Charles Sturt University

Work-Integrated Learning Handbook

2025 – Bachelor of Nursing

Faculty of Science and Health
School of Nursing, Paramedicine and
Healthcare Sciences

For further information please contact
Email: FOSH-WPL@csu.edu.au

Contents

Welcome

Welcome to the Faculty of Science and Health (FOSH): School of Nursing, Paramedicine & Healthcare Science (SNPHS) and your 2025 Charles Sturt Bachelor of Nursing work-integrated learning (WIL) placement handbook.

This handy guide will walk you through the main requirements and frequently asked questions related to placement.

Your WIL placement is an integral part of your degree and education. The experience, knowledge, and skills you gain during your placement from your supervisor are invaluable and will set you up for success throughout your degree and throughout your career post-graduation!

The term 'Workplace Learning' (WPL) is being transitioned to 'Work-Integrated Learning' (WIL) to better reflect the integration of academic knowledge with practical workplace experience. You may notice both terms used throughout this document; however, please note they are interchangeable and refer to the same concept.

This handbook is designed to support your work-integrated learning (WIL) journey as part of the Bachelor of Nursing (BN) program at Charles Sturt University (Charles Sturt). WIL provides you with the opportunity to apply theoretical knowledge, develop clinical skills, and smoothly transition from university to the workforce.

Inside, you'll find essential information on:
- Preparing for placements
- Expectations during placements
- Submitting required documentation

This resource will help guide you through each step of your placement experience.

Refer to the Subject Outline and University Policies for detailed guidance, including:
- Course and Subject Policy
  - Work-Integrated Learning Placement Delivery and Management Procedure
- Assessment Policy
  - Assessment-Conduct of Coursework Assessment and Examinations Procedure
  - Assessment Flexibility Procedure
- Special Consideration Application

Students must complete 800 hours of Work Integrated Learning (WIL) to qualify for registration as a Registered Nurse (RN), as mandated by the Australian Nursing and Midwifery Accreditation Council (ANMAC). These placement hours are spread across six subjects, with detailed schedules tailored to each student's commencement year.

> **The Faculty of Science and Health (FOSH) Workplace Learning website has important information and useful guides for students and supervisors https://science-health.csu.edu.au/workplace-learning**

WIL Contact Information

WIL is an essential component of your experience in the Bachelor of Nursing (BN). While this handbook provides a comprehensive overview of WIL processes, students may still encounter questions or concerns as they progress through the course.

Name	Email	Reason to contact
FOSH WIL Team	FOSH-WPL@csu.edu.au	• Compliance enquiries or concerns • Placement enquiries or concerns
Brendan Tai-Roche Nursing Academic Lead, WIL	FOSH-WPL@csu.edu.au	• WIL Team to escalate enquiries if required.
Elise Ryan Nursing Academic Lead, WIL	FOSH-WPL@csu.edu.au	• WIL Team to escalate enquiries if required.
24/7 Student wellbeing support phone and text line **Phone: 1300 572 516** **Text: 0480 087 002**		

Response Times

The FOSH-WPL Team receive a high volume of student emails daily and aim to respond within three (3) working days. This aligns with [Work-integrated learning placement delivery and management procedure](#), which requires WIL staff to reply to emails and phone messages within the same timeframe.
To ensure prompt resolution, avoid emailing multiple staff members about the same issue.

If the WIL team cannot resolve your query or concern, they will escalate it to the WIL Lead for further input and, if necessary, to the Subject Convenor when academic input is required.

Enquiries for Academic Staff

Students should contact the academic team for any subject related matters. Please refer to Appendix 3 for contact details.

Drop-in Support

If you need further clarification or do not receive a satisfactory response to your email enquiry, you are encouraged to attend one of our weekly WIL drop-in sessions for students:

> **Day & Time:** Every Wednesday, 10 AM to 11 AM
> **Zoom Link:** https://charlessturt.zoom.us/j/67282737839
> **Meeting ID:** 672 8273 7839

These sessions provide an opportunity to discuss concerns directly with WIL staff in real time.

Overview of WIL in the Bachelor of Nursing (BN)

WIL is an assessment item tied to [Australian Nursing Standards Assessment Tool (ANSAT)](#) documentation and specific subjects. Students must complete 800 hours of Work Integrated Learning (WIL) to qualify for registration as a Registered Nurse (RN), as mandated by the Australian Nursing and Midwifery Accreditation Council (ANMAC).

These placement hours are spread across six subjects, with detailed schedules tailored to each student's commencement year

Placement Settings

Placements occur in a variety of healthcare settings, exposing students to diverse patient needs:
- Primary Healthcare: Rural/remote locations, general practices, schools, step-up/step-down facilities.
- Secondary Healthcare: Medical/surgical wards, mental health, aged care, palliative care.
- Tertiary Healthcare: Referral hospitals, forensic facilities, paediatric units.

Charles Sturt placements primarily occur in regional and rural areas, offering unique and comprehensive learning opportunities. Limited placements are available in metropolitan locations.

**Students are not to arrange - or contact site providers to source their own placements.
All placements are arranged by Charles Sturt.**

Placement hours by subject:

- NRS162: Nursing Workplace Learning 1 – 0 hours.
- NRS173: Nursing Workplace Learning 2 – 80 hours (2 weeks)
- NRS276: Nursing Workplace Learning 3 – 160 hours (4 weeks)
- NRS282: Nursing Workplace Learning 4 – 160 hours (4 weeks)
- NRS386: Nursing Workplace Learning 5 – 200 hours (5 weeks)
- NRS398: Nursing Workplace Learning 6 – 200 hours (5 weeks)

Placement Block Calendar

The placement block calendar is available on the [Nursing - Faculty of Science and Health](#) webpage under the resources tab. Students can download or view the calendar for your specific year or term.

InPlace – Charles Sturt WIL Data Management System

InPlace is a web-based placement workflow tool used by the university to manage the student placement process.

The suite of features fully supports the placement lifecycle from start to finish covering all processes, from recording student compliance status, placement details including site requirements to recording the completion of your subject/course work integrated experiences.

Data that is accessible in InPlace includes:
- Compliance status
- Self-Selectable Placements
- Placement allocation details
- Placement provider details
  – Address
  – Contact Person
  – Site Requirements
  – Start Time - Schedules
- WIL Placement status confirmed and completed hours.
- Message Board
- Surveys

We strongly encourage you to regularly log in to InPlace during your study, to assist you remain compliant for placement allocation, stay informed with important messages and to access information to be placement ready once you have been allocated.

Navigate to the following website: https://myworkplacelearning.csu.edu.au/

Guidelines and information can be found on the Faculty of Science and Health Workplace Learning Brightspace site InPlace and User Guides - Faculty of Science Workplace Learning.
Details on how to self-enrol in this site are available on Nursing - Faculty of Science and Health webpage.

Student InPlace Dashboard Screen

To Do - Window – overview of tasks to be completed

Notifications – Message board with important notifications including reminders if your compliance status is about to expire
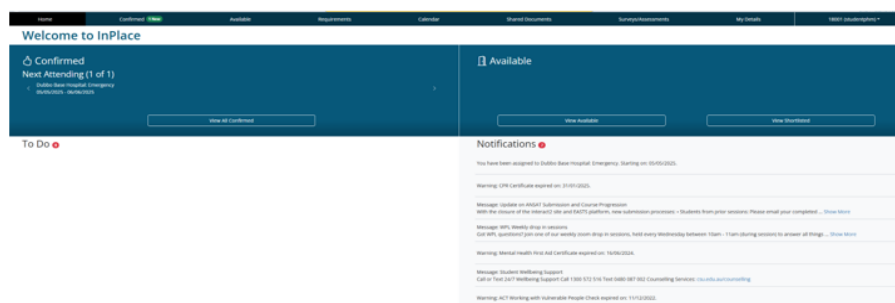
Confirmed tab – lists all placements completed and upcoming – all site details including site requirements are located on this tab

Requirements tab – displays summary of hours completed/confirmed (please note if you have completed additional make up hours these will not appear in this summary – refer to the confirmed tab for hours completed)

Shared Documents – Site may have documents that they wish to share with you prior to attending placement – if instructed to in site requirement section of your placement – this is where you will find these documents

My Details – compliance status for both NSW Health and Charles Sturt University are located here

WIL Student Compliance

It is mandatory as a Charles Sturt student to obtain NSW Health and Charles Sturt compliance requirements. These requirements are to be obtained in the first year of study and are the students' responsibility to maintain throughout their degree.

All the requirements are listed on the [Nursing - Faculty of Science and Health](#) webpage under the Student Compliance Tab which provides all the mandatory and highly recommended requirements you need to complete and maintain whilst undertaking your Bachelor of Nursing degree.

This includes:

- NSW Health requirements
- Charles Sturt requirements

Checklists and links to the NSW Health and Faculty of Science and Health Brightspace page are also provided to further assist you in obtaining your requirements.

NSW Health Compliance Requirements

Before a student can commence a work integrated placement experience at Charles Sturt, students must meet the mandatory requirements for police check, code of conduct, immunisations etc.

Details for your Nursing discipline requirements are located under the Student Compliance tab on the [Nursing - Faculty of Science and Health](#) webpage, please read and follow the instructions.

Visit [HETI](#), the NSW Health site for additional information and Frequently Asked Questions for Students page.

Details on how and where to submit your NSW Health documentation for verification are also included on [Nursing - Faculty of Science and Health](#) webpage.

It is your responsibility to check InPlace is updated, and your statuses are current. InPlace and NSW Health (ClinConnect) are integrated systems and as soon as you are compliant with NSW Health this will appear in InPlace under your **My Details** tab.

To avoid delays, begin the verification process as early as possible after enrolling, as compliance is each student's responsibility.

Charles Sturt Compliance Requirements

Charles Sturt requires students to obtain mandatory and highly recommended requirements in addition to the NSW Health requirements. You will not be eligible for allocation if you have not met NSW Health and Charles Sturt compliance requirements.

Mandatory requirements:

- First Aid Certificate including annual CPR.
- Working with Children Check
- Fit Testing
- Uniform and ID Badge

Highly recommended requirements:

- Mental Health First Aid Certificate

Further details of students Nursing discipline mandatory and highly recommended requirements for Charles Sturt are located under the Student Compliance tab on the Nursing - Faculty of Science and Health webpage, please read and follow the instructions.

Compliance is not just a requirement but a crucial safety measure to protect both yourself and your patients, ensuring you are prepared to provide safe and competent care.

Students who do not meet NSW Health and Charles Sturt compliance requirements will not be allocated a placement.

Uniform

It's easy to wear the correct uniform!

Your CSU nursing uniform is an important part of your professional identity, clearly identifying you as a nursing student. It must be worn during most placements and in clinical simulation labs. If a placement site does not require you to wear the uniform, they will provide specific instructions.

Hair above shoulder length or tied back

CSU scrub top

Bare below elbows

Student placement ID card

CSU scrub pants

Black socks & black leather shoes
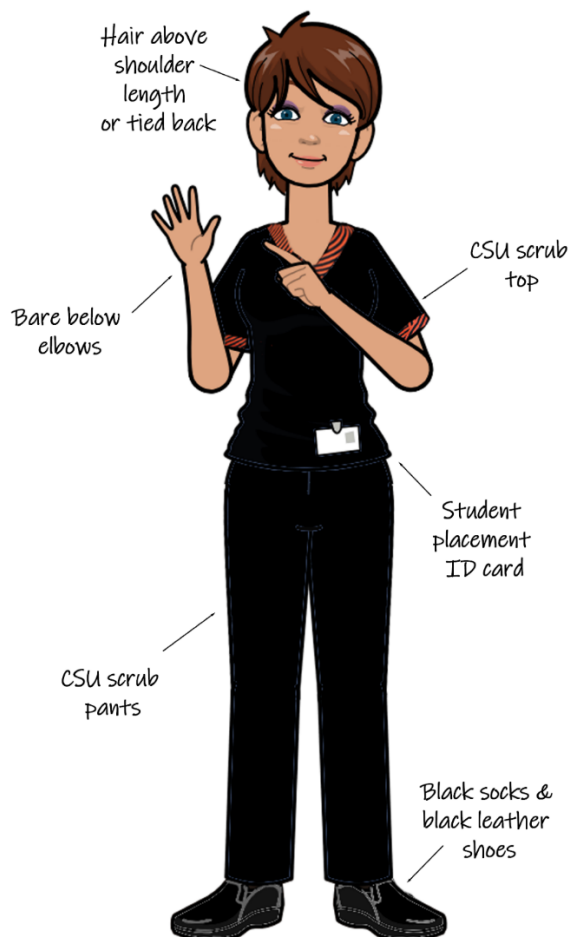
Uniforms must be cleaned and ironed daily

Uniform Requirements

CSU Scrub Top	Charles Sturt-issued SNPHS shirt. Note: All health facilities enforce a "bare below the elbow" infection control policy, which must be strictly followed during placement. Long-sleeved skivvies or t-shirts are not permitted under the shirt.
Vest/ Jumper/ Cardigan/ Jacket	Black vests with the SNPHS logo are available for purchase from the CSU Online Shop or Charlie's Store on campus. Please note that vests, jumpers, and cardigans are not permitted in patient care areas.
CSU Scrub Pants	Only Charles Sturt-issued SNPHS scrub pants are permitted; alternative scrub pants are not allowed.
Shoes and Socks	Only black shoes and black socks are permitted. Shoes must be fully enclosed, covering the entire foot, with leather or leather-like uppers. Joggers, clogs, and slip-on shoes are not allowed.
Jewellery and watch	Only one plain wedding band or similar ring is allowed. Earrings are limited to one pair of studs or sleepers per ear. Other piercings may need to be removed if requested. Necklaces are not permitted. Only fob or swing watches are allowed; wristwatches are prohibited for infection control.
Hair	Hair must be neat, tied up if long, and secured to maintain patient safety and infection control. Simple, discreet hair accessories are allowed.
Student Placement ID Card	Student Placement ID card must be worn at all times, clearly visible, and attached to your uniform for safety and professionalism.

Purchase Options
You can buy your scrubs online from the Charles Sturt Shop or at a Charlie's Store outlet on campus.

Temporary Uniform Alternative

If you are unable to obtain a CSU uniform before your placement, you may wear plain black scrubs or black pants and a polo shirt as a temporary option until you have your official uniform.

Infection Control

Your uniform must be cleaned and ironed each day so you may need to purchase multiple sets for placement.

- You must be 'bare below the elbows,' meaning your forearms must be uncovered, and no rings, watches, or jewellery should be worn.
- Hair longer than shoulder length must be tied back. You may wear one pair of stud or sleeper earrings, but any other piercings should comply with the placement site's requirements.
- Lanyards and necklaces are not permitted.

Wear your SNPHS-authorised uniform on most placements unless otherwise notified.

When in uniform, you represent Charles Sturt and must uphold professional behaviour. Avoid wearing the uniform outside your placement site or on-campus labs. For uniform policy concerns, contact your Subject Convenor.

WIL Placements

Self-Select Placement Process

Compliant students are offered two rounds to self-select placements based on subject requirements during the periods outlined in the [WIL Calendar (resources tab)](). Students will be advised by email when the self-nomination rounds will be occurring.

If you do not self-select, the WIL team will manually allocate your placement within 4 hours of your residential address showing in InPlace.

To assist with manual allocations, use the Placement Accommodation Guide in InPlace to nominate several preferred Suburb and State (e.g., areas with family/friends or accessible accommodation).

Preferencing Note: While preferences help guide placement, allocations depend on availability and suitability. For flexibility, nominate multiple preferred locations.

Students may still be allocated placements outside of the Placement Block Calendar depending on offers Charles Sturt receive from sites.

Placement Confirmation

Once you have been allocated a placement, the placement will be confirmed on InPlace and visible to students. Students are advised to regularly check InPlace for details of their placement and to check for any updates.

Mandatory Site Requirements

Some placement providers require students to complete additional mandatory documentation prior to commencing your placement. This is for security and insurance purposes.

These requirements are managed by the placement provider and information on what these requirements are and instructions on how to complete these are available in InPlace once students have been allocated a placement.

To check for these requirements, students must follow these steps:

- Log on to **InPlace**
- Click **Confirmed Tab**
- Select your placement
- Click **Shared Documents tab** to check for any site requirements to be completed.

Students who do not meet the site requirements will not be able to attend placement. If a placement is cancelled due to unmet requirements, the WIL team will not arrange an alternative placement, which could impact your ability to pass the subject.

Placement Information

Students must check InPlace for general placement/site information, including rosters and orientation:

- Log on to **InPlace**
- Click **Confirmed Tab**
- Select your placement
- Check the **Details tab** for any notes on attending placement

- Click **Shared Documents tab** to check for any further information, including orientation; parking; meal accessibility etc.
- Check **Schedule tab** approx. 10 days prior to commencement for roster. If there is not any roster information the site may provide this by email to students directly.

Travel and accommodation

Students are expected to arrange and fund their own travel and accommodation.

Scholarships and Grants

Scholarships and grants are available to assist with the costs associated to WIL. Please refer to the Faculty of Science and Health Website, the CSU Website and the Three Rivers Department of Rural Health for more information.

Attending Placement on the First Day

Ensure you are on time, in the correct uniform and prepared for your first day. Students must take the following items with them on placement:
- Student Placement ID Card (showing student photo; first name; student ID number; and discipline) (issued by Charles Sturt , $25 for replacements)
- Original and current First Aid Certificate
- Verification documents (originals or certified copies)
- Any site-specific requirements
- ANSAT and BN Student Scope of Practice

Failure to present fully prepared may result in being sent home and cancellation of your placement.

Daily Items to Bring:
- ANSAT including BN Student Scope of Practice document
- Swing or fob watch with second hand/digital
- Small notebook and pen

Public Holidays and Shift Rostering

Public Holidays and shifts by year level

- First-Year Students (NRS173):
  - Shifts: Only AM and PM shifts.
  - Night Shifts: Not permitted.
  - Public Holidays: May be worked with written permission from the Subject Convenor and availability of RN supervision.
- Second-Year Students (NRS276/282):
  - Shifts: AM and PM shifts.
  - Night Shifts: Permitted as part of the rotating roster.
  - Public Holidays: May be worked with written permission from the Subject Convenor and availability of RN supervision.
- Third-Year Students (NRS386/398):
  - Shifts: AM, PM, weekends, public holidays, and night shifts as part of a rotating roster.
  - Night Shifts: Permitted as part of the rotating roster.
  - Public Holidays: May be worked with written permission from the Subject Convenor and availability of RN supervision.

Illness or Misadventure - Prior to Placement (Special Consideration)

If you are unable to commence placement due to illness; misadventure; or any other extenuating circumstances, students will be required to submit a Special consideration - Current Students application form and include supporting documentation. Your Subject Convenor will process and advise you of the outcome.

Students are encouraged to submit the Special Consideration request promptly so the team can address them efficiently as other students may have the opportunity to fill the placement offer.

Students are not permitted to make any arrangements directly with placement sites until they have contacted FOSH-WPL@csu.edu.au.

Social events, holidays, work commitments, and childcare do not qualify as extenuating circumstances under the Assessment Policy.

Illness or Misadventure - During Placement (Special Consideration)

The process for Special Consideration due to illness or misadventure during placement, is as follows:

- Inform the site as soon as possible that you are unwell and unable to attend
- Email FOSH-WPL@csu.edu.au to advise that you are unwell and cannot attend placement
- Submit a Special Consideration application when you are able to (include supporting evidence) and include your placement details on your Special Consideration form.
- Your subject convenor will process and advise you of the outcome.
- Students who are absent from placement without approved Special Consideration will not be eligible for make-up time and may receive a FL grade for the subject.

Make up hours during placement

If you have an approved Special Consideration during placement and the site can accommodate additional time **within** the period of your allocation, students can arrange the make-up hours directly with the site.

If the placement site is able to accommodate these hours, both parties are to communicate with WIL via email FOSH-WPL@csu.edu to confirm the arrangements and update systems.

Make up hours after placement

If the placement site is unable to accommodate these requests, your Special Consideration will cover any required makeup hours, as follows:

- **For absences of 3 days or less:** students are to complete all aspects of the ANSAT (Formative & Summative). The applicable hours will then roll over to the next subject.
- **For absences of 4 days and more:** additional placements will be provided to meet the required hours.

Approval will be determined through a Special Consideration request or assessed on a case-by-case basis in consultation with the WIL Leads.

This process ensures smooth course progression within WIL subjects and the successful completion and sign-off of prior WIL requirements.

Students who are absent from placement without approved Special Consideration will not be eligible for make-up time and may receive a FL grade for the subject.

Additional Work Hours & Fatigue Management:

To ensure both fatigue management for students and the safety of patients, Charles Sturt will only approve an additional 8 hours of work per 40-hour weekly placement allocation as make-up hours. No student is permitted to exceed 8 extra hours per 40-hour weekly roster.

Reporting Incidents and Hazards

In building a safe and respectful University community for all, our staff, our students, contractors, and visitors are encouraged to be proactive in identifying and reporting safety concerns.

Information of how to report an incident or hazard is below:

[Reporting incidents and hazards - Charles Sturt University](#)

As Soon As Possible

- [Incident Report](#) the following incidents:
  - Death
  - Hospitalisation (life-threatening)
  - Major disruptive event

Within 24 Hours

- [Sexual Misconduct (Students)](#)
- [Incident Report](#) the following incidents:
  - Assault/harassment/misconduct/SASH
  - Injury/illness requiring first aid or medical attention
  - High-risk event with potential for serious injury
  - Illegal/criminal activity
  - Disruptive event
  - Body Substance Exposure

Within 48 Hours

- [Incident Report](#) the following incidents:
  - Near-misses, hazards, and threats to safety, wellbeing, or security
  - Off-Campus/Non-University Activity (involving university staff or students):
    - Assault/altercation/harassment/misconduct/SASH
    - Hospitalisation (life-threatening)
    - High-risk event with potential for serious injury
    - Illegal/criminal activity

Incident Report Follow-Up – SNPHS Response

Following the reporting of an incident, your Subject Convenor will offer you the option to withdraw from placement. This may also be recommended by the healthcare facility in consultation with the Workplace Learning Lead. If you choose to withdraw from your placement due to the incident, you will be given the opportunity to complete the placement at a later date.

If you decide to continue with the placement, you will receive ongoing support from the Clinical Facilitator and Subject Convenor to assess any potential impacts from the incident. Further interventions will be arranged if necessary. Additionally, you may be advised to seek counselling for additional support.

Assessment

The Australian Nursing Standards Assessment Tool (ANSAT)

Your placement learning will be assessed using the ANSAT, which evaluates your practice against the NMBA RN Standards for Practice. This tool, widely used across Australian universities, is designed to assess your performance in workplace settings.

The ANSAT consists of two components: an Interim Report (Formative), which is completed midway through your placement, and a Final Report (Summative), to be submitted at the end. The submission of your completed ANSAT is a required assessment task in each of the WIL subjects.

SMART Goals and the ANSAT

As part of your work-integrated learning (WIL) experience, setting SMART goals is required for completion of the ANSAT (Australian Nursing Standards Assessment Tool). This helps you to focus on specific learning objectives and track your progress throughout the placement. The SMART goals within the ANSAT tool must be **Specific**, **Measurable**, **Achievable**, **Relevant**, and **Time-bound**, ensuring that your goals are clear and aligned with your professional development.

Why SMART Goals are Important for ANSAT

The ANSAT not only helps assess your clinical skills but also provides a structured way to reflect on your learning goals. By setting SMART goals, you create a roadmap for your placement experience and ensure that you are working towards measurable and meaningful outcomes. Your progress on these goals will be reviewed by your placement supervisor, and they will provide feedback to help guide your learning journey.

Please make sure to complete the SMART goals section of the ANSAT tool as part of your placement documentation.

Pass requirements

To receive a satisfactory grade, you must achieve a satisfactory rating in the **summative assessment**. The **formative assessment** provides ongoing feedback and guidance throughout your placement. If a satisfactory rating is not met in the formative assessment, a **learning agreement** will be required to outline the steps needed for improvement before progressing to the summative assessment. The final rating in the summative assessment will determine whether you receive a Satisfactory grade overall.

A fail (FL) grade in a subject with WIL as an assessment item means WIL hours cannot be transferred or counted for AHPRA registration.

Per the CSU Credit Policy, credit is not granted for failed subjects or partial subject completion.

How to submit the ANSAT

Once the ANSAT is completed (both formative and summative) the ANSAT must be submitted electronically to Brightspace as a single PDF within five (5) days of your placement's last day. It is your responsibility to ensure all sections are complete and accurate before submission. Retain the original copy as a backup.

Failure to submit the ANSAT within the above timeframe may result in fail (FL) grade for the subject.

Key ANSAT Requirements

A complete ANSAT includes:
- Your name and student number.
- Clinical Facilitator's name, AHPRA number, and contact details.
- Placement dates and hours, initialled by the Clinical Facilitator or Preceptor.
- A signature from a Registered Nurse (RN).
- All required sections, signatures, and initials fully completed.
- Note: Whiteout is not permitted.

Important Note Regarding Clinical Facilitator Information:

It is extremely important that the Clinical Facilitator's name, AHPRA number, and contact details are provided accurately on your ANSAT. This information is required to verify the legitimacy of the placement and ensure that all assessments are properly documented. Any errors or omissions in this section may delay your placement approval or affect your overall assessment. Please double-check these details for accuracy before submitting your ANSAT to ensure smooth processing.

Grading

ANSATs are graded as satisfactory (S); unsatisfactory (US); or a non-substantive grade, either grade pending (GP); or to be assessed (TA) - based on the following criteria:

- S indicates successful completion of the ANSAT requirements, contributing to your total WIL hours and course progression.
- US indicates unsuccessful completion of the ANSAT requirements, which may result in a FL for the subject and hours will not count towards your total WIL hours or course progression.
- An US grade may be assigned if your performance does not meet the expected standards for your stage of practice or if you engage in unprofessional or unsafe behaviour during the formative phase of your placement.
- FL grade may also be assigned for declined Special Consideration applications, incomplete ANSATs, or failure to meet compliance requirements before the placement commences.
- GP is awarded when a student's inability to complete placement is supported by Special Consideration approval.
- TA is assigned when the university is unable to organise a placement during the session.
  - If you are awarded a non-substantive grade (GP or TA), the Subject Convenor, WIL Team, and WIL Leads will assist in organising a future placement post-session. While awaiting the completion of your WIL hours or the marking of your ANSAT, having a non-substantive grade (GP or TA) will not impede your course progression. You are encouraged to enrol in your next session's subjects as planned.
- US grade results in a FL for the subject.

Unsatisfactory Performance

An US grade may be assigned if your performance does not meet the expected standards for your stage of practice or if you engage in unprofessional or unsafe behaviour during the formative phase of your placement.

Process for students not meeting expected performance standards on placement

If your performance does not meet the expected standard but does not compromise patient safety, a Supportive Learning Agreement will be implemented. This agreement is designed to:

1. Provide targeted support to help you meet the required standards.
2. Foster the development of competence appropriate to your stage of practice.
3. Ensure patient safety is maintained.

Successful completion of the Learning Agreement will result in a Satisfactory (S) grade for the ANSAT. Failure to meet the objectives outlined in the agreement will result in an Unsatisfactory (US) grade.

Process for unsafe or unprofessional conduct on placement

In cases of unsafe, unethical, or unprofessional conduct, where patient safety is directly at risk, a Supportive Learning Agreement is not appropriate. The placement will be immediately ceased to facilitate an investigation. Examples of unsafe or unprofessional conduct include, but are not limited to:

- Repeated failure to comply with uniform or appearance standards.
- Breaches of ethical practices such as confidentiality violations, falsifying documentation, or inappropriate relationships.
- Unsafe or unprofessional behaviour that violates the health service's Code of Conduct or workplace health and safety policies.
- Acting outside the scope of practice for a BN student (e.g., administering medications without supervision).

When a placement is terminated for such reasons, the following process is undertaken:
1. The Clinical Facilitator/Preceptor provides a written summary of the issue and a recommendation regarding the placement.
2. The Subject Convenor and Workplace Learning Lead review the incident and notify the Associate Head of School.
3. An investigation panel (comprising the Subject Convenor, Workplace Learning Lead, and Associate Head of School) is convened to determine the outcome, which may include:
    a. Submission of a written reflection paper addressing the issues before allocation of another placement with a Supportive Learning Agreement.
    b. Non-allocation of another placement and a Fail (FL) grade for the subject.
    c. Referral for general misconduct in line with the Student Misconduct Rule 2020.

Investigation and Notification Process
1. Initial Notification:
    a. The Subject Convenor communicates with the student (via phone or in person) about the concerns raised.
    b. A formal email follows, outlining the issues, breaches of RN Standards for Practice, or patient safety concerns.
2. Student Response:
    a. The student submits a written account of events.
    b. A meeting with the investigation panel is arranged, where the student may bring a support person.
3. Outcome Determination:
    a. The panel reviews the incident, student reflections, and other relevant information to determine the outcome.
    b. The student is notified in writing of the decision and the appeals process, if applicable.

The outcomes aim to ensure patient safety, uphold professional standards, and support student learning wherever possible.

Complaints and Escalation

WIL related concerns

If you feel your WIL-related concern has not been addressed satisfactorily, please provide evidence of your inquiry and direct your complaint to SNPHS-Office@csu.edu.au

This team will escalate the matter to the relevant staff as needed.

If the issue remains unresolved after following the above processes, you have the option to lodge a formal complaint outside the School of Nursing, Paramedicine and Healthcare Sciences.

Issues should not be raised with the Head of School until all prior steps in the escalation process have been completed, and you have documented evidence of these steps.

Grading

For concerns regarding final grades, you must follow the formal Review of Grade process.

Frequently Asked Questions

Scope of Practice

As a Bachelor of Nursing (BN) student, you are considered a supernumerary, not an employee. Activities should be supervised by a registered nurse (RN), and you must work within your scope of practice. Please refer to the table at the end of this document for more details on your scope of practice. If you are asked to perform tasks outside of this scope, politely decline. Medication administration is restricted and may only be carried out under RN supervision.

When will my placement be allocated?

Students will have multiple chances to self-select placements in line with the dates contained in the WIL Calendar (resources tab).

If you don't self-select a placement, the WIL team will allocate your placement within 4 hours of your residential address listed on InPlace.

Use the Placement Accommodation Guide in InPlace to nominate preferred locations or postcodes (e.g., areas with family/friends or accessible accommodation). The team will use this additional information to assist in allocating placements, however this is dependent upon availability of current placement offers.

Can I organise my own placement?

No, students are not permitted to contact sites directly to negotiate or arrange placements.

Can I request a split placement?

Split placements will only be considered in extenuating circumstances, as consistency and uninterrupted time throughout the placement are essential for achieving the required learning outcomes.

Can I swap placements?

No, placement swaps are not permitted.

Can I attend placement at my workplace?

To ensure fairness and equity for all students, these requests will only be considered in exceptional circumstances.

Is it possible to change the location or timing of my allocated placement?

If you have concerns, contact FOSH-WPL@csu.edu.au promptly after receiving your allocation. Use the Extenuating Circumstances/Comment box in InPlace to avoid timing issues.

Social events, holidays, work commitments, and childcare do not qualify as extenuating circumstances under the Assessment Policy. Review the WIL Calendar and enter preferred dates into InPlace before placement allocation.

Can I request specific shifts?

You are unable to request shifts through the WIL Team, however we recommend discussing this with the placement site at orientation.

Can I attend placement if I am pregnant?

Yes, you can attend placement while pregnant, but some clinical settings may be unsuitable due to potential hazards. Charles Sturt is committed to safeguarding pregnant students from adverse events.

If you know you will be pregnant during placement, contact your FOSH-WPL@csu.edu.au as soon as possible.
- **At 36 weeks of pregnancy**: If you cannot obtain medical clearance to attend, you should apply for a grade pending request, supported by evidence from your GP.
- **In the third trimester or within 6 weeks postnatal**: Notify FOSH-WPL@csu.edu.eu immediately. You will need specific permission from the health facility to attend placement, as well as a certificate from your obstetrician, GP, or midwife confirming you are fit for placement. This certificate should be emailed to the WIL team.

The decision to defer part or all of your placement will depend on the stage of your pregnancy, your health, and the practical requirements of WIL. This decision is made by the academic team.

If a deferment is necessary, you will receive a GP under Academic Regulations, with arrangements to complete the placement within the required timeframe. Final decisions regarding timing rest with the relevant WIL Subject Convenor.

Can I attend placement if I am on restricted duties due to injury, illness or disability?

If you have any restrictions on your ability to work due to injury; illness; disability or are currently on Workers' Compensation, email FOSH-WPL@csu.edu.au.

What can I do if I have an issue with a placement allocation?

Social events, holidays, work commitments, and childcare do not qualify as extenuating circumstances under the Assessment Policy. Contact FOSH-WPL@csu.edu.au to discuss.

Travel and accommodation costs

You are responsible for travel and accommodation costs during WIL. To reduce these costs, consider:
- Nominating areas where you can stay with family or friends.
- Taking advantage of reasonably priced accommodation offered by some placement sites (details available on InPlace).
- Applying for accommodation scholarships or grants – refer to the Faculty of Science and Health Workplace Learning - webpage support tab this includes Charles Sturt Scholarships and Grants information https://www.csu.edu.au/scholarships
- Three Rivers Department of Rural Health also offer support to students attending placement within their footprint please visit https://threerivers.csu.edu.au/ for additional information, information and links to other UDRH are also available Faculty of Science and Health Workplace Learning - webpage

Travelling to placement

Carefully consider travel factors like distance, fatigue, and weather. Arrange reliable, safe transport in advance and assess whether temporary accommodation near the placement is necessary. Travel insurance is recommended. Note: You cannot transport patients or care items in your personal vehicle.

Contacting the placement site

Some sites require students to contact them before placement, while others prefer no contact due to staffing considerations. Students are to adhere to the site's requirements, as outlined under the Shared Documents tab in InPlace.

Placement site orientation

Most placement sites offer a formal orientation on the first day. Your specific start time and meeting location will be provided on InPlace under Shared Documents tab; or will be emailed directly to the student from the site.

Paid employment during placement

It is recommended you take leave during WIL, or at least ensure your paid employment does not compromise safety. For example, working a night shift before a morning placement can be unsafe. The placement may be cancelled if such issues arise.

Illness or Misadventure During Placement

If you are unable to attend due to illness or other issues, notify the Clinical Facilitator/Preceptor and email FOSH-WPL@csu.edu.au as soon as possible. Students are then required to apply for Special Consideration, providing necessary documentation. Make-up time will be allocated by the WIL team with approval from the academic team.

Medication administration

All BN students, including endorsed enrolled nurses (EENs), may only administer medications under the direct supervision of an RN during placement. Be aware that some facilities have policies restricting certain medications, which must be followed.

Schedule S4D and S8 medications

Administration of S8 and S4D medications must be directly supervised by a certified RN. BN students must be the third person in the procedure, with two accredited persons present, and cannot sign legal documentation. In other words, as a BN student, you must always be the third person in the process when administering Schedule 4D and 8 medications.

Intravenous fluids

You may administer intravenous therapy only after completing the required simulation in NRS277: Clinical Reasoning in Nursing 3, and under direct supervision. Be aware that some facilities have policies restricting certain IV medication or fluids, which must be followed.

Workplace safety and risk management

WIL is a rewarding but often stressful experience, and you may face challenges while being away from home and your usual support networks. You may also experience adverse events such as accidents, injuries, illness, exposure to body substances, or harassment.

Students are encouraged to be proactive in identifying and reporting any incidents or hazards during placement. Information of how to report an incident or hazard is below:

Reporting incidents and hazards - Charles Sturt University

If you have concerns about your physical or mental health or experience an adverse event, notify your Clinical Facilitator/Preceptor and email FOSH-WPL@csu.edu.au.

Conflicts of Interest

If you encounter a conflict of interest (e.g., personal relationships with staff or patients), inform the Clinical Facilitator and email FOSH-WPL@csu.edu.au immediately so alternative arrangements can be made.

Where do I find Charles Sturt policies?

- Course and Subject Policy
  - Work-Integrated Learning Placement Delivery and Management Procedure
- Assessment Policy
  - Assessment-Conduct of Coursework Assessment and Examinations Procedure
  - Assessment Flexibility Procedure
- Special Consideration Application

APPENDIX 1 - Bachelor of Nursing: Student scope of practice

Subject	Hours	Knowledge & Attitudes	Skills
NRS162 Workplace Learning 1	No placement	- Normal anatomy and physiology of nervous, cardiovascular, haematological, lymphatic, pulmonary, immune systems - Clinical reasoning – recognising abnormal findings and escalating care - Mindful communication, caring in practice - Culturally safe care - Professional comportment - Locating evidence for practice - Legal principles: consent, privacy, confidentiality, boundaries, documentation - Nurse roles and interprofessional team collaboration	- Infection control: handwashing, standard and additional precautions - Health assessment and screening: vital signs, consciousness - BGL and urinalysis - Mobilisation and pressure care - Basic ADL assistance: hygiene - Basic life support - Documentation: vital signs, basic assessment
NRS173 Workplace Learning 2	80 hours (2 weeks)	- Normal anatomy and physiology of integumentary, musculoskeletal, endocrine, urinary, reproductive systems - Pathophysiology: integumentary, cardiovascular, respiratory, endocrine, exocrine disorders - Collaboration, quality improvement - End-of-life care - Clinical reasoning cycle - Wound care - Medication administration principles	Skills from NRS162, with additions: - Nursing assessments: pre/post-op - Admissions/discharges, education - Documentation: progress notes - Handover frameworks **Only following satisfactory NRS174 OSCE:** - Basic wound assessment and dressing - Medication administration (topical, oral, subcutaneous, IM)
NRS276 Workplace Learning 3	160 hours (4 weeks)	- Pathophysiology: infection, immune, musculoskeletal, gastrointestinal, endocrine disorders - Clinical reasoning for families/communities - Cultural safety - Evidence-based care - Focused assessments: neurological, cardiovascular, respiratory, endocrine - Care planning for health challenges	Skills from NRS162 & NRS173, with additions: - Peripheral IV access and medications - Neurological: GCS, cranial nerves - Cardiovascular: ECG, chest pain - Respiratory: lung sounds, oxygen - Endocrine: insulin, hypoglycaemia - Week 4: 1 patient load
NRS282 Workplace Learning 4	160 hours (4 weeks)	- Aboriginal and Torres Strait Islander knowledge - Advanced pharmacology - Organisational policies - Advocacy, legal/ethical principles - Assessment: gastrointestinal, renal, musculoskeletal - Care planning - Pain assessment - Advanced wound care	Skills from NRS162, NRS173, & NRS276, with additions: - CVAD care - Blood product administration - Pain management (opioids, PCA) - Advanced GI, stoma, TPN care - Complex wound dressings - Week 3: 2 patient load
NRS386 Workplace Learning 5	200 hours (5 weeks)	- Organisational models of care - Regional/global health priorities - Social determinants - Leadership - Professional comportment - Technology - Rural/remote care - Care of older persons - Complex assessments: respiratory, cardiovascular, mental health	Skills from previous placements, with additions: - Paediatric fluid/medication - Complex respiratory: chest drains - Delirium screening - Week 2: 3 patient load
NRS398 Workplace Learning 6	200 hours (5 weeks)	- Pathophysiology: stress, cancer, ageing, chronic conditions - Pharmacological management - Models of chronic care - End-of-life care - Consolidation of previous knowledge and skills	No new skills. Focus on consolidating skills from previous placements. - Supervision by RN - Week 1: minimal prompting - 4 patient load throughout

APPENDIX 2 – Bachelor of Nursing: Pre WIL checklist

BN Pre WIL Checklist	WIL Requirements Completed
Review the NMBA Code of Professional Conduct for Nurses, Code of Ethics for Nurses, and Professional Boundaries for Nurses (available on the FOSH-WIL webpage)	
Read the BN WIL Handbook 2025 (located under the Resources tab on the FOSH-WIL webpage)	
Submit all required compliance documentation to NSW Health as per the instructions on the FOSH-WIL webpage	
Submit a valid and current First Aid Certificate or equivalent to InPlace	
Submit a valid and current Fit Test to InPlace	
Submit a valid and current Working with Children Check to InPlace	
Submit a valid and current National Police Certificate to NSW Health and InPlace	
Obtain the correct SNPHS WIL uniform	
Once compliant and allocated a placement, check InPlace for any additional site-specific information; including site requirements to be completed; orientation and roster information	
Print the relevant Australian Nursing Standards Assessment Tool (ANSAT) from the FOSH-website	

APPENDIX 3 – Contact Details: Academic Staff

Contact details for academic staff for subject related matters:

- Use subject email as the first point of contact for academic staff.

- If you call and do not get an answer, leave a message with your name, student number, subject, and return contact details. Missed calls without messages cannot be returned.

- For urgent matters, clearly state this in your email subject line or phone message.

- If you do not receive a response within three (3) working days, a polite follow-up email should suffice to trigger a reply.

Name	Position	Contact details
Suzanne Querruel	NRS162 Subject Convenor	Phone: 02 6338 4154 Email: NRS162@csu.edu.au
Amanda Gore	NRS173 Subject Convenor	Phone: 02 6933 4557 Email: NRS173@csu.edu.au
Alejandra Lopez	NRS276 Subject Convenor	Phone: 02 5534 1525 Email: NRS276@csu.edu.au
Sarah Stenson	NRS282 Subject Convenor	Phone: 02 6338 4376 Email: NRS282@csu.edu.au
Nicole Mahara	NRS386 Subject Convenor	Phone: 02 6338 6626 Email: NRS386@csu.edu.au
Casey Lykles	NRS398 Subject Convenor	Phone: 02 6051 9016 Email: NRS398@csu.edu.au