

NPP007 HLT54121 Diploma of Nursing Practical Placement Policy

Purpose

To ensure that practical placements are conducted in accordance with the Practical Placement Guidelines. This policy also assists EmployEase to meet its obligations to its students with respect to practical placement for technical and further education. This policy provides HLT54121-Diploma of Nursing students and staff with information on the broad principles underpinning the administration of student placement which outlines important student responsibilities.

Scope

This policy is applicable to Professional Experience Placement (PEP) for the HLT54121-Diploma of Nursing across all EmployEase campuses and students irrespective of the mode of delivery and course delivery sites.

Policy Principles

Professional Experience Placement provides an important opportunity for nursing students to apply skills and theory in real life situations, in a variety of clinical settings. Experiencing nursing in different types of health care environments is important for professional development. It helps students to make career choices and enables students to apply and gain competence in the many different skills required across various health care settings. The scope of this policy is to provide guidelines to meet the current requirements specific to PEP of students and staff participating in PEP.

Purpose of the Practical Placement Agreement

The Agreement is made pursuant to and subject to the Education and Training Reform Act 2006, Part 5.4. The Agreement is made between the Training Provider, the Placement Provider and the Student for the purpose of enabling the student to undertake the practical training required for the qualification.

All students will be provided with a written practical placement agreement which will be completed by all parties prior to placement commencing.

Management of Contractual Arrangements with PEP Providers

The Quality and Administration Manager is responsible for monitoring, reviewing, evaluating and maintenance of the Practical Placement Agreement, scheduled in the Compliance Calendar. A written Practical Placement Agreement must be established prior to placement that includes:

- The course of study with EmployEase and the relevant skills required as part of the course to be developed, reinforced and/or assessed during the practical placement;
- The length of the practical placement expressed as hours;
- Payment arrangements, if any;
- Signatures of the student, the employer and EmployEase representative.

Placement Information for Students

Candidates are advised of placement requirements prior to their enrolment as part of the Course Information (Enrolment Pack) and Pre-Enrolment Interview. Students are provided with placement information as part of the timetabled Orientation session and the Placement Information Session.

Students are required to undertake **400 hours (2 weeks x 40 hours per week x 5 disciplines)** of mandatory clinical placement arranged across 18 months. This includes placement in aged care, mental health, rehab, sub acute and acute. Placement is arranged by EmployEase.

Determining Placement Eligibility

In order to participate in work placement for the Diploma of Nursing, a student must:

- Have a current Police Check (less than 6 months unless otherwise required by the industry/sector) clear of disclosures (see consequences of Police Check disclosures below)
- Have a current Working with Children Check
- Have successfully completed a NDIS Worker Screening Check where applicable
- Have received Covid19 vaccinations in-line with the relevant industry sector.
- Current Flu Immunisation
- Successfully complete MH05 (Manual Handling) in-class assessments
- Have successfully completed Hand Hygiene, Covid19 Infection Control
- Attend the timetabled Placement Information class
- Be regularly attending and actively participating in classes
- International criminal history check (in some circumstances)
- Evidence of Vaccination status including Hepatitis A & B, Pertussis, MMR, TB status

Fitness to Practice

- Students are responsible and accountable for ensuring they are safe and have the capability for practice:
 - A student must be fit to practice, to attend and participate in the professional workplace experience.
 - Students must disclose to the Course Coordinator/ Placement Coordinator any physical or mental health issues which have the potential to impact on their ability to complete the professional workplace experience.
 - 'Fitness to Practice' requirements should be read in conjunction with NMBA 'Guidelines for Mandatory Notifications' and standards, codes and guidelines
 - <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines/>
 - Any student concerned about meeting fitness to practice requirements must discuss this with the Course Coordinator for potential support services.

Student registration and mandatory notifications to AHPRA

The Health Practitioner Regulation National Law Act clearly articulates the responsibilities of EmployEase and students in ensuring compliance with attendance in the professional workplace environment. This obligation includes compliance with respect to fitness to practice and conduct while undertaking professional workplace experiences. To comply with this Act, there are mandatory requirements that must be met by EmployEase and the individual student to ensure patient safety and legislative compliance:

- All students enrolled in EmployEase’s Diploma of Nursing course must be registered as a student with NMBA. Students will be registered with NMBA prior to the commencement of their PEP and will remain registered for the duration of study, or until they are no longer enrolled. EmployEase National Training Manager is responsible for student registration with AHPRA.
- EmployEase is required under the National Law to notify AHPRA if they reasonably believe:
 - a student enrolled in a course of study has an impairment that, in the course of the student undertaking the clinical component as part of the course of study, may place the public at substantial risk of harm; or
 - a student for whom an education provider has arranged clinical training has an impairment that, during the student undertaking clinical training, may place the public at substantial risk of harm.
- Any entity (person or organisation) may make a voluntary notification about a student to AHPRA when they believe that the student: a) has been charged with an offence, or has been convicted or found guilty of an offence, that is punishable by 12 months’ imprisonment or more; or b) has, or may have, an impairment that they believe may harm the public; or c) has, or may have, contravened a condition of the student’s registration or an undertaking given by the student to the National Board.
- Under the National Law health practitioners, employers and education providers have mandatory reporting responsibilities.
- Students are automatically registered with AHPRA when enrolled in an entry to practice program and as such, are subject to the same regulations regarding professional conduct and mandatory reporting obligations. It is expected that students have an awareness of Inherent requirements and mandatory reporting guidelines prior to commencing PEP (Revised guidelines for mandatory notifications, 2020). EmployEase Registrar will notify AHPRA in accordance with these guidelines.
- AHPRA Guidelines: Mandatory notifications about registered students (March 2020) must be complied with when making notifications about registered students to AHPRA.

Fit Testing

The Australian Standard AS/NZS-1715: 2009 requires a respiratory protection program to be established. Part of that program involves the annual fit-testing of close-fitting respirators. In addition, the Australian Guidelines for the Prevention and Control of Infections in Healthcare (National Health and Medical Research Council, 2019) state that in order for N95/P2-masks to offer maximum desired protection it is essential that the wearer is properly fitted and trained in its safe use i.e. it is “required” not just “recommended”.

Fit testing when required must be done annually, as weight gain or weight loss or facial changes can change the fit of a device. Therefore, it may be a requirement of all

EmployEase students on placement undergo a fit test prior to attending placement and then undergo fit-testing yearly.

Consequences of Police Check Disclosures

Disclosure	Implication for Enrolment
a conviction for murder or sexual assault	Enrolment will not proceed or will be cancelled
a conviction of, or a disclosure showing without conviction, regardless of whether the student was imprisoned or not, for any form of assault or bodily harm, neglect or a person in their care, violence or threats of violence or crimes of a sexual nature	Enrolment will not proceed or will be cancelled
A conviction, or a disclosure showing without conviction, regardless of whether the student was imprisoned, relating to dishonesty (including but not limited to fraud and theft) or of drug offences within the past 5 years.	Enrolment will not proceed or will be cancelled
Multiple traffic/driving offences (more than two) e.g. drink driving, driving under the influence, dangerous driving. Culpable driving	Enrolment will not proceed or will be cancelled
A conviction, or disclosure showing without conviction, regardless of whether the student was imprisoned, relating to dishonesty (including but not limited to fraud and theft) or of drug offences more than five years prior	IS, DIS, Leisure and Health and HSA Students will be offered the opportunity to source a suitable placement within 15 business days of the disclosure being identified, not pursue enrolment or cancel their enrolment. Diploma of Nursing students will meet with the Head of Discipline to discuss potential impact that the record may have on the student's ability to become registered.
Incidental traffic/driving offences (no more than two) e.g. drink driving, driving under the influence, dangerous driving	IS, DIS, Leisure and Health and HSA Students will be offered the opportunity to source a suitable placement within 15 business days of the disclosure being identified, not pursue enrolment, or cancel their enrolment. Diploma of Nursing students will meet with the Head of Discipline to discuss potential impact that the record may have on the student's ability to become registered.

Maximum number of placement allocations offered to students

The student will be offered a maximum of two placement allocations by EmployEase. Where the student fails to meet pre-requisites and so is ineligible to undertake placement, fails to respond to a placement offer, or rejects a placement offer, the opportunity is forfeited.

Where a student has forfeited both opportunities for placement, they will be required to meet with Course Coordinator/ Training Manager to discuss options for continuation of the course. Where it is deemed applicable their enrolment will not proceed and will be closed. Not suitable for nursing

Practical Placement Procedure

- EmployEase has established Agreements with the various health facilities in relation to student placements.
- Student clinical placements will be pre-arranged by the Clinical Placement Coordinator in line with the student's schedule and placement availability with various host health facilities.
- Eligible students will be allocated to each facility/service in line with the capacity of the facility.

Selection of students for the program

Once the above requirements are met, candidate applications may be approved.

Note: Allocation of students to sites is based on:

- The specific clinical sites available for placement
- Ranking of area preferences provided by each student
- Numbers of students requesting each area
- Placements may be in either a metropolitan or regional area.
- If there are more applicants than placement availability, applicants will not be able to commence in the Diploma of Nursing until placement options are available..

Course Orientation

The Course Orientation Trainer will gather information about the student's placement preferences and any other relevant details on the Student Support Notes

Post Course Orientation

The Placement Coordinator will:

- Follow up placement preferences and special considerations with new enrolments following the Return to Study sessions.
- Identify facilities relevant to each individual student, taking into account where possible, student preferences and special considerations.

Following commencement of placement, the Placement Co-ordinator will manage any issues which arise relating to the individual student or the facility or the facility and systematically monitor the student's progress, providing support, referral and direction where required.

Placement Venue Checklist

The Placement Coordinators will complete the Placement Venue Checklist before organising and sending students for placement to make sure that the placement provider/facility meets all the placement criteria and is suitable for student placements.

Placement Venue Checklists should be completed every year before organising student placements at a placement provider/facility.

The completed Placement Venue Checklists will be stored under the Placement Venue Checklist folder in the T Drive.

Student Support

The Manager – Student Programs will offer student support for Practical Placements. Students are supported by the implementation of the Student Support Model, Placement Venue Checklists, Student Study Plan, Student Welfare and Academic Support Policy and Study Agreements.

EmployEAsE will support students who may have difficulty in progression for varying personal reasons, wherever possible. Students who request extra time in the lab, including the supervision process, will be required to meet with the Manager – Student Programs to discuss the possibility of extending time in the lab. The Manager – Student Programs will negotiate this, and coordinate the extended timeframe, with the placement host if approved.

Placement – Uniforms

Students will be provided with two EmployEAsE scrub top and identification badge; both must be worn on all placement days. Students are also expected to wear appropriate black work pants and black, fully enclosed, waterproof, non-slip flat shoes. No jewellery is to be worn with the exception of basic stud or sleeper earrings. Nails must be short (no nail polish or false nails). Hair must be tied back.

For infection control purposes, long sleeve clothing is not permitted on placement. In the case of garments worn for cultural reasons, a student is permitted to wear a black long-sleeved top under their EmployEAsE scrub top, but the top must be able to be rolled up to above the wrists. Headwear must not exceed shoulder length.

Work Placement – Health Considerations

To ensure that EmployEAsE is able to meet industry workplace requirements and standards in respect to work placement, should a student experience health issues that may impact on their ability to perform this type of work, they are required to discuss this with the Career Advisor prior to enrolment. If the student does not discuss this information prior to or at the time of enrolment, they are required to discuss the matter with the Trainer at their Course Orientation. If a student develops a health issue during the course that may impact on their ability to undertake workplace duties, they are required to speak with the Placement Coordinator as soon as practicable.

EmployEAsE is unable to take responsibility for a student being unable to complete the qualification due to health issues which are not disclosed prior to enrolment or eventuate during the delivery of the program. As a preventative measure, students are encouraged to receive the flu vaccination prior to placement and should bring documentation as evidence of

this. This may be a requirement of some Placement Providers. Students are advised of processes surrounding health issues and placement in the course handbook and placement guide.

Students who take ill whilst on placement must not attend the facility. The student must advise the facility, and Placement Coordinator, seek medical advice and secure a medical certificate to cover their absence.

Unplanned Absences (sickness or injury)

HLT54121 Diploma of Nursing – Placement hours missed due to illness must be made up with additional hours which are to be negotiated between the student and the Placement Provider and Placement Coordinator. If a student is unwell, the student will need to contact the ward, contact the facilitator and contact the placement coordinator and provide a medical certificate. If there are too many sick days on a placement, the facility reserves the right to mark the student not yet satisfactory as they cannot assess the student sufficiently.

Where a student is unable to participate in placement for a period of time which extends beyond 60 days including sickness, holiday or pregnancy, their enrolment will be cancelled.

In the event where a placement is delayed due to a health concern at the facility, every effort will be made to re-negotiate dates or relocate groups in consultation with the student/s.

Work Placement – Expected Student Behaviour

Work placement is the best possible opportunity for students to consolidate learning and practice the skills required to be deemed competent in this qualification. Although it is definitely not guaranteed, strong performance on placement can lead to a seamless flow from study to employment.

Placement is an opportunity for a student to represent themselves as a professional, enthusiastic worker. As a student of EmployEase each student is expected to demonstrate courtesy, professionalism, enthusiasm, initiative and safe work practices at all times.

Students must:

- refrain from using their mobile phone whilst the student is on shift (except during scheduled breaks)
- arrive on time and remain on duty to the end of their allocated shift.
- be ready for handover
- notify the Placement Provider and their Mentor if they will miss a day of rostered placement.
- be respectful and follow all policies, procedures and directions of the host facility
- maintain client and staff confidentiality and privacy at all times

Student Roles and Responsibilities are detailed in the Course Handbook, Placement Agreement, and Placement Guide.

Where a student's behaviour on placement has been identified as breaching the roles and responsibilities of the Workplace Agreement a meeting will be held between the student and the Placement Coordinator to discuss strategies aimed at meeting the standards set by the workplace and where appropriate plan a 2nd placement opportunity. EmployEase will make

all efforts to arrange the placement. To ensure EmployEase and the Placement Provider are able to adequately support the student the Placement Coordinator may speak with the Facility Manager in relation to the student's previous experience on placement.

In the case of a serious breach of behaviour EmployEase or the Placement Provider has the right to terminate a placement or deny a student the opportunity to undertake a further placement. In this case a meeting will be held between the Student Program Manager, the Placement Coordinator and the Student.

Serious breaches of behaviour might include, but not be limited to:

- Behaviour endangering the rights, safety and dignity of a resident or client
- Leaving the facility, whilst on a rostered shift, without prior discussion with the Centre Facility Manager, Placement Mentor or Placement Coordinator
- Instances of criminal behaviour

Work Placement – Assessment

Students are permitted two attempts at placement. Termination of a placement by either the student, Placement Provider or by EmployEase will be counted as the first or second attempt.

HLT54121 Diploma of Nursing Log Book

A logbook is provided to students to complete for each placement and the placement facilitator will need to complete the logbook as evidence. A formative and summative assessment will be done as well as performance evidence that needs to be completed. An EmployEase trainer and assessor will mark the placement as satisfactory or not yet satisfactory at the completion of each placement based on the evidence gathered.

Clinical Facilitation

Where deemed appropriate EmployEase may utilise the services of an in-house clinical facilitator/educator employed by the placement provider to support the student learning process. Using EmployEase documentation the facilitator/educator will provide direct guidance to the student in relation to their demonstrated skills and practice on site, as well as provide overall feedback and evidence against relevant performance criteria. Evidence collected by the in-house clinical facilitator/ educator is referred to as third-party evidence. A person collecting third-party evidence is not conducting any assessment. It remains the role of the RTO's facilitator/ educator to make the judgement about whether competency has been achieved.

Information pertaining to the use of in- house clinical facilitation/education will be included in the Student Handbook/Course Information Handbook and students will be notified, as part of their placement preparation session, should an in-house clinical facilitator arrangement be in place. EmployEase will also ensure that where such an arrangement is in place, valid documentation by way of signing the register of clinical facilitators and preceptors in the students logbook which confirms the person as currently holding the role of clinical facilitator/educator with the facility.

Suspension of Placement by EmployEase

Where following ongoing support and feedback the Placement Provider in conjunction with the Clinical Placement Coordinator may deem the student's practice poses an immediate or continued risk, the Placement Provider is authorised to suspend the placement and will advise the student via a private one to one meeting at the facility. The Clinical Placement Coordinator will advise the student why the placement has been suspended and what procedure will follow.

The Placement Provider will contact the Placement Coordinator and discuss the situation. The Coordinator will contact the student and schedule a meeting to discuss the student's practice and in partnership with the student, develop a plan of action. Where further support is required the Placement Coordinator will make a referral to Student Support.

Suspension of Placement by a Placement Provider

Where a Placement Provider withdraws from the placement agreement as a result of a student's practice, the Placement Coordinator will contact the Facility Manager to discuss the issues. The Placement Coordinator may meet directly with the student to discuss the student's practice and in partnership with the student, develop a plan of action including options for a 2nd and final attempt. Alternatively, discussions may be held via the telephone. The Placement Coordinator will follow up with the Placement Provider to ensure a strong partnership with the facility is maintained.

Re-Assessment'

In the case where a student has been deemed unsafe to continue after the first two (2) mentored days or deemed Not Yet Satisfactory after their final assessment they will be given detailed verbal and written feedback on areas that require improvement.

The Placement Provider will advise the Placement Coordinator of the placement outcome. The Placement Coordinator will schedule a meeting with the student to discuss the assessment result and in partnership with the student, options for a further placement opportunity. If additional support is required a referral will be made to Student Support. Where appropriate, the student may be guided into further study prior to undertaking their 2nd and final attempt at placement.

Where a further placement is required, EmployEase will arrange the placement. To ensure EmployEase and the Placement Provider are able to adequately support the student the Placement Coordinator may speak with the Facility Manager in relation to the student's previous experience on placement.

If after the 2nd placement attempt the student is still unable to meet a satisfactory level of competency the student will be deemed Not Yet Competent against each linked unit. A meeting will be held with the student to discuss options. Student may re-enrol in units but will be required to pay enrolment fees.

Placement Pre-Requirements

All documentation sighted by Clinical Coordinator at least one month prior to placement

Requirement	Notes
Police Check	Less than 3 months old, clear of disclosures
Working with Children Check	Linked to EmployEase
Immunisation Status	Confirmed by GP
Satisfactorily completed all academic components of the relevant course units	
School fees paid up to date or paid in full	
Manual Handling Competency completed	Completed as part of HLTWHS002 prior to first placement
Hand Hygiene Certificate	Can be completed online
Statutory declaration	Obtained from post office

Roles and Responsibilities

Role/Decision/Action	Responsibility	Conditions and limitations
Oversee Practical Placement arrangements and student support	Head of Discipline, Manager - Student Programs	

Related Documents

Legislation and Standards	the Privacy Act 1988 (Cth), the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 1988 (Cth) and any other State-specific legislation and regulations on privacy. Standards for RTOs 2015 Australian Standard AS/NZS-1715: 2009 Australian Guidelines for the Prevention and Control of Infections in Healthcare AHPRA Guidelines, Education and Training Reform Act 2006, Part 5.4.
Reference Policies, Procedures and Supporting Documentation	Placement Venue Checklists, Student Study Plan, Student Support Model, Student Welfare and Academic Support Policy, Study Agreement, MOUs.

Version control and accountability table

Accountable Area		Vocational Training		
Responsible Officer		Manager, Student Programs		
Review Date		March 2025		
Approved by				
Head of Discipline				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
V2024.01	Quality and Administration Manager	Included Process for managing Placement Agreements, Student Support, FIT testing, removed information for other qualification placements	18/03/2024	18/03/2024

Definitions

a) **AHPRA** stands for the Australian Health Practitioner Regulation Agency.

b) **Clinical Placement Provider (CPP)** or Healthcare Facility: Any organisation that provides Clinical Placements to healthcare students. This includes public and private health services, aged care providers, mental health services, (including community managed mental health services), community health services, general practices, private providers and other Clinical Placement settings.

c) **Clinical Placement:** A Clinical Placement termed as Professional Experience Placement or PEP in this document is defined as the component of an accredited curriculum conducted under supervision involving patient or client contact in a clinical environment that assists students to put theoretical knowledge into practice.

d) **Criminal History Clearance:** A report on the suitability of a person, from a criminal history point of view, to take part in certain activities or employment. There are several processes across Australia to achieve this, all involving a national check of criminal history.

e) **Critical incident** means a traumatic event, or the threat of a traumatic event, that causes extreme stress, fear or injury to one or more students. Critical incidents include, but are not limited to:

- a. missing students
- b. severe verbal or physical aggression
- c. critical mental health episodes
- d. drug or alcohol abuse
- e. domestic violence
- f. physical, sexual, or other abuse or assault
- g. death, serious injury or any threat of these
- h. accidents; and
- i. fire or natural disaster.

f) **Education Provider (EP):** Any institution delivering post-secondary education, in this case, accredited professional-entry healthcare courses. This includes Vocational Education and Training (VET) providers.

j) **Impairment** as defined by the National Law is 'a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect the person's capacity to practise the profession'.

h) **Law:** Any statute, regulation, by-law or subordinate legislation in force from time to time, the common law and equity and any legally binding industry codes of conduct, practice or standards.

i) **Privacy Laws:** All laws relating to data security and the protection and processing of personal information in force from time to time including without limitation, the Privacy Act 1988 (Cth), the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 1988 (Cth) and any other State-specific legislation and regulations on privacy.

j) **Student:** An individual enrolled in an entry-level professional course offered by an Education Provider that requires the student to undertake a Clinical Placement.

l) **Students at risk:** Students who have failed to:

- a. maintain satisfactory attendance; or
- b. demonstrate a satisfactory level of knowledge and/or skill according to their current scope of practice; or
- c. maintain an appropriate standard of professional conduct; or
- d. meet the fitness to practice requirements.

k) **Vocational Education and Training (VET) Provider:** An Education Provider that is registered with the Australian Skills Quality Authority (ASQA) to provide accredited courses in vocational education and training.