U: MIDWIFERY
CLINICAL ASSESSMENT GUIDE

For students undertaking:

Bachelor of Midwifery 2019
Overview

Placements are an essential part of a student’s preparation for becoming a Registered Midwife. During a placement, students actively engage with women, their families, and the multidisciplinary team whilst developing an understanding of the healthcare culture.

Experiencing midwifery in a range of health care environments is fundamental for a student’s professional development as it enables the student to gain confidence and consolidate the knowledge, skills and abilities developed during theoretical modules and simulation activities.

Placements are sourced and coordinated by the Clinical Practice Unit in accordance with Faculty and NSW Ministry of Health policies and guidelines and are coordinated by the Bachelor of Midwifery Course coordinator. Students are placed in an allocated area health facility; however, placement allocations are influenced by availability and the type of clinical setting required for the placement and associated assessment.

Placements occur in blocks during each semester and for first and second year’s, in the summer session. Placements are in addition to clinical practice laboratories that simulate the clinical environment. Typically, placements involve morning, evening, and possibly night shifts. During the course, students are also required to follow 10 women throughout their pregnancy, birth and the period after birth. This requires students to be on-call to attend the labour and birth.

Third-year students undertake a prolonged period of clinical experience with much of their time spent in a clinical environment. Third-year students also have the opportunity to complete an 80-hour rural or remote placement.

Students are commonly overseen by a Facilitator/ Educator/ Preceptor/ Registered Midwife / Medical Officer from the health facility whose role is to support the student in achieving their learning objectives and assessment requirements. In this document we will call them ‘Educators’.

In order to register as a midwife, 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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### Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACM</td>
<td>Australian College of Midwives</td>
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<td>AHPRA</td>
<td>Australian Health Practitioner Regulation Agency</td>
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<td>AIM</td>
<td>Assistant in Midwifery</td>
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<td>ANMAC</td>
<td>Australian Nursing and Midwifery Accreditation Council</td>
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<tr>
<td>CB</td>
<td>City Building</td>
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<td>CPU</td>
<td>Clinical Practice Unit</td>
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<tr>
<td>ID</td>
<td>Identification</td>
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<tr>
<td>LHD</td>
<td>Local Health District</td>
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<td>MoH</td>
<td>Ministry of Health (formally DoH)</td>
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<td>NMH</td>
<td>Nursing, Midwifery and Health</td>
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<tr>
<td>NSW</td>
<td>New South Wales</td>
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<td>MUM</td>
<td>Midwifery Unit Manager</td>
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<td>PEP</td>
<td>Professional Experience Placement Handbook</td>
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<td>RM</td>
<td>Registered Midwife</td>
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<td>SMS</td>
<td>Short Message Service</td>
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<td>UTS</td>
<td>University of Technology Sydney</td>
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</table>
Contacts

The Course Coordinator, Bachelor of Midwifery is the first point of call for students.

Nicki Watts: nicole.watts@uts.edu.au

+61 2 9514 4484

Building 10, Level 11, (City Campus)

Student Centre

+61 2 9514 4911

City Campus, Building 10
Monday to Friday: 9:00am - 4.30pm
Closed on Wednesdays: 09:00 - 11:00am

Clinical Practice Unit

The Clinical Practice Unit (CPU) is a professional administrative support team within the Faculty of Health and is responsible for requesting clinical placements and working collaboratively with students, the NSW Ministry of Health (MoH), Local Health Districts, health facilities, facilitators, Educators and academic staff, other education institutes and governing bodies.

Whilst the CPU is responsible for requesting midwifery placements in NSW Public Health Facilities in accordance with, and based on, the requirements of the Nursing and Midwifery Board of Australia Standards for Midwifery Practice, the course aims and objectives and the Clinical Ladder; they are not responsible for the coordination or allocation of undergraduate midwifery placements. The CPU is responsible for pre placement checks and is available to answer questions relating to this.

The CPU is located at the City Campus, building 10 level 6, and may be contacted Monday to Friday 9:00am to 5:00pm via:

Health.Clinical.Practice@uts.edu.au

+61 2 9514 5122
Privacy notice

Students who will be undertaking clinical placements

Please note as part of your enrolment in clinical placements, the Faculty collects personal information provided by students as part of their enrolment at UTS, including contact and study details.

Information collected by UTS is required to facilitate assigning you to a placement and managing the placement to ensure students fulfil the requirements of the Bachelor of Midwifery degree.

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 into the NSW Health placement system (ClinConnect). Additional information will be entered by students directly into this system, including immunisation and police check information. This information and verification details will also be provided to UTS for its clinical system (MyPlacement).

Apart from information provided to the ClinConnect system, and the provision of information to the specific placement agency where a student is placed, UTS will not disclose personal information 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).

Placement processes

Placement allocations

Midwifery is a practice-based discipline and clinical practice learning within the Bachelor of Midwifery curriculum is structured to support a staged approach to achieving the clinical competency required of a Registered Midwife.

The CPU requests placements in midwifery health facilities in accordance with, and based on, the requirements of the Nursing and Midwifery Board of Australia Standards for Midwifery Practice, the course aims and objectives and the Clinical Ladder.
Wherever possible students are placed according to their residential address. However, this is subject to availability of placements and not guaranteed and students need to be flexible. Students using public transport will need to plan ahead regarding travel time. Any parking costs will need to be met by the student.

Students with special needs will need to ensure they have applied through the appropriate channels within the first week of semester for this to be taken into consideration.

If a student identifies they are not able to attend a placement less than 4 weeks prior to the commencement a special consideration application must be completed, refer to page 10.

**Requirements for return to clinical practice subjects after extended leave**

Students returning from an absence of greater than two consecutive semesters are required to successfully complete a Study Guide(s) and an Observed Structured Clinical Examination (OSCE) (relevant to their stage in the degree). This must be achieved prior to being offered a clinical placement.

Students who anticipate returning from an absence must contact the Course coordinator the year before they are due to re-start. There is no guarantee that students will be allocated to their original clinical placement.

**Important guidelines, policies and procedures**

**Bulk compliance and verification**

The NSW MoH requires students attending clinical placements to comply with several policies. These include, but are not limited to, complying with criminal clearances and the screening and vaccination against infectious diseases – evidence for the screening and vaccination against infectious diseases is recorded on a [NSW Health Vaccination Record Card for Health Care Workers/Students](https://www.health.nsw.gov.au/clinicaldevelopment/guidelines/pdf/healthcare-workers-vaccination-card.pdf) which is available for collection at the CPU, UTS: Health Student Centres or UTS: Health Student Services. Meeting these requirements may result in costs to the student.

Please note that your police check lasts for 3 years, and must be current to attend Clinical. At the end of 2nd year, please review the currency of your police check. If your course is prolonged you will
need to re-apply to ensure you have a current check. You must bring your National Police Check (NPC) to the bulk compliance day arranged by UTS.

Complying with these policies is now managed through the ClinConnect system and all students must be verified through this system to be attached to a placement. To be verified student documents need to be checked by suitably qualified NSW MoH employees. UTS and a partnered Local Health District will arrange bulk compliance days to facilitate this process.

Bulk compliance days will be held at the beginning of Autumn Semester. Attendance is compulsory even if immunisations are not complete.

Failure to attend one of the arranged bulk compliance days will prevent the CPU from arranging your clinical placement.

Students attending Private facilities will need to supply their documents to their designated facility.

Act immediately to ensure you have your documents completed in time. By your first week of classes you should have;

- Received your first Hepatitis B vaccination (if not immune)
- Applied for your criminal record check through the NSW or Australian Federal police (Applications are commenced online. Be aware of other sites offering NSW CRCs, only apply through the NSW or Australian Federal Police sites)
- Applied for Criminal Record Checks for all countries you have previously been a resident of (refer to the checklist below on page 10 for further details)
- Identified if you are required to complete a Tuberculosis screen and if so have your appointment booked (there can be lengthy waiting periods).

**UTS Health services** are a good resource to assist you.

### Inherent requirements

It is an inherent requirement of the Bachelor of Midwifery degree to complete a number of unpaid clinical placements in designated health facilities per semester. All students 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 students who are repeating clinical subjects will also be expected to repeat the clinical component of the subject.
If a student is concerned about their ability to complete a clinical placement, they should read the information provided in relation to the inherent requirements for midwifery. 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. This must be done at the commencement of each session when undertaking a Midwifery Practice subject.

Students should consult the following for a full overview of the Midwifery inherent requirements.

If a student is unsure about this information; they should contact the Faculty’s Academic Liaison Officer, Lisa Townsend via Lisa.Townsend@uts.edu.au or 9514 5747 so that any queries can be addressed.

**Placements: extenuating circumstances**

Students who meet these criteria must make contact with the Academic Liaison Officer (ALO) before submitting a Special Provision Request Form. The CPU will validate these requests and will decline those which are not supported. Students who have previously registered with the ALO and/or Accessibility at UTS do not need to register again; however, they do need to submit a Special Provision Request Form at the commencement of each semester.

- **Carer Commitment** – where a student is the primary carer of an immediate family member, such requests must be supported by the Faculty’s Academic Liaison Officer (see above for details).

- **Special Needs** – where, for example, a student has a disability and/or an existing or ongoing illness; such requests must be supported by Accessibility at UTS.

- **Religious/ Cultural commitments** – where a student has restrictions to clinical hours due to religious/cultural commitments.

- **Conflict of Interest** – 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.

- **Elite athletes or performers** – where a student is limited by their training/competition commitments.
Significant Family Commitment – where a student wishes to attend a significant family commitment such as a wedding/ funeral.

Vaccination – 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.

Other Extenuating Circumstances – there may be other extenuating circumstances which are not identified above; please contact the CPU for advice.

Students who are –
- Returning from an approved Leave of Absence
- Under academic caution

must seek advice from the Course Co-ordinator prior to the commencement of the academic year/ semester.

Absenteism/ missed clinical placements

A clinical placement is similar to any other assessment component of a subject. If a student misses any hours in a placement they must apply for special consideration via the UTS official Special Consideration Process.

In addition students must communicate with their Educator at the time of the absence. A student is not to leave a facility without informing their Educator or the Midwifery Unit Manager. Students who do not notify their Educator will be noted as absent without reason and may not complete their allocated hours and fail the subject.

All missed hours on clinical placement must be justified and made up in order to obtain your degree. You need to liaise with your Educator to organise make-up shifts.

Applications for special consideration are due no later than 2 days after the missed shift.

The Online: Special Consideration Application process is a tool of ‘My Student Admin’; therefore, students who experience difficulties in applying for special consideration should contact the Student Centre on 1300 ASK UTS (1300 275 887) (from within Australia).

For a student to miss a clinical shift there must be extenuating circumstances and a Professional Authority Form (PAF) must be attached (this is located within the special consideration site) with your Special Consideration application to be considered.
# Pre-clinical placement checklist

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>Pre-placement item</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Student ID</td>
<td>□ UTS Student ID Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ UTS Uniform</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP 2</th>
<th>CLEARANCES</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Police Clearance for Australian Students*</td>
<td>□ Australian National Criminal History Record Check</td>
</tr>
<tr>
<td></td>
<td>If you have a criminal history (applies to Australian and International students)</td>
<td>You must complete and submit to NSW MoH a Student Risk Assessment Form</td>
</tr>
<tr>
<td></td>
<td>Additional Clearances</td>
<td>□ Code of Conduct Form</td>
</tr>
<tr>
<td></td>
<td>Student Undertaking</td>
<td>□ Student Undertaking</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>STEP 3</th>
<th>VACCINATIONS</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vaccinations</td>
<td>□ All vaccinations to be recorded on: NSW Health Vaccination Record Card</td>
</tr>
<tr>
<td></td>
<td>Additional Forms</td>
<td>□ Form 2 – Tuberculosis (TB) Assessment Tool AND □ Form 3 – Undertaking/</td>
</tr>
</tbody>
</table>

*You may need to obtain a police certificate from other countries you have resided in

- All students must present the evidence required, as outlined in this document, at the arranged compliance days.
- Satisfying the requirements of the NSW MoH is mandatory and failure to comply will result in a delay in your placement. You will not be assigned a placement until you are compliant or measures have been put in place to ensure compliance prior to the placement commencement.
- Subject Coordinators will be notified of students who do not meet their pre-placement requirements; formal warnings may apply.
- All forms of evidence must be original versions.
- Lost/ stolen/ illegible forms of evidence must be replaced prior to a scheduled placement.
First day on placement

Your clinical Midwifery Educator will email you prior to the clinical placement and organise your roster for the semester. On the first day of placement, students are to present at the specified time and meeting place as instructed by email from the health facility. Typically, students will be met by their hospital Educator and/or a member of staff from the health facility.

The briefing and orientation to the ward/facility activities may include:

- Introduction to the Midwifery Educator/ facilitator including how and when students should contact them
- Clarification of the expectations of the students during the placement
- Identification checks: all students must clearly display their UTS-issued name badge at all times throughout the placement
- Completion of any required pre-placement checks including sighting of criminal clearance documents, vaccination documents, uniform, student ID etc (non NSW MoH facilities)
- Confirmation of shift times, meal breaks, rosters and days of attendance as applicable
- Plan for any debriefing session, expectations of the debrief sessions and times for these sessions
- Discussion and clarification of the clinical learning objectives
- An orientation checklist may be completed
- A tour of the hospital or facility may be included as appropriate
Attendance

The Nursing and Midwifery Board of Australia requires students to undertake a specified number of midwifery practice hours. 100% attendance on midwifery practice is, therefore, required. Should a student miss some component of midwifery practice, they will be required to make up the hours at the discretion of the hospital educator and Course Coordinator, in accordance with the provisions below.

Only cases of documented illness or misadventure will be accepted as a reason for not undertaking all midwifery practice hours at the specified time. In the event of illness or misadventure, students must notify their Educator and the relevant Health Facility. If students are unable to contact their Educator, they should contact the Course Coordinator.

When assessing whether students are required to undertake additional hours to complete their midwifery practice, the Faculty examines a student’s midwifery practice history, taking into account past attendance as well as the Nursing and Midwifery Board of Australia requirements. Therefore, it is in the interest of students to ensure they maintain a complete attendance record.

As indicated above, students may not be given the opportunity to complete missed midwifery practice hours, and may fail the subject if they have a pattern of absences. If students miss one or more days of their clinical experience and are offered the opportunity to make up the time they will receive a Q grade until the time has been made up. For Bachelor of Midwifery students there is no defined make-up period, instead, students need to negotiate with their hospital Educator or facilitator, in order to arrange make-up times.

Students are expected to complete their clinical hours in the time that is rostered for them. It is not acceptable for students to be late for their shift, to leave early, to leave without notifying their midwifery educator, or to change a shift without first negotiating this with their midwifery educator. If a student fails to comply with these requirements they will receive an unsatisfactory assessment for their practice and a fail grade in the associated clinical practice subject.

The annual Clinical Ladder for any given year will provide students with the dates they will be required to attend clinical placement during each year and this can be used to guide students as to when they must be available. Clinical placement differs across the first, second and third years of the program but is usually in a ‘block’ allocation so students must be available across the entire week for up to several weeks at a time. Students can download the annual clinical ladder (posted on the Faculty website).
Those students with time commitments outside university will need to plan around clinical placement dates to make sure they are available. As these are posted well in advance no allowance is made for an inability to attend allocated clinical placements.

As much as possible, clinical placements will be linked to students’ residential address. Students using public transport will need to plan ahead regarding travel time. Any parking costs will need to be met by the student.

Students need to be prepared to take part in morning and afternoon shifts with their attendant start times. Students will be expected to attend some night shifts, often in the final clinical block. Midwifery involves shift work and unsocial hours and taking part in the different shifts allows students to be part of the entire spectrum of midwifery activity.

**Midwifery practice hours**

**First Year Students**

Subject: Midwifery Practice 1: Preparation for Practice (92353)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Description</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>48</td>
<td>2 x Block weeks 6 x 8hr days</td>
<td>Antenatal Clinic, Postnatal ward, Delivery suite, Community experience</td>
</tr>
</tbody>
</table>

Subject: Midwifery Practice 2: Supporting Women (92357)

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<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Description</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>128</td>
<td>3 x Block weeks 64 hrs Nov-Feb</td>
<td>Antenatal Clinic/ward, Postnatal ward, Delivery suite, 2 Continuity of Care women</td>
</tr>
</tbody>
</table>

**Second Year Students**

Subject: Midwifery Practice 3: Complex Pregnancy (92361) – 128 hours

Subject: Care of the Newborn: (93464) – 32 hours

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<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Description</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>128</td>
<td>5 x Block weeks 16 x 8hr shifts</td>
<td>Antenatal ward, Fetal-medicine Unit, Day stay assessment, Delivery suite</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>5 x Block weeks 4 x 8hr shifts</td>
<td>Special Care Nursery 3 Continuity of Care women</td>
</tr>
</tbody>
</table>

Subject: Midwifery Practice 4: Complex Labour, Birth & Puerperium (92365) – 160 hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Description</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>240</td>
<td>5 x Block weeks 80 hrs Nov-Feb</td>
<td>Delivery suite, Postnatal, High Dependency Unit, Surgical, Operating Theatre, Recovery</td>
</tr>
</tbody>
</table>
Third Year Students

Subject: Midwifery Practice 5: Emergencies in Maternity Care (92369) – 232 hours (optional 80 hours within 232 hours in a rural and remote placement)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Description</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>232</td>
<td>10 x Block weeks 29 x 8hr shifts</td>
<td>Delivery suite, Community, 5 Continuity of Midwifery Care women</td>
</tr>
<tr>
<td>Optional</td>
<td>80</td>
<td>10 x 8hr shifts</td>
<td>Optional rural or remote placement</td>
</tr>
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Subject: Midwifery Practice 6: Transitions to being a Midwife (92373) – 232 hours

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<tr>
<th>Semester</th>
<th>Hours</th>
<th>Description</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>232</td>
<td>10 x Block weeks 29 x 8hr shifts</td>
<td>Continuity of Midwifery Care, Delivery suite</td>
</tr>
</tbody>
</table>

Unsafe and/ or unsatisfactory clinical performance

A student's performance is deemed unsafe if it places women, their families, staff members or fellow students at risk, and if she or he is unable or unwilling to perceive that risk. The judgment that a student's performance is unsafe is usually made on the basis of more than one incident; however, it can be made on the basis of one episode.

Students whose performance is deemed unsafe are removed from the health facility as soon as the judgment is made and are referred to the Course Coordinator, who determines the appropriate course of action. Students may receive a fail grade for the subject, or be given an opportunity to demonstrate improvement in an alternative clinical environment such as the laboratory. If satisfactory, students are given another opportunity to complete their midwifery practice in a clinical environment.

Here are some links:

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

Unsatisfactory clinical practice performance

A student's performance is deemed unsatisfactory if they fail to meet the objectives and assessment of a given midwifery practice experience.

Each student has a formative assessment part-way through each clinical placement. If unsatisfactory performance is identified in this assessment, the Educator will notify the student and identify a plan of action. This includes major areas of improvement and specific aims to be met to
achieve satisfactory performance. If the student and/or the Educator have reason to believe that they cannot work together to implement the improvement plan, a request can be made by either person to the Course Coordinator for alternative arrangements. Each student receives a summative assessment towards the end of each clinical placement, which is assessed as either overall satisfactory or unsatisfactory.

Non-academic misconduct

During a placement, students are expected to conduct themselves in a professional manner at all times. If students are considered to be behaving in an unprofessional manner, the placements may be terminated and the student asked to leave immediately. Supervisory staff (midwives or MUM) on the ward/unit, the Educator and/ or the Course 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 includes but is not limited to breaching privacy, inappropriate behaviour such as swearing, violent and abusive language or physical behaviour, rudeness, being disrespectful to facility staff, UTS employees and women. If students attend placement under the influence of alcohol or illicit substances this is also considered misconduct.

Grievances

Students who have a concern arising from their placement should contact the relevant Course Coordinator via email. A statement of concern becomes a grievance when it is reported to a person in authority at UTS and requires action and response under UTS policies and procedures. A grievance can be about a situation, a process, person, or people.

The following diagram demonstrates the process for clinical subject assessment
Students on clinical placement

Code of Conduct & Ethics

A Code of Conduct is a set of principles which guide behaviour between staff and those receiving care through health services or those providing services to the health facility. Students should familiarise themselves with their requirements and related Codes of Conduct.

Here are some links:

**SECTION 2 – STUDENT REQUIREMENTS (UTS)**

**NSW MOH CODE OF CONDUCT**
**Student safety**

Students undertaking a clinical assessment must be physically, mentally, and emotionally fit to attend. Students are responsible for evaluating their capacity to attend each placement and disclosure of health problems may be necessary for reasons including:

- The safety of the student and the wellbeing and safety of women/babies and staff who students may be in contact with
- Where consideration needs to be given as to whether a reasonable adjustment is required to support a student's placement
- Ensuring students are covered by insurance

**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
- Advise the Course Coordinator and Director of the Clinical Practice Unit
- Apply for Special Consideration if during placement or if the final placement list has been posted (28 days prior to commencement)

If a member of Faculty staff, staff at a health facility or fellow students have a genuine concern regarding a student's fitness or wellbeing they should raise this, in confidence, with the Director, Clinical Practice or the subject coordinator.

When a concern is raised and the Faculty is notified of a student's health, injury/illness, fitness and wellbeing, pregnancy or recent birth, the student may be asked to meet with the Director, Clinical Practice.

Placements may be postponed or suspended until the required clearance is obtained or adjustment considered and, therefore, students are advised to seek advice well in advance of their scheduled placement/s.
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, 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 Course Co-ordinator and Director of Clinical Practice 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 placement.

You will need to provide a Medical Certificate from your midwife/health care provider certifying the expected date of birth, current health status, and fitness to attend placement. This is also dependant on any local policy of the health facility hosting the placement.

Failure to seek medical advice or to advise the Director of Clinical Practice of any health related concerns or risks may result in no clinical completion/failure of the subject and the Faculty accepting no responsibility for the consequences/outcomes associated with a student's placement.

Confidentiality and privacy

Midwifery students will have access to women’s medical information and, therefore, must recognise and maintain confidentiality and privacy in order to comply with legislation and policies and to maintain their professional responsibilities.

Students may only access clinical records for the purpose of providing clinical care. If students are required to access women’s files for the purpose of study they must first seek approval from the MUM (or equivalent), preceptor and the woman.

Students must disclose to the woman the reason the information is being sought and ensure that any identifying information is removed from any materials that are gathered for the purpose of study. Students must never take identifiable information home such as charts, files, and identifying stickers.

Students must:

- Follow guidelines for the storage of medical records
• Not discuss personal information about women or colleagues

• Not include names or other personal details of women or staff in assignments etc.

• Ensure they de-identify data

• Only access information about staff or women when this is required as part of allocated work

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

• Taking identifiable information home

• 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 women’s information via public networks (such as internet email or sharing materials on social networking sites). This includes sharing photos or details of their medical conditions or personal circumstances.

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**

Midwifery students will be involved in the documentation of women’s care. Students should ensure that they understand what is expected of them whilst on placement and that all documentation is countersigned by a midwife. 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, written in a factual manner

• 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

**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.

Students are strongly advised not to give women their personal contact details including phone numbers and email addresses.

**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 care and is 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 women 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 women whose English language skills are assessed to be inadequate it is important to use accredited Interpreters to promote effective and appropriate communication. 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.

**Immunisation and infection**

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. Such exposures may put the person at risk of acquiring a blood borne infection such as HIV, Hepatitis B and Hepatitis C and may be transmitted by significant exposure to blood or other body substances.

Whilst on placement, students’ 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 stick injury or other exposure to blood and/or body fluids, this must be reported in accordance with health facility 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. Students should notify their supervising Educator immediately should an exposure occur.

Here are some links:

[HIV HEPATITIS B & HEPATITIS C – HEALTH CARE WORKERS INFECTED INFECTION CONTROL POLICY](HIV HEPATITIS B & HEPATITIS C – HEALTH CARE WORKERS INFECTED INFECTION CONTROL POLICY)
Workplace safety and wellbeing

During a clinical assessment, students are responsible for promoting and maintaining safety and wellbeing and 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 as directed by their supervisor, including the proper use of any personal protective equipment supplied

- Seek information or advice from a supervisor before performing new or unfamiliar tasks

- Report all health and safety accidents, incidents and hazards to their supervisor as soon as is practicable

- Follow the emergency evacuation procedures

- Practice in a way to avoid, eliminate or minimise risks

- Participate in orientation activities for clinical placements
- Follow Facility guidelines for the disposal of any hazardous wastes in a safe and approved manner

- Exercise a duty of care toward others in everything undertaken

Students must be aware of risk management policies and processes and be capable of implementing these within the clinical environments; students must also comply with the policies and procedures of the relevant health facility.

As part of the orientation to each placement students need to familiarise themselves with local policy and procedures relating to Health and Safety.

**Fire Safety**

For each placement find out what the local procedures are in the event of a fire, what the mechanisms are for raising an alarm, and the emergency phone number(s).

**Action in the event of an emergency**

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 woman.

**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 health care professionals. Health care and community facilities are required to have policies and practices in place to minimise the risk of manual handling injury to women, 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, including training

- Using suitable equipment when moving women

- Always following safe work procedures and practices and using equipment provided
• Reporting to the RM in charge any potential manual handling hazards or issues so they can be fixed

Accidents, injuries and work related incidents

If a student experiences an incident such as an illness, injury or an adverse event whilst on placement they should report to the RM in charge. It is important that any local and UTS incident reports are completed and appropriate actions including first aid or medical treatments are taken. Please contact your subject coordinator should you injure yourself at work.

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

If you notice a hazard or are involved in an accident at UTS, please report the incident.

Insurance guidelines

Faculty staff are not suitably qualified to provide advice on insurance issues so it is important to read this section carefully. The best place to find current information on UTS Insurance is by accessing the insurance information on the UTS website.

It is important for students to read the terms regarding insurance relating to personal injury whilst engaged in campus/course related activities and/or practical placement or community placement. UTS does not hold/provide work cover insurance on behalf of students, therefore, certain limits to any medical cover will apply as detailed on the UTS website. Students will be required to access Medicare or any private cover they already hold.

Students have a responsibility to ensure that their clinical supervisors/Educators appointed by the Faculty know of their whereabouts and the hours that they will be attending placement (roster) at all
times. When a student is allocated to a health facility they must only attend the hours/dates of placement allocated. If a student is undertaking voluntary work or attending an unscheduled/scheduled placement during hours other than those allocated to them, they will not be covered by an existing insurance policy. Note: students are covered by insurance to attend the women they are caring for as part of their Continuity of Care experiences.

Students are advised not to take risks whilst on a placement. It is important for students to work within their supervision guidelines and ensure they only provide care to the level of their current preparation as per their program of study.

**Scope of practice**

Students are expected to identify and practice within their *scope of practice* during their clinical assessment. 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 supervision 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 Educator and/or Course 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 Educator.

Practicing outside of your scope is considered unsafe practice and could result in termination of your clinical placement.

**Travel and safety**

Students **must** consider their own safety whilst travelling to or from a placement.

**Reduce your risks**

Understand your surroundings. Walk in areas that are open, well lit, and well-travelled. Become familiar with the buildings, parking lots, parks, and other places you walk. Pay particular attention to places where someone could hide such as stairways and bushes.

- Avoid shortcuts that take you through isolated areas
• Travel in a pair/group

• Make sure your friends, parents or partner know your daily schedule and let someone know where you're going and when you expect to return

• Be sure your body language shows a sense of confidence. Look like you know where you're going and act alert

• When riding on public transportation, sit near the driver and stay awake -attackers look for vulnerable targets

• Carry a mobile phone if possible and ensure that it's programmed with an emergency contact phone number

• If you need help, draw attention to your situation by shouting out specific words like "HELP", "FIRE", "POLICE", or "BACK OFF". These words are excellent attention getters if you're feeling threatened.

**Emergency contacts**

Health Facilities may have security personnel on staff. Therefore, students should familiarise themselves with the health facility’s security contact number and locations. If you are travelling at night ask a security officer to accompany you to your car, or walk with other students and/or staff when catching public transport.

Act with caution and ensure that any incidents, should they occur, are reported to the police and UTS.

Here are some links:

**POLICE ASSISTANCE LINE – P: 131 444**

**NSW TRANSPORT INFO**

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

**UTS: FACILITIES MANAGEMENT (STAYING SAFE ON CAMPUS) – DIAL 6 or P: 1800 249 559**
Rural and remote placements

In the 3rd year, midwifery students are eligible to apply for a Rural or Remote placement in NSW or interstate.

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.

When undertaking a Rural or Remote placement, students reside within the community working with experienced rural practitioners to gain valuable insights into the social and healthcare needs of these communities. Previous students have had valuable and rewarding experiences in rural and remote areas.

Students may apply for various grants/ scholarships through the NSW MoH to assist with travel and other expenses for approved Rural & Remote placements. Students who are interested in undertaking a Rural or Remote placement should notify their Course Coordinator.

Health facilities

The majority of placements occur in NSW Public Health Facilities; however, a small portion of placements may occur in private health facilities. In most instances, private health facilities adopt the policies of the NSW MoH, therefore, students should prepare for a placement in a private health facility as they would for a placement in a public health facility.

Student placement agreements

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.
Students are not permitted to undertake their clinical assessment 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.

Students should make themselves aware of the terms in the NSW Health Student Placement Agreement as well as their individual responsibilities.

See here: [NSW HEALTH STUDENT PLACEMENT AGREEMENT](#)
and here: [LOCAL HEALTH DISTRICTS](#)

### Student identification

Upon presenting themselves at a placement, students must introduce themselves as a UTS student and clearly display their UTS-issued ID and name badge at all times throughout the placement. The UTS Student ID Card can be attached to the student's uniform via a retractable cord/clip.

Lost, stolen, or damaged UTS Student ID Cards must be replaced by lodging an application with the Student Centre. An administrative charge is payable by the student.
Upon completion of the BMid, students must return their UTS ID and Name Badge to the CPU in person or via the Assignment Drop Box.

### Uniform

You are required to wear the official UTS:Health Uniform when on clinical practice placements to ensure high standards of dress and appearance represent our university to local health district hospitals, community settings and private facilities.

The uniform consists of a UTS polo shirt in which each student is required to purchase a minimum of two.

You are also required to wear black pants/skirt and black shoes of your own which need to follow strict professional attire guidelines:
Guidelines for pants/skirts

- Classic, professional fit
- Trousers to the ankle/shoe length
- Skirts must come up to the abdomen and fall to the knee
- NO low rise pants
- NO leggings
- NO jeans
- NO shiny material
- All clothing must be clean, neat and in good order

Guidelines for shoes:

- Black leather professional shoes
- Strictly no open back/open toe shoes
- Fully enclosed and non-slip
- Flat heeled
- White or black socks will be worn with the uniform
- Shoes should be clean and in good repair

Hair and nails

- Hair is to be worn off the face, and should be neat as well as comfortable. If your hair is longer than shoulder length, it should be tied back.
- Nails should be clean and neatly trimmed. NO nail polish is permitted.
- Artificial nails ARE NOT permitted in the clinical setting.
- Male students should be clean-shaven or have neatly trimmed beards or moustache.

Accessories

- Students are permitted to wear a wedding ring and one pair of small, plain studs in the ear lobes. No other jewellery or piercings are acceptable.
- Watches should either be digital or have a second hand, and must have no sharp edges, fancy watchbands or large buckles.
- A multicoloured ballpoint pen and small notepad are essential requirements. A small pocket calculator is advisable.
- No tattoos should be visible.
- Avoid all heavily scented products, e.g. soaps, perfumes, after shaves, deodorants, hair grooming items, laundry products, etc.
Cultural considerations

- 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
- 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, a student wished to dress outside of this uniform policy, they must 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 clothing

In certain health facilities, students are not required to wear their UTS Uniform. The choice of clothing, in this instance, is individual; however, it is expected that students will, at all times, maintain a professional appearance consistent with the expectations of the placement. Students should contact the CPU prior to the commencement of their placement if they are unsure; however, the following rules apply:

- All clothing must be clean, neat and in good order
- Plain, smart casual attire is expected as appropriate to the environment of the placement
- Fully enclosed non-slip, low heeled shoes must be worn
- Clothing should allow for ease of movement
- In certain settings, jeans may be acceptable if approved by the Director, MUM on the ward/ unit. All other uniform requirements apply and the following items are not appropriate in the clinical setting:
  - Not permitted are:
    - Singlet tops/midriff tops/active wear
    - Patches or fringes on clothing
    - Hipster pants/ jeans
    - Beach clothing, shorts etc.
    - Thongs/ crocs/ open-toed shoes
    - Items of clothing with writing or advertisements/excessively tight or revealing clothing
Any students who do not follow the guidelines will be sent home from their placement. Arranging make up hours for any clinical hours missed will be the responsibility of the student to negotiate with the Educator/Director of Clinical Practice.

Shoes

Shoes should be comfortable and must comply with Occupational Health and Safety Requirements - black fully enclosed non-slip, low heeled, non-canvas shoes are required; sport style footwear is not suitable for placements.

Hand hygiene is one of the most important measures in reducing the transmission of infectious agents in a healthcare setting. This includes policy advice on fingernails:

- Nail polish **must not** be worn by healthcare professionals providing direct care to women and babies – chipped nail polish supports the growth of a large number of organisms on the fingernail
• Artificial nails **must not** be worn by healthcare professionals providing direct care to women and babies. Evidence suggests that wearing artificial nails may contribute to the transmission of certain healthcare associated microorganisms.

• Natural tips must be less than 0.6 centimetres (1/4 inch) long. Whether the length of the nail is a substantial infection risk is unknown, however, long sharp fingernails can puncture gloves.

• Nail art and technology **must not** be worn. There is limited information about nail art and technology but they may be a potential reservoir for microorganisms.

**Hand washing**

Most infections, especially colds and gastroenteritis, are caught when we put our unwashed hands, which have germs on them, to our mouth. Some infections are caught when other people’s dirty hands touch the food we eat. Hands and wrists should be washed with clean soap and water and students must dry their hands with something clean, such as paper towels. NSW has an [infection control policy](#) that explains hand hygiene.

You should always wash your hands:

• After using the toilet
• Before making or eating food
• After handling dogs or other animals
• If you have been around someone who is coughing or has a cold

**Self-reflection**

The experience that a student gains from their placement depends on many factors including the student’s own preparation for, and engagement in, the placement and their focus on learning. Every interaction brings a new experience and an opportunity to learn and improve their professional and personal knowledge and skills.
Attending a placement does not guarantee that learning will occur. Developing competency involves not only meeting the course aims and objectives, but learning through reflection.

Reflection allows students to:

- Process their experience
- Explore and gain an understanding of their role
- Understand why they are doing something
- Identify the impacts of what they are doing
- Consider their professional and personal skills
- Identify their learning needs and strengths
- Become aware of their professional values

The potential to learn from both positive and negative experiences during a placement is invaluable and promotes further learning. Reflecting during and following a placement allows students to develop clear objectives for their next placement opportunity. Placements are not only a setting in which students apply their theory and develop their ability to care for individuals; they also provide an opportunity for students to learn to work with other members of staff within the team.

**University services**

**Academic liaison**

The Academic Liaison Officer (ALO) is responsible for assisting students with Special Needs to negotiate, if necessary, reasonable adjustments to learning and assessment tasks with subject lecturers and the CPU. Students with Special Needs include students who:

- have a disability or ongoing illness
- have difficulties with studies because of family commitments (for example being the primary carer of small children or a family member with a disability or who is pregnant)
- were admitted to UTS via the inpUTS Educational Access Scheme and have course issues

The Faculty's Academic Liaison Officer is the **first point of call** for students with special needs, and must be made aware of your situation within the first 2 weeks of semester. Once the final
placement list is posted needs cannot be accommodated and failure to attend the required clinical
will require special consideration application to be submitted.

The Accessibility service

The Accessibility service available at UTS works with other University staff to ensure that appropriate support is available for students:

• with disabilities or ongoing illnesses
• admitted through the inpUTS Educational Access Scheme or the special admission schemes

The Accessibility service provides a central contact point for information about the services and procedures the University has in place to ensure the accessibility of its educational programmes to people with disabilities and ongoing illnesses.

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.

Counselling

Counsellors are available at the City campus. Counsellors 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
Placement evaluations

The Faculty encourages students to provide constructive and well-informed feedback on their placement experience.

In providing feedback, students will assist the Faculty in enhancing the student experience whilst contributing to the improvement of services, processes and policies within the Faculty. Students with feedback regarding their placement should discuss this with their teaching team/s.

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 Health, students are expected to do so in an appropriate and professional manner.

By adhering to the following email guidelines, students and staff will promote clear and efficient correspondence and show respect for their fellow email users.
Email Guidelines:

- Ensure the Subject Line accurately reflects the content and nature of the email
- Beginning each email with a greeting – Hi, Hello, Dear….. is good etiquette; neglecting to use a greeting may imply that the writer is impolite or impatient
- Be specific and concise – if you are referring to a particular subject or placement, include the details followed by your enquiry
- Include your full name & student ID in every email
- Keep to the point – be constructive, objective, and factual
- Use appropriate layout, spelling, and grammar – abbreviations such as plz, u, thx and emoticons should not be used
- Do not write in capital letters – in emails, words written in upper case are ‘shouted’
- Send emails from your UTS Email Account – emails sent from web-based email accounts such as Yahoo and Hotmail will not be responded to
- Conclude your email with an appropriate ending – e.g. Regards, Sincerely
- Include your current contact telephone number in case the recipient needs to contact you
- Reply to emails in timely manner or acknowledge receipt of the email if you are unable to reply at that time
- When responding to emails, answer all questions in the original email
- Do not forward, copy, or attach emails without permission – failure to do so may infringe on copyright laws
- Respect privacy and sensitive information – emails are the property of the University and may be used as evidence in cases of non-academic misconduct

Recruitment

NSW MoH has a centralised process for the state-wide recruitment of newly graduated registered midwives applying for employment in NSW public hospitals and some not-for-profit private hospitals.
Employment opportunities also exist in the private sector. Vacancies in these sectors are usually advertised in newspapers and on local health district web sites.

Students seeking employment in other states and territories should access the relevant health department’s website for more information.

Throughout the year, opportunities for casual Assistant in Midwifery (AIM) positions become available. Look out for the advertisements on LHD web sites.

**Attending an interview**

New graduate interviews typically occur during Spring Semester and may clash with a scheduled placement. Interviews for positions should be scheduled outside of placement dates wherever possible.

The Faculty will provide a time allowance for students to attend their interview; however, the amount of time a student may be absent for must be negotiated with the Educator at the commencement of the placement.

**Success!**

Students who are successful in their application for a casual/ AIM/ new graduate position within the heath care sector may be required to attend an orientation program prior to commencing their position. On occasion, orientation sessions may clash with a scheduled placement. Time allowances may be offered; however, students must first contact the CPU for advice.