



Bachelor of Nursing Clinical Placement Guide

Autumn 2025

Welcome message from Professor Kathleen Baird, Head of School, School of Nursing and Midwifery

Welcome to the School of Nursing and Midwifery at UTS. Clinical placements are one of the most exciting components of your nursing studies. They provide entry to the real world of practice, the roles and responsibilities of members of the healthcare team, and importantly, the lived experience of patients, clients, consumers and family members.

Depending on your course of study you will complete between 640 hours (accelerated program) and 840 hours (standard program) across a diverse range of healthcare settings. Prior to each placement you will have the opportunity to develop the knowledge and skills required to practice safely within your scope of practice as a nursing student. Time spent in the clinical skills laboratories and participating in simulation-based learning will allow you to learn, reflect on and improve the wide range of technical and non-technical skills needed to prepare for your placements and practice safely and competently.

In your on-campus learning experiences and when on clinical placements, your learning will be informed by the knowledge and skills highlighted in the Patient Safety Competency Framework for Nursing Students. Throughout your degree and in your final year of enrolment, you will be required to provide evidence of having acquired the requisite knowledge and skills listed in the Competency Framework and integral to safe nursing practice.

This Clinical Placement guide provides you with information relevant to undertaking and successfully completing your clinical placements. Please ensure you read this guide carefully and contact the Clinical Practice Unit or your subject coordinator if you have any questions.

Our UTS nursing graduates are known to have the knowledge, skills and professional values required to provide safe, effective and compassionate nursing care. They become clinical leaders, change agents and innovative researchers who have a positive impact on the health outcomes of individuals and communities.

I wish you all the very best with your nursing studies.



Kathleen Baird

Head of School – Nursing & Midwifery

Faculty of Health

University of Technology Sydney

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Clinical Placement at UTS

Work Integrated Learning and Clinical Placement

In Australia, all pre-registration nursing students who undertake an approved course of study must complete a range of Work Integrated Learning (WIL) experiences to gradually expand their scope of practice in preparation to meet the requirements for registration as a Registered Nurse.

Work Integrated Learning in nursing can also be referred to as clinical placement and these experiences are intended to provide students with real life learning opportunities that gives you the opportunity to transfer the theoretical knowledge learned on campus into the real healthcare setting.

The minimum number of clinical placement hours required to be eligible to apply for registration with the Australian Health Practitioners Regulation Agency (Ahpra) is standard Entry 800 hours and Accelerated Entry 600 hours. Additional hours are completed to take into consideration national and regional public holidays that occur each year over the course of the student's degree.

Clinical Placements occur during the non-teaching weeks at the end of each session and in the summer session. Students may be enrolled in subjects across the Autumn and Spring Session. Please see the [UTS Academic Handbook](#) for session dates.

Standard Entry Code	Subject Name	Duration	Hours
93206	Introduction to clinical placement	3 weeks	120
93208	Clinical Practice 2A	2 weeks	80
93209	Nursing care of the older person	2 weeks	80
93213	Fundamentals of Mental Health Nursing	2 weeks	80
93211	Clinical Practice 2B	2 weeks	80
93216	Clinical Practice 3A	4 weeks	160
93219	Transition to professional practice	6 weeks	240
Accelerated Entry Code	Subject Name	Duration	Hours
93222	Clinical Practice 2A	2 weeks	80
93227	Fundamentals of Mental Health Nursing	2 weeks	80
93225	Clinical Practice 2B	2 weeks	80
93229	Clinical Practice 3A	4 weeks	160
93219	Transition to professional practice	6 weeks	240

Student Responsibility

The UTS School of Nursing and Midwifery holds a responsibility to direct the student to the relevant information for clinical placement during their studies, it is the student's responsibility to adhere to policy, notify, and seek clarification from School of Nursing and Midwifery (SoNM) staff about any issues that arise.

Privacy Notice

The Faculty of Health collects personal information provided by students as part of their enrolment at UTS, including their contact and study details. Additional information that will be required from a third party includes Police Checks, Vaccination Records and Working with Children's Checks. You may also be required to submit other supporting documentation. UTS will also collect information from the placement providers about your performance, progress and outcomes of participation in placements, including any misconduct matters.

To enable UTS to provide clinical placements, personal information, including student ID, name, year of birth, gender, and study discipline, will be entered by UTS into the NSW Health placement system (ClinConnect) which is managed by NSW Health. Additional information will be entered by students directly into that system, including details relating to immunisations and criminal record checks. This information, as well as verification details, will be transferred from ClinConnect to UTS for our clinical system (MyPlacement) so that UTS can manage your placement. Matters related to your participation and performance during placements may also be discussed by relevant UTS and healthcare staff.

UTS will not disclose personal information further to the above, unless required or permitted by law. UTS will abide by mandatory reporting obligations under the Health Practitioners Regulation National Law Act 2009 (NSW).

Information will be retained by UTS securely in line with the minimum retention requirements of the State Records Act 1998 (NSW).

For access or correction of your personal information [UTS Student Centre](#)

1300 ASK UTS (1300 275 887)
+61 2 9514 1222 (outside Australia)
Monday to Friday, 9am - 5pm

Clinical Placement Staff

UTS Clinical Liaison Team

The Clinical Liaison Team (CLT) plays a crucial role in ensuring a quality clinical placement experience for all UTS Bachelor of Nursing students. The team is responsible for the coordination and education of the clinical facilitation workforce, provides student support and liaises with the clinical practice unit, academics, and external clinical placement providers to ensure successful clinical placement outcomes for students.

The team comprises:

Lucy Rosenberg, Lecturer –Clinical Academic Lead

Manager.clinicalliaison@uts.edu.au

Senior Clinical Liaison Coordinator

CLT@uts.edu.au

Please contact the Clinical Liaison Team <mailto:CLT@UTS.edu.au> if you have any concerns during clinical placement.

The Clinical Practice Unit (CPU)

The Clinical Practice Unit (CPU) are responsible for the coordination, allocation, and management of clinical placements. They work collaboratively with students, facilitators, and academic staff, the NSW Ministry of Health, Local Health Districts, private health facilities, other education institutions, and governing bodies. CPU fulfils a vital role in assisting students in meeting compliance requirements for clinical placement.

If you have an inquiry about your placement, contact the CPU in the first instance. The CPU will direct your inquiry to the most appropriate person. You can expect to receive a response within two (2) business days.

Location: Level 6, Building 10

Hours: Monday to Friday 0900 – 16:30

Email – Health.Clinical.Practice@uts.edu.au

Phone +61 2 9514 5122

Communication regarding Clinical Placement

UTS Email

All enrolled students are issued with a [UTS email account](#) that is used as the primary form of official communication from the university. It is essential that all students activate their UTS email accounts and check for official university information on a regular basis (at least twice a week).

When sending emails:

- Be specific, concise and informative
- Be courteous, professional and use the correct English Grammar
- Include your Student ID, full name, contact number
- Include the subject or subject that you are enrolled in
- Always use your UTS email account as emails sent from web-based email accounts will not be responded to.

For an outline of the appropriate use and access of UTS email accounts, see the [Provision and Acceptable Use of IT Resources Policy](#) and [UTS Student Rule 2.3 Communication](#).

MyPlacement – Sonia

[MyPlacement \(Sonia\)](#) is a web-based platform designed to facilitate the allocation of students into clinical placements. It serves as a centralised system where students can access information regarding their placement allocations and related details.

To access MyPlacement (Sonia), students log in using their UTS (University of Technology Sydney) login credentials. Through this platform, students can view placement information, including placement location, dates, and any specific requirements or instructions provided by the placement provider or university faculty.

Additionally, MyPlacement (**Sonia**) serves as a storage space for compliance records, clinical documentations such as pre-clinical worksheets and Clinical Assessment Forms (CAFs), communication records, and other essential information and documentation relevant to the student's clinical placement.



Clinical Placement – Behavioural expectations, UTS policies and Professional Standards

Standards and codes for professional practice

During your clinical placement, you will be assessed against the published industry codes which include the professional standards and codes of practice for nursing.

You will learn about these in your studies; however you are also expected to familiarise yourself with these expectations in preparation for your clinical placements.

- [NMBA Registered Nurse Standards for Practice](#)
- [NMBA Code of Conduct for Nurses in Australia](#)
- [UTS Bachelor of Nursing Inherent Requirement Statement](#)
- [International Council of Nurses Code of Ethics for Nurses](#)
- [NSW Health Code of Conduct](#)

UTS University Rules

All clinical placements are managed under the UTS [Internships Management Policy](#) and students must comply and act in accordance with the:

- [Student Rules](#)
- [Student Rights and Responsibilities Policy](#)
- [Equity, Inclusion and Respect Policy](#)

School of Nursing and Midwifery – Clinical Placement Procedures and Protocols

The procedures and protocols provide the requirements for Bachelor of Nursing students participating in a University-approved clinical placement. They apply to all undergraduate students enrolled in C1022 Bachelor of Nursing; Standard Entry or Accelerated program; and should be read in conjunction with the Course Subject Information; Bachelor of Nursing Clinical Placement Guide (available on MyPlacement) and the [UTS Internships Management Policy](#).

Compliance and Verification

Students are required to be fully compliant throughout their degree. This is to ensure the safety of themselves and those they care for.

Students are strongly encouraged to make an appointment with the [UTS Health Service](#) to discuss your vaccination and immunisation status. The UTS Health Service is aware of the complexities of placement requirements and has pathology collection services and vaccinations available on site.

The Clinical Practice Unit assists students to ensure they supply the correct compliance documentation as per the NSW Health Policy Directives and UTS requirements.

For information regarding Clinical Compliance, visit this link: [Clinical Compliance](#).



Students should review their subject outline for information regarding compliance.

Note: Failure to meet compliance and verification requirements may lead to cancellation of the clinical placement and put students at risk of failure in the subject.

Students with a disability

The SoNM supports the rights of all people who wish to pursue a nursing course to achieve their career objectives. The SoNM is committed to making reasonable adjustments to teaching and learning, assessment, clinical practice and other activities to address the impact of students' disabilities so that they are able to participate in their course.



Students should disclose to their faculty any matter that may affect their ability to undertake a clinical placement as soon as it becomes known. Students are responsible for disclosing any known risks to their safety or the safety of others.

Types of disability may include but are not limited to:

- Autism Spectrum Disorder (ASD)
- Learning disabilities e.g. auditory processing disorders, dyslexia
- Mobility impairments e.g. paraplegia, quadriplegia, cerebral palsy
- Chronic medical conditions e.g. arthritis, diabetes
- Mental Health Conditions
- Acquired Brain Injury
- Vision-impairment
- Hearing Impairment

Students who have identified impairments that may affect their ability to complete their placement and potentially place the public at risk are directed to register with [Accessibility Services](#) at UTS. They will be assigned an Accessibility Consultant who will liaise with the [Academic Liaison Officer](#) (ALO) in the Faculty to identify risks and reasonable adjustments that may be needed.

UTS BN Inherent Requirements

Inherent requirements are the essential academic (theory) and clinical capabilities, knowledge and skills required to achieve the core learning outcomes of the Bachelor of Nursing. The [UTS Bachelor of Nursing Inherent Requirements Statement](#) outlines the six Inherent Requirements which specify the course requirements for student admission and progression.

The six Inherent Requirements are:

1. Legal and Behavioural Requirements
2. Communication Tasks: Verbal, Written and Non-Verbal
3. Cognitive Tasks: Literacy, Knowledge and Information
4. Sensory Tasks: Visual, Auditory, Tactile
5. Physical Tasks: Gross Motor Tasks, Fine Motor Tasks
6. Sustainable Performance

When you are in the clinical laboratories or out on your clinical placement, you will be expected to engage in the same situations and tasks that a Registered Nurse does. Some will need specific physical, mental skills and abilities.

You might need to:

- Control your emotions in emergency situations or during patient suffering
- Undertake calculations to administer drugs correctly
- Act quickly and follow instructions for patient care.
- Engage in physical tasks such as lifting, carrying, transferring, pushing, pulling standing, twisting, bending, and moving in restricted spaces.
- Be proficient in English to speak clearly with patients and staff



Please read the [Inherent Requirement statement](#), and consider if you might experience challenges in successfully completing any component of your course. If you are concerned about your ability to meet the Inherent Requirements, you should:

- Document this on the UTS Inherent Requirement Student Declaration form on MyPlacement each session
- Contact the Academic Liaison Officer at Health.alo@uts.edu.au
- Register with the UTS Accessibility Service at 9514 1177 or at accessibility@uts.edu.au

The ALO and UTS Accessibility service can assist you in identifying if any reasonable adjustments can be made to support you in completing your clinical placements.

For further information refer to Section 4: Student Responsibilities in the [UTS Internship Management Policy](#)

Fitness for Practice (FFP)

Students must demonstrate fitness for practice to ensure they can fulfill the requirements of the clinical placement. UTS has a responsibility to ensure students have the physical and mental capacity to carry out the inherent requirements and job demands of a Registered Nurse. Students are required to:

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others including ensuring their acts and omissions don't adversely affect others health and safety
- Comply with any reasonable instructions, policies and procedure given by the UTS and/or the facility

Some examples of a student that is not fit for practice may include but are not exclusive to:

- Poor Mental or physical health or physical impairment that interferes with the student's ability to practice safely.
- Inability to sustainably complete placement over the required duration due to mental or physical health.
- Requirement to take medication which may impair students' cognition, responsiveness, communication, or decision making
- Requirement for a medical support aid or strategies to reduce physical impairment

It is the responsibility of the student to disclose to UTS any condition that may impact their ability to practice safely and effectively. A Fitness for Practice (FFP) certificate may be requested when a student is impacted by a health concern that could either prevent them from attending or fulfilling the requirements of a clinical placement or has the potential to impact their own or other people's safety or well-being during clinical placements.



An officer of the university may request you to provide evidence from a registered medical practitioner that states you are fit to attend clinical placement with no restrictions. If requested, this form must be received and approved prior to attending or being allocated to any further clinical placements.

Please note, there are no placements that can support a student on light or restricted duties.

Student Requiring Medication on Clinical Placement

Students who need to take prescribed medication for a health condition during their clinical placements must not carry the medication on their person. Instead, they must keep it in a locked cupboard and carry a script or a letter from their treating authorised medical practitioner. If access to a locked cupboard is unavailable, students should seek assistance from their clinical facilitator, who will arrange a suitable alternative for storing the medication securely.

NB: If you are found to be under the influence of personal medication that impacts on your cognition, responsiveness, communication, or decision making you will be asked to leave the healthcare facility which may put students at risk of failure in the subject.

Extended absence from Clinical Placement - Clinical Reconnect

The Clinical Reconnect Assessment is a structured laboratory assessment of core skills relevant to previously completed clinical subjects and is designed to ensure you can practice safely in laboratories and during clinical placement. Clinical Reconnect is a hurdle requirement in all clinical subjects, meaning you must pass the assessment if you meet eligibility requirements.



Nursing students who have not satisfactorily completed a clinical placement within three (3) academic sessions (Spring and Autumn) **MUST** undertake a **Clinical Reconnect Assessment**.

Process:

- Students must contact their clinical subject coordinator as early as possible and email Manager.ClinicalLiaison@uts.edu.au to arrange the assessment.
- Students will be allocated a Clinical Reconnect Assessment activity and will have TWO attempts to pass this.
- Students enrolling in two (2) or more clinical subjects must successfully complete one (1) Clinical Reconnect Assessment.
- Students will be enrolled in a Clinical Reconnect Activity on MyPlacement where they will receive preparatory materials and guidance on the assessment process and content.
- The assessment will be undertaken prior to census date wherever possible. Student who do not pass the first attempt will be offered a second attempt within two-three (2-3) weeks.
- Students who do not pass the first and second attempts will not meet the Hurdle Requirement for the clinical subject(s) and they will progress to a Fail X for their enrolled clinical subject(s). These students will be referred to the Course Director who can advise them on their program of study.
- Students who do not attend clinical placement in the same session as their clinical reconnect assessment will be required to repeat the assessment prior to being allocated in another placement session.

Change of Personal Details (name or gender)

Students can change their preferred name, official name, gender and other personal details by submitting [Change of Student Details Form](#) to Student Admin.

Students who wish to change their preferred name must note that their preferred given name will not be included on any formal academic documents or on clinical placement documents.

Students who wish to update their UT Nursing name badge with a preferred name must first submit the Change of Student Details Form.

Use of Mobile Phones

The use of mobile phones during clinical care is perceived as unprofessional, even if students are accessing clinical-related material. It is advised to utilise the facilities electronic resources, such as CiAP for evidence-based information during clinical placement.

Storage During Clinical Placement: Mobile phones should be stored in bags, not carried personally.

Usage During Breaks: Allowed during designated meal breaks only.

Recording and Photography: Strictly prohibited to record conversations or take photos with phones

Personal Contact Information: Do not share contact details with patients/clients.

Social Media Policy

Students must adhere to [UTS Student Rules](#) and local facility social media policies when on placement. Utilising social media or building content for social media is prohibited whilst on placement, students must not post personal comments that identify or be identified by UTS uniform or discuss any component of your clinical placement site.

Making comments or remarks about patients that have been treated in a health facility may contravene patient confidentiality. Making comments or remarks about patients that have been treated in the health facility may also breach the [NSW Health Code of Conduct](#).

All social media platforms may include and not exclusive to blogs, podcasts, video and audio sharing sites, online groups and social networking sites such as Facebook, Twitter, YouTube, LinkedIn, Instagram, TikTok, WeChat, Tinder and WhatsApp.

Student Misconduct

Student misconduct is when a student allegedly breaches a UTS Rule and your actions are considered 'misconduct'. Examples of misconduct during a clinical placement include but are not limited to:

- Discrimination and harassment
- Inappropriate, improper, or dishonest behaviour
- Not complying with a directive issued to you by a university or facility representative.
- Not following established protocols, policies, or procedures of healthcare facility
- Falsely completing medical documentation

If an allegation of misconduct is made, it will be managed according to UTS Student Rules [Section 16: Student Misconduct and Appeals](#)

Exclusion from a Clinical Placement

A student may be excluded from clinical placement in circumstances that include, but are not limited to:

- 1) The student has committed an act of misconduct in relation to the use of facilities and/or participation in an activity or
- 2) The student's behaviour is disrupting, likely to disrupt, or encourages others to disrupt the use of the facilities or participation in the activities by others; or
- 3) There is a threat to the safety of persons or property.

For safety reasons, a member of the Clinical Liaison Team or a facility representative may ask a student to leave the clinical placement immediately. Students who are asked to leave the clinical placement immediately will not be allowed to return to the clinical environment for the remainder of the allocated clinical placement.

The Misconduct and Appeals team will be notified of any student who is excluded from clinical placement for their records. Any student who is excluded from a clinical placement will receive an unsatisfactory result on the ANSAT.

Students will be asked to attend a meeting with the Clinical Academic Lead, and the subject coordinator to discuss the result. If an unsatisfactory result is upheld, this will result in a fail (X) for the subject.

Examples of circumstances that may lead to exclusion include but are not limited to:

- **Unprofessional Conduct**
 - Engaging in disrespectful or unprofessional behaviour towards peers, patients, staff, or university representatives.
 - Communication with peers, patients' staff or university representatives that is intimidating, aggressive or abusive.
 - Breaching patient confidentiality or privacy
 - Failing to maintain appropriate boundaries with peers, patients, staff, or university representatives.
- **Clinical Errors**
 - Administering medication incorrectly
 - Mishandling medical equipment
 - Providing incorrect information to patients or their families
- **Unsafe Practice**
 - Repeatedly ignoring infection control protocols
 - Repeatedly not following proper hand hygiene
 - Disregarding safety precautions
 - Working outside of the designated scope of practice
 - Being inattentive, lacking clarity in expression or drowsy.
 - Not following the guidance or directives of the facility or university representatives

Please refer to UTS Rules [Section 16.9 Part B Exclusion for facilities and/or participation of activities](#)

Bachelor of Nursing Clinical Committee

The BN Clinical Committee is responsible for reviewing the clinical progress and performance of 'at risk' undergraduate Nursing students to ensure they receive appropriate advice and support.

Committee members include:

- Deputy Head of School, Teaching and Learning
- Head of Discipline, Nursing
- Bachelor of Nursing Course Director
- Bachelor of Nursing, Assistant Course Director
- Lecturer Clinical Academic Lead
- Manager Clinical Administration
- Academic Liaison Officer/s

Mandatory Notification of students to AHPRA

UTS has processes in place to manage students with identified impairments that, in the course of clinical placement, may place the public at risk. These processes include procedures for mandatory reporting where required as per the UTS Policy: [Australian Health Practitioner Regulation Agency Reporting Procedure](#) and the [Mandatory notifications about registered students AHPRA guideline](#).

UTS is obliged under the [Health Practitioner Regulation National Law 2023 \(NSW\)](#) to report the impairment of a student where that impairment may place the public at substantial risk of harm.

Students with identified impairments will be discussed in the SoNM Clinical Placement Meeting and a decision made as to whether to report to the UTS Australian Health Practitioner Regulation Agency Notification Panel (See Appendix 1 of [Australian Health Practitioner Regulation Agency \(AHPRA\) Reporting Procedures - UTS Policy](#)). The panel will consider the evidence and decide with regard to the existence of an impairment that may place the public at risk of substantial harm.



Clinical Placement – Allocation Guidelines

Clinical Placement Allocations

Availability: Students must be available for all clinical blocks as indicated on the [Work Integrated Learning Calendar](#). Placements can be scheduled at any time in any of the relevant clinical blocks or clinical completion blocks.

Allocation: Clinical placements are allocated based on student enrolment in specific subjects. Students are not to arrange their own placements or communicate directly with clinical facilities regarding placement allocation.

Location: The Clinical Practice Unit (CPU) aims to place students in public or private healthcare facilities within a **90-minute** radius of their home address, typically in the Sydney Metro area.

Swapping Placement: There are possibilities to swap placements with other students during the “swap window”. CPU will notify students of the swap window via email. No swaps will occur outside of the ‘swap window’.

Rural/Regional Placements: From the second year (standard entry), students can apply for rural or regional placements which are subject to availability and are not guaranteed. CPU will provide information via email relating to these placements.

Placement Preferencing: A range of clinical placements are offered through submission of an expression of interest (EOI). These opportunities span first, second and third year and information relating to the EOI opportunities is provided by CPU via email.

Timetable clash



If you are studying a double degree, repeating subjects, or enrolling in summer session, you must complete the ‘**Timetable Clash Form**’ to avoid clashes with clinical placements.

These forms will be available before the start of each session and students will be notified of this via email.

NB: Failure to comply with this directive may result in an Unsatisfactory Clinical Placement if you do not attend clinical placement due to a timetable clash.

Clinical Placement – Exemption Request

Students may have special circumstances which could impact on their ability to attend a clinical placement on certain date/s. This could include:

- Cultural or religious events,
- Athletic or performance commitments,
- Significant one-off events like weddings or ceremonies.
- Conflict of interest in certain healthcare facilities including:
 - o Personal employment or volunteer work in healthcare setting
 - o Family or friend employment in a healthcare setting
 - o Previous admission or treatment in a healthcare setting

Reasons such as holidays, work commitments or transportation difficulties are not applicable.

If you believe you have special circumstances and would like to apply for a Clinical Placement Exemption Request, you must complete the “Clinical Placement Exemption Request Form” when released by the CPU.

Each session, CPU will notify students by email when the form is released.

When completing the form, students must:

- Clearly specify the details of your request (Shifts, dates etc)
- Upload supporting evidence

Submissions after the indicated deadline will not be considered, and exemptions are not guaranteed.

NB: Clinical Placement – Exemption Requests do not apply to students with accessibility requirements or carer commitments. If you have accessibility requirements or are a carer, you must register [with UTS: Accessibility Service](#) or their [Academic Liaison Officer](#) for placement accommodations.

Deferring Clinical Placement

To request a clinical placement deferral, students must email [Lecturer: Clinical Academic Lead](#) and provide detailed information relating to the request. Deferrals will only be approved under exceptional circumstances including illness, accidents, temporary disability, bereavement, or other compassionate circumstances. You will be required to supply supporting documentation.

Approved deferrals are rescheduled by the CPU based on availability, which may affect your course timeline.

NB: All clinical placements must be completed within two (2) academic sessions (Autumn/Spring) of completing the theoretical component of the subject. See the Subject Outline for more information.

Pregnancy

Pregnancy does not preclude a student from attending a placement, however, some clinical environments may be potentially harmful to the developing foetus, for example, when there is potential for exposure to infectious diseases, radiation, cytotoxic drugs or anaesthetic gases.

Pregnancy is also a contraindication to receiving ‘live’ vaccines, which may prevent a student from meeting their pre-placement requirements.



Students who are pregnant **must** contact the [Clinical Practice Unit](#) and the [Academic Liaison Officer](#) via email as soon as they are aware of their pregnancy.

Please provide the following documentation:

- Medical Certificate from health care provider/midwife stating expected date of birth.
- Current health status

If at any time your condition changes or you have been deemed to have a high-risk pregnancy, you must contact the [Lecturer: Clinical Academic Lead](#) for appropriate risk management and to

determine the suitability of potential placements.

Breastfeeding and Lactation breaks

UTS recognises the rights of people to continue to take lactation breaks to breastfeed or express during a clinical placement period. UTS will support students in accommodating reasonable requests to take lactation breaks during clinical placement.



Students who require lactation breaks during clinical placement must contact the [Clinical Liaison Team](#) prior to placement so reasonable accommodations can be made with the healthcare facility.

Clinical hours for Ahpra Registration

To meet AHPRA Registration requirements, standard entry students are required to complete 800 hours of clinical placement and accelerated entry students are required to complete 600 hours of clinical placement in an approved program of study.

Completed clinical placement hours in a subject where the student receives a PASS grade or higher will be counted towards the total hours for Ahpra.

NB: If you do not pass the clinical subject overall, any hours completed for the failed subject will not be counted towards your total clinical hours.

Rural and remote placements

Rural and remote placements may be available to 2nd and 3rd year students following submission of an Expression of Interest application. CPU will email students with further information when Rural and remote placements Expressions of Interest are open.

Before submitting an Expression of Interest for a rural and remote placement, please consider the cost of travel and accommodation etc., because once these placements have been allocated, they cannot be cancelled without evidence of significant extenuating circumstances.

Clinical placement shifts

Shift Pattern: Clinical Placements typically require 40 hours per week, excluding breaks. Students may have Monday-Friday shifts or 10-12 hours shifts, receiving rosters two weeks in advance.

Shift Length: Shifts vary by facility, with AM shifts starting as early as 6.30am and PM shifts ending by 11.00pm. Check MyPlacement for exact times.

Rotating Roster: Students may be allocated to a 7-day rotating roster program including weekends and nights.

Students who require specific shifts or who cannot complete a roster must contact the [Academic Liaison Officer](#) (for carer responsibilities or pregnancy) or [Accessibility Service](#) (for students living with disability or ongoing medical or a mental health condition).

Students must have a minimum 8-hour break between clinical placement shifts and are not to attend placement for more than 12 hours per day.

Paid employment during clinical placement

Students are required to prioritise clinical placements and are encouraged not to undertake paid employment while on clinical placement. Additional hours of work can cause fatigue, which potentially leads to unsafe practice.

A minimum 10-hour break between paid employment and clinical placement shifts is mandatory. If you are found to be drowsy and unable to concentrate during your shift, you will be asked to leave placement.



Clinical Placement – Preparation for Placement

Attending your first clinical placement can be stressful so familiarity with the following information is crucial. Clinical placements are an assessment item so read the information in the subject outline prior to placement commencing.

UTS Uniform requirements

Safety and Professionalism: Mandatory adherence to UTS Nursing Uniform Policy is required to meet [NSW Health Infection Prevention and Control Policy](#) and the [UTS Health, Safety and Wellbeing Policy](#).

Laboratories and Clinical Placement: Full UTS uniform is required when attending laboratory and simulation sessions and during clinical placement. Students must not wear UTS uniform in public other than to travel to or from placement.

Restrictions: Wearing parts of NSW Health or Private facility uniforms to campus or clinical placement is prohibited. See [Appendix 1](#) for other restrictions to uniform.

Bare Below the Elbows: Students must be bare below the elbow when undertaking clinical procedures and students must be able to perform adequate hand hygiene. See [Infection Practice Control Handbook \(2020\)](#).

Please see [Appendix 1](#) for UTS Nursing Uniform Policy

Culturally appropriate uniforms: UTS is proud to be culturally diverse and we promote a respectful and harmonious culture. During clinical placement, all students must adhere to a range of policies that keeps themselves and those they care for safe.

- A black hijab/ headscarf/ jilbab may be worn – it must be of a light-weight fabric, tucked and fixed in place.
 - o Burqas, khimar, shayla, al-amira, chador and niqab are not permitted.
 - o Long skirts or extremely loose-fitting pants are not permitted.
- Black or skin coloured arm coverings that are to be pulled up and fastened above the elbows in all clinical settings as per the infection control guideline: 'Bare below the elbows'.
- A black patka/ keski may be worn; however, a full turban is not permitted.

NB: If, for religious or cultural reasons, you wish to dress outside of this uniform policy, contact the Lecturer: Clinical Academic Lead to discuss your needs. Your request will be considered with regards to the ability to comply with relevant policies.

Non-Compliance with UTS Uniform Policy: This is considered a breach of a directive from the University and healthcare facility and can lead to the implementation of a Learning Support Plan or exclusion from the clinical placement.

Student identification during clinical placement

You are required to wear photographic ID at all times at chest height. ID Card holders can be purchased for approximately \$8. [Student Identity Cards](#) are issued through the Student Centre. If you lose your card, you will not be able to attend your clinical placement until it is reissued for which there is a replacement fee.

UTS Name badges should be carried with you when on placement. Most facilities require you to wear one at chest height, however there are some that will request you to remove it. Name badges are available from CPU on Level 6 of Building 10. The first badge is free, and replacements are \$10.



Please ensure you have your photographic ID and UTS name badge ready for Clinical Placement. Failure to have these may result in you being sent home from your placement.

If you would like to change your preferred name on your UTS name badge, please review the information in "[Change of Personal Details](#)"

Preparation for Clinical Communication Skills

Communicating in the clinical environment can be challenging, particularly if English is an additional language. Students are encouraged to utilise the resources on the [Clinically Speaking Canvas](#) site which has resources to support students in communicating with patients and clinical facilitators in a range of scenarios.

These modules are accessible to all students and can be completed at any point throughout the degree.

Pre-Clinical Facility Requirements - Online Learning

Healthcare facilities mandate the completion of online learning modules prior to placement. Requirements for each facility will be detailed MyPlacement.

Online orientation and learning activities, where applicable, must be completed prior to the commencement of clinical placement. Failure to complete online learning requirements in the cancellation or temporary suspension from clinical placement. Students suspended from clinical placement to complete learning modules will have hours deducted from their total placement hour.

Healthcare facilities retain the right to terminate placements for unprepared students. If a placement is terminated by the healthcare facility, you are at risk of being made unsatisfactory for the clinical placement.



Clinical Placement – On Placement

Pre-Clinical Preparation Worksheet

You are required to complete a Pre-Clinical Worksheet available on MyPlacement. Completion of this worksheet is mandatory and will be reviewed by your Clinical Facilitator. This worksheet asks a series of questions related to your preparation for clinical placement and encourages you to set SMART Goals for the placement.

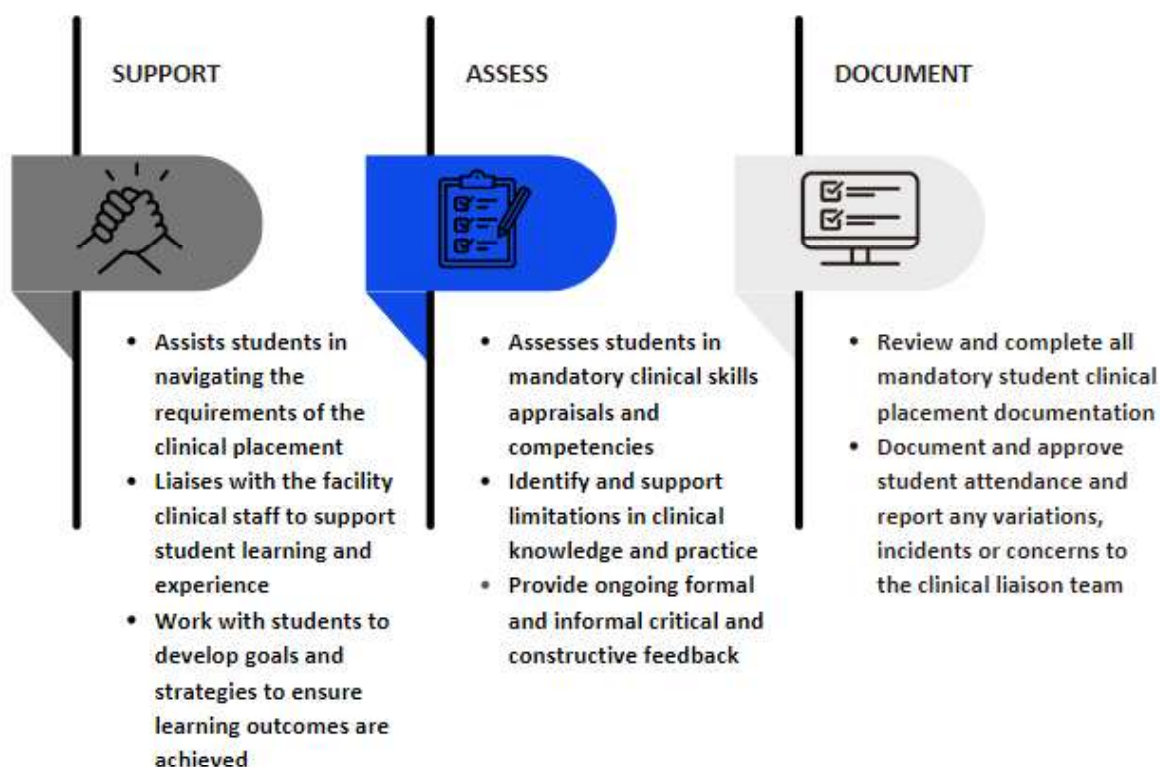
Whilst completing your pre-clinical worksheet, review the learning objectives for the clinical subject and, at the beginning of your placement, discuss them with your clinical facilitator. Your learning objectives are listed in your subject outline available on Canvas.

The Clinical Facilitator

Clinical facilitators are experienced Registered Nurses (RN) with current clinical experience.

Your Clinical Facilitator will observe you working on the ward and will typically visit you 2-3 times per shift, during your shift they may ask you to;

- Demonstrate use of a shift planner
- Provide ISBAR handover
- Conduct an A-H assessment on your patient
- Complete a medication round
- Discuss your nursing rationale for care provided to your patient



UTS models of clinical facilitation

Standard Facilitation:

- A clinical facilitator works with a group of 8-10 students.
- In larger facilities, the facilitator is onsite throughout the shift.
- In smaller facilities, students may be spread across 2-3 facilities.
- Students work under the supervision of a buddy RN.

Onsite Facilitation:

- The clinical facilitator is employed by the healthcare facility.
- The clinical facilitator may work with 1 – 10 students and is onsite throughout the shift.
- Students work under the supervision of a buddy RN.

Rural Facilitation:

- Students are often 'buddied' with an RN who takes on the role of supervision, teaching, and assessment.
- A clinical facilitator provides remote support, typically via telephone.

Supervision on Clinical Placement

While clinical placement aims to support students in becoming Registered Nurses, it's preferred that student supervision is carried out by a Registered Nurse (RN). However, there are instances where supervision may be delegated to an Enrolled Nurse (EN). Despite the EN providing immediate supervision, it's expected that an RN is available within the healthcare facility and holds overarching responsibility for the student on placement. Direct supervision and input from an RN are necessary for tasks such as medication administration, complex procedures, and completion of ANSAT/clinical skills appraisals and competencies where applicable.

Pre-Clinical Contact by Clinical Facilitator

UTS clinical facilitators will call, SMS (text) or email you one to two weeks prior to the commencement of your clinical placement. Ensure your mobile number is up to date in 'My Student Admin' online and that your mobile number is listed as your preferred contact. Your clinical facilitator will provide you with essential information relating to your placement. Please reply to your clinical facilitator acknowledging you have understood their instructions.



You must reply to your clinical facilitator confirming your intention to attend clinical placement.

Clinical Facilitators employed by private healthcare facilities may not contact you before your placement. Please review MyPlacement for further details about your placement and contact the Clinical Practice Unit if you have questions.

First day of Clinical placement

On day one of each placement, you will present at the specified time and meeting place, this time may differ from your normal shift time. Students are to review MyPlacement carefully prior to clinical placement for day one orientation instructions, eLearning requirements and meeting points. Instructions are different for each facility.



Please note that your first day orientation may be held at a different location or online and you should carefully read Day 1 information on MyPlacement.

Clinical Placement – Breaks

Students are normally allocated to one 30 minute lunch/dinner break and one 15 minute tea break. It is the responsibility of the student to ensure that they take their breaks throughout the shift as negotiated with your buddy RN.

NB: Taking extended breaks is considered unprofessional and may result in a [Learning Support Plan](#).

Scope of practice and learning objectives

Students are required to always practice safely under the direct supervision of a Registered Nurse and within their scope of practice during clinical placement.

The scope of practice refers to the skills, procedures, and actions that you have learned, practiced, and permitted to participate in whilst on placement. Subject outlines for each clinical subject identify the skills relevant to each subject and act as a guide to your scope of practice.



Ensure you have a copy of Scope of Practice document to discuss with your Clinical Facilitator and the RN you are being supervised by. The Scope of Practice document is available on MyPlacement.

If you are asked to undertake an activity that is not within your scope of practice or if you are unsure about a particular skill, seek immediate advice from your clinical facilitator.

NB: Practicing outside of your scope of practice is a safety concern and may result in [exclusion](#) from the clinical placement.

Debriefing during placement

At various times during your placement your facilitator may provide debriefing sessions where you will have opportunities to reflect on and learn from your placement experiences. You will be encouraged to share your experiences and insights openly and honestly during debriefing sessions, while at the same time remaining professional and ensuring patient and staff confidentiality.

Confidentiality and Privacy

Students will have access to patient information and must always, maintain patient confidentiality to comply with privacy legislation and the Nursing and Midwifery Board of Australia Standards for Practice.



You may only access clinical records for the purpose of providing patient care. If students are required to access patient files for the purpose of study, they must first seek approval from the nurse unit manager, their Clinical Facilitator, and the client/patient.

The following are examples of breaches of confidentiality:

- Taking identifiable patient information, including handover sheets, home. (Note - handover sheets are to be disposed of in a confidential documents bin prior to leaving the ward).
- Accessing information that is not relevant to the patient you are allocated to care for, such as accessing results for a self, friend or relative.
- Discussing confidential or sensitive information in an inappropriate or public area.
- Providing patient information over the phone.
- Emailing patient information via public networks (such as internet email) or sharing materials via social media.
- Taking or sharing photos or videos of patients, staff or clinical placement sites.
- Discussing personal details about other students or staff members or sharing personal telephone numbers or other private information.

These confidentiality requirements continue even when a placement is complete.

Breaches in confidentiality are serious. Failure to adhere to confidentiality requirements may result in

- [Exclusion](#) from the clinical placement
- Implementation of a [Learning support Plan](#)
- Referred to UTS for [Student Misconduct](#)
- Investigation by NSW Health and facility-based actions, potentially leading to exclusion from facility or local health district

Documentation in patient records

Students are expected to actively participate in the documentation of patient care. Students must only provide and document care within their scope of practice. It is important to understand the requirements and ensure that all documentation must be co-signed by a Registered Nurse. It is essential to review the local health facility for specific guidelines for report writing.

Documentation in healthcare records must comply with the following:

- Be clear and accurate, legible and in English
- Use approved abbreviations and symbols only
- Be written in dark ink that is legible and difficult to erase and write over
- Time of entry (using a 24-hour clock – hhmm)
- Date of entry (using ddmmyy or ddmmyyyy)

- Signed by the author, including printed name and designation.
 - Nb: Entries by students involved in care and treatment of a patient must be co-signed by the students supervising clinician.
- Entries by different professional groups are integrated ie. there are not separate sections for each professional group.
- Be accurate statements of clinical interactions between the patient / client and their significant others, and the health service relating to assessment; diagnosis; care planning; management / care / treatment/ services provided and response / outcomes; professional advice sought and provided; observation/s taken and results.
- Be sufficiently clear, structured and detailed to enable other members of the health care team to assume care of the patient / client or to provide ongoing service at any time.
- Written in an objective way and not include demeaning or derogatory remarks

For more information, see the NSW Health Policy: [Health Care Records – Documentation and Management](#)

Documentation in Electronic Medical Records (eMR)

Electronic Medical Records are commonly used across public and some private healthcare facilities.



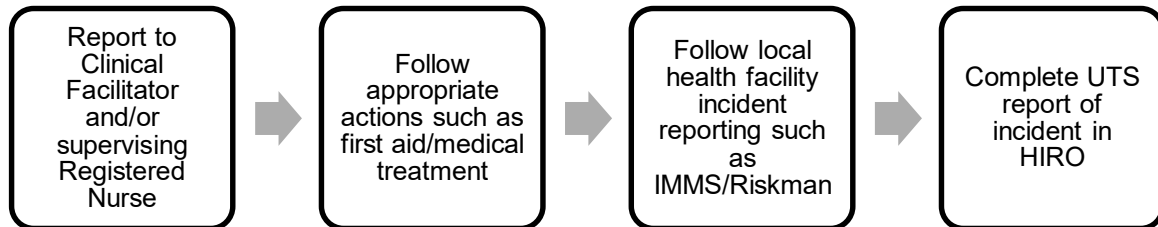
In NSW Health facilities, students must access eMR and document using their StaffLink number identified as a student. Students who have a StaffLink number for paid employment purposes cannot access eMR until they have received approval of student access.

- Student documentation requires review and/or co-signing.
- Student documents appropriate clinical note within the electronic medical record under supervision of staff member.
- Student notifies supervising clinician of documentation awaiting and/or co-signing.
- Some student documentation require co-signing by supervising clinician before the information entered is reliably visible in all sections of eMR for all users.
- Some student entries that do not require co-signing will automatically become a verified/authorised document and a viewable within eMR.

For more information see, NSW Health Policy: Student documentation within Cerner eMR

Accidents/injuries, work related incidents and reporting

Students are required to follow the [Health, Safety and Wellbeing Policy](#) which supports the health, safety and wellbeing management systems in the UTS environment. In the event of an incident such as an illness, injury or an adverse event whilst on clinical placement students are required to:



Failure to follow appropriate policy and procedure may result in an ineligible insurance claim. If an injury sustained by a student raises doubts about the student's ability to continue or attend subsequent clinical placements, they will be referred to the Lecturer: Clinical Academic Lead.



All injuries, accidents, incidents or near misses should be reported using the [HIRO system](#) on your mobile phone or laptop. Your Clinical Facilitator or CPU can support you in completing this.

Students on clinical placement are covered under UTS Personal Accident Insurance. If you experience an accident on clinical placement, please email [Lecturer: Clinical Academic Lead](#) for advice on navigating the UTS insurance claim process.

Clinical Placement Evaluation

The School of Nursing and Midwifery (SoNM) values constructive and professional feedback on your placement experience. This feedback assists us to respond to areas of concern and to improve future placement experiences.

Students have access to two surveys on completion of clinical placement:

1. NPEC Clinical Placement Evaluation tool (Use QR code to access)
2. UTS Clinical Experience Survey

Anonymous online surveys are available on MyPlacement and can be accessed on the final day of each placement. You are strongly encouraged complete these surveys and to provide feedback about your experience following each clinical placement. Please remember to provide constructive feedback on the ward, your facilitator and on the overall placement experience.



Clinical Placement – Absenteeism and Special Consideration

Request for leave from clinical placement

Students may request leave from placement with prior approval from Manager, Clinical Liaison. You will be required to provide evidence to support your request.

Request for leave must be requested no less than 48 hours prior to intended leave date by emailing [Lecturer: Clinical Academic Lead](#)

Please note that requests for leave are not guaranteed.

Special Consideration

In cases where a student's performance or attendance on clinical placement is affected by circumstances beyond their control, students are required to apply for special consideration.

[Special consideration](#) is intended to provide equitable academic treatment for students whose performance has been significantly affected by extenuating or special circumstances beyond their control.

If any hours, or the entire duration of a clinical placement, is missed, the student is required to apply for special consideration via the UTS official [Special Consideration Portal](#). Students must submit their application within **five (5) business days** of the absence and include supporting evidence.

Special consideration applications for clinical placement will be assessed by the Lecturer: Clinical Academic Lead and Manager Clinical Administration and you will be notified of your outcome via your UTS email account.

NB: Failure to submit special consideration for absences on clinical placement may lead to an unsatisfactory result for the clinical placement and put you at risk of failure in the subject.

If you require assistance applying, please contact [Student Centre](#).

[Section 8 – Assessment of coursework subjects](#)

[Section 3 – Course and subject requirements](#)

[Section 2 – Student Requirements](#)

Absenteeism from Clinical Placement

If you are absent from one (1) or more shifts during your clinical placement, you must;

1. NOTIFY

- Student notifies ward of absence
- Student notifies Clinical Facilitator of absence
- Student notifies ward and clinical facilitator daily of further absences and/or intention to return to placement

2. MYPLACEMENT

- Student completes "*Clinical Placement – Absenteeism Notification & Special Consideration Process*" form
 - MyPlacement → Forms → Self Select
 - Student will then receive automatic email with further instructions
- Student updates timesheets in MyPlacement for absence/s

3. SUPPORTING EVIDENCE

- Student is required to obtain supporting evidence and upload into My Student Portal. If absence is due to a medical issue, please have medical officer complete Professional Authority form (attached to this email)
- For information on supporting documents, please review [UTS Special Consideration](#) page. Special consideration applications will be declined if no supporting evidence is provided or if the supporting evidence provided does not support your claims.

4. SPECIAL CONSIDERATION APPLICATION

- Student submits special consideration application via [My Student Portal](#)

NB: If required by healthcare facility, student may be required to obtain Medical certificate for return to placement. Students are to liaise with clinical facilitator and Clinical Liaison Team.

Clinical completion – makeup hours

If a student's special consideration application is approved and you are required to repeat all or part of your clinical placement, the Clinical Practice Unit (CPU) will assign a clinical completion placement. This allocation will occur when a suitable placement becomes available.

If a clinical completion placement is required, students will be provided at least three (3) weeks notice. Students will be given one opportunity only to satisfactorily complete a clinical completion clinical placement. Clinical Completion placements have a minimum duration of one week, during which students may need to complete some or all of their assessments.

Students must not negotiate makeup of missed clinical placement hours with healthcare facilities themselves.

Clinical Placement – Assessment

The ANSAT Tool

Students' performance is assessed in the clinical practice setting, using a modified [Australian Nursing Standards Assessment Tool](#) (ANSAT). The assessment is based on students' ability to demonstrate knowledge, skills and attributes relevant to the [Nursing and Midwifery Board of Australia's \(2016\) 'Registered Nurses Standards for Practice'](#), at a level expected of your year of study.

The assessment criteria outline satisfactory clinical performance and students are assessed as satisfactory or unsatisfactory on the basis of these criteria. Assessment of student performance during a clinical placement occurs throughout the entire clinical placement and students will receive a written formative and summative assessment. An unsatisfactory clinical assessment grade at summative may result in a fail X grade for the subject.

Clinical Assessment Form (CAF)

Throughout each clinical placement the clinical facilitator will complete a Clinical Assessment Form (CAF) on MyPlacement. The CAF is an official record of a student's clinical performance, clinical skills completion, and overall attendance during clinical placement. Students are required to complete two written reflections during the placement which will be reviewed by their Clinical Facilitator. The Clinical Facilitator will assign an overall rating of Satisfactory or Unsatisfactory for the Clinical Placement.

The clinical facilitator will submit the CAF within five business days of completing the placement. If you cannot see the CAF after this time, please notify CPU by email.

Once the clinical facilitator submits the CAF, it will undergo further review and will be signed off by the subject coordinator.

Formative and Summative evaluation

Formative Assessment is undertaken during the clinical assessment, usually at the midpoint. The purpose of the formative assessment is to provide students with constructive feedback about your progress in relation to their clinical learning objectives and to develop, where necessary, strategies to promote further learning and development.

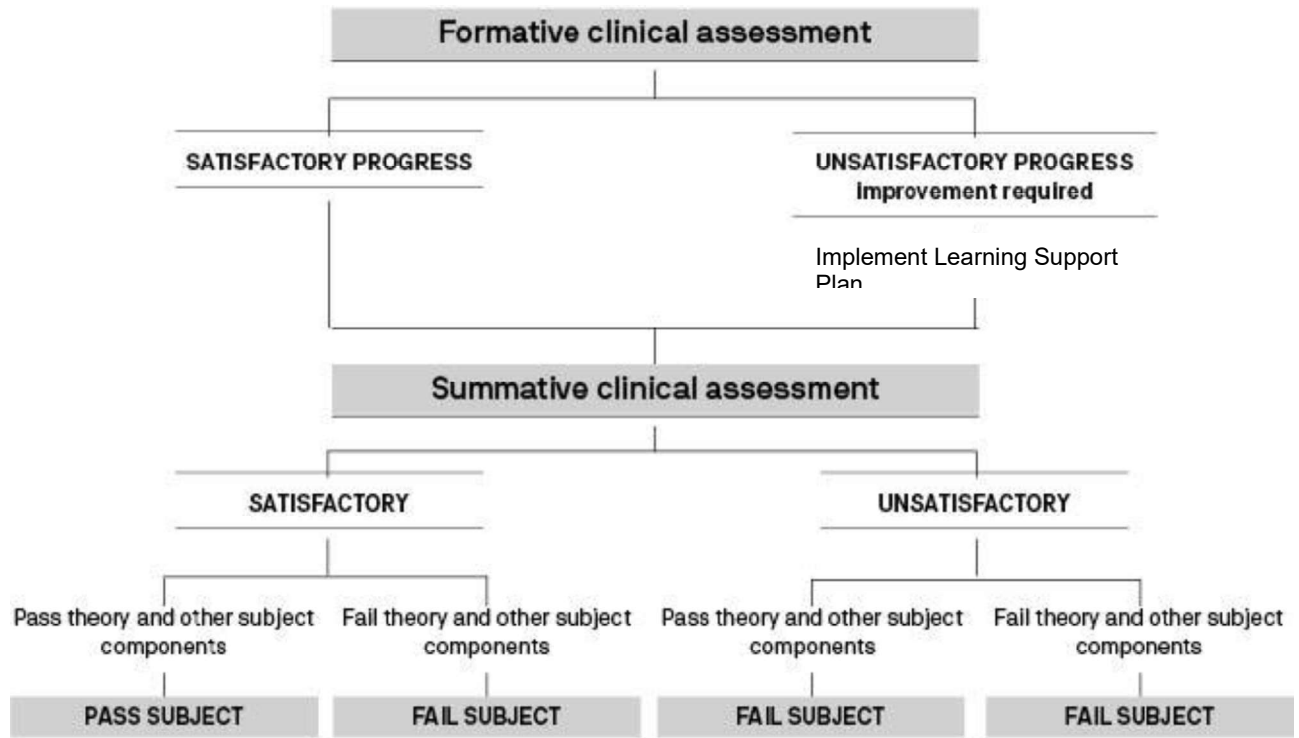
Your formative assessment will be rated as satisfactory or unsatisfactory.

If a student has been rated as unsatisfactory, the clinical facilitator will initiate a **Error! Reference source not found.** to aid in meeting the learning objectives. The LSP will provide the student with the opportunity to develop strategies that assist in improving performance and reaching the required standard of practice, essential for achieving a satisfactory grade in the summative assessment.

Summative Assessment is undertaken at the conclusion of the clinical placement usually on the last shift. The purpose of the summative assessment is to provide an appraisal of a student's

overall clinical performance.

The summative assessment will be rated as satisfactory or unsatisfactory.



Clinical skills appraisals and clinical competency assessments

In addition to the ANSAT, students will be required to complete a set of core clinical skills assessments whilst on clinical placements. Assessment of these skills will be completed by the clinical facilitator during the Formative part of the clinical placement. Students are required to print the assessment form for their clinical facilitator and then upload it to MyPlacement at the completion of the clinical placement.

The outcome of the Clinical Skill Appraisals and the Clinical Competency Assessments will be recorded on the students Clinical Assessment Form. If a Clinical Skills Appraisal or Clinical Competency Assessment is deemed Not Yet Competent, a Learning Support Plan will be implemented.

If during a Clinical Skill Appraisal or Clinical Competency Assessment a student's practice is assessed as unsafe, the student may be excluded from the clinical placement.



[See Appendix 2 for a list of Clinical Skill Appraisals and Clinical Competency Assessments](#)

Learning Support Plans (LSP)

If, during the clinical placement, a clinical facilitator identifies that a student is not meeting the learning objectives of their clinical subject or is not meeting the minimum standard on the ANSAT, the student will be placed on a Learning Support Plan (LSP).

Purpose of Learning Support Plan: The LSP is a supportive document created by the clinical facilitator to establish clear goals and strategies for the student to follow in the remainder of the clinical placement. The LSP serves as a documented and objective record of performance, areas of concerns and strategies for improvement. Students are required to reflect on their performance, the feedback received and to document your own learning strategies on the LSP.

Goal of Learning Support Plan: Support students to meet the learning objectives of the clinical subject and the minimum standard on the ANSAT.

Timeline for Implementation of LSP: LSPs can be implemented at any point during the clinical placement. Ideally, they should be developed as soon as the clinical facilitator identifies any early indicators that a student is not meeting the learning objectives of the clinical subject.

Working towards Satisfactory LSP: Students will work collaboratively with the clinical facilitator and ward staff towards the goals of the LSP. The Clinical Facilitator will seek feedback from ward staff and will provide regular feedback on student performance during formal and informal feedback sessions.

LSP Outcomes:

1. **Satisfactory** Students who meet the goals of the LSP will receive a Satisfactory result for the LSP.
2. **Unsatisfactory:** Students who do not meet the learning objectives of the clinical subject or meet the minimum standard of the ANSAT will receive an Unsatisfactory result for the LSP. Students who are Unsatisfactory for the LSP will receive an Unsatisfactory result overall in the summative assessment. The clinical facilitator will provide feedback and offer access to UTS support services.

Students who receive an Unsatisfactory result will be asked to attend a meeting with the Lecturer: Clinical Academic Lead and subject coordinator to discuss the result. If an unsatisfactory result is upheld, this will result in a fail (X) for the subject.

3. **Did not complete clinical placement:** Students who are unable to complete the clinical placement and who have their special consideration approved, will be required to undertake a clinical completion placement and the LSP will be transferred to this placement.

Health and Safety

UTS is committed to supporting a positive health and safety culture and ensuring a safe and healthy environment for students. While at UTS, students should be aware that they also have health and safety responsibilities. All students must:

- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- follow safe work practices, including the proper use of any [personal protective equipment](#) supplied
- seek information or advice from a staff member before performing new or unfamiliar tasks
- report all health and safety [accidents, incidents and hazards](#) to a staff member as soon as is practicable
- follow the [emergency evacuation procedures](#)

UTS students follow the [NSW Government framework](#) for the assessment, screening and vaccination of healthcare students to minimise the risk of transmission of disease.

COVID 19

COVID-19 continues to pose challenges to the healthcare system and has had a significant impact on how clinical placements are planned and implemented. UTS is committed to ensuring all students are fully equipped to practise safely in a COVID-19 environment while on clinical placement.

All students have a responsibility to ensure they comply with [Current COVID-19 NSW Health guidelines](#) to ensure safety to themselves and others in the healthcare setting. This includes:

- Compliance with COVID vaccinations and boosters when required.
- Compliance with mandatory mask fit testing requirements
- Compliance with the wearing of Personal Protective Equipment (PPE)
- Compliance with mandatory training modules



Students must adhere to the local COVID-19 Policy and guidelines of the facilities. If you are unclear about these guidelines, speak to your clinical facilitator.

Students develop COVID-19 [symptoms](#) during or prior to placement should immediately notify their clinical facilitator and must not attend placement. Your clinical facilitator will provide you with instruction on a suitable return to clinical placement date. See [NSW Government COVID-19 information page](#) for further information.

For up to date information about COVID-19 at UTS access the [UTS COVID-19 Impacts and Response website](#).

Blood borne viruses

Blood borne viruses (BBV) refer to HIV, hepatitis B and hepatitis C viruses. The following information is drawn from the [Australian National Guidelines for the management of healthcare workers living with blood borne viruses and healthcare workers who perform exposure prone procedures at risk of exposure to blood borne viruses](#).

All students must be aware of their BBV status and if you have non-occupational risk factors associated with the acquisition of BBVs, you should have regular BBV testing according to standard guidelines (Australian National Guideline, 2019).

If infected with a BBV, students must seek formal advice about personal care, health monitoring and work practices from a medical practitioner with appropriate expertise.

If infected with a BBV and compliant with treatment and monitoring set out in the National Guidelines, students may continue to provide clinical care to patients. They are not required to disclose their status if their work does not involve exposure prone procedures, except in the unlikely event that a patient is exposed to the HCW's blood/bodily fluids.

The majority of procedures in the healthcare setting pose minimal risk of transmission from a HCW with a BBV to a patient, provided that appropriate routine infection prevention and control precautions are practised (Australian National Guidelines, 2019). Bachelor of Nursing students do not undertake exposure prone procedures as a part of their course of study. For a full list of exposure prone procedures, see Appendix 1 of the [Australian National Guidelines](#).

Infection control and occupational exposure

Occupational exposures are defined as any incident which occurs during the course of a person's employment and results in contact with blood or other body substances; this includes but is not limited to needle stick injuries and splash injuries. An occupational exposure may put the person at risk of acquiring a blood borne infection such as HIV, hepatitis B and hepatitis C. which can be transmitted by significant exposure to blood or other body fluids.

Whilst on placement, your first line of protection against occupational exposure to HIV, hepatitis B and hepatitis C or other infections is to adhere to standard infection control practices.



Occupational exposure, whether a sharps/needle sticks injury or other exposure to blood and/or body fluids, must be reported in accordance with UTS Policy and the following NSW Health Policy Directive: [Management of Health Care Workers Potentially Exposed](#)

Reporting of an occupational exposure facilitates prompt assessment so any required action or treatment can be initiated appropriately. Do not delay in reporting any exposure to blood or body fluids. Notify your supervising RN, NUM and facilitator immediately should an exposure occur.

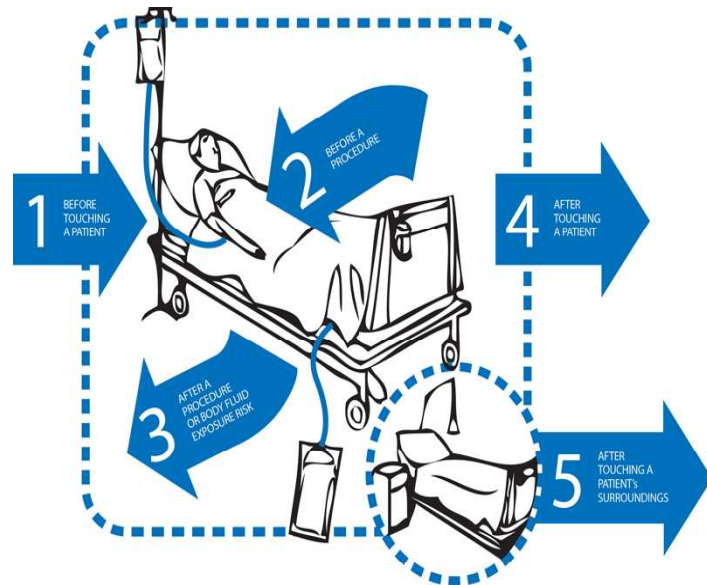


All injuries, accidents, incidents or near misses should be reported using the [HIRO system](#). Your facilitator or CPU can support you in completing this requirement.

Hand hygiene

Hand hygiene is one of the most important measures for reducing the transmission of infectious agents in a healthcare setting. You must become familiar with and practice the Five moments of hand hygiene:

1. Before touching the patient or the patient's surroundings
2. Before performing aseptic technique
3. After a body fluid exposure risk
4. After touching the patient
5. After touching the patient's surroundings



Safe patient moving

Safe patient moving refers to any activity which requires a person to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain objects (including people). Manual handling injuries are a common cause of workplace related injury for healthcare professionals. Health care and community facilities are required to have policies and practices in place to minimise the risk of manual handling injury to patients, staff and others.

All students have a responsibility to minimise their manual handling risk by:

- Practising safe patient moving
- Complying with health facility policies on safe patient moving
- Using suitable equipment when moving patients/clients
- Always following safe work procedures and practices and using equipment provided
- Reporting to the RN in charge any potential manual handling hazards or issues so they can be addressed.

Accidents/injuries, work related incidents and reporting

If students experience an incident such as an illness, injury or an adverse event whilst on placement, the student is required to immediately report to their clinical facilitator and/or the RN. It is important that any local or UTS incident reports are completed and appropriate actions including first aid or medical treatments are taken. Failure to follow appropriate policy and procedure may result in an ineligible insurance claim.

If an injury sustained by a student raises doubts about the student's ability to attend subsequent clinical placements, they will be referred to the Lecturer: Clinical Academic Lead.



All injuries, accidents, incidents or near misses should be reported using the [HIRO system](#). Your Clinical Facilitator or CPU can support you in completing this.

Travel and safety

You must consider your own safety whilst travelling to and from clinical placements. UTS encourages you coordinate travel arrangements with other students during placements and if possible, travel together, particularly on public transport, for safety reasons.

Be mindful of the risks associated with carpooling as being in a confined space with someone increases your risk of transmitting COVID-19.

Visit the [NSW Police Transport Safety and Security](#) page for tips on maintaining your own personal safety.

Emergency situations

In each clinical placement identify the local procedures for use in the event of an emergency and the emergency phone number(s).

Healthcare facilities may have security personnel on staff. Please familiarise yourself with the facility's security contact number/s and locations. Act with caution and ensure that any incidents, should they occur, are reported to the police and UTS.

POLICE, FIRE, AMBULANCE: Dial 000

[POLICE ASSISTANCE LINE](#) – P: 131 444

[CRIME STOPPERS NSW](#) – P: 1800 333 000

[NSW TRANSPORT INFO](#) – P: 131 500

UTS Support Services for Students

Academic Liaison Officer

The [Academic Liaison Officer \(ALO\)](#) is responsible for assisting students with, if necessary, reasonable adjustments to learning and assessment tasks. Students eligible for these accommodations are those who:

- Have a disability and/or ongoing health condition
- Have significant primary carer responsibilities or are pregnant

If you have a disability or ongoing health condition, you are encouraged to see the Accessibility Service before you consult with the ALO. Please note that the ALO does not manage special consideration. Special Consideration is a different process and requires a different application form.

UTS Academic Liaison Officer

Phone: 95141177

Email: Health.alo@uts.edu.au

Accessibility service

The [Accessibility Service](#) is the UTS central contact point for all students living with one or more disabilities, medical or mental health conditions. The Accessibility Service provides assistance and support to access services, and to make requests for assessment arrangements and reasonable adjustments.

The Accessibility Service is available for students living with a disability and/or ongoing medical or mental health condition.

UTS Accessibility Service

Phone: 95141177

Email: Accessibility@uts.edu.au

UTS counselling services

The [UTS Counselling Service](#) is available for all UTS students and can help:

- If you have stressful circumstances or psychological or emotional issues which interfere with your studies
- If you think you may have chosen the wrong course
- With managing administrative problems or complaints
- If you want to develop better generic learning skills
- If you need help as you are on [Academic Caution](#)

UTS Counselling Service

Phone: 95141177

Email: student.services@uts.edu.au

Financial Assistance

A [Financial Assistance Service](#) within Student Services is available to assist students who experience financial difficulties.

Clinical placements may result in financial stress as a result of missed opportunities for paid work and/or additional costs associated with placements, such as transport, accommodation and childcare fees.

Students may be eligible for a Financial Assistance Program, which includes small grants for local students and interest free loans for any enrolled student experiencing hardship.

UTS Financial Services Team

Phone: 95141177

Email: financial.assistance@uts.edu.au

UTS Sexual Harm Prevention and Response

If you are a UTS student or staff member experiencing or concerned about sexual harm, please contact the UTS Sexual Harm Support Line on 1800 531 626 during office hours. The UTS Sexual Harm Support Line is staffed by professionally trained, trauma informed counsellors 9am-5pm, Monday to Friday (excluding public holidays). UTS Security will respond to calls out of office hours.

UTS sexual harm support line

Phone: 1800 531 626

Students who experience sexual harm on campus or during a clinical placement are encouraged to report it. This could include, but are not limited to:

- Touching
- Stalking
- Image based abuse
- Any other unwanted sexual activity

This report can be done online [HERE](#) or in person with the UTS safety caseworker. Call (02) 9514 1177 or email safety.caseworker@uts.edu.au

For more information, please see the [UTS Sexual Harm Prevention and Response Policy](#)

UTS Medical Centre

The [UTS Medical Centre](#) provides confidential medical services to students, staff, alumni and their families. The service is available at the City campus and via telehealth consultations. Bulk billing is available for domestic students. Appointments for UTS students are given the highest priority.

Services include, but are not limited to:

- Treatment of a range of medical conditions, illnesses, and other physical problems
- Consultations for a broad range of health, sexuality, and lifestyle issues
- Women's health issues, including advice on contraception, pregnancy testing and antenatal care
- Travel advice and vaccinations.
- Information pamphlets on a broad range of health issues
- Vaccinations for nursing students (re clinical placement requirements)
- Advice or assistance for students with examination difficulties, or in need of special assessment arrangements because of a disability or medical condition.

UTS Medical Centre

Phone: 95141177

Email: health.service@uts.edu.au



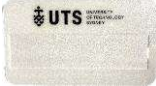


Higher Education Language and Presentation Support (HELPS)


[Higher Education Language and Presentation Support \(HELPS\)](#) provides non-credited English language and academic literacy support to UTS undergraduate and postgraduate coursework students.

HELPS can enhance your learning experience by providing individual and group support in a friendly and respectful environment. They can also help you become an independent and confident learner through the development of your English language and academic understanding, so you can reach your study and career goals.

Appendix:

UTS Uniform

Uniform	Do	Don't
UTS Shirt 	Freshly laundered and comfortably fitting UTS approved clinical shirt. <ul style="list-style-type: none"> For staff who require an undershirt for warmth the colour must be the same as the uniform top and not be below the elbow. 	You are not to wear: <ul style="list-style-type: none"> Crumpled, unclean, stained or ill-fitting shirts
UTS Outerwear 	Black sleeveless UTS Polar Fleece Vest OR UTS Softshell Jacket can be worn to and from placement.	You are not to wear: <ul style="list-style-type: none"> Jumpers, cardigans or vests are not to be worn when providing patient care. Cardigans and long sleeved jackets must be removed prior to performing direct patient care, treatment or procedures.
Identification 	Wear UTS Name Badge and UTS ID Card on chest/pocket. Identification badges must be worn at all times on the upper right hand side of the chest.	Put UTS ID Card on pants or out of sight
Pants/Skirt 	Black scrub pants or Black ankle length pants that have a straight or wide leg fit. Black knee length skirts with black tights Note: If you are pregnant, you are still required to wear professional pants. Leggings are not appropriate.	You are not to wear: <ul style="list-style-type: none"> Clothes made of shiny fabrics Leggings, jeans or cuffed pants Tight and ill-fitting pants or skirts Skirts that are floor length NSW Health uniform pants
Shoes 	Black leather/leather look impervious and professional shoes that are clean and in good repair. Black socks Enclosed black non-slip ankle boots with a small (1-3cm) heel is acceptable (Doc Martin brand boots are acceptable provided pants cover them to the ankle) Closed footwear (i.e. not open toed or backless) with non-slip soles, of a solid colour (black, brown or navy blue) and with non-slip soles must be worn at all times <ul style="list-style-type: none"> Footwear should be leather/vinyl and impervious to hazards in the workplace 	You are not to wear: <ul style="list-style-type: none"> Open back/open toe shoes Trainers, runners, sneakers or shoes with mesh or canvas.
Hair	Hair worn off the face, neat and tidy <ul style="list-style-type: none"> Hair below collar length should be tied back at all times Head/ hair protection is mandatory in certain areas including operating theatres Facial hair – clean and trimmed	You are not to have: <ul style="list-style-type: none"> Untidy or highly styled hair Long ponytails
Nails	Clean and shortly trimmed <ul style="list-style-type: none"> Artificial fingernails or fingernail extensions present an infection risk and are therefore considered unacceptable during work hours 	You are not to have: <ul style="list-style-type: none"> Artificial nails, shellac or nail polish (coloured or clear).

	<ul style="list-style-type: none"> Natural fingernails should be no longer than 0.5cm in length and be free of nail polish to reduce the risk of infection to patients 	
Eye Lashes	Natural eyelashes- Can be tinted or have mascara	You are not to have: <ul style="list-style-type: none"> False eye lashes Lash extensions
Accessories 	One wedding band (no stone) One pair of small studs in ear lobes only One fob watch with second hand <ul style="list-style-type: none"> All jewellery, including wedding bands are to be removed prior to performing aseptic procedures to reduce the risk of infection and promote patient safety 	You are not to have: <ul style="list-style-type: none"> Facial piercings or dangly earrings Hand and wrist jewellery, including watches. They must be removed as they present an infection risk. Fashion jewellery (long necklaces and earrings) are a WHS risk and are considered unacceptable Wristwatches or step counters Perfume or highly scented body sprays. ID Badges attached to lanyards, ties and scarves as they present a WHS or infection risk if contact with patients occurs. They should be removed when possible or secured so as not to make contact with patient or surrounds.
Civilian Clothing	Plain, smart semi-casual attire that is modest and not tight or revealing Shoes are to be fully enclosed non-slip and low heeled (1-3cm) Clothing must be neat and in good repair	You are not to wear: <ul style="list-style-type: none"> Singlet, low cut and revealing tops Clothing with writing, logos or advertisements (without express permission of a Tier 2 Director) Patches/ fringes on clothing Thongs/ crocs Leggings, hipster pants, beach clothing, shorts\ Midriff blouses Tracksuit pants and scruffy jeans

Clinical Skills Appraisals and Clinical Competency Assessments

BN Version 13 - NEW CURRICULUM		
Subject Name	Assessment	Explanation
Introduction to Clinical Practice ICP	Helping a person out of bed Bed bathing a dependent person OR Assisting with Showering TPR, BP (Manual), Pulse Oximetry Medication administration via oral route	4 Clinical Skill Appraisals to be completed Skills appraisal can be accessed via MyPlacement(Faculty Documents) or from the CAF Complete during Formative Assessment period Students will upload a copy of form into CAF
Clinical Practice 2A CP2A	Pain Assessment Use of Nasal Prongs	Student observed performing a pain assessment on a patient. Student observed utilising nasal prongs on a patient. Skills appraisal can be accessed via MyPlacement(Faculty Documents) or from the CAF Complete during Formative Assessment period Students will upload a copy of form into CAF
Clinical Practice 2B CP2B	Clinical Competency Assessment	Observation: Student observed performing an A-G+H Physical Assessment of a patient, Clinical Viva: Student will provide ISBAR handover incorporating the clinical findings from the assessment and provide recommendations of care Complete during Formative Assessment period
Fundamentals of Mental Health Nursing FMHN	Mental State Examination (MSE)	Student observed performing a MSE OR discussing an MSE they have performed on a client. Skills appraisal can be accessed via MyPlacement(Faculty Documents) or from the CAF Complete during Formative Assessment period Students will upload a copy of form into CAF
Clinical Practice 3A CP3A	Clinical Competency Assessment	Observation: Student observed for one hour of their shift caring for 50% patient load. Clinical Viva: Clinical Facilitator will spend 30 minutes discussing the rational for nursing behaviour, clinical actions and clinical reasoning processes. Students must provide 2 recommendations of care to the oncoming shift for each patient. Complete during Formative Assessment period
Transition to Professional Practice TPP	Clinical Competency Assessment	Observation: Student observed for one hour of their shift caring for 100% patient load. Clinical Viva: Clinical Facilitator will spend 30 minutes discussing the rational for nursing behaviour, clinical actions and reasoning processes Complete during Formative Assessment period