UniSC

2023 Midwifery Student Clinical Placement Handbook

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Welcome to the School of Health

The School of Health offers the following midwifery program:

Bachelor of Midwifery (BMid)

Bachelor of Midwifery (BMid) **RN Pathway**

The School works closely with health partners to provide professionally and regionally relevant programs. Midwifery Practice Experience (MPE) (Clinical) is integral to your program of study and is carefully planned to provide you with appropriate, timely experience in clinical settings. Your clinical experience is designed to provide you with opportunities to meet the NMBA Midwife Standards for Practice.

For successful completion of the Bachelor of Midwifery program, specific Midwifery Practice Experiences (MPE'S) must be undertaken. These include: continuity of care: 'The CONNECT Program' (10); antenatal care (100); labour and birth care (30); complex care (40); postnatal care (100); neonatal care (20) and others. By the end of your final midwifery internship, you must have completed all MPEs. In some cases, additional clinical placement hours may be required to complete all MPEs. Please refer to course outlines for criteria regarding specific progress requirements for assessment. To assist you in achieving these experiences there are at least 800 midwifery clinical placement hours allocated in addition to the Connect Program.

As a student in a midwifery program, you are required to be registered as a student with the NMBA. UniSC will pass on your details directly to the Nursing and Midwifery Board, and you will be registered for the duration of your program of study/clinical training in midwifery for the duration of your approved program of study/clinical training program. For further information about your student registration with the NMBA please visit the website (nursingmidwiferyboard.gov.au) and read the Fact sheet: Student registration.

PART A – Clinical Placements Information

Communications

Sonia Online is the platform where all your clinical placement information is provided. You can follow this link to Sonia Online.

Communication Standards

UniSC Staff will only communicate with students via their **UniSC student email account**. It is your responsibility to check your UniSC Student email account daily to ensure you receive the most relevant and up to date information.

Email is a very important communication tool and should meet the usual professional standards for applying for jobs, communicating with colleagues or with lecturers at university. Emails to university staff should include:

Course code and a brief descriptor in the subject line of the reason for your email

Dear, Hello, Good Morning, Good Afternoon etc.

Your Full Name

Your Student Number

Who do I contact?

Midwifery Clinical Placement Office - midwiferyplacements@usc.edu.au

- General clinical placement enquiries
- Placement groups
- Placement allocation

Fit for Placement Office – FFPO@usc.edu.au

- Mandatory Pre-clinical requirements

Course Coordinator – email direct

- Academic work
- Clinical assessment

Student Central – Visit on Campus, Phone 5430 2890 or email studentcentral@usc.edu.au

- Course advice and Program Progression
- Enrolments

Student Wellbeing – Phone 5430 1226 or email StudentWellbeing@usc.edu.au

- Support for health and wellbeing, including self-guided resources, groups and student-led programs. UniSC's counsellors for listening to your concerns, to help you clarify issues and assist in developing strategies for either resolving the problem or dealing with it more effectively. Book a consultation via Student Hub

SafeUniSC – Phone 5430 1168 or email security@usc.edu.au

- Emergency response and immediate assistance
- First Aid
- Safety escorts on campus - e.g. late-night escort to your car
- Building access
- SafeZone App support

Safer Communities – email safe@usc.edu.au

Book a call back on the Student Hub or complete an online form

- If you are concerned that you may be experiencing bullying / harassment / discrimination etc.
- Refer to the Safer Communities webpage for more information on harmful behaviour. for more information on harmful behaviour.

Tenancy and Welfare

- Please use this link to access information from the Student Wellbeing web page.

Student Guild

Please use this link to access information from the Student Guild

- Support includes student advocacy, welfare, legal and tenancy advice, foodbank and community kitchen, subsidised haircuts, social activities, student clubs and societies.

Contact Us

The Midwifery Clinical Placement Office is responsible for organising your clinical placement and for allocating you to your placement areas. The Midwifery Clinical Placement Office should be your first point of contact if you have questions regarding your placements.

You can contact the Midwifery Clinical Placement Office staff by email, phone or in person during office opening hours. The preferred method is via email. Contact details following:

Sunshine Coast Campus

Phone:	(07) 5456 5005
Email:	midwiferyplacements@usc.edu.au
In person:	H1 building, Ground Floor, Reception (H1.G.66)

The Fit for Placement Office maintains the records for the Preclinical Mandatory Checks you are required to submit.

Sunshine Coast Campus

Phone:	(07) 5456 5487
Email:	FFPO@usc.edu.au
In person:	H1 building, Ground Floor, Reception (H1.G.66)

Mandatory Requirements to be Completed Prior to Placement

Prior to commencing clinical placement there are several mandatory requirements set by UniSC, Queensland Health and other health facilities. It is important you understand what is required and that you complete all requirements according to the Workplace Integrated Learning (Placement) Procedures. All necessary documents must be submitted by the designated deadline to ensure you are eligible to attend clinical placement. You will receive an email advising you on what specific requirements are needed and the due date. In addition, you may be subject to mandatory site-specific requirements and training modules prior to commencement of placement.

To be eligible to commence placement, the following pre-clinical Mandatory Checks are required. All required information in relation to the checks can be found by clicking on the links in the Mandatory Checks following table.

View Sonia Online via hyperlinks below for factsheets on how to complete the Mandatory Checks. Upload your certificates/completed forms via the "Checks" tab in Sonia Online.

Mandatory check	Source	Done	Update
Blue Card	To apply for a Blue Card, follow links on Sonia Online. If you already have a Blue Card please upload a scanned copy of your card to Sonia Online Checks. You cannot use an EN AHPRA registration for Midwifery	☐	Blue Card every 3 years
AFP National Police Check	UniSC only accepts Police Checks from the Australian Federal Police using purpose type 37. To apply, please follow links on Sonia Online.	☐	Every 3 years
Vaccinations and TB Screening	1. You are required to submit a Vaccination Evidence Form and a Hepatitis B serology report. Take the form to your doctor for completion. 2. QHealth Tuberculosis Risk Assessment for Students.	☐	As required
COVID-19 Vaccinations	Provide evidence of a minimum of 2 COVID-19 vaccines.	☐	Subject to change
Respirator Fit Test	It is a Queensland Government requirement that all students attending any placement in a health facility and residential aged care setting, are required to undertake respirator fit testing prior to commencing.	☐	Annually
First Aid (HLTAID011)	Provide evidence of a current First Aid certificate. This must be obtained from a Registered Training Organisation. First Aid certification is valid for the duration of your degree. (Cost as per organisation)	☐	Duration of degree
CPR (HLTAID009)	Provide evidence of a current CPR certificate. This must be obtained from a Registered Training Organisation. CPR certification is valid for 12 months and must remain current throughout the duration of your placement. (Cost as per organisation)	☐	Annually
Student Orientation Checklist	Please download the Queensland Health Student Orientation Checklist, complete, sign by hand and upload to Sonia Checks. This form will expire each time you are required to update a requirement of the form.	☐	As Required
QLD Health Deed Poll	This is an electronic form. It is located under the 'Forms' tab in Sonia Online. From the 'Form' dropdown menu, select 'QLD Health Deed Poll'.	☐	Per placement
UniSC Code of Conduct	This is an electronic form. It is located under the 'Forms' tab in Sonia Online. From the 'Form' dropdown menu, select 'Code of Conduct'. Read and submit.	☐	Per placement

It is a requirement to keep all original (Hardcopy) mandatory documents, (including every page of the documents), required by UniSC and each health facility in a portfolio (folder) and to take your portfolio with you to every placement shift. Failure to do so will result in cancellation of your placement. If your placement is cancelled this will impact your progression.

Students and Placements

You must maintain currency with the mandatory requirements for the entire duration of the placement. The Fit for Placement Office will communicate the required timeframes for currency of mandatory checks via your student email address. You must notify the Fit for Placement Office or your placement officer (whose details can be found under the placement tab of Sonia) if you are unable to maintain the currency of any mandatory requirement, which may make you ineligible to undertake placement. You are responsible for any fees or charges incurred in meeting the mandatory requirements.

You must complete the mandatory requirements of both UniSC and the host organisation by the stipulated deadline. **If you have outstanding mandatory requirements after the notified deadline, you will not be able to commence a placement in the study period and your allocation of placement will be cancelled**. If this occurs, the appropriate grade/notation will be allocated, depending upon the date and circumstances, in accordance with the Grades and Grade Point Average (GPA) – Academic Policy.

Preparation for Placement

Your clinical placement provides you the opportunity to put what you have studied at university into practice in a supportive environment. It is important that you spend time to adequately prepare for your placement to avoid any disruptions or cancellations of your placement.

The UniSC Workplace and Industry Placement Policy and Procedures are the governing framework that guides decisions regarding work integrated learning, including clinical placements can be accessed via the following links:

Workplace Integrated Learning (Placement) Procedures

Work Integrated Learning - Academic Policy

Inherent Academic Requirements

Placement Allocations

The School of Health works closely with our health partners to provide students with professionally relevant work integrated learning experiences for the clinical courses**. Placements can be at Sunshine Coast University Hospital, Buderim Private Hospital, Gympie Public Hospital, Caboolture Public Hospital and Redcliffe Public Hospital depending on availability.** Each student is allocated a Primary Maternity Unit (PMU). This clinical placement model is where students are allocated to a specific maternity unit for 80% of their clinical placement hours to provide continuity. Students are advised to ensure they are aware of when placements for their courses will be offered (see clinical calendar) and to ensure they are available for placement during this period of time. Due to agreements with health providers placements outside of these times are not available.

To inform the clinical placement team of an appropriate location for your placement, you are required to keep your address and phone numbers updated on UniSC Central. Your address will be used to determine your PMU. However, a PMU close to your place of residence may not always be possible. It is incumbent on the University to provide placement experiences that ensure students have an appropriate range of experiences to meet the program requirements. This may require students having to travel outside their local area.

It is strongly advised to plan in advance how you will travel to and from placement sites at varying times of the day (including night-time) to ensure your safety. You will also need to consider any childcare and work arrangements in advance of your placement. All travel and accommodation expenses incurred whilst undertaking clinical placements are the responsibility of the student.

An application for variation of your group or placement is based on the UniSC Work Integrated Learning (Placement) – Procedures. Acceptable criteria for applying for a reallocation of [group/placement] as per the UniSC assessment procedure (https://www.usc.edu.au/about/policies-and-procedures/assessment-courses-and-coursework-programs-procedures) are:

a) illness or serious health problem
b) serious personal trauma
c) sporting commitment at state, national or international representative level
d) unavoidable community or public service commitments (including jury service, or for a recognised emergency management body such as the Queensland State Emergency Services (SES) or Country Fire Authority (CFA)
e) Defence Forces Reserve commitment
f) commitments as a member of the UniSC High Performance Sport program
g) religious or cultural grounds

h) being a victim of crime, or

i) unexpected family, employment or personal circumstances

Details of your clinical placement allocation will be posted on Sonia Online approximately 6 weeks prior to the allocated start date. The following details will be made available:

- Date of placement
- Name, address and telephone number of the facility
- Commencement time and meeting place
- Clinical facilitator's name (where applicable)
- Specific facility requirements e.g. eLearning packages

If you have any questions or concerns regarding your clinical placement allocation, you should contact the Midwifery Clinical Placement Office in the first instance via email midwiferyplacements@usc.edu.au

Many health care facilities will organise shift allocations on the first day of placement. It is your responsibility to check the relevant placement information provided on Sonia Online and via your student email account regularly, as last-minute changes may be communicated to you.

Clinical Placement Calendars

2023 Midwifery Placements Calendar

The Connect Program (Continuity of Care)

As a midwifery student, to be able to apply to become a Registered Midwife in Australia, you are required by the Australian Nursing and Midwifery Accreditation Council (ANMAC) to complete a minimum of 10 continuity of care experiences (referred to as the 'Connect Program' at UniSC), over the duration of your degree. This is in conjunction with your other supervised midwifery practice experience requirements. You will commence the Connect Program in the first year of your degree, following successful completion of the clinical assessment in HLT132. Engagement with the Connect Program will enable you to gain experience in woman-centred care whereby you will be supported to fulfil the following requirements.

- Establish, maintain and conclude a professional relationship whilst experiencing continuity with individual women through pregnancy, labour and birth, and the postnatal period, regardless of the model of care the women is engaged with.

- Provide midwifery care within a professional practice setting and under the supervision of a midwife. However, in collaborative practice arrangements supervision by other relevant registered practitioners (for example, medical officer qualified in obstetrics, child health nurse or physiotherapist) may be appropriate.
- Engage with a minimum of 10 women over the course of your degree. Engagement involves attending four antenatal visits, two postnatal visits and, for the majority of women the labour and birth (minimum = 6).
- Maintain a record of engagement with each woman incorporating reflection, which will be reviewed by the course coordinators of your midwifery clinical courses. This will be documented in your Midwifery Practice Experiences Workbook and the Connect Reflection template.

Attendance at Connect appointments is on an ad hoc basis as determined by the care requirements of the individual women. These are usually organised ahead of time which allows you to schedule them into your diary, however at times emergent appointments may occur and attendance is negotiated with the individual women and yourself. You will need to be on call for labour and birth episodes, however it is reasonable to expect that you will have periods of time where you will not have women expected to birth. It is an expectation that you will be readily available to attend CONNECT women in labour and birth at most times, however it is also understood that there will be times that you are unavailable, and this should be communicated to the woman. You will need to manage your attendance at these events around your university and personal commitments.

Connect Program Special Requirements

The Connect component of the program must be suspended if a midwifery practice course has not been completed in the preceding 12-month period. Connect activity may recommence once the scenario based clinical exam in the respective midwifery practice course, or the Clinical Connections Module, is successfully completed.

The Connect component of the program must be suspended if a midwifery practice course is failed. Connect activity may recommence once the scenario based clinical exam in the respective midwifery practice course is successfully completed.

Costs associated with Clinical Placements/CONNECT

The costs associated with your clinical placement are **your responsibility. Costs include (but are not exclusive to this list):**

- Travel to and from placement site (private car, bus, train)
- Parking fees e.g. at tertiary hospitals
- Accommodation (if needed)
- Meals
- Uniform purchases
- Inability to work during placement
- Childcare
- Mandatory preclinical placement requirements (e.g. immunisations and fit testing)

Description of Cost	Value Approx.	Frequency
Uniforms (2 sets)	$200.00	
Vaccinations- Hep B, MMR, Varicella, Pertussis, TB, COVID-19	Varied	As vaccination schedule required
Working with Children Blue Card	$ 00.00	Three Years
Australian Federal Police Criminal History Check	$ 60.00	Three Years
CPR	$ 50.00	Annual
First Aid	$120.00	Three Years
Fit Testing	$ 65.00	Annual

For any inquiries relating to financial support, please contact Student Wellbeing and the Student Guild. Should you require support attending your allocated placement due to experiencing hardship, UniSC provides a range of supports including financial support and scholarships, information about a range of scholarships and bursaries to assist with the cost of studying. Check eligibility requirements, selection criteria and closing dates. The University has a student loan scheme to help students in need of short-term financial assistance.

Conflict of Interest

You should avoid undertaking a placement in a workplace where there is a possible or perceived conflict of interest, for example, where:

- a family member or members work in the clinical area, or facility you have been allocated to. This is irrespective of the role they have in the clinical area.
- you might be responsible for caring for a family member.
- you are in paid employment with a placement partner and are allocated to the same area where you are an employee.

- you have been placed in an area where you are/have been a client e.g. your GP, or an in-patient in a hospital ward.

While the University will allocate a placement, the placement provider has the final say in determining if they perceive a conflict of interest, or potential conflict of interests exists. If the University is advised by the placement organisation that they believe there may be a conflict of interest, the University will act to reallocate the student to another suitable placement.

Failure to notify a conflict of interest is a breach of the Code of Conduct and may be subject to a report of General Misconduct. Prior to each placement you will be required to complete a Student Code of Conduct Form. In this form you must identify any conflict of interest.

Clinical Hours/Shifts

Your placement as a student midwife provides you with practical experiences and an introduction to the social experiences of midwifery. Clinical Placement may require you to attend morning, afternoon and night shifts, across 7 days of the week including public holiday. It is an accredited requirement of the Midwifery Program that you experience shifts across the spectrum of midwifery and you will be expected to fulfil your range of rostered hours.

Please note that whilst UniSC and the clinical placements office provide rostering guidelines, your final roster is set by the host organisation to ensure that you are appropriately supervised during your placement and the rostered shift times may vary according to your facility and clinical area. However, Midwifery students allocated to the Sunshine Coast University Hospital (SCUH) as their Primary Maternity Unit (PMU) are offered self-rostering via Sonia Online. The self-rostering system is aligned with the Midwifery guidelines and requirements of both the health facility and UniSC.

In the majority of courses, you will complete a minimum of two (2) days of placement per week. Students enrolled in HLT312 Midwifery Internship will be allocated for a single block placement of 8 weeks duration. The single block allocation will support continuity of learning and engender a co-worker experience which will help develop higher professional self-confidence. An extended placement will allow you to receive a fuller introduction and understanding of the work environment and health care team while providing more time for you to further develop your independence and demonstrate graduate level clinical practice.

For best learning, as well as health and safety reasons, it is essential that you have rest between each shift on clinical placement. While we acknowledge that students need to work during their degree,

advanced planning around work commitments will help you to make the most of your clinical learning time.

Midwifery Uniforms and Equipment

While you are on clinical placement and attending Connect activities, please wear the designated uniform for midwifery students from The University of the Sunshine Coast. **How to obtain a uniform**

****This uniform is available to Midwifery students and is to be worn with smart black pants only ****

Clinical Placement Checklist

Before progressing with this checklist please ensure that you are enrolled in a clinical course	
Have I submitted all preclinical mandatory checks on Sonia Online?	☐ YES ☐ NO
Have I put all original copies of preclinical mandatory checks in a folder that I can take **every day** to clinical placement for spot checks?	☐ YES ☐ NO
Have I completed and printed any **required site mandatories including online modules?**	☐ YES ☐ NO
Have I organised my work, family and social responsibilities in a way that supports me making the most of my placement?	☐ YES ☐ NO
Do I have student identification that I can take to clinical placement?	☐ YES ☐ NO
Is my uniform ready?	☐ YES ☐ NO
Is my name badge ready? (First name only)	☐ YES ☐ NO
Have I got the following items ready to go with me to placement? - black pen - safety glasses - fob watch with a second hand (not a wristwatch) - pocket sized notebook - scissors	☐ YES ☐ NO
Do I know the name of the health care facility that I am going to for clinical placement?	☐ YES ☐ NO
Do I know the date and starting time for my first day of placement orientation day?	☐ YES ☐ NO
Do I know the shift times for after my first day?	☐ YES ☐ NO
Do I know where I will meet my facilitator and the other students in my group on the first day?	☐ YES ☐ NO
Have I organised how I am going to travel to and from the placement?	☐ YES ☐ NO
Have I checked where I can park? (If required)	☐ YES ☐ NO

PART B: Professional Requirements

Professional Standards

While you are on placement you are expected to comply with the professional standards and codes for Registered Midwives. Remember you are a representative of UniSC. Prior to each clinical placement, you are asked to renew your understanding of the appropriate codes/requirements, as they have been introduced to you throughout your program. Please see Nursing and Midwifery Board of Australia - Home (nursingmidwiferyboard.gov.au).

Professional Code of Conduct

It is important to note that the professional code of conduct extends from the time you spend on placement into your social and personal interactions. You should ensure that you are familiar with these expectations so that you can meet the requirements of your placement and maintain professional standards.

Confidentiality and use of Social Media:

To maintain confidentiality, it is important that you do not discuss your clinical experience with anyone in your personal life. We appreciate that sometimes there may be a need to debrief regarding your placement experiences, it is important you do this through the appropriate channels, including; your facilitator, UniSC course coordinator or UniSC Student Wellbeing services.

Confidentiality standards also apply to your use of social media sites (such as Facebook, Twitter, Instagram, Snapchat etc). You should not post pictures from placement or discuss a woman's personal information on social media platforms. We encourage you to read the UniSC Social Media Policy, the Nursing and Midwifery Board Social Media Guidelines and the Information Privacy Act 2009 (Qld) if you need further information about these requirements.

Communication and Presentation:

For many students, clinical placement may be their first experience in a professional setting. When you are on placement, it is important that your communication is polite and respectful. We understand that during your placement, there may be times you experience stress and are challenged. If you need support to maintain professional communication, please let your course coordinator know so that we can discuss support options.

It is important that you present yourself in a way that is neat and tidy and maintain an acceptable level of personal hygiene. You must also ensure that you are alert when you attend placement and are not impacted by alcohol or drug consumption.

Concerns about conduct:

We may become concerned about your professional conduct if your behaviour is in breach of these standards and/or if your behaviour places yourself or others at risk.
Unprofessional conduct may lead to a number of outcomes, including suspension or failure of your placement.

Student Learning and Responsibilities while on Clinical Placement

Clinical placement is a valuable aspect of your program, and you are encouraged to fully participate and seek learning opportunities. Please communicate clearly and regularly with your clinical facilitator/clinical coach/RM buddy or preceptor (clinical assessor) about your learning needs and their expectations. There are specific activities that are undertaken while you are on clinical placement, and we encourage critical thinking and clinical reasoning while providing patient care.

The activities undertaken as part of the clinical placement will relate to midwifery practice that is characteristic of the environment or specialty. As a student, the activities you undertake will be focused on developing competency in midwifery. You will have learned skills and developed knowledge on-campus that you will be able to apply in the clinical environment.

As the clinical facilitator/preceptor remains responsible for patient care and safety, and is responsible for your supervision, they will ask you to demonstrate skills under their direct supervision first until they are confident that you can undertake the skills independently. Some skills must always be undertaken with direct supervision (e.g. medication administration).

As a student, you are the direct responsibility of the university and its staff (including contracted staff), but you are also responsible for your own learning and actions, so while on clinical placement you must ensure that you:

- Only undertake clinical activities that have been directed by a registered midwife and are undertaken under the supervision of a registered midwife.
- Practice and undertake activities at the level of your learning within the program (scope of practice). Respectfully decline a request to engage in a practice/task/procedure that is contrary to legal, ethical considerations and the teaching of the School of Health. Please contact your clinical facilitator/course coordinator if you need to discuss this further.

- Understand that while you are responsible for your learning and your actions, the overall responsibility for client care remains with the registered midwife. This means that the registered midwife is to be made aware of those allocated activities that are within and outside of your capabilities and experience. You are never expected to accept or undertake practices beyond your educational capabilities as a student.
- Only administer **medication under the direct supervision** of a **registered midwife**.
- An IV pump cannot be accessed at any time without **direct supervision from the registered midwife.**
- Ensure that if you are transferring patients from one area of the hospital to another, you are accompanied by a registered midwife.

Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The Student Charter sets out what students can expect from the university, and what in turn is expected of students, to achieve these outcomes. You are advised to read this to understand the mutual expectations between the university and students.

> *Unsatisfactory behaviours which put patient/client safety at risk or practices that do not adhere with the NMBA Registered Nurse standards for practice, Code of Professional Conduct and/or Code of Ethics will result in failure of the course and removal from placement at any time during the clinical placement.*

Completion of Required Clinical Placement Hours

In each clinical course, you must complete the required hours of placement before a final grade can be awarded. The placement office will allocate your clinical placement. You must complete the required hours, and all rostered shifts, for each clinical course to successfully complete the course requirements.

If you are required to complete your placement hours at a different location or with a different assessor, please be aware that you will still be assessed according to the Standards for Practice and the expectation is for students to continue to meet the Standards. In these circumstances, your summative assessment may have been signed by your previous clinical facilitator, but your grade will be finalised by your course coordinator at the completion of your hours.

PART C – Academic Teaching and Learning Information

Support While on Clinical Placement

UniSC uses various models of supervision for clinical courses. These differ according to the placement and are also dependent on the contractual arrangement with the placement providers. Some facilities use a clinical facilitator and a registered midwife buddy, some use clinical coaches and preceptors. Some will use a mixture of these options depending on the year level of the student and the allocated area of the placement. Your preceptor or clinical facilitator liaises with the course coordinators to provide support for your learning and teaching during clinical placement.

The Role of Clinical Facilitators

The clinical facilitator is a registered midwife who supervises a group of 8 to 12 students. Facilitators will have been provided resources by the School of Health to effectively support and assess you on placement. These include relevant information pertaining to the student's year level, curriculum and assessment requirements.

Your facilitator will organise, supervise and evaluate your clinical experience. They will assist with your learning, provide support and will undertake your clinical assessment with you. Your course coordinator will liaise with your facilitator while you are on clinical placement.

The Role of a Registered Midwife Buddy

The registered midwife buddy is the registered midwife you will be working with in the clinical area, but the clinical facilitator is still responsible overall for your clinical experience. You may work with a different midwife buddy each day. The clinical facilitator will liaise with your midwife buddy to check on your progress.

Clinical Assessment

Assessment is an essential part of the educational process. It promotes learning, measures student progress, and improves student performance. Your assessment during clinical placement will be based on the Midwife Standards for Practice (NMBA 2018).

Your assessment will be conducted by either your preceptor of clinical facilitator using the Australian Midwife Standards Assessment Tool (AMSAT). This assessment tool is designed to provide feedback throughout your placement. The AMSAT will be used for your progressive assessment, which is completed midway through your placement. The summative assessment will be completed at the end of your placement. These assessment tools align with the Midwife standards for practice (NMBA 2018).

You will also receive ongoing feedback throughout your placement as a formative and developmental process. Feedback is essential for your learning and development while on clinical placement. Being open to feedback is a key factor for your success.

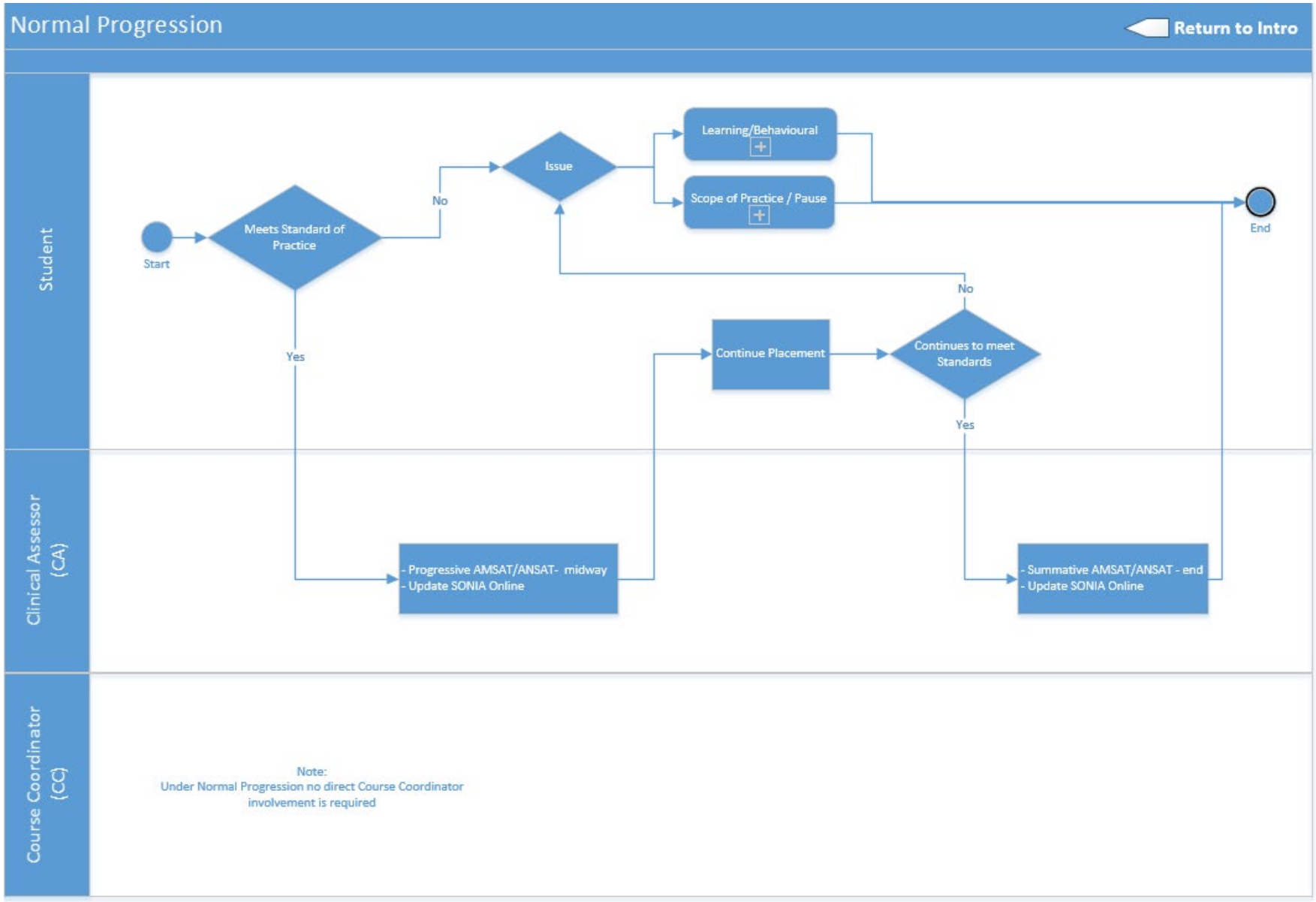
You will complete the progressive self-assessment in Sonia Online by rating yourself against each of the Standards for Practice, reflecting on your placement and setting some goals for the second half of your placement in preparation for discussion with your facilitator. Your facilitator will then complete the AMSAT in SONIA ONLINE to provide you with formal feedback regarding your progress to date.

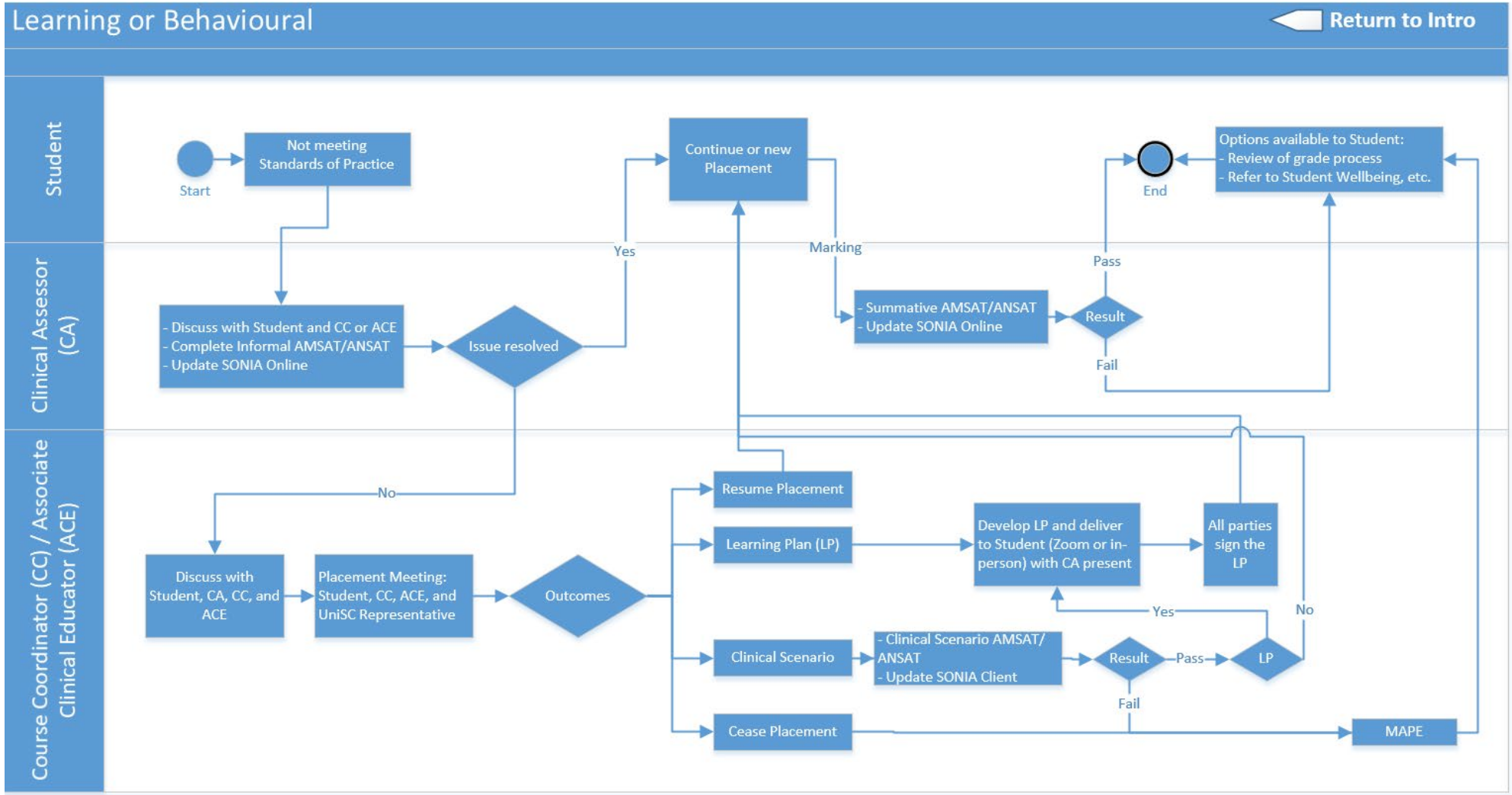
You will complete the summative self-assessment in Sonia Online prior to meeting with your facilitator or preceptor. The purpose of this summative assessment is for you to demonstrate satisfactory standards for practice for your level of learning and based on the Midwifery Standards for Practice. Your facilitator will then also complete the AMSAT in Sonia Online.

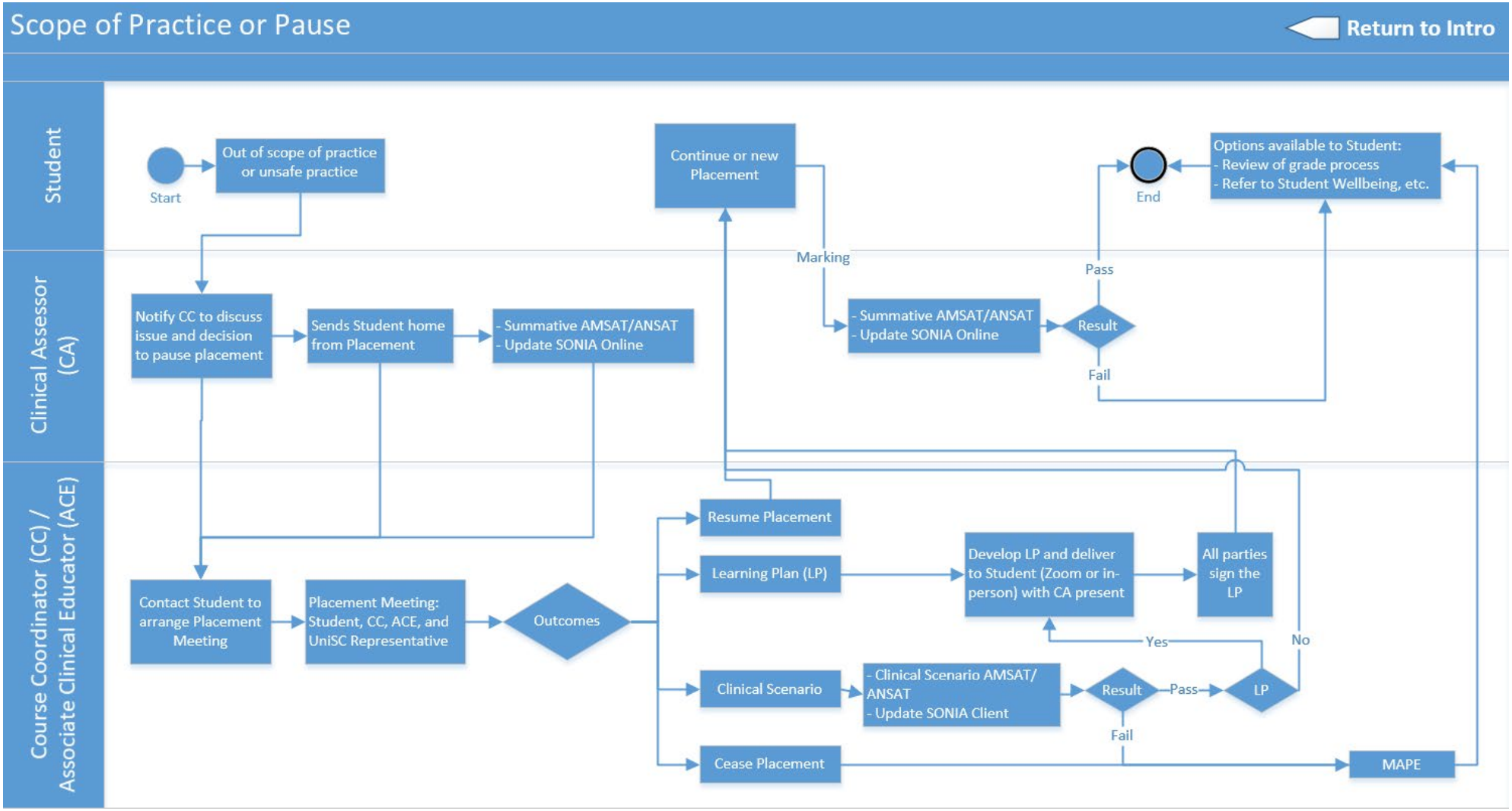
If you are not meeting a satisfactory standard of performance at any point, learning processes including a learning plan will be implemented to guide and support you to meet each standard satisfactorily (see clinical learning flowchart). Unsatisfactory behaviours that put patient/client safety at risk or practices that do not adhere to the NMBA Code of Conduct for Midwives and/or the ICM Code of Ethics may result in removal from placement and possible failure of the course. If a learning plan is required during your placement, you must meet all the requirements and standards for practice outlined in the learning plan at a satisfactory level, to be able to proceed to a final assessment.

Clinical Learning Flowchart

The following processes of communication and documentation take place at any time during the placement if you require learning assistance to complete the placement. For example: identification of learning needs, inability to meet the Midwife Standards for Practice.




Learning or Behavioural
Return to Intro
Student
Clinical Assessor (CA)
Course Coordinator (CC) / Associate Clinical Educator (ACE)
Start
Not meeting Standards of Practice
- Discuss with Student and CC or ACE
- Complete Informal AMSAT/ANSAT
- Update SONIA Online
Issue resolved
Yes
No
Continue or new Placement
Marking
- Summative AMSAT/ANSAT
- Update SONIA Online
Result
Pass
Fail
End
Options available to Student:
- Review of grade process
- Refer to Student Wellbeing, etc.
Discuss with Student, CA, CC, and ACE
Placement Meeting: Student, CC, ACE, and UniSC Representative
Outcomes
Resume Placement
Learning Plan (LP)
Develop LP and deliver to Student (Zoom or in-person) with CA present
All parties sign the LP
Yes
No
Clinical Scenario
- Clinical Scenario AMSAT/ ANSAT
- Update SONIA Client
Result
Pass
Fail
LP
Cease Placement
MAPE


Scope of Practice or Pause
Return to Intro
Student
Clinical Assessor (CA)
Course Coordinator (CC) / Associate Clinical Educator (ACE)
Start
Out of scope of practice or unsafe practice
Notify CC to discuss issue and decision to pause placement
Sends Student home from Placement
- Summative AMSAT/ANSAT
- Update SONIA Online
Contact Student to arrange Placement Meeting
Placement Meeting: Student, CC, ACE, and UniSC Representative
Outcomes
Resume Placement
Learning Plan (LP)
Develop LP and deliver to Student (Zoom or in-person) with CA present
All parties sign the LP
Yes
No
Clinical Scenario
- Clinical Scenario AMSAT/ ANSAT
- Update SONIA Client
Result
Pass
LP
Fail
Cease Placement
MAPE
Continue or new Placement
Marking
- Summative AMSAT/ANSAT
- Update SONIA Online
Result
Pass
Fail
End
Options available to Student:
- Review of grade process
- Refer to Student Wellbeing, etc.

Overview & Explanations

Return to Intro

Overview

This document describes the Australian Midwifery Student Assessment Tool (AMSAT) and Australian National Student Assessment Tool (ANSAT) process

The AMSAT/ANSAT process considers 3 possible paths and outcomes:

1. Normal Progression
2. Learning or Behavioural
3. Scope of Practice or Pause

Each path is summarised below and the process documents outlines the steps and outcomes in detail

1. Normal Progression

A student placement, performance, and behaviour are satisfactory, resulting In the successful conclusion of the placement

2. Learning or Behavioural

A student experiences learning or behavioural concerns, resulting in the consideration of a number of possible progression options

3. Scope of Practice or Pause

A student placement is temporarily paused due to unsafe practices or other concerns, resulting in the consideration of a number of possible progression options

Successful Placement

Achieving Normal Progression results in a pass mark for the Placement task

Glossary

Evidence = any notes that are made on SONIA and AMSATs/ANSATs

CA= Clinical Assessor. This is the person who is responsible for completing the students assessment while out on placement. This is most often a nursing or midwifery Clinical Facilitator.

ACE= Associate Clinical Educator. This is a support person for both the CA and CC. They provide both academic support for learning and teaching and education, training and support for CAs and clinical facilitators.

CC=Course Coordinator of the clinical course. This person is responsible for the students final grade but may have a representative such as another UniSC academic, UniSC Associate Clinical Educator, or UniSC Clinical Facilitator be present and deliver information to students and CAs on their behalf.

UniSC representative= This could be another UniSC academic, UniSC Associate Clinical Educator, UniSC clinical facilitator, or a person from Student Guild Advocacy or Student Wellbeing. They may be present on the behalf of the CC when they are not available to meet with a student in person.

MAPE=Monitoring Academic Progress and Exclusion. This process is designed to provide students who are not achieving a satisfactory level of academic progress with information on how to access appropriate resources and support to improve their academic performance.

Outcomes

Not achieving Normal Progression during placement will result in one of four possible outcomes.

Note that these outcomes are the same for paths 2 and 3. However, under path 3 the current placement is immediately stopped (paused), until further decisions are made at the Placement Meeting. Under path 2 the student may continue placement until the meeting.

The following outcomes are decided at the Placement Meeting:

1. Resume Placement
   The student is permitted to continue their Placement. This may be in the current allocated placement but reallocation to another placement may be required.

2. Learning Plan
   The student is permitted to continue their Placement and must follow (and successfully complete) a Learning Plan

3. Clinical Scenario
   The student must pass a Clinical Scenario (Clinical Lab based assessment), and may also be required to follow (and successfully complete) a Learning Plan during continued Placement

4. Cease Placement
   The student must cease Placement resulting in a fail mark.
   The following options and services are available and recommended to the student:
   a) Review of Grade Process
   b) Student Wellbeing

The CC must in this instance refer the student to the appropriate people to commence them on the Monitoring Academic Progress and Exclusion process

Midwifery Assessment Guides and Tools

- MIDWIFERY STUDENT Guide to CATs in Sonia Online
- AMSAT Midwifery Assessment Tool
- AMSAT Midwifery Behavioural Cues

Your Course Details in LMS (Canvas)

Canvas includes important course information (course outline and assessment, clinical practice framework, learning resources, and a section for discussions). You are required to ensure that you are familiar with all aspects of your course using this information.

Clinical Placement Attendance Form

All students are required to complete an attendance form on clinical placement, to provide evidence they have completed their hours. The clinical placement attendance form ('Midwifery Log of Hours') is located on Sonia under the 'Log of Hours' tab. You are required to download and print off the form and take to each placement shift, and have it signed by your midwife buddy or clinical facilitator. The attendance form reflects the hours you have attended and if you are absent, you are responsible for uploading a medical certificate or stat dec as evidence in why you require make up hours. Once your placement is finished you are required to upload the completed form to Sonia Online and then your Course coordinator will review it.

Connect Attendance Form

All students are required to complete an attendance form for each of their Connect appointments and for attendance at labour and birth. The Connect attendance ('Connect Log of Hours') form is located in Sonia Connect online. You are required to document when you entered the facility and when you left the facility. This is to be signed by the registered health practitioner supervising your experience. The Connect Log of Hours is then uploaded to Sonia Connect Online at the completion of the Connect experience. Completion of the Connect experience is when the woman has had at least 2 postnatal visits and the Connect experience is finalised, or if the woman withdraws from the program for any reason.

PART D: Health and Wellbeing

It is your responsibility to ensure that you are fit and healthy when undertaking clinical experiences. If you have a health problem that may lead to a risk in the clinical environment, you are required to act responsibly. UniSC provides a range of services, facilities information and initiatives to help you look after yourself and maintain balance in your life. These services can be accessed at UniSC Health and wellbeing.

Insurance Information For Students

A student who undertakes an approved unpaid placement in Australia as a requirement of their course or degree program is covered by the University's Student Personal Accident, Public Liability, Professional Indemnity and Medical Malpractice (where applicable) insurances whilst involved in approved placement activities.

For you to be eligible to be covered for university insurance whilst undertaking a placement, you must be a student with an active enrolment status in accordance with **the definition provided in the** Admissions, Enrolments and Graduation – Academic Policy.

Please be aware that you are not covered by Work Cover Queensland while undertaking your clinical placement. UniSC offers limited student insurance, but additional insurance cover may be required depending on your individual needs. To view the insurance cover available and assist you to make an informed decision regarding your insurance needs, information can be found on the Insurance Information for Students page.

Placement Disclosure Statement

All UniSC students undertaking a work integrated learning placement must sign a Placement Disclosure Statement. UniSC requests this information to provide the best possible placement experience for you and ensure safety for yourself and the people you will be working with. You are required to disclose relevant personal information that could impact on your performance or ability to complete tasks or could put yourself or others at risk while undertaking placement.

The Placement Disclosure Statement is for the purpose of:

- identifying and evaluating risks to your own health and safety;
- identifying and organising appropriate education-related adjustments, if any, which may be made to enable you to successfully complete a learning activity;
- identifying and communicating how these adjustments may impact your ability to complete your course or program successfully; and

- assisting you to demonstrate the competencies to maintain student registration requirements in some professions, and where relevant, meet professional body requirements on graduation.

If, at any time prior to or during placement, there is a change in your circumstances (e.g. a new condition or an exacerbation of an existing condition) which could impact on your placement, you must complete the Disclosure Statement Variation form (this is a self-select form located under the Forms tab in Sonia Online). The Placement Disclosure Statement is assessed by the UniSC AccessAbility Service and Midwifery Academic Staff to determine if reasonable adjustments can be accommodated.

Policy on Students with Blood Borne Viruses

Queensland Health has policies relating to midwives working in clinical areas who are or become infected with blood borne viruses. Health care workers (including students and supervisors) who are hepatitis C antibody and PCR positive, hepatitis HBV DNA positive, or HIV antibody positive must not perform exposure prone procedures on placement as defined in the policy.

Pregnancy

Pregnancy does not preclude you from clinical practice; however, some clinical placements may be potentially harmful to the pregnant student and/or the developing foetus. Pregnant students are required to notify the Nursing and Midwifery Placements Office in the first instance via email midwiferyplacements@usc.edu.au. You must also disclose your pregnancy and expected due date on the Disclosure Variance Form (located in Sonia Online under forms tab). Once notified the Nursing and Midwifery Placements Office will review the allocation of a placement in an area where there may be some health and safety issues, for a pregnant student for example:

- radiation;
- working with infectious diseases;
- cytotoxic drugs or anaesthetic gases.

Pregnant students are to present a medical certificate to the Clinical Placement Office if they wish to continue with placement past 34 weeks' gestation.

Disability Support

If you have a disability and require any assistance, please see the Disability and Equity information. The AccessAbility team can work with you to recommend reasonable adjustments and/or provide practical advice about the support and facilities available to you to meet the Inherent Academic Requirements for Midwifery. Even if you have an issue that you don't believe will impact your placement experience, it would be worthwhile speaking with AccessAbility anyway to know what is

on offer if there is a recurrence of an issue whilst on placement. AccessAbility will provide advice for anyone who may be affected by a disability, learning disorder, mental health issue, injury or illness, or if you are a primary carer for someone with a disability or who is considered frail and aged.

Shift Work and Fatigue Management

Clinical Placements will involve shift work on any day of the week including weekends and public holidays. Students will be expected to work allocated shifts, including quick shift changes whereby you only have 8 hours break in-between. Please read the following information on shift work and fatigue management: https://www.healthdirect.gov.au/sleep

Illness and Absence During Placement

Absence from the scheduled clinical placement due to illness, injury or misadventure must be communicated to the clinical facilitator/preceptor and ward at the earliest possible time.

Any absence from clinical placement is to be **validated** by relevant, independent supporting documentation (for example, a medical certificate, or a police report, or a stat dec) that is shown to your clinical assessor on return to placement. The document is to then be uploaded to the "documents" tab on Sonia Online. **You are required to contact the Clinical Placements Office or the Course Coordinator regarding your absence.**

Incidents Arising During Clinical Placement

If an incident occurs and is related to a clinical situation, in the first instance you should consult your facilitator. If this is not possible, please contact the course coordinator or clinical program coordinator or SafeUSC immediately. At this time, if indicated, an Incident Form is completed and submitted to the university. The student and the clinical facilitator are responsible for reporting the incident to the university. You and your facilitator must document the incident according to university and facility (e.g. hospital) protocols. For further guidance, please see Near-miss, hazard and incident reporting guidelines.

Incident Reporting Instructions:

1. access the UniSC Injury/Illness/Near Miss Incident form on the UniSC website.
2. enter your contact details in the space provided.
3. for '*Location'*, select '*Off campus incident*' from the drop-down menu.
4. for '*Which of the following best describes the incident*', select number '*2*'. '*WIL Placement Injury/Illness/Near Miss Incident*' from the drop-down menu .
5. enter details of the incident in the spaces provided.

Students are primarily responsible for following manual handling principles, the policies and procedures of the university and the clinical facility, to ensure their personal safety.

Familiarise yourself with the facilities policies and procedures associated with exposure to bodily fluids. Ensure you know where to access the personal protective equipment, and how to use it if you are required to undertake a task that may result in exposure.

Use the personal protective equipment of the agency for any procedure or task that may result in exposure to body fluids and become familiar with the facilities' policies and procedures in this area. For Body Fluid Exposure: also refer to Queensland Health's infection control guidelines to review the management of blood and body fluid exposure.

If body fluid exposure, personal injury or other incidents occur while on placement, contact your clinical facilitator immediately. Your facilitator will assess the situation and advise on the matter.

Contact Outside of Business Hours

If you have an emergency on placement **outside of business hours (between 1630hrs and 0800hrs Mon to Fri, weekends, and during the campus closure – 24th Dec – 4th January)** please call SafeUSC on 07 5430 1168. They will be able to triage your call to the appropriate services. Please do not ring this number for absences from placement.

If you are in a life-threatening emergency, you should call police or ambulance on 000.

PART E: SONIA ONLINE

Sonia Online - Guide for Students

The link to Sonia Online is available on the UniSC website. Once on the UniSC home page scroll to the bottom of the page. Under the SERVICES heading you can click on the link to Sonia Online.

If you experience any difficulty with your 'Log in' Sonia Online can also be accessed via the following link: Sonia - Nursing and Midwifery (usc.edu.au).

The Home page of Sonia Online will open. Select '**Nursing & Midwifery**' from the links at the bottom of the page.

You will be taken to the **Nursing & Midwifery** 'Home page'. Choose '**Student'** as the 'Role' from the drop-down box on the left-hand side - enter your UniSC 'Username and Password' then click the 'Sign In' button.

Once you have logged in - the **Nursing & Midwifery** 'Home page' will be activated.

'**Home'** will show the following:

Welcome

Announcements

Mandatory Checks information

Student Resources

'Placements' will show the following:

If your current placement has been posted it will be displayed here

Important dates are displayed on the right-hand side of this 'Placements' page

Click on the red Details tab to see more information about your placement. Any current notes and documents regarding this placement are listed here.

'Forms' Electronic Forms can be selected (if required) from the drop-down box:

select Add, for example: Qld Health Deed Poll and Orientation Checklist.

'My Details' will show the Next of Kin details held on file.

'Checks' displays:

any mandatory requirements with due dates and their status here. This is also where your will upload your evidence for your mandatory checks.

'History' will show your placement history.

'Documents' will enables you to:

view, add and download other relevant documents throughout your placement for example: Log of Hours, Dr's certificates.

To '**Log out**' of Sonia Online, click on the arrow next to your 'Name Icon' in right hand top of screen.

Sonia Online - Guide For Students App

The Sonia Online for Students App is available.

Log in to Sonia Online on your PC, click the 'settings' can then scan the barcode using your mobile device. Refer to this instructional video.

You can perform the following task right from your mobile device:

- View placement information
- Access placement Forms / Reports / Documents / Links
- Effortlessly upload placement documents to your Sonia Online account
- Access information relating to your mandatory requirements
- Access your allocated site contacts details
- Complete your electronic placement reports
- Receive important placement notifications instantly (enable notifications for this app)
- Access your timesheet

IMPORTANT INFORMATION:

It is strongly recommended that you download the App to your mobile phone so that we can effectively communicate important placement information instantly to your mobile.

The App requires ios 8.0 or later (App Store) and Android 5.0 or later (Google Play) for download.

Notifications sent directly to students' phones is available so please enable your notifications for this app to ensure you receive up to date information.

View the instructional video on how to access the App.

If you are still having trouble and require further assistance (ensuring you have watched the instructional video first), email USCSoniaSupport@usc.edu.au

Sonia Online - Guide to Uploading Mandatory Checks

Login to Sonia Online

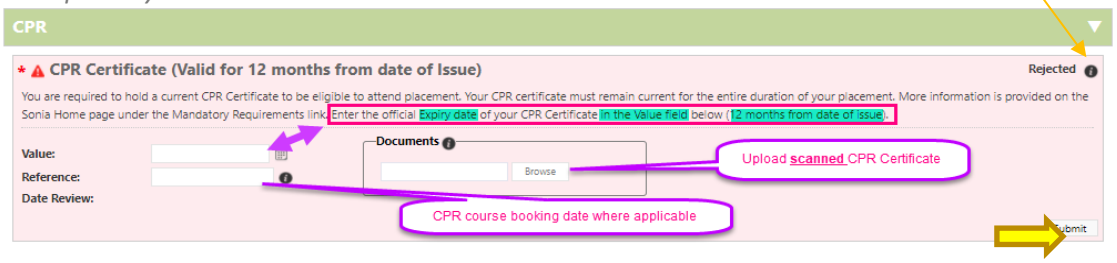
- Once you have logged in, the Nursing and Midwifery Sonia Online home page will be activated.

How to submit to Checks

- From the Nursing and Midwifery Sonia Online home page, select the 'Checks' tab.
- Each requirement has its own submission area. Clear instructions are provided for each check. Please supply all necessary documentation and information as instructed for each individual Mandatory Check. Please click the information icons for further information.

Checks will be reviewed by the Clinical Placements Office and approved or rejected accordingly.

Example only:



Under the 'Checks' tab you will find a table at the top of the page that shows a summary of the status of each of your Mandatory Checks (see example below):

Name	Value	Status
Blue Card (Valid for 3 years from date of Issue)	21/12/2017	Expired
National Police Check (Valid for 3 years from date of Issue)	15/01/2021	Cleared
HepB - 1st injection	Yes	Missing Information
HepB - 2nd injection		Not Complete
HepB - 3rd injection		Not Complete
HepB - Blood test completed (Serology report)		Not Complete
VPD - Evidence Form	Yes	Rejected
First Aid Certificate (Valid for 3 years from date of Issue)	19/09/2018	Cleared
CPR Certificate (Valid for 12 months from date of Issue)		Rejected
QHealth Orientation Checklist		Not Complete
QHealth Deed Poll	Yes	Cleared

How to submit to other Documents

Documents other than Checks should be submitted to 'Documents'. For example, Medical Certificates and Log of Hours.

- Click on the 'Documents' tab in Sonia Online
- Click on '+ Add new document'
- Select 'Browse' to search for the required file
- When found, select the file: and
- Click Save

Documents will be reviewed by the Clinical Placements Office for approval. Please allow up to 5 days for checks to be cleared.

PLEASE NOTE

- A scanned PDF or JPG must be uploaded. **We are unable to open heic files.**
- There is a file size restriction of 5MB, you will be unable to load files that are larger than this size onto the system.
- To sign out, click on the black arrow top right of screen beside your name.

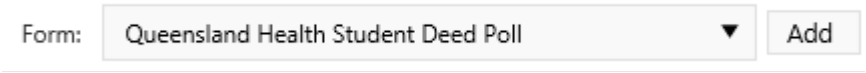
Sonia Online - GUIDE TO Electronic Forms

Log onto Sonia Online via the Nursing and Midwifery page.

From the

Home page select the '**FORMS**' tab.

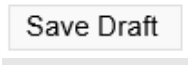
Choose the Electronic Form from the drop-down box and select 'Add'. As per this example;



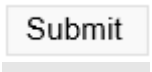
The form will appear, select the red 'Edit'

button on the right-hand side.

The eForm opens for you to tick and/or or enter the required information. Complete all areas, when submitted the areas that you are still required to complete will show *You must check this box.

You can choose to 

the eForm and complete later.

When you have completed the eForm click the 

button.

Your completed eForm will be saved to your Sonia Online Profile.

You can print the form by selecting the print **icon at top right-hand corner**

Please note once you have signed an eForm you can open it but not edit the form. If you need to edit the form, email ffpo@usc.edu.au ***they will unlock the form and allow you to make required adjustments.***