

PP102 NURSING PROFESSIONAL PRACTICE EXPERIENCE POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to clearly explain the academic, attendance, documentation and cost requirements involved in professional practice experience. This policy should be read in conjunction with PP80 Work Based training and Assessment Policy and Procedure.

SCOPE

This policy applies to all the trainers & assessors of Nursing Department and the students enrolled in either HLT51612 Diploma of Nursing (Enrolled-Division 2 Nursing) or HLT54115 Diploma of Nursing course.

DEFINITIONS

SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current enrolment in Diploma of Nursing with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
PPE	Refers to Professional practice experience where students are allocated to complete work placement requirements for course completion and registration with AHPRA.

POLICY

1. SCEI will arrange PPE for Diploma of Nursing in different health facilities in metro and regional areas across Victoria and South Australia.
2. All students are required to attend to a minimum of 400 hours of PPE as per scheduled timings during their Diploma in order to satisfy the requirements for registration with AHPRA.
3. The 400 hours of PPE will be allocated in the following manner:
 - 3.1. Aged Care 80 hours
 - 3.2. Mental Health 80 hours
 - 3.3. Subacute 80 hours
 - 3.4. Community 40 hours
 - 3.5. Acute 120 hours
4. PPE are scheduled at the completion of each semester at pre-determined dates set by the operating facility.
5. The students must be deemed competent by both theoretical and practical components of study throughout each semester by their nursing educator before allocating a PPE by the clinical placement officer.
6. The students must mandatorily attend their allocated PPE set by SCEI to the required hours.
7. Upon completion of the required hours and with a satisfactory pass for PPE, students are deemed competent for that semester of study.
8. The students who do not achieve the required hours at a particular PPE through mitigating circumstances e.g. sick leave, death of a family member, must provide documented evidence of this, report this to the work placement facility, and report the absenteeism to the work placement coordinator.
9. The students will be required to pay a monetary amount for the rebooking of either extra days or for full work placement.
10. The cost of arranging PPE is \$75.00 per day, will be calculated according to the PPE requirements.
11. Nursing students will be given 15 working days to pay this fee upon rebooking of placement hours; failure of payment will result in cancellation of work placement and thus non completion of the semester.

12. Trainers will be responsible to ensure that the students have completed all the theoretical and practical assessments and make a declaration of student's competence to go on placement.
13. Lab Coordinator will be responsible to assess the student competence against the required skills before PPE allocation.
14. Clinical placement officer will review academic files and required documents before allocating a PPE.
15. Please read and refer to PP80 Work Based Training and Assessment along with this policy.

PROCEDURE

1. Allocating a PPE

- 1.1. The trainer will make sure that student has completed all the theoretical and practical assessments of the unit of competency before PPE.
- 1.2. The trainer will make declaration using FLCHK77 Pre-Placement Checklist(HLT51612) or FLCHK78 Pre-Placement Checklist(HLT54115) about the student's completion of theoretical and practical assessments.
- 1.3. Lab Coordinator will assess the students against the required skills and make declaration if student is competent for placement using FLCHK77 Pre-Placement Checklist(HLT51612) or FLCHK78 Pre-Placement Checklist(HLT54115).
- 1.4. Clinical Placement officer will review the academic file of the student to verify if student has completed all the requirements of all the required units of competency.
- 1.5. Clinical placement officer will then review all the required documents prior to allocation of PPE.
- 1.6. Clinical placement officer will make declaration that he/she has review academic file and required documents using FLCHK77 Pre-Placement Checklist(HLT51612) or FLCHK78 Pre-Placement Checklist(HLT54115).

2. Attendance at PPE

- 2.1. The students will need to maintain 100% attendance during PPE.
- 2.2. The student will behave in a professional manner and will wear SCEI uniform at all times.
- 2.3. The student will not be allowed to start PPE without SCEI uniform.
- 2.4. If any student is unable to attend PPE, he/she will let clinical placement officer know one month prior to going on PPE.
- 2.5. If student will not give enough notice for not attending PPE or student cannot attend due to mitigating circumstances, he/she will have to pay fee to reallocate PPE.
- 2.6. The cost of the PPE will be \$75 per day and will be calculated according the PPE type and requirement.
- 2.7. The cost to reallocated PPE is mandatory and no one is exempted from it.
- 2.8. If there is a public holiday during a scheduled PPE, the Clinical Placement Officer will arrange a catchup PPE to complete the missing hours.
- 2.9. The catchup PPE may be arranged in the same or other facility and the missing hours can be completed in any type of PPE.

RELATED DOCUMENTS

PP08 Critical Incident Policy and Procedure
PP79 Student Rules Policy
PP99 Staff Code of Conduct Policy
PP80 Work Based Training and Assessment Policy
FLCHK77 Pre-Placement Checklist (HLT51612)
FLCHK78 Pre-Placement Checklist (HLT54115)

RESPONSIBILITIES

The position(s) responsible for implementing and ensuring compliance with the policy are:

- Nursing Coordinator
- Assistant Nursing Coordinator
- Clinical Lab Supervisor

- Trainers and Assessors (Nursing)
- Clinical Placement Officer

The position(s) or groups who should be aware of the policy content are:

- SCEI Nursing Student
- Nursing Staff

Students must abide by this policy.

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