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INTRODUCTION

Clinical practicum is a vital and compulsory component of both the Bachelor of Nursing and Bachelor of Midwifery programs; therefore, it is essential that you read and understand the information contained in this handbook. The information includes mandatory requirements that must be met before you go out on clinical practice and to demonstrate competence. It also provides you with suggestions and guidelines for getting the most out of your experience and being successful.

After reading this book, if you are unsure of any of its contents please seek clarification from your Clinical Coordinator or Clinical Placement officer. While it is our responsibility to provide you the necessary information, it is your responsibility to comply with the mandatory requirements or to notify school staff as soon as you are aware of any difficulties.

We hope you find the information useful, and welcome your suggestions on ways to improve this document for future students.

Head of School
School of Nursing and Midwifery
GUIDELINES FOR CLINICAL PRACTICE

Mandatory Requirements

☐ Timely submission of mandatory requirements

- Commencing First year students who have not provided evidence of mandatory requirements by June 30th of their commencement year will be sent a standard ‘Failure to Meet Prerequisites’ email by the School Administration Officer and be administratively withdrawn from the second semester course 1976NRS Nursing Practice before the HECS Census Date.

- Commencing second and third year students who cannot provide evidence of having met the mandatory requirements will be allocated placements in the inter-semester holiday period (a four week period) to enable them to have enough time to submit their mandatory requirements to their respective Clinical Office by June 30th of commencement year.

- Commencing second and third year students (Semester 1) who have not completed all requirements by census date in the 1st semester will not be permitted to attend clinical placement and fail the respective clinical course(s), as course requirements have not been fulfilled.

☐ Evidence

- Students must keep their original documents or certified copies of original documents as they may be asked to provide evidence of these mandatory requirements.

- Students who are not able to provide evidence of the identified mandatory documents are considered to be ineligible to attend their clinical practicum and may have to postpone attending their clinical practicum for a significant period of time, and in some cases will be withdrawn from the course as they have been unable to ‘undertake the professional practice component’ of the course as outlined in the University policy ‘Inability to Complete Required Components of Professional Qualification’ before the Assessment Board meets at the end of each semester (Griffith University, 2002). The Inability to Complete Required Components of Professional Qualification is available at:
  [link]

☐ Eligibility to enrol in a clinical course

- Before enrolling in a clinical course, it is a student’s responsibility to ensure they have successfully completed all pre-requisite and co-requisite courses. Students who have not met the necessary pre and co-requisites for any given clinical course will be asked to withdraw. The Student Administration policy is available at:
  [link]

☐ Notification of Clinical Experience

- Any student who has not undertaken clinical practice in the previous 12 months, or who has transferred from another campus or university is advised to notify the Course Convenor and/or the Clinical Coordinator within the first week of semester.

- Students who have not attended a clinical practicum in the previous 12 months are required to undertake and pass an Objective Structured Clinical Assessment (OSCA) prior to attending their first clinical placement for the current semester to ensure they have appropriate clinical theory and skills commensurate with their year level and scope of practice.

- Students transferring between campuses should ensure their submitted mandatory requirements have been forwarded to their new campus clinical office.
Notification of Pre-existing Medical Conditions and Pregnancy

- Students who have a pre-existing health condition and/or disability and/or allergy are required to provide a medical clearance certificate covering all clinical activities prior to the commencement of placement to their Course Convenor and/or Clinical Coordinator. Students with allergies are to inform the School of Nursing and Midwifery of their individual requirements for specific activities (such as simulated practice in the nursing labs) as well as notifying the Clinical Office before each clinical placement if individual requirements need to be pre-arranged with health agencies.

- Students who are pregnant are required to provide a medical clearance certificate covering all clinical activities prior to the commencement of clinical placements to their Course Convenor and/or Clinical Coordinator please visit http://www.griffith.edu.au/health/placement-essentials/on-placement/risk-management

Australian Health Practitioner Regulation Agency (AHPRA) Student Registration

- From March 2011 all students enrolled in a Bachelor of Nursing or Bachelor of Midwifery program are required to be registered with AHPRA

- The registration process is still to be finalised by AHPRA. Your relevant campus will inform you of your responsibility in this process


100% attendance to clinical placements

- All clinical experience is mandatory for both Bachelor of Nursing and Bachelor of Midwifery students. It is expected that students will attend 100% of their clinical experience at the time allocated by their respective clinical officer.

- BN students need to be aware the location of their clinical placement may range from North Brisbane to Northern NSW, as well as the Ipswich area. BMid students will be placed in the pre-arranged hospitals.

- All aspects of the placement, apart from organising it, are the students’ own responsibility. This includes: arranging child-minding; organising transport to and from the placement; and also making plans to rearrange work shifts if necessary

- Where a BN student’s clinical performance is deemed incomplete because the student has not completed the experiential time requirements of the clinical placement, the Protocol for Missed Clinical Placement (Appendix 1) will be applied.

- Bachelor of Nursing students are not required to attend clinical placement at healthcare facilities for periods formally designated by government as a Public Holiday. In some instances alternative public holidays are designated for different geographical jurisdictions. For periods designated as public holidays, students will attend clinical placement if they reside in a non-gazetted area but are scheduled to attend clinical placement at a facility within a gazetted area. Students will not attend their clinical placement if the healthcare facility is within the jurisdiction designated as a Public Holiday. Griffith University appointed Clinical Supervisors will not be provided in healthcare facilities during periods designated as public holidays.

- Bachelor of Midwifery students participating in their continuity of care experiences with women with whom they have partnered will be required to attend clinical placement at healthcare facilities in line with the woman’s needs across 24 hours a day 7 days a week regardless of public holidays. Shifts are arranged as per the BMid clinical calendar ensuring the required clinical hours are completed. The students will self manage and record continuity of care experiences within the Midwifery Clinical Portfolio.

Read and understand the Clinical Practicum Policy

- The Clinical Practicum Policy is regularly updated.

- It is students’ responsibility to make themselves aware of policy changes.

- All students must conform to the School of Nursing and Midwifery’s Work Experience Policy (Appendix 2).
**Immunisation and Health Record**

- In compliance with Griffith Health and Queensland Health Policy, it is a mandatory requirement for all undergraduate nursing students in the Bachelor of Nursing and Bachelor of Midwifery programs to be vaccinated (at their own expense) for Hepatitis B, Varicella, Diphtheria, Tetanus, Pertusis, Measles, Mumps and Rubella. Tuberculosis screening must also be completed to be able to attend clinical placement.
  

- If following immunisation for Hepatitis B students fail to sero-convert, or already know of their positive status to the Hepatitis B Virus, they are advised to refer to the Guidelines on Hepatitis B Immunisation
  

- Students are required to submit a copy of their serology test indicating immunity OR completed “Non Responder to Hepatitis B vaccine” acknowledgement form (with their original to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program.
  

- Students are required to download the Immunisation and Health Record Form and submit to their respective Clinical Placement Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program:
  
  [http://www.griffith.edu.au/__data/assets/pdf_file/0007/170872/Immunisation_Health_Record_FormV2.1_090910.pdf](http://www.griffith.edu.au/__data/assets/pdf_file/0007/170872/Immunisation_Health_Record_FormV2.1_090910.pdf)

- Hep B schedule (3 doses): 1 month between doses 1 & 2; 3-5 months between doses 2 & 3; Hep B serology test one month after dose 3. Hep B serology result must be >10mIU/mL.

- **NOTE:** Hep B accelerated option is **not an option.**

**Exposure Prone Procedure Declaration**

- Students enrolled in the Bachelor of Nursing or the Bachelor of Midwifery may be called upon to undertake exposure prone procedures during the course of their study.

- Exposure Prone Procedures (EPP) are a subset of invasive procedures characterised by “potential for contact between the skin (usually finger of thumb) of the health care worker and sharp instrumental instruments, needles or sharp tissues (splinters/pieces of bone/tooth) in body cavities or in poorly visualised or confined body sites including the mouth”.

  (NSW Health (2007) Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases
  

- Students are required to download the Exposure Prone Procedure Declaration Form and submit to their respective Clinical Placement Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program:
  

- All students must provide a copy of the original EPP form to their respective CPO and keep their original.

- Annually you are required to have sections 4 and 5 of the EPP form completed and signed by your doctor and the School may request to view this form to ensure annual testing is complete.

**Blue Card**

- In compliance with Griffith Health, Queensland Health and the Commission for children and young people and child guardian, it is a **mandatory requirement for all undergraduate nursing students** in the Bachelor of Nursing or Bachelor of Midwifery program to have a Blue Card to be able to attend clinical placement in a public or private health care facility in Queensland. Students can access information about the Blue Card and the Commission for Children and Young People and Child Guardian organisation at:
  

The Blue Card is free for students.
• Please read the information at:
  and

• Students are required to **submit a copy of their Blue Card** (with their original to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Programs.

• Blue Cards may expire during a student's enrolment in the program. Students are responsible for ensuring their Blue Card is valid.

• Students must carry their current Blue Card with them during all clinical placements.

**Australian Federal Police (AFP) National Police Check Form**

(Use code no. 37, fingerprint check not required)

• In compliance with the Aged Care Act 1997, employees and visitors (this includes students) working in aged care facilities, must provide evidence of an Australian Federal Police (AFP) National Police Check form. It is **mandatory** for all undergraduate nursing students in the Bachelor of Nursing or Bachelor of Midwifery program to undertake an AFP National Police Check (at their own expense) to be able to attend clinical placement in **aged care and community health care facilities**. Students can access information about the Federal Police Check at:

  Please note: A Qld Police check **IS NOT** the same as an AFP National Police Check:
  AFP National Police Checks obtained by your employer will not be accepted

• Students are required to submit a copy of their AFP National Police Check (with the original to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program.

• If a student has been a citizen or permanent resident of a country other than Australia since turning 16 years of age, a statutory declaration is required to be provided before undertaking placement in an aged care facility. The statutory declaration is **in addition** to completing an AFP National Police Check. A statutory declaration template and information is provided in the attached **Police Certificate Guidelines for Aged Care Providers** available at:

  The University is responsible for ensuring students placed in aged care facilities do not have a criminal record that precludes them from undertaking placement, as per the Aged Care Act 1997. Section 6.1 of the **Police Certificate Guidelines for Aged Care Providers** lists the criminal convictions that would preclude a person from placement in an aged care facility.

  Where convictions are recorded on a police check, prior to the student being placed in an aged care facility schools should consult the Guidelines and ensure the student is eligible for such a placement.

**Deed Poll**

• Students in the Bachelor of Nursing or Bachelor of Midwifery program are required to read, understand and sign the Deed Poll:

  The Deed Poll outlines student responsibilities regarding:
  ▪ Patient/client confidentiality
  ▪ Intellectual property
  ▪ Disclosure rights
  ▪ Reading and understanding relevant clinical policies (the Clinical Practicum Policy)

  Students are required to submit a signed copy of the Deed Poll (with their original to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program.
☐ Annual ClinEdQ Student Orientation Package/Checklist

- Students are required to submit a signed copy of the ClinEdQ Orientation Checklist (with their original to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program.

☐ NSW Health Requirements

- NSW Health has additional mandatory requirements for all undergraduate nursing students in the Bachelor of Nursing program placed in NSW Health facilities.
- Students are required to submit evidence of the NSW requirements (with the originals to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing Program & Midwifery Program AND 2 weeks prior to EACH NSW Health clinical placement.

☐ First Aid and CPR (for commencing first year and graduate entry students only)

- First year commencing students enrolled in the Bachelor of Nursing or Bachelor of Midwifery Program are required to have a nationally accredited HLTFA301B ‘Apply First Aid’ unit (formerly known as Senior First Aid). HLTFA301B includes component HLTCPR201A ‘Perform Cardiopulmonary Resuscitation (CPR)’ to be able to attend their first clinical placement:
  - For commencing first year Bachelor of Nursing students the first clinical placement is in Semester 2 for course 1976nrs Nursing Practices
  - For commencing first year Bachelor of Midwifery students the first clinical placement is in Semester 1 for course 1503nrs Preparation for Midwifery Practice
  - For commencing Graduate Entry Bachelor of Nursing students the first clinical placement is in Summer Semester for course 1960nrs Introduction to Clinical Practice.
- HLTFA301B First aid certificate courses delivered by an approved provider and duly authorised under the Ambulance Service Act 1991 are offered by the following:
  - Australian Red Cross Society
  - St John’s First Aid
  - Queensland Ambulance Service
  - Surf Lifesaving Australia
- First year commencing students are required to submit a copy of their first aid/CPR certification (with the original to be cited by the Clinical Placements Officer) to their respective Clinical Office early in their first semester of enrolment in the Bachelor of Nursing or Bachelor of Midwifery Program.
PROFESSIONAL REQUIREMENTS

- University photo identification at all times.
- No nail polish or acrylic nails as they can be a source for infection and cross-infection.
- No unnecessary jewellery. Jewellery is a source for infection and interferes with procedures.
- Black pen.
- Watch with a second hand.
- Notebook.
- Female students can choose to wear a formal skirt, slacks or long shorts in **navy blue**.
- Male students can choose to wear formal trousers or long shorts in **navy blue**.
- Students can wear a blue jacket or cardigan to and from clinical areas and a navy blue vest may be worn over shirts in colder months. Students must ensure however that their forearms are uncovered during clinical practice.
- Socks, stockings and stockingettes that bear no obvious logo or patterns are acceptable.
- Safe shoes which are fully enclosed non-slip sole in blue or black.
- It is important that they are not cloth, multi-coloured, or open-toe.
- Students can purchase the School of Nursing and Midwifery clinical uniform shirt from the University Bookshop on their respective campus.
PREPARATION AND RESPONSIBILITIES

1. Students are advised to become familiar with the allocation system the Clinical Office provides to organise their clinical experiences. Each Clinical Office has its own system of placing students depending on the number of clinical places it has secured. Students may be able to nominate preferences. In cases where preferences are taken into consideration it is important students recognise that respective Clinical Offices are constrained by the placements available. Students are responsible to ensure they read the Learning@Griffith clinical course electronic announcement boards regularly, and take note of when clinical placements take place each semester. The clinical practicum calendar can be accessed at:

2. Students are advised to become familiar with the particular requirements of each agency well before they plan to start their placement. Students are advised to refer to the Learning@Griffith clinical course electronic noticeboards for information about when and where to meet their Clinical Supervisor and the relevant shifts for the placement.

3. Students are advised to use the resources and support provided by Course Convenors, Midwifery and Nursing Practice Areas, and Clinical Supervisors or Lecturers provided for them on and off campus.

4. Should Course Convenors or Clinical Supervisors consider that students are not sufficiently prepared to provide safe care for themselves and others prior to clinical placements they have the right and responsibility to prevent students from going out on clinical practice as per the Inability to Complete Required Components of Professional Qualification Available at:

5. Students who commenced the Bachelor of Nursing Program prior to 2010 are not required to undertake the completion of the updated Deed Poll or Tuberculosis screening (this is not retrospective). All students must be aware that at anytime while on clinical placement you may be asked to provide a valid Blue Card and evidence of Hepatitis B immunisation. Students who commenced the Bachelor of nursing program prior to 2010 may be required to undertake a AFP National Police Check (at their own expense) to be able to attend clinical placement in an aged care and community health facilities.

6. Professional and ethical practice is expected from all students during clinical placement. The following Australian Nursing and Midwifery Council (ANMC) documents will assist students to understand the definitions and expectations of professional behaviour and are available at:

Bachelor of Nursing:
- ANMC Code of Ethics for Nurses in Australia
- ANMC Code of professional Conduct for Nurses in Australia

Bachelor of Midwifery:
- ANMC Code of Ethics for Midwives in Australia
- ANMC Code of Professional Conduct for Midwives in Australia
1. Clinical placements may be offered in the inter-semester and end-of-year vacation periods. Refer to the Combined Clinical Calendar:

   Due to the difficulties associated with securing clinical placements, students may be required to undertake clinical placement...outside the published university semester timetables (School of Nursing and Midwifery Committee, 2005).

2. Students are advised that clinical experiences may involve working morning, afternoon, night duty or weekend shifts in various agencies. Students need to carefully plan their personal and family requirements to enable them to undertake these experiences. Students are responsible to ensure they check the student Learning@Griffith clinical course electronic course announcement boards and School of Nursing and Midwifery website to access the clinical calendar:

3. Students are advised that some second and third year placements may involve night shifts and/or weekend work as the student(s) will follow the shift pattern of their Clinical Supervisor (Clinical Facilitator or Preceptor) they are working with.

4. Students are unable to undertake their clinical experience within the ward at the health care agency in which they are employed, as there is the potential for conflict of interest.

5. Students need to ensure there is a **minimum** of eight hours between their work shift and their scheduled off-campus clinical placement learning hours.

6. Enrolled Nurses and transferring students must ensure that they provide evidence of credit to their Course Convenor and/or Clinical Coordinator prior to attending their first clinical placement. Students may be prevented from attending placement or be removed from placement if they are unable to do this.
BACHELOR OF MIDWIFERY

1. Bachelor of Midwifery student’s clinical requirements are outlined within their Clinical Portfolio and Bachelor of Midwifery course outlines. Clinical experiences extend across the calendar year and are not restricted by the university academic calendar to enable midwifery students to complete continuity experiences. Students are to maintain contact with their clinical lecturer and access and check electronic course announcements on Learning@Griffith. Additional to continuity experiences where students will be required to attend women at any time across 24 hours 7 days per week during labour and birth, midwifery students will also be required to attend rostered shifts across 24 hours commencing from second semester in first year up to and including the first semester in the third year of the program.

2. Refer to the 2011 Bachelor of Midwifery Clinical Calendar:

3. Clinical placements with partner hospitals such as: Gold Coast Hospital, Logan Hospital, Redlands Hospital, Toowoomba Base Hospital and Townsville Hospital will be arranged by Griffith University. Arranging clinical placements outside these services are the responsibility of the student in conjunction with the University and course convenor.

4. All other aspects of the placement are the students’ own responsibility. This includes: arranging child-minding; organising transport to and from the placement; and also making plans to rearrange work shifts if necessary. For students to fulfil continuity of care experiences they will require flexibility and responsiveness to women’s care needs, and it remains the student’s responsibility to ensure they have appropriate support in place to attend women in labour at short notice.
ASSESSMENT

The Clinical Assessment Tool (CAT)

Students are advised to become familiar with the Clinical Assessment Tool (CAT) which the Clinical Supervisor will use to assess clinical proficiency (refer to Appendices 4 and 5).

It is a student's responsibility to collect their completed CATs from the Clinical Placement Officer or Course Convenor. The School of Nursing and Midwifery is only required to keep completed CATs for 12 months after which they will be destroyed.

What is it?

The CAT is a document which designated Clinical Supervisors (Clinical Facilitators, Preceptors or Mentors) use to assess every student's competency in practice during clinical placements.

Bachelor of Nursing

The CAT (Appendix 4) is informed by the four domains of the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Nurse:


1. Professional Practice
2. Critical Thinking and Analysis
3. Provision and Coordination of Care
4. Collaborative and Therapeutic Practice

These four sections/domains are directly informed by the Australian Nursing and Midwifery Council's National Competency Standards for the Registered Nurse (2006). They are adapted for each clinical practicum within the Bachelor of Nursing program to reflect the evolving scope of practice of undergraduate nursing students.

Bachelor of Midwifery

The CAT (Appendix 5) is informed by the four domains of the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Midwife:


1. Legal and Professional Practice
2. Midwifery knowledge and Practice
3. Midwifery and primary healthcare
4. Reflective and ethical practice

In addition to the CAT all BMid students are required to complete the relevant skills list associated with the semester.
SCOPE OF PRACTICE

Students are responsible to ensure they **always** work within their **current scope of practice** and to especially understand the national laws mandating how medications should be administered by nurses and doctors. Administration of medications is an important nursing practice. Health services have strict policies on medication administration. Please read, understand and conform to the School of Nursing and Midwifery’s policy on Administration of Medication by Student on Clinical Placement (refer to Appendix 7).

What is it?

The scope of nurses and midwives [and undergraduate nursing students] cannot be defined as a simple list of tasks or procedures.

Put simply, the scope of nursing and midwifery [and undergraduate nursing students] practice is that which nurses and midwives [and undergraduate nursing students] are **educated, competent and authorised** to perform. The actual scope of an individual nurse’s or midwife’s [or undergraduate nursing student’s] practice is influenced by the:

- Context in which they practice
- Client’s health needs
- Level of competence, education and qualifications of the individual nurse or midwife
- Service provider’s policies. (Queensland Nursing Council, 2005, p. 4).

As undergraduate nursing and midwifery students progress through their degree programs, their current scope of practice will change. The Course Convenor of all clinical courses will be explicit about what constitutes a student’s **current scope of practice**. Students who practice outside of their current scope of practice will receive a fail grade for clinical placement.

The following ANMC document contains information about scope of practice and the decision making framework and is available at:

ANMC National Framework for the Development of Decision Making tools for Nursing and Midwifery practice:


THE ASSESSMENT PROCESS

How is it done?

To determine a student’s competency in each of the four domains of the CAT (that is, ‘Professional Practice’, ‘Critical Thinking and Analysis’, ‘Provision and Coordination of Care’, and ‘Collaborative and Therapeutic Practice’), the Clinical Supervisor (Clinical Facilitator, Preceptor or Mentor), RN Buddy and/or Nurse Educator frames their continual and collective assessment of the student by ascertaining the following (School of Nursing and Midwifery [SoNM], 2008, p. 19):

1. Knowledge
2. Skill
3. Attitude

If the student is deemed competent in all three areas for each domain, they are awarded an “Achieved” (or ‘A’) in the domain. All four domains must be ‘Achieved’ for the student to receive a Non-Graded Pass on the CAT thereby passing the clinical placement.

If the student is deemed not competent in one or more of the above areas in any of the four domains and is awarded a **Not Achieved** (or ‘NA’) in a domain, they will be awarded a **Fail** on the CAT thereby failing the clinical practicum.
MANAGEMENT OF STUDENT PERFORMANCE ISSUES

If a student seems unlikely to achieve competency in one or more of the domains, their designated Clinical Supervisor (Clinical Facilitator, Preceptor or Mentor) is advised to raise and outline concerns with the student as soon as possible. Clinical Supervisors are encouraged to follow the Decision Making Flowchart for ‘Reporting and Managing Student Performance Issues’ (BN; Appendix 8; BMid Appendix 9), and seek support and/or assistance from the appropriate Course Convenor and/or the Clinical Coordinator during this process. If concerns are not resolved it will be necessary to place the student on a Formative Review (SoNM, 2008, p.22).

The Formative Review

What is it?
The Formative Review (Appendix 6) is a document that allows the designated Clinical Supervisor (Clinical Lecturer, Facilitator, Preceptor or Mentor) to provide the student with written feedback addressing any concerns they have about the student’s knowledge, skill or attitude in any of the four domains. The Formative Review should link unsatisfactory standards of practice to the domains on the CAT and the appropriate ANMC standards for nursing or for midwifery:


The Formative Review must outline a written plan that clearly describes to the student the course of action required to improve their knowledge, skill and/or attitude. The Formative Review is completed and updated in line with student progress and the student should continue to receive feedback and direction as necessary.

Ideally, the Formative Review is administered early in the placement when problems arise, however, it is acknowledged that at times a student’s inability to meet competency is not evident till the last day/s of the clinical practicum.

A student who is unable to successfully achieve the plan outlined in the Formative Review and thus, is unable to demonstrate appropriate levels of knowledge, skill and attitude within the four domains outlined within the:

- ANMC National Competency Standards for the Midwife (2006),

will fail the clinical placement. This student will be notified of their failing grade and will be asked to attend a meeting with the Undergraduate Program Convenor and/or Course Convenor and/or Clinical Lecturer to discuss future options. Refer to Section 13 of the School of Nursing and Midwifery Assessment Policy available at:


Clinical Supervisors (Clinical Lecturers, Facilitators, Preceptors or Mentors) are advised to keep a journal during the clinical practicum so as to document chronological information about student(s) performance, incidents, meetings etc in a timely and appropriate manner.

References
CONDUCT

1. The School of Nursing and Midwifery has an obligation to health care agencies to ensure that its students, whilst on placements, conform to the:
   • ANMC Code of Ethics for Nurses in Australia (2006);
   • ANMC Code of Professional Conduct for Nurses in Australia (2006);
   • ANMC Code of Ethics for Midwives in Australia (2006);
   • ANMC Code of Professional Conduct for Midwives In Australia (2006) as well as;
   • The health care agency policies and procedures, and act at all times in an ethical, professional and responsible manner that protects and enhances the wellbeing of clients/patients and others in the clinical setting.

2. Students are required to have a zero blood alcohol level and not consume drugs which may adversely affect their performance whilst on placement.

3. Students who are required to take prescribed medication that causes drowsiness or other adverse affects are to advise their Course Convenor and /or Clinical Coordinator that they are unfit to undertake the placement on that occasion.

4. Students should ensure that they have a letter from their health professional / medical officer stating their fitness for clinical practice.

5. Clinical Supervisors (Clinical Lecturers, Facilitators, Preceptors or Mentors) have a responsibility to request a student discontinue a placement during its progress if they believe the student is under the influence of alcohol or drugs or is acting in a manner contrary to the well being of clients/patients or others in the clinical setting. All occurrences must be reported to the Course Convenor and/or Clinical Coordinator as soon as practicable. Decisions to remove a student from a clinical placement will be justified using the Australian Nursing and Midwifery Council’s National Codes of Ethics and Professional Conduct for the Registered Nurse and the Australian Nursing and Midwifery Council’s National Codes of Ethics and Professional Conduct for the Midwife (document links below), the Decision Making Flowchart for ‘Reporting and Managing Student Performance Issues’ (BN: Appendix 8; BMid Appendix 9) as well as supporting documentation. In some instances the Course Convenor/Clinical Coordinator will make a recommendation to the Assessment Board that the student fail the clinical placement.

6. Where a health care facility considers that the conduct of a student is of such seriousness that they require the student's immediate exclusion or withdrawal from the facility, the Clinical Supervisor and/or facility representative will notify the Course Convenor and/or Clinical Coordinator as soon as practicable. Decisions to remove a student from a clinical placement will be justified using the Australian Nursing and Midwifery Council’s National Codes of Ethics and Professional Conduct for the Registered Nurse and the Australian Nursing and Midwifery Council’s National Codes of Ethics and Professional Conduct for the Midwife (document links below), the Decision Making Flowchart for ‘Reporting and Managing Student Performance Issues’ (BN: Appendix 8; BMid: Appendix 9) as well as supporting documentation. In some instances the Course Convenor/Clinical Coordinator will make a recommendation to the Assessment Board that the student fail the clinical placement.

7. No student shall communicate directly to the press, radio, television or any other media regarding any matter concerning clinical placement without the prior permission of the Dean SoNM and Griffith University External Relations. Students must be aware the use of social networking media such as Facebook and Twitter to debrief about clinical placement experiences, SoNM academic and/or administrative staff, breaches both the Privacy Act 1988, and the Griffith University Student Charter. This type of behaviour will not be tolerated.

References
RISK MANAGEMENT

1. Should a student be involved in a workplace incident or hazard during their clinical placement, they should contact their Clinical Supervisor (Clinical Lecturer, Facilitator, Preceptor or Mentor) immediately. The Clinical Supervisor is advised to complete the Griffith University Incident/Injury Report AND the agencies incident reporting form as soon as possible following the workplace incident and submit it to the Clinical Office:

http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/bf9fc64a98ee4e9a4a256be000634223?opendocument

With permission, a copy of the agency incident/hazard report should be obtained and submitted to the relevant Clinical Office. Notifiable incidents (such as serious bodily injury, work caused illness, a dangerous event, serious electrical incident or a dangerous electrical event) must be reported to Workplace Health and Safety Queensland through the Health and Safety Office at Griffith University within 24 hours of becoming aware that the event has happened. Contact the Griffith University Health and Safety Operational Unit for advice via (07) 5552 8366 or email safety@griffith.edu.au

All workplace incidents/injuries must be reported either verbally or in writing (email) to the relevant Course Convenor or Clinical Coordinator within 24 hours of the said incident. The Griffith University’s policy on Incidents, Injuries and Dangerous Events – Reporting and Recording is available at:


2. Should a student be exposed to body fluids during clinical practice, they should contact their Clinical Supervisor (Clinical Facilitator, Preceptor or Mentor) as soon as practicable. The Clinical Supervisor is advised to complete the Griffith University Incident/Injury Report AND the agencies incident report form:

http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/bf9fc64a98ee4e9a4a256be000634223?opendocument

Management of the incident/injury should follow the health facility’s policy and procedure for incidents involving body fluid exposure. This may include pathology screening and follow-up testing. The Griffith University Incident/Injury Report should be submitted to the Clinical Office. With permission, a copy of the agency incident/hazard report should be obtained.

Queensland Health’s infection control guidelines regarding the management of blood and body fluid exposure is available at:


3. In line with both Queensland Health and Tertiary Education Provider policies, health care students must be immunised against Hepatitis B AND provide evidence of their current Hepatitis B serology testing (results must be > 10mIU/mL) prior to their first clinical placement in Queensland Health facilities.

All students must read and comply with:

- Queensland Health Standard 3 Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus, and Hepatitis C Virus Infected Health Care Workers Implementation standard which is available at:

- School of Nursing and Midwifery’s Guidelines for Hepatitis B Immunisation:
  http://www.griffith.edu.au/__data/assets/pdf_file/0004/170887/Guidelines_on_Hepatitis_B_V1.0_141009.pdf

4. Students are strongly advised to have personal medical insurance while on clinical placement. This is particularly important if you attend a clinical placement in a private health care facility and need emergency medical care.

Refer to the Work Experience Policy (Appendix 2) for information regarding personal and public liability.
PERSONAL HEALTH ISSUES

1. Students are advised to maintain their own health and well-being. If a student has a physical or psychological health problem and/or disability that may pose a risk to them or others, they are advised to discuss their personal situation with their Undergraduate Program Convenor and/or the Office of Disability Services so that the Clinical Office can support their needs appropriately. If the Clinical Supervisor (Clinical Facilitator, Preceptor or Mentor) is concerned with a student’s well-being, they will contact the Course Convenor and/or Clinical Coordinator and the student may be sent home.

2. Students who have a pre-existing health condition and/or disability and/or allergy are required to provide a medical clearance certificate covering all clinical activities prior to the commencement of placement to their Course Convenor and/or Clinical Coordinator. Students with allergies are to inform the School of Nursing and Midwifery of their individual requirements for specific activities (such as simulated practice in the nursing labs) as well as notifying the Clinical Office before each clinical placement if individual requirements need to be pre-arranged with health agencies.

3. Students who are pregnant are required to provide a medical clearance certificate covering all clinical activities prior to the commencement of clinical placements to their Course Convenor and/or Clinical Coordinator please visit http://www.griffith.edu.au/health/placement-essentials/on-placement/risk-management

GETTING THE MOST OUT OF CLINICAL EXPERIENCES

How you should demonstrate clinical competence to your clinical supervisor and nursing colleagues?

1. Students are responsible for making the most of learning opportunities by:
   - Making themselves known to their Clinical Supervisor (Clinical Facilitator, Preceptor or Mentor) and/or RN Buddy;
   - Taking the time to effectively communicate placement goals, personal strengths, expectations, rights and responsibilities;
   - Actively demonstrating that they are safe, can make decisions and take action commensurate to their theoretical preparation and scope of practice;
   - Knowing the limits of their student role and scope of practice. If something is not known, students are advised to ask questions and seek further information.

2. Students have the right to demand respect, guidance, support and a fair and accurate assessment of their clinical performance. Students must in turn behave in a professional and respectful manner. Refer to the Griffith University Student Charter, available at: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/da2f7338d19159a24a256bb40063379a?opendocument

3. Clinical Supervisors (Clinical Facilitators, Preceptors or Mentors) and School of Nursing and Midwifery academic staff have the right to demand respect of students. They have clinical and theoretical expertise and will be making judgments about students’ clinical performance based on the Australian Nursing and Midwifery Council’s National Competency Standards.

4. No student shall communicate directly to the press, radio, television or any other media regarding any matter concerning clinical placement without the prior permission of the Dean SoNM and Griffith University External Relations. This includes social networking media such as Facebook and Twitter.
HAVING YOUR SAY ON ISSUES OF CONCERN

1. Most students enjoy a meaningful learning experience during clinical placements, but occasionally events arise that can be disconcerting. Students should voice their concerns via the following channel of communication:
   a. Students should firstly speak to their allocated RN Buddy or Clinical Supervisor (Clinical Facilitator, Preceptor or Mentor);
   b. If the issue is not successfully resolved the student may contact the Course Convenor and/or Clinical Coordinator;
   c. If there are still unresolved issues, the student may approach the Undergraduate Program Convenor.

2. Should the channel of communication outlined above not resolve student concerns, there are processes for further appeal.

   Refer to information about Griffith University’s Student Appeals and Grievance Policy available at: http://www.griffith.edu.au/ua/aa/studentappeals/

3. Should an accident occur during the clinical placement, health care facility and university should be informed and an Incident/Injury Report completed by the Clinical Supervisor: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/bf9fc64a98ee4e9a4a256be000634223?opendocument

4. Students absent due to illness or other personal reasons are required to notify their Clinical Supervisor and the Clinical Office as soon as possible. A copy of a medical certificate or other related documentation must also be presented to the relevant Clinical Office. Where a student’s clinical performance is deemed incompetent because the student has not completed the experiential time requirements of the clinical placement, the Protocol for Missed Clinical Placement (Appendix 1) will be determined by the Course Convenor.

5. Students will be provided with evaluation forms in their first week back on campus or electronically following each clinical experience. Students will be asked to fill in and comment on their Clinical Supervisor and the agency (ward/unit) at which they were placed. This is an important way for students to rate and offer constructive feedback about their experience. The Clinical Office will endeavour to address any areas of concern students identify.
PROTOCOL FOR MISSED CLINICAL PLACEMENT

- All clinical experience is mandatory for both Bachelor of Nursing and Bachelor of Midwifery students. It is expected that students will attend 100% of their clinical experience at the time allocated by their respective clinical officer.

Where a student’s performance is deemed incomplete because the student has not completed 100% of the required clinical placement, the protocol as outlined below will be applied. The students CAT tool will not receive a final grade unless 100% of clinical has been attended. To ensure students are able to demonstrate engagement they will be required to complete on campus activities or attend an off campus clinical placement. The timing of the placement will be based on clinical placement availability.

The decision about what type of activity will be required will be made by the Course Convenor and based on the following:

1. Reasons for missed clinical time
2. Amount of time missed
3. Availability of resources (lab time, staff availability etc).
4. Availability of off campus clinical placement spaces

All absences from clinical placement must be accompanied by a copy of a medical certificate or other related documentation which must be presented to the relevant Clinical Office.
Procedures for implementation

1. Course convenor will consult with Clinical Placements Officer to determine student attendance.
2. Course convenor will determine the type of activity a student will undertake and the timeframe, and if the activity is to be conducted on campus.
3. The Clinical Placements Officer will notify the student by email of the requirements.
4. The course convenor will determine activity completion in consultation with Clinical Placements Officer.
5. Course convenors will notify the SAO of grade finalisation where grades have been withheld pending makeup requirements.

Examples of on campus activities

1. Students are asked to submit a short piece, (approximately 300-500 words) to their Course Convenor a reflective and referenced account of how they met one or more of the domains in the Australian Nursing and Midwifery Council’s [ANMC] National Competency Standards for the Registered Nurse (2006), on which the Clinical Assessment Tool (CAT) based during their clinical practicum experience.

   These standards are available at:

   Resources required:
   Specific assessment task and criteria to be created by course convenor

2. Students are asked to submit to their course convenor a video recording of one or more completed clinical scenarios based on their clinical practicum.

   Resources required:
   Lab space and time, lab staff to set up scenarios, creation of suitable scenarios by course convenor.

3. Students are asked to attend a structured and supported lab session to practise their clinical decision-making and skills, by completing one or more clinical scenarios.

   Resources required:
   Lab space and time, lab staff to set up scenario, course convenor or proxy to supervise and assist students, creation of suitable scenarios by course convenor.
Bachelor of Midwifery

It is expected that students will attend all clinical experiences. All clinical hours and attendances are to be documented in the Clinical Assessment document contained within the Bachelor of Midwifery Clinical Portfolio. This is available for downloading from Learning@Griffith

Mandatory clinical hours pertain to the following courses:

- Preparation for Midwifery Practice 1503NRS
- Midwifery Practice 1: Supporting Women 1505NRS
- Midwifery Practice 2: Surgical 2502NRS
- Well Baby and Family Transitions 2503NRS
- Midwifery Practice 3: Acute Care 2505NRS
- Continuity of Midwifery Care 2506NRS
- Complex Care and Pharmacology 2507NRS
- Complex Newborn Care 3502NRS
- Focused Midwifery Practice 3505NRS
- Midwifery Caseload Practice 3506NRS

All missed clinical hours will be required to be made up. It is the student’s responsibility to negotiate with their clinical teacher / lecturer and clinical facility when this can best be accommodated. It is the student’s responsibility to negotiate clinical hours jointly with the Clinical teacher / lecturer and clinical placement facility to achieve mandatory practice requirements. This is to be arranged at a time mutually suitable to the student and clinical facility.
Appendix 2:
Work Experience Policy

NOTICE TO STUDENTS UNDERTAKING WORK EXPERIENCE

1.0 PERSONAL BEHAVIOUR
As a student of Griffith University undertaking a period of work experience, you are required to be aware of your personal responsibility to:
1.1 obeys the lawful and reasonable instructions of the organisation with which you are undertaking the work experience programme.
1.2 respect the security and confidentiality of any information that you may receive from that organisation in the course of the work experience programme.
1.3 maintains a standard of conduct befitting a student of Griffith University.

2.0 PUBLIC LIABILITY
You are indemnified for your legal liability in respect of third party claims for damages to property or injury to persons while undertaking approved work experience.

3.0 PERSONAL PROPERTY
Your personal property is not covered by the University’s Insurance at any time. If you wish to arrange cover for personal items you must do so at your own expense. This is particularly important if you are attending work experience in a private health care facility.

4.0 PERSONAL HEALTH AND ACCIDENTS
4.1 The University does not provide any medical insurance cover. If you wish to arrange private health cover, you must do so at your own expense.
4.2 The University policy does cover you for accidental death and capital benefits programs (refer to Services, Insurance, Forms & Policies available at: http://www.gu.edu.au/fbs/) while undertaking approved work experience.
4.3 If you are not being paid for the work you are doing for work experience purposes, you are not covered by workers’ compensation provisions.

5.0 WORK EXPERIENCE
Work Experience is the term used to describe work that has to be carried out by students in order to complete the requirements of the course in which they are enrolled. Work experience could include activities such as practical teaching experience, field studies, clinical placements, practical experience in Hotel, Engineering firms, etc.
Appendix 3:
Administration of Medications by Students on Clinical Placement

ADMINISTRATION OF MEDICATIONS BY STUDENTS ON CLINICAL PLACEMENT

The School of Nursing has adopted the following policies in relation to the administration of medications by students on clinical placement:

1. Theoretical Preparation
   Students should not be involved in the preparation and administration of medication until after completion of the relevant theoretical and practical component of the program and as indicated by course convenors.

2. Scope of Practice
   Following relevant theoretical and practical preparation, students may only prepare and administer medications under the direct supervision of either a Registered Nurse/Midwife employed by the facility, or the Clinical Facilitator/Preceptor. The supervising Registered Nurse/Midwife or Clinical Facilitator/Preceptor remains legally responsible for the administration of the medication.

3. Direct Supervision
   “Direct supervision is when the supervisor is actually present and personally observes, works with, guides and directs the person who is being supervised” (ANMC National Framework for the Development of Decision Making tools for Nursing and Midwifery practice, 2007, p. 24)

4. Schedule 8 Drugs
   Students should only be involved in preparing and administering these drugs when directly supervised and when the medication is checked by two Registered Nurses/Midwives employed by the agency or by one Registered Nurse/Midwife employed by the agency and the Clinical Facilitator/Preceptor.

Note:
The Clinical Facilitator must be aware of each Health Service’s policy on administration of medication by students and to comply with that facility’s policy if the University policy is different.
Appendix 4: 
Clinical Assessment Tool (CAT) for the Bachelor of Nursing

Griffith Health - School of Nursing and Midwifery
Bachelor of Nursing

CLINICAL ASSESSMENT TOOL


<table>
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<th>STUDENT NAME:</th>
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<td>STUDENT NO.:</td>
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<td>CLINICAL SETTING &amp; WARD AREA/TYPe:</td>
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<td>PLACEMENT DATES:</td>
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<td>COURSE NAME / CODE:</td>
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<tr>
<th>ATTENDANCE</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>DAYS PRESENT</th>
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<td>WEEK 1</td>
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<td>WEEK 2</td>
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<td>WEEK 3</td>
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Final Mark
Non-Graded Pass / Fail / Result Pending

Student Name:
Student No.:
Agency Name:
Clinical Setting & Ward Area/Type:
Placement Dates:
Course Name / Code:

Attendance

Week 1
- Monday: hrs
- Tuesday: hrs
- Wednesday: hrs
- Thursday: hrs
- Friday: hrs

Week 2
- Monday: hrs
- Tuesday: hrs
- Wednesday: hrs
- Thursday: hrs
- Friday: hrs

Week 3
- Monday: hrs
- Tuesday: hrs
- Wednesday: hrs
- Thursday: hrs
- Friday: hrs

Week 4
- Monday: hrs
- Tuesday: hrs
- Wednesday: hrs
- Thursday: hrs
- Friday: hrs

Final Mark
Non-Graded Pass / Fail / Result Pending
<table>
<thead>
<tr>
<th>Final Mark</th>
<th>Description of Performance</th>
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<tbody>
<tr>
<td>NGP</td>
<td>Pass</td>
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<td></td>
<td>The student with support that is commensurate to the student’s level, at this time has demonstrated an acceptable and safe standard of knowledge, skills and attributes, in relation to the four (4) domains of nursing practice outlined in the tool.</td>
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<tr>
<td>F</td>
<td>Fail</td>
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<td>The student has been unable to achieve an acceptable standard in one or more of the following domains from the Australian Nursing and Midwifery Council’s National Competency Standards for the Registered Nurse: Professional Practice; Critical Thinking and Analysis; Provision and Coordination of Care; Collaboration and Therapeutic Care</td>
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<tr>
<td>RP</td>
<td>Result Pending</td>
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<td></td>
<td>Time has been missed. The student may be required to complete clinical requirements as per the School of Nursing and Midwifery Nursing Protocol for Missed Clinical Placement</td>
</tr>
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</table>

(Please Circle)

Documentation attached: Yes  No

Anecdotal Notes Attached: Yes  No
Please indicate a rating for each of the following domains by circling the appropriate letter/s:

- **A** = Achieved  
- **NA** = Not Achieved

### Domain: PROFESSIONAL PRACTICE

1. Practices in accordance with legislation affecting nursing practice and health care
   - [ ] A  
   - [ ] NA

2. Practices within a professional and ethical nursing framework
   - [ ] A  
   - [ ] NA

### Domain: CRITICAL THINKING AND ANALYSIS

3. Practices within an evidence-based framework
   - [ ] A  
   - [ ] NA

4. Participates in ongoing professional development of self and others
   - [ ] A  
   - [ ] NA

### Domain: PROVISION AND COORDINATION OF CARE

5. Conducts a comprehensive and systematic nursing assessment
   - [ ] A  
   - [ ] NA

6. Plans nursing care in consultation with individuals/groups, significant others and the interdisciplinary health care team
   - [ ] A  
   - [ ] NA

7. Provides comprehensive, safe and effective evidence-based nursing care to achieve identified individual/group outcomes
   - [ ] A  
   - [ ] NA

8. Evaluates progress towards expected individual/group health outcomes in consultation with individuals/groups, significant others and interdisciplinary health care team.
   - [ ] A  
   - [ ] NA
### Domain: COLLABORATIVE AND THERAPEUTIC PRACTICE

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<th>9</th>
<th>Establishes, maintains and appropriately concludes therapeutic relationships</th>
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<tr>
<td>10</td>
<td>Collaborates with the interdisciplinary health care team to provide comprehensive nursing care</td>
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**Student comments:**

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**Assessor comments and overall feedback:**

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**Signature:**  
**Print Name:**  
**Date:**

---

**Signature:**  
**Print Name:**  
**Date:**
GUIDELINES FOR THE CLINICAL ASSESSMENT TOOL (CAT)

The Clinical Assessment Tool is designed to do two things:
1. to assist students to develop desirable knowledge, skills and attributes important for nursing; and
2. to provide clinical supervisors with a systematic tool to assess each student’s clinical performance.

How to use the CAT

The clinical assessment tool contains:
- A front page of demographic and administration details;
- A key to explain description of performance;
- Marking sheets containing the 4 domains of nursing competency. Within these domains are the main sub-domains which provide more detail and can be accessed directly via the Australian Nursing and Midwifery Council’s National Competency Standards for the Registered Nurse at: http://www.anmc.org.au/userfiles/file/competency_standards/Competency_standards_RN.pdf
- Comments section for student and assessor.

The front page must be completed for the student to have their clinical performance recorded. Please take particular note of the number of days attended or missed because students must undertake 100% of their clinical experience in order for Griffith University to consider them eligible to pass courses and ultimately to apply for registration.

At the beginning of the clinical experience

When you meet individual students, it is a good idea to read the CAT together so that you each share a common understanding. This also gives you both an opportunity to clarify your expectations of each other. Students have the responsibility to be aware of the particular learning outcomes and scope of practice for the relevant academic courses for this current clinical experience, to attend regularly and on time, and to be respectful, appropriate role models for nursing and the university. You have the responsibility to facilitate quality clinical learning opportunities for students, to guide their skill development, to assist them to practice competently and finally to assess their skills.

During the clinical experience

Halfway Feedback

Undertake an informal half-way assessment of student performance based on the ANMC National Competency Standards for the Registered Nurse (2006) on which the CAT is based. Identify and justify areas in which you feel the student needs further practice and development. This enables the student to have some idea of your perspective of their strengths and areas for improvement and may give them a chance to improve their performance. Ideally you should provide comments and examples for each domain.

Formative Review

If a student seems unlikely to successfully achieve one or more of the domains, you are advised to raise and outline concerns with the student as soon as possible. If concerns are not resolved it will be necessary to place the student on a Formative Review. Seek support and assistance from the appropriate Course Convenor and/or the Clinical Coordinator during this process.

As near as possible to the completion of the clinical experience, it is essential that you provide a final assessment of the student. Every domain must be assessed as an ‘Achieved’ or ‘Not Achieved’ to obtain a final grade of ‘Non-Graded Pass’/’Fail’/’Unable to Assess’/’Result Pending’. If a student receives a failing mark for any domain, following effective performance management (via the Formative Review) in consultation with the Course Convenor and/or the Clinical Coordinator they will fail the clinical experience. Should you wish for this not to be the case, or you believe the course convenor needs more information before they determine the student’s final mark, it is essential that you complete supporting notes and file them with the clinical office. The final mark will be recorded in the student’s file where it is added to other assessment items before an overall course grade is awarded.

Anecdotal Notes

If a student is failing, an incident has occurred or the student has performed exceptionally in specific areas this should be recorded in the form of Anecdotal Notes.
## Appendix 5:
Clinical Assessment Tool (CAT) for the Bachelor of Midwifery

### Griffith University
Griffith Health - School of Nursing and Midwifery
Bachelor of Midwifery

### CLINICAL ASSESSMENT TOOL

Reflects the Australian Nursing and Midwifery Council’s National Competency Standards for the Registered Nurse available at:


| STUDENT NAME: | 
| STUDENT NO.: | 
| AGENCY NAME: | 
| CLINICAL SETTING & WARD AREA/TYPY: | 
| PLACEMENT DATES: | 
| COURSE NAME / CODE: |

### KEY TO FINAL RESULT

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<th>Final Mark</th>
<th>Description of Performance</th>
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<tr>
<td>NGP Non-Graded Pass</td>
<td>The student with support that is commensurate to the student’s level, at this time has demonstrated an acceptable and safe standard of knowledge, skills and attributes, in relation to the four (4) domains of midwifery practice outlined in the tool.</td>
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| F Fail | The student even with close support has demonstrated an inability to achieve an acceptable standard in one or more of the following areas:
1) The application of knowledge, skills and/or attributes to a level of safety and accuracy in any of the four (4) domains of midwifery care.
2) Interpersonal skills between staff and or clients (e.g. not woman-centred, partnership focused, holistic or critically reasoned, or maintain adequate communication) as required by the ANMC Competency Standards for the Midwife. |
| U Unable to Assess | The student has not achieved a sustained practice due to not fulfilling full mandatory hours. It is the student’s responsibility to negotiate clinical experience jointly with the Clinical teacher / lecturer and clinical placement facility to achieve mandatory practice requirements. Refer to School of Nursing and Midwifery, Midwifery Protocol for Missed Clinical Placement |

(Please Circle)

**Documentation attached:** Yes No **Anecdotal Notes Attached:** Yes No

**N B** For each of the four domains of midwifery care, the student and preceptor/Clinical Lecturer are to provide written documentation that justifies competency or, if element/s of competencies Not Achieved, document improvements needed to reach competent level of midwifery care. Refer to competencies and elements within each domain. *Guided by National Competency Standards for the Midwife (2006).*

Additional space may be used by attaching extra pages if appropriate and needed. More than one preceptor may provide feedback at different placement stages. Please indicate a rating for each of the following domains by circling the appropriate letter/s:

A = Achieved
NA = Not Achieved

Domain 1:
LEGAL AND PROFESSIONAL PRACTICE

1.1 Functions in accordance with legislation and common law affecting midwifery practice
   1.1.1 Demonstrates and acts upon knowledge of legislation and common law pertinent to midwifery practice
   1.1.2 Complies with policies and guidelines that have legal and professional implications for practice
   1.1.3 Formulates documentation according to legal and professional guidelines
   1.1.4 Fulfils the duty of care in the course of midwifery practice

1.2 Accepts accountability and responsibility for own actions within midwifery practice.
   1.2.1 Recognises and acts within own knowledge base and scope of practice
   1.2.2 Identifies unsafe practice and takes appropriate action
   1.2.3 Consults with, and refers to, another midwife or appropriate health care provider when the needs of the woman and her baby fall outside own scope of practice or competence
   1.2.4 Delegates, when necessary, activities matching abilities and scope of practice and provides appropriate supervision
   1.2.5 Assumes responsibility for professional midwifery leadership functions.

Both the student and preceptor/Clinical Lecturer are to justify competency by written documentation. Extra pages may be attached if appropriate and needed.

Student midwife self assessment: (give examples of demonstrated competence)

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<tr>
<th>Date</th>
<th>Competence/ Element</th>
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Student: _____________________________________________ (Sign and print name)

Preceptor comment: (Justify with practice examples of student performance)

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<th>Date</th>
<th>Competence/ Element</th>
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Preceptor/Clinical Lecturer 1: ___________________________ (Sign and print name)
Preceptor/Clinical Lecturer 2: ___________________________ (Sign and print name)
Preceptor/Clinical Lecturer 3: ___________________________ (Sign and print name)

A        NA
Domain 2: MIDWIFERY KNOWLEDGE AND PRACTICE

2.1 Communicates information to facilitate decision-making by the woman.
   2.1.1 Communicates effectively with the woman, her family and friends.
   2.1.2 Provides learning opportunities appropriate to the woman’s needs
   2.1.3 Plans and evaluates care in partnership with the woman.

2.2 Promotes safe and effective midwifery care.
   2.2.1 Applies knowledge, skills and attitudes to enable woman centred care.
   2.2.2 Provides or supports midwifery continuity of care.
   2.2.3 Manages the midwifery care of women and their babies.

2.3 Assesses plans, provides and evaluates safe and effective midwifery care.
   2.3.1 Utilises midwifery knowledge and skills to facilitate an optimal experience for the woman.
   2.3.2 Assesses the health and wellbeing of the woman and her baby.
   2.3.3 Plans, provides, and is responsible for, safe and effective midwifery care.
   2.3.4 Protects, promotes and supports breastfeeding.
   2.3.5 Demonstrates the ability to initiate, supply and administer relevant pharmacological substances in a safe
   2.3.6 Evaluates the midwifery care provided to the woman and her baby

2.4 Assesses, plans, provides and evaluates safe and effective midwifery care for the woman and/or baby with complex needs.
   2.4.1 Utilises a range of midwifery knowledge and skills to provide midwifery care for the woman
   and/or her baby with complex needs as part of a collaborative team
   2.4.2 Recognises and responds effectively in emergencies or urgent situations

Student midwife self assessment: (give examples of demonstrated competence)

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Student: __________________________________________ (Sign and print name)

Preceptor comment: (Justify with practice examples of student performance)

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Preceptor/Clinical Lecturer 1: __________________________________________ (Sign and print name)

Preceptor/Clinical Lecturer 2: __________________________________________ (Sign and print name)

Preceptor/Clinical Lecturer 3: __________________________________________ (Sign and print name)

A    NA
Domain 3:
MIDWIFERY AS PRIMARY HEALTH CARE

3.1 Advocates to protect the rights of women, families and communities in relation to maternity care
   3.1.1 Respects and supports women and their families to be self-determining in promoting their own health and well-being.
   3.1.2 Acts to ensure that the rights of women receiving maternity care are respected

3.2 Develops effective strategies to implement and support collaborative midwifery practice
   3.2.1 Demonstrates effective communication with midwives, health care providers and other professionals.
   3.2.2 Establishes, maintains and evaluates professional relationships with other health care providers.

3.3 Actively supports midwifery as a public health strategy.
   3.3.1 Advocates for, and promotes midwifery practice, within the context of public health policy.
   3.3.2 Collaborates with, and refers women to, appropriate community agencies and support networks

3.4 Ensures midwifery practice is culturally safe.
   3.4.1 Plans, implements and evaluates strategies for providing culturally safe practice for women, their families and colleagues.

Student midwife self assessment: (give examples of demonstrated competence)

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Preceptor comment: (Justify with practice examples of student performance)

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Preceptor/Clinical Lecturer 1: ___________________________ (Sign and print name)
Preceptor/Clinical Lecturer 2: ___________________________ (Sign and print name)
Preceptor/Clinical Lecturer 3: ___________________________ (Sign and print name)
**Domain 4: REFLECTIVE AND ETHICAL PRACTICE**

4.1 **Bases midwifery practice on ethical decision making.**
   4.1.1 Practises in accordance with the endorsed Code of Ethics and relevant state/ territories and commonwealth privacy obligations under law.

4.2 **Identifies personal beliefs and develops these in ways that enhance midwifery practice.**
   4.2.1 Addresses the impact of personal beliefs and experiences on the provision of midwifery care.
   4.2.2 Appraises and addresses the impact of power relations on midwifery practice.

4.3 **Acts to enhance the professional development of self and others.**
   4.3.1 Assesses and acts upon own professional development needs.
   4.3.2 Contributes to, and evaluates, the learning experiences and professional development of others.

4.4 **Uses research to inform midwifery practice.**
   4.4.1 Ensures research evidence is incorporated into practice.
   4.4.2 Interprets evidence as a basis to inform practice and decision making.

<p>| Student midwife self assessment: (give examples of demonstrated competence) |</p>
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Student: ________________________________ (Sign and print name)

**Preceptor comment: (Justify with practice examples of student performance)**

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Preceptor/Clinical Lecturer 1: ________________________________ (Sign and print name)

Preceptor/Clinical Lecturer 2: ________________________________ (Sign and print name)

Preceptor/Clinical Lecturer 3: ________________________________ (Sign and print name)

A   NA
This section of the CAT is a final summary statement of midwifery competency, to be completed during the last stage of clinical placement for the course.

Student comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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Signature:

Print Name:         Date:

Assessor/Preceptor/ Clinical Lecturer comments and overall feedback:

________________________________________________________________________

________________________________________________________________________

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Signature:

Print Name:         Date:
Appendix 6:
Formative Review

Griffith Health - School of Nursing and Midwifery
Bachelor of Nursing or Midwifery

FORMATIVE REVIEW

| STUDENT NAME: |   |
| STUDENT NO.:  |   |
| AGENCY NAME:  |   |
| CLINICAL SETTING & WARD AREA/TYPEx: |   |
| PLACEMENT DATES: |   |
| COURSE NAME / CODE: |   |
| FACILITATOR |   |

Prior to the middle of the clinical placement period, and at any other time deemed necessary, if the Clinical Facilitator considers a student to be performing at an unsatisfactory level in any criteria listed in the Clinical Assessment Tool, a student should undergo a formative review of professional practice. A plan (as detailed below) must be constructed to address the problem area(s) identified.

Unsatisfactory standards of practice with supporting reasons: (relate to criteria on CAT)

__________________________________________________________________
__________________________________________________________________
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Anecdotal Notes Attached (please circle): | Yes | No
**Plan to address problem(s):**

Plan should specify objectives, evaluation criteria and time frames for achievement of goals.

|________________________________________________________________________|
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**Action:**

Discussed with Course Convenor (circle one)  

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Facilitator Signature: ___________________________  

Date: ___________________________
Student comments:

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This Formative Review has been discussed with me.

Student Signature: ______________________________ Date: ________________

Outcome:

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Appendix 7:
Anecdotal Notes

Griffith Health - School of Nursing and Midwifery
Bachelor of Nursing or Midwifery

ANECDOTAL NOTES

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Appendix 8:
Process of Reporting and Managing Student Performance Issues Decision Making Flowchart Undergraduate Bachelor of Nursing program

In the event of a performance issue involving an undergraduate nursing student during a clinical placement which cannot be resolved by the university/agency Clinical Supervisor (Clinical Facilitator, Preceptor, Mentor, Lecturer), decisions must be made via a consultative process to include the Nurse Educator and GU Course Convenor/UG Convenor and/or Clinical Coordinator to ensure consistency and justice.

The flow chart below depicts this process:

**Student performance issue identified by university/agency Clinical Supervisor**

**Considerations:**
- Has this performance issue been investigated?
- Who has been consulted (NUM, RN or Midwife buddy, patient)?
- Who witnessed the incident?
- When did the incident occur?
- Was the student working with a buddy RN, Midwife or EN?
- Who signed the paperwork?
- Has this investigation maintained the confidentiality and privacy of the student and patient/client?
- Have assumptions been explored?

**Can the student performance issue be resolved by the university/agency Clinical Supervisor?**

**NB:** All questions regarding unsafe performance issues to be reported to University/Hospital

- **Yes**
  - Appropriate action taken by university/agency Clinical Supervisor
  - **Considerations:** Objective documentation

- **No/Unsure**
  - University/agency Clinical supervisor, reports student performance issue to the following contacts:
    - Educator (undergrad):
      - Tel:
      - Pager:
    - GU Clinical Coordinator:
      - Tel:
      - Mob:
    - **NB:** GU Clinical Coordinator will notify Course Convenor and/or Undergraduate Programs Convenor

**Performance management decisions must be**
- Educator (undergraduate)
- University/agency Clinical Supervisor
- GU Clinical Coordinator
- GU Course Convenor/UG Convenor
Appendix 9:
Process for resolving issues: Clinical Lecturer Performance / Student Performance / Clinical Staff Performance related to the delivery of clinical components of Undergraduate Bachelor of Midwifery program

- Issue identified by Clinical Lecturer / Maternity Unit Manager / Student / Course Convenor / Clinical Staff
- Issue able to be resolved by consultation at this level?
  - Yes: Action taken to resolve issue.
  - No: Contact Program Convenor / Clinical Placement Officer who will liaise with Facility Liaison Officer for further input to resolution.
- Action taken to resolve issue.
- Able to be resolved?
  - Yes: Action taken to resolve issue.
  - No: Matter referred to local Assistant Director of Nursing / Nursing Director of Education who will liaise with relevant Deputy Head of School Nursing and Midwifery.