

## PP102 NURSING PROFESSIONAL PRACTICE EXPERIENCE POLICY AND PROCEDURE

### PURPOSE

The purpose of this policy is to minimize the public risk and 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 all the students of Diploma of Nursing in different health facilities in metro and regional areas across Victoria and South Australia.
2. All students are required to complete 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 awarded satisfactory in both theoretical and practical components of units of competency in each semester by their nursing educator before considering the allocation a PPE.
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 Clinical Facilitator, work placement coordinator and/or Nursing 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.
16. SCEI will conduct risk assessment of all the problems/risk identified at the PPE to minimize
  - 16.1. the public risk
  - 16.2. risk to student
  - 16.3. risk to staff

## **PROCEDURE**

### **1. PPE Requirements**

- 1.1.** The trainer/assessor will ensure the student has gained the skills and knowledge required by each unit of competency.
- 1.2.** The compulsory requirements for students going on PPE is to:
  - 1.2.1. Attend minimum of 80% of scheduled classes
  - 1.2.2. Submit all the assessments of each semesters
  - 1.2.3. Be awarded satisfactory pass in the theoretical assessments of each unit of competency
  - 1.2.4. Attend all the lab skills session and achieve satisfactory pass in all the required practical skills.
- 1.3.** The trainer will make sure that student has completed all the theoretical and practical assessments of the unit of competency before PPE.
- 1.4.** 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.
- 1.5.** 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).
- 1.6.** If above requirements are met the student will proceed to allocation of PPE.
- 1.7.** If above requirements are not met at any stage, the nursing coordinator will be notified and meeting will be held between, student, student welfare officer and nursing coordinator to implement intervention strategy agreement.  
Please refer to Academic Progress Flowchart below.

### **2. Allocation a PPE**

- 2.1.** Clinical Placement officer will review the academic file of the student to verify that the student has met the PPE requirements and will complete relevant section of FLCHK77 Pre-Placement Checklist(HLT51612) or FLCHK78 Pre-Placement Checklist(HLT54115).
- 2.2.** Clinical placement officer will then review all the additional required documents prior to allocation of PPE like immunization record, police clearance, etc. and will complete relevant section of FLCHK77 Pre-Placement Checklist(HLT51612) or FLCHK78 Pre-Placement Checklist(HLT54115).

**2.3.** If above requirements are met, the clinical placement officer will notify the student via email or in person of PPE allocation and will provide the student with:

2.3.1. PPE Book

2.3.2. Student Handbook Information

2.3.3. Orientation Date

2.3.4. Clinical Facilitators details

2.3.5. Emergency contact details

**2.4.** If above requirements are not met at any stage, the nursing coordinator will be notified and meeting will be held between, student, student welfare officer and nursing coordinator to implement intervention strategy agreement.

**2.5.** The clinical placement officer will conduct orientation with the successful students highlighting attendance requirements, dress code, professional conduct and placement requirements.

### **3. Prior to Commencement of PPE**

**3.1.** The student will need to familiarize with all the documentation, handbooks and PPE Books.

**3.2.** The student must insure that they have the required uniform to meet the dress code policy.

**3.3.** The student will need to complete the host organization's / Health facility's online orientation if required and provide certificate of participation/completion to the host organization on the first day of PPE.

**3.4.** The student will contact the allocated clinical facilitator to establish contact and address any additional support is required.

**3.5.** If any student is unable to attend allocate PPE they must notify the clinical placement officer minimum one month prior to allocated commencement date.

**3.6.** If student has not provided one-month notice or cannot attend due to mitigating circumstances a relocation fee will be applied at \$75 per day and will be calculated according the PPE type and requirement. The cost to reallocated PPE is mandatory and no one is exempted from it.

### **4. Attendance at PPE**

**4.1.** The students must adhere to the Dress Code policy during the allocated PPE timeframe and maintain professional conduct at all time.

**4.2.** The students must attend all shifts as rostered by the host organization / Health facility.

**4.3.** Extending shifts beyond the ordinary start and finish time for the roster will not be accepted unless authorized by the host organization's / Health facility's, clinical facilitator and clinical placement officer. Students should not work a shift in excess of 8 hours unless this is expected shift duration of the host organization / Health facility and it has been approved by SCEI.

**4.4.** 100% attendance is required for all rostered shifts. Students are required to notify both host organization / Health facility and clinical facilitator of all absences.

**4.5.** In case of public holidays during a scheduled PPE, the Clinical Placement Officer will arrange an additional PPE to enable the student to meet the PPE requirements.

4.6. The additional PPE may be arranged in the same or alternative facility.

## 5. Clinical Facilitators responsibilities

5.1. Clinical facilitators must be familiarised with all the documentation, Clinical facilitators handbooks and PPE Books.

## 6. Risk /Problem Management on PPE

During a PPE a number of problems may arise. The majority of these can be resolved by a discussion between the clinical facilitator and student and/or a phone call to Nursing Coordinator and / or Health Facility. Occasionally more action may need to be taken to manage the issue.

### 6.1. Problems that cannot be resolved between student and clinical facilitator

In the event staff or student issues that cannot be resolved informally, the Health Facility and/or the student should contact the Nursing Coordinator to discuss problems and to develop strategies to resolve the issues. When a student is identified as “at risk of Failure”, the Nursing Coordinator must be contacted as soon as possible.

6.2.1 The Nursing Coordinator will follow the below outline process for addressing a Failure to achieve the NMBA Enrolled Nurse Standards of Practice (2016).

6.2.1.1 Nursing Coordinator will request a written report from the Clinical facilitator. Depending on the level of identified issues the following choices are available to the Nursing Coordinator:

- i. Further discussion with Clinical facilitator / Educator / Supervisor and student; or
- ii. A Learning Agreement may be offered to the student; this can include additional placement time, focused support (if placement is still underway), or both; or
- iii. A Not Yet Competent grade is issued and student removed from placement immediately.

### 6.3 Withdrawal of placement by clinical staff

6.3.1 The Nursing Coordinator may wish to withdraw a student from a placement in the event of unprofessional behaviour. Unprofessional behaviour includes misconduct, unethical or unsafe behaviour, or any breach of client confidentiality. Withdrawal of a placement is a last-resort process and should only occur after consultation with the Nursing Coordinator. This usually does not occur without warning and before remedial actions having been implemented. It is important to note that once the Nursing Coordinator is informed of withdrawal, an information gathering process is necessary before making any decisions about the placement. This can take a number of days.

6.3.2 Withdrawal of placement also occurs when the health facility notifies SCEI it cannot adequately manage the placement. All Registered Nurses have a professional responsibility to assure safety and well-being of patients, staff, the student and the public. Wherever possible, consultation with the Nursing Coordinator at SCEI should occur prior to withdrawal. If the situation is viewed as urgent, health facilities reserve the right to terminate placements immediately. This includes if a student presents to placement under the influence

of drugs or alcohol. Sometimes withdrawing a placement is an unfortunate consequence of operational priorities and does not reflect on a student's competence.

- 6.3.3 The Nursing Coordinator will have a brief initial discussion with the student. Notes should be taken and these should be available to the student and then arrange for a longer appointment time with the student and Health Facility. The timing of this meeting will be organised depending on when assessment documentation from the student and the Health Facility arrives at SCEI. The student will also need to provide all the clinical assessment documentation from placement. Minutes of all meetings should be recorded and made available to the student, Facility and Nursing Coordinator.

#### **6.4. Appeals against withdrawal of placement by the Health Facility**

The Nursing Coordinator and the Clinical Placement Officer and a nominated person from the Health Facility will negotiate a process for dispute resolution. This process shall be cognisant of provisions in the practice agreement between SCEI and the Health Facility in addition to the SCEI Assessment Rules and Principles. That is, two processes are to be satisfied:

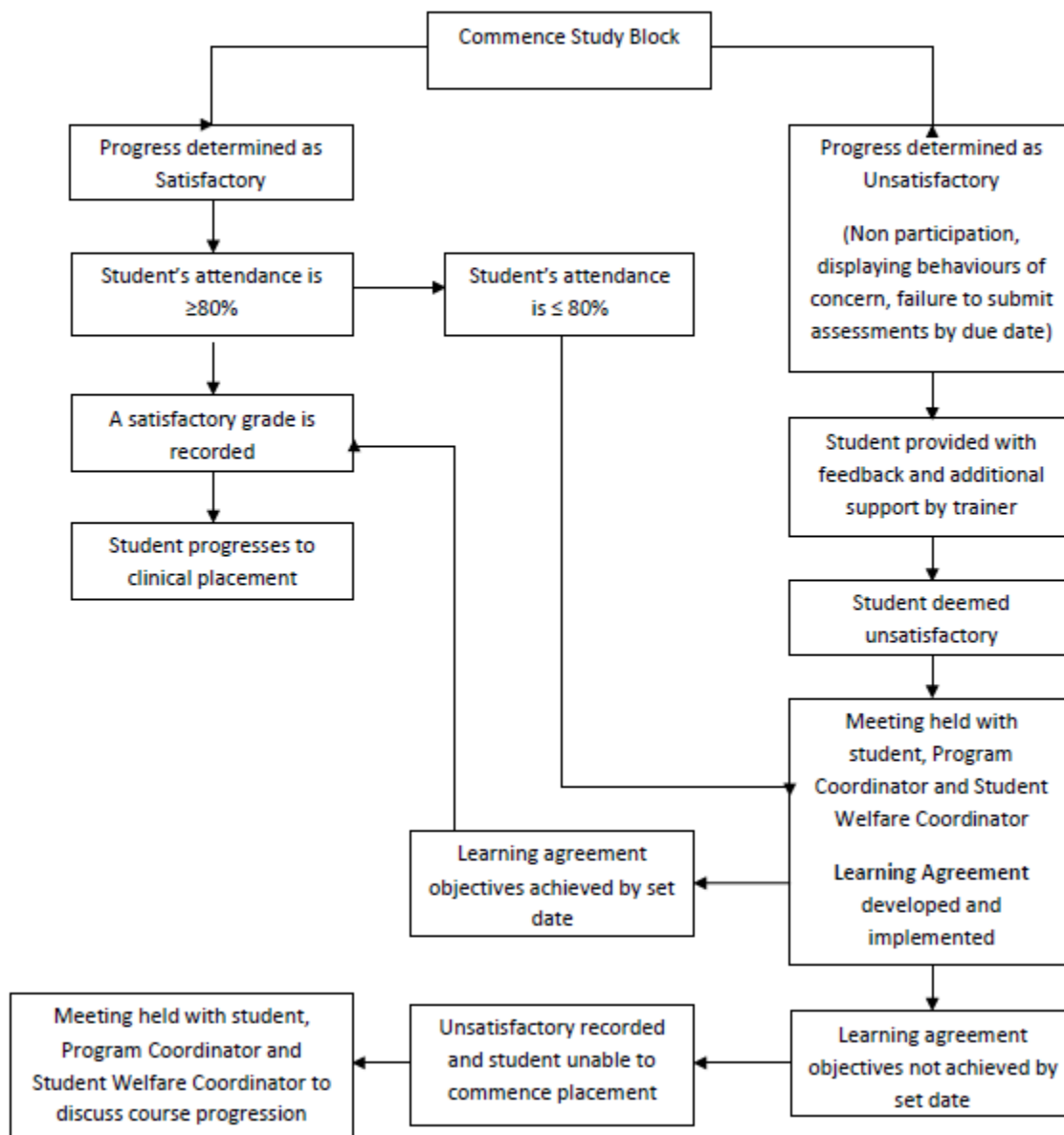
- 6.4.1. the practice agreement between the Health Facility and SCEI, and
- 6.4.2. the SCEI Assessment Rules and Principles of Assessment.

#### **6.5. Other Risk Management**

Nursing coordinator, clinical placement officer and clinical facilitate will follow other "Risk Management – Work Based/Clinical Placement" for insignificant to moderate level of risks.

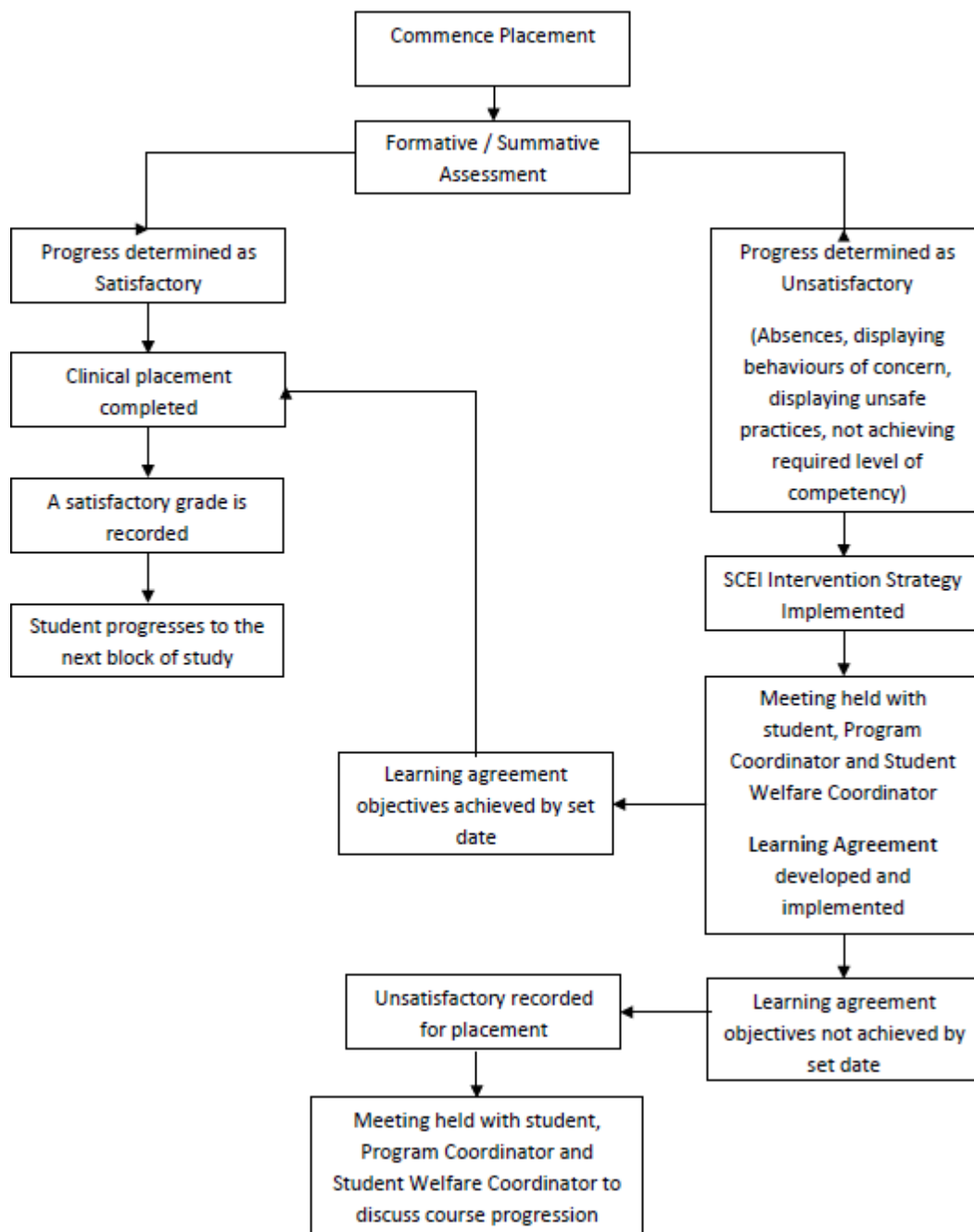
### Academic Progress Flow Chart

#### ACADEMIC PROGRESS FLOWCHART



### Clinical Placement Progress Flow Chart

#### CLINICAL PLACEMENT PROGRESS FLOWCHART



### 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)  
Risk Assessment-Work Based/Clinical Placement  
Clinical Facilitator Handbook

### RESPONSIBILITIES

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

- Nursing Coordinator
- Assistant Nursing Coordinator
- Clinical Facilitator
- 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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