U: NURSE
CLINICAL ASSESSMENT GUIDE

Bachelor of Nursing
Bachelor of Nursing Bachelor of Arts in International Studies
Bachelor of Nursing Bachelor of Creative Intelligence and Innovation
OVERVIEW

Clinical practice is one of the most exciting aspects of your preparation towards becoming a registered nurse. Through the course of your study you’ll complete over 800 hours in a hospital or healthcare setting. This guide provides you with information relevant to undertaking and successfully completing your clinical placements.

On your placement, you will be assessed on four domains: Communication, Professionalism & Behavioural Attributes, Clinical & Assessment Skills and Critical Thinking & Knowledge Base. Being well prepared and organised for your placement is a professional expectation.

There will be requirements that you will need to meet in order to be eligible to go on placement such as your vaccinations, police clearance and Working With Children’s Check, as well as have completed paperwork such as Inherent requirements, declaration forms and code of conduct.

Being well prepared for placement and fulfilling all requirements ensures that you know what it is you need to do in order to be satisfactory on your placement, and it can often ensure that you are you and the patients you are caring for will be kept safe.

Placements are sourced and coordinated by the Clinical Practice Unit in accordance with Faculty and NSW Ministry of Health policies and guidelines. Allocation of placements is arranged through the MyPlacement system. MyPlacement also allows you to see if you have met the pre-clinical requirements to be able to attend.

During each placement, students will have two formal assessments. Clinical assessments are mandatory and constitute part of the assessment criteria for the subject overall. Students are required to complete 100% of the required clinical hours as per their program of study.

In order to register, the Australian Health Practitioner Regulation Agency (AHPRA) requires students to complete a minimum number of clinical hours and demonstrate English language skills at IELTS academic level 7 or the equivalent.
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<th>Description</th>
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<tbody>
<tr>
<td>AHPRA</td>
<td>Australian Health Practitioner Regulation Agency</td>
</tr>
<tr>
<td>AIN</td>
<td>Assistant In Nursing</td>
</tr>
<tr>
<td>ALO</td>
<td>Academic Liaison Officer</td>
</tr>
<tr>
<td>ANMAC</td>
<td>Australian Nursing and Midwifery Accreditation Council</td>
</tr>
<tr>
<td>CAA</td>
<td>Clinical Affiliation Agreement</td>
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<tr>
<td>CAF</td>
<td>Clinical Assessment Form</td>
</tr>
<tr>
<td>CASS</td>
<td>Curriculum and Student System</td>
</tr>
<tr>
<td>CNE</td>
<td>Clinical Nurse Educator</td>
</tr>
<tr>
<td>CC</td>
<td>ClinConnect</td>
</tr>
<tr>
<td>CPU</td>
<td>Clinical Practice Unit</td>
</tr>
<tr>
<td>EEN</td>
<td>Endorsed Enrolled Nurse</td>
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<tr>
<td>ELP</td>
<td>English Language Proficiency</td>
</tr>
<tr>
<td>EN</td>
<td>Enrolled Nurse</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>LHD</td>
<td>Local Health District</td>
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<tr>
<td>MoH</td>
<td>Ministry of Health (formally DoH)</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>NMC</td>
<td>Nursing and Midwifery Council</td>
</tr>
<tr>
<td>NMH</td>
<td>Nursing, Midwifery and Health</td>
</tr>
<tr>
<td>NSW</td>
<td>New South Wales</td>
</tr>
<tr>
<td>NUM</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>RN</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>UTS</td>
<td>University of Technology Sydney</td>
</tr>
</tbody>
</table>
The UTS Clinical Team manages your entire Clinical Placement Experience throughout the degree.

The Director of Clinical Practice oversees the administrative and clinical staff who all work together to ensure you have a beneficial clinical placement. The administrative staff of the Clinical Practice Unit (CPU) coordinates, allocates and manages clinical placements. The Area Clinical Facilitator Coordinators will oversee the team of Clinical Facilitators during every clinical block and will liaise with CPU and Academic Staff.

The Clinical Practice Unit is a professional administrative support team within the Faculty of Health and is responsible for all aspects of the coordination of placements. The unit works collaboratively with students, the NSW MoH, LHDs, health facilities, facilitators and academic staff, other education institutes and governing bodies.

The coordination of placements is performed by CPU. Do not contact facilities or attempt to organise your own placement. Non-Academic misconduct will be filled for unprofessional conduct if you make contact with a facility.

If you have an enquiry regarding placements, you must contact the CPU in the first instance. The CPU will then direct student enquiries to the most appropriate person. Expect to receive a response within five (5) business days.

The CPU is located on level 6 of Building 10 and may be contacted Monday to Friday 9:00am to 4:30pm via:

Email – Health.Clinical.Practice@uts.edu.au  +61 2 9514 5122
**PRIVACY NOTICE**

**Students who will be undertaking professional placements / practicum subjects**

The Faculty of Health will collect personal information provided by a student 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 be required to submit placement requires, special requirements and any other supporting documentation. UTS will also generate information relating to placements and collect information from the placement providers about the performance, progress and outcomes of participation in placements by individual students, including any misconduct matters.

To enable UTS to place a student on a clinical placement, 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) and 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 on your professional placement may be discussed between relevant faculty and industry 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).

**YOU MAY ALSO CONTACT CPU REGARDING ACCESS TO, OR CORRECTION OF, YOUR INFORMATION.**
CLINICAL COMPLIANCE & VERIFICATION

To help guide you through your compliance, a check list is available through UTSOnline and on the Clinical Placement website: [www.uts.edu.au/about/faculty-health/clinical-practice/](http://www.uts.edu.au/about/faculty-health/clinical-practice/).

NSW Health encourages all students to watch the following videos: [www.heti.nsw.gov.au/verification](http://www.heti.nsw.gov.au/verification)

**Summary of Minimum Requirements:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>How to obtain?</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunisation Records</td>
<td><strong>NSW Health Vaccination Record Card for Health Care Workers/Students</strong></td>
<td>Visit your GP or attend <strong>UTS Medical Centre</strong> to ensure you have appropriate evidence for the screening and vaccination against infectious diseases.</td>
</tr>
<tr>
<td>Criminal Record Check (CRC)</td>
<td><strong>VERITAS</strong>&lt;br&gt;<strong>NSW National Police Checks Online</strong>&lt;br&gt;Ensure CRC is valid when 4wks prior to each Placement</td>
<td>Students Under 18yrs old need to contact CPU and will be required to obtain CRC as soon as you turn 18yrs old&lt;br&gt;International students MUST Obtain CRC from Country of Origin AND NSW</td>
</tr>
<tr>
<td>Working With Children’s Check (WWCC)</td>
<td><strong>Kids Guardian NSW</strong>&lt;br&gt;- This is a free check&lt;br&gt;-Ensure you apply as a VOLUNTEER</td>
<td>Once you receive your WWCC, submit this to MyPlacement.&lt;br&gt;Students Under 18yrs old need to contact CPU and will be required to obtain CRC as soon as you turn 18yrs old</td>
</tr>
</tbody>
</table>

To assist students in achieving Clinical Compliance and Verification, NSW Health conducts [Clinical Compliance Days](#) at the beginning of Autumn Semester. **Attendance is compulsory even if immunisations are not complete.** Failure to attend one of the arranged Clinical Compliance Days will prevent CPU from arranging your clinical placement and may result in failure to complete your clinical placement.
| NSW My Health Learning Mandatory Training | StaffLink ID and login details provided via UTS Email 13 days prior to commencement of placement.  
Valid for 3 years  
If you already have a StaffLink ID (AIN/EN) you will still need to complete these modules. | Modules to Complete:  
- Introduction to Work, Health & Safety (essential to begin placement)  
- Hazardous Manual Tasks  
- Privacy Module 1 – Know your boundaries  
- Hand Hygiene  
- Management of the Deteriorating Patient |

**Inherent Requirements**

Inherent requirements are the essential components of a course that demonstrate the capabilities, knowledge and skills to achieve the core learning outcomes. To attend a clinical placement it is a requirement that the Student Placement Declaration form has been signed and submitted via MyPlacement at the beginning of each session.

It is an inherent requirement of the nursing degree to complete a number of unpaid clinical placements hours in a range of facilities. Specific subjects require a clinical placement for the subject to be completed. You are required to complete 100% of the clinical hours per placement to remain eligible to pass the related subject and their overall program. This is not negotiable and if you are repeating subjects will also be expected to repeat the clinical component of the subject.

If you are concerned about your ability to complete a clinical placement, read the information provided in relation to the inherent requirements for Nursing on MyPlacement

If you are unsure about this information; contact the Faculty’s Academic Liaison Officer via health.alo@uts.edu.au or 9514 5581 so that any queries can be addressed.
**Fitness for Practice Guidelines**

If a student has concerns as to their fitness or wellbeing prior to or during a placement, the student will need to:

- Seek medical advice before or during the placement and obtain a Professional Authority form covering you for the days you miss placement.
- Advise the Subject Coordinator, CPU and Director of Clinical Practice as soon as possible to try and arrange adjustments
- Apply for Special Consideration if during placement or if the final placement list has been posted (28 days prior to commencement)
  - Approval for Special consideration is made under the discretion of the DoCP. The decision is based on supporting evidence and documentation. It must meet the standard criteria.
  - Not all applications are approved, especially if the supporting documentation does not meet the criteria of ‘unforeseen’ and deemed as an emergency or acute illness.

Note: If you obtain a Professional Authority (PA) form stating you are to have 2 or 3 days off placement, that is all you will allowed. You must contact CPU who will seek advice from the DoCP or ACFC regarding your fitness to return to placement. Failure to have this directive will mean that your Special Consideration Application will be denied.

If a member of Faculty staff, staff at a Health Facility or fellow students has a genuine concern to a student’s fitness or wellbeing they should raise this, in confidence, with the Director of Clinical Practice.

Where there are restrictions placed on a student’s ability to be **fit for full and active duties**, the Director of Clinical Practice will review a student’s fitness for practice clearance in consultation with the Director of Undergraduate Studies and obtain guidance from UTS: Accessibility Service and UTS: Equity and Diversity (where necessary) to determine whether a reasonable adjustment can be arranged for the placement, however there is no placement that can support a student on light or restricted duties.

**Student Self-Checklist for Compliance and Verification**

Use this [checklist](#) to ensure that they meet the pre-placement requirements of the NSW Ministry of Health (MoH) and Faculty.
PLACEMENT ALLOCATION GUIDELINES

How are you allocated?

You will be allocated to Clinical Placements by the CPU based on Student Preferences, location and availability of placements. You will not be allocated unless you have completed the Verification and Compliance Process. Ensure your residential address is current and up to date as this may affect your allocation. If your address is incorrect, and you are placed according to the address on file, you will not be allocated an alternate placement. Failure to attend placement based on this reason will result in an Unsatisfactory Result.

Please advise CPU prior to allocation if you are:

- Registering with the Accessibility Service
- Registering for Carer Commitments
- Completing a Request for Placement Provisions form or Timetable Clash form (will be available on MyPlacement under electronic forms for a limited time at the beginning of session Eg:
  - Time Table Clash
  - Double Degree Students
  - Mixed Year Program
  - Special Leave which requires pre-approval.

Students must be available for clinical completion times as indicated on the Clinical Ladder. There are limited placements during this time and therefore there is a higher likelihood of the student needing to travel a longer distance to attend clinical completion.
**Request for Placement Provisions**

A Request for Placement Provisions form can be found on MyPlacement and must be completed PRIOR to allocating preferences for placements. You will receive an email from CPU to ask you to complete this if required. You will receive a notification email with the outcome once submitted.

<table>
<thead>
<tr>
<th>Reason for Placement Provision</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious/ Cultural commitments</td>
<td>Where a student has restrictions to clinical hours due to religious/ cultural commitments. Supporting documentation required.</td>
</tr>
<tr>
<td>Employment</td>
<td>Where a student is employed by a health facility; students <strong>must</strong> not attend a placement in the same ward/unit in which they are currently employed. This includes employment in a casual pool.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Where a student believes there is a significant conflict of interest should they be placed in a specific Health Facility/ ward/ unit – if unsure if this applies to you, contact the CPU for advice</td>
</tr>
<tr>
<td>Elite Athletes or Performers</td>
<td>Where a student is limited by their training/ competition commitments. Inform CPU in writing as soon as you are aware of your acceptance.</td>
</tr>
<tr>
<td>Significant Family Commitment</td>
<td>Where a student wishes to attend a significant family commitment such as a wedding/ funeral. Supporting documentation required.</td>
</tr>
<tr>
<td>Vaccination</td>
<td>Where a student is unable to be vaccinated due to medical contraindications or has been fully vaccinated yet is showing evidence of an inadequate immunity</td>
</tr>
<tr>
<td>Other Extenuating Circumstances</td>
<td>There may be other extenuating circumstances which are not identified above. Students will need to complete a Request for Placement Provisions which will be made available on MyPlacement.</td>
</tr>
</tbody>
</table>

**Timetable Clash Form**

If you are studying a double degree, repeating subjects, or enrolling in Summer School, you must complete the Timetable Clash form to avoid clashes with clinical placements. Failure to comply with this directive may result in an Unsatisfactory Clinical Placement if you do not attend due to a timetable clash.
Students who are –

- Returning from an approved Leave of Absence
- Under academic caution/sanctions or taking subjects across different years

You must seek advice from the Director of Undergraduate Studies at the commencement of the academic year/semester as it is likely you will need to undertake an OSCE.

Accessibility Service – a student registered with the Accessibility Service will need to give permission for their Accessibility Consultant to inform the CPU of the reasonable accommodations.

Carer Commitments – The Academic Liaison Officer will advise the CPU of the students registered for carer commitments.

Absenteeism/Missed Clinical Placements

If you miss any hours in a placement, you must apply for special consideration via the UTS official Special Consideration Process. Please do not leave a facility without first contacting your Clinical Facilitator as this is grounds for Non-academic Misconduct. All hours missed on placement must be made up in full. This also pertains to make up placements.

When absent from Clinical Placement, ensure you:

- Contact your Clinical Facilitator
- Contact the ward / facility
- Apply for Special Consideration within 48 hours. If you require assistance applying, please contact Student Centre.
- If absence relates to illness, download the Professional Authority (PA) Form and ensure your GP completes this
  - Upload PA form into Special Consideration Process System
- If absence is non-medical, complete a Statutory Declaration or provide appropriate supporting evidence.
- Applications must be received within 2 days of returning to Clinical Placement
- Applications are assessed/approved or rejected by the Director of Clinical Practice

DO NOT negotiate make up hours with a facility. Discuss makeup hours with CPU or your Facilitator.

Not attending clinical due to “not being aware of the placement” or being away etc., will be marked as ‘Unsatisfactory’ for the Clinical component of your subject as these are NOT valid excuses. No makeup (clinical completion) will be authorised by the Director of Clinical Practice. Successful completion of your clinical is mandatory before passing a subject.

The Clinical Placement Unit will allocate makeup placements depending on placement
availability. Students should expect to attend a 2 week makeup placement as 1 week placements are very rare.

**Rural & Remote Placements**

Rural and Remote Placements are considered on the basis of a student’s academic course load and past clinical performance. 2nd and 3rd year students may consider this valuable and rewarding experience. Rural settings are considered to be areas outside of metropolitan and major provincial towns and cities such as regional centres, coastal cities, and small towns. Examples of a remote area may include mining sites, tourist resorts, and remote communities. CPU will email students when Rural & Remote Expressions of Interest are open with further information regarding the experience.

Once a Rural and Remote placement has been secured and allocated to a student, the placement cannot be cancelled outside of extreme and/or unforeseen circumstances supported by strong evidence. Please consider all factors pertaining to rural and remote placements prior to expressing your interest. Eg: Cost, travel etc.

**NSW Health Student Placement Agreement**

For UTS to utilise a health facility for a clinical assessment in NSW and other states and territories, an agreement must exist between the MoH, LHD, or individual health facility and UTS.

You are not permitted to undertake clinical placement in a health facility where an agreement does not exist. When a new agreement is required, the process can take up to six (6) weeks. If the two parties cannot agree on the terms of the agreement, an agreement will not be entered into and students will not be permitted to attend their placement there.

Make yourself aware of the terms in the [NSW Health Student Placement Agreement](#) as well as their individual responsibilities.
THE CLINICAL PLACEMENT EXPERIENCE

Pre-Placement Information

You are required to complete a Pre-Clinical Worksheet available on MyPlacement. This will be reviewed by your Clinical Facilitator and completion is mandatory. Non-compliance with completion of the Pre-Clinical Worksheet will result in your Clinical Facilitator taking this into consideration for your formative and summative assessment. You may have an LSP commenced for Professionalism & Behavioural Attributes if you do not complete this component.

Your UTS Clinical Facilitator will call or SMS (text) you one to two weeks prior to the clinical placement commencing. Ensure your mobile number is up to date in ‘My Student Admin’ online & your mobile number is listed as preferred contact. You must return the communication to your facilitator. Private facilities may not be able to provide preclinical contact.

Failure to have pre-contact with your UTS facilitator or CPU will result in you being referred to the Director of Clinical Practice and may likely result in you being unable to attend your clinical.

Ensure you are aware of your clinical placement details, particularly details regarding the first day. Ensure you confirm with your Clinical Facilitator where you will meet and at what time as this differs for each facility.

Role of the Clinical Facilitator

A facilitator is a Registered Nurse employed by UTS to guide and support students during their clinical assessment.

There are four (4) main models of facilitation.

1. **Standard Facilitation** - applies to all years of study
   The facilitator will work with a small number of students (typically no more than 10) in the one health facility. The Facilitator is responsible for teaching and assessing the students' clinical performance. Students will also work under the supervision of RN or ward staff within the ward/ unit.

2. **Rural Facilitation** - applies to students in the 2nd and 3rd year of the program who have been approved for a rural/ remote placement
   The facilitator will work with an unspecified number of students across a range of health facilities within in NSW and other states and territories where applicable. In this model,
students are often 'buddied' with an RN who takes on the teaching and assessment role; however, the facilitator will continue to support the student and the RN remotely (typically via telephone) and is ultimately responsible for the assessment.

4. **No Facilitator** - Where the CPU has exhausted all facilitation options, or a facilitator cannot continue with a placement, the placement may be cancelled at which time the CPU will explore alternative placement dates both in and out of semester.

**NOTE:** The University engages the use of University employed casual academic staff and nursing agency staff to facilitate UTS students.

**Shifts on Clinical Placement**

You will be randomly allocated to AM or PM shifts and you will carry out that shift for the duration of the placement. Some facilities do a mixture of AM and PM Shifts and this is dependent on the requirements of the facility. Do not to contact CPU or the Facility to request a specific shift allocation for the purpose of personal convenience. Once on Clinical, do not request from your facilitator a change in their shift unless you have reasonable circumstances.

AM shifts may start as early as 6.30am and PM shifts may finish as late as 10.30pm. Each facility has different start and finish times - be sure to check MyPlacement for specific facility information. You must not attend more than 10 hours of clinical per 24 hours and you must have a minimum 8 hour break from the clinical environment between each shift.

You are **not** permitted to undertake paid work during clinical placement due to the potential inability to maintain adequate safety levels. If you are considered to be drowsy, lacking appropriate attention span, or found to be falling asleep during clinical placement, this may be considered as unsafe practice and you may be removed from the placement.

Some facilities roster students on a rotating roster which will be made available to your prior to the commencement of your placement. If you require more notice of a roster due to carer commitments, please contact the CPU in advance for assistance.
**UTS Uniform Policy**

**UTS:Health Nursing Uniform Guideline**

Students are required to wear UTS:Health Uniform when attending lab classes at UTS and on Clinical Practice Placements. Failure to do so will result in being sent home from Clinical Placement and missing clinical hours. Failure to comply with uniform policy will see an LSP implemented for Professionalism and you may be made unsatisfactory at formative and/or summative assessment. Arranging makeup hours will have to be negotiated with the Director of Clinical Practice.

<table>
<thead>
<tr>
<th>Uniform Component</th>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS Shirt</td>
<td>UTS approved Clinical Uniform Loose and comfortably fitting</td>
<td>No Crumpled, stained or misfitting shirts</td>
</tr>
<tr>
<td>Pants/Skirt</td>
<td>Black Pant to ankle or shoe Classic, Professional Fit Skirt must fall to the knee</td>
<td>No leggings, cargo pants, jeans, No shiny material No tight fitting, suggestive pants</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather professional shoes Clean and in good repair White or black socks</td>
<td>No open back/open toe shoes No trainers, joggers or shoes with mesh</td>
</tr>
<tr>
<td>Hair</td>
<td>Worn off the face, neat and tidy Pull it back if below shoulder length Male students should have clean and trimmed facial hair</td>
<td>No Messy or highly styled hair No Long ponytails</td>
</tr>
<tr>
<td>Nails</td>
<td>Clean and trimmed</td>
<td>No artificial nails, shellac nail polish or coloured nail polish</td>
</tr>
<tr>
<td>Accessories</td>
<td>One wedding band (no stone) One pair of small studs in ear lobes One Fob watch with second hand</td>
<td>No Facial piercings No Multiple ear piercings No dangly earrings Avoid heavily scented soap, perfume or deodorant.</td>
</tr>
</tbody>
</table>

For information relating to UTS:Health Uniform Policy please visit CPU or UTS Online

*Please ensure your uniforms are regularly cleaned and free from body odour. You will be working in close proximity to patients and staff and appropriate personal hygiene is essential.*
Culturally appropriate uniform requirements

- A black/ navy hijab/ headscarf/ jilbab may be worn – it must be of a light-weight fabric, tucked and pinned to hold in place
- Black/ navy/ skin coloured arm coverings; however, these must be pulled up above the elbows in all clinical settings as per infection control guidelines.
- A black/ navy patka/ keski may be worn; however, a full turban is not permitted
- Burqu, khimar and sitaras are not permitted

If, for religious or cultural reasons, you wish to dress outside of this uniform policy, contact the Director of Clinical Practice. The request will be considered with regards to the ability to comply with policy and procedures such as Infection Control.

Civilian Uniform Policy

Certain Health Facilities require students to wear civilian clothes. Students must maintain a professional appearance consistent with the expectations of the placement.

| Approved Civilian Clothing | Plain, smart casual attire  
|                           | Clothing is clean, neat and ironed  
|                           | Fully enclosed non-slip, low heeled shoes |
| Unapproved Civilian Clothing | Singlets or midriff tops  
|                             | No items with writing or advertising  
|                             | Hipster pants, jeans, beach clothing, shorts  
|                             | Thongs, crocs, open toe shoes |

Student Identification on Clinical Placement

You are required to wear photographic ID and a UTS name badge at all times. ID Card holders can be purchased for approximately $8 from the Co-op book shop and name tags are available from CPU for a small administrative charge.

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.
**First Day of Clinical Placement**

On the first day of each placement, you will present at a specified time and meeting place; this information is available on MyPlacement. **Please note that your first day orientation may be held at a different location, and you should carefully read the information in MyPlacement prior to attending. If you fail to turn up at the correct location, this can result in your placement being cancelled.**

Typically, you will be met by their facilitator and/ or a member of staff from the health facility depending on the nature and location of the placement. **Do not** make their way to a ward/unit without undergoing the required pre-placement checks and orientation unless specifically advised otherwise.

**Visit: First Day of Clinical Placement**

**Scope of Practice and Learning Objectives**

You are expected to identify and practice within your *scope of practice* during clinical placement. Scope of Practice refers to the skills, procedures, actions, and processes that a student can participate in whilst on placement.

Each subject identifies the content and skills that are integrated in the subject, learned and practiced in laboratories, and this acts as a guide to the scope of practice at each stage of the program. Students are expected to practice safely and under the supervision of a RN at all times.

If a student is unsure as to whether an action or activity is within their scope of practice they must seek advice from their facilitator and/ or Subject Coordinator. Students must note that the staff on the wards may be less familiar with their program of study; if asked to practice out of your scope of practice, seek immediate advice from your facilitator.

Practicing outside of your scope is considered unsafe practice and could result in termination of your clinical placement. You may be made unsafe or an LSP will be implemented with an unsatisfactory result.

Learning Objectives must be identified and discussed with your clinical facilitator. Ensure you identify objectives that relate to your course outcome and guidelines.
**Debriefing on Clinical Placement**

In order to gain the best experience from your clinical placement, it is essential to prepare, engage and focus your attention on learning. You will be given many opportunities to learn and improve your professional and personal knowledge base if you choose to take them. Students are encouraged to share their experiences, insights and views during debriefing sessions. This enables a critical analysis of practices and skills and assists with performance development.

Your Clinical Facilitator will arrange debriefing sessions throughout your clinical placement where you can reflect and process your experience. It allows you to listen and discover what other students are learning and experiencing, whilst also engaging you in critical thinking practices.

Do not bring your bags to debrief. Once debrief concludes, you are to return to the ward and advise the staff that you have finished and are leaving. Failure to adhere to this will result in a LSP for Professionalism and you may be made unsatisfactory or be given non-academic misconduct.

**Confidentiality and Privacy**

Students will have access to patient information and, therefore, must recognise and maintain patient confidentiality and privacy in order to comply with legislation and policies and to maintain their professional responsibilities. 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 NUM, facilitator and the client/patient.

Remember to de-identify all documentation and only discuss patient issues with fellow students and in a private space. The tea room, cafeteria, bus or corridor is not an appropriate place to discuss private information.

The following are examples of breaches of confidentiality and may be the result of carelessness rather than being deliberate:

- Taking identifiable patient information home. ie: Handover sheet.
- Accessing information that is not relevant to allocated duties such as look up results for a friend or relative
- Discussing confidential or sensitive information in an inappropriate or public area
- Giving information over the phone
- Emailing patient information via public networks (such as internet email or sharing materials on social networking sites). This includes sharing patient photos or details of their medical conditions.
Confidentiality also applies to colleagues; for example, do not release personal telephone numbers or discuss colleagues’ health problems. Even when a placement is completed, students are still obliged to maintain confidentiality.

**Breaches in confidentiality can result in misconduct and associated consequences.** Failure to adhere to the confidentiality requirements will result in either an LSP and Unsatisfactory result at formative and summative assessment. You may be given non-academic misconduct and be removed from the placement.

As a student, you will be involved in the documentation of patient care. Ensure that you understand what is expected whilst on placement and that all documentation is countersigned by an RN. It is important to always check what the local health facility guidelines are for report writing; however, the following typically applies:

- Write in black pen only
- Ensure notes are concise and accurate
- Never make derogatory comments
- Ensure writing is legible
- Always time and date entries
- Sign each entry and print your name and designation
- Do not time or date entries retrospectively
- Do not change your entries
- If an error is made, rule a single line through the writing – sign and date the change
- Do not use correction fluid
- When using the Electronic Medical Records at some facilities, do not sign the document without first having it reviewed by the supervising RN

**Mobile Phones**

Mobile phones may interfere with monitoring equipment and must remain **switched off** during placement. The use of mobile phones for recording conversations or taking photos is strictly prohibited. Do not give patients/clients your personal contact details including phone numbers and email addresses.

Failure to adhere to this will result in an LSP and an Unsatisfactory result at Formative and/or Summative assessment, removal from placement and or non-academic misconduct.

**Placement Evaluation**

The Faculty encourages you to provide constructive and well informed feedback on your placement experience. In providing feedback, you will assist the Faculty in enhancing the student experience whilst contributing to the improvement of services, processes and policies within the Faculty.

Electronic evaluation surveys are available on UTSOnline - you are encouraged to complete this on completion of each clinical placement.
ASSESSMENT ON CLINICAL PLACEMENT

ANSAT Formative and Summative

For every placement you will be assessed on your performance based on criteria relevant to the clinical subject and your year of study. The result of this assessment is recorded on a Clinical Assessment Form using the ANSAT tool on MyPlacement. If the ANSAT form is not submitted within a week of you completing placement, please notify the CPU by email. If your result shows pending then it is your responsibility to follow up with the subject coordinator. Do not leave it to the last minute.

Formative Assessment - is undertaken during the clinical assessment, usually mid-way. The purpose of the Formative Assessment is to provide you with feedback regarding your progress in relation to the clinical learning objectives and to develop, where necessary, strategies to promote further learning and development.

The Formative Assessment is awarded a Satisfactory, or Unsatisfactory grade. If you are on a Learning Support Plan are automatically assigned an Unsatisfactory Grade at the Formative Assessment.

Summative Assessment - is undertaken at the conclusion of the clinical assessment, usually on the last shift. The purpose of the Summative Assessment is to review your progress and award an overall result.

The Summative Assessment is awarded a Satisfactory or Unsatisfactory grade provided you have completed all of the required hours. Where the hours are incomplete, the grade will be withheld and the facilitator/ RN will be required to indicate whether you did/ did not satisfy their objectives during the placement.
**English Language Proficiency (ELP) and Mandatory Clinical Learning Objective - Communication in English**

From 1 July 2010 practitioners applying for registration as a nurse or midwife for the first time in Australia are required to meet the Australian Health Practitioner Regulation Agency’s Nursing and Midwifery Board of Australia English language skills registration standard.

To support and monitor a student’s ability to communicate in English, communication is included in the clinical learning objectives and nursing students will need to demonstrate effective English language communication with both patients and staff for each clinical assessment, as appropriate to their progression in the program.

If you do have concerns about your ability to communicate in English review the strategies and online resources on the Framework for Assessing Spoken English during Clinical Placement.

Students that are assessed as not meeting this mandatory clinical learning objective during the formative assessment will have a Learning Support Plan (LSP) developed by their facilitator. The purpose of the LSP is twofold:

- To ensure the student has an opportunity to discuss and address, where feasible, areas for improvement in communication before their summative clinical assessment
- To provide the Subject Coordinator with clear, detailed documentation of the areas of concern with regard to the student’s communication

During the summative assessment, the facilitator will determine whether the student’s ability to communicate in English has improved adequately to be awarded a satisfactory grade for the clinical learning objective. If there is still concern regarding the adequacy of communication in English, the summative clinical assessment will be withheld.

A copy of the student’s Learning Support Plan (LSP) must be attached to the student’s Clinical Assessment Form prior to submission. The Subject Coordinator and/or the Director of Clinical Practice will meet with the student and discuss strategies to further support their language development and determine the course of action in order to finalise the clinical assessment result for the placement.
**Right of Reply**

Students who have a complaint are required to complete a Student Complaint Form on MyPlacement. Complaints can be made regarding:

- Placement Allocation
- Facilitator Issue
- Health Facility / Facility Staff Member Issue
- Other

These will be attended to by a member of the CPU and directed to the appropriate UTS representative.

**S C I R E Documents**

During your Clinical Placement, you will be assessed against the benchmarks of the nursing profession. You will learn about these in your subjects, however it is strongly suggested to read over these four documents in your own time.

- [NMBA Registered Nurse Standards for Practice](#)
- [NMBA Code of Professional Conduct for Nurses in Australia](#)
- [UTS Inherent Requirements](#)
- [NMBA Code of Ethics for Nurses](#)
Unsatisfactory Clinical Performance

Formative Assessment: Your Clinical Facilitator may identify that you are not meeting the minimum requirements for your clinical subject. If this is the case, you will be placed on a Learning Support Plan and given strategies to improve throughout the remainder of Clinical Placement. You will receive an Unsatisfactory Formative Assessment. Your Facilitator will provide you with the feedback and offer your access to the UTS supportive services.

Summative Assessment: If you do not improve and reach the minimum requirements for your clinical subject you will be marked as Unsatisfactory for your Clinical Placement and you will be asked to contact CPU and arrange a meeting with the Director of Clinical Practice to discuss options. Your Facilitator will provide you with the feedback and offer your access to the UTS supportive services.

Learning Support Plans

If your Subject Coordinator, tutor or Clinical Facilitator identifies that you are not meeting the minimum learning objectives for your subject, then they will provide you with a Learning Support Plan which is a supportive document that provides you with an objective record highlighting the concern identified, how this relates to the S C I R E and the strategies you can use to rectify this issue.

The four Learning Support Plans utilised by UTS are outlined below, with reference to the benchmarks (S C I R E) that you are assessed against.

1. **Communication justification statement:** It is a fundamental requirement for nurses to be able to accurately communicate with healthcare colleagues and consumers to provide appropriate support, maintain the standards of the profession and optimise health outcomes. Nurses must foster a culture of safe communication to ensure optimal patient safety. Effective communication is essential to make informed decisions in a consistent and competent manner. Nurses must be able to comprehend verbal, nonverbal and written directions and respond appropriately.

2. **Critical Thinking & Knowledge Base justification statement:** Professional Registered nurse practice requires continuous thinking and analysis in the context of thoughtful development and maintenance of constructive relationships. RN’s need to continuously develop professionally, reflect and maintain their capability for professional practice. Nurses must respect, promote, protect and uphold the fundamental rights of people who are both the recipients and providers of nursing and health care. RN’s must be accountable for the provision of safe and competent nursing care and undertake all activities within their scope of practice.
3. **Clinical and Assessment Skills justification statement:** RN practice is person-centred and evidence-based with preventative, curative, formative, supportive, restorative and palliative elements. They are required to be competent in their clinical and assessments skills to optimise safe delivery of evidence based care. A range of clinical and assessment techniques must be utilised to assess their patients holistically and a plan of care developed to direct safe, effective and quality nursing care.

4. **Professionalism and Behavioural Attributes justification statement:** Professional Registered nurse practice requires adherence to the professional standards, policies and protocols that govern and define the nursing profession. Maintaining a professional attitude and appropriate behaviour is essential to the provision of safe and ethical nursing care.

**Unsafe Clinical Performance**

**SECTION 16 – STUDENT MISCONDUCT AND APPEALS**  
**UTES LEGISLATION, RULES & POLICIES**

A decision of unsafe clinical performance is made when a student's performance places a patient, a patient’s family, staff members, themselves or fellow students at risk and the student is unable or unwilling to perceive that risk. In the event that your performance is deemed unsafe the facilitator will discuss the matter with the Director of Clinical Practice, the Director of Nursing or the Nurse Educator of the facility and an appropriate course of action will be determined.

Depending on the incident, you may be asked to leave the health facility as soon as the judgment of unsafe practice is made or you may be given an opportunity to demonstrate improvement within strict parameters; this may include assessment in an alternative clinical environment such as the laboratory. The Director of Clinical Practice may also consider whether you will be given another opportunity to complete their clinical assessment in another clinical environment.

The following behaviours may result in a judgment of unsafe practice:

- Students who attend clinical and are observed to be lacking clarity in expression, drowsy, lacking appropriate attention span, falling asleep during clinical, have an inability to communicate effectively and succinctly
- Working beyond their scope of practice
- Not following the guidance of the RN, NUM and/or facilitator
- Any event where Patient Safety may be compromised.
**Non-Academic Misconduct**

During a placement, you are expected to conduct yourself in a professional manner at all times. If you are considered to be behaving in an unprofessional manner, the placements may be terminated and you may be asked to leave immediately. Supervisory staff (RN, NUM or CNE) on the ward/unit, the facilitator and/or the Subject Coordinator can make an allegation of non-academic misconduct with the matter to be referred to the Faculty for investigation.

Unprofessional behaviour or misconduct includes inappropriate behaviour such as swearing, violent and abusive language or physical behaviour, rudeness, being disrespectful to facility staff, UTS employees and patients. If a student attends placement under the influence of alcohol or illicit substances this is also considered misconduct.
STUDENT INFORMATION FOR CLINICAL PLACEMENT

Pregnancy

Pregnancy does not preclude a student from attending a placement; however, some clinical environments may be potentially harmful to the developing foetus i.e.; working with infectious diseases, potential exposure to radiation, cytotoxic drugs, and 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 via email as soon as they are aware of their pregnancy and an upcoming clinical. You will need to discuss an appropriate course of action for your upcoming clinical placements.

Please prepare and provide the following documentation:

- Medical Certificate from health care provider/midwife stating expected date of birth
- Current health status
- Fitness to attend placement

Failure to seek medical advice or to advise the Clinical Practice Unit of any health related concerns or risks may result in no clinical completion being offered and the Faculty accepting no responsibility for the consequences(outcomes associated with a student’s placement. If at any time your condition changes or you have been seen in a high risk clinic, you must contact the DoCP for appropriate risk management and to determine the suitability of placements. These matters will be escalated to the Director of Clinical Practice.

Cultural Awareness

Cultural diversity at UTS refers to language, cultural background, race, ethnicity, national origin, gender, sexuality, Indigenous Australian identity, age, attendance pattern, family and carer responsibility, geography, socioeconomic status or class, religion, and disability.

During placements, cultural awareness is essential to quality nursing care including an understanding of how a person’s culture may inform their values, behaviour, beliefs and basic assumptions.

Cultural awareness recognises that everyone has a unique cultural background, which influences how people interpret the world around them, perceive and interrelate with others. By being culturally aware students are better able to explore cultural issues with patients and their families.
Students **must**:  

- Be aware of their own cultural influences  
- Be aware not to judge other people and their beliefs or behaviours based on their standards and culture  
- Be aware of trying to predict or assume behaviours/attitudes based on culture  
- Be aware of generalising about individuals  
- Be aware that the beliefs and behaviour of people can vary considerably even though from the same culture  
- Be aware that people may adopt and blend practices of a new country and retain practices from other areas of their cultural background  
- Be aware that not everyone will identify with their cultural and/or religious background  
- Seek opportunities to develop knowledge about different cultures, beliefs, etc.

When involved in the care of patients/clients whose English language skills are inadequate to communicate effectively it is important to use Accredited Interpreters to promote accurate and appropriate communication. Be sure to find out how to access Interpreter services at your Clinical Facility. It is highly recommended that an Accredited Interpreter is used rather than staff, family members or friends. The exception may be in an emergency when it may be possible for a bilingual health professional to assist.

**Insurance Guidelines**

UTS:Health offers full Personal Insurance according to the terms and conditions of the Insurance Policy.

“The Personal Accident Policy provides cover to Students of the Insured whilst engaged in Campus/Course related activities and/or practical placement or community placement activities officially organised by the Insured, or supported by the Insured as being of benefit to the course of study, including necessary direct travel to and from such activities.

The coverage afforded by this policy shall only apply whilst an Insured person is engaged in campus/course related activities and/or practical placement or community placement activities officially organised by and under the control of the Insured or other activities as included within the interest insured including necessary direct uninterrupted travel to and from such activities. “

UTS insurance will cover any costs over your Medicare benefits. If you’re an international student, you should be covered by the health insurance you took before starting your course.

You have a responsibility to ensure that UTS staff or supervisors appointed by the Faculty know of their whereabouts and the hours that they will be attending placement (roster) at all times. When you are allocated to a health facility they must only attend the hours/dates of placement allocated. If you undertake voluntary work or attend an
unscheduled/scheduled placement during hours other than those allocated to them, they will not be covered by an existing insurance policy.

**UTS Email Guidelines**

UTS utilises email as an official communication tool; therefore, when emailing staff, students or groups, both publicly and privately within the Faculty of Health, students are expected to do so in an appropriate and professional manner.

Please read the [UTS: Legislation Rules and Policies](#) surrounding Email usage.

**When sending an email:**

- Be specific, concise and informative
- Be courteous, professional and use the correct English Grammar
- Include your Student ID, Full name and contact number
- Always use your UTS email account as emails sent from web-based email accounts will not be responded to.
Infection Control and Occupational Exposures

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 needle stick injuries. Exposures may put the person at risk of acquiring a blood borne infection such as HIV, Hepatitis B and Hepatitis C. These may 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. In the event of an occupational exposure, whether a sharps/needle sticks injury or other exposure to blood and/or body fluids, this must be reported in accordance with local policy and UTS policy.

This 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 their supervising RN, NUM and facilitator immediately should an exposure occur.

Hand Hygiene Policy

Hand hygiene is one of the most important measures in reducing the transmission of infectious agents in a healthcare setting. You must become familiar with the NSW Health Policy on Hand Hygiene. All healthcare facilities enforce the 5 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
Emergency Situations

For each placement find out what the local procedures are in the event of an emergency and what the emergency phone number(s) are. This includes understanding the Facility’s procedures in the early recognition of and response to the deteriorating patient.

Manual Handling

Manual handling 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:

- Utilising practices that reduce manual handling
- Complying with health facility policies on manual handling
- 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 fixed
**Accidents/Injuries, Work Related Incidents and Reporting**

If you experience an incident such as an illness, injury or an adverse event whilst on placement, immediately report to your facilitator and/or the RN. It is important that any local and 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 claim.

If an injury sustained by a student raises doubts about the student's ability to attend subsequent nursing practice experiences, the student will be referred to the Director of Clinical Practice. 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.

**UTS: SAFETY & WELLBEING <ACCIDENT/ INCIDENT REPORTING>**

**Travel and Safety**

You **must** consider your own safety whilst travelling to and/or from a placement and UTS encourages you to participate in the Travel Buddy Scheme where you coordinate travel arrangements with other students during placement. The scheme encourages students to travel together, particularly when travelling via public transportation, for safety reasons.

It is rare that students will be endangered; however, it can happen. To avoid unsafe and/or threatening situations, students must use their instincts, intuition, and common sense.

**Emergency Contacts**

Health Facilities may have security personnel on staff. Please familiarise yourself with the health 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
UNIVERSITY SERVICES

Academic Liaison Officer
The Academic Liaison Officer (ALO) is responsible for assisting students with, if necessary, reasonable adjustments to learning and assessment tasks with relevant faculty staff members. 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. An appointment can be made by phoning +61 2 9514 1177.

Please note that the ALO does not manage special consideration. Special Consideration is a different process and requires a different application form.

Accessibility Service

The Accessibility Service (formerly Special Needs Service) is the University’s 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, ongoing medical or mental health condition.

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 and child care 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 Counselling**

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

- If you think you may have chosen the wrong course
- If you have stressful circumstances or psychological or emotional issues which interfere with your studies
- 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 Medical Centre**

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

**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.