



Clinical Placement Policy



Date	Version	What changes	Approval
2017	1.0	Creation of document	CEO
2018	2.0	Update	
2019	3.0	Review and updated to reflect improvements as noted by Supervisors and industry consultation	
2019	4.0	Updated and slightly changed wording to reflect improvements & formatted	

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Introduction- Purpose of the Policy

The Medical Sonography Clinical Placement team works very closely with clinical partners in order to provide clinical placements which enable students to achieve the units of competency required for completion of 10680NAT Graduate Diploma in Diagnostic Medical Ultrasound accredited by the Australian Sonographers Accreditation Registry (ASAR) & Australian Skills Quality Authority (ASQA).

The clinical experience is a critical core element of Sonography studies and the student is required to participate in clinical placements that provide access to a range of scanning studies to ensure that the student meets the requirements of the accredited program.

The goal is to provide a fair and equitable process for all students to access the required scope and quantity of clinical experience and to meet the units of competency required for completion of 10680NAT Graduate Diploma in Diagnostic Medical Ultrasound which is accredited by the Australian Sonographers Accreditation Registry (ASAR) & Australian Skills Quality Authority (ASQA), and *where* possible, to take student preference into account. This is not always possible.

Policy

1. Determination of clinical sites

- Students will be given access to clinical sites determined by varying factors including:
 - Needs of the Clinical Site
 - Needs of the student
 - Scanning experience
 - Placement of student within the course (ie year one or Two)
 - Availability of capacity to accommodate a student.
- Placement is determined after assessment of potential clinical partner sites and negotiation undertaken by the Clinical Placement team.
- Students are offered **one placement** only once all of these factors have been considered and discussed with both the AIHE team and the Clinical Site.

2. Locations of clinical partner sites

- Clinical sites usually host only one student at a time.
- Most communities other than large metropolitan areas have only a small number of sonography clinical sites.
- The placement locations affiliated with AIHE spread over a large area within the major cities and metropolitan areas.
- Country placements are also utilised.
- Students are advised that they must prepare personally and financially to relocate for some or all of their placements.
- Students are responsible for all travel and accommodation costs and arrangements related to the placements.

3. Selection of sites

- Students are encouraged to attend placements at a variety of clinical sites to better understand the nature of their profession in terms of workplace dynamics, clientele, procedure types and range of technologies available.
- As there is considerable variation across clinical sites in terms of the volume of caseload of each procedure type, attending multiple clinical sites improves students' ability to meet the units of competency for the course and in developing the full range of clinical competencies required of an entry-level practitioner.
- A student may attend a clinical site for all of their clinical placement blocks if the clinical site and student consent. For such an arrangement to proceed the student and clinical site must have the permission of the Clinical Placement Coordinator.

4. Allocation of Students

- Allocation of students to sites is based on:
 - The specific clinical sites available for that placement
 - Ranking of area preferences provided by each student
 - Numbers of students requesting each area
 - Each student's previous placement locations and scanning experience
 - Requests for special consideration of placement location
- All students eligible for a clinical placement are provided a form on which to indicate their site preferences by ranking their preferred locations. Students must submit their completed form by the due date in order to participate in the allotment process.

Extenuating circumstances-Special Considerations

- Extenuating circumstances that will be considered in the clinical placement process are those consistent with Australia's legislated rights of equality and non-discrimination. This recognises that sometimes it may be necessary to treat people differently to

achieve equality in access to education.

- Relevant circumstances include:
 - Disability
 - Family caregiver responsibilities (as an extension of the protected ground of marital status).
- The adjustment must be only to the extent necessary to achieve equitable access to learning, be reasonable to achieve and **not** impose unjustifiable hardship on AIHE or fellow students.
- Please refer to the AIHE student information guide.

5. Communication and acceptance of clinical placement

- The distribution of students to specific clinical placement sites will be carried out by the Clinical Placement team.
- Once all students have been assigned to sites, the students will be informed of the outcome via email.
- Students will need to contact that clinical site to receive advice concerning orientation where possible at least 1 week prior to commencement date.
- Students are required to adhere to the rostering pattern of the clinical site.

Refusal of placement

- If the student refuses the placement, they are not offered a second unless there are extenuating circumstances.
- Students refusing placements will be placed at the bottom of the list until a suitable location can be found. This may mean that students may miss opportunities.
- Students will be required to maintain their last assessed scanning time and ability by attending regular scanning lab practice in their own time.
- *NB: It is not appropriate for students to approach sites directly to request a placement, as this bypasses the clinical site selection*

process and formal channels of communication between the sites and Australian Institute of Healthcare Education (AIHE).

6. Delay in Clinical Placement

There could be a possibility of delay in clinical placement (and/or course completion) if the following situations occur:

- Failing assessments
- Refusal of placement offers
- Inflexibility regarding location
- Poor performance on placement either in terms of technical ability, punctuality or fitting in
- Resigning from a placement
- Breach of the student code of conduct
- Requirement for specific cases to fulfil criteria for course completion
- Availability of suitable sites

7. Pre-Clinical Process

- It is the students' responsibility undertaking clinical placement as an AIHE student submit evidence of completion of the pre-clinical requirements and ensure renewal of the preclinical requirements for the duration of the course to AIHE Administration.

Mandatory Pre-Clinical Requirements

AIHE Pre-Clinical Student Checklist- see below

- a) Hepatitis B Serology Test Indicating Immunity Status.
- b) Immunisation Vaccination.
- c) First Aid and CPR Certificates.
- d) AFP National Police Check.
- e) Blue Card (Queensland} and Working With Children Checks (Interstate Placements).

If being placed in Queensland Health Student - Online Orientation

Package.

- Students are required to undertake the Queensland Health Student Online Orientation Package, if allocated to a Queensland Health Public Hospital, located on the Queensland Health website and complete two documents being the ClinEdQ Student Checklist and ClinEdQ Student Deed Poll as evidence of this requirement. Proof of completion of the Hepatitis B vaccination schedule is required to be attached to the ClinEdQ Student Checklist in order to meet specific Queensland

Health requirements.

- The online orientation may take up to 4 hours to complete.

Currency:

- 1 & 2 year.

8. Interstate Requirements

- Students attending a clinical placement interstate are required to satisfy the standard AIHE pre-clinical requirements listed above.
- Interstate placement students may also be required to provide evidence of additional pre-clinical requirements as prescribed by that particular state or individual facilities.
- Any additional pre-clinical required will be advised by the Clinical Placement team.
- The pre-clinical evidence of an interstate student may also be required to be sighted by the Clinical placement site before commencing clinical placement. If this is the case, students will be advised accordingly.

9. Informed Personal Issues

Medical Clearance

- AIHE reserves the right to request a medical clearance for certain medical conditions before the student commences a clinical placement. Should a medical clearance be requested, it must specifically state that the student "is fit to undertake clinical placement for Sonography studies".

Adverse effects

- Any notifiable personal issue which is deemed to have a potential adverse effect on the student's ability to carry out reasonable or usual sonographer activities will be disclosed in a confidential manner by the Clinical Placement Coordinator to the appropriate person within the placement site where the clinical placement is being undertaken. The student will be consulted in this process however the final decision on such notification shall rest with AIHE.

10. Attendance on Clinical Placement

- Full attendance is required by the student undertaking clinical placement to meet the requirements for completion of 10680NAT Graduate Diploma in Diagnostic Medical Ultrasound accredited by the Australian Sonographers Accreditation Registry (ASAR) & Australian Skills Quality Authority (ASQA).

Absences and Late attendance

- Absences must be approved by the Clinical Supervisor ahead of time or through phoning the Clinical Supervisor.
- The Clinical Site must be notified of any absences or lateness
- The Clinical Supervisor or Clinical Placement Coordinator reserves the right to request a medical certificate and/or medical clearance following such absences. Should a medical clearance

be requested, it must specifically state that the student "is fit to undertake clinical placement for sonography studies".

- Hours for approved absences are to be negotiated with the student's Clinical Supervisor or Clinical Placement Coordinator in order to arrange a time to make up the outstanding hours in order to meet course requirements within the clinical placement block.

11. Uniform Requirements

- A uniform is expected to be worn when on clinical placement and in the clinical applications laboratory. *Remember you are an allied health professional and are expected to act in accordance with the professional expectations of the allied health industry.*

The AIHE uniform consists of:

- closed in black footwear (no high heels or open toe sandals)
 - black or navy blue trousers or shorts / skirt that extend to, or below the knees
 - official AIHE shirt to identify you clearly as a student of AIHE
 - name badge clearly displayed and your status as student sonographer
 - no raised jewellery on your hands or wrists
 - no visible body piercings (except small earrings)
 - if entering the operating theatre you may be requested to remove all jewellery to include earrings as policy of the clinical site.
- Fingernails must be clean and of a safe length that does not interfere with performing tasks (scratching skin). Fingernails should measure no longer than 1cm from the fingertip and nail polish / varnish/ lacquer colour must be subtle and tasteful and not chipped. Acrylic / gel nails if worn must be clean, free of infections / fungal issues and regularly maintained. Any broken nails must be covered with a band aid until repaired.

- Individuals wanting to wear clothing or jewellery outside of the dress

code guidelines for religious, creed or cultural reasons must discuss this request with the Clinical placement Coordinator. This excludes special circumstances such as wearing a hat/beanie/cap during chemotherapy treatment.

- Please wear your uniform with respect and pride. Any infringement of dress code will be taken seriously. Individuals should avoid wearing skirts/dresses if the task to be performed may include the use of a saddle seat/chair (opt for trousers). An individual's dress/attire should not at any time cause offense, discomfort or embarrassment to patients.
- Mobiles phones are **NOT** allowed to be used during lessons, applications laboratory sessions and **definitely not** in the examination rooms whilst on clinical placement.
- No food or drink is permitted in or around any scanning area; applications laboratory and clinical site alike. You are allowed to bring bottled water with you to the theoretical sessions and adequate breaks are provided for you throughout the day, however personal computers are in use during theory sessions and AIHE will not be held liable in the event of damage to such items.
- No drugs or alcohol are permitted on site without prior consent of AIHE management. Smoking is banned in all public health areas and in most instances in clinical placement sites as well as the AIHE campus.

12. Misconduct

- Any proven misconduct (including summary dismissal) may result in expulsion from the course.
- Gross misconduct will result in official warnings. They may include but is not exclusive to the following matters:
 - not adhering to the code of conduct
 - not adhering to confidentiality
 - failure to attend clinical placement site without reasonable exemption.



- Three official warnings will result in expulsion from the course.
- Non adherence to the uniform requirements may be seen as a breach of the AIHE Student Code of Conduct and will result in the student being removed from clinical placement.
- **NB: AIHE take these matters seriously and so should students. They will not be tolerated.**

Clinical Placement Coordinator

Lucy Taylor

