nurses and midwives;

- (b) a student commits a serious breach of the ethical requirements for the professional practice of nursing; or
 - (c) a student is convicted of an indictable offence.
- (2) The School Student Professionalism Committee will consider cases by way of formal hearings, at which the student will be required to attend.
- (3) The School Student Professionalism Committee may determine:
 - (a) to take no further action against a student;
 - (b) require the student to undertake further units of study;
 - (c) apply a fail grade for the relevant unit of study; or
 - (d) require the student to undertake further clinical experience placement;
- (4) If the breach is determined to be serious the Chair of the School Student Professionalism Committee may recommend to the Associate Dean the student be asked to show good cause, under the [Coursework Policy 2014](#).
- (5) If the School Student Professional Committee determines that the student's conduct might constitute a breach of a University policy, they will refer the allegation to the Student Affairs Unit.
- (6) If the School Student Professionalism Committee determines that the student's conduct might constitute misconduct, they will refer the allegation to the Registrar for handling in accordance with the [University of Sydney \(Student Discipline\) Rule 2016](#).
- (7) If the School Student Professionalism Committee determines that the student's conduct might constitute criminal conduct, they will refer the alleged breach to the Office of General Counsel for consideration of whether the matter should be referred to the police.

NOTES

Faculty of Medicine and Health – Sydney Nursing School – Clinical Placement Provisions 2020

Date adopted: 23 January 2020

Date commenced: 1 January 2020

Approved by: Professor Robyn Ward, Executive Dean

Signature:

Rescinded documents: *Sydney Nursing School – Clinical Placement Provisions 2015*

Related documents: [Health Records and Information Privacy Act \(NSW\) 2002](#)
[Health Practitioner Regulation National Law \(NSW\)](#)
[NSW Health Privacy Management Plan](#)
[University of Sydney \(Coursework\) Rule 2014](#)
[University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#)
[Coursework Policy 2014](#)
[Privacy Policy 2017](#)
[Student Charter 2020](#)
[Assessment Procedures 2011](#)
[Faculty of Medicine and Health - Professionalism Provisions 2019](#)