Charles Sturt University

Professional Experience Placement Handbook

Bachelor of Nursing Graduate Entry Masters (Pre-Registration)

2026-2027

Faculty of Science and Health
Charles Sturt University

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Contents

Contents **2**

Welcome **3**

Where can I get more information? 3

PEP Contact Information 4

Overview of PEP in the Bachelor of Nursing (BN) **5**

Placement Settings 5

InPlace – Charles Sturt University PEP Data Management System 5

PEP Student Compliance 6

Uniform 8

PEP Placements **10**

Self-Select Placement Process 10

Manual Allocation Placement Process 10

Placement Confirmation 10

Site Requirements & Documents 10

Placement Information 10

Travel and accommodation 11

Scholarships and Grants 11

Attending Placement on the First Day 11

Shift Rostering & Public Holidays 11

Illness or Misadventure - Prior to Placement (Special Consideration) 11

Illness or Misadventure - During Placement (Special Consideration) 12

Reporting Incidents and Hazards 13

Assessment 14

Complaints and Escalation 16

Frequently Asked Questions **17**

Scope of Practice 17

I am an EEN or have credentials above the Student Scope, can I do these? 17

Can I organise my own placement? 17

Can I request a split placement? 17

Can I swap placements with another student? 17

Can I attend placement at my workplace? 17

Can I attend paid employment while on placement? 17

Is it possible to change the location or timing of my allocated placement? 17

Can I attend placement if I am pregnant or breastfeeding? 18

Can I attend placement if I am on restricted duties due to injury, illness or disability? 18

Travelling to placement 18

Contacting the placement site 18

Placement site orientation 19

Illness or Misadventure During Placement 19

Workplace safety and risk management 19

Conflicts of Interest 19

Welcome

Welcome to the Faculty of Science and Health (FOSH): School of Nursing, Paramedicine & Healthcare Science (SNPHS) and your 2026 Charles Sturt Bachelor of Nursing professional experience placement (PEP) handbook.

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

This handbook is designed to support your work-integrated learning/professional experience placement journey as part of the Bachelor of Nursing (BN) and Graduate Entry Masters (pre-registration) programs at Charles Sturt University (Charles Sturt). PEP provides you with the opportunity to apply theoretical knowledge, develop clinical skills, and smoothly transition from university to the workforce.

Inside, you'll find essential information on:

- Preparing for placements
- ANSAT completion
- Expectations during placements
- Submitting required documentation

Refer to the Subject Outline and University Policies for detailed guidance, including:

- Course and Subject Policy
  - Work-Integrated Learning Placement Delivery and Management Procedure
- Assessment Policy
- Special Consideration Application

Students must complete a minimum of 800 hours of PEP to qualify for registration as a Registered Nurse (RN), as mandated by the Australian Nursing and Midwifery Accreditation Council (ANMAC). These placement hours are spread across five subjects.

Where can I get more information?

Bachelor of Nursing Course Brightspace site

- Course information
- PEP information

FOSH WIL Nursing website

- Compliance information
- Scholarships and grants
- Student resources
  - Copy of this Handbook
  - eANSAT instruction videos
  - PEP Calendar
  - Scope of Practice guide

PEP Subjects Brightspace

- Subject Outline
- Portfolio completion requirements
- Drop-in session links
- Other subject specific resources

PEP Contact Information

All email communication regarding PEP should be sent to FOSH-WPL@csu.edu.au

This email address is the central communication point, and once your enquiry is received it will be assigned to correct team member (WPL Officer, PEP Subject Convener, PEP Academic Lead).

Need help after hours?

24/7 Student Counselling and Wellbeing Service

Phone: 1300 572 516 Text: 0480 087 002

Response Times

The FOSH-WPL Team receive a high volume of student emails daily and aim to respond within three (3) working days. To ensure prompt resolution, avoid emailing multiple staff members about the same issue.

DROP-IN SUPPORT

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

Day & Time: Every Wednesday, 10 AM to 11 AM

Zoom Link: https://charlessturt.zoom.us/j/67282737839

Meeting ID: 672 8273 7839

These sessions provide an opportunity to discuss concerns directly with PEP staff in real time, and are in addition to subject specific drop-in sessions.

Overview of PEP in the Bachelor of Nursing (BN)

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

Placement Settings

Placements occur in a variety of healthcare settings, exposing students to diverse patient needs including sub-acute/outpatients, acute care, aged care, and critical care specialities.

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

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

PLACEMENT HOURS BY SUBJECT:

All Nursing PEP subject require 160hrs of PEP regardless of subject or course of enrolment.

InPlace – Charles Sturt University PEP Data Management System

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

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

Data that is accessible in InPlace includes:

- Compliance status
- Self-Selectable Placements
- Placement allocation details
- Placement provider details
- Address
- Contact Person
- Site Requirements
- Start Time - Schedules
- PEP Placement status confirmed and completed hours.
- Electronic ANSAT (eANSAT)
- Surveys

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

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

Guidelines and information can be found on the Faculty of Science and Health Workplace Learning Brightspace site InPlace and User Guides - Faculty of Science Workplace Learning.

Details on how to self-enrol in this site are available on Nursing - Faculty of Science and Health webpage.

Student InPlace Dashboard Screen

To Do - Window – overview of tasks to be completed

Notifications – Message board with important notifications including reminders if your compliance status is about to expire



Confirmed tab – lists all placements completed and upcoming – all site details including site requirements are located on this tab

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

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

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

PEP Student Compliance

It is mandatory as a Charles Sturt University student to obtain and maintain NSW Health compliance requirements and complete site-specific compliance as and when required throughout your degree.

All the requirements are listed on the Nursing - Faculty of Science and Health webpage under the Student Compliance Tab which provides all the mandatory and highly recommended requirements you need.

NSW HEALTH COMPLIANCE REQUIREMENTS

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

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

Visit HETI, the NSW Health site for additional information and Frequently Asked Questions for Students page.

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

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

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

SITE-SPECIFIC REQUIREMENTS

Some of our Placement partners require specific documentation or requirements to attend placement at their facility. Students will be notified of any site requirements when their placement has been allocated on InPlace.

As timeframes are an important consideration and obtaining documentation may take some time, it is strongly recommended that you begin gathering the following requirements as soon as possible:

- COVID-19 vaccination evidence
- Fit Testing certification
- Working with Children Check (WWCC)
- Mental Health First Aid certification.

Further details are on Nursing - Faculty of Science and Health webpage.

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

Students who do not meet NSW Health and Charles Sturt University compliance requirements will not be allocated a placement and will receive an Unsatisfactory grade for their Portfolio.

WHEN DO I NEED TO BE COMPLIANT BY?

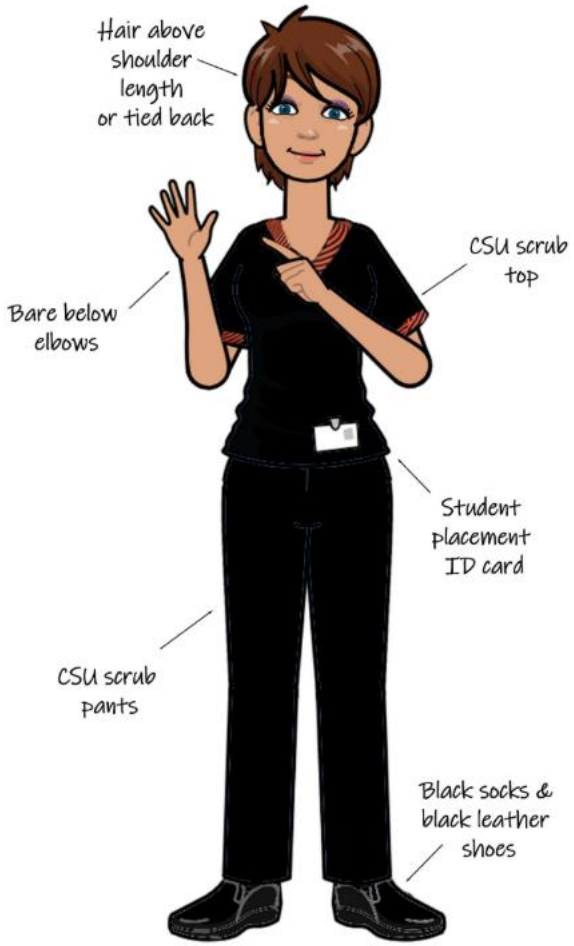
All students need to be compliant by Friday of Week 10 of session.

Please note that Endorsed Enrolled Nurses and current NSW Health employees must still send compliance documentation to NSW Health, as student verification is managed separately.

Uniform

It's easy to wear the correct uniform!

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



Uniforms must be cleaned and ironed daily

UNIFORM REQUIREMENTS

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.

PURCHASE OPTIONS

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

TEMPORARY UNIFORM ALTERNATIVE

If you are unable to obtain a CSU uniform before your placement, you may wear unbranded plain black or navy scrubs.

INFECTION CONTROL

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

You must be 'bare below the elbows,' meaning your forearms must be uncovered, and no rings, watches, or jewellery should be worn.

- Lanyards and necklaces are not permitted.

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

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

RELIGIOUS OR CULTURAL CLOTHING

If you are required to wear specific clothing as per your religious or cultural requirements or traditions, it is recommended you discuss your ability to comply with infection control and uniform policies with your religious or cultural advisors. They will be able to provide guidance and support on how to achieve these while adhering to your religious or cultural requirements.

PEP Placements

Self-Select Placement Process

Compliant students are offered two rounds to self-select placements based on subject requirements during the periods outlined in the 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.

Placement Confirmation

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

Site Requirements & Documents

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

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

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

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

Students who do not meet the site requirements will not be able to attend placement. If a placement is cancelled due to unmet requirements, you may receive an Unsatisfactory grade for your assessment, which translates into a Unsatisfactory grade for the subject.

Placement Information

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

- Log on to **InPlace**
- Click **Confirmed Tab**
- Select your placement
- Check the **Details tab** for any notes on attending placement
- Click **Shared Documents tab** to check for any further information, including orientation; parking; meal accessibility etc.
- Check **Schedule tab** approx. 10 days prior to commencement for roster. If there is not any roster information the site may provide this by email to students directly.

Travel and accommodation

Students are expected to arrange and fund their own travel and accommodation, as per the subject outline.

Scholarships and Grants

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

Attending Placement on the First Day

Ensure you are on time, in the correct uniform and prepared for your first day. Students must take the following items with them on placement:

- Student Placement ID Card (showing student photo; first name; student ID number; and discipline) (issued by Charles Sturt, $25 for replacements)
- Verification documents (originals or certified copies)
- Any site-specific requirements
- BN Student Scope of Practice
- Swing or fob watch with second hand/digital
- Small notebook and pen

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

Shift Rostering & Public Holidays

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 the site cannot accommodate this, you can discuss make-up hours during placement or make-up hours will be arranged a future allocation.

Illness or Misadventure - Prior to Placement (Special Consideration)

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

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

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

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

Illness or Misadventure - During Placement (Special Consideration)

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

- Inform the site as soon as possible that you are unwell and unable to attend
- If more than 3 days, email FOSH-WPL@csu.edu.au to advise that you are unwell and cannot attend placement
- Submit a Special Consideration Request (extension) application when you are able to (include supporting evidence e.g. medical certificate) and include your placement details on your Special Consideration form.
- 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.

MAKE UP HOURS DURING PLACEMENT

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

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

MAKE UP HOURS AFTER PLACEMENT

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

- **For absences of 3 days or less:** students are to complete all aspects of the ANSAT (Formative & Summative). The applicable hours will then roll over to the next subject.
- **For absences of 4 days and more:** additional placements will be provided to meet the required hours. You may be allocated make-up hours to a future placement, or a stand-alone 80 hour placement.

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

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

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

ADDITIONAL WORK HOURS & FATIGUE MANAGEMENT:

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

Reporting Incidents and Hazards

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

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

Reporting incidents and hazards - Charles Sturt University

As Soon As Possible

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

Within 24 Hours

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

Within 48 Hours

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

INCIDENT REPORT FOLLOW-UP – SNPHS RESPONSE

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

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

Assessment

All PEP subjects have a Portfolio assessment. Information regarding your portfolio can be found on the Brightspace subject site and in the Subject Outline.

The final component of all PEP Portfolios is the ANSAT.

THE AUSTRALIAN NURSING STANDARDS ASSESSMENT TOOL (ANSAT)

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

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

PASS REQUIREMENTS

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

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

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

ELECTRONIC ANSAT

All students enrolled in PEP will complete the electronic ANSAT (eANSAT). The eANSAT is located on your InPlace account, under the ‘surveys/assessments’ tab.

Your supervisor or facilitator will be assigned to your eANSAT when you commence placement. You must ensure that you have completed the ‘student sign-off’ within 10 days of your placement completing.

Experiencing technical difficulties? Email FOSH-WPL

If you are unable to complete the eANSAT, submit a Special Consideration Request for permission to use a paper ANSAT.

Failure to submit the ANSAT within the above timeframe may result in an Unsatisfactory (US) grade for the subject.

GRADING

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

- S indicates successful completion of the ANSAT requirements, contributing to your total PEP hours and course progression.
- US indicates unsuccessful completion of the ANSAT requirements, which may result in a FL for the subject and hours will not count towards your total PEP hours or course progression.
- An US grade may be assigned if your performance does not meet the expected standards for your stage of practice or if you engage in unprofessional or unsafe behaviour during the formative phase of your placement.

- Fail or Unsatisfactory grades may also be assigned for declined Special Consideration applications, incomplete ANSATs, or failure to meet compliance requirements before the placement commences.
- GP is awarded when a student's inability to complete placement is supported by Special Consideration approval.
- TA is assigned when the university is unable to organise a placement during the session.
    - If you are awarded a non-substantive grade (GP or TA), the Subject Convenor, WPL Team, and PEP Leads PEP assist in organising a future placement post-session. While awaiting the completion of your PEP hours or the marking of your ANSAT, having a non-substantive grade (GP or TA) will not impede your course progression. You are encouraged to enrol in your next session's subjects as planned.
- US grade results in a Fail or Unsatisfactory for the subject.

UNSATISFACTORY PERFORMANCE

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

PROCESS FOR STUDENTS NOT MEETING EXPECTED PERFORMANCE STANDARDS ON PLACEMENT

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

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

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

PROCESS FOR UNSAFE OR UNPROFESSIONAL CONDUCT ON PLACEMENT

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

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

When a placement is terminated for such reasons, the following process is undertaken:

1. The Clinical Facilitator/Preceptor provides a written summary of the issue and a recommendation regarding the placement.
2. The Subject Convenor and WIL Lead review the incident and notify the Associate Head of School.
3. An investigation panel (comprising the Subject Convenor, WIL Lead, and Associate Head of School) is convened to determine the outcome, which may include:

a. Submission of a written reflection paper addressing the issues before allocation of another placement with a Supportive Learning Agreement.

b. Non-allocation of another placement and an Unsatisfactory (US) grade for the subject.

c. Referral for general misconduct in line with the Student Misconduct Rule 2020.

INVESTIGATION AND NOTIFICATION PROCESS

1. Initial Notification:

a. The Subject Convenor communicates with the student (via phone or in person) about the concerns raised.

b. A formal email follows, outlining the issues, breaches of RN Standards for Practice, or patient safety concerns.

2. Student Response:

a. The student submits a written account of events.

b. A meeting with the investigation panel is arranged, where the student may bring a support person.

3. Outcome Determination:

a. The panel reviews the incident, student reflections, and other relevant information to determine the outcome.

b. The student is notified in writing of the decision and the appeals process, if applicable.

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

Complaints and Escalation

PEP RELATED CONCERNS

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

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

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

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

GRADING

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

Frequently Asked Questions

Scope of Practice

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

I am an EEN or have credentials above the Student Scope, can I do these?

No. Whilst attending placement as a BN Student Nurse, you must work within the BN Scope of Practice as per your year/subject of study. Working outside or above the BN Scope of Practice will result in an Unsatisfactory Grade for the subject.

Can I organise my own placement?

NUR105, NUR202 and NUR205 students are not permitted to contact sites directly to negotiate or arrange placements. NUR302, NUR305, and final session GEM students may enquire about placement availability as a health service, however this may or may not result in a placement allocation.

Can I request a split placement?

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

Can I swap placements with another student?

No, placement swaps are not permitted.

Can I attend placement at my workplace?

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

You will not be permitted to attend placement in the same ward you work in.

Can I attend paid employment while on placement?

It is your responsibility to ensure you are fit and well rested when attended placements. It is your responsibility to balance clinical placement, paid employment and risk of fatigue. It is recommended that you do not attend paid employment on the same day as your PEP shift.

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

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

If you cannot attend a placement allocation, ensure you submit a Special Consideration Request (Extension) as soon as possible. If a placement is removed due to an approved request, it is highly unlikely you will receive another allocation in the same block. This may result in delays to course progression.

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

Can I attend placement if I am pregnant or breastfeeding?

Yes, you can attend placement while pregnant.

Some clinical settings may be unsuitable due to potential hazards. Charles Sturt is committed to safeguarding pregnant students from adverse events.

If you know you PEP be pregnant during placement, contact your FOSH-WPL@csu.edu.au as soon as possible.

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

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

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

Yes, you can attend placement while breastfeeding.

You can self-select a placement that suits you, however if you are manually allocated please ensure your InPlace MyDetails comments are up to date, so the WPL Officers can allocate a placement as per your requirements.

Let the placement site know on your first day of orientation if you need a private place to use a breast-pump and store expressed breastmilk.

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

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

Travelling to placement

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

Contacting the placement site

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

Placement site orientation

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

Illness or Misadventure During Placement

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

Workplace safety and risk management

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

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

Reporting incidents and hazards - Charles Sturt University

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

Conflicts of Interest

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

Where do I find Charles Sturt policies?

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