



Charles Sturt
University

PODIATRIC MEDICINE

Podiatry Clinical Placement Handbook For Students

To be used in conjunction with CEW Brightspace Site.

Revised: July 2026

Podiatric Medicine Podiatry Clinical Placement Handbook

Table of Contents

Contents

Table of Contents.....	2
Introduction	4
Contacting relevant staff at Charles Sturt University	4
Subject Clinical Placement Agreements.....	4
Background.....	5
Professional Values and Responsibilities.....	5
Confidentiality and Privacy	5
Wellbeing Support.....	6
Culturally Safe Practice	6
Preparation for Placement	7
Compliance for Workplace Learning.....	7
Placement Attendance	8
Absence Processes for the CEW	9
Late for Clinic:	9
Absences at Short Notice (you are unwell or injured):	9
Absences Known in Advance (e.g. to attend a funeral or have surgery):	10
Unapproved Absences from Clinic:.....	10
Multiple Absences from Clinic.....	10
Uniform	11
Policies and Procedures.....	13
CEW Policies and Procedures	13
Mobile Phones in the CEW.....	13
Treatment rooms in the CEW	13
Sterile instruments packs in the CEW.....	13
Clinical process in the CEW	14
Medical records in the CEW	14

Leaving your clinical session at the CEW.....	15
Failure to meet professional standards	15
Formal Warning	16
“At Risk of Failing”	16
Suspension from your placement	16
Transition Arrangements.....	17
Assessment	18
Performance Standards and Measures	18
Clinical Log Books - InPlace	18
Clinical Assessment and Meetings	19
Determination of Satisfactory/ Unsatisfactory Internal Placement by CEs.....	19
Students who breach clinical policies and procedures	20
Subject Assessment	20
Student Quick Reference for InPlace.....	21

Introduction

Work Integrated Learning forms part of the Podiatry course across all four years of the program. As part of course requirements, students will need to complete a range of WIL, including Internal and External (in your base clinic and other sites).

The purpose of this handbook is to provide you with a clear outline of the contact details, policies, expectations and standards that students are required to follow while on clinical placement.

Contacting relevant staff at Charles Sturt University

Community Engagement and Wellness Centre (CEW)	02 6051 9299	ahcrecep@csu.edu.au
Podiatry Clinic Coordinator	Alyssa Marshall	amarshall@csu.edu.au
Academic Work-Integrated Learning (WIL) Coordinator	Refer to Brightspace Subject site for relevant coordinator	Refer to Brightspace Subject site for contact details
Course Director, Podiatry	Dr Luke Donnan	ldonnan@csu.edu.au

- If the issue concerns the **administration of internal clinical placement**, please contact the Podiatry Clinic Coordinator
- If the issue concerns **student performance or the academic nature of the placement** please contact the Academic WIL Coordinator, the subject co-ordinator named in your Subject Outline, or for escalation, please contact the Course Director.

Subject Clinical Placement Agreements

Prior to commencing placement in their base clinics, students must complete a Subject Clinical Placement Agreement with their supervisors outlining the proposed dates of clinical placement attendance. The document template is located on your subject site. This is to ensure CSU have a record of when you are planning to attend clinical placement and take part in approved WIL activities. This process clearly determines the exact timeframes when you can practice your relevant subject skills under supervision of the clinical educator or supervisor while being covered by CSU Insurance and/or Liability Protection. FOSH-WPL will provide the relevant Insurance information to all External placement site and base clinics on completion and acceptance of their Student Placement Agreement (SPA) documentation.

Background

Internal WIL placement occurs on the Albury-Wodonga Campus in the Community Engagement and Wellness Centre (CEW). The CEW has a detailed set of policies and procedures outlining the operations in the clinic.

The podiatry profession shares a range of Ahpra approved professional values and standards, some of which are described in the following sections. Please refer to the policies and procedures of your specific clinic when completing External WIL or placement in your base clinic.

Professional Values and Responsibilities

As a podiatry student, you have student registration with Ahpra. As such, you are required to maintain the same standards as a registered practitioner around professionalism and conduct.

The standards for professional practice among podiatrists are set out in the shared Code of Conduct (The Code). CSU podiatry students are expected to perform and behave in line with these standards.

While undertaking all Work Integrated Learning CSU podiatry students are encouraged to:

- Demonstrate punctuality (placement start time; completion of clinical and administrative duties within your consult time).
- Contribute to the clinical team by sharing information, supporting peers and ensuring all tasks are completed.

For further information on The Code, please click here: [The Shared Code of Conduct](#)

Confidentiality and Privacy

Registered practitioners and students have an ethical and legal obligation to protect the privacy of people requiring and receiving care. Podiatry patients have a right to expect that practitioners and students will hold information about them in confidence, unless release of information is required by law or public interest considerations.

Good practice involves:

- a) treating information about patients as confidential and applying appropriate security to electronic and hard copy information
- b) seeking consent from patients before disclosing information, where practicable
- c) sharing information appropriately about patients for their healthcare while remaining consistent with privacy legislation and professional guidelines about confidentiality

- d) providing appropriate surroundings to enable private and confidential consultations and discussions to take place
- e) ensuring that all students are aware of the need to respect the confidentiality and privacy of patients or clients and refrain from discussing patients or clients in a non-professional context
- f) using consent processes, including formal documentation if required, for the release and exchange of health and medical information, and
- g) ensuring that use of social media and e-health is consistent with the practitioner's ethical and legal obligations to protect privacy.
- h) *The use of GenAI is prohibited by CSU in clinical spaces regarding patient care

Further information can be found in the Podiatry Board of Australia Code of Conduct

<https://www.podiatryboard.gov.au/Policies-Codes-Guidelines/Code-of-conduct.aspx>

Wellbeing Support

At Charles Sturt University, we are here to support you whenever and wherever you need it. We want you to feel safe, healthy and confident while you study, and we offer [a wide range of support services](#) to help you along the way. These include Campus Security, Student Central, Personal Support, Mentoring, IT Help, Rights and Responsibilities, and Emergency Support.

Your wellbeing matters. Staying well helps you participate fully in your studies and clinical placements, so we offer a range of [personal support services](#). These include Accessibility and Inclusion, Mentoring, Student Counselling, Student Wellbeing, LGBTIQ+ support, Equity and Diversity, Parents and Carers support, Sexual Assault and Harassment support, Spiritual support, and Emergency assistance. We also provide specialised support for [First Nations students](#), [international students](#), [research students](#), and [elite athletes and performers](#).

We also connect you with [trusted mental health resources](#) such as Black Dog Institute, Headspace and 1800RESPECT. We encourage you to reach out for support whenever you need it so you can maintain good health.

Culturally Safe Practice

Culturally safe practice means making sure every patient feels respected, heard, safe and free from racism and discrimination when receiving healthcare. [The Podiatry Board of Australia](#) identifies cultural safety in the Professional Capabilities for Podiatrists as an essential part of being a safe and competent podiatrist. This includes providing care that is person-centred, culturally responsive, and free from racism, sexism, ageism, and other forms of bias.

When you are partaking in clinical placement, culturally safe practice includes the following:

1. Treating every patient with respect and dignity
2. Reflecting on your own beliefs and biases
3. Recognising and understanding the needs of First Nations patients, families and communities
4. Practising culturally safe communication
5. Providing strength-based and person-centred care
6. Continual learning and reflective discussion with supervisors

Preparation for Placement

Prior to commencing the clinical placement, students must have met the preclinical requirements.

Compliance for Workplace Learning



All students must be compliant with NSW Health requirements. There are also discipline specific university requirements that need to be met before students can attend workplace learning. Information regarding compliance requirements can be found on the [Faculty of Science and Health Website](#). **For concerns or questions** about preclinical compliance students should email FOSH-WPL@csu.edu.au



Students who do not meet the compliance requirements by the due date as advised by the WIL team and/or subject coordinator, will not be allocated a placement and will be prevented from taking part in WIL activities in the Internal Clinic.

Orientation Modules & Quiz

Before attending your WIL within the CEW, it is a requirement to have watched the Orientation videos and successfully completed the Clinical Orientation Quiz, located on your Brightspace subject site. Please discuss this with your Subject Convenor, if you have any issues.

Placement Attendance

Attendance is compulsory. You are not allowed to miss any rostered clinical sessions at both external placement sites, base clinics or the internal CEW. Clinical hours have been advised to the Podiatry Registration Board, and we are required to keep a record of them. In the event a clinical subject is failed, or you are withdrawn, those clinical hours do not contribute to registration requirements.

Clinical sessions are held in designated weeks of the subject session. You may be required to attend additional clinical sessions. These will be documented in your subject outline, via an Announcement on your subject Brightspace page, or within your clinical roster as arranged with your internal and external clinical placement sites, and base clinics.

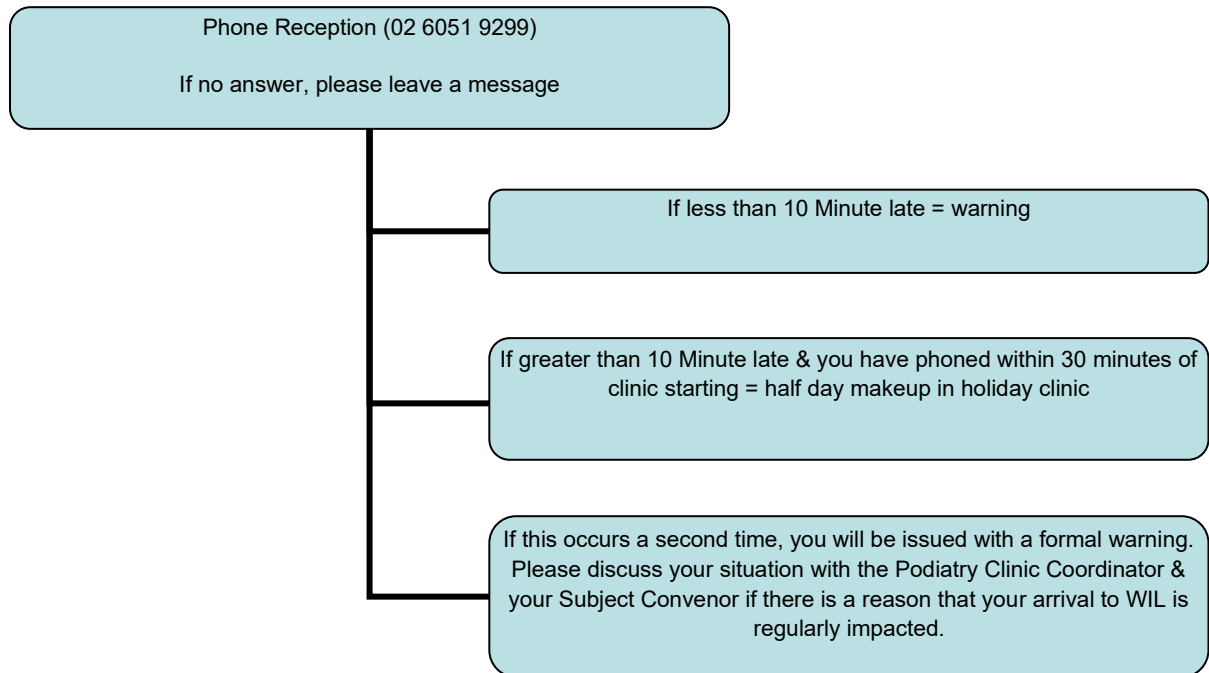
Students are required to log their attendance at base clinics and External WIL placement sites using the Online Logbook on InPlace, which will be approved by their supervisor, and finalised by their subject convenor. Clinical educators will mark students attendance for Internal WIL placement manually.

Attendance of clinical placement scheduled in the CEW

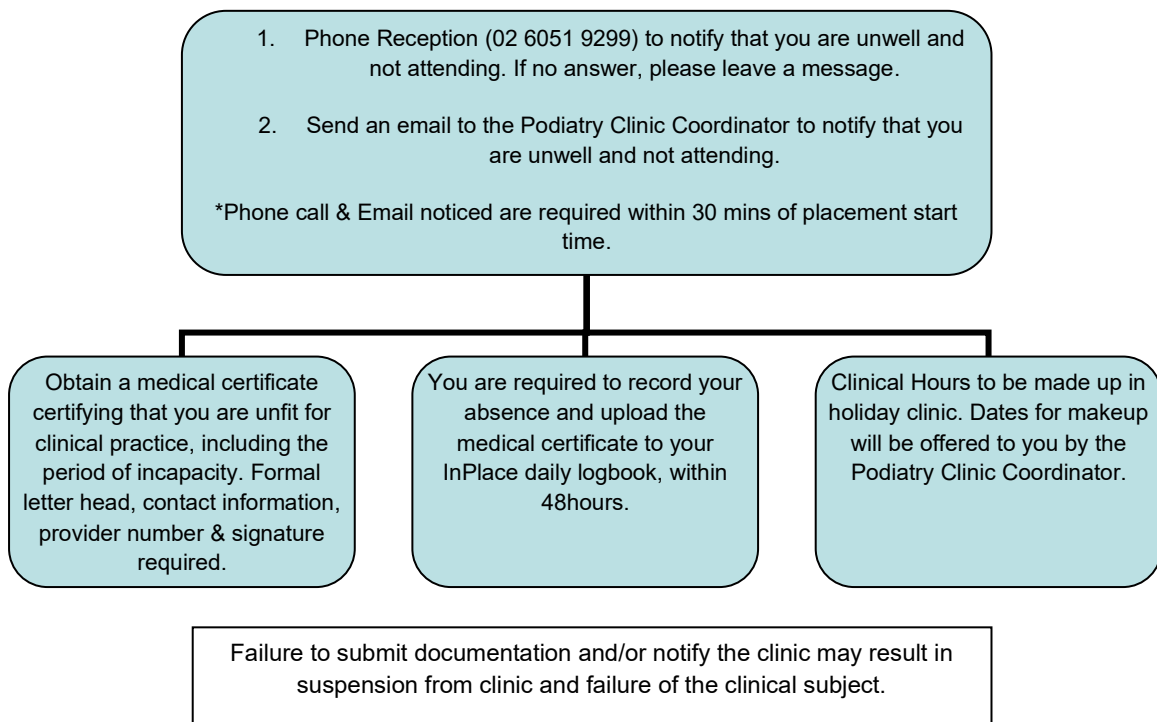
- 8.40am – 12:10pm and 12.40pm – 5:00pm.
- Please ensure that you attend according to the start times above
- You are required to mark your attendance for clinic manually with a clinical educator
- Please utilise the first 15 minutes before the consult starts, to prepare yourself and your clinical room for the session. Clinical tutorials may occur in this time.
- If you are rostered to clinic for a full day, please discuss timing with your clinical educators. You are unable to leave for lunch without approval from the clinical educators.
- There is no provision to leave the clinic during a clinical session unless instructed by a clinical educator.
- You may not take patients through into the clinic until a clinical educator is present.

Absence Processes for the CEW

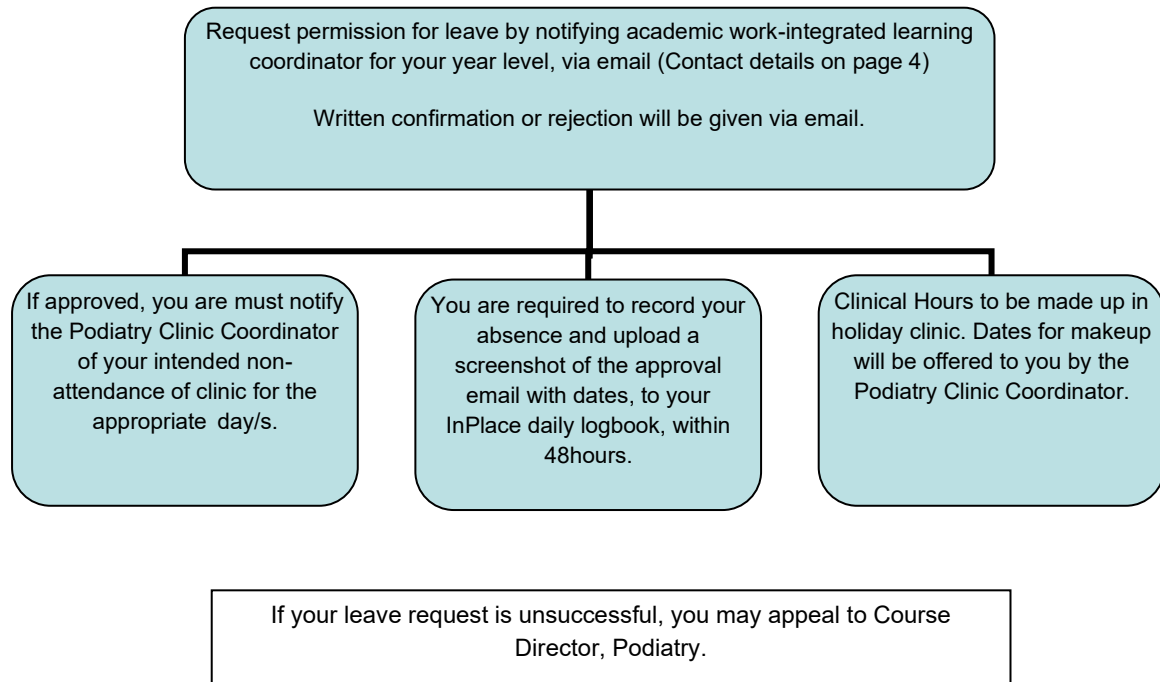
Late for Clinic:



Absences at Short Notice (you are unwell or injured):



Absences Known in Advance (e.g. to attend a funeral or have surgery):



Approved leave will not usually be granted for work commitments, holidays, social events or sporting events (unless competing at a recognised state or a national event). Special consideration for approved leave must be applied for through your relevant Academic WIL Coordinator.

Unapproved Absences from Placement:

This will result in immediate suspension from clinic and is grounds for failure in the subject. The matter will be discussed with the subject coordinator and Course Director. This is considered serious misconduct and may lead to a student being deemed professionally unsuitable to continue in their course. If permitted to return to clinic the clinical session will need to be made up with double the number of hours missed.

Multiple Absences from Placement:

A student who misses more than 20% of Clinic placement days—whether the absences are consecutive or not—even with approved medical or other documentation submitted on time, will be classified as “at risk”.

A student who misses more than 40% of Clinic placement days—whether the absences are consecutive or not—even with approved medical or other documentation submitted on time, will be ineligible to complete formal clinical assessments and will be withdrawn from the subject.

Uniform

The uniform and personal presentation requirements have been developed to uphold a professional image and meet infection control requirements. Adherence to the uniform standards is a requirement of your WIL attendance. You may be asked by a clinical educator or your supervisor, to adjust your uniform if it doesn't meet the standards below.



Shirt

CSU Podiatry Polo shirt is to be worn during placement.



Wearing of a tie is NOT permitted whilst on placement



Trousers

Trousers should be black or navy dress wasted pants, tailored in style.



Shoes

Should be non-slip, non-marking soled black shoes in a style that reflects professional podiatry standards. Shoes must be leather, fully enclosed and clean. If runners are worn, these must be all black with a leather upper for infection control and OH&S purposes.



Vests

Block, semi waterproof outer, zip front vests can be worn with either the CSU logo, or official CSU name badge.



Hair

Should be off the face and long hair must be tied back for infection control purposes. Please ensure that facial hair is groomed and clean prior to your clinical session.

Jewellery



Must be kept to a minimum. Visible piercing should be minimal in nature. Hand rings of religious significance/wedding rings are the only jewellery permitted on hands/wrists. They should be flat.

A wristwatch may be worn, no other jewellery is acceptable on the hands/arms.



Nail polish and fake nails must not be worn for infection control purposes



Tattoos

Please cover your tattoos, if offensive in nature.



Personal Hygiene

It is an expectation that students maintain appropriate personal hygiene at all times. Body odour should not be obvious.

Supplier of Garments: The embroidered garments can be obtained from:

Online from Student Supplies

<https://charlies.shop.csu.edu.au/>

Students are expected to be well presented. Uniform items that are faded, damaged, torn or worn must be replaced.

Students who are required to wear specific attire for religious reasons are advised to contact the Course Director or academic workplace learning coordinator. This policy would be modified, in consultation with current NSW infection control guidelines, on a case-by-case basis.

Students who are not appropriately dressed will unfortunately not be able to participate in Internal WIL placement.

Policies and Procedures

Students are expected to always comply with policies and procedures of the CEW and external placement sites. A copy of the policies and procedures manual is made available in the CEW for reference if needed. Students are expected to comply with the directions of the internal clinical education team and auxiliary staff.

Students are expected to always comply with policies and procedures of their external placement sites and base clinics. You may request a copy of policies and procedures from your placement site for reference if needed. Students are expected to comply with the directions of their external and base clinic placement supervisors.

CEW Policies and Procedures

Mobile Phones in the CEW

Mobile phones are not permitted in the CEW.

- Any phones found not in the locker during a clinical session result in a formal written warning
- If you require your phone i.e., waiting on an important call, you can ask permission of the clinical educator to keep your phone in the write up room and check periodically

Treatment rooms in the CEW

Before the start of each session your allocated treatment room needs to be cleaned down before the first patient enters. Cleaning of the treatment room needs to be performed between each patient and at the end of the day.

Restocking rooms – You are required to remove the general rubbish liner and replace at the end of the session. Contaminated waste needs to be put into the contaminated waste bin in the waste room. You are also required to replace consumables if needed.

Sterile instruments packs in the CEW

Sterile Pack Recording: You are required to log your name, clients MRN, Pack type and date into the sterilising record, found in the sterilising room. Each instrument pack has two stickers, one of the stickers needs to be placed in the sterilising record and the other must be typed into the appropriate section of the progress notes on the computer.

Before using the instrument pack, it is the student's responsibility to check pack is sterile e.g., free of holes, dry and sticker indicator has turned brown. Instruments are only to be accessed from first storage cupboard closest to the hand sink. If stock is low see the clinical educator for restocking.

Clinical process in the CEW

Students are required to gain permission from the clinical educator before commencing clinical treatment dependant on year level. See below:

- 1st Year students: 1st Year students will work closely with clinical educators and fellow students to observe and start practicing patient assessment and management skills. Gain permission before commencing clinical treatment after delivering **all** relevant subjective and objective history, including the patient's medical, surgical and pharmacological history to your clinical educator.
- 2nd Year students: Gain permission before commencing clinical treatment after delivering **all** relevant subjective and objective history, including the patient or clients medical, surgical and pharmacological history to your clinical educator
- 3rd Year students: As above, students will be advised throughout the year if/when this process changes as clinical skill level increases
- 4th Year students: Can commence treatment after relevant clinical assessments have been completed and risk status determined. Please consult with your clinical educator prior to treatment if you have concerns.

All students:

Before patients are permitted to leave the clinical space they **must** be signed off by the clinical educator. Students will be required to present to the clinical educator what treatment they have undertaken and outline their short term and long-term management plan. The clinical educators will assess the treatment provided before allowing the patient to leave.

All documentation, including patient advice, patient instructions, treatment quotations or referral letters **must** all be countersigned by the clinical educator before handing to the patient or sending to other health professionals. Any documents that have been signed in the consult room are required to be scanned and sent to reception. There are instructions on how to do this in the printing room behind reception.

Before patients leave the treatment room you **must** have a signed reception communication slip by the clinical educator. The reception communication slips are used to communicate intentions to reception such as how much to charge and when to rebook the patient. Please complete all details on the slip.

Please note: the reception staff will not accept patients unless they have a signed reception communication slip as this indicates the patient has been reviewed by the clinical educator (registered practitioner) before they have left the treatment room.

Medical records in the CEW

All medical records are to be written in the SOAP format, dated and be signed by **all** students involved in the consultation and countersigned by the clinical educator involved in the consultation.

No medical documentation is permitted to be removed from the CEW at any stage. This includes printing or photocopying any part of patient medical records. If students are required to use a clinical case for academic purposes or assessments, they may come into the CEW to review the file and make notes that contain **NO** identifying information.

Leaving your clinical session at the CEW

At the end of the clinical session, no student is to leave the CEW until **all** patients have left and **all** administration and sterilising tasks have been completed. Please do not ask the clinical educators to leave early for social or work commitments as your request will be denied. Every endeavour will be made to complete the clinical session on time, but unfortunately this cannot be guaranteed due to the unpredictable nature of clinical sessions and the time management of students.

Failure to meet professional standards whilst on placement

Students are required to always maintain professional standards whilst they are in the CEW and at external placement sites.

If a student does not perform to an appropriate professional standard disciplinary action will be applied.

Additionally, expected skills, knowledge, and attitudes exist for each clinical subject.

Students are required to practice within the scope and standards for the subject they are enrolled in.

If students perform skills above their scope of learning whilst on placement, this is at the discretion of the clinical educator or supervisor based on the individual's practice and ability level.

If students perform below the expected standards, there are three separate mechanisms that may be used: Formal Warning, Identified "at-Risk of failing" Student, and Suspension from clinic.

Formal Warning

This will occur when a student demonstrates minor breach of knowledge, policies, procedures, professional behaviour, or professional presentation whilst in the premises of the CEW or at their external placement site.

A clinical educator may identify the student breach, discuss the issue with student, and completes the formal warning form. This form outlines the reason for the warning. This must occur within two business days of the incident. A copy is given to the student and a copy to the relevant academic work-integrated learning coordinator or delegate. The academic work-integrated learning co-ordinator (or delegate) will provide documentation to the student on any required remedial action. Any action plan will be provided to the student within 5 working days.

A student who receives a **THIRD** formal warning in any six-month period will be managed as an “at risk student”

“At Risk of Failing”

Situations may arise where you have a significant deficit of knowledge or skills below what is expected for your clinical level. You may also fail to develop skills across the session at the expected rate or miss greater than 20% of a clinical placement. In these cases, clinical educators will discuss the issue with you and the subject convenor. A supported learning plan will be developed and delivered. If the problem persists or there are breaches of the supported learning plan, you may fail the subject.

Suspension from your placement

Clinical environments must be safe for students, staff and clients. If your behaviour is inappropriate or you demonstrate unsafe practice that would (potentially) endanger patients / colleagues / staff you may be suspended from placement

Unsafe behaviour and action include, but is not limited to:

- Any behaviour / knowledge or skill deficit that endangers / potentially endangers patients
- Any behaviour or skill deficit that endangers / potentially endangers the staff / other clinic users
- Major breach in clinical protocols
- Allowing a client to leave before being seen by a supervisor
- Major breaches of confidentiality
- Unexplained absences from clinic

- Attending clinic when experiencing the effects of recreational drugs /alcohol
- Inappropriate language
- Inappropriate clinical dress /appearance
- Inappropriate attitudes (vilification, discrimination bullying)
- Psychological impairment/Extremes of emotion
- Damage to the building /equipment
- Inappropriate sexual behaviour / conversation / harassment

A clinical educator / clinical director or academic staff has the right to suspend the placement at any time. If this occurs, please leave the clinic quietly and without fuss. A student may not return to the clinic site until the situation is resolved.

If a situation occurs, where suspension is warranted the staff member concerned will discuss it with you, and the clinic coordinator or an academic staff member. You may then be advised to leave the clinic and may not return until the matter has been resolved.

The incident may then be managed under the relevant CSU CEW procedure, academic misconduct rule, or the student misconduct rule.

Transition Arrangements

Transition Arrangements are in place in cases where you may have an extended period away from the CEW or other clinical environments. These arrangements are in place to support students by ensuring you have:

- Currency of knowledge:
 - In clinical practice, &
 - Knowledge of current policies and procedures in CEW and clinical environments

Comparable fine motor skills to the expected level of practice for the level you are entering. To give you the best chance of success, the CEW will support 24 hours of experience prior to re-entering your program of study. This will give you the opportunity to demonstrate skills, knowledge, and competency at your required level so you can return to clinical placement. If you are still unable to demonstrate competency after 4 weeks of commencement of the clinical subject then we advise you meet with the subject convenor to discuss your progression plan.

Assessment

Performance Standards and Measures

- Some clinical subjects require your performance to be measured utilising a subject clinical assessment, which is conducted by the clinical educators and supervisors
- Your clinical assessment is guided by the podiatry professional capabilities
- Your subject coordinator will provide you with information relating to your clinical assessment
- The assessment is located within your online clinical logbook

Clinical Log Books - InPlace

A clinical logbook is a record of your clinical experience. It provides a mechanism for communication between you, the clinical educators and supervisors and academic staff. The logbook is a record of your clinical experiences throughout your clinical program and is located online through InPlace. *Refer to page 20 for Quick Reference Guide to InPlace, this will be overviewed during orientation.*

The purpose of the online clinical logbooks is to:

- Provide students with a record of the types and numbers of clients students see
- Provides a record for registration requirements.
- Allows educators and supervisors to identify a range of different patients and clinical experiences for students to see
- Provide students with positive feedback about their strengths and areas for improvement
- Identify areas in need of improvement.
- Track areas identified for improvement.
- Provide students with a record of their developing clinical skills throughout the 4 years of the clinical program.
- Provide students with an opportunity to formally assess their clinical skills.
- Provide feedback as close to clinical events as possible.
- Allows students to identify areas to revise and undertake reflective practice.
- Allows students to work with clinical educators through targeted feedback and strategies on meeting mandatory clinical objectives.

It is an expectation that your supervisors complete student logbooks including any formative assessment documentation in a timely manner.

The Clinical logbook provides an opportunity for you supervisor and clinical educator to familiarise themselves with your individual students strength and weaknesses. This knowledge will help enhance the educational experience for you - providing specific guidance and allowing you to further develop your skills in this environment.

Clinical Assessment and Meetings

In 2nd, 3rd and 4th year subjects of the course, students are required to complete formative and summative clinical assessment. When a clinical educator or supervisor identifies an area of strength or areas needing improvement this needs to be documented in the logbook under formative clinical assessment.

You will be provided with an opportunity to meet midway through the placement (or semester/session), with your clinical educator or supervisor to discuss your progress. If any areas for improvement are identified, you will discuss a targeted learning action plan to help address them.

Your CSU clinical educators and subject convenor can also initiate “at risk” forms at any time during the clinical placement, including after the midway meeting.

Determination of Satisfactory/ Unsatisfactory Internal Placement by CEs

At the end of the semester in the clinical subjects – POD204, POD213, POD310/309, POD329/POD420, the clinical educator or supervisor will rate your overall performance as satisfactory or unsatisfactory based on the objectives of the placement. This process is supported by the subject convenors.

At an end of semester/session meeting, the clinical education team will review the logbooks in consultation with the academic workplace learning coordinator and determine whether you have been successful. You will also have an opportunity to meet with your clinical educators. During these meetings it is expected that the key objectives of the placement are discussed and strategies in which to improve upon or achieve them are discussed and documented.

You will then achieve a “Satisfactory” rating by the clinical education team to pass the subject.

If you are considered “unsatisfactory” by the clinical education team, you can meet with them, the subject convenor and the workplace learning coordinator. You can discuss the feedback provided, whether identified as being “at risk” of failing and what opportunities you took to improve. If the objectives of the placement are not being met by at the midpoint of the relevant placement, targeted learning objectives will be developed with the subject convenor and clinical educators.

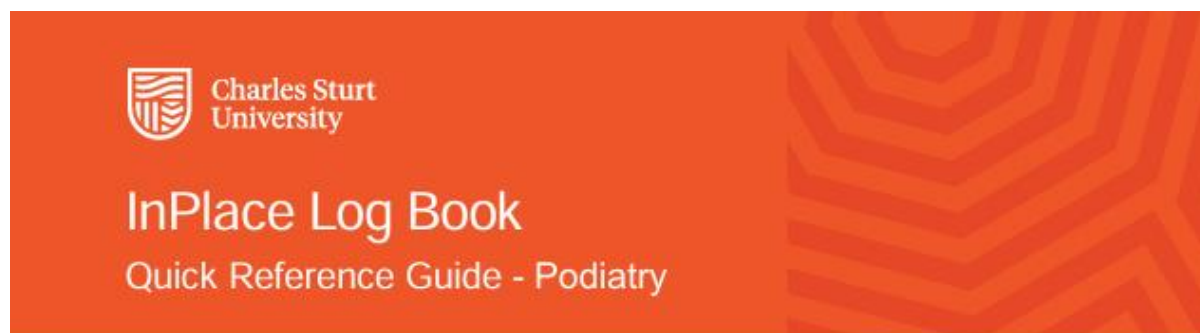
Students who breach clinical policies and procedures

As a student registered with Ahpra, you are expected to comply with the broad Professional Standards, and also with local expected professional standards, infection control guidelines, clinical policies, protocols, and directions from the clinical education team. Should this not occur for any reason the CSU clinical team has two mechanisms through which the situation can be managed. These are the Formal Warning and Suspension from clinic mechanisms.

Subject Assessment

Please see your Brightspace site/subject outline for details relating to your specific clinical assessment.

Student Quick Reference for InPlace



Introduction

InPlace Log Books are required to be completed for each of your placements

Log into InPlace

Log into [InPlace](#)

Accessing Log Book – 2 methods

1. Select outstanding log book to complete in the to do list
2. Select the placement in the Confirmed pane menu and go to the Schedule tab

How to complete your Log Book

1. To view or edit the date of your log book entry, select the log book icon in the action column
2. Once you have navigated to your log book entry, please complete the following actions:
 - a) Enter Start and End time using 24hr format
 - b) Add Patient Type/s
New Patient, General Patient, Vascular, Neurological, Diabetes assessment or Wound
 - c) Fill out Clinical Reflections for the day
Areas well done, Area requiring Improvement and Reflection of the day

Functions available for Log Book

1. Reset - to clear your entry and start again as required
2. Copy Session - allows you to copy information about a client to another day as required
3. Add Session - use this function to add additional client
4. Save as Draft - enables you to save information entered and return at a later date to continue
5. Submit - the log book for approval to the University
6. Withdraw - becomes available after you have submitted, enables you to withdraw your log book if editing is required

End of Placement

If possible show your log book entries to your supervisor (online) to discuss and ensure your entries are true and correct – Supervisors will be sent a weekly email to sign off on student log books. This is a compulsory requirement to complete your log books for each placement.

Hints and Tips

1. Add Start and End times
2. You are not required to download or print your log book
3. You are not required to upload your log book to InPlace

Contacts:

Name FOSH-WPL@csu.edu.au