



Charles Sturt  
University

User Guide

# Student - InPlace ANSAT

Faculty of Science and Health

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Charles Sturt University - TEQSA Provider Identification:  
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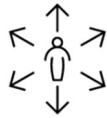


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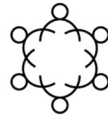
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**Insightful**



**Impactful**



**Inclusive**



**Inspiring**

## Background of ANSAT

The ANSAT is a standardised assessment form with known validity and reliability developed for use in determining performance in the workplace/clinical environment.

The Australian Nursing Standards Assessment Tool (ANSAT) has been developed for assessing workplace performance of registered nurse practice.

Workplace learning in the clinical environment is an essential component of the education of nursing students. Each nursing program in Australia has a curriculum designed to meet the standards defined by the Nursing and Midwifery Board of Australia (NMBA).

## ANSAT Behavioural Cues

Your onsite Facilitator will refer to the ANSAT Behavioural Cues within the ANSAT Resource Manual. ANSAT items are assessed based on student performance of observable behaviours.

## Performance Standards – Scoring options for items

Each item is scored on a scale from 1 to 5, where a higher number indicates greater apparent performance. A score of 3 indicates that the student has achieved a passing level of performance that would be expected for their stage of practice.

Scores of 4 and 5 reflect that the student is demonstrating comfort (4) and sophistication (5) with respect to a given item, while a score of 1 or 2 indicates that performance is not yet satisfactory.

## Global Rating Scale

This rating of the overall performance of the student should be based on the assessor's observation and draw on the feedback from other staff who have been involved in facilitating the student's learning to assist consideration of the many aspects of the clinical placement.

## ANSAT Behavioural Cues

Please see the following 2 pages for the ANSAT items that are assessed based on student performance of observable behaviours.

The ANSAT provides a learning tool that students can use to match the self-rating of behaviour to the behaviours expected of a newly graduated registered nurse.

## ANSAT Behavioural Cues

### 1. THINKS CRITICALLY AND ANALYSES NURSING PRACTICE

- Complies and practices according to relevant legislation and local policy
- Follows policies and procedures of the facility/organisation (e.g. workplace health and safety / infection control policies)
- Maintains patient/client confidentiality
- Arrives fit to work
- Arrives punctually and leaves at agreed time
- Calls appropriate personnel to report intended absence
- Wears an identification badge and identifies self
- Observes uniform/dress code
- Maintains appropriate professional boundaries with patients/clients and carers
  
- Uses an ethical framework to guide their decision making and practice
- Understands and respects patients'/clients' rights
- Allows sufficient time to discuss care provision with patient/clients
- Refers patients/clients to a more senior staff member for consent when appropriate
- Seeks assistance to resolve situations involving moral/ethical conflict
- Applies ethical principles and reasoning in all health care activities
  
- Demonstrates respect for individual and cultural (including Aboriginal & Torres Strait Islander) preference and differences
- Practices sensitively in the cultural context
- Understands and respects individual and cultural diversity
- Involves family/others appropriately to ensure cultural/spiritual needs are met
  
- Sources and critically evaluates relevant literature and research evidence to deliver quality practice
- Locates relevant current evidence (e.g. clinical practice guidelines and systematic reviews, databases, texts)
- Clarifies understanding and application of evidence with peers or other relevant staff
- Applies evidence to clinical practice appropriately

- Participates in quality activities when possible (e.g. assists with clinical audit, journal club)
- Shares evidence with others
  
- Maintains the use of clear and accurate documentation
- Uses suitable language and avoids jargon
- Writes legibly and accurately (e.g. correct spelling, approved abbreviations)
- Records information according to organisational guidelines and local policy

### 2. ENGAGES IN THERAPEUTIC AND PROFESSIONAL RELATIONSHIPS

- Communicates effectively to maintain personal and professional boundaries
- Introduces self to patient/client and other health care team members,
- Greets others appropriately
- Listens carefully and is sensitive to patient/client and carer views
- Provides clear instructions in all activities
- Uses a range of communication strategies to optimise patient/client rapport and understanding (e.g. hearing impairment, non-English speaking, cognitive impairment, consideration of non-verbal communication)
- Communication with patient/client is conducted in a manner and environment that demonstrates consideration of confidentiality, privacy and patient's/client's sensitivities
  
- Collaborates with health care team and others to share knowledge that promotes person-centred care
- Demonstrates positive and productive working relationships with colleagues
- Uses knowledge of other health care team roles to develop collegial networks
- Demonstrates a collaborative approach to practice
- Identifies appropriate educational resources (including other health professionals)
- Prioritises safety problems

- Participates as an active member of the healthcare team to achieve optimum health outcomes
- Collaborates with the health care team and patient/client to achieve optimal outcomes
- Contributes appropriately in team meetings
- Maintains effective communication with clinical supervisors and peers
- Works collaboratively and respectfully with support staff
  
- Demonstrates respect for a person's rights and wishes and advocates on their behalf
- Advocates for the patient/client when dealing with other health care teams
- Identifies and explains practices which conflict with the rights/wishes of individuals/groups
- Uses available resources in a reasonable manner
- Ensures privacy and confidentiality in the provision of care

### 3. MAINTAINS THE CAPABILITY FOR PRACTICE

- Demonstrates commitment to lifelong learning of self and others
- Links course learning outcomes to own identified learning needs
- Seeks support from others in identifying learning needs
- Seeks and engages a diverse range of experiences to develop professional skills and knowledge
- Supports and encourages the learning of others
  
- Reflects on practice and responds to feedback for continuing professional development
- Reflects on activities completed to inform practice
- Plans professional development based on reflection of own practice
- Keeps written record of professional development activities
- Incorporates formal and informal feedback from colleagues into practice
  
- Demonstrates skills in health education to enable people to make decisions and take action about their health
- Assists patients/clients and carers to identify reliable and accurate health information

## ANSAT Behavioural Cues

- Patient/client care is based on knowledge and clinical reasoning
- Refers concerns to relevant health professionals to facilitate health care decisions/delivery
- Provides information using a range of strategies that demonstrate consideration of patient/client needs
- Prepares environment for patient/client education including necessary equipment
- Demonstrates skill in patient/client education (e.g. modifies approach to suit patient/client age group, uses principles of adult learning)
- Educates the patient/client in self-evaluation

### ➤ Recognises and takes appropriate action when capability for own practice is impaired

- Identifies when own/other's health/well-being affect safe practice
- Advises appropriate staff of circumstances that may impair adequate work performance
- Demonstrates appropriate self-care and other support strategies (e.g. stress management)

### ➤ Demonstrates accountability for decisions and actions appropriate to their role

- Provides care that ensures patient/client safety
- Provides rationales for care delivery and/or omissions
- Sources information to perform within role in a safe and skilled manner
- Complies with recognised standards of practice

## 4. COMPREHENSIVELY CONDUCTS ASSESSMENTS

### ➤ Completes comprehensive and systematic assessments using appropriate and available sources

- Questions effectively to gain appropriate information
- Politely controls the assessment to obtain relevant information
- Responds appropriately to important patient/client cues
- Completes assessment in acceptable time
- Demonstrates sensitive and appropriate physical techniques during the assessment process
- Encourages patients/clients to provide complete information without embarrassment or hesitation

### ➤ Accurately analyses and interprets assessment data to inform practice

- Prioritises important assessment findings
- Demonstrates application of knowledge to selection of health care strategies (e.g. compares findings to normal)
- Seeks and interprets supplementary information, (e.g. accessing other information, medical records, test results as appropriate)
- Structures systematic, safe and goal oriented health care accommodating any limitations imposed by patient's/client's health status

## 5. DEVELOPS A PLAN FOR NURSING PRACTICE

### ➤ Collaboratively constructs a plan informed by the patient/client assessment

- Uses assessment data and best available evidence to construct a plan
- Completes relevant documentation to the required standard (e.g. patient/client record, care planner and assessment, statistical information)
- Considers organisation of planned care in relation to other procedures (e.g. pain medication, wound care, allied health therapies, other interventions)

### ➤ Plans care in partnership with individuals/significant others/health care team to achieve expected outcomes

- Collaborates with the patient/client to prioritise and formulate short and long term goals
- Formulates goals that are specific, measurable, achievable and relevant, with specified timeframe
- Advises patient/client about the effects of health care

## 6. PROVIDES SAFE, APPROPRIATE AND RESPONSIVE QUALITY NURSING PRACTICE

### ➤ Delivers safe and effective care within their scope of practice to meet outcomes

- Performs health care interventions at appropriate and safe standard
- Complies with workplace guidelines on patient/client handling
- Monitors patient/client safety during assessment and care provision

- Uses resources effectively and efficiently
- Responds effectively to rapidly changing patient/client situations

### ➤ Provides effective supervision and delegates safely within their role and scope of practice

- Accepts and delegates care according to own or other's scope of practice
- Seeks clarification when directions/decisions are unclear
- Identifies areas of own or other's practice that require direct/indirect supervision
- Recognises unexpected outcomes and responds appropriately

### ➤ Recognise and responds to practice that may be below expected organisational, legal or regulatory standards

- Identifies and responds to incidents of unsafe or unprofessional practice
- Clarifies care delivery which may appear inappropriate

## 7. EVALUATES OUTCOMES TO INFORM NURSING PRACTICE

### ➤ Monitors progress towards expected goals and health outcomes

- Refers patient/client on to other professional/s
- Begins discharge planning in collaboration with the health care team at the time of the initial episode of care
- Monitors patient/client safety and outcomes during health care delivery
- Records and communicates patient/client outcomes where appropriate

### ➤ Modifies plan according to evaluation of goals and outcomes in consultation with relevant health care team and others

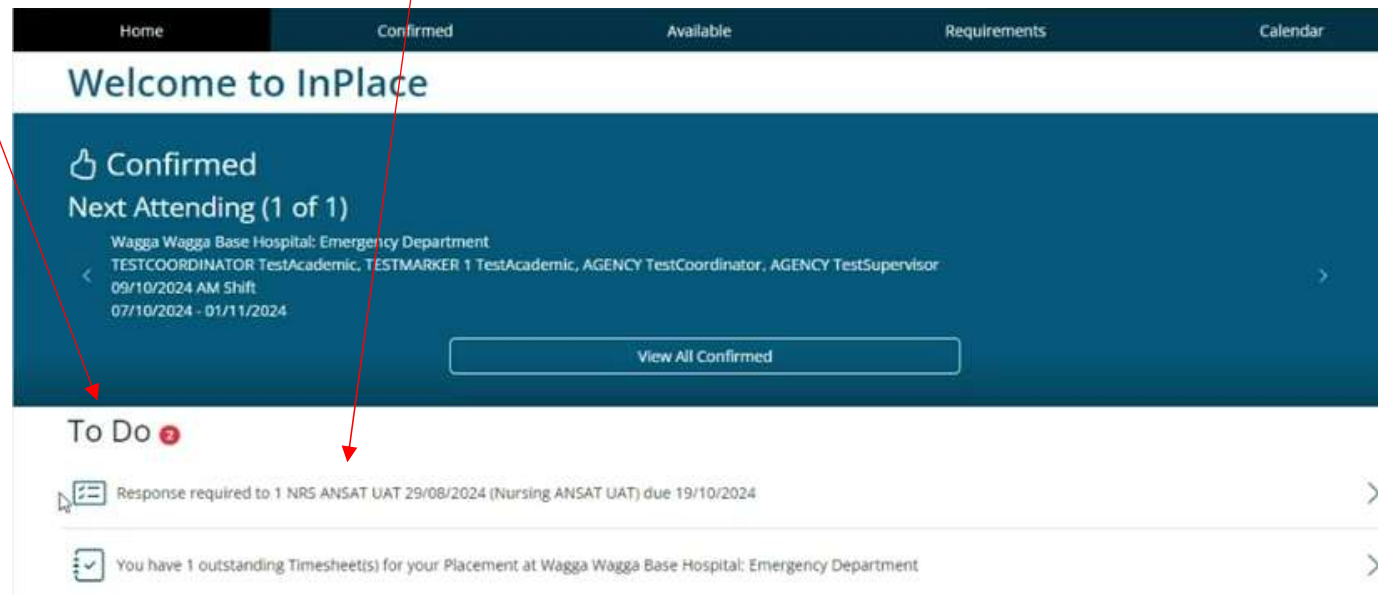
- Questions patient/client or caregiver to confirm level of understanding
- Updates care plans/documentation to reflect changes in care
- Uses appropriate resources to evaluate effectiveness of planned care/treatment

## Accessing your ANSAT (Australian Nursing Student Assessment Tool)

Log in to your InPlace Dashboard using your email address and password

*Please note that your Timesheet entries are separate to the ANSAT form. Please read your User Guide: Student – InPlace Timesheets for assistance*

Go to your “To Do” list. Click on ‘Response required to ANSAT due ....’ task.



The screenshot displays the InPlace dashboard interface. At the top, there is a navigation bar with tabs for Home, Confirmed, Available, Requirements, and Calendar. Below this, a large blue banner reads "Welcome to InPlace". Underneath the banner, a section titled "Confirmed" shows "Next Attending (1 of 1)" with details for "Wagga Wagga Base Hospital: Emergency Department" and a "View All Confirmed" button. Below the banner is a "To Do" section with two tasks: "Response required to 1 NRS ANSAT UAT 29/08/2024 (Nursing ANSAT UAT) due 19/10/2024" and "You have 1 outstanding Timesheet(s) for your Placement at Wagga Wagga Base Hospital: Emergency Department". Two red arrows point from the text above to the "Response required..." task and the "View All Confirmed" button.

Your ANSAT will open, see next page.

## Reviewing Facilitator's Formative Assessment section

Your onsite Facilitator has completed the Formative Assessment section.

**The purpose of formative assessment is to improve student learning by providing information on strengths and weaknesses. It should be accompanied by strategies that facilitate improvement.**

Please review your Facilitator's Formative Assessment's ratings and comments prior to completing your Reflection.

Click on the drop-down box to then select: 1 Formative Assessment.

The screenshot displays the 'InSight Response' page for a student. At the top, there is a navigation bar with the Charles Sturt University logo, a user impersonation notice for user 18001 (2247029), and an 'End Impersonation' button. Below the navigation bar, the page title is 'InSight Response' and the user is identified as 'Nursing ANSAT UAT - Tester1 Student1 (11810279)'. The page shows two assessment options in a dropdown menu: '1 Formative Assessment' (marked as 'Completed' and 'Submitted on: 09/10/2024 02:13 PM') and '2 Self-Assessment and Critical Reflection' (marked as 'Not Yet Started' and 'Due Date: 19/10/2024'). Below the dropdown menu, there is a section titled 'Student Summative Self Assessment' with instructions to complete it before meeting with the assessor. The instructions include: 'At the conclusion of the placement, you will have another meeting with the facilitator / preceptor (who is a Registered Nurse) to reflect on the remainder of your placement.', 'Firstly, you need to respond to the questions below that guide self-reflection before meeting with the facilitator.', and 'The facilitator will then grade your performance against the Registered Nurse standards for practice (NMBA, 2016) and provide feedback about how you have met these throughout your placement.' The first question is '1. What were your most significant achievements during this placement? What skills, knowledge, or attitude have you increased? \*' with a text input field and a character count of 0/4000. The second question is '2. To what extent have you met the learning goals identified in your formative assessment? What evidence do you have to support your view on this? \*' with a text input field.

You can **only view** your Facilitator's ratings and comments.

**NOTE: LEARNING CONTRACT** - If a Learning Contract has been selected as 'YES' please contact your Facilitator for further information.

To return to your Self-Assessment and Critical Reflection, please click on the drop-down box once more and select 2 Self-Assessment and Critical Reflection.

## Student's Self-Assessment and Critical Reflection

Your Self-Assessment and Critical Reflection section will open.

**To foster active involvement, students are to be encouraged to self-assess using the ANSAT and discuss discrepancies or similarities when self-assessment is compared to the assessment by the nurse who provides the assessment in the clinical setting (your Facilitator).**

Please complete all the mandatory fields.

*You can Save as Draft and come back to your form at any time). It will appear in your To Do list on your dashboard to select. However this section must be completed prior to the Summative Assessment being completed by your facilitator (end of placement).*

Charles Sturt University

You are now impersonating 18001 (2247029). Any changes you make will be updated. End impersonation

inPlace

18001 (2247029)

Back

### InSight Response

Nursing ANSAT UAT - Tester1 Student1 (11810279)

Wagga Wagga Base Hospital: Emergency Department 07/10/2024 - 01/11/2024 160 Hours NRS276  
NRS276 202460 On Campus: Test ANSAT

2 Self-Assessment and Critical Reflection  
Not Yet Started Due Date: 19/10/2024

#### Student Summative Self Assessment

Complete this BEFORE meeting with your assessor.

- At the conclusion of the placement, you will have another meeting with the facilitator / preceptor (who is a Registered Nurse) to reflect on the remainder of your placement.
- Firstly, you need to respond to the questions below that guide self-reflection before meeting with the facilitator.
- The facilitator will then grade your performance against the Registered Nurse standards for practice (NMBA, 2016) and provide feedback about how you have met these throughout your placement.

1. What were your most significant achievements during this placement? What skills, knowledge, or attitude have you increased? \*

0/4000

2. To what extent have you met the learning goals identified in your formative assessment? What evidence do you have to support your view on this? \*

0/4000

3. How have your experiences on this placement shaped your future practice as a Registered Nurse? \*

0/4000

Save as Draft Submit



Once you are satisfied with your Self-Assessment and Critical Reflection, please click **Submit**.

A confirmation box will appear for you to select either **Submit** or *Save as Draft*.

Charles Sturt University

You are now impersonating 18001 (2247029). Any changes you make will be updated. End Impersonation

18001 (2247029)

Back

## InSight Response

Nursing ANSAT UAT - Tester1 Student1 (11810279)

Wagga Wagga Base Hospital: Emergency Department 07/10/2024 - 01/11/2024 160 Hours NRS276  
NRS276 202460 On Campus: Test ANSAT

2 Self-Assessment and Critical Reflection  
Not Yet Started Due Date: 19/10/2024

### Student Summative Self Assessment

Complete this **BEFORE** meeting with your assessor.

- At the conclusion of the placement, you will have another meeting with the facilitator / preceptor (who is a Registered Nurse) to reflect on the remainder of your placement.
- Firstly, you need to respond to the questions below that guide self-reflection before meeting with the facilitator.
- The facilitator will then grade your performance against the Registered Nurse standards for practice (NMBA, 2016) and provide feedback about how you have met these throughout your placement.

1. What were your most significant achievements during this placement? What skills, knowledge, or attitude have you increased? \*

abc 3/4000

2. To what extent have you met the learning goals identified in your formative assessment? What evidence do you have to support your view on this? \*

abc 3/4000

3. How have your experiences on this placement shaped your future practice as a Registered Nurse? \*

abc 3/4000

Confirm

If you submit this Survey, you can no longer make changes, and your response becomes available for review.

If you are not ready for submission, save your changes as a draft.

How do you want to proceed?

Save as Draft Submit

Draft Automatically Saved 09/10/2024 02:19:55 PM Save as Draft Submit

## Reviewing your Facilitator's Summative Assessment section

Your onsite Facilitator has now completed the Summative Assessment section.

**Summative assessment focuses on the 'whole' of the student's performance, that is, the extent to which each criteria / learning objective have been met overall for the clinical placement/course. Summative assessment provides the student with a grade for the course or placement that contributes to their academic record.**

Login to your InPlace dashboard "To Do" list. Click on 'Response required to ANSAT due ....' task.

The screenshot displays the InPlace dashboard interface. At the top, a dark navigation bar contains the following tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user profile icon for 18001 (2247029). Below the navigation bar, the main content area is divided into several sections. On the left, a 'Welcome to InPlace' header is followed by a 'Confirmed' section titled 'Next Attending (1 of 1)'. This section lists 'Wagga Wagga Base Hospital: Emergency Department' and 'TESTCOORDINATOR TestAcademic, TESTMARKER 1 TestAcademic, AGENCY TestCoordinator, AGENCY TestSupervisor' for the dates '09/10/2024 AM Shift' and '07/10/2024 - 01/11/2024'. A 'View All Confirmed' button is located below this list. To the right of the 'Confirmed' section is an 'Available' section with 'View Available' and 'View Shortlisted' buttons. Below these sections is a 'To Do' list with two items: 'Response required to 1 NRS ANSAT UAT 29/08/2024 (Nursing ANSAT UAT) due 02/11/2024' and 'You have 1 outstanding Timesheet(s) for your Placement at Wagga Wagga Base Hospital: Emergency Department'. A 'Notifications' panel on the right side of the dashboard contains several messages, including 'Your Placement at Wagga Wagga Base Hospital: Emergency Department is now starting on 07/10/2024', 'Message: WPL Weekly drop in sessions', and 'Message: Student Wellbeing Support'. Two red arrows originate from the text above and point to the 'Response required to 1 NRS ANSAT UAT...' task in the 'To Do' list and the 'View All Confirmed' button.

This will take you to your Student Sign Off.

Please review your Facilitator's Summative Assessment's ratings and comments prior to Acknowledging the completion of your ANSAT.

Click on the drop-down box to select: 4 Summative Assessment.

The screenshot displays the 'InSight Response' page for a Nursing ANSAT UAT. At the top, the Charles Sturt University logo is on the left, and a notification bar indicates 'You are now impersonating 18001 (2247029)'. The page title is 'InSight Response' with a 'Back' button. Below the title, the user is identified as 'Nursing ANSAT UAT - Tester1 Student1 (11810279)'. A dropdown menu is currently set to '2 Self-Assessment and Critical Reflection'. Two red arrows point from the text above to this dropdown menu and to a highlighted box. The highlighted box contains the text '4 Summative Assessment' with a green checkmark and 'Completed Submitted on: 09/10/2024 02:26 PM'. Below this, the section 'Student Summative Self Assessment' is visible, with instructions to complete it before meeting with the assessor. A question is displayed: '1. What were your most significant achievements during this placement? What skills, knowledge, or attitude have you increased? \*'. A text input field is provided for the answer, with a character count of '0/4000'. To the right of the input field, another highlighted box shows '5 Student Sign off' with a green checkmark and 'Completed Submitted on: 09/10/2024 02:31 PM'. A red arrow points from the text below to this box. A second question is partially visible: '2. To what extent have you met the learning goals identified in your formative assessment? What evidence do you have to support your view on this? \*'.

You can **only view** your Facilitator's ratings and comments.

To return to your Student Sign Off, please click on the drop-down box once more and select 5 Student Sign Off.

**DOWNLOAD A COPY OF YOUR ANSAT**  
Select 'Previous Stages PDF' link prior to submitting your ANSAT

## Student Sign-Off (and save a copy of your ANSAT)

Upload any absences **documentation** for any shifts you were not on placement and add any comments.

Please add any **comments** you wish to make and select the **Acknowledgement** box. Select **Submit** to finalise your ANSAT form.

Once you have completed your ANSAT, it will be removed from the 'To Do' list on your dashboard.

← Back  
**InSight Response**  
Nursing ANSAT UAT - Tester1 Student1 (11810279)  
Wagga Wagga Base Hospital: Emergency Department 07/10/2024 - 01/11/2024 160 Hours NRS276  
NRS276 202460 On Campus: Test ANSAT

5 Student Sign off  
Not Yet Started Due Date: 02/11/2024

### Student Placement absent hours documentation

The National Placement Evaluation Centre (NPEC) has been commissioned with the initial aim of evaluating all nursing and midwifery undergraduate placements. The evaluation of placements will allow for benchmarking, leading to educational interventions that enhance clinical education. Please take the time to provide feedback on your clinical placement, such as what went well and what could be improved.  
Your responses are anonymous. The feedback that you provide will assist us to work with our industry partners to ensure clinical placements are a positive learning experience for students.  
To complete the evaluation, go to the [NPEC website](#)  
The NPEC is funded by the Australian Nursing and Midwifery Accreditation Council and the Council of Deans of Nursing and Midwifery.  
If you have been absent during placement and have not upload documentation in previous stages, you can also upload to this stage.

1. If you have been absent during placement, please upload your supporting documentation

For further information on the procedure and policy regarding absenteeism from placement, see [Link Text](#).

Documents (0)  
Add Attachment

### Student acknowledgement and comment

To view your clinical facilitator's assessment, click on the hyperlink in the acknowledgement section (previous stage PDF) or select the previous stage in the drop-down box at the top of the form.

1. STUDENT COMMENTS \*

(critically reflect on your own performance so far during this experience, not the facility itself)

abc 3/4000

2. I acknowledge that I have read the assessment and comments of my clinical facilitator(s) \*

To view your clinical facilitator's assessment, click on the hyperlink in the acknowledgement section (Previous Stage PDF) or select the previous stage in the drop-down box at the top of the form.

Acknowledged by Tester1 Student1 (11810279)  
Previous Stages PDF

Acknowledged by Tester1 Student1 (11810279)  
Previous Stages PDF

Draft Automatically Saved 09/10/2024 02:29:32 PM Save as Draft

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## End of Placement

Once you have submitted your Student Sign Off, your ANSAT will now be with your Academic team for marking.

You should have completed your ANSAT form and your Timesheet for your whole placement including any absences during your placement.

Prior to the Academic team submitting your grade, they will cross check your timesheet hours and absences with your ANSAT document and follow up with your onsite Facilitator if a Learning Contract is in place.

Please allow 2 weeks post placement for this process to be completed.

## Questions?

**Student ANSAT Enquiries:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - *Please type in the Subject line: Student ANSAT Query*

**Student Timesheet Enquiries:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - *Please type in the Subject line: Student ANSAT Timesheet Query*