The Objects of the University of Notre Dame Australia are
a) The provision of university education, within a context of Catholic faith and values; and
b) The provision of an excellent standard of –
   (i) teaching, scholarship and research;
   (ii) training for the professions; and
   (iii) pastoral care for its students

This handbook has been created for the use of undergraduate nursing students at the School of Nursing and Midwifery, the University of Notre Dame, Australia (Fremantle campus).
Use of this document outside of this purpose must be approved by the Clinical Coordinator, Clinical Placements.

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Original created by: K Russell
Updated: C. Adams, L.O'Callaghan
Date: February 2017
Reviewed: C. Adams
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**Symbol guide**

EN articulation student information
Welcome to the unit NSP, which is the unit for clinical practicum.

The Student clinical handbook has been designed to assist and orientate undergraduate nursing students to the clinical requirements and practicum expectations of the NSP unit.

The handbook has important information about Notre Dame’s Bachelor of Nursing (BN) clinical practicum program and explains the various roles in the Clinical Placements Team (CPT). The handbook also explains the differences between the types of staff supporting you while on placement and explains the assessment documentation required for clinical placement.

It is important to read this handbook as it will guide you to complete a successful clinical placement.

Remember also read and refer to your NSP unit outline and regularly check your Notre Dame email account/blackboard where messages or updates will be sent.

The CPT primary role is the placement and management of students on clinical placement. If you have any queries, please check the staff availability times. We suggest you email your clinical year NSP unit coordinator, to make an appointment to discuss any concerns. The contact details and availability times are listed on blackboard and can be found in your unit outline.

The CPT look forward to working with you as we prepare you for the exciting world of nursing practice.

The Clinical Placements Team

February 2017
**CLINICAL PLACEMENT TEAM CONTACTS**

The Clinical Placement Office is located in ND 37/211-213 located on Phillimore Street, Fremantle. Academic staff will be available to meet with you during their days on campus. Please refer to the unit outlines and Blackboard for allocated days. Questions relating to your clinical practicum should be directed to your unit coordinator and appointments can be made by emailing them directly. If your clinical unit coordinator is not available, please contact the Clinical Admin Officer, Ria Bennell, who will redirect your enquiry.

| Clinical Placement Team (CPT) Contacts for School of Nursing and Midwifery, Fremantle |
|-------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|----------------------|
| Chris Adams                        | Clinical Placements Coordinator/ Senior lecturer                                                 | 9433 0183                      | chris.adams@nd.edu.au |
| 3rd year: NSP 310 & 320             |                                                                                                 |                                |                      |
| Corinne Kusel                       | Lecturer/Clinical Placements Officer                                                            | 9433 0684                      | corinne.kusel@nd.edu.au |
| 1st year Sem 1: NSP 110             |                                                                                                 |                                |                      |
| Lisa O’Callaghan                    | Lecturer/Clinical Placements Officer                                                            | 9433 0502                      | lisa.ocallaghan@nd.edu.au |
| 1st year Sem 2: NSP 120             |                                                                                                 |                                |                      |
| Suzanne Partigliani                 | Lecturer/Clinical Placements Officer                                                            | 9433 0111                      | suzanne.partigliani@nd.edu.au |
| 2nd years: NSP 210 & 220            |                                                                                                 |                                |                      |
| Clinical Administration             |                                                                                                 |                                |                      |
| Wendy Mrsa                          | Clinical Administration Officer                                                                | 9433 0292                      | wendy.mrsa@nd.edu.au |
| Ria Bennell                         | Clinical Administration Officer                                                                | 9433 0260                      | ria.bennell@nd.edu.au |
| **AFTER HOURS EMERGENCY CONTACT DURING CLINICAL PRACTICUM** |                                                                                                 |                                |                      |
| Mon – Fri: 5pm – 8.30am + Saturday & Sunday |                                                                                                 |                                |                      |
| A/Hours Mobile: 0452549438       |                                                                                                 |                                |                      |

**COMMUNICATION WITH STAFF**

All communication with staff should be professional, courteous and respectful. Proper spelling, grammar and punctuation are expected in emails as well as formal salutations and proper titles of the person you are addressing. Please refer to your unit outline for appropriate lines of communication.
CLINICAL PRACTICUM

The Bachelor of Nursing degree has been designed to prepare students to graduate and work as beginning registered nurses in a variety of hospital and health care settings.

Bachelor of Nursing (BN) students at Notre Dame undertake 1120 hours of clinical practicum in a variety of clinical settings throughout the three year program.

EN articulation students commence in the second year of the BN program and complete 800 hours.

It is expected that a student will be available to undertake fulltime shift work hours, as rostered by the health care facility, to meet the course requirements. Students should expect to work morning, evening and night shifts across the whole week. Students are not permitted to negotiate shifts or placement dates with the health care facility which they have been assigned to.

EN Articulation students will attend a primer course during orientation week in lieu of the week one NSP 110 lecture.

Students will be allocated to a clinical placement that relates to the academic unit of studies for the semester. Once a student has passed academic pre requisite exams and has successfully submitted a completed prac pack, they can attend their clinical placement. In a student’s first semester a completed prac pack is due for submission by week 5.

Practicum dates are allocated as a block during these months:

- Semester 1: May, June, July
- Semester 2: October, November, December
- January & February (as required)

Students must read the clinical practicum policies and should also check for updates on the Notre Dame web page as clinical policies can change from time to time – http://www.nd.edu.au/fremantle/schools/nursing/clinical_prac.shtml

Nursing students are eligible for a clinical placement, once they fulfil a number of pre practicum requirements. The full requirements are listed in the student prac pack, (on the student USB).

Students in their second and subsequent semester of the program must ensure that all multi dose vaccinations, (Hepatitis A, Hepatitis B and follow up serology) annual updates (manual tasks, CPR, DOH, NPC) and necessary health updates are submitted to the CPT. If updates are not received a student will not be able to attend practicum.

PRACTICUM DATES

Prac pack documents are essential checks that enable a student to safely attend a clinical placement. Failure to hand in a completed prac pack by the due date will result in cancellation of the clinical placement and a grade of failure to complete (FN) for the unit.
## CLINICAL SPECIALTIES & ROTATIONS

**EN Articulation Students commence in semester 3**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unit &amp; Specialty</th>
<th>Min Hrs</th>
<th>Types of Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>NSP110</strong> Aged Care</td>
<td>200 hrs (5 weeks continuous)</td>
<td>Aged Care Facilities</td>
</tr>
<tr>
<td>2</td>
<td><strong>NSP 120</strong> Community and/or Rehabilitation</td>
<td>160 hrs (4 weeks total)</td>
<td>Outpatient Clinics, School Nurse, Community Health Agencies, Hospital in the Home (HITH), Medical Centres, Orthopaedic, Stroke, Spinal, Disability Services</td>
</tr>
<tr>
<td>3</td>
<td><strong>NSP210</strong> General Medical</td>
<td>200 hrs (5 weeks continuous)</td>
<td>General Medical Wards</td>
</tr>
<tr>
<td>4</td>
<td><strong>NSP220</strong> Perioperative</td>
<td>240 hrs (6 weeks total)</td>
<td>Operating Theatres, Day Procedure units, Endoscopy, Radiology/Interventional centres, Acute Mental Health Units &amp; Community Mental Health Agencies</td>
</tr>
<tr>
<td>5</td>
<td><strong>NSP310</strong> Critical or Acute Care</td>
<td>160 hrs (4 weeks total)</td>
<td>General surgical wards, Paediatric surgical ward, Day surgical wards; ICU, CCU, HDU, ED, Theatres (PACU) Acute surgical/medical or specialty areas</td>
</tr>
<tr>
<td>6</td>
<td><strong>NSP 320</strong> Speciality/Acute care</td>
<td>160 hrs (4 weeks total)</td>
<td>Maternal, Advanced Wound Care, Mental Health (N.B. Elective units offered subject to student interest) Any area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>1120 hrs</td>
</tr>
</tbody>
</table>
LEARNING ON CLINICAL PRACTICUM

Active Learning – it is important that all time on clinical practicum is viewed as an opportunity to learn. Completing a task once does not equal competence or expertise; therefore, it is essential that every opportunity be accepted as consolidation of knowledge and skills. Learning through practice provides an opportunity to link your university theory to your clinical practice. Remember, not every situation is the same and every time a skill/task is repeated it is in a different context, requiring critical thinking and application of the skill to the individual patient’s care requirements. A blood pressure (BP) is never a simple BP. Remember ‘why’ is the procedure being performed and reflect on own practice.

Some placements may seem quiet or very specialised and a student may find themselves feeling that learning opportunities are limited. This is never the case. Students should seek out learning opportunities as there is always something to learn. Students can learn by observing skills and processes such as, communication; documentation; the health care/team structure, multidisciplinary communication, discharge planning, etc.

Notre Dame students should have a keen commitment to their learning and to the nursing profession. It is anticipated that students will display loyalty to the organisation and their mentor/s and that they will possess personal attributes of honesty, sincerity and empathy. Students will look to the university clinical year coordinator, mentors and clinical facilitator to help provide them with the opportunities so that they can work towards achieving their professional goals and aspirations.

Refer to the nursing practice text:

*Levett-Jones & Bourgeois (2015)* for further information, ideas and tips for successful learning on clinical practicum.

WHO SUPPORTS YOU ON PRACTICUM?

The Registered Nurse (RN) Mentor

A student should be allocated a staff member each day, to work with and support them. The staff member may be known as a mentor, supervisor or buddy and they will guide the student through a particular stage in their career development. The supervising mentor may be a nursing carer, enrolled nurse, registered nurse or registered midwife. It is uncommon to work with the same mentor for the whole practicum.

Mentors support students

- The mentor challenges the student to develop new skills and realise their own strengths
- Mentors seek to bring out excellence without demanding perfection
- The mentor should act as a role model through their own continual professional development and encourage open communication that allows the mentee to discuss issues and ask questions
- The mentor should ensure that the student has a real life experience and understanding of work place operations while on placement
The Clinical Facilitator (CF)

A Clinical Facilitator (CF) is a Registered Nurse who has been employed by the University of Notre Dame for the length of the clinical practicum rotation. The CF may visit many students at multiple sites in one day. The CF may work part time with Notre Dame and may continue to work part time in another clinical position. The student should ensure that they communicate rosters and concerns with their CF, in the first instance. The minimum expectation is that the CF should visit each student no less than once a week. Some hospitals require a CF to remain on site every day a student is on shift and spend an hour with the student each day. CF visits will depend on where the student is placed. It is important for the student to establish frequency of visits with the CF once practicum is commenced.

Role of the Clinical Facilitator

The role of the Clinical Facilitator is to:

- Visit/communicate with students and assist them
- Liaise with facility staff & CPT with regards to student assessment, progress and concerns
- Assess clinical and professional competence and sign documentation in the NCAS
- Review and deem appropriate student objectives, or refer student back to CPT for guidance

Student/Facility Visits

- Every effort should be made to visit each student directly once per week, or as required by the facility
- If direct contact cannot be made by the CF, then phone or email is acceptable
- Weekly progress and assessment review is documented in the student’s NCAS and in the CF’s own documented record of student progress

STUDENT PROGRESS AND LEARNING PLANS

Sections are available within the NCAS for the CF to document comments and progress notes. The CF will enter discussion points held with a student regarding clinical, behavioural or professional feedback at each meeting. If a clinical or professional concern is raised by your RN Mentor, the CF will initiate the Student management pathway as outlined below.

Stage one – Student Risk Management

- When a student is at risk of failing practicum then the CF will contact the CPT via phone and email outlining the ‘at risk’ behaviour and/or clinical concerns.
- The CF will also meet with the student in private to discuss the at risk behaviour/concerns.
- A record of the meeting outlining the behaviour or clinical concerns will be recorded in the File note section of the NCAS.

After 3 days, the CF will meet again with the student to discuss their progress. If the risk behaviour/clinical concern has not been resolved, the CF communicates this with the CPT via email and/or phone.
Stage two – Clinical Learning Plan

The clinical coordinator and the unit coordinator will negotiate a Learning plan with the student.

- A review date will be set for the student to demonstrate improvement and meet learning objectives
- The CF will discuss progress of the learning plan with the CPT.
- The student may be required to meet with the unit coordinator on completion of the placement

IMMEDIATE WITHDRAWAL OF THE STUDENT FROM THE CLINICAL SETTING

Any student who acts in an unsafe manner is to be reported to the clinical placement team immediately and to be withdrawn from the clinical practicum environment. Further discussion at the university with the Clinical Coordinator and Undergraduate Coordinator will determine the next appropriate course of action.

This may include:

- Inadequate knowledge base to practice safely, or unsafe practice – this includes near miss events
- Unprofessional practice – not adhering to hospital policies and guidelines, NMBA Registered nurse standards for practice and Codes of professional conduct and ethics for nurses
- Inappropriate behaviour – including abandonment of patients by leaving the ward area, inappropriate use of language or aggressive behaviour
- Confidentiality - Posting practicum information (positive or negative) on any form of social media sites – considered a breach of confidentiality and an act of professional misconduct

CLINICAL PRACTICUM MEDICAL CLEARANCES

Prior to commencing the Bachelor of Nursing (BN) degree, students are asked to declare any medical/health condition that could impact on their ability to provide safe and effective care during clinical practicum. It is essential that a student informs their NSP unit coordinator if there is a change in their health status e.g. hospitalisation; referral to a specialist; surgery at any time during the duration of the degree. The CPT will require a medical clearance for any student that:

- Has been unwell (requiring hospitalisation or an extended period away from university)
- Has suffered an injury
- Is pregnant

Students who receive medical treatment due to an injury/illness/health concern must inform the CPT as soon as possible so that the correct medical clearances are obtained. Practicum can then be organised that meets the University, health care facility and professional fitness to practice requirements.

Students who attend clinical practicum with an illness/condition and do not inform the CPT of their illness/condition potentially put themselves, facility staff and patients at risk. All student nurses are governed by the Health Practitioner Regulation National Law Act 2009 and Health Practitioner Regulation National Law (WA) Bill 2010. The Law defines the responsibilities of the university and the student in compliance of attendance in the professional workplace environment. To comply with this Law Act, there are mandatory requirements that must be met by the University and each student to ensure patient safety and legislative compliance. Please refer to http://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/Codes-Guidelines/Guidelines-for-mandatory-notifications.aspx for more information pertaining to mandatory and voluntary notifications.
LEAVE OF ABSENCE & PLACEMENT REQUESTS

- Students cannot request where they are placed for clinical practicum.
- Leave during clinical practicum period will not be approved except for a student enrolled as an elite athlete.
- Unforeseen leave, such as bereavement or serious illness of a family member or personal trauma will be considered on an individual basis and discussed confidentially with the unit coordinator.

Each student is allocated a practicum within the rotation dates as per the university calendar. If a student prefers to swap to another facility/rotation then it is the student’s responsibility to post a request to swap on Blackboard.

If you are unable to swap and unable to attend your practicum, your placement will be cancelled and you will be required to organise a meeting with your NSP year coordinator. Inability to attend a scheduled placement may affect your enrolment and ability to complete an NSP unit, resulting in course extension.

SWAPPING CLINICAL PLACEMENTS

Once clinical placements are finalised on SONIA, allocations will be released to students. If a student would like to swap their placement, then they can post a request on Blackboard for other students to view and respond to. If two students decide to swap, then a ‘request to swap’ form will be available on Blackboard. Both students must complete and sign the form and the form should be handed to clinical reception. The clinical unit coordinator will review the request, and the student will be notified by email of the outcome.

Consideration for swapping clinical placements is based on the following criteria:

- Students must be enrolled in the same NSP unit
- Students cannot be on a learning plan, or management plan
- Students requiring special consideration in placement allocation

MISSIONARY/VOLUNTARY COMMITMENTS

If you are intending to do missionary or voluntary work during the semester and/or during the prac period please note the following:

A letter of intention required by the Clinical Placements Coordinator, Chris Adams, by week 2 of the semester, outlining the voluntary work you wish to undertake. Specific details for this process will be available to students on Blackboard at the beginning of each semester.

JANUARY/FEBRUARY PRACTICUM

‘Make up’ time is limited and cannot always be guaranteed which may delay progression in the BN course.

Students may be required to attend a clinical placement in January/February as an allocated rotation or as a ‘make –up’ practicum. Priority will be given to students who require an allocated rotation. January/February practicums are currently available at limited number of health care sites.
A rural placement requires considerable planning and organisation. Notre Dame will book accommodation and pay to confirm the accommodation booking well in advance of a student’s placement date. If a student cancels their rural request at short notice which results in paid accommodation not being utilised, then the student may be held responsible for the payment of accommodation.

Students enrolled in a core unit can apply for a rural placement.

Students must strongly consider the commitment of attending a rural placement before applying.
PERSONAL SAFETY
While on clinical placement it is important that students take all appropriate measures to ensure their own safety. During practicum you will be rostered to work a variety shifts across the weeks. Generally staff will leave the ward areas together after dark to ensure safety. Students should not leave early, and should wait for colleagues and leave together. Students should also remember to put their bag and valuables in a secure location on the ward. **It is the student’s responsibility to advise their CF, RN mentor or the CPT of any incident or concern regarding their wellbeing or safety during the practicum.**

TRAVELLING DURING CLINICAL PLACEMENT – Insurance requirements
If a student’s mentor requests that the student leaves the facility to travel to provide nursing care (e.g. community placement) it is important that the student travels in the facility’s vehicle, or in an ambulance with the supervising mentor. **It is not appropriate for the student to follow the nurse/driver in their own car.** If a student follows the nurse/driver in their own car, then the university may not cover them for any legal claim for an accident. If this request occurs, the student should contact a member of the CPT immediately so that they can advise and assist.

PREPARING FOR PRAC
EXAMS ARE OVER! I AM STARTING PRACTICUM SOON - WHAT NOW?
Students should:

- Check SONIA and emails regularly for placement allocation and start dates (late changes can occur).
- Contact the facility (unless noted otherwise) **no more than 2 weeks before commencement** to confirm: roster, ward/unit, start date and meeting point. Check SONIA first for this information, prior to contacting facility.
- Check uniform requirements – mental health and some community placements may require neat professional clothing – this will be stated on SONIA. This is to be appropriate/professional dress (e.g. above knee shorts/skirts, low tops, singlets and t-shirts with offensive logos or prints are not acceptable and students will be sent home to change). Students must adhere to the dress code guidelines – see SONM Policy 2 (located on Blackboard for your NSP unit).

If a student has been allocated a rural placement, they may be required to confirm accommodation details with the site. Students will need to check the accommodation requirements listed on SONIA.

**Week prior to start date, students should**

- Write a first draft of learning objectives for the NCAS. A failure to have this ready can result in a learning plan.
- Check SONIA for student orientation details.
- Each day, check emails and blackboard for any last minute updates/cancellations.
- Find own student roster and send the roster details to the clinical facilitator via email (preferable). SONIA will guide students as to how to find out their roster and site contact. If no roster is available, students should email their clinical facilitator to advise them a roster will be forthcoming.
**Day one of placement**

Depending on the facility, there may be a number of students commencing, or there may be just one student. Larger organisations will ask students to meet at a central point on the Monday morning for an orientation program. Smaller sites may direct students to the ward/unit where the staff will provide an orientation during the course of the shift. It is compulsory for all students to attend orientation. It is important that students arrive early as parking availability may be limited. In addition, locating specific wards and rooms can be difficult in an unfamiliar place, particularly for the larger hospitals.

**On the ward/unit** - It is important that students arrive at least 10 minutes early to commence their allocated shift. Arriving early will ensure that a student has time to meet staff, find a place to put their bag away, locate a handover sheet (if required) and are prepared for the start of the shift. Many wards/units will commence the shift with a patient handover, and this must be done on time, so please be ready and waiting. It is polite for students to introduce themselves to the shift coordinator, other staff and patients. Students may find that they work all of their shifts with their RN mentor, or they may be allocated to work with a different nurse each day.

**Handover** – Occurs at any point where a transfer of care occurs from one nurse to another. Health care sites and agencies may have slightly different approaches to delivering handover. Handover may be taped, or nurses may verbally handover the patient’s status and care requirements at the bedside. Students should use these differences as an opportunity to learn about the different models of handover.

When discussing a patient with another team member, medical practitioner or allied health staff/professional students should use a recognised format for undertaking handover, e.g. iSoBAR (outlined below), or similar.

<table>
<thead>
<tr>
<th>Identify</th>
<th>Introduce yourself and your patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation</td>
<td>Briefly state the problem/s</td>
</tr>
<tr>
<td>Observation</td>
<td>Recent vital signs &amp; clinical assessment</td>
</tr>
<tr>
<td>Background</td>
<td>Pertinent information related to the patient</td>
</tr>
<tr>
<td>Agreed Plan</td>
<td>What needs to happen? Assessment of the situation</td>
</tr>
<tr>
<td>Read back</td>
<td>Clarify and check for shared understanding. Who is responsible for what and by when.</td>
</tr>
</tbody>
</table>

Porteous, Stewart-Wynne, Connolly and Crommelin (2009)

**Patient Allocation** – Dependent on the type of placement, different models of patient allocation can be expected. Within general ward settings either ‘Team Nursing’ or ‘Patient Allocation’ are the most common utilised. Team nursing involves a group of nurses working together with an allocated group of patients to deliver care, whilst patient allocation involves one nurse with often 4-6 patients to care for.

**Start/Finish Times and Meal Breaks** – Students should be courteous to those that they work with. Arriving to the shift 10 minutes early assists the team to commence handover on time. By starting late, other staff are required to work back to care for patients, or they may be delayed in attending their meal breaks.
Important resources that a student should locate and be familiar with on the ward:

- Location of Health Care Agency Policy and Procedures Manuals.
- Intranet resources, what is available, can you access patient results & procedure manuals.
- Emergency protocols – emergency phone numbers, emergency call bells, fire, evacuation, resuscitation, personal threat, internal and external emergency procedures.
- Security ID protocol to access clinical domains and computer; privacy & confidentiality issues.

CLINICAL ASSESSMENTS ON PRACTICUM – WHAT YOU NEED TO KNOW

Nursing Competency Assessment Schedule (NCAS)

The NCAS is formal evidence that a student has attended a clinical practicum and has met the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016). The NCAS is a standardised assessment tool used by many universities in Australia.

The NCAS has eight clinical competencies that students are required to achieve while on placement. On each clinical placement, the student nurse will be required to achieve a number of the competencies, relevant to their stage of learning.

In the NCAS students are required to:

- Demonstrate how they meet the NMBA Registered nurse standards for practice. The NMBA ‘standards’ describe the role and responsibilities professional RN – regardless of which field they may be practicing in.
- Write reflective practicum objectives using the SMART technique.
- Write regular reflective exemplars to describe the care that they have been involved in and the learning opportunities they have experienced. Exemplar documentation must demonstrate that students have been endeavouring to achieve their selected learning objectives.
- Complete and pass the relevant NCAS Clinical Competency Assessment(s) for their semester level
- Complete and pass the Professional Assessment
- Use one NCAS for every practicum/rotation. If a student has been allocated to two or more places (e.g. mental health, then theatre) then they will require two NCAS booklets.

Staff from one facility/department cannot be expected to ‘sign off’ any paperwork which relates to an area that they have not worked in. It is also inappropriate to return to the clinical placement after the student has finished practicum to request to have any paperwork signed off.
The cover

Students should collect the relevant year NCAS from the clinical admin staff office (ND 37/211) prior to placement start date. **Write your name, student number, practice facility and dates.** The mentor and facilitator will complete the remainder of the front cover details.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Number</th>
</tr>
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<tbody>
<tr>
<td>Health Care Facility</td>
<td></td>
</tr>
<tr>
<td>Dates of Practicum</td>
<td></td>
</tr>
<tr>
<td>Notre Dame Clinical Facilitator Name:</td>
<td></td>
</tr>
<tr>
<td>Notre Dame Clinical Facilitator Phone number</td>
<td></td>
</tr>
<tr>
<td>Semester (circle)</td>
<td>Clinical Experience</td>
</tr>
<tr>
<td>1.</td>
<td>Aged Care</td>
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<tr>
<td>2.</td>
<td>Rehabilitation/community</td>
</tr>
<tr>
<td>3.</td>
<td>Medical</td>
</tr>
<tr>
<td>4.</td>
<td>Mental health/Peri Op</td>
</tr>
<tr>
<td>5.</td>
<td>Surgical/Critical care</td>
</tr>
<tr>
<td>6.</td>
<td>Acute/Elective or Speciality</td>
</tr>
<tr>
<td>TOTAL hours of this rotation completed</td>
<td></td>
</tr>
<tr>
<td>Hours absent</td>
<td>Medical Certificate</td>
</tr>
</tbody>
</table>

The clinical facilitator signs the relevant experience, and confirms the hours

**NCAS year, semester requirements and specific clinical competencies**

**Summary**

- The NCAS has different requirements for each stage of the BN course
- Students need to print the relevant Clinical Competency Assessment(s) for their stage of training
- Clinical Competencies must be attached to the NCAS booklet
- Clinical Competencies can be completed across rotations, if multiple competencies are required to be completed
- Some students may need two NCAS books if completing two rotations of practicum (and only one, if allocated a single placement).
Inside the NCAS

Students need to keep their NCAS in good condition as they should be submitted to the University, similar to the standards of an assignment.

Before practicum commences, the student should be reflecting about their upcoming placement and researching the type of placement they will be attending, so that they can write specific objectives about what they would like to learn while on placement.

STUDENT ASSESSMENT 1: Setting Objectives

The draft objectives are to be completed by the student prior to meeting the CF in week one. Once the 4 draft objectives are confirmed as appropriate by the CF, the student can write the objectives in the NCAS Objective section and complete the remaining columns.

The objectives must be handwritten in black pen in the NCAS.

Summary

- The student writes a draft of 4 objectives in the NCAS
- The student shows the CF their objectives for review (on day one of prac)
- Once the 4 objectives are reviewed by the CF, the student enters these into the Objective section of the NCAS.
- Completion of this task includes documenting strategies, providing evidence of path to achieving Objective in the students written exemplars and completion of student reflection near the end of the rotation.
- The student should review their objectives and recognise their own nursing scope of practice.

Objectives should be written using the SMART acronym

<table>
<thead>
<tr>
<th>Specific</th>
<th>Measurable</th>
<th>Achievable</th>
<th>Realistic</th>
<th>Timely</th>
</tr>
</thead>
<tbody>
<tr>
<td>(What)</td>
<td>(How)</td>
<td>(Where)</td>
<td>(Why)</td>
<td>(When)</td>
</tr>
</tbody>
</table>

Objective:

What are you going to learn? This must meet the SMART criteria – specific, measurable, achievable, realistic, timely.

Once the objective has been assessed as appropriate, the student writes the objective into the table, and describes the strategies they will use to measure how the objective will be achieved.

Strategies:

How do you plan to learn the necessary skill or knowledge related to your objective?

e.g. practice manuals, observation, practice.

Objective Evaluation:

How will you demonstrate your learning? What evidence will be in your evaluation?

e.g. signed care examples

Student Reflection:

Your reflective account of achievement (or not) of this objective.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Strategies</th>
<th>Student reflection</th>
<th>Objective evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of this clinical placement I will be able to identify the</td>
<td>I will utilise ward staff to discuss their role and scope of practice. Before seeking assistance</td>
<td>Your reflective account of achievement (or not) of this objective</td>
<td>Ask Nursing staff (RN/RM) to sign when achieved</td>
</tr>
<tr>
<td>different scopes of practice for care providers within the aged care</td>
<td>from a staff member I will ensure that it is within their scope to complete the task with me</td>
<td></td>
<td>Signed and dated by ward RN mentor and to be checked by the clinical facilitator</td>
</tr>
<tr>
<td>setting</td>
<td>as a student nurse. I will confirm this information with my RN mentor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I will utilise a time management chart to ensure that I attend to all of my patients care</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>in a timely manner. I will refer to the patients nursing care plan for the planned care for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>each patient. I will update the patient's nursing care plan, as required, with supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from my RN mentor. I will utilise ward resources for information regarding the resident's</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>care they will require. I will refer to the patient's medical notes and orders to ensure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>changes of care are implemented, as discussed with my RN mentor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objective</td>
<td>Strategies</td>
<td>Student reflection</td>
<td>Objective evaluation</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>By the end of this clinical placement I will be able to competently manage a patient load of up to 3 patients within the aged care setting.</td>
<td>I will utilise a time management chart. I will liaise with my mentor on each shift for strategies to manage my time effectively. I will seek feedback on my time management plan throughout the shift so that I can continue to learn and implement new strategies throughout my practicum, as required.</td>
<td>Your reflective account of achievement (or not) of this objective</td>
<td>Ask Nursing staff (RN)) to sign when achieved Signed and dated by ward RN mentor and to be checked by the clinical facilitator</td>
</tr>
<tr>
<td>By the end of my aged care placement I will be able to effectively handover my patient load to the next shift of staff</td>
<td>I will read the hospital policy for patient handover. I will discuss with my mentor the process for patient handover (verbal, taped, which information is to be mentioned). I will seek feedback from staff receiving my handover – was my information clear, concise, relevant.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REFLECTIVE WRITING

A reflection gives the student the opportunity to outline to your CF, and the CPT, a personal insight into your practicum. It gives you the opportunity to document how well you feel you have done in your clinical practicum. The reader should be able to understand your perceptions about clinical practicum. It should highlight your feelings, your experiences, and your personal journey of growth and follow a recognised model (e.g. Gibbs Model of reflection). Reflective writing outlines how different experiences shape your practicum and the impact of these on you as a person and a health professional.

In the NCAS, reflection must be completed for:

- Column in Objective table (brief outline)
- Post Clinical Performance assessments and
- Post completion of each Clinical Competency
- Reflective exemplars

STUDENT ASSESSMENT 2: Reflective Exemplars

To achieve a pass for a placement the student will need to provide evidence to their mentor and CF that they understand and have recognised the criteria to practice as a registered nurse. In order to achieve a pass, the student is required to enter written exemplars into their NCAS, connecting the appropriate numbered criteria, as per NMBA Registered nurse standards for practice (2016).

What are ‘the standards’?

The NMBA Registered nurse standards for practice was introduced in 2016 and provides a framework consisting of seven standards. These standards demonstrate that an RN must coordinate and provide safe, quality nursing whilst also continuing to develop professionally. The standards are interconnected, and each is described by a series of numbered criteria that specify how that standard is demonstrated in nursing practice.

What is an exemplar?

- A description of an event / action / nursing intervention in which you participated or observed.
- It is to include reflections on practice following a learning opportunity
- This can be signed by any member of staff to confirm your participation.
- Students are to connect the numbered criteria from the NMBA Registered nurse standards for practice to each exemplar.
- Examples of practice may meet multiple criteria from more than one standard.
- Students are to demonstrate critical thinking, not just write out a task list of what they did.
- Evidence of the 41 criteria outlined by the NMBA Registered nurse standards for practice must be evident in each NCAS
- The NCAS section dedicated to exemplars must be completely filled by the student.

☐ PLEASE refer to the PowerPoint resource ‘Exploring reflective exemplars’ (available to students on Blackboard) to guide you in this task.
**SUMMARY**

To write a reflective exemplar in the NCAS:

- the student first provides, or observes, care given to a patient/resident
- the student documents the care, or learning opportunity, in the exemplar section of their NCAS
- the student identifies and connects the appropriate NMBA *Registered nurse standard for practice* criteria to each exemplar.

Exemplars should be succinct, factual accounts of care provided – similar in length to the writing of nursing notes.

**STUDENT ASSESSMENT 3: Clinical Competency Assessments**

Students’ clinical performance on practicum placement should be assessed against what is reasonably expected of a newly graduated Registered Nurse. The NCAS contains 8 clinical competencies and each competency has been allocated by Notre Dame to reflect the level expected for the year of the degree. The grey shaded areas in the assessment document, highlights the minimum expected levels of achievement of the student. Below is a list of the eight competencies which have been matched against each student clinical practicum. Students need to meet the minimum standard (grey shaded areas) to pass the competency, and to pass the clinical placement.

Clinical competencies are available for each semester level on Blackboard and should be attached (as a hard copy) to the students NCAS in preparation for practicum

**N.B. In semester one, you are not required to complete this assessment.**

<table>
<thead>
<tr>
<th></th>
<th>Year ONE</th>
<th>Year TWO</th>
<th>Year THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The initial and ongoing nursing assessment of a client/patient</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Caring for a client/patient requiring wound management</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Managing medication administration</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Managing the Care of a Client/Patient</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Managing the Care of a group of Clients/Patients</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Monitoring and Responding to Changes in a Client-Patients Condition.</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Teaching a Client/Patient</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching of a Colleague</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Student responsibility in completion of Clinical Competencies

It is the student’s responsibility to obtain and read the competency allocated to their semester level and discuss the competency with their RN mentor. When the student feels that they are ready to be assessed midway in the rotation (formative assessment), they can ask their RN mentor to observe and assess their practice. If the RN mentor feels that the student did not meet the required level for the competency, the student must be assessed again at the final stage (summative assessment). It is important that the student plans for and attempts the formative assessment competency at the midway point of the placement as this will allow time for feedback. The student has the opportunity to write a reflection about how they felt about performing the clinical assessment and their experience. The shaded grade baseline (grey) has been set with a beginner graduate nurse skill base in mind. This means that as the student progresses through each practicum, the expectation of the skill level will increase, so that in the final year they will be at the beginner graduate nurse level.

Successful completion of NCAS Clinical Competency Assessment(s)

✓ Select the relevant competency/ies from Blackboard; print and attach to NCAS
✓ Discuss competency with the RN mentor
✓ Select the appropriate time frame for formative assessment; midway is best.
✓ When ready for assessment, perform this with supervision of RN
✓ Student must meet the minimum standard (grey shaded areas) to pass all sections of the Clinical Competency
✓ Ask RN for feedback and to sign the competency. Student to complete reflection.
✓ A second attempt (summative assessment) may be required to achieve the competency – if this occurs, the student should ask for feedback and negotiate another time (near the end of the rotation) for competency to be attempted with the RN.

Assessment 4: Professional Assessment (ALL year levels)

It is important that the student receives feedback about their professionalism.
The professionalism assessment is part of the NCAS. Students need to have formative and summative assessments signed by their RN mentor. Students need to meet the minimum standards; shaded in grey.

Summary:

✓ At approximately half way through the placement – the student must have the Professional Assessment (formative) completed by an RN.
✓ In the last week – the student must have the Professional Assessment (summative) signed off by an RN.
✓ If a student fails any component of the Professional Assessment, CPT must be notified.
Assessment 5 - NCAS Clinical Performance Assessments

**Formative Assessments:** The formative assessment should occur midway through the clinical placement. This should involve the student and the RN mentor discussing and determining any areas of knowledge, skill or practice that require further development. The RN mentor initials the formative assessment, with the student meeting the minimum grey shaded areas to pass (as shown in the example). If the RN mentor believes that the student is not meeting the minimum requirement for any standard, then a plan for improvement must be developed in consultation with the CF/CPT. This meeting must be documented in the NCAS. For some students, a learning plan may implemented as this will allow the student to set objectives and strategies to meet the minimum requirement and receive a satisfactory grade to pass the placement.

N.B. A Learning plan is instigated after consultation with the Clinical Placement Team.

**Summative Assessment** must be completed at the end of the placement. The RN mentor documents an overall comment related to the *Registered nurse standards for practice*. The student reflects on their overall placement experience. In order to pass the rotation, the student must achieve the minimum evaluation, as indicated by the shaded columns on the assessment. If a student does not meet all shaded columns, an explanatory comment that outlines and supports that outcome must be provided. The RN mentor (or facilitator) must complete the table below.

---

### Formative Clinical Performance Assessment
Assessment of the regulatory and statutory standards for practice

| Standard 1 | Thinks critically and analyses nursing practice |
| Standard 2 | Engages in therapeutic and professional relationships |
| Standard 3 | Maintains the capability for practice |
| Standard 4 | Comprehensively conducts assessments |
| Standard 5 | Develops a plan for nursing practice |
| Standard 6 | Provides safe, appropriate and responsive quality nursing practice |
| Standard 7 | Evaluates outcomes to inform nursing practice |

---

**Formative assessment in clinical education provides an opportunity to assess how a student is progressing. It does not count towards the final grade but can identify strengths and areas for improvement.**

<table>
<thead>
<tr>
<th>Standard</th>
<th>(Please place your <em>initials</em> in the appropriate column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard 1</td>
<td>Thinks critically and analyses nursing practice</td>
</tr>
<tr>
<td>Standard 2</td>
<td>Engages in therapeutic and professional relationships</td>
</tr>
<tr>
<td>Standard 3</td>
<td>Maintains the capability for practice</td>
</tr>
<tr>
<td>Standard 4</td>
<td>Comprehensively conducts assessments</td>
</tr>
<tr>
<td>Standard 5</td>
<td>Develops a plan for nursing practice</td>
</tr>
<tr>
<td>Standard 6</td>
<td>Provides safe, appropriate and responsive quality nursing practice</td>
</tr>
<tr>
<td>Standard 7</td>
<td>Evaluates outcomes to inform nursing practice</td>
</tr>
</tbody>
</table>

---

N.B. A Learning plan is instigated after consultation with the Clinical Placement Team.
**Timesheets**

- Timesheets must be accurate as all hours are recorded by the university and enable you to meet the course requirements to graduate. It is important that students complete all allocated hours of clinical practicum and be available for all rostered shifts.
- **Students can only change shifts for exceptional circumstances and only after discussion with the CF (e.g. core unit exam).**
- **Any shift requests must be discussed/approved with the university clinical practicum unit coordinator.**

**Leaving shifts early is considered unprofessional and is disrespectful to the staff who have made the effort to provide you with a learning environment. Please also remember this when attending a meal break. Please do not leave the facility during meal breaks without advising the ward staff of your whereabouts. Remember your time sheet is a legal document and you need every hour to meet the clinical hour graduation requirements.**

**Important points to remember:**

- Students should email the CF with their roster one week in advance.
- Students should be available for all rostered shifts.
- A student who is absent from clinical placement will need to make up the hours.
- **More than one day of absence in any rotation will require a medical certificate.**
- Students cannot make shifts up outside of their allocated practicum dates.
- Students should not work more than six consecutive shifts.
- Students can negotiate to work extra shifts with the clinical facilitator’s approval.
- Students must have a 9.5 hour break between afternoon and day shifts (conditions as per ANF Public Sector Award).
- Students asking to work more than 40 hours per week must have approval from a member of the clinical placements team.
- Absenteeism - Students must email the clinical facilitator and phone the health care facility at the earliest opportunity prior to the commencement of allocated shift to inform them of all absenteeism. If sick leave is anticipated, the student should advise the expected date of return.
- Timesheets **must be accurate** and reflect absenteeism/sick leave (**False entries of hours can result in a Fail of clinical practicum**). If a student does not attend practicum then they do not accrue hours.
- Students do not use their lecture hours to account for sick time or for any time that they are absent from practicum.
- Students should have available at all times during practicum, the following resources for mentors and other staff;
  - NMBA **Registered nurse standards for practice** (hard copy, preferable)
  - NCAS
  - Student Clinical Handbook (access electronically, and ensure policies are current)
  - Any other documentation requested by the facility (WWC card, National Police Clearance etc.)
COMPLETION OF NCAS

CF, RN Mentors and carers are asked to contribute to different parts of the student’s NCAS.

An RN mentor who may have only worked with the student for one shift can sign a reflective exemplar and can assess the student for a clinical competency. It is not a requirement that this individual has worked the entire practicum with the student.

If further development is required, the RN mentor should provide feedback to the CF or the university clinical year coordinator. The student should be open to the feedback, reflect on practice and make an appointment with the clinical unit coordinator to discuss the issues raised. Occasionally, a student is asked to write a reflective paper demonstrating understanding of issues raised.

A successful, completed NCAS should contain:

- A completed, accurate front cover
- Completed allocated hours and accurate time sheet
- Signed achievement of 4 objectives, with completed reflections
- Signed formative and summative Professional Assessment
- Signed formative and summative Clinical Performance Assessments
- Signed and passed formative assessment for Clinical Competency/ies for semester level (with summative assessment completed, if required)
- Final report ‘sign off’ and documented feedback by the clinical facilitator.
- Completed written reflections post Clinical Competency and Clinical Performance Assessments

Note: All staff who sign off any achievements in the NCAS must complete their details on the front cover of the NCAS.
SUBMISSION OF NCAS

NCAS booklets are required to be submitted two business days after completion of each practicum rotation, via the following methods:

Submission in person (i.e. manually)

- NCAS to be submitted with an assignment cover sheet attached to the clinical assignment box, situated outside the clinical placements office. The cover sheet can be found on the Library webpage at: http://library.nd.edu.au/style
- Please ensure that you fill in the tear-off slip on the Assignment Cover Sheet, have it dated and stamped and keep the tear-off slip for your records.
- It is advised to take copies of all relevant documents prior to submission to the clinical office assignment box.

Submission electronically

- The email address for electronic submission is ncas@nd.edu.au
- Submission must be as one document and include a copy of the following:
  
  - This printer image indicates which pages are required to be submitted electronically

<table>
<thead>
<tr>
<th>Please use this checklist to ensure you submit the correct documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAS cover with all details complete and signed by Clinical Facilitator</td>
</tr>
<tr>
<td>Clinical Facilitator (CF) Checklist</td>
</tr>
<tr>
<td>Timesheets – ensuring all hours are completed and signed off by RN/Student/Clinical Facilitator</td>
</tr>
<tr>
<td>Clinical Competency Assessments Table</td>
</tr>
<tr>
<td>Professional Assessment Tool</td>
</tr>
<tr>
<td>Formative Clinical Performance Assessment and Post Assessment Reflection and Feedback</td>
</tr>
<tr>
<td>Summative Clinical Performance Assessment and Post Assessment Reflection and Feedback</td>
</tr>
<tr>
<td>Student Progress Notes/File notes pages at back of NCAS</td>
</tr>
<tr>
<td>All medical certificates, if relevant</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

The following students must submit their NCAS in person:

- Students attending practicum rurally (Use Australia Post if required)
- Students on a learning plan, please include a copy of this document (and any other assessment materials) in hard copy.

A failure to meet any of these requirements will result in the allocation of a Fail for the clinical placement. The hours completed on a failed placement will not be recorded.
Clinical placements are organised by the CPT and managed by the software SONIA. SONIA ensures placements are allocated efficiently, effectively and fairly. This allocation system is determined by the student’s term postcode address as submitted to the university by the student.

Some facilities may use alternative software programs to display placement information. An example of this is Ramsay Healthcare and SPOT. If you have trouble viewing your placement information on SPOT, please contact a member of the clinical administration team.

It is the student’s responsibility to organise transport to and from their allocated health care facility

**Student Access**

Students log into SONIA to find their placement allocation, read details related to the health care organisation. Students can also check if there are any specific messages/instructions from the clinical facilitator, such as meeting places and how to obtain rosters.

**Other users**

SONIA provides a portal for health care facilities (called sites), universities and clinical facilitators. These users enter important individual and specific information related to placements.

**SONIA INSTRUCTIONS:**

**IMPORTANT:** Please note that SONIA has a time limit of 5 MINUTES after which time you will be automatically logged out and you will need to log back in to continue. Brief instructions for using the SONIA web site are provided below...

<table>
<thead>
<tr>
<th>Logging In</th>
<th>To access SONIA open the Notre Dame web page, click on Web Portals and then SONIA On-line:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To log in to SONIA, click on the drop down box and choose School of Nursing Fremantle. This will take you to the login page where you should enter your University User ID (student number) and Password (Nndate of Birth : DDMMYY). Then click the Log in button below. This will take you to the School Home page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior to Sonia allocating your placement</th>
<th>It is recommended that all students check that their details are correct before the final placements are allocated.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sonia allocates according to postcodes, so if your details are in correct or have not been updated your placement may not be suitable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View placement allocated</th>
<th>To view your allocated placement click on My Home, from there follow the links to view your all placement details. Please make sure you scroll down the whole page to view all details.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>View My Checks</th>
<th>Regularly check this area to ensure that all your pre requisites are current for your clinical placement.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Logging out</th>
<th>When you have finished using SONIA please log out of the web site by clicking Log Out link located (next to your name) on the left hand side of the screen.</th>
</tr>
</thead>
</table>

**It is very important that you ensure your address is current.** For country residents living in the city, please ensure you provide your city term address as your main address.

**Students who change their address prior to the practicum allocation in order to receive a hospital closer to that postcode will be identified and referred to the University Registrar for disciplinary action. This may result in the student being removed from the University.**
PASTORAL CARE

Students experiencing problems or concerns during the academic semester, or over practicum, are asked to contact their unit coordinator. The Unit coordinator may be able to assist and offer support to the student. Counselling services are offered to all NDU students and are free. Please see the contact list, below.

STUDENT COUNSELLING SERVICES, FREMANTLE CAMPUS

Student Services ND5/100
08 9433 0580

http://www.nd.edu.au/fremantle/current-students/student-services/counselling_services

http://www.nd.edu.au/fremantle/current-students/student-services/counselling_advice#whatabout

We provide free, professional and confidential counselling services to all students at Notre Dame.

HELPFUL INFORMATION AND CONTACTS

St Vincent De Paul Society For Emergency Relief Assistance
Weekdays 09.00 to 13.00
1300 794 054

www.psychology.org.au/FindaPsychologist

OTHER COUNSELLING SERVICES

Mental Health Emergency Response Line - Metro: 1300 555 788 Peel: 1800 676 822

Lifeline 13 11 14 www.lifeline.org.au/

Relationships Australia - +61 8 9336 2114 www.wa.relationships.com.au

Centrecare - +61 8 9325 6644 enquiries@centrecare.com.au

SARC (Sexual Assault Resource Centre) - 1800 199 888

Alcohol and Drug Information Service - + 61 9442 5000 adis@health.wa.gov.au

The Multicultural Women’s Advocacy Service - 6630 5400 www.whfs.org.au

Men’s Line - + 61 8 9340 1820 talkitover@menslineaus.org.au

Police, Ambulance & Fire (for life threatening emergencies) 000
Call 131 444 for police assistance or attendance and when it is not an emergency.
FLOWSHEET FOR STAFF/STUDENT ACCIDENT OR INJURY

Staff/student/other to complete: “ACE Insurance Personal Injury Claim” form and Notre Dame Incident Injury Report held by by Senior Administration Officer (SAO) – School of Nursing and Midwifery (SoNM)

Does the person require or has received treatment?

Yes

School to submit to finance: Injury claim form and injury report (first part of completion completed by person/student with medical certificate attached)

No

“ACE insurance claim” is forwarded to the SoNM Senior Administration Officer for filing

Finance Dept to complete second part of claim form, lodge report to ACE and obtain claim number

Has the person already received treatment?

Yes

Person to claim Medicare benefit from any bills received and then submit receipts of any outstanding amount to school. School to forward receipts to Risk & Compliance so they can reimburse person of any gap.

No

Person to obtain claim number from Finance Dept. The treating agency can submit account direct to ACE for reimbursement.

PLEASE NOTIFY CLINICAL PLACEMENTS TEAM:

Office hours Monday – Friday ph 9433 0260
Emergency mobile phone (after hours and on weekends): 0452 549 438
SKILLS LIST FOR NOTRE DAME NURSING STUDENTS

Semester 1 and 2

✓ Admissions
✓ Bed making
✓ Blood glucose levels
✓ Simple wound care
✓ Meals assist – No mixing of thickening agents
✓ Bed bathing, showering
✓ Shaving
✓ Mouth care
✓ Enteral feeding – PEG and nasogastric
✓ Manual handling and pressure care
✓ Toileting, urine testing
✓ Vital signs
✓ CPR

Semester 3

✓ Bladder washout, care of IDC/CBWO
✓ Care plans and clinical pathways
✓ ICC care - NO removal of chest drains
✓ IDC insertion, male and female
✓ IV therapy
✓ Removal of IV cannula
✓ Medication administration – Oral, IM, IV, SC, inhaler, topical
✓ Blood products - administration and monitoring
✓ NGT - insertion and care
✓ PCAs - administration and monitoring
✓ O2 therapy
✓ Physical Assessment
✓ CPR

Semester 4

✓ Compression bandaging
✓ Stoma care
✓ Wound assessment
✓ Suture/clip/staple removal
✓ Wound irrigation
✓ CPR

Peri-op specific

✓ Set up of sterile field – draping and positioning patients
✓ Recovery room nursing – Airway management, jaw support, gentle oral suction
✓ Removal of LMA, OPA, nasal airways only

Mental Health Specific

✓ Safe medication administration
✓ Conducting MSEs.

STUDENTS SHOULD ONLY UNDERTAKE NURSING ACTIVITIES THAT THEY ARE:
✓ Educationally prepared for
✓ Competent to undertake
✓ Legally entitled to perform in accordance with facility’s policies and procedures
SKILLS LIST FOR NOTRE DAME NURSING STUDENTS (cont.)

Semester 5 and 6

✓ Airway – management, monitoring & maintenance
✓ Haemodynamic stability, monitoring & maintenance
✓ Respiratory function, monitoring & maintenance
✓ Tracheostomy – simple management
✓ Critically ill patient – integrated care of
✓ Psychosocial care of patient, family & significant others
✓ Suctioning
✓ CPR

AT NO POINT WILL ANY STUDENT:

- Administer Schedule 8 medications
- Use a defibrillator
- Intubate a patient
- Remove chest drains

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Students must know and practice within their own scope of practice –

- Use the NMBA Nursing practice decisions summary guide to assist you with making this decision
- Ask your clinical facilitator for further clarification
- Call the CPT if advice is needed
REFERENCES


