

# Professional Experience Placement Procedure

HLT54121-Diploma of Nursing



Institute of Health and  
Nursing Australia

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## Purpose

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.

## Scope

2. 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.

## Responsibility

3. The Course Coordinator has the overall responsibility for this Procedure. Other responsibilities are outlined within the document.

## Definitions

4. Definitions for key terms are presented in the Professional Experience Placement Policy.

## PEP Procedures and Steps

5. PEP requirements

Procedure	Responsibility	Timeline
5.1 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.  IHNA decides on appropriate placement options for each stage of the course.	National Training Manager	Subject to ANMAC approval
5.2 IHNA shall determine and decide the eligibility requirements of the students undertaking Professional Experience Placement	Course Coordinator	Prior to PEP
5.3 Course Coordinator will consider where the students live and their mode of transport, to try and send them to the most appropriate and convenient	Course Coordinator	Prior to PEP

location. However, there is no guarantee that the student will be sent to the closest or preferred facility.		
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### 6. PEP Agreement

Procedure	Responsibility	Timeline
6.1 Initially developed by IHNA's legal advisor with a copy being 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
6.2 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
6.3 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
6.4 Either party may give four (4) weeks' written notice to the other party at any time 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
6.5 Review will be based on:	Course Coordinator/ National Training	periodic



<ul style="list-style-type: none"> <li>the feedback or evaluation questionnaires from students, Clinical Educators and staff from clinical facilities and any verbal complaints;</li> <li>review of students' achievements, failures, non-completion and risk.</li> <li>continued compliance with participating health service provider eligibility criteria for the course.</li> <li>a summary report of the reviewed outcome and internal staff and industry recommendations or changes required in the formal agreement will be provided.</li> </ul>	Manager/ National Placement Coordinator	
6.6 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.	Course Coordinator	As the situation demands
6.7 Approved recommendations will be discussed at the Learning and Teaching Committee and minuted for action. The procedure for the development of an amended agreement will be instituted.	Learning and Teaching Committee	As the situation demands
6.8 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
6.9 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	Prior to commencement of PEP



6.10 Complete the Professional Experience Placement Risk Management Form for each student cohort (for each healthcare facility)	Course Coordinator	Prior to commencement of PEP
6.11 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 if 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
6.12 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.  6.13 Agreements can be stored on placement management systems such as Placeright, ClinConnect, Sonia.	National Placement Coordinator/ Course coordinator	Within five (5) working days of the agreement being signed.
6.15 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
6.16 Termination	National Placement Coordinator	As the situation demands



The agreement may be terminated at any time by either party giving four (4) weeks' written notice to the other party.

## 7. Information to students

Procedure	Responsibility	Timeline
7.1 Information about PEP	Course Coordinator	During orientation session and prior to PEP
<p>7.2 Specific Information about Pre-PEP compulsory documents including when these documents are required:</p> <ul style="list-style-type: none"> <li>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>Overseas criminal history check from students who have, after the age of 16:</li> <li>Been a citizen or permanent resident of any country other than Australia; or</li> <li>Resided continuously in any single country other than Australia for 12 months or more.</li> <li>Immunisation requirements (evidence of the infection/immunity status)</li> <li>A valid working with children check</li> <li>Student declaration.</li> </ul> <p>7.3 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</p>	Course Coordinator	During orientation session



clearances for clinical placements) provided by NSW and Western Australia.		
<p>7.4 Orientation to OHS/WHS and discipline during PEP</p> <ul style="list-style-type: none"> <li>• Student ID</li> <li>• IHNA uniform</li> <li>• Personal hygiene</li> <li>• Equipment</li> <li>• Code of conduct and behaviour during PEP</li> <li>• Rights and responsibilities during PEP</li> <li>• Confidentiality, privacy.</li> </ul>	Course Coordinator	During orientation session and before starting PEP
7.5 PEP agreement form should be signed by the student and IHNA representative	Course Coordinator	Before starting PEP
7.6 Students are required to have a valid Australian nationally coordinated criminal history check at all times while on placement.	Students	During PEP
7.7 In the event that IHNA becomes aware of any student's criminal history, it will promptly notify the 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
7.8 The student will provide a copy of a valid Australian nationally coordinated criminal history check to the PEP venue.	Students	Before starting PEP
<p>7.9 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, 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:</p> <ul style="list-style-type: none"> <li>• Inform the outcome to the student</li> </ul>	Course Coordinator	As and when required





<ul style="list-style-type: none"> <li>Record in the Student Management System and a copy will be given to the student</li> <li>Discuss placement options with the student</li> <li>Counselling</li> <li>Appeal</li> </ul>		
<p>7.10 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>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>Emergency services should be called where appropriate using the 000 service.</li> <li>Medical assistance if required is organized for the student following the health care facility policy and procedures.</li> <li>Next of kin to be notified by IHNA in the event of death of a student.</li> <li>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>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>	Students/ Clinical Educator/ Course Coordinator	As and when required
<p>7.11 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</p>	Course Coordinator	During 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.		
7.12 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.	Students	During PEP
7.13 Students are required to notify the Clinical Educator and Course Coordinator if they are absent or running late from placement.	Students	During PEP
7.14 Students will only be permitted to attend placements until they are 32 weeks of pregnant.	Students	Prior to PEP

### 8. Responsibilities of IHNA

Procedure	Responsibility	Timeline
8.1 IHNA will nominate a member of its academic staff to be listed as the Institution's Contact Person.	Course Coordinator	Prior to PEP
8.2 Use an appropriate State-specific placement management system such as Placeright, ClinConnect and Sonia to plan PEP for students.	National Placement Coordinator	Prior to PEP
8.3 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



8.5 Upload and record student details, including police check, WWCC, immunisation status and other documents required by the CPP in the placement management system (Placeright, ClinConnect and Sonia).	Student Administration	Prior to PEP
8.6 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/ National Placement Coordinator	Prior to PEP
8.7 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.	Course Coordinator/ National Placement Coordinator	Prior to and during PEP
8.8 Liaise with the 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.	Course Coordinator/ National Placement Coordinator	As and when required
8.9 Each proposed venue for PEP will be visited by the Course Coordinator/ Clinical Placement Team.	Course Coordinator/ National Placement Coordinator	Prior to PEP
8.10 The formal agreements with health service providers, where students undertake PEPs, should address aspects such as WHS considerations and the adequacy of contents in the document should be checked by all parties involved in the agreement.	Course Coordinator/ National Placement Coordinator	Prior to PEP



8.11 IHNA will comply with all privacy laws in force in Australia and used 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.	Course Coordinator	Prior to and during PEP
8.12 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.	Course Coordinator	Prior to PEP
<p>8.13 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:</p> <ul style="list-style-type: none"> <li>Workers Compensation and Employers' Liability Insurance</li> <li>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.</li> </ul>	IHNA Compliance	Prior to PEP
8.14 Organising IHNA educators for the supervision of students as and when required	Course Coordinator	During the PEP
8.15 Final authority for signing off students' placement tools, deeming their competency	Course Coordinator	At the end of the PEP



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### 9. Responsibilities of the Healthcare Facility

9.1 Nominate a person to be listed as the healthcare facility contact person.	Healthcare facility	Post agreement
9.2 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
9.3 Inform the Institution of the number of available student placement places.	Healthcare facility	Post agreement, ongoing
9.4 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
9.5 Allocate a Registered Nurse as the preceptor to supervise and work with the student at all times. This could be an appointed Registered Nurse from the placement venue or an assessor from IHNA.	Healthcare facility	During PEP
9.6 Every clinical educator documenting the student PEP tool must supply a sample of their initials, signature and registration number in the PEP tool. All clinical educators must be a Registered Nurse.	Healthcare facility	During PEP
9.7 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



9.8 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
9.9 Complete the required documents for the students as per the instructions and information provided.	Clinical Educator	During PEP

### 10. Supporting and Managing Students at Risk

Procedure	Responsibility	Timeline
10.1 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:	Clinical Educator and Course Coordinator	As and when required
<ul style="list-style-type: none"><li>Specific Learning Objectives will be designed by the Clinical Educator in conjunction with the Course Coordinator.</li></ul>	Clinical Educator and Course Coordinator	As and when required
<ul style="list-style-type: none"><li>Learning objectives are to be achieved by the student within a set time frame, usually between two and five clinical days.</li></ul>	Student	As and when required
<ul style="list-style-type: none"><li>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.</li></ul>	Clinical Educator and Course Coordinator	As and when required
<ul style="list-style-type: none"><li>After assessment, IHNA will provide further support, such as one to one theory and practical sessions, e-learning, tailored to their reason for failure.</li></ul>	Course Coordinator	As and when required

<ul style="list-style-type: none"> <li>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.</li> </ul>	Course Coordinator	As and when required
<ul style="list-style-type: none"> <li>A copy of the learning objectives 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.</li> </ul>	Course Coordinator	As and when required
<ul style="list-style-type: none"> <li>IHNA will be ultimately accountable for student assessment during the PEP.</li> </ul>	IHNA	ongoing
10.2 Students may have to pay for additional PEP in case they could not go for placement on allocated time or replacing hours based on the circumstances.	Students	As and when required
10.3 AHPRA will be notified of the outcome.	National Training Manager or delegate	ongoing

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

Risk situation	Consequence	Likely hood	Risk level	Risk control measures/ actions	Ensured by
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 done before students go for the placements:</p> <ul style="list-style-type: none"> <li>Australian Criminal History Check</li> </ul>	Course Coordinator



				<ul style="list-style-type: none"> <li>• Overseas Criminal History Check</li> <li>• Working with Children check</li> <li>• Infection And Immunisation including COVID-19 for aged care placements.</li> <li>• National Student registration</li> <li>• Student Undertaking (Declaration)</li> <li>• Mandatory Reporting</li> <li>• Fitness to Practice</li> </ul>	
Poor progress-not attending PEP	Major	Likely	High	<p>Poor progress-not attending PEP</p> <p>Students at risk of not progressing or meeting competency standards will be counselled, and appropriate objectives (learning contract) developed to assist the participant.</p>	Course Coordinator
Needle stick injuries  During clinical placement if opted.	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> <ul style="list-style-type: none"> <li>a) Have Hepatitis B vaccinations prior to their clinical placement.</li> <li>b) Follow the Clinical placement facility infection prevention and control</li> <li>c) policies and procedures.</li> <li>d) Infection control training</li> </ul> <p>Incident reporting form to be filled.</p>	Course Coordinator



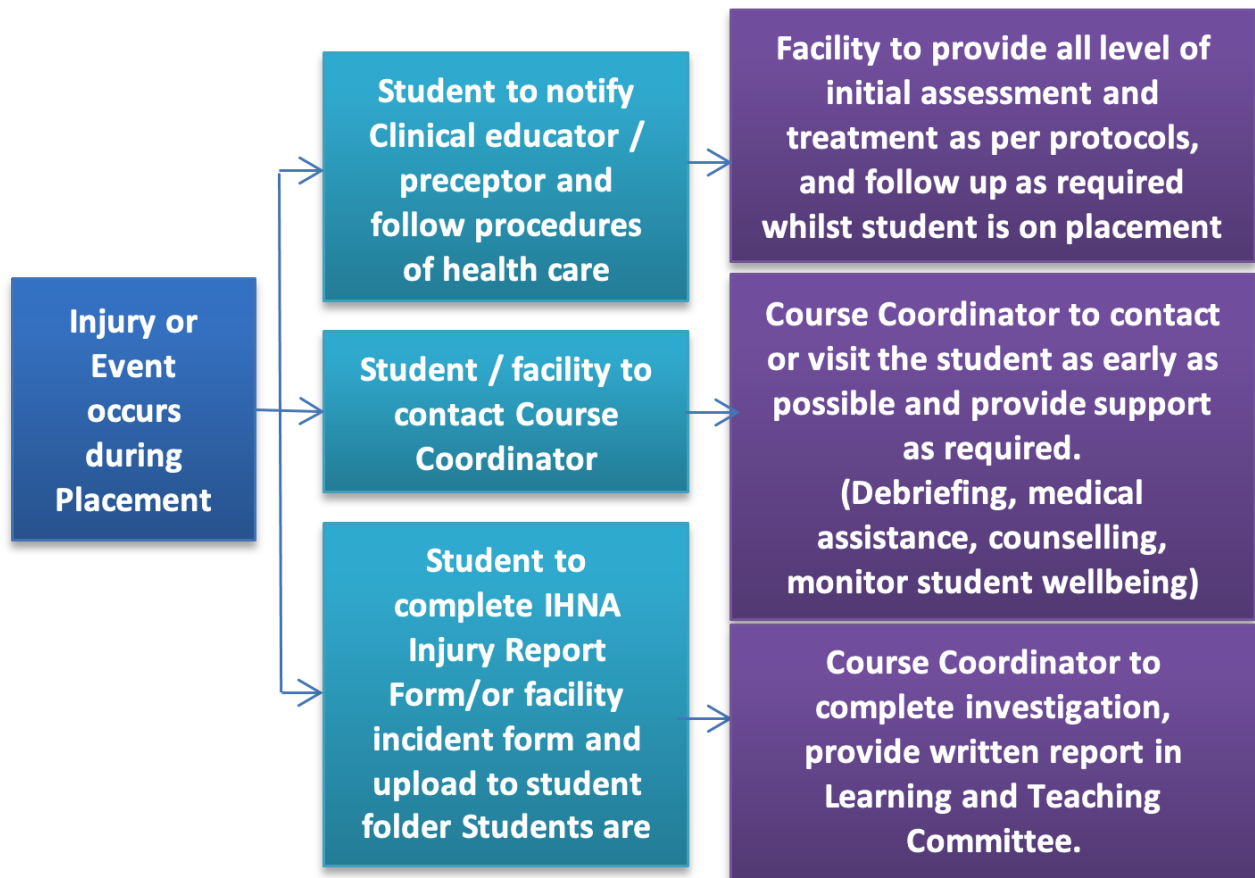


Figure 1: Management of critical incident during placement

## 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><i>National Vocational Education and Training Regulator Act 2011</i></li> <li>Standards for Registered Training Organisations 2015</li> <li><i>Education Services for Overseas Students Act 2000 (ESOS Act)</i></li> <li>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> </ul>



	<ul style="list-style-type: none"><li>Enrolled Nurse Accreditation Standards 2017</li><li>Enrolled Nurse Standards for Practice 2016</li></ul>
<b>Date Approved</b>	10/03/2021
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### Change History

Version Control		Version 2.0
Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved.
	12/03/2021	Separated Procedure from Policy, revised and updated with pertinent sections
	25/10/2021	Addition of information of critical incident management