

**SCHOOL OF NURSING, MIDWIFERY
and PARAMEDICINE
GUIDELINE**

**PREPARATION FOR AND COMPLETION OF CLINICAL
PRACTICE; CLINICAL TIME MISSED AND EXCLUSION TO
CLINICAL PRACTICE; CLINICAL LEARNING CONTRACTS
(CLINICAL EXPERIENCE)**

IMPLEMENTATION PRINCIPLE

Clinical preparation and practice is an essential component of Undergraduate and Postgraduate Clinical Programs delivered by the School of Nursing, Midwifery and Paramedicine. One hundred per cent (100%) attendance is required for all clinical placements (off campus) and clinical learning activities (on campus).

GUIDELINE DETAILS

1. Clinical Attendance

1.2 Student preparation includes the attendance and completion of all designated clinical learning activities

- All laboratory/simulation/ tutorial sessions and clinical practice workshops/seminars
- All compulsory class preparation materials and clinical unit activities
- All clinical shifts as agreed on by the University and Clinical Agency communicated by the Unit Coordinator via SONIA or alternately as part of concurrent employment

1.3 Students who miss required clinical learning activities may be exempted from clinical or relevant unit assessment. This exemption may result in a fail grade for the unit.

2. Clinical Exclusion

- The student must read the *Curtin University Fieldwork Education Policy and Procedures* to be aware of the circumstances in which a fieldwork exclusion may be applied.

3. Clinical conduct

- There will be no negotiation with commencement and completion of clinical shift dates and times. Whilst on clinical practice there is a professional requirement that students, in consultation with their preceptor, take their prescribed breaks and participate in any scheduled clinical debriefing sessions with their Clinical Facilitator.

- All missed clinical hours require a medical certificate. It is the students' professional responsibility to advise the clinical area they are allocated to and the Clinical Facilitator, prior to the commencement of the shift, if they are to be absent from any scheduled clinical time. If the student neglects to advise of absenteeism they are in breach of professional conduct requirements and may fail the unit.
- Any clinical time missed will need to be made up in negotiation with the unit coordinator and the Fieldwork Coordinator – unless otherwise specified in the relevant unit outline.
- Each clinical unit will determine the specific competencies that are to be achieved in conjunction with associated theory. Nursing, Midwifery and Paramedical students are also required to demonstrate appropriate professional performance against all the competency standards on a continuous basis in all clinical placements.
- If the necessary clinical time required to meet outstanding competencies and comply with clinical requirements for the unit cannot be completed prior to the commencement of the next semester, an ongoing assessment (OA) for the unit will be assigned. Additional clinical time must be completed in the following semester and arranged in consultation with the Fieldwork Coordinator and the Unit Coordinator. The student may not proceed with subsequent clinical units until the additional clinical time has been completed and the outstanding competencies achieved.

4. Missed Clinical time

In the event of being unable to attend the clinical setting or clinical laboratory the student has a number of responsibilities.

Clinical placement

- Notify the clinical venue and Clinical Facilitator by telephone prior to the commencement of the shift.
- Notify the Unit Coordinator in writing of the absence
- Obtain a Medical Certificate for ALL absences from the clinical setting.
- The Medical Certificate must not be backdated or predated.
- The student must NOT negotiate directly with the clinical site to make up time
- Present the Medical Certificate to the Clinical Facilitator and Unit Coordinator. Original medical certificates for missed clinical time must be attached to the clinical competency documentation (NCAS/MPAF) when completed.

Clinical learning activity

- Notify the laboratory teacher/tutor and Unit Coordinator in writing prior to the laboratory/tutorial.
- Obtain a medical certificate for all absences.
- Present the Medical Certificate to the Unit Coordinator.

5. Clinical Learning Contract

- 5.2** A Clinical Learning Contract may be initiated if a student is identified as not progressing at the expected level for the relevant unit.

- The Clinical Learning Contract will identify areas where a student requires additional support and/or supervision and may include how a student is to address gaps in knowledge or practice.
 - The Clinical Facilitator must discuss the particular incidents warranting a Clinical Learning Contract with the student and Unit Coordinator.
 - The Curtin Clinical Facilitator supervising clinical practice (or the designated student Preceptor) must document these incidents and forward to the Unit Coordinator or Fieldwork Coordinator.
- 5.3** The Unit Coordinator will initiate a Clinical Learning Contract in conjunction with the Clinical Facilitator/Preceptor following discussion with the student. The anecdotal information must indicate the time, place and circumstances of the relevant incidents. This document is to be signed by the Clinical Facilitator/Preceptor, the student and the Unit Coordinator.

- A copy of the clinical learning contract will be given to the student. It is the student's responsibility to ensure the contract is completed and signed off as directed.
- Once a clinical learning contract is deemed necessary the document must be generated within 72 working hours.
- The reasons for the clinical learning contact and identified objectives and strategies must be clearly documented and discussed with the student. Progress report requirements will be advised by the unit coordinator or Fieldwork Coordinator.
- Outcomes of the clinical learning contract will be either successful or unsuccessful and may influence the students' success in the unit.
- Completed contracts must be attached to the relevant clinical competency documentation (NCAS/MPAF) and submitted to the unit coordinator at the end of the clinical rotation.

RELATED DOCUMENTS/LINKS

- Confidentiality of client information in clinical practice
- Student dress standard requirement for clinical practice and laboratory attendance
- Fieldwork Education Policy and Procedures

RESPONSIBILITIES	
Contact Person	Fieldwork Coordinator
Approval Authority	Courses Teaching and Learning, School of Nursing, Midwifery and Paramedicine
Date for Review	October 2019

REVISION HISTORY

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2	Updated	01/06/2014	AD Clinical Education	
3	Administratively Updated	20/05/2015	Executive	School name change
4	Updated	5/10/2016	Leadership Team	LTM DOC 080