



Guidelines for Students with F/T or P/T employment in health care across Australia

School of Nursing and Midwifery | 2018

Guidelines for Full time or Part time students employed in health care industry.

This is **NOT for students** who have casual positions in health facilities.

We recognise that students who are employed in **full-time or permanent part-time** positions in health care may have difficulty getting time off work at short notice.

Clinical Placement hours are an assessable & essential part of your undergraduate Nursing course. Attendance at Clinical placement is **compulsory** in all Professional Practice Experience Units (PPE) across all years of your course.

You must attend and be assessed as **satisfactory** in a **minimum of 800hrs** (This does not include public holidays) across your course to meet the AHPRA requirements and course completion rules. Clinical placement will be allocated to you by the clinical placement team by our student placement system- InPlace (see other details).

The **800hrs** is comprised of the following hours per PPE unit:

401004 PPE2-80hrs	401008 PPE3-160hrs
401012 PPE4-160hrs	401016 PPE5-160hrs
401020 PPE6-240hrs	

Please follow the guidelines below to assist you in negotiating getting time off work to attend your compulsory clinical placements.

1. Discuss with your NUM/Manager what dates the NUM/Manager can give you off for you to complete the placements.
2. Ask your NUM/Manager to write a letter (on letterhead) or an email from a work email account to nursingclinical@westernsydney.edu.au to provide details about when you will be available to attend placement.

The letter/email MUST state:

- That you are a full-time or permanent part-time employee in the facility.
- The dates you are available to be released from the facility for placement.
- **IMPORTANT:** The letter/email must be received by the clinical placement team **AT LEAST** twelve (12) weeks before the scheduled placement dates.

All other enquires related to allocation of clinical placement need to be emailed to
nursingclinical@westernsydney.edu.au