

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

**CLINICAL PRACTICE**

**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).

This guideline will cover:

- Preparation for clinical practice
- Clinical attendance
- Exclusion to from clinical practice
- Clinical conduct
- Missed time on clinical practice
- Clinical Learning Contracts

<b>Guideline Details</b>	
<b>1. Preparation for Clinical Practice</b>	<p>a) Student preparation includes the attendance and completion of all designated clinical learning activities</p> <p style="padding-left: 40px;">i. All laboratory/simulation/ tutorial/seminars/workshop sessions</p> <p style="padding-left: 40px;">ii. All compulsory class preparation materials and clinical unit activities</p> <p>b) Students who miss required clinical learning activities may be excluded from clinical or relevant unit assessment. This exemption may result in a fail grade for the unit</p> <p>c) Failure to attend tutorials and clinical laboratories without a medical certification, from a medical practitioner, will result in a learning contract being generated for clinical practicum, and at the discretion of the unit coordinator, may result in exclusion from clinical placement or simulated activities</p> <p>d) Students arriving more than 15 minutes late for a laboratory or tutorial may be excluded from that class and will need to negotiate joining another class with the unit coordinator. This is not guaranteed and based on availability</p> <p>e) It is the responsibility of the student to ensure all health and legal checks are submitted prior to the due date (Week 14 of each semester, COB 5pm).</p>

	<p>Failure to submit the Health and Legal checks by the due date will result in exclusion from clinical placement and a FAIL grade will be awarded for the allocated clinical placement</p> <p>f) It is the student's responsibility to ensure their Health and Legal Checks are valid for the duration of the placement dates</p> <p>g) All leave and rotation requests must be communicated and negotiated with the Clinical Office at minimum 3 months prior to the commencement of the units allocated clinical rotations</p>
<b>2. Clinical Attendance</b>	<p>a) Students are required to work all clinical shifts as agreed on by the University and Clinical Agency.</p> <p>b) Students are required to be available for rotational shiftwork. This includes morning, afternoon and night shifts and may include weekends and public holiday</p>
<b>3. Clinical Exclusion</b>	<p>a) 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</p> <p>b) Students who are removed from clinical practice at the request of Industry will receive a FAIL grade for the placement, which may result in a FAIL grade for the unit</p> <p>c) At the discretion of the Unit Coordinator, in consultation with the Course Coordinator and Fieldwork Coordinator, students who demonstrate unsafe or unprofessional practice will receive a FAIL grade</p>
<b>4. Clinical Conduct</b>	<p>a) There will be no negotiation regarding commencement and completion of clinical shift dates and times.</p> <p>b) Whilst on clinical practice there is a requirement that students, in consultation with their preceptor, take their prescribed breaks. Students may also be required to participate in any scheduled clinical debriefing sessions with their Clinical Facilitator</p> <p>c) All missed clinical hours require a medical certificate from a medical practitioner. Medical certificates from a Pharmacy will not be accepted. It is the student's professional responsibility to advise any absences to the clinical area they are allocated, the Clinical Facilitator and Unit Coordinator. If the student fails to advise of absenteeism they are in breach of professional responsibility and may fail the unit</p> <p>d) Each unit coordinator will specify competencies that are to be achieved in conjunction with associated theory. Nursing, Midwifery and Paramedical students are also required to demonstrate appropriate professional performance, measured against their profession's competency standards, on a continuous basis on all clinical placements</p> <p>e) 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 may 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</p> <p>f) While on placement in the clinical setting or attending clinical laboratories</p>

	students must adhere to the Social Media Policy of the University, profession and clinical agency
<b>5. Missed Clinical Time</b>	<p>a) In the event of being unable to attend the clinical setting or clinical laboratory the student has a number of responsibilities</p> <p><b>Clinical placement:</b></p> <ol style="list-style-type: none"> <li>i. Notify the clinical venue and Clinical Facilitator by telephone prior to the commencement of the shift</li> <li>ii. Notify the Unit Coordinator in writing of the absence</li> <li>iii. Obtain a Medical Certificate from a medical practitioner for ALL absences from the clinical setting. Medical Certificates from a pharmacy will not be accepted</li> <li>iv. The Medical Certificate must not be backdated or predated</li> <li>v. The student must NOT negotiate directly with the clinical site to make up time. Make up time will be negotiated by the Unit Coordinator with the site</li> <li>vi. 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</li> </ol> <p><b>Clinical learning activity:</b></p> <ol style="list-style-type: none"> <li>i. Notify the laboratory teacher/tutor and Unit Coordinator in writing prior to the laboratory/tutorial.</li> <li>ii. Obtain a Medical Certificate from a medical for all absences</li> <li>iii. Present the Medical Certificate to the Unit Coordinator</li> </ol>
<b>6. Clinical Learning Contract</b>	<p>a) A Clinical Learning Contract may be initiated if a student is identified as not meeting their objectives or the unit learning outcomes at the expected level for the relevant unit</p> <ol style="list-style-type: none"> <li>i. The Clinical Learning Contract will identify areas where a student requires additional support and/or supervision and will include a plan to reach required standards</li> <li>ii. The Clinical Facilitator will discuss the particular incidents warranting a Clinical Learning Contract with the student and Unit Coordinator</li> <li>iii. The Curtin Clinical Facilitator supervising clinical practice (or the designated student Preceptor) will document these incidents and forward to the Unit Coordinator or Fieldwork Coordinator</li> </ol> <p>b) The Unit Coordinator will initiate a Clinical Learning Contract in collaboration with the Clinical Facilitator/Preceptor following discussion with the student. The description of incident(s) leading to initiation of the Clinical Learning Contract must also indicate the date, 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</p> <ol style="list-style-type: none"> <li>i. 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</li> <li>ii. Once a Clinical Learning Contract is deemed necessary the document must be generated within 72 working hours</li> </ol>

	<p>iii. The reasons for the Clinical Learning Contract and identified objectives and strategies must be clearly documented and discussed with the student. Progress report requirements are to be documented each shift by the preceptor within the Clinical Learning Contract</p> <p>iv. Outcomes of the Clinical Learning Contract will be either successful or unsuccessful and may influence the students' success in the unit</p> <p>v. Completed Clinical Learning Contracts must be attached to the relevant clinical competency documentation (for example: NCAS/MPAF) and submitted to the unit coordinator at the end of the clinical rotation</p>
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### 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
- Student Declaration

<b>RESPONSIBILITIES</b>	
<b>Contact Person</b>	Fieldwork Coordinator
<b>Approval Authority</b>	Courses Learning and Teaching, School of Nursing, Midwifery & Paramedicine
<b>Date for Review</b>	November 2022

### REVISION HISTORY

<b>Revision Ref. No.</b>	<b>Approved/ Updated/ Administratively Updated/Revised</b>	<b>Date</b>	<b>Authority</b>	<b>Document Reference</b>
1	Updated	15/02/2013		
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
5	Updated	19/11/2019	Courses Learning and Teaching	CL&T 91_2019