Charles Sturt University

Clinical Facilitators and Preceptors Handbook

Bachelor of Nursing Graduate Entry Masters (Pre-registration)

2026/2027

Faculty of Science and Health
Charles Sturt University

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Contents

About this template ..... Error! Bookmark not defined.
Cover ..... **Error! Bookmark not defined.**
Table of contents ..... **Error! Bookmark not defined.**
Type styles ..... **Error! Bookmark not defined.**

Heading 1 ..... Error! Bookmark not defined.
Heading 2 ..... **Error! Bookmark not defined.**

1. Numbered Heading 1 ..... Error! Bookmark not defined.
1.1. Numbered Heading 2 ..... **Error! Bookmark not defined.**

Appendix 1. 'Appendix Heading 1' style ..... Error! Bookmark not defined.

Overview

The Charles Sturt University Handbook for Clinical Facilitators and Clinical Preceptors is a resource to assist those individuals who are involved in providing valuable clinical learning experiences for our students. This handbook provides information regarding the roles and responsibilities of staff involved in supervising students on their Professional Experience Placement (PEP) experience.

The handbook will assist:

- University employed Clinical Facilitators
- Clinical Preceptors employed by a Health Service
- Health Service Education Managers

At Charles Sturt University, the aim of the Professional Placement Experience component of a clinical subject is to provide quality nursing practice experiences to enable students to meet the clinical subject and Bachelor of Nursing (BN) course objectives. This enables the student to demonstrate the professional competencies required to practise as a beginning Registered Nurse (RN) at the end of the BN.

Thank you for your interest in working with both students and staff at Charles Sturt University, School of Nursing, Paramedicine and Healthcare Sciences (SNPHS). We appreciate your commitment to the future generation of nursing professionals, and in ensuring we produce graduates of a high standard who are ready to undertake safe and competent clinical practice.

Contact Details

All emails and correspondence are to be emailed to FOSH-WPL@csu.edu.au

As a clinical facilitator, health facility preceptor or educator, you may wish to contact Charles Sturt about a range of issues. Some examples may include;

- Concerns regarding the skills, attitudes and behaviours of students;
- Concerns regarding the scope of practice of students;
- Questions regarding Learning Agreements;
- Employment contracts or time-sheets;
- Issues with a health facility or health facility staff.

We aim to review all enquiries on the same day it was sent, however during times of high traffic, it may take 3 business days. Using the subject line may assist in more urgent cases being prioritised.

FOSH WIL Website

The following website has lots of handy information including scope of practice, handbooks, calendar and so on: https://science-health.csu.edu.au/work-integrated-learning/nphss/nursing

Glossary of Terms

Term/Acronym	Definition
Bachelor of Nursing (BN)	The Bachelor of Nursing (BN) is an undergraduate degree conferred by Charles Sturt University. This degree meets the requirements of ANMAC, the Tertiary Education Quality and Standards Agency and the Australia Qualifications Framework.
Clinical Facilitator (CF)	The university employed CF is a Registered Nurse with relevant post graduate qualifications who is involved in clinical practice. To supervise students at NSW Health sites, the CF must also be fully verified as a clinical facilitator with NSW Health.
Clinical Preceptor	A Clinical Preceptor is a clinician who provides workplace support to students. They are paid by the health service according to their position description as a Registered Nurse.
Clinical Subject	A clinical subject is a unit of study in the BN course that includes a Professional Experience Placement (PEP) component.
Subject Convenor	Is an academic staff member in the School of Nursing, Paramedicine &Healthcare Sciences who manages a clinical subject in the BN. The Subject Convenor is the person that the Clinical Facilitator/Preceptor contacts for ALL issues relating to student performance when a student is on placement, via FOSH-WPL@csu.edu.au
Work-Integrated Learning (WIL) Lead Nursing	Supports the university employed clinical facilitator with (i) employment contracts (ii) professional development opportunities and (iii) professional issues experienced as part of their role. The WIL Lead assist the Clinical Subject Coordinator with questions related to students on Workplace Learning, including performance issues etc.
Learning Agreements	May be put in place for a student during their placement to facilitate development of particular knowledge, skills or attitudes.
Australian Nursing Standards Assessment Tool (ANSAT)	The tool used to assess the level of competence and clinical skills acquisition of students enrolled in the BN.
Faculty of Science Workplace Learning Team (FOSH-WPL)	Administrative staff who coordinate student clinical placements.

About Us

The School of Nursing, Paramedicine and Healthcare Sciences (SNPHS) is one of the schools within the Faculty of Science at Charles Sturt University. SNPHS is located on 6 campuses across NSW (Albury-Wodonga, Bathurst, Dubbo, Port Macquarie and Wagga Wagga), with over 3,500 students enrolled, and more than 60 academic staff supporting these students.

SNPHS has a well-established reputation for delivering high quality health education – undergraduate, postgraduate, on-campus and online – in the discipline areas of nursing, midwifery, paramedicine, and First Nations, and mental health. The SNPHS also supports a range of research programs and supports strong and long-standing affiliations between the SNPHS and health service providers located across regional, rural and remote Australia.

The aim of clinical placements in our Nursing programs are to provide quality, diverse health care and nursing practice experiences that facilitate student learning and enable students to meet course objectives. The PEP experience enables the student to demonstrate the professional competencies required to practice as a beginning Registered Nurse (RN). Inquiry based learning is a key educational philosophy utilised by the SNPHS. It requires students to engage in the learning process through problem solving, critical thinking, reflection and taking responsibility for their own learning.

Charles Sturt University BN Subjects with a PEP/WIL Component

Bachelor of Nursing

YEAR LEVEL	SUBJECT CODE AND NAME	
1st Year (Level 1)	NUR105	Professional Experience Placement (1)
2nd Year (Level 2)	NUR202 NUR205	Professional Experience Placement (2) Professional Experience Placement (3)
3rd Year (Level 3)	NUR302 NUR305	Professional Experience Placement (4) Professional Experience Placement (5)

Graduate Entry Masters (Pre-registration)

YEAR LEVEL	SUBJECT CODE AND NAME	
1st Year (Level 1)	NUR403	Professional Experience Placement (1)

2nd Year (Level 2)	NUR404 NUR406	Professional Experience Placement (2) Professional Experience Placement (3)
3rd Year (Level 3)	NUR502 NUR505	Professional Experience Placement (4) Professional Experience Placement (5)

PEP Allocation Coordination

Self-Select Placement Process

Compliant students are offered two rounds to self-select placements based on subject requirements during the periods outlined in the PEP Calendar. Students PEP be advised by email when the self-nomination rounds will be occurring. These are **optional.**

Manual Allocation Placement Process

If a student required manual allocation, every effort will be made to allocate a placement within 4 hours of your home address by private transport. However, if this is not possible, you will be allocated a placement within 1 hour of a Charles Sturt campus. This is to ensure minimal impact on your course progression and for you to be able to access University support.

To assist with manual allocations, use the Placement Accommodation Guide in InPlace to nominate several preferred Suburb and State (e.g., areas with family/friends or accessible accommodation) and the Student Comments section. These will used as a guide only.

Students who have approved Study Access Plans or Carer Support Plans can still utilise self-select, however if a student is manually allocated their SAP/CSP will be adhered to.

Students may be allocated placements outside of the Placement Block Calendar depending on offers Charles Sturt receive from sites or for make-up placements.

Charles Sturt is a regional university, so a majority of our placements are located in regional and rural locations. It is important to note that regional and rural placements offer students an important means of obtaining a range of experiences, often not available in metropolitan settings. Placements are also available in metropolitan locations.

Your role as Facilitator/Preceptor

This section provides an overview of the role and responsibilities of the Clinical Facilitator. This includes professional, administrative, and practical matters as well as professional development opportunities. It is also important to review the Code of Conduct that specifies the standards expected of all staff employed by CSU at https://policy.csu.edu.au/document/view-current.php?id=3&version=3

All nursing students need to be supervised by a Registered Nurse (with a current AHPRA registration number).

Professional Requirements

- Registration with AHPRA as a Registered Nurse with no limitations or restrictions
- Evidence of Bachelor of Nursing and any other relevant qualifications
- Completion of the Three Rivers Department of Rural Health Introduction to Supervision module (free)

Roles and Responsibilities

Clinical Facilitators are responsible for:

- Providing guidance and developing mentoring opportunities for students
- Assessing and facilitating the learning needs of students
- Promoting links between theory and practice for students
- Evaluating the learning performance of students
- Providing a professional role model to students

The Clinical Facilitator role may include the following:

- Familiarising yourself with the students' scope of practice for the relevant clinical subject
- Orientating students to the clinical area
- Providing quality patient care while supporting and educating students
- Assisting students to meet their learning objectives and facilitating learning opportunities for them to achieve these objectives
- Assessing students' ongoing performance and clinical competence over the course of the placement
- Assisting students to behave appropriately according to the professional setting
- Liaising regularly with the clinical subject coordinator regarding students' progress
- Responding promptly to the immediate concerns and needs of students and the healthcare facility
- Promoting the safety of patients/clients and students through the selection and negotiation of appropriate learning experiences
- Seeking feedback from healthcare facilities and students about your performance as a CF and providing this feedback to the FOSH-WPL@csu.edu.au

Hours of employment

In general, Charles Sturt University employed Clinical Facilitators work an 8-hour day (excluding lunch/dinner breaks). The hours you are expected to work does depend on the number of students allocated per clinical placement. For example, the normal ratio is 1:8. Remuneration is based on one (1) hour per student per day. Therefore, if you are allocated 8 students, this will amount to 8 hours per day where you are expected to supervise, teach and evaluate your students.

The PEP experience involves a mixture of shifts and there may be flexibility in relation to organising work hours. This is wholly dependent on Health Facility requirements. It is vitally important that if a flexible work arrangement is made, that the following people are informed

- The students you are supervising
- The health facility where the clinical placement is taking place
- Charles Sturt: FOSH-WPL@csu.edu.au

Clinical Facilitators employed by Charles Sturt University and must fulfil the terms outlined in their contract as well as the requirements outlined in the Charles Sturt Enterprise Bargaining Agreement (EBA)

Clinical Facilitators employed by Charles Sturt

Obtain Contract

If you are a Clinical Facilitator employed by Charles Sturt, you must have an approved employment contract in place prior to commencing work. If you do not, you will not be covered by insurance, nor will you be paid. Contracts are planned by the WIL Lead and issued by AHOS.

Your contract and your Schedule of Work will be issued to you via email, and it is important that you accept your contract in a timely way. If you do not receive your contract, you must contact the WIL Nursing Lead FOSH-WPL@csu.edu.au

If you have trouble with Web Kiosk or submitting your payment claim, please contact the HR Service centre:

- Email: hr@csu.edu.au
- Phone: 02 6338 4884

Obtain Charles Sturt Staff Number and Username

Every Charles Sturt employee is provided with a unique staff number and username. You will receive this once your employment has been confirmed and you accept your contract. This will enable you to access Charles Sturt services and resources. For example, one of the requirements prior to commencing work is that you complete the ELMO Clinical Facilitation Course (refer to professional requirements on page 10).

- CSU Human Resources
- Web Kiosk

Obtain Charles Sturt Staff Identification Card

For Charles Sturt employed Clinical Facilitators, your staff card is how you are identified as an employee of CSU. To obtain a CSU staff card, you must do the following;

- Complete the Staff Card Application Form
- Once approved, send your form along with a colour digital photograph (less than 100kb and in JPG format) to staffcard@csu.edu.au

If you experience difficulties with obtaining your Staff Card, please contact the WIL Nursing Lead.

InPlace and meet with WIL Lead

Arrange a meeting with the WIL Lead to orientate you to InPlace, the website, and nuances of supervising students.

Prepare to Attend Health Facility

As a Clinical Facilitator, you must comply with the policy requirements of the health service facility where you are working. For example, you may be required to attend a Workplace Health and Safety Induction prior to commencing work. If so, then it is your responsibility to source the training and attend. Below is a checklist to assist you to prepare for your work as a clinical facilitator at a specific health facility.

- Contact the relevant health service Nurse Educator to introduce yourself;
- Familiarise yourself with key health facility policies;
- Be aware of emergency contact procedures for the site;

- Be familiar with the injury and incident reporting procedures;
- Be aware of site facilities including parking and security;
- Familiarise yourself with staff roles, shift times and specific behaviour expectations.

Clinical Facilitator Uniform

A number of clinical facilitators ask 'what do I wear' when supervising students on placement. The School of Nursing, Paramedicine and Healthcare Sciences (SNPHS) does not require you to have a dedicated CF Uniform. Most facilitators wear clothing similar to what they would wear whilst working in the clinical environment. You must however have your Charles Sturt Identification Card displayed on your person at all times. If you do wish to purchase a Charles Sturt shirt, check out Charlie's Store: https://charlies.shop.csu.edu.au/store/university-clothing

Student contact

Prior to your placement commencing, the WIL Nursing Lead or the WIL team will send you an email providing the names and contact information of students allocated to your placement as well as the clinical facilitator summary sheet. It is important that you contact these students at least one week prior to commencing placement.

All students are informed by the Charles Sturt WIL Team of the location and requirements of their placements

Facilitator/Preceptor Responsibilities

Orientation of Students to the Facility

It is expected you will assist with orientation of your students to the health facility on the first day of placement. Depending on the facility, student orientation may be organised by the Nurse Educator (NE) on site and it is important that you are present at this session. If orientation is organised by the facility, you must have communicated with the NE to introduce yourself and double check time and location of orientation activities. In other facilities, you will be solely responsible for orientating your students. This will include;

- Showing students the layout of the facility;
- Explaining key people and their roles;
- Outlining professional standards – dress code, identification, how to address patients and staff;
- Explaining communication systems;
- Explain rules around social media use and personal mobile phones. Under NO circumstances are students to have a phone or camera on their person when undertaking placement for PEP;
- Explain the system for record keeping and reiterate the rules around patient/staff confidentiality;
- Reiterate Work Health and Safety procedures, particularly manual handling and hand hygiene.

Supervision expectations

It is important that you let your students know your expectations about how you will conduct their clinical supervision during the placement. Explain that in addition to your observations, you will also seek feedback from other staff on the unit/site. You should also explain how you will communicate this feedback to them and clarify that you are ultimately responsible for all clinical assessments. Establish an agreed regular debriefing time and place. This may include group as well as individual sessions.

Student roster

As a Clinical Facilitator, it is important that you have an awareness of how placement allocations occur at Charles Sturt.

All students should expect to attend 40 hours of placement per week. Students should be available to attend a rotating roster, including weekdays and weekends of the placement allocation procedure.

Students are permitted to work on public holidays, if the placement site can accommodate. If site not able to accommodate public holiday, please leave the day black.

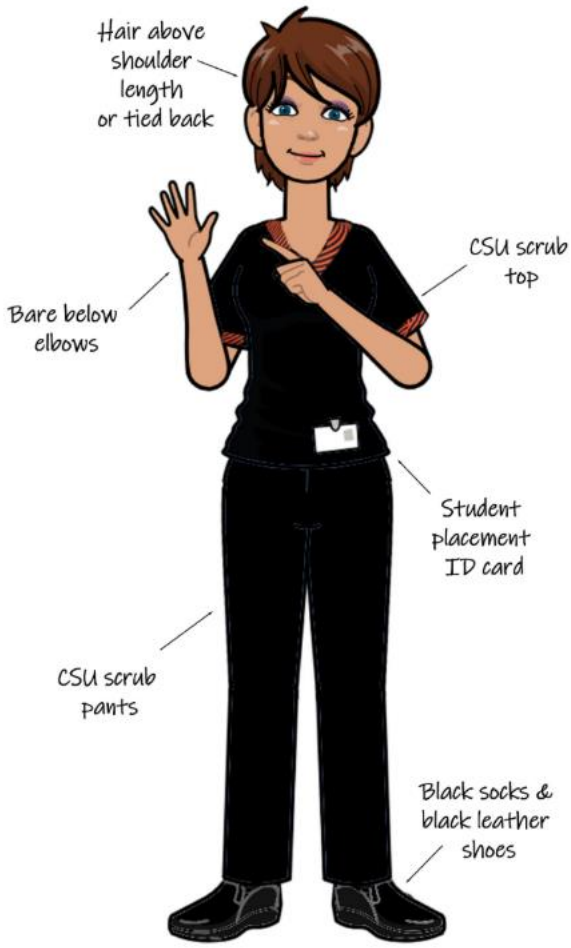
- 1st and 2nd years are not permitted to work night shifts (ND).
- Depending on the health facility, students are assigned to morning or evening shifts. As these shifts are organised by the health facility, they cannot be changed. Charles Sturt staff do not allocate rosters and cannot change them.

Uniform

CSU nursing uniform is an important part of professional identity, clearly identifying them as a nursing student. **It must be worn during most placements**; it is your responsibility to ensure that students are wearing the correct Charles Sturt authorised uniform during placement. If a student does not present with the correct uniform, you must remove them from placement and ask the student to correct their appearance.

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

Hair, nails, tattoos	Hair must be neat, tied up if long, and secured to maintain patient safety and infection control. Simple, discreet hair accessories are allowed. Nails must be clipped short and neat. Artificial, acrylic, gels, extensions, polish are not permitted. Fake eyelashes are usually not permitted. Tattoos are usually permitted, however you must comply with placement site requirements.
Student Placement ID Card	Student Placement ID card must be worn at all times, clearly visible, and attached to your uniform for safety and professionalism.



Uniforms must be cleaned and ironed daily

ANSAT and Assessment

It is the students responsibility to ensure their ANSAT is completed during placement, however the facilitator/preceptor must share this and provide adequate opportunity for this to occur.

The ANSAT tool is completed on InPlace. There are guides on our website under the Industry Resources tab. Contact FOSH-WPL@csu.edu.au if you need assistance.

The ANSAT has a formative (midway) and summative (final) assessment, and also includes feedback and reflective tasks for the facilitator/preceptor and student.

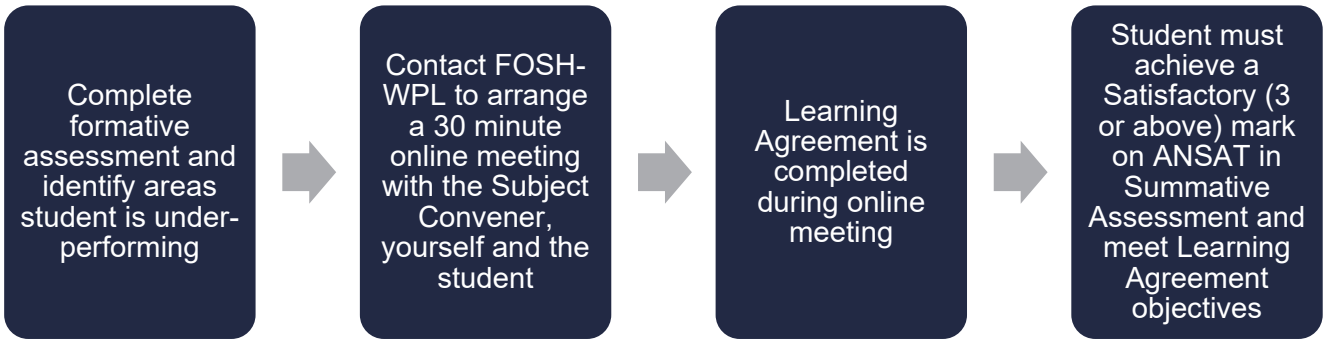
As a Clinical Facilitator, Preceptor or Nurse Educator, you are responsible for assessing the standard of practice of your students for the duration of their clinical placement. It is important that you approach this in a systematic manner each time you engage with your students. During interactions with your students, ask open-ended questions related to their knowledge, skills and attitudes. Remember that the Australian Nursing Standards Assessment Tool (ANSAT) has the NMBA RN competency domain specific cues for assessment of competency. All students will have a copy of the relevant Clinical Subject ANSAT Tool and it is an expectation that your students will be well prepared prior to attending placement. The questions below provide a general guide to this process;

- How comfortable are they with the placement/practice experience?
- Are there any issues with interactions with other staff or patients?
- What activities have they been involved in and how useful were they in facilitating their learning, confidence etc. Consider the level at which students are practising;
- How have they performed and discuss their perceptions of their competence;
- Is the student progressing satisfactorily? (Consider the need for liaising with the Clinical Subject Coordinator to initiate a Learning Contract);
- Discuss with your students, feedback you have received from other staff. Invite other staff to join in these discussions if applicable;
- Note any performance concerns, and provide the student with constructive feedback on managing the environment and improving their knowledge/practice;
- Inform the Clinical Subject Coordinator via email and or phone of any concerns about a student that may impact on performance as soon as possible. This will provide the student with an opportunity to rectify the deficit and for a Learning Agreement to be initiated.

Learning Agreements

A Learning Agreement is an agreement designed to facilitate targeted areas of learning for students where a significant and continuing deficit related to nursing practice has been identified. It is supportive, not punitive. These are generally implemented for the following reasons:

- Knowledge recall, trouble linking theory to practice
- Confidence, initiative
- Unable to take appropriate patient load and/or tasks for year level
- Professional comportment (uniform, tardiness, attitude or behaviour, mobile phone behaviours)



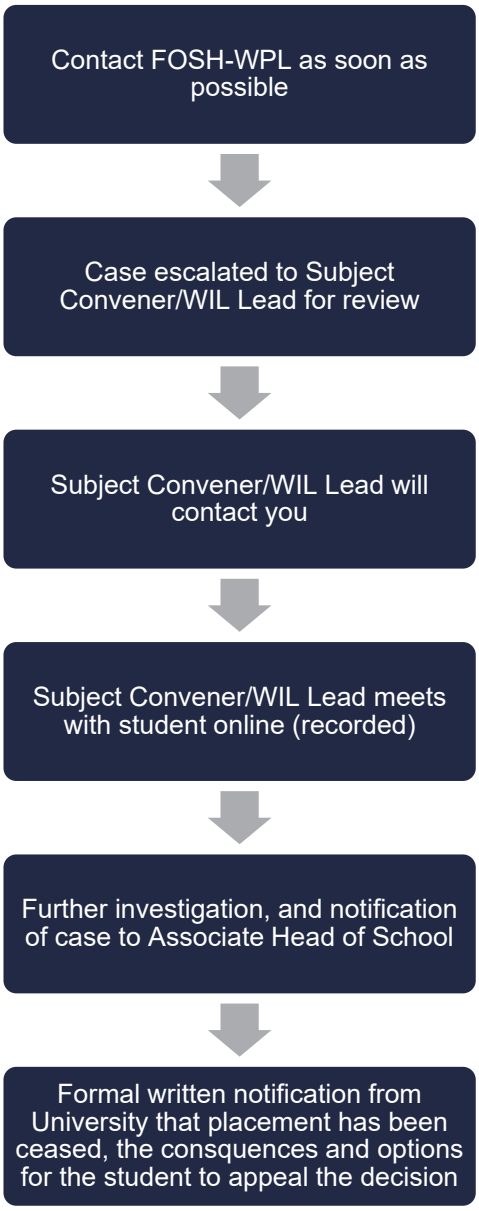
Critical failure (patient safety or scope of practice breach)

There are particular situations which are very serious. Such situations usually relate to placing patients and other staff members at risk. In these circumstances a Learning Agreement is not appropriate and will not be implemented. Instead, the placement will be ceased immediately and an investigation undertaken. Examples of unprofessional, unethical or unsafe practice that may lead to cessation of placement include but are not limited to the following actions and behaviours:

- A student works outside their scope of practice of a BN student. For example, administering medications and fluids without the direct supervision of a registered nurse or taking directions from staff members other than an RN;
- A student places a patient in physical or psychological danger as a result of not following policy/guidelines to ensure safety;
- A student demonstrates unprofessional conduct e.g. evidence of alcohol consumption, inappropriate language (swearing or use of profanities),ineffective personal hygiene despite warnings. This also includes conduct deemed unprofessional by the clinical facilitator, preceptor, educator or other supervising Registered Nurse;
- A student breaches confidentiality, falsifies documents or engages in inappropriate relationships
- A student inappropriately uses social media.

Whenever a student is removed from placement, an investigation is undertaken by the WIL Lead and, if warranted, 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:

- A student misconduct allegation is submitted
- Student receives an Unsatisfactory (fail) grade for the subject
- Student is required to reattend and recomplete simulation-based learning experience.



Student Responsibilities

Compliance is a process that must be completed by all students prior to attending a clinical placement. The process of verification involves students providing documentation related to immunisations, police checks and so on.

Students who are not compliant will not attend a clinical placement. In the event that one of your students attends a placement and has not met all verification requirements, you must immediately contact their clinical

subject coordinator. Should the student or facility have any questions or concerns regarding verification, they are to contact the WPL Team email FOSH-WPL@csu.edu.au

Some facility managers may request to see students' original paperwork. For this reason, students are advised to take the following with them on their first day of placement.

- Compliance paperwork
- Immunisation documentation
- Current national police check

PEP Student Handbook

All students should have read and refer to the PEP Student Handbook in preparation for their placement. This is available on our website.

Scope of Practice

The students scope of practice document is on the website under the Student Resources tab. The student can only complete tasks they have attended a simulated learning class for, and must always be under direct supervision of a Registered Nurse.

Managing common student issues

Student Absences

If a student is unable to attend placement:

1. Student is to inform the site/facilitator as soon as possible that they are unwell and unable to attend
2. If more than 3 days, email FOSH-WPL@csu.edu.au to advise that you student has been unwell and cannot attend placement
3. Student needs to submit a Special Consideration Request (extension) application when they are able to (include supporting evidence e.g. medical certificate) and include their placement details on your Special Consideration form.
4. Students who are absent from placement without approved Special Consideration will not be eligible for make-up time and may receive an Unsatisfactory grade for the subject.

If one of your students is absent from placement for any length of time (e.g. one hour to days) and you have not heard from the student directly, as well as trying to contact your student, you must also contact FOSH-WPL@csu.edu.au immediately to let them know that the student has not presented. This is:

- So that the subject coordinator can follow up re the student's health and safety
- To notify the subject coordinator of the amount of time that the student has missed

ADDITIONAL WORKPLACE LEARNING HOURS

If one of your students is absent from placement, they may ask you if they can '*make up these hours"* during their placement. We appreciate your support for students to make-up hours if the site and facilitator can accommodate. Charles Sturt supports a **maximum** of 8 hours additional placement per week.

Work, Health and Safety

Students may experience a range of unplanned situations while undertaking their placement for PEP. For example:

Injury

If one of your students should sustain an injury (physical or psychological) while on placement, as well as following facility policy in relation to reporting a work, health and safety issue, the injury/accident must also be reported to;

- You, their clinical facilitator or preceptor; and
- FOSH-WPL@csu.edu.au

As well as completing health facility reporting requirements, students will also be advised to complete the Charles Sturt University Incident Form (computer system know an Protecht) which can be found at https://www.csu.edu.au/division/hr/incident-or-hazard

Body Substance Exposure

Body substance exposure is viewed as an injury. In the event that a student is exposed during a PEP placement (e.g. needle stick injury, eye splash), students are to follow health facility policy. As well as the initial first aid response, the following must be implemented;

- Report to relevant department at the health facility
- Notify the clinical subject coordinator
- Complete Charles Sturt University incident form
- Counselling to be arranged if required

If relevant you can encourage the student to read the following information at NSW Health

- HIV, Hepatitis B and Hepatitis C- Management of Health Care Workers Potentially Exposed https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2017_010
- Infection Prevention and Control Policy https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2017_013

Protecting Students

While on placement, students are potentially vulnerable and it is your responsibility to notify the clinical subject coordinator of any incident or concern where the student is or could be compromised. Such circumstances may include;

- Participant or witness to a critical incident that may/has resulted in a report or investigation;
- Witness or be a victim of bullying, sexual harassment or other unacceptable behaviours by staff, clients or members of the public;
- Being asked to work in an environment with unsafe or inappropriate standards of practice.

Insurance

During placement for PEP, students are indemnified under the Charles Sturt University public liability insurance policy. This covers any damage they may cause to the health institution's property or injury they may cause to staff or patients as a result of an act, error or omission. Charles Sturt does not insure student's personal property and for this reason, students take their personal property on placements at their own risk. Further information regarding insurance is available via the following link: https://finance.csu.edu.au/services/insurance

Student complaints and feedback

We encourage our students to provide feedback via an online survey, however they are also able to contact FOSH-WPL@csu.edu.au. The student should be directed to the Student Handbook to submit their feedback or complaint.

Appendix 1. Example Orientation Checklist

Domain	Y	N	N/A
Facility/Health Service COVID19 Plan • **Supported/approved by the relevant Jurisdiction** ○ Case notifications and management			

Student Orientation Procedures
• Placement attendance notification
  ○ Contact person
  ○ Day
  ○ Time
• Student Document Requirements
• WH&S Induction (including Policies and Procedures)
• Security
  ○ General details
  ○ Requirement to report suspicious activity
• Sharp Objects requirements
  ○ Location of sharps containers
  ○ Facility protocols and procedures
• Manual Handling:
  ○ lifting devices - types
  ○ use of lifters - facility protocols and procedures
• Fire Safety Training
• Infection control requirements
  ○ First Aide instructions and requirements
  ○ Occupational exposure to blood borne viruses - facility protocols and procedures
• Student identification badge requirements:
  ○ CSU
  ○ Facility specific
• Personal injury
  ○ Emergency medical treatment
  ○ Latex sensitivity
• Critical Incidents
  ○ Reporting
  ○ Self-care
• General safety in the workplace (facility protocols and procedures provided to students)
  ○ Driving/passenger whilst on Placement			

Accommodation			

• On –site
  ○ Environmental safety
  ○ Lighting
  ○ Security
  ○ Key access
  ○ Privacy
  ○ Kitchen
  ○ Laundry
  ○ Bathroom
• Off – site
  ○ Public transport availability			

Staff Parking
• On-site
  ○ Environmental safety
  ○ Lighting
  ○ Security
• Off-site			

Security in-situ:
• On-site security personnel
• Cameras - CCTV:
  ○ External
  ○ Internal
• Security provision to students;
  ○ Security contact details
  ○ Security escort to car park at the completion of shift (afternoon & night shifts).
• Aggression prevention and management
  ○ Protective screens
• Duress alarms
  ○ Personal
  ○ Static
• General Alarms
  ○ Buzzers and equipment
• Healthcare Emergency Codes System
  ○ Emergency Protocols
  ○ Flip charts provided			

Fire Emergency Procedures:
• Fire warning system
• Firefighting equipment
  ○ Locations
  ○ Extinguisher types
• Visible Evacuation plans
• Exit doors
• Designated Mustering /Assembly Points
• Non-smoking signage			

Facility Policies, Procedures, Protocols • Manual/Information locations • Student access			

Personal Protective Equipment • Gloves • Masks • Glasses • Face shields • Gowns • Scrubs			
Staff Facilities • Designated Staff Meal room ○ Food storage facilities • Cafeteria/vending machine • Shower • Toilet • Secure area Personal Lockers			

Work Health & Safety (including Facility protocols and procedures)
• Sharp Objects receptacles
  ○ Location of sharps containers
• Manual Handling:
  ○ Lifting devices
• Handover Requirements
  ○ Tools / documents utilised
• Critical Incident protocols and processes
  ○ Form/Riskman report
• Motor vehicles – Facility Fleet Vehicle:
  ○ Risk Assessment Document
  ○ Transporting patients
  ○ Community visits
• Hand Sanitation and Hygiene Stations
• Contaminated linen receptacles
  ○ Locations
• General waste receptacles
  ○ Locations
• Biological waste receptacles
Locations			

Ward Computer Student access **Library / Internet Facilities** Student access			

Facility Ward Access
• Lifts
  ○ General public
  ○ Staff only
• Stairwells
Ramps			

Pastoral Care • Chapple • EAP • Student Counselling support			