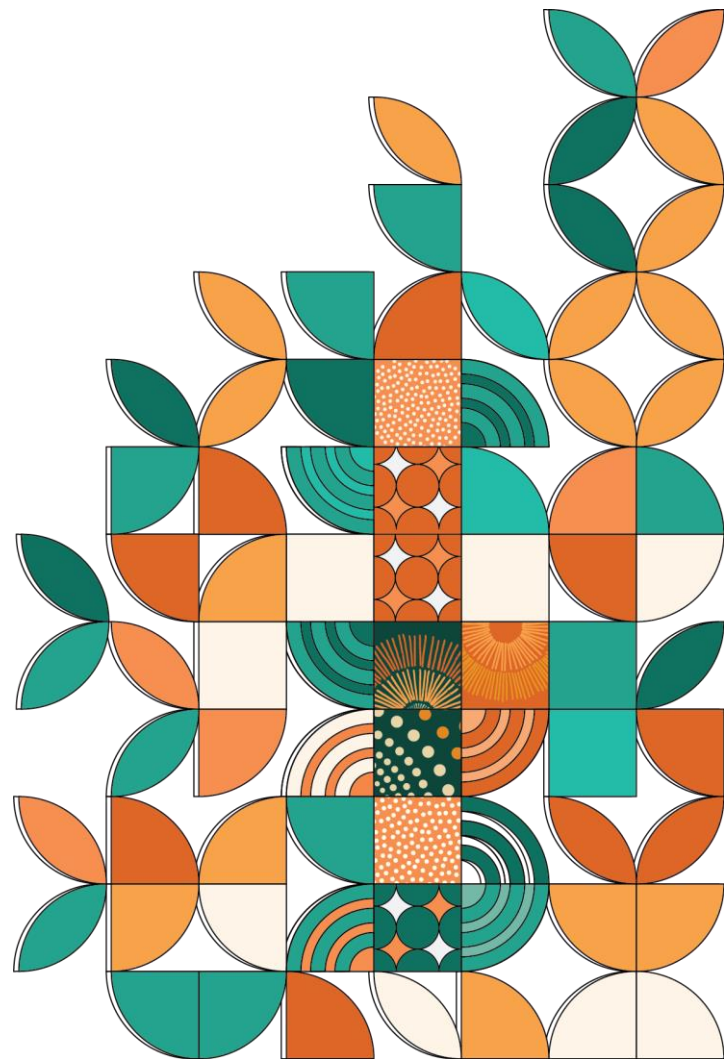


# Professional Experience Placement Procedure

## HLT54121 – Diploma of Nursing



## SECTION 1

### 1. Purpose

1.1 This document sets out the procedures to be followed by the Institute of Health and Nursing Australia (IHNA) clinical placement team, students and clinical placement providers. This procedure is pursuant to the Professional Experience Placement Policy.

### 2. Scope

2.1 This Procedure applies to the Professional Experience Placements (PEP) undertaken by the Diploma of Nursing students of IHNA as a compulsory part of their course.

### 3. Definitions

3.1 Refer to IHNA's Glossary of Terms.

## SECTION 2

### PEP Procedures and Steps

### 4. PEP requirements

Procedure	Responsibility	Timeline
<p>4.1 IHNA structures the Professional Experience Placement requirements and activities to be undertaken so that they meet the criteria of the accrediting agency and the training package requirements.</p> <p>4.2 IHNA decides on appropriate placement options for each stage of the course.</p>	National Training Manager	Subject to ANMAC approval
4.3 IHNA shall determine and decide the eligibility requirements of the students undertaking Professional Experience Placement.	Placement Coordinator/ Course Coordinator	Prior to PEP
4.4 Placement Coordinator/Course Coordinator will consider where the students live and their mode of transport, to try and send them to the most appropriate and convenient location. However, there is no guarantee that the student will be sent to the closest or preferred facility.	Placement Coordinator/ Course Coordinator	Prior to PEP

## 5. PEP agreement

Procedure	Responsibility	Timeline
5.1 PEP Agreement Initially developed by IHNA’s legal advisor with a copy sent to the Industry Partner for ratification by their legal advisor. If changes are required, adjustments will be made and the document will be redistributed to the industry partner for perusal.	National Training Manager/ National Placement Coordinator/ Director Quality Management	Prior to Commencement of PEP
5.2 IHNA also accepts PEP Agreements prepared by the facility if their terms and conditions are acceptable and comply with IHNA policies, procedures and PEP requirements for students.	National Training Manager/ National Placement Coordinator/ Director Quality Management	Prior to Commencement of PEP
5.3 PEP agreement review – formal agreements between IHNA and any health service providers where students gain their professional experience are reviewed every 3-5 years or as required.	National Training Manager/ National Placement Coordinator/ Director Quality Management	Every 3-5 Years and As The Situation Demands
5.4 At any time, either party may give four (4) weeks’ written notice to the other party if it wishes the parties to review this agreement. This agreement may be amended or be terminated if the parties agree to do so after a review is undertaken in accordance with this clause.	National Training Manager/ National Placement Coordinator/ Director Quality Management	As The Situation Demands
5.5 Review will be based on: a. The feedback or survey received from students, Clinical Educators and staff from clinical facilities and from any verbal complaints/feedback. b. Review of students’ achievements, failures, non-completion and risk c. Continued compliance with participating health service provider eligibility criteria for the course	Course Coordinator/ National Training Manager/ National Placement Coordinator	Periodic
5.6 A summary report of the reviewed outcome and internal staff and industry recommendations or changes required in the formal agreement will be provided.		
5.7 The report will be discussed at the Learning and Teaching Committee and any recommendations will be minuted and submitted to IHNA’s Academic Board for approval of recommendations.	National Placement Coordinator/ National Training Manager	As the situation demands

5.8	Approved recommendations from Academic Board will be communicated and actioned. The procedure for the development of an amended agreement will be instituted.	Academic Director/ National training manager	As the Situation Demands
5.9	All health service providers will enter into a signed agreement with the Institute prior to commencement of Professional Experience Placement.	National Placement Coordinator	Prior to Commencement of PEP
5.10	A Healthcare Facility Profile will be collected from the clinical facility to ensure it meets the criteria for PEP. IHNA will ensure that a student's PEP will occur only in a fully accredited healthcare facility as evidenced in the profile.	National Placement Coordinator/ Placement Coordinator	Prior To Commencement of PEP
5.11	Complete the Professional Experience Placement Risk Management Form for each student cohort (for each healthcare facility)	Placement Coordinator/ Course Coordinator	Prior to Commencement of PEP
5.12	The agreement must comply with the IHNA Quality Assurance and Continuous Improvement Policy and State/Territory specific advice and templates, where appropriate (e.g. Student Placement Agreement template provided for public hospitals by the DHHS). IHNA must also accept the agreement of the facility, ensuring their terms and conditions are acceptable and comply with IHNA policies, procedures and PEP requirements for students.	National Placement Coordinator	Prior to Commencement of PEP
5.13	The original signed agreement shall be retained by the healthcare facility and a copy shall be kept by IHNA both as a hard copy and a soft copy.	National Placement Coordinator/ Course coordinator	Within five (5) working days of the agreement being signed.
5.14	Agreements can be stored on KH, Clinsoft, Monday.com as recommended by the QA and the placement management system such as Placeright, Inplace and Sonia Central.	National Placement Coordinator/ Course coordinator	Within five (5) working days of the agreement being signed.
5.15	Where unforeseen circumstances, beyond the control of the healthcare facility, cause or threaten major disruption to patient services or provision of clinical or professional education (e.g. loss of accreditation status industrial disputes, implementation of disaster plan) the healthcare facility may defer, suspend or amend the agreed student placements and/or clinical or professional programs. Any decision by the healthcare facility to defer, suspend or amend will be with the agreement of IHNA.	National Placement Coordinator	As the Situation Demands

<p>5.16 Termination The agreement may be terminated at any time by either party giving four (4) weeks' written notice to the other party.</p>	<p>National Placement Coordinator</p>	<p>As the situation demands</p>
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## 6. PEP agreement

Procedure	Responsibility	Timeline
<p>Information about PEP</p>	<p>Course Coordinator/ Placement Coordinator</p>	<p>During orientation session and prior to PEP</p>
<p>6.1 Specific Information about Pre-PEP compulsory documents including when these documents are required:</p> <p>6.2 A valid and clear National police clearance/Australian nationally coordinated criminal history check issued by the Australian Federal Police, a state or territory police agency or an organisation appropriately accredited by the Australian Criminal Intelligence Commission.</p> <p>6.3 Overseas criminal history check from students who have, after the age of 16.</p> <p>6.4 Been a citizen or permanent resident of any country other than Australia.</p> <p>6.5 Resided continuously in any single country other than Australia for 12 months or more.</p> <p>6.6 Immunisation requirements (evidence of the infection/immunity status).</p> <p>6.7 A valid working with children check.</p> <p>6.8 PEP Student declaration.</p> <p>6.9 Covid Vaccination Certificate (3 Doses).</p> <p>6.10 Ndis Screening Check .</p> <p>6.11 Ndis Online Orientation.</p> <p>6.12 Hand Hygiene Certificate</p> <p>6.13 Hltaid011 Provide First Aid Certificate</p> <p>6.14 Infection Control Certificate</p> <p>6.15 N95 Mask Fit Test</p> <p>6.16 Statutory Declaration Form (For Aged Care Placement Only)</p> <p>These requirements must comply with State specific guidelines such as the Standardised Student Induction Protocol developed by the Department of Health and Human Services (DHHS) and clinical placement information (student clearances for clinical placements) provided by NSW and Western Australia.</p>	<p>Course Coordinator</p>	<p>During orientation session</p>

6.17 Clinsoft orientation including PEP portfolio and tool.	Clinsoft Team	During orientation session and before starting PEP
6.18 Orientation to OHS/WHS and discipline during PEP a. Student ID b. IHNA uniform c. Personal hygiene d. Equipment e. Code of conduct and behaviour during PEP f. Rights and responsibilities during PEP g. Confidentiality, privacy	Course Coordinator/ Placement Coordinator	During orientation session and before starting PEP
6.19 PEP agreement form should be signed by the student and IHNA representative.	Course Coordinator/ Placement Coordinator	Before starting PEP
6.20 Students are required to have a valid Australian nationally coordinated criminal history check at all times and provide the copy to the placement provider while on placement.	Students	During PEP
6.21 In the event that IHNA becomes aware of any student's criminal history, it will promptly notify the clinical placement provider (CPP) in writing and advise the student to be available to meet with the CPP if requested. The student may choose to bring a support person to this meeting.	Course Coordinator	During PEP
6.22 If a student's placement is terminated from a PEP venue due to lack of pre-placement documentation, patient safety concerns, a critical clinical incident, or if the student performs tasks that are outside the scope for the course or displays misconduct/unprofessional conduct the following action will be taken by IHNA: a. Inform the student of the outcome. b. Record in the Student Management System and a copy will be given to the student. c. Discuss placement options with the student. d. Counselling. e. Appeal	Course Coordinator/ Placement Coordinator	As and when required

<p>6.23 In the event of any risk or critical incident (accident, injury, damage, bullying, harassment, sudden illness) while undertaking PEP:</p> <ul style="list-style-type: none"> <li>a. All critical incidents should be reported within the first hour to the Clinical Educator/Preceptor, and within the first 24 hours to the Course Coordinator/National Placement Coordinator of IHNA.</li> <li>b. Emergency services should be called where appropriate using the 000 service.</li> <li>c. Medical assistance, if required, is organized for the student following the health care facility policy and procedures.</li> <li>d. Next of kin to be notified by IHNA in the event of death of a student or any emergency.</li> </ul>	<p>Students/Clinical Educator/Course Coordinator/Placement coordinator</p>	<p>As and when required</p>
<ul style="list-style-type: none"> <li>e. Course Coordinator to contact or visit the student as early as possible and provide support as required (debriefing, medical assistance, counselling, monitor student wellbeing).</li> <li>f. Complete all incident documentation reports and store the information in accordance with the Privacy Policy and Procedure. Students are recommended to attend all follow up appointments and other procedures outlined by the treating health care facility.</li> </ul>		
<p>6.24 Students undertaking PEP are encouraged to liaise with the Clinical Educator or the delegated person at the Professional Experience Placement venue after hours. The students may contact the designated IHNA representative (as per the PEP Tool) for any unresolved complaints after hours. Students could email the issue to the Course Coordinator and the Course Coordinator will address the situation as soon as practicable.</p>	<p>Course Coordinator/Placement Coordinator</p>	<p>During PEP</p>
<p>6.25 Students are advised not to compromise their personal safety at any cost. They should call for Emergency Assistance (000) in any emergency. The Course Coordinator at each campus will be the emergency contact.</p>	<p>Students</p>	<p>During PEP</p>
<p>6.26 Students are required to notify the Clinical Educator and Course Coordinator if they are absent or running late from placement.</p>	<p>Students</p>	<p>During PEP</p>

<p>6.27 For safety reasons, pregnant students will only be permitted to attend placement until they are 32 weeks pregnant. A fit to work certificate may be required for students attending placements when pregnant.</p>	<p>Students</p>	<p>Prior to PEP</p>
<p>6.28 Follow-up: The Course Coordinator or delegate will contact the student and the facility after any incident/injury/complaint is reported and managed to:</p> <ul style="list-style-type: none"> <li>• Evaluate the after-effect of the incident;</li> <li>• Assess the progress;</li> <li>• Determine if any further/ongoing support is required;</li> <li>• Identify the effectiveness of the action plan.</li> </ul>	<p>Course Coordinator/Placement Coordinator</p>	<p>During PEP</p>



## 7. Responsibilities of IHNA

Procedure	Responsibility	Timeline
7.1 IHNA will nominate a member of its academic staff to be listed as the Institution's Contact Person.	National placement coordinator/Course Coordinator	Prior to PEP
7.2 IHNA must ensure the placement facility allocates a Registered Nurse or an IHNA assessor as the Preceptor to supervise and work with the student at all times. Assessment of student practice against the NMBA Enrolled Nurse standards for practice, within the context of the professional experience placement, is undertaken by an appropriately qualified Registered Nurse and is responsible for providing their AHPRA registration number when signing off on the clinical tasks. Maintain student to assessor ratio of 1:8	National placement coordinator/Course Coordinator/Placement coordinator	Prior to PEP
7.3 Use an appropriate State-specific placement management system such as Placeright, InPlace and Sonia Central to plan PEP for students.	National Placement Coordinator	Prior to PEP
7.4 For each clinical or professional program provide a written statement to the healthcare facility, at least three months prior to commencement, detailing educational objectives, dates for required experience, areas and levels of experience required and the approximate number of students seeking placement.	Course Coordinator/ National Placement Coordinator	Prior to PEP
7.5 Upload and record student details, including police check, WWCC, immunisation status and other documents required by the CPP in the placement management system (Placeright, InPlace and Sonia Central).	Student Administration	Prior to PEP
7.6 Provide two weeks' prior notice to the healthcare facility of the names of students forming part of the student placement and advise of any late changes or absences as soon as they are known.	Course Coordinator/Student Administration	Prior to PEP

<p>7.7 Interpret and inform the healthcare facility on an ongoing basis, concerning the skill level of students and the objectives of each clinical or professional program.</p>	<p>Course Coordinator/Placement Coordinator</p>	<p>Prior to and during PEP</p>
<p>7.8 Liaise with staff of the healthcare facility when the curriculum of any clinical or professional program is altered. If the level of competence of students involved, or the amount of supervision required is varied, the amount of clinical or professional liaison provided will be reviewed and submitted to the healthcare facility for information only.</p>	<p>Course Coordinator/Placement Coordinator</p>	<p>As and when required</p>
<p>7.9 Each proposed venue for PEP will be visited by the Course Coordinator/ Clinical Placement Team.</p>	<p>Course Coordinator/ National Placement Coordinator/Placement Coordinator</p>	<p>Prior to PEP</p>
<p>7.10 Formal agreements with health service providers, where students undertake PEPs, should address aspects such as WHS considerations. The adequacy of the contents of the document should be checked by all parties involved in the agreement.</p>	<p>Course Coordinator/ National Placement Coordinator/Placement Coordinator</p>	<p>Prior to PEP</p>
<p>7.11 IHNA will comply with all privacy laws in force in Australia and use all reasonable endeavours to ensure that its staff and students are aware of the policies relating to confidentiality of patient details and of other information concerning the healthcare facility, which is deemed confidential.</p>	<p>Course Coordinator/ National Placement Coordinator</p>	<p>Prior to and during PEP</p>
<p>7.12 Ensure that students have received training and demonstrated competency in infection prevention and control, manual handling and basic life support before placement. For those students whose clinical objectives will include medication administration, the institution will ensure the student has achieved a 100% pass mark in a drug calculation.</p>	<p>Course Coordinator/ Placement Coordinator</p>	<p>Prior to PEP</p>
<p>7.13 Insurance Arrangements</p> <p>IHNA will ensure it has, and maintains, the following insurances for the duration of the agreement and so long as any actual or potential losses or liabilities remain outstanding under or in respect of it: Workers Compensation and Employers' Liability Insurance</p>		

Public Liability and Medical Indemnity Insurance covering amounts the Institution or its staff or students may be legally liable to pay (including under any indemnity in this agreement) in an amount not less than AUD \$10 million for any one claim and in the aggregate for all claims arising from one source or originating cause.	IHNA Compliance	Prior to PEP
7.14 Organising IHNA educators for the supervision of students as and when required.	Course Coordinator	During the PEP
7.15 Final authority for signing off students' placement tools, deeming their competency.	Course Coordinator or delegate	At the end of the PEP

## 8. Responsibilities of Healthcare Facility

Procedure	Responsibility	Timeline
8.1 Nominate a person to be listed as the healthcare facility contact person.	Healthcare facility	Post agreement
8.2 Ensure clinical educators with valid and current Certificate IV in TAE are available for supervision and assessment of students during the placement.	Healthcare facility	Post agreement
8.3 Inform the Institution of the number of available student placement places.	Healthcare facility	Post agreement, ongoing
8.4 Provide an orientation to students prior to commencement of the student placement, including such information, instruction and training as necessary to enable the students to perform the student placement activities.	Healthcare facility	Prior to PEP
8.5 Allocate a Registered Nurse as the Preceptor to supervise and work with the student at all times. The Registered Nurse who is signing off on the clinical tasks is responsible for providing their AHPRA registration number. This could be an appointed Registered Nurse from the placement venue or an assessor from IHNA.	Healthcare facility	During PEP
8.6 Every clinical educator documenting the student PEP tool must supply a sample of their initials, signature and registration number in the PEP tool. Assessment of student practice against the NMBA Enrolled nurse standards for practice, within the context of the professional experience placement, is undertaken by an appropriately qualified registered nurse.	Healthcare facility	During PEP

8.7	Allow access to relevant information about the patients in accordance with the learning objectives of students who will be advised of and abide by the laws relating to confidentiality, privacy and relevant rules, regulations, protocols, by-laws and policies of the healthcare facility.	Healthcare facility	During PEP
8.8	Subject to patient consent, allow clinical or professional instruction or demonstration to be given by qualified staff using patients, selected by the healthcare facility, who have been admitted to or are attending at the healthcare facility.	Healthcare facility	During PEP
8.9	Complete the required documents for the students as per the instructions and information provided.	Clinical Educator	During PEP

## 9. Responsibilities of Healthcare Facility

Procedure	Responsibility	Timeline
<p>9.1 Students identified as having attendance issues, at risk behaviour or not making satisfactory progress within the professional experience component of the course will be contacted within one working day of identification being made, and counselled. The following will occur:</p> <p>9.2 Specific Learning Objectives will be designed by the Clinical Educator in conjunction with the Course Coordinator.</p> <p>9.3 Learning objectives are to be achieved by the student within a set time frame, usually between two and five clinical days.</p>	Clinical Educator and Course Coordinator/ Placement Coordinator	As and when required
9.4 Failure to achieve the learning objectives will result in the student failing the clinical component of the course and they will be removed from PEP pending further investigation into their practice.	Clinical Educator and Course Coordinator/ Placement Coordinator	As and when required

9.5	After assessment, IHNA will provide further support, such as one to one theory and practical sessions, e- learning, tailored to their reason for failure.	Course Coordinator	As and when required
9.6	The student will be re-assessed to ensure that their area of incompetency has been addressed. If it has, they will be posted to further PEP, if not, they will be marked as failed.	Course Coordinator	As and when required
9.7	A copy of the learning objectives/ Learning Contract and outcomes will be filed in the student's file and entered into the student management system as a permanent record of any reason for poor performance or lack of participation.	Course Coordinator	As and when required
9.8	IHNA will be ultimately accountable for student assessment during the PEP.	IHNA	Ongoing
9.9	Students may have to pay for additional PEP in the event that they cannot attend placement on allocated time or replacing hours based on the circumstances.	Students	As and when required
9.10	AHPRA will be notified of the outcome.	National Training Manager or delegate	Ongoing

## 10. Risk Management Plan for Students During PEP

Risk Situation	Consequence	Likelihood	Risk Level	Risk Control Measures/ Actions	Ensured By
10.1 Lack of preparedness for the PEP	Major	Less likely	High	<p>Orientation of students is done before students go for PEP. Also, students need to successfully complete all theory, simulation- based training and OSCA before going for PEP.</p> <p>IHNA ensures the following checks are carried out before students go for the placements:</p> <ol style="list-style-type: none"> <li>1. A valid and clear National police clearance/Australian nationally coordinated criminal history check issued by the Australian Federal Police, a state or territory police agency or an organisation appropriately accredited by the Australian Criminal Intelligence Commission</li> <li>2. Overseas criminal history check from students who have, after the age of 16:               <ol style="list-style-type: none"> <li>2.1. Been a citizen or permanent resident of any country other than Australia; or</li> <li>2.2. Resided continuously in any single country other than Australia for 12 months or more.</li> </ol> </li> <li>3. Immunisation requirements (evidence of the infection/immunity status)</li> <li>4. A valid working with children check</li> <li>5. PEP Student Declaration.</li> </ol>	Placement Coordinator/ Administration staff

				<ol style="list-style-type: none"> <li>6. Covid Vaccination Certificate (3 Doses)</li> <li>7. Ndis Screening Check</li> <li>8. Ndis Online Orientation</li> <li>9. Hand Hygiene Certificate</li> <li>10. Hltaid011 Provide First Aid Certificate</li> <li>11. Infection Control Certificate</li> <li>12. N95 Mask Fit Test</li> <li>13. Statutory Declaration Form (For Aged Care Placement Only)</li> <li>14. Student registration with AHPRA</li> <li>15. Fitness to Practice (as applicable)</li> </ol>	
10.2 Poor progress- not attending PEP	Major	Likely	High	Poor progress-not attending PEP. Students at risk of not progressing or meeting competency standards will be counselled, and appropriate objectives (Learning Contract) developed to assist the participant.	Placement coordinator/ Course Coordinator
10.3 Needle stick injuries during clinical placement.	Major consequence as there is a greater chance of transmission of blood borne diseases	Likely	High	<p><b>Students are required to complete immunisation before going for PEP:</b></p> <ol style="list-style-type: none"> <li>1. Have Hepatitis B vaccinations prior to their clinical placement.</li> <li>2. Follow the Clinical placement facility infection prevention and control policies and procedures.</li> <li>3. Complete Incident reporting form.</li> <li>4. Infection control training</li> <li>5. Upload incident report form in student folder.</li> </ol>	Placement coordinator/ Course Coordinator

**11. Risk Management Plan for Students During PEP**

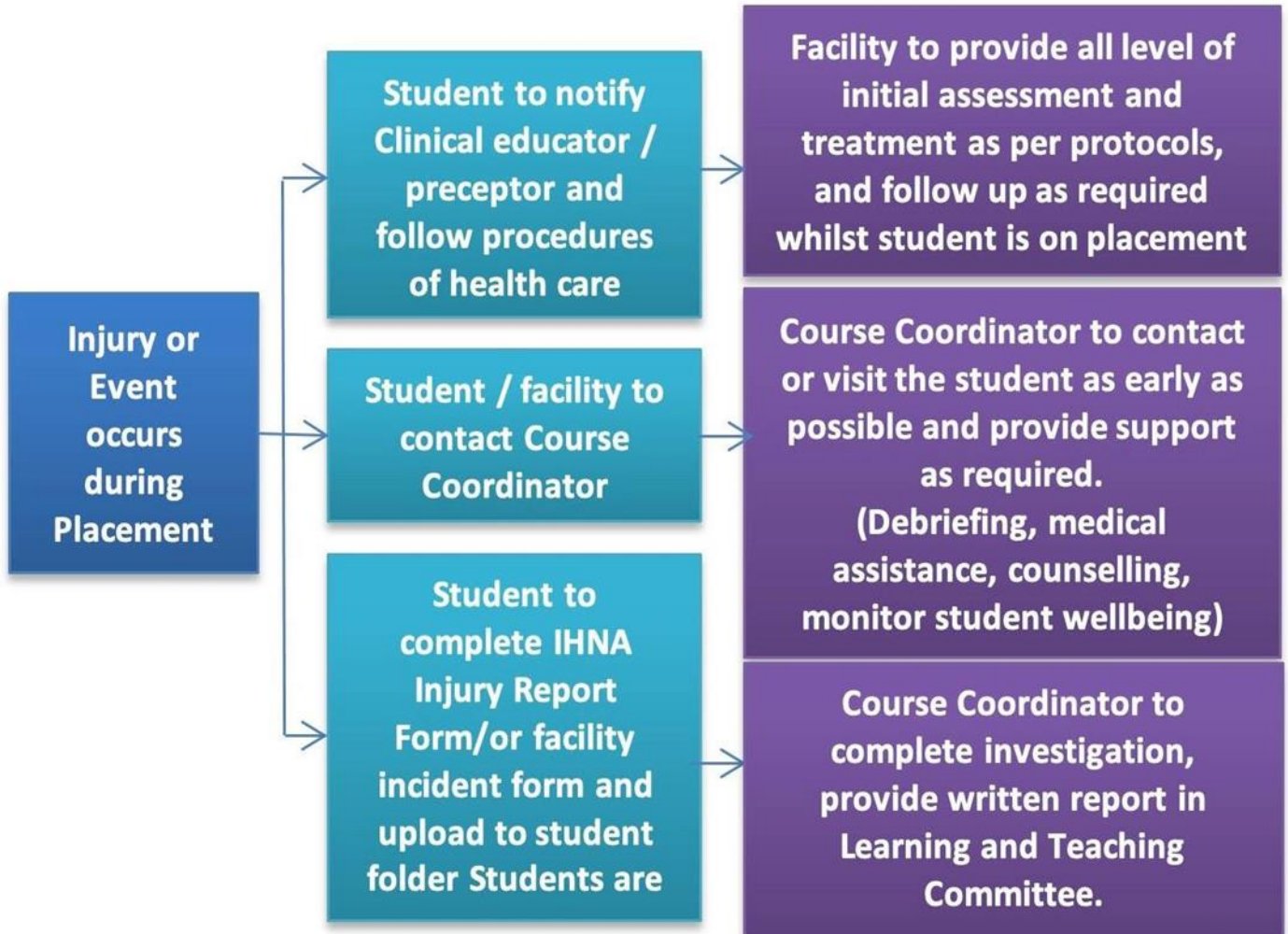


Figure 1: Management of critical incident during placement



## 12. Responsibility

12.1 The National Training Manager/Delegates has the overall responsibility for this procedure. Other responsibilities are outlined within the document.

## SECTION 3

## 13. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>Professional Experience Placement Policy</li> <li>Professional Experience Placement Orientation Guide for Students and Educators</li> <li>Student Professional Experience Placement / Practical Placement Agreement</li> <li>PEP tool</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>Standards for Registered Training Organisations 2015</li> <li>Education Services for Overseas Students Act 2000 (ESOS Act)</li> <li>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>Enrolled Nurse Accreditation Standards 2017</li> <li>Enrolled Nurse Standards for Practice 2016</li> <li>Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)</li> </ul>
<b>Date Approved</b>	01/09/2023
<b>Date Endorsed</b>	01/09/2023
<b>Date of Effect</b>	01/09/2023
<b>Date of Review</b>	01/09/2026
<b>Approval Authority</b>	Academic Board
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<b>IHNA DocID</b>	IHNA-PEPP2-3.0
<b>Department</b>	Placement
<b>SRTO2015 Stds and sub section</b>	Standard 1 and Standard 8 in ENAS 2017

## 14. Change History

Version Control	Version 3.0
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<b>Version No.</b>	<b>Date</b>	<b>Brief description of the change, incl. version number, changes, who considered, approved, etc.</b>
V.2.0	12/03/2021	Separated procedure document from policy, revised and updated with pertinent sections
V.2.1	25/10/2021	Addition of information on critical incident management
V.2.2	01/12/2021	Addition of the follow-up plan
V.3.0	26/07/2024	Updated in the new template with logo, Moved definitions into the Glossary of Terms