

NURSING PROFESSIONAL PRACTICE EXPERIENCE POLICY AND PROCEDURE

PP102

PURPOSE

The purpose of this policy and procedure is to minimise the public risk and to clearly explain the academic, attendance, documentation and cost requirements involved in professional practice experience.

SCOPE

This policy and procedure applies to trainer/assessors and assessors and associated support staff of the Southern Cross Education Institute (SCEI) Nursing Department, as well as to students enrolled into HLT54121 Diploma of Nursing at Southern Cross Education Institute.

DEFINITIONS

AHPRA	Australian Health Practitioner Regulation Agency
PPE	Refers to Professional Practice Experience where students are allocated to complete work placement requirements for course completion and registration with AHPRA.
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.

Compassionate or Compelling Circumstances	Defined as circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to: • Serious illness or injury, where a medical certificate states that the student was unable to attend classes, • Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided), • Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies, • Pregnancy • A traumatic experience which could include: ○ Involvement in, or witnessing of a serious accident; or ○ Witnessing or being the victim of a serious crime, and these experiences have impacted on the student (cases should be supported by police or psychologist's reports) ○ Inability to begin studying on the course commencement date due to delay in receiving a Student Visa.
Non-Compassionate or Compelling Circumstances	The following example are not considered as compassionate or compelling circumstances ○ Distance of your accommodation to the allocated PPE ○ Financial problems ○ A desire to move to another host facility to be with friends ○ Matters unrelated to your studies at SCEI ○ Work commitments ○ Lack of childcare arrangements ○ Refusal to use public transport to get to the PPE location ○ Lack of academic course progress

POLICY

1. SCEI will arrange PPE for all DoN students in various approved health facilities in both metropolitan and regional areas across Victoria and South Australia.
2. All students are required to complete a minimum of 400 hours of PPE as per the scheduled timings throughout their Diploma studies to satisfy the requirements for registration with AHPRA.
3. The 400 hours of PPE will be allocated in the following manner:
 - 3.1.1 Aged Care 80 hours
 - 3.1.2 Mental Health 80 hours
 - 3.1.3 Subacute 80 hours
 - 3.1.4 Community 40 hours
 - 3.1.5 Acute 120 hours
4. PPE is scheduled at the completion of each semester at pre-determined dates set by the operating facility in conjunction with SCEI delivery schedules / training plans.
5. Students must have achieved a satisfactory result in both the theoretical and practical components in units of competency during each semester before considering the allocation a PPE.
6. It is compulsory for students to attend their allocated PPE, as set by SCEI, for the required hours. Failure to do so may cause delays to course progress or completion (due to additional training, moving to a different cohort, delays to commencement of nominated PPE).

7. Upon completion of the required hours for PPE, students who achieve a satisfactory result for their PPE will be deemed Competent for that semester of study.
8. Students who do not achieve the required hours and/or do not satisfactory pass a particular PPE due to Compassionate or Compelling Circumstances must provide documented evidence, report to the work placement facility, and report the absenteeism to the Clinical Facilitator, work placement coordinator and/or Nursing Coordinator.
9. Students who fail to:
 - 9.1 be allocated nominated PPE due to not meeting the PPE requirements outlined in the **point 1.2** in the procedure below **or**
 - 9.2 achieve the required hours **or**
 - 9.3 satisfactory pass a particular PPE without Compassionate or Compelling Circumstances,will not be able to progress to the following semester and will be required to undertake additional training or additional placement hours and **points 10 and 11** of this policy will apply.
10. Students will be required to pay a monetary amount for the rebooking of either extra days or for full work placement. Additional training and a refresher of preplacement workshop will not be subject to a monetary fee. However if a major deficit in knowledge is identified the student will be required to repeat unit/s and/or a semester, in which case a unit/s or a full semester fee will be charged.
11. The cost of arranging additional hours for all Professional Practice Experiences is \$15 per hour (\$120 per a day) and will be calculated according to the PPE requirements.
12. Students will be given 15 working days to pay the fee upon rebooking of placement hours. Failure to make the required payment will result in cancellation of the work placement and non-completion of the semester.
13. Trainer/assessors will be responsible to ensure that students have successfully completed all the theoretical and practical assessments and make a declaration of student's competence to undertake PPE prior to PPE allocation.
14. Lab Coordinator / Course Coordinator (DoN) will be responsible to assess the student competence against the required skills before PPE allocation.
15. Clinical Placement Officer will review academic files and required documents for compliance before allocating PPE.
16. SCEI will conduct risk assessments on all host organisations before a Placement Agreement is signed. The Placement Agreement will outline the responsibilities of SCEI, the host organisation and the student and will include insurance, supervision arrangements, dispute resolution and termination clauses and aims to minimise:
 - 16.1 risks to the public
 - 16.2 risks to students
 - 16.3 risks to staff
17. Course Coordinator / Clinical Placement Officer is responsible for identifying and engaging host organisations who can provide:
 - 17.1a safe, positive and ethical learning environment for students;
 - 17.2 suitable induction, training, and mentoring in a professional and safe behaviour;
 - 17.3 varied experiences to students that support the attainment of course outcomes; and
 - 17.4 appropriate supervision and performance evaluation of students.
18. Allocation of placements
 - 18.1 The Clinical Placement Officer is responsible for procuring the required work placement places, but the final student allocation is the Course Coordinators responsibility.

18.2 While every effort will be made to accommodate student preferences, there is no guarantee that a student will be placed in an organisation which they have requested.

18.3 Students who have not completed the requisite requirements outlined in **Point 1** of the procedure **will not be allocated** a work placement until all the requirements have been met.

18.4 If a student refuses the allocated placement and the reasons for refusal do not meet the compassionate or compelling circumstances, the procedure outlined in the **Points 3.5 and 3.6** will be applicable.

18.5 In the case where a student has been granted PPE at a host facility they have nominated, requested or currently work, the Placement Fee is still payable to SCEI. There are no refunds available as SCEI still conducts the same administrative tasks to secure and insure the PPE.

19. Appeals

19.1 Students may access the ***Complaints and Appeals Policy and Procedure PP11*** if they have a complaint about the allocation of a work placement or any other aspect of their work placement.

20. Review and Evaluation

20.1 PPEs will be evaluated by students, SCEI staff and the host organisation at the end of each work placement to ensure the ongoing value to both the host organisation and to future students' learning requirements.

21. Establishment of Work Placement

21.1 In selecting a host organisation due diligence is required to ensure the organisation:

- 21.1.1 is suitable for the purpose of the specific work placement;
- 21.1.2 has adequate capacity for an appropriate level of supervision on a daily basis;
- 21.1.3 has policies and procedures in place to ensure the health and safety of students and SCEI staff; and
- 21.1.4 has sufficient resources to support the learning of the student as aligned to the course and units of competency or modules.

21.2 A risk assessment is conducted by SCEI

21.3 Ensure that appropriate insurance policies are in place to cover significant risks

21.4 Placement Agreement is executed between the host organisation and SCEI

21.5 Ensure that appropriate Placement Agreement is signed by each party (SCEI, student and host organisation) prior to the student commencing work placement

22. Information to Host Organisation

22.1 Ensure that the host organisation's contact person and supervisors receive an appropriate orientation before taking a student for the first time.

22.2 Information to be provided to host organisation by SCEI includes:

- 22.2.1 Purpose of work placement and alignment to course and units of competency or modules
- 22.2.2 Outline roles and responsibilities of host organisation, student and SCEI
- 22.2.3 Expected student learning outcomes
- 22.2.4 Insurance and WorkCover arrangements including reporting of incidents
- 22.2.5 Student induction to the workplace requirements e.g. WHS, emergency procedures, professional behaviour and conduct, dress, daily start and finish times, break times, workplace orientation
- 22.2.6 Model of supervision
- 22.2.7 Communication process between all parties during placement

- 22.2.8 Attendance requirements
- 22.2.9 Complaints process
- 22.2.10 Confidentiality of student and SCEI information
- 22.2.11 Assessment requirements
- 22.2.12 SCEI contact person and contact details

23. Information to Students

23.1 Provide each student with an appropriate orientation before they commence their work placement to ensure they understand the procedural arrangements in place and what is expected of them, of the host organisation and of SCEI.

23.2 Information to be provided to students includes:

- 23.2.1 Dates of work placement
- 23.2.2 Hours of work
- 23.2.3 Host organisation, address, contact person, contact number
- 23.2.4 Attendance requirements
- 23.2.5 Procedure if ill and unable to attend work placement
- 23.2.6 Expected behaviour and conduct
- 23.2.7 Safety considerations and responsibilities
- 23.2.8 Assessment requirements
- 23.2.9 Procedures if an incident or emergency happens during work placement

24. Responsibilities of the Host Organisation

24.1 During work placement, the host organisation should:

- 24.1.1 Treat student and SCEI information in confidence
- 24.1.2 Provide the student with a workplace induction including Occupational Health and Safety requirements
- 24.1.3 Explain the expectations regarding student's performance of tasks, behaviour, conduct, hours of work
- 24.1.4 Provide the student with a briefing of the policies and procedures
- 24.1.5 Treat the student as a student (supernumerary) and not as a paid member of staff
- 24.1.6 Inform clients and staff as to the role of the student
- 24.1.7 Guide and support the students work on a day-to-day basis
- 24.1.8 Take responsibility for the day-to-day supervision and contribution to the professional development and learning of the student during work placement in accordance with their course and units of competency requirements
- 24.1.9 Ensure that the student is not rostered on for more than 7 consecutive shifts.
- 24.1.10 Notify SCEI if the student is not complying with requirements, progressing unsatisfactorily, or is absent or frequently late
- 24.1.11 Verify the attendance of the student in the PPE log book
- 24.1.12 Assist in the assessment process of the student whilst on placement

25. Responsibilities of the Student

25.1 During work placement, the student should:

- 25.1.1 Work supportively and sensitively during work placement particularly in relation to staff and clients
- 25.1.2 Follow reasonable instructions and operate to the host organisation's standards, policies and procedures
- 25.1.3 Work the agreed hours and ensure punctual attendance
- 25.1.4 Attend the PPE for a minimum of 8.5 hours per day which includes a 30-minute lunch break, this lunch break is not included in the work placement hours.
- 25.1.5 Abide by the expected behaviours and code of conduct of both the host organisation and SCEI
- 25.1.6 Be aware that they are a student and not an extra staff member
- 25.1.7 Maintain appropriate confidentiality of host organisation and their clients' information
- 25.1.8 Actively participate in the learning process and complete assessment tasks
- 25.1.9 Inform the host organisation and SCEI if they are absent and supply a medical certificate
- 25.1.10 Notify SCEI if there are any concerns or issues during work placement or if an emergency or incident occurs during placement

26. Responsibilities of SCEI

26.1 It is the responsibility of SCEI to:

- 26.1.1 Exercise due diligence in the selection of host organisations
- 26.1.2 Ensure placement agreements are signed, dated and executed by all parties prior to placement commencing
- 26.1.3 Ensure host organisation and students are provided with appropriate orientation prior to commencement
- 26.1.4 Ensure that the student and host organisation are informed of Insurance and Work Cover responsibilities
- 26.1.5 Inform the host organisation of SCEI's requirements and expectations
- 26.1.6 Inform the student and host organisation's supervisor of the learning outcomes expected and assessment to be undertaken
- 26.1.7 Provide support to the student and host organisation during the work placement and respond to any student and/or host organisation concerns, promptly and professionally
- 26.1.8 Undertake site visits and monitor student progress
- 26.1.9 Ensure all work placement assessments are undertaken by a qualified assessor. On some occasions the assessor may require the host organisation to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from SCEI.
- 26.1.10 Respond to any complaints or grievances in accordance with SCEI policies and procedures
- 26.1.11 Ensure students hold current and valid security checks e.g. working with children check and national police record check, Commonwealth of Australia Statutory Declaration, prior to commencement of work placement

26.1.12 Ensure students meet all the pre-requisite requirements of the course before commencing work placement e.g. immunisation status, satisfactory completion of theoretical and supervised practical skills of relevant units of competency or modules and fit for practice

26.1.13 Inform the host organisation if any issues with a student's security checks and discuss an appropriate outcome prior to work placement commencing

26.1.14 Undertake an evaluation of the work placement by inviting the host organisation and the student to complete a formal evaluation and submit to the Course Coordinator.

26.2 The Course Coordinator in collaboration with the SCEI Clinical Placement Officer and Campus or Training Manager will address any areas of concern identified by students, the host organisation and the SCEI Assessor and integrate improvements into the course and document on the continuous improvement register.

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 prior to PPE.

1.2 The compulsory requirements for students going on PPE are:

1.2.1 Attend minimum of 80% of scheduled classes, and

1.2.2 Submit all the assessments of each semester, and

1.2.3 Be awarded a satisfactory pass in the theoretical assessments of each unit of competency, and

1.2.4 Attend all the lab skills sessions and achieve satisfactory pass in all the required practical skills, and

1.2.5 Prepare Preplacement documentation as outlined in the PPE Handbook

1.2.6 Upload a copy of the workplace agreement and roster to Moodle at the end of the first day of placement

1.3 The trainer/assessor will make sure that student has completed all the theoretical and practical assessments of the unit of competency before PPE.

1.4 The trainer/assessor will make a declaration using FLCHK77 Pre-Placement Checklist (HLT51612) or FLCHK78 Pre-Placement Checklist (HLT54121) about the student's completion of theoretical and practical assessments as well as the additional required immunisation record prior to submission due dates outlined in the **Pre-Placement documentation requirements chart below**.

1.5 Lab Coordinator / Course Coordinator (DoN) will assess the student against the required skills and make declaration if student is competent for placement using FLCHK77 Pre-Placement Checklist (HLT51612) or FLCHK78 Pre-Placement Checklist (HLT54121).

1.6 Clinical Placement Officer will then review all the additional non immunisation documents prior to allocation of PPE (police clearance, etc.) and will complete relevant section of FLCHK77 Pre-Placement Checklist (HLT51612) or FLCHK78 Pre-Placement Checklist (HLT54121).

1.7 If the requirements outlined in point 1.2.1 to 1.2.5 are met, the student will proceed to allocation of PPE.

1.8 If the requirements outlined in point 1.2.1 to 1.2.4 are **not** met at any stage, the Course Coordinator (DoN) will be notified, and a meeting will be held between the Student, a Student Welfare Officer, and the Course Coordinator (DoN) to implement an intervention strategy agreement in the form of a Clinical Challenge Contract. Please refer to **Academic Progress Flowchart** below.

1.9 If the requirements outlined in point 1.2.5 are not met at any stage, the Clinical Placement Officer will:

1.9.1 notify the student in writing of the final cutoff date for submission of the required preplacement documentation,

1.9.2 revise the due dates on students LMS portal (Moodle),

1.9.3 check that the student has submitted the outstanding documents by the alternative cut of date.

1.10 If the requirements outlined in point 1.9.3 are not met, the student will be withdrawn from clinical placement by the Nursing Coordinator, please note point 9 from the policy guidelines is applicable in this case.

1.11 In cases where the student does not commence the scheduled placement due to their default, the Academic Progress Policy is applicable.

2. Allocation a PPE

- 2.1 While every effort will be made to accommodate student preferences, there is no guarantee that a student will be placed in an organisation which they have requested.
- 2.2 Trainer/assessor and Assessor / Course Coordinator (DoN) 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 (HLT54121).
- 2.3 If the above requirements are met, the Clinical Placement Officer will notify the student via email of PPE allocation and will provide the student with:
 - 2.3.1 Student Handbook Information
 - 2.3.2 Orientation Date
 - 2.3.3 Clinical Facilitators details
 - 2.3.4 Emergency contact details
- 2.4 The Clinical Placement Officer will conduct orientation with the successful students highlighting attendance requirements, dress code, professional conduct, and placement requirements.
- 2.5 If a student refuses the allocated placement based on approved compassionate or compelling circumstances, the procedure outlined in the **point 3.5 and or 3.6 will be applicable**.

3. Prior to Commencement of PPE

- 3.1 Students are responsible for familiarising themselves with all the associated documentation, handbooks, and PPE Books.
- 3.2 Students must ensure they have the required uniform as stated in the Dress Code Policy.
- 3.3 Students must complete the Host Organisation's / Health Facility's online orientation as per the Host requirements and provide certificate of participation/completion to the Host Organisation on the first day of PPE.
- 3.4 Students are responsible for contacting their allocated Clinical Facilitator to establish contact and address any additional support requirements during the PPE.
- 3.5 If a student is unable to attend their allocated PPE, they must notify the Clinical Placement Officer a minimum 6 weeks prior to their allocated PPE commencement date.
- 3.6 If a student has provided 6 weeks notice and/or cannot attend due to compassionate or compelling circumstances, a relocation fee will be applied at a rate of \$120 per day. The cost to reallocate PPE is mandatory, and there are no exemptions permitted.
- 3.7 If a student has not provided 6 weeks notice and/or the reasons for non-attendance do not meet the companionate or compelling circumstance criteria, the non-attendance will be treated as lack of academic course progress. Without meeting the PPE learning objectives students cannot progress to the next semester of study and will be referred to the Student Services Team and issued with an Intention to Report notice.

4. Attendance at PPE

- 4.1 Students must adhere to the Dress Code Policy during the allocated PPE timeframe and always maintain professional conduct.
- 4.2 Students must attend all shifts as rostered by the Host Organisation / Health Facility, noting that they cannot accept more than 7 consecutive shifts (ie: the student cannot work more than 7 days in a row without a minimum 48 hour break).
- 4.3 Extending shifts beyond the ordinary start and finish time for the roster will not be accepted unless authorised by the Host Organisation / Health Facility, Clinical Facilitator and Clinical Placement Officer. Students should not work a shift more than 8 hours in duration unless this is the expected shift duration of the Host Organisation / Health Facility and has been approved by SCEI.
- 4.4 100% attendance is required for all rostered shifts. Students are required to notify both Host Organisation / Health Facility and Clinical Facilitator of all absences.
- 4.5 If a public holiday occurs 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, any 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 Course Coordinator (DoN) 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

6.1.1 In the event staff or student issues that cannot be resolved informally, the Health Facility and/or the student should contact the Course Coordinator (DoN) to discuss problems and to develop strategies to resolve the issues.

6.2 When a student is identified as “At Risk of Failure”, the Course Coordinator (DoN) must be contacted as soon as possible.

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

6.2.1.1 Course Coordinator (DoN) 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 the student is removed from placement immediately.

6.3 Withdrawal from PPE by Clinical Staff

6.3.1 The Course Coordinator (DoN) 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 from PPE 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 have been implemented. It is important to note that once the Course Coordinator (DoN) is informed of withdrawal, an information gathering process is necessary before making any decisions about the placement.

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 Course Coordinator (DoN) at SCEI should occur prior to withdrawal. If the situation is viewed as urgent, Health Facilities reserve the right to terminate placements immediately, such as 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 Course Coordinator (DoN) will have a brief initial discussion with the student. Notes should be taken, and these should be available to the student before a longer appointment is arranged with the student and Health Facility. These meetings 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

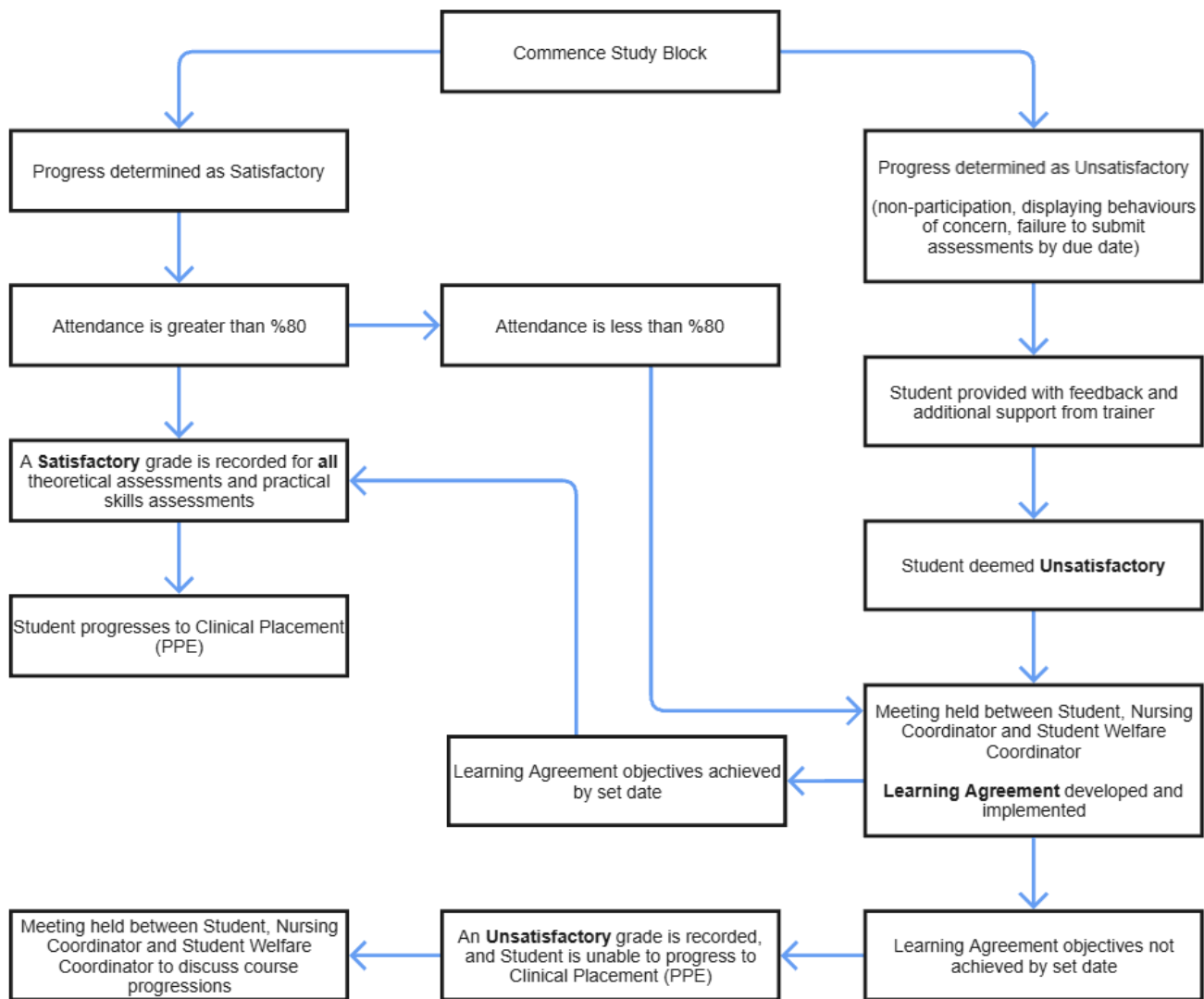
The Course Coordinator (DoN) and the Clinical Placement Officer and a nominated person from the Health Facility will negotiate a process for dispute resolution. This process shall be cognisant of provisions in the Practice Agreement between SCEI and the Health Facility in addition to the SCEI Assessment 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.

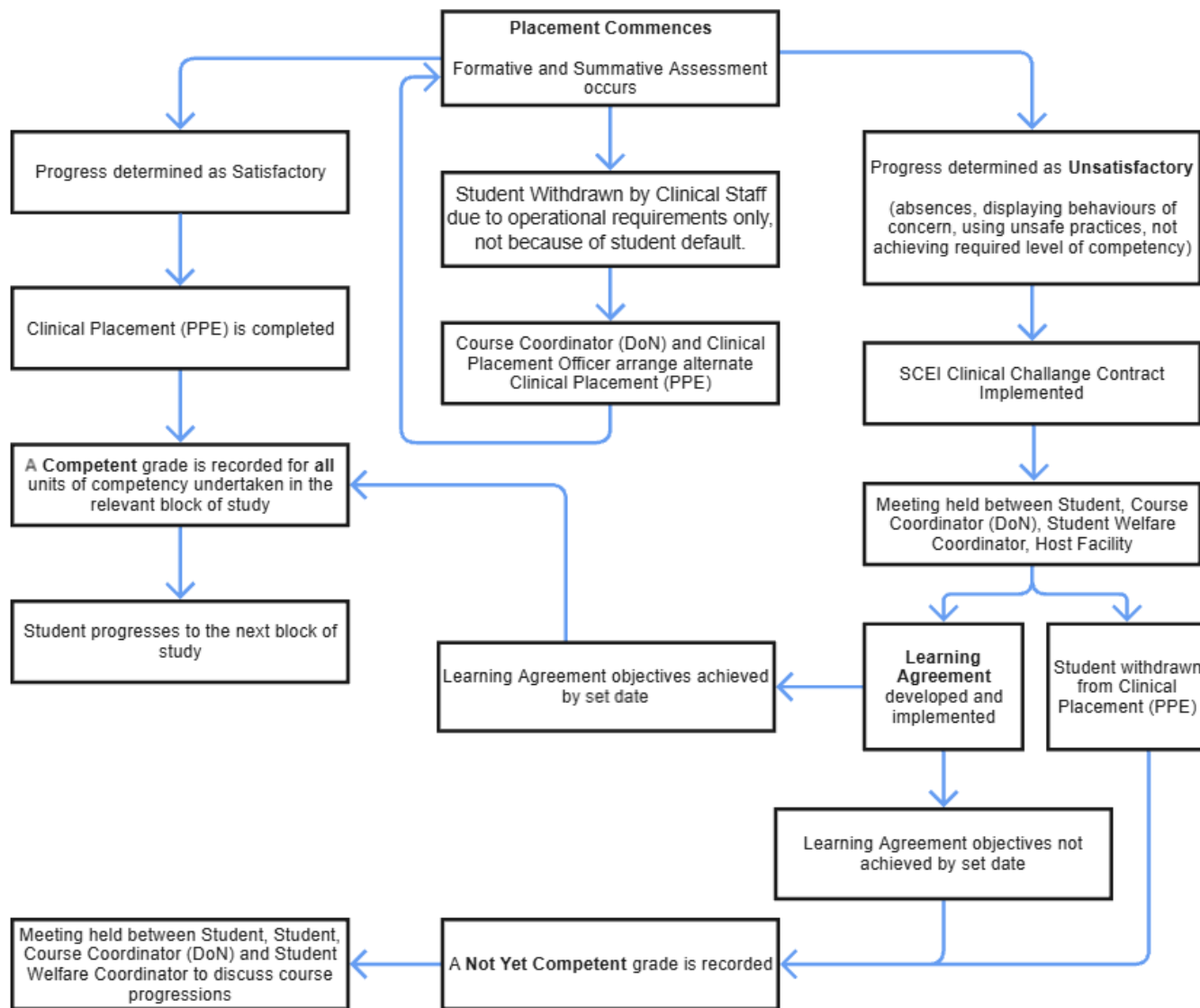
6.5 Other Risk Management

Nursing Coordinator, Clinical Placement Officer and Clinical Facilitator will follow other “Risk Management – Work Based/Clinical Placement” guides for insignificant to moderate level of risks.

ACADEMIC PROGRESS FLOWCHART



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 (HLT54121)
 Risk Assessment-Work Based/Clinical Placement
 Clinical Facilitator Handbook

LEGISLATIVE CONTEXT

- ANMAC National Accreditation Standards and Criteria—Enrolled Nurses
- Education Services for Overseas Students Act (2000)
- Standards for NVR Registered Training Organisations (RTOs) 2025: Standards 1.1, 1.2, 1.8, 2.7, 3.3, 4.3
- Skill First Funding Contract, Schedule 1
- Work Ready Funding Contract

RESPONSIBILITIES

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

- Course Coordinator (DoN)
- Clinical Facilitator
- Clinical Lab Supervisor
- Trainer 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.

Author	Compliance Manager
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