

## COLLEGE OF HEALTH AND BIOMEDICINE

### Nursing and Midwifery Student Clinical Placement Information Booklet

This information booklet outlines the Bachelor of Nursing & Bachelor of Midwifery Professional Practice Guidelines which apply to all nursing and midwifery student clinical placements



## Contents

### CONTENTS 2

<b>SECTION 1: INTRODUCTION – FOR STUDENTS .....</b>	<b>4</b>
1.1 Overview of the Professional Practice and Allocation Processes .....	4
<b>SECTION 2: PROFESSIONAL PRACTICE GUIDELINES – GENERAL.....</b>	<b>6</b>
2.1 <b>Mandatory Documentation Required Annually.....</b>	<b>6</b>
2.1.1 Police Check Requirement.....	6
2.1.2 Working With Children Check Requirement.....	7
2.1.3 Student Declaration Form.....	8
2.1.4 <b>Immunisation Requirements.....</b>	<b>8</b>
2.2 <b>Allocation of Professional Practice Practicum - Student Responsibilities.....</b>	<b>8</b>
2.3.1 Swapping period .....	9
2.3.2 Reconsideration of Clinical Placement Allocation for Nursing and Midwifery Students.....	9
2.4 <b>Professional Practice Hours.....</b>	<b>9</b>
2.4.1 Management of Absence: Required Notification Process.....	10
2.5 <b>Student Professional Practice Responsibilities .....</b>	<b>10</b>
2.5.1 Professional Practice Attire .....	10
2.5.2 Behavioural Expectations of Student and Lines of Responsibility .....	11
2.5.3 Ethical Practice and Professional Boundaries.....	12
2.5.4 Confidentiality .....	12
2.5.5 Documentation.....	12
2.5.6 Medication Management .....	13
2.5.7 Community Practice Rotation – Residential / Home Visits.....	13
2.5.8 Manual Handling.....	13
2.5.9 Handling of Bodily Fluids .....	13
2.5.10 Accident and Incident Reporting .....	13
2.5.11 Fitness to Undertake Clinical Practicum/Professional Practice Requirements .....	14
<b>SECTION 3: PROFESSIONAL PRACTICE GUIDELINES – ACADEMIC PROGRESS .....</b>	<b>15</b>
3.1 <b>Professional Practice Attendance Expectations.....</b>	<b>15</b>
3.1.1 Impact of Absence on Unit of Study Completion .....	15
3.1.2 Allocation of Makeup of Professional Practice Absence – Nursing Students.....	16
3.1.3 Allocation of Makeup of Midwifery Practice Absence – Midwifery Students Only.....	16
3.2 <b>Withdrawal of Enrolment for Professional Practice Unit of Study .....</b>	<b>16</b>
3.3 <b>Delay of Professional Practice Experience Allocation .....</b>	<b>17</b>
3.4 <b>Professional Practice Assessment - Nursing .....</b>	<b>17</b>

<b>3.5</b>	<b>Clinical Practicum Assessment – Midwifery.....</b>	<b>18</b>
<b>3.6</b>	<b>Identification of “At Risk of Failure” .....</b>	<b>19</b>
3.6.1	At Risk of Failure – Notification Process .....	19
3.6.2	Professional Practice Review Learning Contract – Required Process.....	20
3.6.3	Unsafe Practice .....	20
3.6.4	Withdrawal from Professional Practice .....	20
<b>3.7</b>	<b>Completion of Clinical Practicum.....</b>	<b>22</b>
<b>APPENDIX A: ANNUAL STUDENT DECLARATION FORM .....</b>		<b>23</b>
<b>APPENDIX B: NOTIFICATION OF AT RISK OF FAILURE FORM.....</b>		<b>25</b>
<b>APPENDIX C: PROFESSIONAL PRACTICE REVIEW LEARNING CONTRACT FORM ...</b>		<b>27</b>
<b>APPENDIX D: MANAGEMENT OF CLINICAL STUDENT PERFORMANCE ISSUES PROCESS MAP .....</b>		<b>29</b>

## Section 1: Introduction – For Students

### 1.1 Overview of the Professional Practice and Allocation Processes

Clinical learning is a highly valued and compulsory part of the nursing and midwifery courses. Engagement and completion of all of the professional practice requirements of your course are essential if you intend to achieve the overall requirements of the course. When all the undergraduate course requirements have been met by students, the University forwards a Certificate of Completion to the Nursing and Midwifery Board of Australia (NMBA) as evidence of your eligibility for graduate registration. All students should visit the Australian Health Practitioner Regulation Agency (AHPRA) website to become familiar with the additional health industry registration requirements. Specific registration requirements for nurses and midwives are located in the 'national boards' section of the AHPRA home page (<http://www.ahpra.gov.au/>). The Australian Nursing and Midwifery Accreditation Council (ANMAC) describe an undergraduate clinical placement as a 'Workplace experience' which is defined as:

Workplace experience—component of nursing education allowing students to use judgement when applying theoretical knowledge in an actual practice setting. Includes the concept of 'clinical training' as embodied in the National Law.

Registered Nurse Accreditation Standards 2012 Viewed January 2016 at [http://www.anmac.org.au/sites/default/files/documents/ANMAC\\_RN\\_Accreditation\\_Standards\\_2012.pdf](http://www.anmac.org.au/sites/default/files/documents/ANMAC_RN_Accreditation_Standards_2012.pdf) .

Your requirement to undertake, and pass, the allocated clinical placements of your course does not differ from your requirement to undertake, and pass, the theory units of study mandated in the curriculum. You will be enrolled in clinical practicum/professional practice units of study in the relevant academic semesters over the duration of your course. Students need to be aware however, that the clinical placement attendance requirements of each clinical unit of study will not necessarily fall within the weeks of the usual University semester timetable. Therefore you will be allocated to clinical placements which may require you to, at times, engage in professional practice learning during semester breaks – including midyear and during the summer period.

As you will see outlined in the following Nursing & Midwifery Professional Practice Guidelines, students should not finalise arrangements for holidays or events until final clinical allocations for the enrolled unit of study have been issued from the Clinical Learning Office (CLO). The final clinical allocations will be issued from the CLO via the 'My Clinical Learning' database (<http://wcf.vu.edu.au/mclearning/>) approximately six weeks prior to the commencement of the professional practice periods. All scheduled professional practice allocation periods – for each year level - are available for students to view on the Clinical Learning Notice Board on Level 4 in Building 4C.

The final clinical allocations will be organised in a way that considers your educational requirements of your year level for placement, whilst also fulfilling the University's clinical venue contractual agreements, and our responsibility to allocate each student to a clinical placement. For these reasons, students cannot organise their own professional practice experience with external clinical agencies. Placements may also need to be undertaken in rural locations cognisant with contractual agreements.

Before a student can be allocated to a clinical practicum by the CLO the following three mandatory documents are required:

1. Police Check requirement - see 2.1.1;
2. Working With Children Check requirement (first year of enrolment only - application timeframe 8-10 weeks) – see 2.1.2;
3. Student Declaration Form – see 2.1.3.
4. Immunisation Checklist

### **1.1.1 Allocation of clinical placement**

Depending upon a unit of study's requirements, and clinical venue availability, students will either be allocated to a model of placement over 2 days a week during semester time or a block model of placement over a shorter time period outside of teaching time. Mental health placements may use a 16 week model or block model. All Bachelor of Nursing second and third year students will be required to undertake 1-2 2 days a week placements Model in their course. The aim of the 2 days a week model is to promote quality learning in a professional practice environment within a team and shift work framework, which is more closely aligned to the actualities of the work environment that graduates will be immersed in. In essence, the 2 days a week model facilitates students to gain valuable practice environment insights and understandings, which ultimately enables you to be more work – ready as a graduate. Therefore, allocation to each model is not influenced by students' personal preferences for a particular educational framework – as both styles of placement need to be undertaken dependent upon your year level and course requirements. Details of the particular rostering and attendance requirements of the different professional practice learning modes, specific to the allocated clinical agency, will be provided to you by the CLO once final allocations have been issued and rosters provided by the venue. Clinical placements may comprise day or night duty and weekend attendance.

The range of geographical locations possible for clinical placement experience is determined by the location of the University's contracted clinical partner venues and therefore it cannot be guaranteed that students will be allocated close to their place of residence. Students transitioning into third year will be surveyed by the CLO in order that students can indicate their expression of interest in a clinical specialty for the Unit of Study HNB3124 Professional Practice 4. However, it cannot be guaranteed that in all cases every student will get their preferred choice.

It is the responsibility of each enrolled student to fulfil the requirements of the allocated clinical placement. Failure to engage in the clinical placement as arranged will not enable you to be assessed for the professional practice units of study that you will be enrolled in, and will therefore jeopardise your course progression and course completion timeframes. The University maintains a record of each student's attendance of allocated practicum. After successful completion of a course, the University, on behalf of each student, forwards a Certificate of Completion to the Nursing and Midwifery Board of Australia (NMBA) as evidence of eligibility for registration. If a student has not completed the required number of professional practice learning hours for a course, that is 800 clinical hours, the NMBA will not approve the application for graduate registration.

This information package specifically outlines the Nursing & Midwifery Professional Practice Guidelines – General (Section 2); and Professional Practice Guidelines – Academic Progress (Section 3). In combination, these rules govern many aspects of your professional practice education – including the requirement for Police Checks; Working With Children Check; immunisations; professional practice attendance; requirement for professional behaviour; professional practice attire and professional practice practicum assessment. It is important that you familiarise yourself with these Professional Practice Guidelines as they have important implications for your progress in your course of study.

## Section 2: Professional Practice Guidelines – General

### 2.1 Mandatory Documentation Required Annually

Before a student can be permitted to commence their allocated professional practice experience, the CLO require the following three mandatory documents:

1. Police Check requirement (if accessed via Victoria Police allow an application timeframe of up to 8-10 weeks) - see 2.1.1;
2. Working With Children Check requirement – allow an application timeframe of 8-10 weeks) – see 2.1.2;
3. Student Declaration Form – see 2.1.3.
4. Immunisation Checklist – see 2.1.4

The CLO will provide a maximum of three reminder messages for mandatory document submission via the Victoria University student email system and/or via SMS messages to their mobile phone number if one is on the student system. It is the student's responsibility to ensure that their VU student email account is set up and organised to receive, and if required divert, emails to another regularly utilised email account.

**If a student entering the second or third year fails to provide the mandatory documentation to the CLO each year prior to the end of the first week of Semester 1 then that student will not be permitted to commence their allocated clinical placement and enrolment in Professional Practice units of study for the year will be withdrawn prior to census date (see Professional Practice Guidelines – Academic Progress Rule 3.2). For students entering the first year of the course these documents will have to be provided prior to semester 1 census date.** The withdrawal of enrolment for a professional practice unit of study will therefore directly impact upon a student's course progression and course completion timeframes by delaying their course by one year.

*There are two exceptions to this rule for students. The first is for students who return from an intermission at the end of Semester 1 in that year who will have to provide the required documentation by the end of the first week of Semester 2 otherwise they will face withdrawal from the Professional Practice units of study in semester 2. The second is for International students where their initial course enrolment does not occur until the end of the first or second week of the semester who will be given two weeks (the end of semester week 4) to meet this requirement.*

#### 2.1.1 Police Check Requirement

Federal and State government legislation has made it mandatory for organisations providing services, such as child care, nursing and midwifery care, teaching and paramedic support (or where there is access to dangerous materials, such as drugs of addiction) to require remunerated and non-remunerated employees to provide a satisfactory Police Check to the employer. The employer organisations and agencies that provide nursing and midwifery industry experience for Victoria University students have such a requirement.

**Note:** Students are advised to apply for their Police Check in the first two weeks of January to avoid processing delays. The university has access to Fit2Work system which has the potential to accelerate the process. Students should contact the CLO for details.

The requirement for nursing and midwifery students to have a satisfactory Police Check is essential for industry experience, which in turn is a prerequisite for the allocation and undertaking of mandated curriculum professional practice units of study. All undergraduate and postgraduate nursing and midwifery students who are undertaking a course, which necessitates one or more periods of professional practice, are required to undergo a Police Check

annually. The Police Check application process is now facilitated by the CLO staff via the online Fit2Work process. All of Nursing & Midwifery students are expected to apply for their annual Police Check via the Fit2Work process. Students need to be aware that if they have a common name or are randomly pick for further checking then this can add 15 working days to the time results are returned. This will **NOT** be taken as a reason for late submission of their police check therefore students are encouraged to apply for their check before semester commences to avoid this.

**For those students who know that they have a prior disclosable offense:**

The only exception to the above outlined situation will be if a student already knows that he/she has a disclosable offence on their record. Application process delays are inadequate grounds to prevent withdrawal from an enrolled professional practice unit of study if the mandatory document is not submitted to the CLO prior to the end of the first week of Semester 1 as per Clinical Guideline 3.2.

With regards to a disclosable Police Record Check the following conditions will apply:

- A copy of the Police Record Check will be kept in the CLO;
- The CLO, on behalf of the student, will notify the hospital/facility if a student has a disclosable Police Record Check. When approval is received the student will be notified. Some hospitals request further information or a meeting, if this is required the student will be notified;
- Should a student be denied access to a professional practice placement on the basis of an unsatisfactory National Police Record Check, the CLO will make two further attempts to obtain a professional practice placement for the student. If these additional attempts are unsuccessful, the University will refer the student to available career counselling

**Note:** students who do not have a valid, in date, Police Check that covers the entire duration of the current calendar year will not be permitted to commence the placement and will be removed from unit of study enrolment. If a valid Police Check is not obtained by the deadline set the student will be withdrawn from all Professional Practice units for the year and course progression will be prolonged.

**Details of how to apply for a Police Check are available on:** <http://wcf.vu.edu.au/mclearning/> posted in a document entitled: 'Police Checks: How to apply and submit to the Clinical Learning Office'..

### 2.1.2 Working With Children Check Requirement

In 2006, the Victorian Government introduced a new checking system to help protect children less than 18 years of age from physical or sexual harm. The Working with Children Check (WCC) creates a mandatory minimum checking standard across Victoria. The WCC 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. The process is carried out by the Victorian Government. As the Victorian Government application process can take up to 10 weeks before the WCC document can be awarded, students are advised to apply in a timely manner. Application process delays are inadequate grounds to prevent withdrawal from an enrolled professional practice unit of study if the mandatory document is not submitted to the CLO as per Clinical Rule 3.2.

**Note:** students who do not have a valid, in date, WCC will be removed from unit of study enrolment and Professional Practice placement (if placement has already commenced). If a valid WCC is not obtained within 3 working days, prior to the commencement of placement, then the student will not be permitted to commence the placement. The professional practice placement will therefore not continue and the final outcome for the unit of study will be determined at the end of semester by the Academic Student Progress Board (ASPB) panel. In the event that a fail grade is awarded, by the ASPB panel for the affected professional practice unit of study, course progression will be prolonged.

**Details of how to apply for a WWC Check are available on:** <http://wcf.vu.edu.au/mclearning/> posted in a document entitled: 'Working With Children Checks: How to apply and submit to the Clinical Learning Office'. The WCC is required to be submitted in the first year of course enrolment. Subsequent WCC submissions may be required if course enrolment becomes protracted.

### 2.1.3 Student Declaration Form

The 'Student Declaration Form' is one of the three mandatory documents required annually. This declaration must be completed prior the commencement of students allocated placements. A copy of this Declaration form is located in Appendix A. As per Clinical Rule 3.2, non-submission of this completed document prior to the commencement of the first professional practice placement in the calendar year will activate withdrawal processes from the enrolled professional practice unit of study. The withdrawal of enrolment for a professional practice unit of study will therefore directly impact upon a student's course progression and course completion timeframes.

**Note:** students who do not have a valid, in date, student declaration form will not be permitted to commence the professional practice experience and will be removed from unit of study enrolment. If a valid student declaration form is not obtained within 3 working days, prior to the commencement of placement, then the student will not be permitted to commence the placement. The final outcome for the unit of study will be determined at the end of semester by the Academic Student Progress Board (ASPB) panel. In the event that a fail grade is awarded, by the ASPB panel for the affected professional practice unit of study, course progression will be prolonged.

Year of course	Annual Student requirements
Year 1 of Course	By the end of week 4 semester 1
Year 2 of Course	By the end of the first week of semester
Year 3 of Course	By the end of the first week of semester

### 2.1.4 Immunisation Requirements

All students are required to meet the immunisation requirements for engagement in clinical placements as outlined in the web area of the 'My Clinical Learning' database <http://wcf.vu.edu.au/mclearning> in a document entitled: 'Immunisation Checklist'. Students are advised to contact their health care practitioner/doctor for advice regarding immunisations. Students need to be aware that if they personally choose not to undertake the required immunisations, or alternatively fail to provide evidence of immunisation to the allocated clinical venue upon request, that they are very likely to be withdrawn from clinical placement and therefore will be unable to complete required assessments in order to pass the professional practice unit of study that semester.

## 2.2 Allocation of Professional Practice Practicum - Student Responsibilities

You will be enrolled in professional practice units of study in the relevant academic semesters over the duration of your course. Students need to be aware however, that the professional practice experience attendance requirements of each professional practice unit of study will not necessarily fall within the weeks of the usual University semester timetable. Therefore you will be allocated to clinical placements which may require you to, at times, engage in professional practice learning during semester breaks – including midyear and during the summer period. Students should not finalise arrangements for holidays or events until final clinical allocations for the enrolled unit of study have been issued from the CLO. The final clinical allocations will be issued from the CLO via the 'My Clinical Learning' database (<http://wcf.vu.edu.au/mclearning/>) approximately six weeks prior to the commencement of the professional

practice periods. All scheduled clinical allocation periods – for each year level - are available for students to view on the Clinical Learning Notice Board on Level 4 in Building 4C. If students choose to proceed with holiday or event bookings in defiance of this Clinical Guidelines then the University, which includes the CLO, will not be responsible for any loss that students may incur because of date clashes with the prior booked events and the final clinical allocations issued by the University. **Non attendance at an allocated professional practice experience will result in a fail grade** being awarded for the professional practice unit of study which will impact upon course progression and course completion timeframes. Students are responsible for their own travel and parking costs related to clinical placement attendance; and in the case of rural placements, any associated accommodation costs.

The final clinical allocations will be organised in a way that considers students' educational requirements of each course and year level, whilst also fulfilling the University's clinical venue contractual agreements, and the responsibility to allocate each student to a placement, which is suitable for the educational requirements of each course and year level. For these reasons, students cannot independently organise their own professional practice experience with external professional practice agencies. Students who contact venues directly in an attempt to organise their own placement may face disciplinary action from within the university.

The range of geographical locations possible for clinical placement is determined by the location of the University's contracted clinical partner venues. Professional Practice Experience may need to be undertaken in **rural** locations cognisant with contractual agreements. It is the responsibility of each enrolled student to fulfil the requirements of the allocated clinical placement. Failure to engage in the placement as arranged will not enable students to be assessed for the professional practice units of study that they will be enrolled in leading to the awarding of a fail grade for the unit, and will therefore jeopardise course progression and course completion timeframes.

### 2.3.1 Swapping period

Following the release of the clinical allocations the opportunity exists for students who may wish to exchange their allocated placement with another student's allocated placement for a period of ten **working-days** following the initial release of the clinical allocations. Once this time has elapsed, all allocated placements become **final** and requests to swap outside of this timeframe **will not** be considered except in the situation described in 2.3.2 below. Students wishing to swap their allocated clinical placement will need to send an email via their university email account to the CLO stating with whom they wish to swap. The student with whom they are swapping will also need to confirm their agreement to swap via a separate email to the CLO. Requests outside of this process **will not** be considered.

### 2.3.2 Reconsideration of Clinical Placement Allocation for Nursing and Midwifery Students

Students with exceptional life circumstances may apply for a Reconsideration of Clinical Placement Allocation (forms available from the CLO or 'My Clinical Learning' database [<http://wcf.vu.edu.au/mclearning/CommonForms>]). A panel of University academics will consider the provided documentary evidence and inform the student if this application has been successful or not. This appeal process (that is, the Reconsideration of Clinical Placement Allocation) is the **only** appeal available at the Course level.

## 2.4 Professional Practice Hours

Students are required to attend their placement as per the days, dates, and times as they are assigned in the final roster at each clinical placement venue. Orientation is compulsory for all students, failure to attend orientation will result in students placement being cancelled. Dependent upon the placement model and venue requirements, students may be assigned to a variety of shifts which include morning, evening, night shift and weekend shifts. Failure to attend rostered shifts without due cause will result in a fail grade being awarded. Any reduction in completed professional practice hours will be managed by the University according to Professional Practice Guideline 3.1.2. Please note that any absence from clinical placement needs to be covered with medical certification and/or special consideration approval. Absence from allocated rostered shifts, without these documents, will jeopardise the approval

of professional practice makeup days which may involve a fail grade being awarded (see Professional Practice Guidelines 3.1.2).

### 2.4.1 Management of Absence: Required Notification Process

Students who are unable to attend a booked professional practice shift must immediately notify the Clinical Teacher or Clinical Facilitator and the allocated Ward/Department Team Leader. In all placements if the student has difficulty contacting the Clinical Teacher or Clinical Facilitator or the allocated Ward/Department Team Leader then the CLO should be contacted on phone number: (03) 9919 2708. Failure to undertake the above outlined notifications can result in the student being placed at risk of failure for unprofessional conduct.

As per Professional Practice Guideline 3.1, if a student does not attend a rostered shift as allocated on the final shift roster, then those hours will be recorded by the clinical preceptor/ teacher/ facilitator as absent and these records will be sent to the University. A student should not assume that they are entitled to merely 'make up' all absent hours at some later stage in the same clinical practicum period. 'Makeup' professional practice periods have to be separately negotiated for students by the University with its clinical partner venues. Students requiring makeup must be aware that the final completion of their degree may be delayed due to the requirement to makeup all missed hours of professional practice. 'Makeup' time can be allocated to a student either during the course or it may be held to the end of the course depending on the number of hours needed and the availability of suitable placements.

## 2.5 Student Professional Practice Responsibilities

Students are guests in the allocated placement venues so it is important that a professional image and behaviour is maintained at all times. As such, the student is required to adhere to the following professional practice guidelines which outline the required professional dress, behaviour, professional practice and reporting responsibilities:

### 2.5.1 Professional Practice Attire

Appropriate professional practice attire serves the purpose of clearly identifying students from staff and enables students to establish a professional image with the staff of the facility, patients and the general public. Students at practicum are representing Victoria University and as such must maintain professional appearance and behaviour at all times.

The official Victoria University, Nursing & Midwifery professional dress must be worn to all clinical placements unless otherwise directed by the venue. **Details of the official professional dress requirements for undergraduate nursing and midwifery students are available on:** <http://wcf.vu.edu.au/mclearning/> posted in a document entitled: 'Professional Practice Attire: Nursing & Midwifery Clinical Placement Professional Dress Requirements & Ordering Information'. Any student who attends their placement in attire other than the adopted professional dress may be asked to leave the venue and be registered as absent for that shift. Students attending placements which stipulate 'non – uniform' – for example mental health placement venues - may be requested to alternatively wear neat, casual clothes with closed-toe shoes, as approved by the professional practice agency.

The student must ensure that the following professional dress guidelines are adhered to:

- The clothing must be freshly laundered, ironed, stain free and in good repair and appropriately sized to prevent visible midriff
- Long hair must be styled neatly and tied up off the collar so that it does not come into contact with either the client/patient, equipment or other hospital items. Men with beards are required to keep them trimmed and tidy;

- Personal hygiene should include the use of deodorant but avoid highly perfumed products which may have a detrimental effect on others. Fingernails should be clean, short and a natural colour without nail polish;
- With the exception of a wedding ring and plain earrings (sleepers or studs) no ornamental jewellery is to be worn. Facial piercings should be removed or covered;
- Students who require to adhere to a specific religious/cultural dress code may be able to wear additional items of clothing as approved by the allocated professional practice agency;
- Students are required to wear a fob watch with a second hand, have a blue ballpoint pen and wear the current VU student identification badge in a prominent clearly visible position. Lanyards are associated with cross infection and OH&S risks and as such must not be worn.

## 2.5.2 Behavioural Expectations of Student and Lines of Responsibility

The role of the student whilst on professional practice experience is to participate as fully as possible in the placement's learning opportunities whilst under the supervision of a registered nurse/midwife who may be a preceptor, clinical teacher or facilitator. The professional practice experience undertaken by students is designed to provide students with opportunities to develop knowledge and skill in the cognitive, psychomotor and affective domains and to develop insight into the complex role and responsibilities of the registered nurse/midwife. The following behavioural practices are required by the nursing or midwifery student whilst on clinical placement.

Whilst on professional practice experience the student will:

- Clearly wear student identification;
- Introduce himself/herself as a student;
- Maintain confidentiality of information given by or about patients/ clients (see Professional Practice Guideline 2.5.4);
- Students do not post any information or images of staff, patients, visitors or health care facilities on the web such as social media websites like Face Book;
- Accept responsibility for all relevant aspects of patient care within the limitations of the student role as determined by the clinical preceptor or teacher;
- Behaves in a respectful manner to colleagues, supervisors, patients and their families;
- Not use personal mobile phone or iPod or other electronic communication / entertainment devices whilst rostered on shifts – meal breaks excepted;
- Acknowledges and responds to individuals needs and respects the culture, age, state of health and authority of the professional practice facility or clinical personnel and patients.

The student must prepare themselves as much as possible for the placement by identifying the type of placement and patients/clients they will be interacting with and revising the skills and knowledge likely to be needed in caring for these client/patient groups. For psychomotor skill use should be made of the SDL laboratory.

Whilst the student is engaged in professional practice learning he/she is dually responsible to the clinical preceptor/teacher or facilitator and the nurse unit manager/team leader/supervisor of the allocated clinical venue. The Victoria University Professional Practice Unit of Study Coordinator is ultimately responsible for the management of student placement performance issues, in conjunction with the clinical preceptors; clinical teachers/facilitators and in consultation with clinician managers at the placement venue (see Appendix E: Clinical reporting lines for Nursing & Midwifery - process map).

### 2.5.3 Ethical Practice and Professional Boundaries

It is essential and important to ensure that the relationship between patient/client and health care professional is safe, helpful and therapeutic and is always within the ethical and professional boundaries as determined by the Nursing and Midwifery Board of Australia (NMBA). All nursing students need to be familiar with, and abide by, the NMBA Code of Ethics for Nurses; and Code of Professional Conduct for Nurses; and for midwifery students the Code of Ethics for Midwives; and Code of Professional Conduct for Midwives. Students should also make themselves familiar with the NMBA professional boundaries documents for nurses entitled: 'A nurse's guide to professional boundaries'; and student midwives with the NMBA document entitled: 'A midwife's guide to professional boundaries'. All of these documents are available at the Nursing and Midwifery Board of Australia (NMBA) website <http://www.nursingmidwiferyboard.gov.au>.

### 2.5.4 Confidentiality

Students will have access to identifying information about the people for whom they provide care. Therefore students need to be familiar with, and understand, the relevant requirements of maintaining confidentiality and privacy of information. Students and staff of Victoria University are expected to maintain the privacy of information relating to the people for whom they care. Major documents which govern the practice of confidentiality include: NMBA Code of Ethics for Nurses; and Code of Professional Conduct for Nurses; and for midwifery students the Code of Ethics for Midwives; and Code of Professional Conduct for Midwives. These documents are available at the Nursing and Midwifery Board of Australia website <<http://www.nursingmidwiferyboard.gov.au>>. All students need to be familiar with, and abide by, these NMBA codes of practice in conjunction with the specific confidentiality policies and procedures of the allocated clinical venue.

### 2.5.5 Documentation

Documentation of clinical care information in patient/ client records must be undertaken by students in accordance with allocated clinical venue policy or standards for documentation.

Clear concise and accurate documentation is essential as it:

- Facilitates the continuum of patient care;
- Allows evaluation of care provided;
- Provides information for research and epidemiology;
- Provides information for medico-legal processes.

Student responsibilities include:

- Keeping entries objective;
- Ensure writing is completely legible with use of a 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 and if you make an error, rule a single line through the writing. Sign and date the change. Do not use correction fluid or an erasure.

### **2.5.6 Medication Management**

Students who have achieved mastery in the relevant unit of study theory (which includes drug calculation competency) and practice of administration of topical, oral and parenteral medications may perform the relevant skill under the direct supervision of a registered nurse or registered midwife according to the allocated clinical venue's policies and procedures. The protocol of the health care venue must be always followed with respect to the student checking, administering and documenting of medications.

**Under no circumstances should a student administer a medication without direct supervision of the RN or RM. This includes students who are medication endorsed Enrolled Nurses as you are there as a student, not an EN.**

### **2.5.7 Community Practice Rotation – Residential / Home Visits**

Student health professionals do not attend home visits or community visits unsupervised. Nursing and midwifery students must at all times be under the supervision of a registered nurse/midwife/health professional who is employed by the agency in which they are attending clinical placement.

### **2.5.8 Manual Handling**

Before you commence your placement in a health care facility ensure that you have had manual handling and workplace safety training (in the nursing skills laboratory). It is your responsibility to ensure that you are competent at using manual handling no-lift techniques and manual handling equipment to protect yourself and your colleagues from injury. You will be working under the supervision of a registered nurse/midwife. It is important that you always assess the client prior to moving them to identify the correct manual handling technique that is required to move the patient safely and prevent injuries to your colleagues and yourself. Students unsure of manually handling should refer to the educator/clinical teacher or registered nurse prior to undertaking activities.

### **2.5.9 Handling of Bodily Fluids**

To minimise the risk of pathogen transmission when handling bodily fluids students should ensure that they follow standard infection control precautions – which can include the use of personal protective equipment (eg: gloves; masks, protective eyewear, gowns & plastic aprons) safe handling and disposal of sharps and hand washing. The student is required to be familiar with, and abide by, the allocated clinical venue's written policies regarding the handling of bodily fluids; standard precautions and isolation.

### **2.5.10 Accident and Incident Reporting**

The reporting of incidents and near misses is a part of the accreditation process by all health care facilities in accordance to the Occupational Health and Safety Act Victoria. The reporting of any incident or near miss is essential. If you identify an incident or near miss while you are on placement you must report it immediately to your preceptor/clinical teacher who will follow the relevant health care facility occupational health and safety procedures. The clinical teacher/preceptor will ensure that the Professional Practice Unit of Study Coordinator receives a copy of the completed professional practice venue incident form. The Professional Practice Unit of Study Coordinator will then ensure that a Victoria University OH&S Incident Form is completed and lodged, and that the Senior Administrative Officer in the CLO is informed for the subsequent management of accident insurance procedures.

### 2.5.11 Fitness to Undertake Clinical Practicum/Professional Practice Requirements

Students are required to ensure that they are fit for professional practice experience – without physical or mental impairments which could affect their own safety or the safety of the public for whom they will be providing health care at allocated clinical venues during professional experience placements. The Australian Health Practitioner Regulation Agency (AHPRA) has defined impairment as:

“Impairment is defined as a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect a:

- registered health practitioner’s capacity to safely practice the profession;
- student’s capacity to undertake professional practice.

(<<http://www.ahpra.gov.au/Complaints-and-Outcomes/Conduct-Health-and-Performance/Health.aspx>>).

Students are required to complete an annual Student Declaration Form. The Student Declaration Form is one of the mandatory documents required each year. A copy of this Declaration form is located in Appendix A. As per Professional Practice Guideline 3.2, non-submission of this completed document will activate withdrawal processes from the enrolled professional practice unit of study. The withdrawal of enrolment for a Professional Practice unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

It is the obligation of the student to also inform the Professional Practice Unit of Study Coordinator, in writing, as soon as possible, if they later develop any physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) or an existing condition re-emerges that may impair their ability to undertake practice during professional experience placements. If the student has not yet been enrolled in a Professional Practice Unit of Study, then this initial fitness for practice enquiry should be taken to the relevant Year Level Coordinator/Professional Practice Leader. The Professional Practice Unit of Study Coordinator (or Year Coordinator/Professional Practice Leader) will consult with the student and one or more of the following actions may occur:

- The Professional Practice Unit of Study Coordinator (or Year Coordinator/Professional Practice Leader) concludes that the physical or mental impairment, disability, condition or disorder will not impact upon practice during professional experience placements and determines that plans for allocation and placements can continue;
- The Professional Practice Unit of Study Coordinator (or Year Coordinator/Professional Practice Leader), in consultation with the Course Leader, concludes that the physical or mental impairment, disability, condition or disorder may impact upon professional practice during professional experience placements and therefore requests a medical clearance/certificate of fitness for practice in order for clinical placement allocation and professional practice to continue. The student will also be asked to submit an updated version of their Annual Student Declaration Form (Appendix A). If a medical clearance/certificate of fitness for practice cannot be provided then the student will be ineligible for allocation and will be withdrawn from the appropriate professional practice unit /s of study for that semester (prior to census date).
- In the circumstance of disability, the student should also be referred to Victoria University Disability Services. Disability Services provide a range of services which aim to ensure that people with a disability or medical condition are able to actively participate in all aspects of university life and community.

Circumstances whereby a student may be required to produce evidence of medical clearance / fitness for clinical practice may include:

- Physical or mental illness;
- Injury or injury rehabilitation;
- Post operative recovery;
- Disability inhibiting a student's ability to undertake professional practice activities and assessments;
- Inability to meet hygiene (especially hand washing) and manual handling requirements;
- Advanced pregnancy or pregnancy complications.

**NOTE:** When a student declares themselves to be 'unfit for practice' then they become ineligible for clinical allocation and will be withdrawn from the appropriate professional practice unit/s of study for that semester.

Once a student declares on the "Annual Student Declaration Form" that he/ she is not fit to practice; then the student will need to later submit documentary evidence provided from a Medical Practitioner to declare that he/she is once again 'fit to practice'. The CLO staff will ensure that the appropriate **Professional Practice Unit of Study Coordinator** receives this documentation, once submitted by the student, to ensure that professional practice unit of study enrolment can be appropriately adjusted for future semesters.

As part of its duty of care, these guidelines ensure that the University has a strategy in place to ensure that students have the physical and mental capacity for professional practice before commencing the practical components of their course. The University also has a responsibility to fulfil NMBA notification guidelines with respect to students' fitness to undertake professional practice without impairments which could potentially jeopardise public safety.

### **Section 3: Professional Practice Guidelines – Academic Progress**

#### **3.1 Professional Practice Attendance Expectations**

In order to achieve the required level of professional practice competence, the student is expected to attend all allocated practicum hours for each enrolled professional practice unit of study. In each clinical venue students will be allocated to a roster of required shifts which will be equivalent to the required number of professional practice attendance hours for the enrolled unit of study. If a student does not attend a rostered shift as allocated on the final shift roster, then those hours will be recorded by the clinical preceptor/teacher as absent and these records will be sent to the University. Student absence from clinical venue shifts will be recorded in this way for all Professional practice Model placements.

##### **3.1.1 Impact of Absence on Unit of Study Completion**

Professional practice practicum hours, in any given professional practice placement period, will be priority allocated to all participating students in order to initially achieve the required number of professional practice shifts for the enrolled unit of study. Therefore, in any given professional practice placement period, it is extremely likely that there will not be excess professional practice hours available for makeup of absent time in that particular timeframe. Absence is therefore very likely to significantly delay a student completing the professional practice practicum hours required to pass a given professional practice unit of study. Students should be aware that the Nursing and Midwifery Board of Australia require Nursing students complete a minimum of 800 hours of professional practice in their degree. 'Makeup' professional practice practicum periods have to be separately negotiated for students by the University with its clinical partner venues. As such, clinical venue and clinical teacher availability will determine when absenteeism hours can be 'made up' by each student. Therefore, students need to be aware that unpreventable delays for makeup time periods may jeopardise each affected student's course progression and course completion timeframes. Please note that any

absence from professional practice placement needs to be covered with medical certification and/or special consideration approval and have to be appropriately notified to the clinical venue (see 2.4.1). Absence from allocated rostered shifts, without these documents, will jeopardise the approval of professional practice makeup days which may involve a fail grade being awarded (see Clinical Rule 3.1.2).

### **3.1.2 Allocation of Makeup of Professional Practice Absence – Nursing Students**

Makeup time will be allocated if the stipulated professional practice experience hours and 100% attendance have not been achieved in the allocated professional practice placement. Students must discuss any non-attendance and deficit in placement hours with the Professional Practice Unit of Study Coordinator, who will then liaise with the CLO about individual students' make up requirements. All required hours and 100% attendance must be achieved, for a Satisfactory grade to be obtained in a clinical/professional practice unit of study. Due to availability constraints for these unpredictable additional professional practice placement needs, which arise solely because of student absence, delays for makeup periods are highly likely and notification may be with limited notice.

### **3.1.3 Allocation of Makeup of Midwifery Practice Absence – Midwifery Students Only**

Makeup time will be allocated if the stipulated professional practice experience hours and 100% attendance have not been achieved in the allocated clinical placement. Students must discuss any non-attendance and deficit in placement hours with the Professional Practice Unit of Study Coordinator, who will then liaise with the CLO about individual students' make up requirements. All required hours and 100% attendance must be achieved, including any other hurdle requirements (eg. Reflective journals) for a Satisfactory grade to be obtained in a clinical unit of study.

## **3.2 Withdrawal of Enrolment for Professional Practice Unit of Study**

Before a student is permitted to commence their allocated practicum by the CLO the following four mandatory documents are required:

1. Police Check requirement (application timeframe up to 8-10 weeks) - see Clinical Rule 2.1.1;
2. Working With Children Check requirement (first year of enrolment and if the document expires while the student is still enrolled in the course; application timeframe 8-10 weeks) – see Clinical Rule 2.1.2;
3. Student Declaration Form – see Clinical Rule 2.1.3.
4. Immunisation Checklist– see Clinical Rule 2.1.4.

The CLO will provide a maximum of three reminder messages for mandatory document submission via the Victoria University student email system and/or via SMS messages to their mobile phone number if one is on the student system. It is the student's responsibility to ensure that their VU student email account is set up and organised to receive, and if required divert, emails to another regularly utilised email account. If a student fails to provide the mandatory documentation to the CLO as per clinical rule 2.1.1, 2.1.2 2.1.3 and 2.1.4 then that student will not be permitted to commence their allocated placement and enrolment in the affected professional practice experience units of study will be withdrawn (prior to census date where possible) for that year. The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student's course progression and course completion timeframes. NOTE: Students who enter the Bachelor of Nursing with recognised Advanced Standing have the additional requirement of providing the four above listed mandatory documents to the CLO by the end of the first week in the semester in the same year that they enrol.

#### Procedure:

- After each reminder message for mandatory document submission is sent to the student a record will be made in the MCLearning database by the CLO. A maximum of 3 reminder messages will be sent;
- The CLO each semester will ascertain which students have not submitted their Mandatory Documentation as outlined in Clinical Rule 2.1;
- The CLO will provide the Assessment Student Progress Board (ASPB) Chair with a Unit of Study list of student names and ID's of those students who have not submitted the required prerequisite Mandatory Documentation;
- With CLO administrative assistance, the ASPB Chair, after engaging ASPB Panel review processes, will withdraw the affected students from the affected Professional Practice Units of Study, prior to census date (where appropriate), via the University student administration system in the relevant semester of enrolment, as directed by ASPB Panel decisions due to special prerequisite UoS requirements not being met.

The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student's course progression and course completion timeframes.

### **3.3 Delay of Professional Practice Experience Allocation**

Deferring the commencement of a practicum is the decision of the University not to place a student in the clinical learning situation until the issue or event that has necessitated the deferral has been satisfactorily resolved. A student's clinical placement may be deferred if it is considered that:

- the clinical venue cannot fulfil its contractual obligation with respect to booked clinical placements;
- the student requires medical clearance in order for clinical placement to continue.
- the student requires additional preparation in a laboratory setting in order that they are adequately prepared for the clinical placement.

### **3.4 Professional Practice Assessment - Nursing**

Assessment of students on clinical placement is competency-based in alignment with the national competency standards established by the Nursing and Midwifery Board of Australia (NMBA) . The Professional Practice Performance Appraisal Tool (PPPAT) is common to each clinical practice unit and consists of an Interim Assessment and a Final Assessment. The PPPAT assists clinical teachers and preceptors to guide students toward attainment of the professional practice experience unit of study objectives/learning outcomes.

Students are presumed to have attained competence in the professional practice unit objectives/learning outcomes required in previous semesters. Students may, however, be challenged to repeat attainment of objectives/outcomes if their performance is not considered to be acceptable at any stage. Students who have failed the clinical unit in the previous semester, who have not undertaken a clinical unit in the preceding semester, and in some other situation will need to complete an Action Plan for Professional Practice (APPP) prior to being allocated a placement.

Students will participate in ongoing discussion of their progress with their clinical teacher/preceptor during each placement. If students experience problems in developing competence, their progress will be also discussed with the Professional Practice Unit of Study Coordinator.

Pre–interim assessment objectives and learning strategies (see form in PPPAT document) and the “Employer competencies” (found in latter part of the PPPAT) can also be completed as an additional non–assessed learning tool for those students who are identified by the clinical preceptor/teacher as requiring additional educational support and direction (which is not deemed to be at risk of failure level) prior to the interim assessment timeframe.

Professional Practice Experience units of study are ungraded (satisfactory/unsatisfactory). The Interim Assessment will be completed by the clinical preceptor/teacher by the time of the midway point of a clinical placement. The Final Assessment will be completed by the clinical preceptor/teacher at the completion of the clinical placement.

In some professional unit of studies there are additional hurdle assessment requirements which are essential for students to undertake if they intend to complete the enrolled unit of study and progress in their course. All required unit of study assessments will be outlined in the Unit Guide available on the relevant VU Collaborate site. It is student’s responsibility to collect the PPPAT – which contains both Interim and Final Assessments – from the CLO prior to commencement of placement, photo identification is required at time of collection. The PPPAT is then taken to the allocated clinical venue for completion.

It is essential for students to comply with the following procedure for submission of their PPPAT which contains both Interim and Final clinical assessments:

#### Procedure:

- The original PPPAT is to be lodged by the student as per the submission instructions noted on the relevant professional practice unit of study in VU Collaborate ;
- Lodgement of the completed PPPAT is to occur no later than 1 week after completion of the clinical placement period in order for your final unit of study grade to be determined.

The requirement of the student to ‘makeup’ any accrued absent hours, for each specific clinical unit of study, will be determined by the total number of hours absent from clinical placement (see Professional Practice Guideline 3.1.2). If makeup hours are required the student’s unit of study grade will be submitted as an ‘L’ until makeup hours are undertaken by student. When makeup hours are achieved by student the Professional Practice Unit of Study Coordinator will convert the grade congruent with the assessment grade achieved. All UoS hurdle assessment requirements also need to be achieved. If a student does not attend the arranged makeup period as allocated the incomplete L grade will be converted to a fail grade by the Professional Practice Unit Coordinator unless medical or special consideration documentation is provided.

### **3.5 Clinical Practicum Assessment – Midwifery**

During the program, the scope and level of student clinical performance in the workplace placements is assessed and judged for their stage in the program, using the competencies for beginning registered midwives, identified in the ANMC ‘National Competency Standards for the Midwife’ (2006). As students 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 Victorian Standardised Clinical Assessment Tool for Midwifery Students (MCAT). Students’ progress towards competency is gauged against the *expected minimum competency rating* for each semester of the course. If students have not achieved competence by the end of semester six in year three, as indicated by a rating of 5, the student 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 the student failing the unit concerned).

### **Procedure (Midwifery Students only):**

- Students are to provide a copy of the completed Clinical Assessment Tool relevant to the clinical unit of study undertaken in each rotation and submit to the relevant Unit of Study coordinator via VU Collaborate.
- The original document in the MCAT is to be retained by the student.
- Lodgement of the MCAT is to occur no later than 1 week after completion of the clinical placement period in order for your final unit of study grade to be determined.

Clinical workplace assessment is subject to the Professional Practical Guidelines 3.6; 3.6.1; 3.6.2; 3.6.3 and 3.6.4. These guidelines ensure that students who are judged to be at risk of failing or who demonstrate unsafe clinical practice are provided with a structured educational program and learning contract to assist them to pass the unit. Students who do not successfully complete the learning contract or who engage in serious professional misconduct will fail the unit.

## **3.6 Identification of “At Risk of Failure”**

At any stage during the Bachelor of Nursing or Midwifery course a student may experience difficulties in professional practice. Where a student becomes aware of difficulties associated with practice, the student will seek assistance firstly with the clinical preceptor or teacher. The clinical preceptor/teacher may also observe practice difficulties and will base their assessment on direct observation of student performance, and discussion with the student and clinical staff including unit managers and preceptor/buddy registered nurses. Feedback may also be obtained from the patient and significant others. When a practice issue is identified, the preceptor or clinical teacher will implement appropriate teaching and learning strategies and document same on the ‘Pre–interim assessment objectives & learning strategies’ form (see PPPAT/MCAT document) as an additional non–assessed learning tool. The Professional Practice Unit of Study Coordinator will be advised of this and a copy of the plan of action is provided. Whether the issue is identified by a student or staff member, the difficulties will be discussed with the student and the plan of action developed as documented in the pre–interim assessment objectives & learning strategies’ form to assist the student to overcome these difficulties. If practice difficulties are not resolved utilising this initial approach, students may be then identified by their clinical preceptor/teacher to be at risk of failing to achieve the Professional Practice Unit standard. Students who are deemed to be ‘At Risk of Failure’ will be assisted through the use of the procedure outlined in Clinical Rule 3.6.1 - At Risk of Failure – notification process.

### **3.6.1 At Risk of Failure – Notification Process**

#### **Procedure:**

- The clinical teacher/preceptor will discuss student performance with Professional Practice Unit of Study Coordinator
- The clinical teacher/preceptor will discuss the ‘At Risk of Failure’ situation with the student;
- The clinical teacher/preceptor in consultation with Professional Practice Unit of Study Coordinator will complete the ‘Notification of At Risk of Failure’ form (see Appendix B). Signatures are required from the student and clinical teacher/preceptor and Professional Practice Unit of Study Coordinator;
- Upon consultation with the Professional Practice Unit of Study Coordinator, the clinical preceptor /teacher will determine if the student performance issue is redeemable via the instigation of a ‘Professional Practice Review Learning Contract’ (see Clinical Rule 3.6.2);

- The Professional Practice Unit of Study Coordinator will ensure that a copy of the completed 'Notification of At Risk of Failure' form is lodged on the MC Learning data base;
- Refer to Appendix D: Management of student performance issues process map.

### **3.6.2 Professional Practice Review Learning Contract – Required Process**

#### Procedure:

- The clinical teacher/preceptor will arrange a meeting with the Professional Practice Unit of Study Coordinator to discuss the 'At Risk of Failure' situation and to develop learning objectives and strategies for the 'Professional Practice Review Learning Contract' (see Clinical Rule 3.6.2 and Appendix C);
- The clinical teacher/preceptor will arrange a meeting with the Professional Practice Unit of Study Coordinator and student present to discuss the situation and the requirements of the Professional Practice Review Learning Contract. All parties are required to sign the Professional Practice Review Learning Contract. The student and Professional Practice Unit of Study Coordinator will be given copies of this documentation;
- The student needs to undertake the requirements of the Professional Practice Review Learning Contract. If the learning objectives are achieved in the required timeframe the student can continue the allocated practicum. If the learning objectives are not achieved in the required timeframe the student will be removed from the placement and awarded a fail grade for the unit of study by the Professional Practice Unit of Study Coordinator.
- The clinical preceptor/teacher is required to complete Section 3 of the Professional Practice Review Learning Contract and lodge the complete document to the Professional Practice Unit of Study Coordinator; this includes the provision of examples of how each learning objective was not met.
- The Professional Practice Unit of Study Coordinator will ensure that a copy of the completed 'Professional Practice Review Learning Contract' is lodged on the MC Learning data base;
- Refer to Appendix D: Management of student performance issues - process map.

### **3.6.3 Unsafe Practice**

Students may be withdrawn from clinical placement prior to the completion of a unit of study's requirements if it is considered that their performance is unsafe and deemed likely to be detrimental to client/consumer safety either through physical harm, emotional distress or neglect. If unsafe, or potentially unsafe, practice has been observed at any stage during the clinical placement the student can be immediately removed from the clinical setting as per the procedure outlined in Clinical Rule 3.6.4: Withdrawal from professional practice.

### **3.6.4 Withdrawal from Professional Practice**

Students may be withdrawn from clinical placement prior to the completion of a unit of study's requirements if they display unprofessional conduct or if it is considered that their performance is unsafe and deemed likely to be detrimental to client/consumer safety either through physical harm, emotional distress or neglect. This can include, but is not limited to:

- the student is consistently unable, after due instruction and guidance, to perform in a professional situation;
- the student is unable to care for patients without an inappropriate, or unattainable degree of supervision in relation to professional skills involving patient/client/consumer comfort or safety;

- the student is unable to perform technical procedures already taught, demonstrated and practiced in a prior professional or practical situation;
- the student cannot provide adequate rationale for nursing/midwifery actions because of inadequate knowledge base;
- the student performs in a manner detrimental to the learning experiences of other students;
- the student breaches the legal, ethical or professional codes relative to professional undergraduate students;
- The student demonstrates gross negligence in the performance of an assigned duty.

Procedure:

If a placement venue representative or clinical teacher/preceptor is of the opinion that a student should be withdrawn from professional practice experience the following actions are required:

- The clinical teacher/preceptor will inform the student of the reasons for their withdrawal from clinical placement; notifying the Professional Practice Unit of Study Coordinator as soon as possible.
- The clinical teacher/preceptor will complete the 'Notification of At Risk of Failure' form (see Appendix B). Signatures are required from the student and clinical teacher/preceptor;
- The student should be advised by the clinical teacher/preceptor that he/she can also submit a written statement for consideration by the Professional Practice Unit of Study Coordinator. The student can opt to privately lodge this statement with the Professional Practice Unit of Study Coordinator via the email address provided in the Unit Guide. The clinical teacher/preceptor will inform the Professional Practice Unit of Study Coordinator of the requirement to withdraw the student from the allocated clinical placement as soon as possible (or by the next working day). The completed 'Notification of At Risk of Failure' form also needs to be lodged with the Professional Practice Unit of Study Coordinator;
- The Professional Practice Unit of Study Coordinator will arrange a meeting with the student to discuss the decision and offer counselling if required. Upon consultation with all involved parties, the Professional Practice Unit of Study Coordinator will determine if the student performance issue is redeemable via the instigation of a 'Professional Practice Review Learning Contract' (see Professional Practice Guideline 3.6.2) with the student returned to clinical venue and / or nursing skills laboratory to complete the learning requirements as is appropriate. If the student performance issue is severe and not redeemable via the allocation of learning requirements then a fail grade will be awarded for the clinical unit of study;
- The Professional Practice Unit of Study Coordinator will ensure that a copy of the completed 'Notification of At Risk of Failure' form is lodged on the MC Learning data base;
- See Appendix D: Management of student performance issues process map.

### **3.7 Completion of Clinical Practicum**

#### **Nursing Students:**

All clinical units are assessed using the Professional Practice Performance Appraisal Tool. Completion of stipulated hours, 100% attendance on placement and a satisfactory assessment rating in combination with other unit hurdle requirements (ie. reflective journals) will result in a Satisfactory grade for the clinical unit.

In some clinical unit of studies there are additional hurdle assessment requirements which are essential for students to undertake if they intend to complete the enrolled unit of study. All required unit of study assessments will be outlined in the Unit of Study Guide available on the relevant VU Collaborate site.

#### **Midwifery students:**

All professional practice units are assessed using the MCAT. Completion of stipulated hours, 100% attendance on placement and a satisfactory assessment rating in combination with other unit hurdle requirements (ie. reflective journals) will result in a Satisfactory grade for the clinical unit.

## Appendix A: Annual Student Declaration Form

Page 1 of 2

### Nursing & Midwifery

#### Annual Student Declaration Form

I, (please print full name)..... Student ID.....

Understand that:

- clinical learning is a compulsory part of the nursing and midwifery courses.
  - completion of all of the professional practice learning requirements of my course are essential if I intend to progress in my course and achieve the overall requirements for my Certificate of Completion.
  - I am required to enrol in professional practice experience units of study in the relevant academic semesters over the duration of my course.
  - the practicum attendance requirements of each clinical unit of study may not fall within the University academic calendar weeks.
  - I will be allocated to clinical placements which may require me to, at times, engage in clinical learning during semester breaks including midyear and during the summer period.
  - I should not finalise arrangements for holidays or events until final clinical allocations for the enrolled unit of study have been issued from the Clinical Learning Office.
  - if I choose to proceed with holiday or event bookings against this advice then the University, which includes the Clinical Learning Office, will not be responsible for any loss that I may incur because of date clashes with the prior booked events and the final allocations issued by the University.
  - non attendance at an allocated practicum will result in a fail grade being awarded for the clinical unit of study which will impact upon my course progression and course completion timeframes
- **Professional Practice Guidelines:** I understand that the current Professional Practice Guidelines are located within the 'My Clinical Learning' Database (<http://wcf.vu.edu.au/mclearning/>). I will ensure that I have access to this database and before the start of my practicum I will have read all of the Professional Practice Guidelines outlined in the 'Nursing & Midwifery Student Clinical Placement Information Booklet'.
  - **Mandatory documentation:** I understand that I must provide the following mandatory documents each year as outline in clinical rule 2.1:
    - (1) this completed Declaration;
    - (2) a Police Check , and
    - (3) a Working with Children Check
    - (4) immunisation checklist

If I do not provide the 4 mandatory documents as per the clinical rules each year then the University will proceed to withdraw my enrolment in the relevant clinical practicum/professional practice units as I will lack the pre-requisite documentation to engage in that clinical unit of study. I understand that if I am withdrawn from a clinical unit of study that this will impact upon my course progression and course completion timeframes.

- **Change to status of Police Check:** I understand that I must notify the CLO immediately if there is a change of status of my Police Check or Working With Children Check.

- **Immunisations:** I am aware that as a nursing/midwifery student I am at risk of contracting a communicable disease (eg. influenza) through working in close contact with sick and vulnerable patients. I understand that some disease can be prevented through immunisation. I am aware that most health care providers have strict requirements in relation to the immunisation of their staff due to working with sick and **vulnerable** patients. I understand that neither the University nor the health care provider where I am placed will be responsible for any adverse health I may suffer as a result of obtaining the immunisations for my clinical placement. I am aware of the immunisation recommendations for engagement in clinical placements as outlined in the web area of the 'My Clinical Learning' Database (<http://wcf.vu.edu.au/mclearning/>). I understand that if I choose not to undertake these immunisations, or alternatively fail to provide evidence of immunisation to the allocated clinical venue upon request, that I am likely to be withdrawn from clinical placement and therefore will be unable to complete required assessments in order to pass the clinical unit of study that semester.
- **Medication requirements:** I have read and understood the Clinical Rule 2.5.6 – 'Medication Management' – regarding the limitations and responsibilities of the student nurse for the storage and administration of medications.
- **Confidentiality:** I declare that I understand my responsibilities with regard to the privacy and protection of personal information of the people for whom I care during my clinical placement experience as outlined in Clinical Rule 2.5.4. I am also aware of my requirement to adhere to the confidentiality policies and procedures of the health care venue / provider to which I will be allocated and will undertake my clinical practice as an undergraduate student.
- **Fitness for Practice:** I have read and understood Clinical Rule 2.5.11 - 'Fitness to Undertake Professional Practice Requirements'. I am aware of and understand my ongoing obligation to report any physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that may impair my ability to undertake professional practice. If I develop a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence); or if a pre-existing impairment or condition re-emerges at any time after making this Declaration, I will inform the Professional Practice Unit of Study Coordinator (or Year Coordinator/Professional Practice Leader) in writing as soon as possible. I understand that I may need to provide further documentation to the Coordinator – such as medical clearance. I understand that the University will only use my medical information for purposes directly related to the administration of my progress in the course.

**I declare that I am (Tick One):**

- Fit For Clinical Practice
- **NOT** Fit For Clinical Practice

**NOTE:** When a student declares themselves to be 'NOT fit for clinical practice' then they become ineligible for clinical allocation and will be withdrawn from the appropriate clinical unit /s of study for that semester. Once a student declares on the ' Student Declaration Form' that he/ she is not fit to practice; then the student will need to later submit documentary evidence provided from a Medical Practitioner to declare that he / she is once again 'fit for clinical practice'. The Clinical Learning Office staff will ensure that the appropriate Clinical Unit Coordinator receives this documentation, once submitted by the student, to ensure that clinical unit of study enrolment can be appropriately adjusted for future semesters.

I understand that my failure to comply with the above mentioned requirements will commit the University to proceedings to either activate the withdrawal of my enrolment or generate a 'fail' result for the relevant clinical practicum subjects. I understand that if I fail, or I am withdrawn from - a clinical unit of study - this will impact upon my course progression and course completion timeframes.

Student Signature:.....

Date:.....

Full Name in print:.....

**Office use only:**

Date received: .....Received by: .....

**Nursing & Midwifery**  
**Notification of At Risk of Failure Form**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date Student notified 'At Risk of Failure': \_\_\_\_\_

Clinical Venue: \_\_\_\_\_

Unit of Study Name & Code \_\_\_\_\_

**Reason for 'At Risk of Failure' Notification (Tick relevant box):**

- 1.  **Identified Student Performance issue** (see Clinical Rule 3.6.1 & Rule 3.6.2) requiring instigation of a Clinical Review Learning Contract in consultation with the unit of study Professional Practice Unit of Study Coordinator.
- 2.  **Unsafe Student Clinical Practice** (see Clinical Rule 3.6.3 & Rule 3.6.4) – requiring removal from allocated clinical practicum on (insert date) \_\_ / \_\_ / \_\_ pending further investigation by the unit of study Professional Practice Unit of Study Coordinator.

**Clinical Preceptor/Teacher Report:**

The Clinical Preceptor/Teacher is required to:

1. Identify the ANMC Competency / Competencies that the student has not achieved
2. Describe a situation (evidence) to explain why the student has not achieved the relevant competency/competencies (additional space provided on page 2 of this form if required)

**NURSING STUDENTS ONLY:**

ANMC Competency	Evidence that ANMC competency not achieved
Professional Practice	
Provision & Coordination of Care	
Collaborative & Therapeutic Practice	
Critical Thinking & Analysis	

**MIDWIFERY STUDENTS ONLY:**

ANMC Competency	Evidence that ANMC competency not achieved
Legal & Professional Practice	
Midwifery Knowledge & Practice	
Midwifery as Primary Health Care	
Reflective & Ethical Practice	

Clinical Preceptor/Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Outcome – to be completed by Professional Practice Unit of Study Coordinator (tick relevant):**

Clinical Review Learning Contract instigated:  Withdrawal from Clinical:  Fail Grade Awarded:

Professional Practice Unit of Study Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

<b>ANMC Competency</b>	<b>Evidence that ANMC competency not achieved</b>

Nursing & Midwifery

**Professional Practice Review Learning Contract Form**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Clinical Venue: \_\_\_\_\_

Unit of Study Name & Code \_\_\_\_\_

**Section 1: Evidence of clinical performance knowledge / skill deficits:**

*Note: Evidence of clinical performance knowledge / skill deficits can be adequately acknowledged here by attaching a copy of the completed 'Notification of At Risk of Failure Form'*

**NURSING STUDENTS ONLY:**

ANMC Competency	Evidence that ANMC competency not achieved
Professional Practice	
Provision & Coordination of Care	
Collaborative & Therapeutic Practice	
Critical Thinking & Analysis	

**MIDWIFERY STUDENTS ONLY:**

ANMC Competency	Evidence that ANMC competency not achieved
Legal & Professional Practice	
Midwifery Knowledge & Practice	
Midwifery as Primary Health Care	
Reflective & Ethical Practice	

**Section 2: Clinical Review Learning Contract Confirmation:**

**Student Declaration: I, agree to undertake the requirements outlined in section 4 of this Clinical Review Learning Contract within the stated timeframes.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Preceptor / Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Professional Practice Unit of Study Coordinator \_\_\_\_\_  
Date: \_\_\_\_\_

Copy 1: Student

Copy 2: Professional Practice Unit of Study Coordinator (saved electronically as PDF file to MC Learning database)

**Section 3: Clinical Review Learning Contract Completion:**

**Clinical Preceptor / Teacher Declaration: The learning objective /s outlined in section 4 of this Clinical Review Learning Contract have / have not (circle correct) been achieved within the specified timeframes. The above named student has therefore completed / not completed (circle correct) this learning contract.**

Clinical Preceptor / Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix D: Management of Clinical Student Performance Issues Process Map

