



Charles Sturt
University

Paramedicine Work Integrated Learning Handbook

2026

School of Nursing, Paramedicine & Healthcare
Sciences



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Welcome

Welcome to the School of Nursing, Paramedicine & Healthcare Sciences (SNPHS) at Charles Sturt University (Charles Sturt). This handbook has been developed to support you as you undertake the Work integrated learning (WIL) components of your paramedicine degree. Please note that the term placement is often used interchangeably with WIL, particularly in policies. WIL provides you with the opportunity to apply and consolidate your theoretical knowledge and develop your clinical skills in practice-based settings. These settings include primary, secondary, and tertiary health services located in remote, rural, regional and some metropolitan areas. Ultimately, participation in WIL enables graduates to make a more effective transition from the university context into the workforce.

This handbook should be read in conjunction with the Subject Outline for each WIL subject and the relevant Charles Sturt University policies and procedures.

It is essential that you read the contents carefully as it contains important information to guide and assist you with:

- preparing for your placement(s);
- understanding expectations and requirements during your placement; and
- submitting your placement documentation at the end of your placements.

We trust that you will find your placements to be worthwhile and enjoyable experiences that will prepare for a long and rewarding career in paramedicine.

1. Work-integrated-learning Staff

Throughout your course, you will be supported to successfully complete your WIL placements by a group of academic, administrative, and clinical staff. The key roles, their responsibilities and their contact details are outlined below:

1.2. The Faculty of Science WIL Professional Team

The Faculty of Science & Health (FOSH) WIL Professional team consists of professional staff who are directly responsible for allocating WIL placements to students and the dissemination of rosters. They also oversee student verification (compliance) for placement and communicate student and placement provider requirements. They are the central port for communications.

1.3. WIL Academic Lead Paramedicine

The WIL lead(s) work collaboratively with the FoSH-WPL professional team, the WIL Subject Convenors, and other key stakeholders, such as students, and placement providers supporting appropriate learning opportunities for the paramedicine discipline. This includes overseeing risk assessments on potential placement sites, approving student placement agreements (SPAs) with placement sites and promoting the welfare of students whilst on placement.

1.4. WIL Subject Convenor

Your Subject Convenor is responsible for the delivery of subject content and the assessment of student learning across all campuses and cohorts. The Subject Convenor provides individual guidance and support and reviews the individual progress of students throughout the subject.

1.5. Clinical Preceptor

Clinical Preceptors work one-on-one with students to supervise the placement. They are registered and/or qualified health professionals with advanced skills and knowledge specifically related to the environment in which the student is undertaking placement.

1.6. Placement Champion

The Placement Champion is allocated to an individual or group of students during placement. Their primary role is to mark the placement documentation. In some circumstances, the Placement Champion will provide further support and assist in the development of the knowledge, skills, and attitudes necessary to meet the [paramedic professional capabilities](#)

required to register with Ahpra (2021). They provide regular communication and feedback to individual students and when required.

2. Overview of WIL in Paramedicine

2.1. Placement Settings and Locations

While on placement, you will experience different acuity or complexity of patients, consumers, clients, and residents to whom you will provide healthcare. This means that you may be allocated placements in any of the following settings:

- Primary healthcare settings in rural and remote locations. For example, jurisdictional ambulance services, local health district hospitals, general practices, community managed organisations, schools, step-up/step-down facilities;
- Secondary healthcare settings. For example, medical or surgical wards, community health centres, mental health facilities, aged care facilities and palliative care facilities; and
- Tertiary healthcare settings. For example, rural referral hospitals, forensic facilities, dual disability services and paediatric units.

Placement terminology

There are two kinds of placement, as you will see:

- Ambulance Paramedicine Placement: this is a placement with any Ahpra recognised jurisdictional ambulance service. This placement does not include non-emergency patient transfer services.
- Health and community Paramedicine Placement: this is a placement that may be within in a medical facility, hospital, non-emergency patient transfer services (first year placement only) or any other setting as outlined above. Global trips, while with an ambulance service, for purposes of placement and Ahpra requirements, also fall in this category. There is strict guidance around what non-ambulance placement are appropriate and align with paramedic professional capabilities.

2.2. Compulsory Placement Hours

For up-to-date information regarding placement requirements, hours and expectations, refer to the [FoSH-WIL web page](#) and corresponding Subject Outlines.

2.3. Placement Dates

WIL subjects do not work to the standard academic year of March to October. Placement may occur from January through to December. This means that if you are expecting to graduate at the end of year, the announcements by the university regarding grade release and transcripts does not apply to WIL subject students who are doing placement after the teaching period has ended i.e. after the exam period in October. Please see section 2.4 that explains the process for WIL placement students with reference to grade release and transcript availability.

For session 60 WIL subjects:

- first year placements may commence prior to the 60-session depending on compliance. We will communicate with you as early as possible with further information regarding available placements and placement allocations; and
- ambulance placements normally begin in October and go through to March the following calendar year, to allow time for compliance to be processed.

Standard ambulance placement are four (4) weeks in duration. NSWA gives us set blocks during the year that are between other university 'blocks'. This means we have no flexibility over the dates so students cannot start any earlier or later than the dates and rosters given to us. The dates for following years are confirmed in November/December.

The NSWA placement blocks are:

- Block A – starting 21 February 2026, ending 20 March.
- Block B – starting 13 June 2026, ending 10 July
- Block C – starting 11 July 2026, ending 14 August. (This block is back-to-back with Block B. Students cannot do block B and C as a pattern).
- Block D - starting 31 October 2026, ending 27 November

Students could be placed in any one of these blocks so be prepared to have a placement during these months and plan holidays at other times.

Interstate Ambulance placements – where your preference is an interstate placement, we try and work to the same dates as NSWA, but there may be a variation in dates.

Non-ambulance placements – these are normally two (2) weeks in duration, and you will be allocated two x two-week non-ambulance placements instead of one 4-week ambulance placement. These placements do not have set dates and could occur at any time throughout the calendar year. The WIL team try and give you at least 4 – 6 weeks where we can.

End of year placements and graduating students accepting start dates for employment in the following calendar year

2.4. End of year, graduation and conferral

As the end of the academic year approaches students in their final year of study begin applying for ambulance graduate pathway positions and receive induction start dates.

The University will put out announcements as we approach the end of the year re grade release and student conferrals. Below is an outline of procedures for WIL subjects and grade release deadlines. These supersede the general announcements made by the University.

2.4.1. Graduating students who have completed all placement requirements and subject assessment items by early October

- Your grade will be released along with Session 60 subjects in early November.
- If you have completed all the requirements for the degree, conferral of your degree will occur within the normal timeline.
- Your transcripts will be available, and sent to Ahpra as long as:
 - All fees have been paid i.e. students need to clear any financial 'hold' their transcript
 - Students have completed the academic integrity module
 - Have completed the child safety module
 - The university has the student's Unique Student Identification number (USI).

It is the student's responsibility to ensure they have done what is required for Ahpra registration before the transcript is sent. The University is not responsible for the registration process and timelines.

2.4.2. Graduating students on a late placement mid to late October through to November

- The grade in your WIL subject at time of release in early November, will be a TA, or GP (if students had a special consideration approved). More information on grades can be found [here](#).
- You will have been provided with a due date for the submission components of placement and any subsequent assessment items for your subject.
- Provided students have successfully completed all assessment items by their due date, everything will be marked, and grades will be finalised.
- If all outstanding matters are completed by mid-December, your status will be updated to "completed", and you will be provided with a final digital transcript confirming your eligibility for conferral. The team will also confirm via email that you have met the requirements and advise you of the next conferral date, which is set to be in February 2026.
 - Your transcripts will be available, and sent to Ahpra as long as:

- All fees have been paid i.e. students need to clear any financial 'hold' their transcript
- Students have completed the academic integrity module
- Have completed the child safety module
- The university has the student's Unique Student Identification number (USI).

It is the student's responsibility to ensure they have done what is required for Ahpra registration before the transcript is sent. The University is not responsible for the registration process and outcome timelines.

Students on placement between January and March, for example Block A with NSW, of the following calendar year, will not have their grades finalised until April.

3. Who to Contact, When?

WIL will be a large and vital part of your experience in the paramedicine course. This handbook aims to explain the processes and staff members involved, but it is inevitable that you will have questions and concerns about WIL as you progress through the course.

All WIL related questions and information must be sent to the FoSH-WIL email FOSH-WPL@csu.edu.au

Please remember to label your email in the subject matter box, see example below

The screenshot shows an email composition interface. At the top, there is a notification: "FOSH-WPL: This email address is tracked in Dynamics CRM". Below this is a blue "Send" button with a right-pointing arrow and a dropdown arrow, followed by the text "From: ssheridan@csu.edu.au" with a dropdown arrow. The "To" field contains a single recipient: "FOSH-WPL" with a close button (X). The "Cc" field is empty. The subject line is "Paramedicine, CLSXXX, BloggJ, Placement compliance question".

Correct labelling of your email will facilitate the triage of the email by subject matter and help timely response. Please ensure you have tried to answer your questions using all resources made available to you. Often your question has already been answered.

3.1. Communication triage

When you have emailed your WIL related question to the FoSH-WIL email address, your email can be tracked and triaged. The email will be reviewed and assigned to the appropriate staff member or team to answer your question.

3.2. Response Times

The FOSH-WIL Team receive large volumes of student emails every day. As a result, their response time to emails is up to three (3) working days. Remember to label your email to facilitate this.

The [Course and Subject Delivery and Management Procedure Policy](#) allows academic and professional staff to respond to emails and phone messages within 3 working days. Email is usually the best way to contact staff in the first instance. If the matter requires a confirmation, a time can be made for this after the initial email has been received. If you do phone a staff member and they do not answer, please make sure that you leave a message stating your name, student number, subject and return contact details. The staff member will then be able to return your call. Staff cannot return missed calls without messages. If your matter is urgent, please ensure that you note this in the email subject or in the phone message.

While all academic staff are committed to responding to students within the required timeframe, some emails or phone calls may be inadvertently missed. If this occurs, a quick and polite reminder email should be all that is required to trigger a response.

3.3. Complaints

There may be times when you feel that you are not receiving a satisfactory or timely resolution to a WIL related issue. When the issue relates to your final grade for a subject, you are required to follow the formal Review of Grade process that is outlined in the [Assessment – Grades and Review of Grades Procedure](#). For other issues and concerns, WIL Communication Flow-Chart below explains the process you should follow to escalate an issue within the SNPHS. Following this process will allow the SNPHS staff to negotiate with you to determine a resolution in a timely manner. As per the Flow Chart, issues should not be raised with the Head of School until the other steps in the process have been followed. If this process fails to resolve the issue, you have the option of escalating the complaint outside the SNPHS and lodging a formal complaint. [Please click on this link for the complaints policy](#). For formal complaints see Part D.

3.3.1. WIL Communication Flow-Chart: How to escalate a complaint about WIL

Step 1: Report the issue in writing (email) to the WIL professional team (FOSH-WPL@csu.edu.au)

The appropriate responder will be allocated and you will receive a response within 3 working days.
If you are not satisfied with the response proceed to step 2



Step 2: Report the issue in writing (email) to the Associate Head of School (Learning and Teaching)

SNPHS-learningandteaching@csu.edu.au

4. Placement Allocation

4.1. InPlace

InPlace is the online software application that CSU and the FOSH-WIL Professional team use to coordinate and manage WIL information and allocations for each student. It also provides a portal for students to easily access all the required details about their WIL activities across the course. All your compliance details can be found on *InPlace*.

All your upcoming placement and details will be entered into *InPlace* when your allocations are finalised, and you will also be notified of all allocations by email and there **will be a notification on your front page of *InPlace***. This will inform you that you have been allocated a placement. It is therefore important that you check your emails (including the spam/junk folder) **and *InPlace*** regularly and ensure that your registered contact details are up to date.

You will be provided with access to *InPlace* as soon as you enrol in a WIL subject. It can be found at the following [InPlace link](#). Further information about the use of *InPlace* is also available from the FOSH-[WIL](#) site.

4.1.1. Non-ambulance sites

At times non-ambulance placement sites may not provide a roster, electing to wait until they meet with you on the first day. This allows them to explain the roster to you in its entirety. These placements are typically Monday to Friday and usually start in the morning, anytime from 6.30 to 8 am. If you are unsure what time you are starting and there is no roster evident in *InPlace* immediately prior to your placement starting, please contact the FOSH-WIL professional team at FOSH-WPL@csu.edu.au.

4.1.2. Ambulance sites

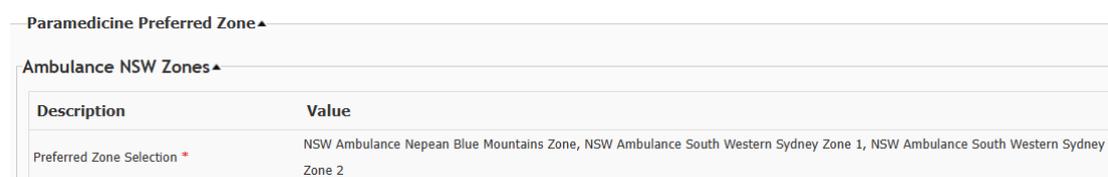
With respect to ambulance placements, rosters are sent to the FOSH-WIL Professional team by the ambulance services. There is often a delay in these being sent to the WIL professional team, due to the intricacies of drawing up rosters for ambulance staff first and finding stations with available Preceptors. For this reason, rosters will often not be sent to us until a week before placement. Please keep checking *InPlace* regularly leading up to your placement. All placement allocation and roster inquiries must be submitted to the FOSH-WIL professional team at FOSH-WPL@csu.edu.au. Please usually allow for up to three (3) business day response times. Where urgent enquiries are submitted, please ensure your email is labelled correctly, for example – *'Paramedicine, urgent roster inquiry, placement block A...'*

If you get your roster the day before, or even day of, you are required to begin on shift, and the location of the placement requires a long drive, please contact the FoSH-WIL professional team, ensuring they are aware of a reasonable delay to your start date. This will allow time to travel to the allocated station and rest before starting the shift. *InPlace* must be up-to-date.

4.2. Placement Preference

Instead of a preference system, the FoSH-WIL professional team asks students to firstly enter a preferred Ambulance Zone (see Figure 1.) and secondly nominate several preferred geographical locations or postcodes in *InPlace* (see Figure 2.) that are outside of your normal residential area, should we not be able to provide a placement within the guide of 1.5 hours of your residential area. This provides the team with an indication of the geographical areas where it would be more convenient for you to attend placement, should you need to travel to a placement allocation, such as areas where you have access to accommodation with family or friends. **It does not however guarantee a placement in these areas, as these are always subject to availability and suitability.** It is therefore recommended that in addition to your local area, you nominate several preferred geographical areas.

To do this, go into *InPlace*. Click on “My Details”. Scroll down to the section “Medical Science Placement Nomination”. Enter the preferred locations in Accommodation Town 1, 2 or 3.



Description	Value
Preferred Zone Selection *	NSW Ambulance Nepean Blue Mountains Zone, NSW Ambulance South Western Sydney Zone 1, NSW Ambulance South Western Sydney Zone 2

Figure 1: Ambulance Zones

Medical science Placement Nomination



Description	Value
Placement Nomination	PLACEMENT NOMINATION
Accommodation Town 1	
Accommodation Town 2	
Accommodation Town 3	
Accommodation Town 4	
Extenuating Circumstances/Comments	

Figure 2: Placement area nomination in *InPlace*

Some students have had difficulty finding the above table on *InPlace*. Should this occur, email your preferences to the FoSH-WIL professional team and these will be entered onto *InPlace* as a note, visible to you and all staff.

Interstate placement may be possible in some Australian States but is restricted to those students living and studying in that State. Again, this **does not however guarantee a placement in these areas, as these are always subject to availability and suitability.**

Please note, we do **not** have an agreement with WA or Queensland ambulance, so all WA and Queensland students will be required to do placement in NSW.

4.3. Placement Allocation Process

Once Compliance is confirmed placement allocation is started. This is based on:

- Compliance
- Course progression, subject enrolment, Intensive school timetable.
- Information in InPlace – location preferences
- Approved Special Considerations
- Availability of placements

The FoSH-WIL professional team will collaborate with the WIL Lead and Subject Convenors to plan placement allocations for the calendar year.

4.4. Placement Allocation Frequently Asked Questions

Can I nominate the dates of my placements?

No. However, if there are special circumstances that require you to change the dates of your allocated placement, review your eligibility via the [special considerations criteria](#). If you meet the criteria for special considerations, submit a [Special consideration](#) request with supporting documentation. . If approved, you must also provide this evidence under the 'extenuating circumstances' tab in *InPlace* and whether the Special Consideration has been approved. The FoSH-WIL professional team will use this information to guide their allocations, but their ability to meet your requirements is dependent on the availability of suitable placements provided by the organisation.

Can I nominate the location of my placements?

The FoSH-WIL professional team does not use a preference system to allocate placements. There are several reasons for this:

- The placements are made available to the FoSH-WIL professional team by various health services and organisations that vary from session to session and year to year.
- Each placement is organised to meet the specific learning outcomes of each subject and certain sites will not meet the requirements of some subjects.
- Charles Sturt University must sign legal Student Placement Agreements (SPAs) with specific health services prior to any student attending the placement in that location. This legal agreement outlines all the requirements that must be met by the University prior to a student attending the placement, including insurance cover. We do not currently have SPAs in all possible placement locations.

- *InPlace* does however, have an option in *InPlace* where you can submit your preferred Ambulance zone selections. Please see 4.2. Placement Preference.

How far will I have to travel to my allocated placement?

To experience a range of clinical settings and contexts, it is likely that you will have to travel away from home for some, or even all your placements. However, whenever possible, the FoSH-WIL professional team will endeavour to allocate you a placement as close to home or one of your nominated areas, as possible. The WIL team tries to adhere to a 90-minute (1.5 hr), travel time where possible, but cannot **guarantee a placement within these travel times, due to organisational site locations and their availability and suitability.**

Can I organise my own placement?

You are **not** permitted to negotiate your own placements. There are two main reasons for this:

- Placements are negotiated and confirmed at the organisational level in a process that can only be conducted by the FoSH-WIL professional team and Workplace Lead Paramedic. This process includes the consideration of legal and insurance provisions, along with the finalisation of Student Placement Agreements (SPAs).
- Health services are busy places and sites do not welcome unsolicited approaches from students in relation to the organisation of placements.
- If you contact an organisation, without permission from the Subject Convenor, WIL professional team or the WIL Lead, to organise a placement, you risk a misconduct allegation, under the **Student Misconduct policy.**

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

Students are **not** permitted to negotiate change of their allocated station or roster directly with the ambulance service. They must contact FoSH-WIL professional team who, where appropriate, will request additional shifts or changes to rosters. Please note cancellation, non-attendance, or roster changes must meet special consideration eligibility. Please review the [FoSH-WIL webpage](#) and your Subject Outline.

Most issues with the location and timing of placements can be avoided with the timely use of the placement nomination system and the Extenuating Circumstances/Comment box in *InPlace*. However, you must also submit a special consideration request in the event of extenuating circumstances to prevent any missed communications.

If you do have an issue with the timing and/or location of your allocated placement, you should contact the FoSH-WIL professional team as soon as possible after receiving notification of the allocation.

In some extenuating circumstances, a change to your placement may be actioned. Any such change requires the approval of a [Special Consideration application](#) by the Subject Convenor and then formal notification to the FOSH-WIL professional team and update provided on *InPlace*. Where a placement change is approved, the allocation of a suitable new placement may be delayed due to availability.

Do I have to attend all my placement shifts?

Yes, students are to make themselves available for, and complete, all shifts on an allocated placement regardless of whether the total hours on these shifts exceeds the subject requirement hours, unless extenuating circumstance arise as per the policy (see below links) and subject outline. If a student cannot complete all the allocated shifts in their block due to extenuating circumstances, make up shifts will be discussed with the individual, and the following may occur:

If only one or two days are missed, complete a special consideration request and if approved, attempts will be made with the organisation to try and organise one or two extra shifts to make up for those days lost. Special consideration requests **do not** cancel the need to make up shifts. They allow for other arrangements to be made to ensure you meet placement requirements. If make up shifts cannot be arranged, you may be withdrawn from the block and you will be required to repeat a **full** placement at a later date.

If more than two days are missed, complete a special consideration request and if approved, you will be removed from the remainder of the block and you will be required to complete a **full** placement, at a later date. A special consideration request does not mean you do not have to do the placement. It means alternative arrangements will be made for another allocation for a **full** placement.

If the special consideration request does not meet extenuating circumstances and is not approved, you will fail the placement and may fail the subject.

What are extenuating circumstances?

For more information about WIL and extenuating circumstances, please refer to the following CSU policies:

- [Assessment Policy](#)
- [Coursework and Subject Delivery and Management Procedure](#)
- [Assessment – Conduct of Coursework Assessment and Examinations Procedure](#)
- [Assessment Flexibility Procedure](#)
- [WIL placement delivery and management procedure](#)

In accordance with the Assessment Policy, and the Assessment Flexibility Procedure, social events, holidays, routine work commitments and childcare do not meet the criteria for illness, misadventure, or extenuating circumstances. You are therefore encouraged to review the relevant dates on the WIL Calendar before making arrangement to attend social events or go on holiday during the designated placement blocks for your subject.

If you decide to formally decline a placement or do not attend an allocated placement without an approved Special Consideration request, a new placement may not be allocated. This will result in a delay to placement and may result in an US grade for the WIL related assessment task and a FL grade in the subject. It is strongly recommended that you seek the advice of your Subject Convenor before making such a decision.

Can I swap placements with another student?

Placement swaps are not permitted under any circumstances.

Can I attend placement where I work?

No, shifts completed as part of employment may not contribute towards placement. You may, however, complete placement with your employer if there is a current and valid Student Placement Agreement and the placement meets your subject requirements. Many paramedicine students are employed by health services. Attending placement in your workplace can be problematic. You may find it more difficult to remain within the scope of practice of a student paramedic and it may be difficult for staff to separate your usual role from your student role. If you currently work in a health facility, it is recommended that you enter this information into the extenuating circumstances/comments box in *InPlace*.

5. Preparing for your placement

5.1. Verification (Compliance)

Before you commence any placement, it is mandatory to obtain and maintain NSW Health compliance requirements and complete any site-specific compliance as when required. Compliance is completed in your first year of your programme. It must be completed before you can be allocated a placement. This requires the submission of the vital documentation, at the start of your first year of your undergraduate or post graduate programme. All the requirements are listed on the Under the Student Compliance Tab.

Verification with NSW Health **must** be achieved regardless of the State or territory you live in, or where your placement may occur. This is because verification requirements are consistent across Australia. If you can achieve verification in NSW, we can be confident that you will be able to achieve verification in other states and territories if required. Verification with NSW Health is also required before going on any global placement trips. There may be

additional compliance requirements in other States or countries that need to be met prior to placement.

Students who are currently employed by NSW Health must also achieve verification as a student. This is an NSW Health requirement as student verification is administered separately to employee verification.

Students who are not verified will not be allocated a placement. It will take a significant amount of time to gather the required verification paperwork and for it to be processed by NSW Health. We recommend that you commence this process as soon as possible after acceptance into your Paramedicine course or when enrolling in your WIL subject. The FOSH-WIL team is responsible for the administration of verification and they have provided detailed information on the process on their [FOSH WIL Brightspace](#). Please make sure you access all the resources provided and follow all instructions carefully.

If extenuating circumstances prevent this from being possible, please complete a special consideration request with supporting documentation for an extension on this deadline **before** the due date. This deadline is necessary due to the processing time for verification from NSW Health. Delays in submissions of the documents delays placement and could delay your course progression. Documents not submitted on time, with no special consideration request for an extension, will mean a student has not met the requirements of the subject, resulting in a fail (FL/FNS) grade for the subject.

After you become compliant, it is your responsibility to monitor compliance to ensure it does not expire. The dates of expiry are shown in some instances. If you see an expiratory date getting close to expiratory, please check your verification documentation to understand what needs to be renewed. If you are not sure please check with the WIL professional team what needs to be renewed. Ensure this is done before compliance expires as you will not be able to go on placement if compliance has expired, or is due to expire, while on placement.

Any questions about verification should be directed to the FOSH WIL team at FOSH-WPL@csu.edu.au.

5.2. Other Pre-placement requirements

Students must ensure all pre-placement requirements are completed before attending placement. This includes any modules, videos or quizzes that the site requests students to complete, respiratory mask fitting and any additional testing required. Some testing may be at the expense of the students.

Students also need to ensure they have passed prior placements and required subject assessments before embarking on a second placement. A resit of a failed first placement must be passed before attending a required second placement. Global trips **cannot** be used as a resit for a failed placement. If a resit placement is also failed, you will not be able to progress and will fail (FL) the WIL subject.

Students must ensure all subject requirements up to the time of a placement are completed to either a satisfactory level or have a substantive grade or risk being removed from a placement as per the WIL policy.

5.3. Fitness for Placement

You must be fit for placement. As per the [Fitness for study procedure policy](#) Section 13 and 14:

A student is considered fit for study when they:

- a. are able to function independently and safely participate in the University's learning and research environments, and/or
- b. have psychological or physical challenges which do not unduly disrupt or adversely impact the learning, research or work of others in the University community.

A student is considered unfit for study if they:

- a. pose a substantial risk to their own health, safety and wellbeing or that of others
- b. adversely affect the teaching, learning or experience of other students
- c. adversely affect the day-to-day activities of the University, its staff, other students in their learning environment or a workplace learning provider, and/or
- d. require support beyond the services which the University can reasonably be expected to provide either directly or indirectly.

You will be asked to make a declaration at the start of each placement that you are fit to undertake the placement.

Under the Work-Integrated Learning Placement Delivery and Management procedure, section 42 states that a student can be refused permission to undertake a placement for any of the following reasons:

Reason	Criteria
The student has not attained an acceptable standard in meeting pre-placement requirements.	<p>The student either:</p> <ol style="list-style-type: none"> 1. has failed pre-requisite WIL placement 2. may not have maintained currency of clinical/professional practice skills and knowledge 3. has failed to engage with relevant subject material or complete pre-placement preparation successfully such as immunisations, police checks or first aid training, working with children check or have not provided evidence that they have done this.
The inherent requirements of the placement and/or the student's fitness to study are such that undertaking the placement would pose a risk to themselves and/or others.	The student does not meet the requirements for successfully completing WIL placement as set out in the relevant course information and/or subject outline and any inherent requirements specified for the placement and/or course, or the student has been identified as posing a risk to people in the WIL placement setting because of the nature of the student's physical or mental health condition.
The student's performance in a previous attempt at a WIL placement is such that the decision-maker is satisfied that the student will not be able to achieve the standard of professional practice needed to undertake another WIL placement successfully.	The student has failed a previous attempt at a WIL placement and has either not engaged with or responded to remediation activities designed to enable them to achieve the standard of professional practice needed to undertake another WIL placement successfully.
The proposed work-integrated learning site has not passed due diligence scrutiny.	Due diligence scrutiny of a proposed work-integrated learning site reveals either that the site is unsafe or is unable to meet the student's educational requirements.

If you have a study access plan that requires adjustments to be made to a placement environment, these adjustments must be clearly outlined in the study access plan and given to your Subject Convenor. The Work-Integrated Learning Placement Delivery and Management procedure, section 36 states we will endeavour to work with the placement providers to provide reasonable adjustments, to ensure students with a study access plan can participate in placement. If the organisation cannot accommodate those adjustments within their environment, you will not be able to be placed with that organisation.

5.4. Site-Specific Requirements

Some placement sites, including interstate and private facilities have additional pre-placement requirements. It is important that you check these carefully for all placements as non-completion by the deadline specified may result in the health facility cancelling the placement. If this occurs, the WIL team will not source an alternated placement, resulting in a Fail (FL) grade for the subject.

5.5. Rostered Hours and Shifts on WIL

First Year WIL

First year students undertake community focussed placements, and non-emergency patient transport. First year students are also not permitted to work longer than a 12-hour shift or night shift. If there is a Public Holiday scheduled during your placement you must attend unless told otherwise.

Second Year WIL

Second year students undertake a 4-week ambulance placement. You may be rostered for morning (AM), afternoon (PM) and night shifts. Your rosters on placement are determined by each site. Most shifts vary between 8 and 12 hours. You may be allocated to shifts on the weekend. If there is a Public Holiday scheduled during your placement you **must** attend. You may undertake 2 x 2-week non-ambulance placements instead of an ambulance placement.

Third Year WIL

Third year students undertake 2 x 2-week non-ambulance placements *and* a 4-week ambulance placement or two 4-week ambulance placements. You may be rostered for morning (AM), afternoon (PM) and night shifts. Your rosters on placement are determined by each site. Most shifts vary between 8 and 12 hours. You may be allocated to shifts on the weekend. If there is a Public Holiday scheduled during your placement you **must** attend.

Graduate Diploma Students WIL

Graduate Diploma students undertake a 4-week ambulance placement in Australia. You may be rostered for morning (AM), afternoon (PM) and night shifts. Your rosters on placement are determined by each site. Most shifts vary between 8 and 12 hours. You may be allocated to shifts on the weekend. If there is a Public Holiday scheduled during your placement you **must** attend.

Details of your rosters are provided on *InPlace*. These rosters are provided by the organisation responsible for the placement. These are often sent out late to the FOSH-WIL team and may not appear until just prior to your placement. As requested earlier, please do not keep emailing the Subject Convenors, WIL Lead or the FOSH-WIL team asking for your

roster. When it is received by the WIL team, it will be placed in *InPlace*. Please check *InPlace* regularly leading up to the start of the placement block.

At times students may receive half a roster e.g. only 2 weeks of shifts. This occurs if the student's roster crosses over the changing of staff rosters. The ambulance service will send the second half of the roster for the student once they have finalised the staff one and have allocated a new preceptor. Again, we ask students to be patient in receiving the second half of their rosters.

Non-ambulance placements may not provide a roster. In this instance a start time will be provided in the comment box on *InPlace*.

Due to the lateness of the rosters, we strongly advise, when booking your accommodation, you book using the flexible option. This allows for any changes made by the ambulance service with the roster, such as a later start date than anticipated or a change in station, not incurring a cost to you.

5.6. Global placements

There are opportunities during the year to go on a placement outside of Australia e.g. United States of America (USA), United Kingdom (UK), and Vanuatu. Expressions of interest will be asked via [Charles Sturt Study Abroad and exchange](#) website. The website outlines the criteria for the trips and specific eligibility for each trip. These trips can count for your placement hours but due to Ahpra (2021) requirements, we do not allocate them as an ambulance placement, even if you find yourself being on an ambulance. We allocate these trips as a non-ambulance placement.

To be eligible for these trips you must:

- Have compliance with NSW Health
- Can get the additional required vaccines and health compliance pre-requisites relevant to the host organisation
- Be enrolled in the second- or third-year paramedicine WIL subject for the current year and have a placement requirement
- Have not done a global trip before (you only do one 4-week non-ambulance placement over the degree) to gain registration in Australia. If you do a global trip in your second year, you will be allocated to two ambulance placements within Australia in your third year.
- Not have a placement already allocated to you in the immediate weeks following the expression of interest
- Have been satisfactorily progressing in the current WIL subject
- Meet WIL subject and pre-placement requirements prior to travel

- Have the ability to meet the requirements of the placement i.e. be fit for placement
- The host organisation is able to make the necessary adjustments to accommodate your needs, if you have a study access plan

The trip cannot be used for:

- A resit of a failed placement
- WIL requirement in the next year

Visiting family – if you have family in the country/area of the placement, you can visit prior to the programme beginning, and when the programme is completed. During the programme you must stay with the group and in the accommodation provided for you. This is to ensure safety should a critical incident occur.

Additional travel details before or after the programme must be provided to CS Global before departure, again for safety reasons.

Global trips have a compulsory pre-departure briefing that students attend in person or online, and a compulsory in-country debriefing that must be attended in person at the end of the programme before the group disbands.

Other requirements will be outlined to you, once you are selected for the trip e.g. providing travel itineraries to the WIL Lead and Subject Convenors, visa, insurance needs, social events etc.

5.7. Placement Site Orientation

Most placement sites will provide formal orientation for students on the first day of placement. This may involve an alternate start time on the first day. Your start time on the first day and the designated meeting place will also be provided on *InPlace*.

5.8. Contacting the Placement Site

Some placement sites require students to make contact prior to the commencement of a placement, while others request not to have this contact. The latter is due to staffing considerations and does not reflect a health facility's willingness to welcome students. As guests in the health facility, it is important that you adhere to whatever the site requirements are. You can find information on contact requirements and details on *InPlace*.

5.9. Uniform

You will be required to wear your SNPHS paramedicine authorised uniform on all placements. When in uniform, you are clearly identifiable as a Charles Sturt University paramedicine student, and you should therefore maintain a high standard of behaviour. You are advised

not to wear your uniform to locations other than your allocated placement site or the on-campus simulation laboratories. If you are unable to comply with the uniform policy while undertaking a placement, please contact your Subject Convenor.

In addition to wearing a uniform, there are also specific requirements for paramedic students in relation to jewellery and long hair, in accordance with ambulance service requirements, that are aimed at maintaining patient safety and infection control. Please see Table 2. Clinical Facilitators and Preceptors may provide feedback in relation to your uniform. If you do not adhere to these policies or requests, it is likely that you will be asked to leave the placement. This may result in an Unsatisfactory grade for the WIL assessment item and a FL grade in the subject.

Table 2 below outlines the uniform requirements. Please note the shirt and pants must be purchased from the [Charles Sturt University Online Shop](#) or a Charlie's Store outlet on campus. All uniform items must be washed and ironed daily. Shoes must be clean. Sneakers or joggers are not permitted.

Item of Clothing	Description
Shirt	<p>Charles Sturt University issue SNPHS paramedicine shirt.</p> <p>NOTE: There is a "bare below the elbow" infection control edict in place in all health facilities. This requirement must always be adhered to during placement. Long-sleeved skivvies/t-shirts are NOT to be worn underneath the shirt.</p>
Jacket	<p>Jackets with the SNPHS logo can be purchased from the online shop or Charlie's Store on campus.</p> <p>These jackets comply with infection control in all health facilities.</p> <p>CSU hoodies are not uniform therefore are not allowed.</p>
Trousers	<p>Charles Sturt SNPHS paramedicine issue pants only.</p>
Shoes	<p>Black work boots only</p> <p>All shoes must be fully enclosed and cover the entire foot</p> <p>Leather or substitute leather uppers are required – no joggers, slip-on shoes are permitted</p>
Socks	<p>Black</p>

Jewellery	<p>Rings – one plain wedding band or similar</p> <p>Earrings – studs or sleepers only, one earring per ear only</p> <p>Other piercings – you must comply with facility requests to remove these if asked</p> <p>Necklaces – not permitted</p>
Hair	<p>Hair that extends below the bottom of the shirt collar must be tied back and well secured in a bun or ponytail. If a ponytail extends below the top of the reflective markings on the rear of a work shirt or over shirt it must be tied into a bun.</p> <p>Hair colour must be within the natural colour range – no bright or multiple colours are permitted.</p>
Facial Hair	<p>Staff must be clean shaven as it interferes with the integrity of an adequate seal on a respiratory face mask. Only those with religious or cultural reasons can have facial hair. Talk to your Subject Convenor if you are not sure.</p>
Tattoos	<p>Tattoos containing wording or images of a graven, explicit or offensive nature must be covered by an approved uniform item.</p> <p>Tattoos must not extend past the collar of a standard work shirt onto the neck or onto the face, with the exception of cultural markings (e.g. for Māori, Pacific islanders).</p>
Nail and Polish	<p>Please remove all nail polish prior to placement. Only natural or colourless polish may be worn.</p> <p>Nails are to be trimmed to a length not longer than that of the fingertip.</p>

Table 2: SNPHS WIL Paramedicine Uniform Requirements

5.10. Travel and Accommodation Costs

You are required to meet the travel and accommodation costs associated with your WIL placements. There are several steps you can take to reduce the financial burden of traveling for placement, including:

- Nominating geographical areas for placement where you have access to accommodation with family or friends;
- Applying for an accommodation scholarship or grant. There are several available. You can find more information on your subject I2 site.
- As already mentioned, book the flexible option on your accommodation so that if any changes occurs for your allocated station, it will not be at your expense.

5.11. Paid Employment During Placement

While the SNPHS acknowledges that WIL requirements may disrupt your normal working arrangements, it is highly recommended that you take leave during your WIL placements, or at the very least, plan to ensure that your paid employment does not pose a threat to your

safety or patient safety. For example, it is unsafe to attend placement on a morning shift after having completed a night shift at your place of employment. Where a Clinical Preceptor and/or Subject Convenor becomes aware of such a situation, the placement may be cancelled. Some countries/States have laws concerning “on-duty hours” which prevents working another job and going on an ambulance shift within set time periods e.g. New Zealand.

5.12. Travelling to Placement

When planning travel, you must carefully consider factors that may impact on your personal safety including distance, speed, fatigue, alcohol, vehicle condition and weather/driving conditions. You are advised to arrange reliable and safe transport to the placement site well in advance of the commencement of the placement. You are also advised to consider the distance between your home and placement and determine if this is safe distance to travel each day, including after evening and night shifts if applicable. You may then determine that it is safer to arrange temporary accommodation close to the placement site. In this case, it is recommended that you review your potential need for your own travel insurance.

You should NOT transport patients nor clients nor items related to the care of the patient between facilities in your own vehicle under any circumstances.

5.13. Accommodation

You are allocated the station before you receive the rostered shifts you will be working. Book the accommodation early based on the station and the start date of the placement block. Please ensure you use the **flexible option** when booking accommodation to ensure that if the station or the start / finish dates change, you are able to change your accommodation at no extra cost to you.

5.14. Preparing for Your Placement Frequently Asked Questions

Can I request shifts?

Working a rotating roster is part of the working life of most registered paramedics. It is not possible for you to request specific shifts such as all mornings, all afternoons, or no night duty. Similarly, you cannot request changes to normal start or finish times or move shifts around to fit in personal events.

A one-off change to shifts may be arranged in extenuating circumstances. This would need to be approved by both the placement site and the Subject Convenor.

Can I attend placement if I am pregnant?

Yes, you can. However, there are some clinical settings that won't be suitable due to hazards that may be encountered. The SNPHS is committed to guarding the student who is pregnant

against adverse events. If you know that you will be pregnant when undertaking a placement, you should seek advice from your Subject Convenor soon as possible.

If you are allocated a placement in the third trimester of your pregnancy OR up to 6 weeks postnatal, you MUST notify the Subject Convenor. This is because it will be necessary to apply to the health facility for specific permission for you to attend the placement. In addition, you will need to discuss your proposed placement with your Obstetrician, General Practitioner or Midwife and obtaining a certificate to state that you are fit for placement. This must then be provided to your Subject Convenor.

A decision whether to defer part, or all, of a placement will be made in light of the stage of the pregnancy, your health, and practical requirements of the WIL experience. This decision will be made by the Clinical Subject Convenor, in consultation with the Work integrated learning Lead.

When a decision to defer part or all of a placement for WIL is made, you will be awarded a 'Grade Pending' (GP) under Academic Regulations, with arrangements to complete the deferred placement within a time- frame that meets University requirements. The final decision regarding timing will rest with the relevant WIL Subject Convenor.

Can I attend placement if I am on restricted duties to injury/ illness/ disability?

You are required to notify your WIL Subject Convenor if you have any restrictions on your work due to prior injuries, any limitations on your activities due to Workers' Compensation restrictions or have a current Workers' Compensation Claim in progress.

If you have a Workers' Compensation claim in progress, you will not be able to undertake your placement until after the claim has been finalised. When the claim has been finalised, a Fit for Work Certificate from a medical practitioner must be submitted to the WIL Subject Convenor, 15 working days prior to placement for WIL being undertaken. If the required documentation is not received in time, the placement will be cancelled.

If you have previously withdrawn prior to or during placement due to physical or psychological illness, you will be required to produce a medical clearance certificate from the highest authorised clinician overseeing your care and recovery. Further placement allocations will not be possible until this task is completed.

Can I work while I am on placement?

We strongly advise you do not work while you are on placement. Please go back and read Section 4.9

5.15. Pre-Placement Checklist

The checklist below has been developed to help you ensure that you are adequately prepared for all of your placements. This checklist will prepare you for each of your WIL experiences. Please complete the checklist prior to every placement for WIL. The checklist is for your own use and does not need to be submitted.

WIL Requirements	Completed
Read the Professional capabilities for registered paramedics to familiarise yourself with the knowledge, skills and professional attributes needed for safe and competent paramedic practice of paramedicine in Australia: https://www.paramedicineboard.gov.au/Professional-standards/Professional-capabilities-for-registered-paramedics.aspx	<input type="checkbox"/>
Read the <i>Paramedicine WIL Handbook</i> available on your Interact2 subject site.	<input type="checkbox"/>
Attend the pre-placement briefing scheduled for your subject. If you cannot attend in person, ensure you watch the recording.	<input type="checkbox"/>
Valid and current Working with Children Check submitted to InPlace.	<input type="checkbox"/>
Valid and current National Police Certificate submitted to NSW Health and InPlace.	<input type="checkbox"/>
Submitted all required verification documentation to <i>InPlace</i> and emailed in 1 x PDF document to: FOSH-WPL@csu.edu.au and received confirmation of verification status. See the FOSH- WIL Interact2 site for details of requirements.	<input type="checkbox"/>
Checked InPlace for additional site-specific requirements and addressed all of these requirements.	<input type="checkbox"/>
Obtained the correct SNPHS paramedicine WIL uniform.	<input type="checkbox"/>
Valid FIT test (respiratory mask fitting)	<input type="checkbox"/>
Obtained access to the logbook software and completed the required tutorial on its use prior to placement.	<input type="checkbox"/>

Table 3: Pre-Placement Checklist

6. Attending Placement

6.1. The First Day

It is important that you present to your first day of placement on time, in correct uniform and adequately prepared. Although NSW Health processes verification electronically, some placement sites may still ask to see your original documentation. It is also important to make

sure you have completed any site-specific preplacement requirements. You are required to take the following items to your first day of placement:

Placement ID Card (with holder if requested): This card is issued at no cost by the FOSH-WIL Team during your first year of study (NOTE: There is a fee of \$25 for a replacement card). This card is a requirement for many of our placement providers.

If you have not received CSU Placement ID Card before your first placement you will need to email FOSH-WPL@csu.edu.au

If you have not received a Placement ID card on time, please take your student ID card with you.

As a guest in health facilities, you have a professional obligation to abide by their requirements. If you present to placement unprepared, you may be sent home and the rest of your placement cancelled. If this occurs a new placement may not be sought, and you will be awarded a fail (FL) grade in the subject.

6.2. Items to Take to Placement Each Day

- Placement ID Card and holder
- Student Scope of Practice document
- Watch
- Small pocket-sized notebook
- Stethoscope
- Helmet (WHS approved)
- Safety goggles
- Change of uniform (in case you come into contact with bodily fluids)
- Snacks and lunch in case you do not make it back to your allocated station for a meal

6.3. Assessment requirements on placement/Placement Portfolio

All placements have assessment requirements as outlined in your subject outlines. Please ensure you are familiar with all the assessment requirements for your and placement and get everything completed and signed off while on placement. Not getting this done means you run the risk of not getting a satisfactory or substantive grade for the assessments and failing the placement and/or the subject.

6.4. Professional Behaviour on Placement

All Paramedicine students are required to demonstrate a high standard of professional behaviour on all placements. This forms part of your assessment against the Ahpra standards

of practice and demonstrates respect for the health services and their staff. Examples of unprofessional behaviour include, but are not limited to:

- Lateness;
- Incorrect uniform and / or poor presentation;
- Failure to comply with health service requests in relation to uniform, footwear, hair or jewellery;
- Personal use of mobile phones or other electronic devices in the clinical area;
- Rudeness to staff;
- Failure to accept constructive feedback;
- Breaches in confidentiality;
- Engaging in workplace gossip.

Unprofessional behaviour on placement may result in cancellation of your placement.

6.5. Social media use

Following the NSW Ambulance policy, filming and pictures of accidents and patients is not allowed by students, and cannot be posted on social media, without the express written permission of the ambulance staff and patients, due to the possibility of a breach of confidentiality. Any student who does this, risks being removed from the placement and could result in a misconduct complaint.

If you are approached by media, including requests for public comment, all requests should be referred without delay and prior to giving media comment, to the senior Paramedic at the scene who will follow their policy on this.

6.6. Scope of Practice and the Student Paramedic

It is important that you understand the term 'scope of practice' as a paramedicine student. Scope of practice refers to the activities, processes, and decisions that a regulated health professional is permitted to undertake within the terms of their professional registration. Therefore, when undertaking a placement as a paramedicine student, you must work within the limits of the student role.

As a paramedicine student, you are not viewed as an employee by the health service organisation of which you are allocated to for your placement activity. Instead, you undertake your placement in a supernumerary role. That is, you are an additional person who is there to observe, participate and learn. **All of your activities must always be carried out under the supervision of a registered health professional**, either directly or indirectly. The level of supervision is dependent upon the skill level of the student, and the experience and position of the health professional.

Clinical facilitators, Preceptors and registered paramedics usually work with paramedic students from a range of universities, which all have different course structures. This means that the registered health professional supervising you may not be aware of your individual scope of practice. You are responsible for ensuring that you always remain in your scope of practice. **If you are asked to undertake any tasks that are outside your scope of practice, you MUST politely decline and explain why you are declining.** If you are experiencing issues around this, you should contact your placement champion or Subject Convenor immediately for assistance.

Your scope of practice as a paramedicine student is determined by the knowledge, skills and attitudes covered in the subjects preceding your current placement. An updated version of your scope of practice is available on your subject site and on the paramedic placement provider website:

<https://science-health.csu.edu.au/pip/placement-providers/handbook>

Medication Administration

All paramedicine students must only administer medicines under the direct supervision of their Preceptor while undertaking a placement for WIL. This is because you are undertaking your placements as a student paramedic, not as paid employees, or a registered health professional. All medication administration procedures, and the corresponding entries in medication charts and drug registers, **must** comply with the following:

- The laws of the State/country (including the Poisons Act) in which you are undertaking your placement; and
- All the relevant policies and procedures of the facilities in which you are undertaking your placement.

Schedule 4D and 8 Medications

Administration of all Schedule 8 (S8) and Schedule 4D (S4D) medications **must be directly** supervised by a registered health professional who has been certified as competent in the procedure by the health facility. The procedure of administering S8 and S4D drugs **does not** allow for the paramedicine student to sign the legal documentation required.

6.7. Illness or Misadventure During Placement

If you are sick immediately prior or during placement, please think about the effect this may have on the vulnerable patients you could be attending. Do not attend placement.

If you experience illness or misadventure in the lead up to an allocated placement that may prevent you from attending all or some of that placement, you must contact your Subject

Convenor as soon as possible. This will allow the site to be notified and alternate arrangements made.

If you experience illness, misadventure, or other extenuating circumstances during the placement that prevent you from attending, you will need to take the following the steps:

Notify the Clinical Facilitator / Preceptor or other suitable person at the placement site by phone prior to the absence. For example, if you are rostered to start work at 7am, you would need to phone in prior to this.

Notify your placement champion by phone or email on the same day of your absence.

Notify your Subject Convenor by email on the same day as the absence.

Your Subject Convenor will advise you on the process of applying for a Grade Pending, GP using the Special Consideration Form. This process will always require you to provide acceptable documentation to support your absence. An example would be a Medical Certificate or a letter from a Medical Officer if you have carer responsibilities. If your application is approved, you will be allocated makeup placement time at a later date.

Students who are absent from placement without approved Special Consideration will not be allocated further placements until a meeting is held to discuss the circumstances.

All Special Consideration applications must be submitted within seven (7) days of the absence.

All Special Consideration applications are considered in accordance with the Assessment Policy and the Assessment Flexibility Procedure. Social events do not meet the criteria for illness, misadventure, or extenuating circumstances. This means that special consideration will not be approved for you to miss part of your placement to attend events such as weddings and parties. If you have events like this planned that will clash with the dates of the placement blocks for subject on the WIL calendar, you should enter this information into the extenuating circumstances/comments box on InPlace prior to your placement allocation and speak with your Subject Convenor as soon as possible.

6.8. Make-Up Placements

If you are unable to attend part of a placement due to illness or misadventure and have an approved GP, your Subject Convenor will ask the FOSH-WIL team to attempt to allocate you make-up placement. This will occur when a suitable allocation is available and may require you to be put onto a waiting list. This was outlined earlier.

You are not permitted to make your own arrangements for make-up time with the placement site. This includes working extra days or longer hours to make up the time. Staff at the

placement site may offer to make these arrangements in good faith without being aware of organisational requirements and insurance implications of our SPAs. Please contact your Subject Convenor to discuss offers of make-up time made by the placement site.

6.9. Conflicts of Interest on Placement

Conflicts of interest in the WIL area have the potential to place you, your colleagues, and patients/clients/residents at risk.

Examples of situations in which a conflict of interest could occur include, but are not limited to the following:

- You are placed in a clinical area where you have a close personal relationship with one or more staff members. For example, a partner, sibling, or parent
- A relative or close friend is admitted to the clinical area in which you are completing your placement

If you identify a potential conflict of interest, it is your responsibility to notify the Preceptor, placement champion and clinical Subject Convenor as soon as possible so that alternate arrangements can be made if necessary.

6.10. Workplace Safety and Risk Management

Undertaking WIL is rewarding but often stressful experience. Throughout your placements you will be faced with new challenges and this may occur when you are away from home and your usual support networks.

Unfortunately, you may also experience adverse events on placement including, but not limited to:

- Accidents;
- Injury;
- Illness;
- Exposure to body substances, and
- Sexual or other harassment.

Your Clinical facilitator / Preceptor and your Subject Convenor will work together closely to support your physical and mental well-being during your placements. If you have any concerns about your physical and / or mental health, or you have experienced an adverse event, it is essential that you notify them both as soon as possible. This will allow support to be provided to you in a timely manner. Illness has been discussed in the previous section.

Reporting an Injury

The practise of paramedicine often requires physical activity, such as assisting people who are incapacitated. Such activities require that you consider your own health and capacity to

undertake this kind of activity. You are required to follow the policy and procedures regarding manual handling specific to the health service or aged care setting in which you are located.

If you sustain an injury (physical or psychological) while on a placement, you must:

- Seek first aid / medical assistance immediately,
- Notify your Clinical Facilitator / Preceptor /Placement Champion or other suitable staff member at the site as soon as possible;
- The Clinical Facilitator / Preceptor or health facility will report the incident and initial response procedures to the Subject Convenor as soon as possible after the event;
- Complete the health facility's incident reporting procedure in accordance with relevant policy and procedures;
- Complete the Charles Sturt University Incident Report Form in the Protecht system, within 48 hours. Click this link or scan the QR code:

<https://incident.csu.edu.au/>

Submit a Special Consideration application if required within 7 days.



Body Substance Exposure

Body substance exposure is viewed as an injury. The likelihood of the transmission of blood borne viruses within the health care sector is very low. However, if you are exposed to body substances during a placement (e.g. needle stick injury), you are to follow the policy of the health facility at which you are located. The policy will generally include the following:

FIRST RESPONSE:

- Wash affected area with soap and water;
- If eyes are contaminated then rinse them while they are open, gently but thoroughly with water or normal saline;
- If blood or other body substances get in the mouth, spit them out and then rinse the
 - mouth with water several times;
- If clothing is contaminated remove clothing and shower if necessary; and
- Report the incident to the manager on duty immediately.

Where water is not available, use a non-water cleanser or antiseptic for washing cuts or punctures of the skin, or intact skin.

SECONDARY RESPONSE:

- With consent, blood is taken for testing from student and patient; and
- Counselling will be arranged
- Results of blood testing should be given to you in person.

Your reporting responsibilities are the same as those for any other injury:

- Notify your Clinical Facilitator / Preceptor/ Placement Champion or other suitable staff member at the site as soon as possible;
- The Clinical Facilitator / Preceptor or health facility will report the incident and initial response procedures to the Subject Convenor as soon as possible after the event;
- Complete the health facility's incident reporting procedure in accordance with relevant policy and procedures;
- Complete the Charles Sturt University Incident Report Form in the Protecht system, within 48 hours. Click this link or scan the QR code:

<https://incident.csu.edu.au/>



Submit a Special Consideration application if required within 7 days

SNPHS RESPONSE

Your Subject Convenor will give you the option to withdraw from placement following a body substance exposure incident or this may be recommended by the health care facility, in consultation with the Work integrated learning Lead. If you withdraw from your placement for WIL due to a body substance exposure incident, you will be given the opportunity to complete the placement for WIL 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 determine if you have been adversely affected

by the incident and enable further interventions to be arranged if required. You will also be advised to undertake counselling.

Please read the following information from NSW Health for more information on infection control and body substance exposure

- [HIV, Hepatitis B and Hepatitis C - Management of Health Care Workers Potentially Exposed](#)
- [Infection Control](#)

7. Assessment of Learning on Placement

7.1. The Professional capabilities for Registered Paramedics (Australia)

Your learning on placement will be assessed against the [professional capabilities for registered paramedics](#) as prescribed by Ahpra (2021).

Each placement requires you to submit relevant work health and safety documentation as well as placement preceptor/supervisor evaluations of your demonstrated competency. Please review closely your Subject Outline for assessment specific information. The forms include:

- Declaration of health and continued fitness
- Placement induction checklist
- Case sheets *OR* daily reflections *OR* other assessment requirements
- Competencies / Ahpra professional capabilities
- 2 x student evaluations (mid-point and final)

Please refer to your relevant subject outline for marking criteria associated with your WIL learning placement.

7.2. Submitting your Documentation

All placement documents are submitted, marked, and filed electronically via *InPlace*. It is your responsibility to ensure that all required documentation for your placement and subject have been completed correctly prior to submission, including getting the Preceptor signatures on the necessary documentation. It is strongly advised you obtain the signatures

prior to finishing at the placement site as students have experienced significant difficulties obtaining the necessary signatures once they have returned home or to the University.

Please note:

Students must not sign anything in InPlace on behalf of the preceptor or use the preceptor's signature in anyway. This will be deemed as fraudulent and be referred for misconduct as per the Student Misconduct Policy.

There are Industry Resources and information for your Preceptors available on the [FoSH-WIL webpage](#). Please guide your preceptors to this information.

7.3. Essentials to pass the WIL subject

Students must refer to the Subject Outline and [FoSH-WIL page](#) for information and guidance on this.

7.4. WIL subject Frequently Asked Questions

What if I need to take a Leave of Absence?

Students may want to take a leave of absence (LOA) for session 30 and/or 60 compulsory teaching sessions. Leave of absences for these sessions do not apply to session 31 and WIL subjects. Students can still continue with the WIL subjects and complete placements. If the student does not wish to do placement they must withdraw from the WIL subject and re-enrol the following year.

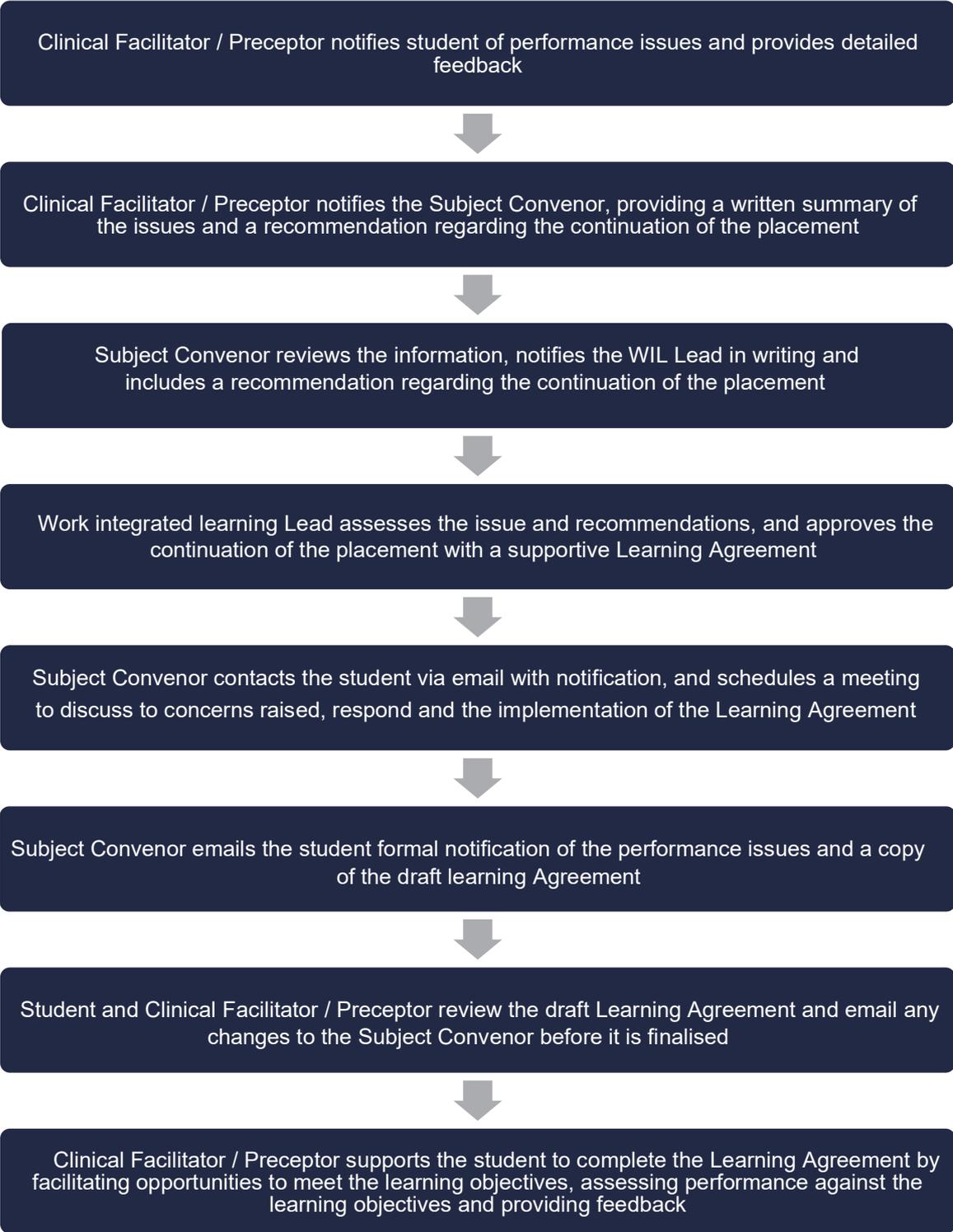
What if I fail a placement?

If students get an unsatisfactory grade for a placement, they may get the opportunity to redo/resit the placement, depending on the reasons for the US grade. Students cannot do a second required placement until the resit has been completed, and they have received a satisfactory grade. Should the student fail the resit placement, the student will receive a fail (FL) grade for the placement and for the subject and no further required placements for the subject will be organised.

Please note: global trips cannot be used as resits of failed placements.

7.5. WIL Process where a concern is raised by the preceptor

WIL FLOW CHART 1: PROCESS FOR STUDENTS NOT MEETING THE EXPECTED STANDARD OF PERFORMANCE ON PLACEMENT



7.6. WIL Process Following the Identification of Unsafe or Unprofessional Conduct on Placement

When there is evidence of unprofessional, unethical, or unsafe conduct on the placement, there is a direct threat to patient safety, and a learning contract is not appropriate. In these circumstances, the placement will be ceased immediately to allow for an investigation to occur. Examples of circumstances in which this may occur include, but are not limited to the following actions and behaviours:

- Repeated failure to comply with uniform and appearance standards required of the host organisation and / or the SNPHS;
- Engaging in unethical or unethically practices. For example, breaching confidentiality, falsifying documentation or engaging in inappropriate relationships;
- Failure to demonstrate safe and professional behaviour that complies with the host organisation's Code of Conduct and workplace health and safety requirements
- Failure to abide by the health service policy;
- Failure to work within the scope of practice of a paramedic student. For example, administering medications and fluids without the direct supervision of a registered health professional.

Whenever a student is removed from placement, an investigation is undertaken by a panel that consists of the Subject Convenor and Work integrated learning Lead in consultation with the Associate Head of School. The outcomes of such investigations are dependent on the unique circumstances and seriousness of each case but may include:

- The student is required to complete and submit a written reflection paper addressing the practice issues prior to an additional placement being allocated with a supportive learning contract in place;
- The student is not allocated another placement and is awarded a FL grade for the subject;
- The student is not allocated another placement and is reported for general misconduct in accordance with the [Student Misconduct Rule 2020](#).

WIL Flow Chart 2 below provides an overview of the process that is followed when there has been unsafe, unethical, or unprofessional practice on placement.

WIL FLOW CHART 2: PROCESS FOR STUDENTS WHO ENGAGE IN UNSAFE OR UNPROFESSIONAL CONDUCT ON PLACEMENT

