



## IMPORTANT NOTICE NURSING AND MIDWIFERY STUDENTS



Western Sydney University School of Nursing & Midwifery will charge a LEVY to students when the School is required to arrange for make-up/deferred placements. Clinical Placement is a mandatory requirement in both undergraduate and postgraduate courses, and it is expected that on entering the program students arrange personal commitments to enable them to attend placement, for example child care, paid work, holidays, transport.

However, for various reasons students fail to attend the clinical placement arranged by the School of Nursing & Midwifery and, as a consequence, the School is required to arrange a make-up/deferred placement. While some students do have an approved Special Consideration excusing them from the clinical placement, some students fail to attend their allocated clinical placement for other reasons. Failure to attend results in the loss of places as the current NSW Ministry of Health placement system (ClinConnect) precludes substitution with another student. This is costly to the University and is also not supported by health care facilities as they are to maximise capacity in line with Health Workforce Australia directives.

### EXAMPLES OF CIRCUMSTANCES IN WHICH STUDENTS MAY BE CHARGED THE LEVY INCLUDE:

- Failure of the student to comply with the verification & special requirements required by the NSW Ministry of Health, and the placement is automatically cancelled by ClinConnect.
- Refusal by the student to attend an allocated placement.
- Failing to provide a minimum of **20 business days' notice** (4 weeks) prior to the commencement of the clinical placement that the student will not be attending the allocated placement. If the School is informed more than **20 business days** before the scheduled placement, it may be possible to substitute the placement to another student.
- Refusal of access or removal by the placement facility as a result of an act or omission by the student where more than one day of the placement is missed.

- Examples include but are not limited to failure to produce required documentation, failure to comply with University or facility policies, student unprofessional conduct.
- If a student has been allocated make-up, and they are then absent from the make-up placement without an approved special consideration, the student may be charged the Levy, unless there is clear evidence of exceptional circumstances.

### STUDENTS WILL NOT BE CHARGED A LEVY IF:

- The School defers the student due to circumstances outside the clinical placement team's control, (e.g., cancellation of placements by hospitals/facilities).
- The student has approved special consideration through the University's approved system for the time, missed from clinical placement.

### PAYMENT CHARGE

The cost for 2018 will be **\$300.00** per week which is a portion of the facilitator's salary.

### SUPPORT TO STUDENTS

- **Financial:** See Student Welfare Services  
[www.westernsydney.edu.au/currentstudents/current\\_students/services\\_and\\_facilities/student\\_welfare\\_services2](http://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/student_welfare_services2)
- **Personal:** See Student Counselling Services  
[www.westernsydney.edu.au/currentstudents/current\\_students/services\\_and\\_facilities/counselling\\_services](http://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/counselling_services)
- **Clinical Placement Team:** By emailing [nursingclinical@westernsydney.edu.au](mailto:nursingclinical@westernsydney.edu.au) and the School of Nursing & Midwifery Clinical Learning vUWS site.

### NOTE:

- 'Deferred' placements are where the allocated placement is delayed to a later date in the year.
- 'Make-up' is a clinical placement that has been allocated due to absences as a result of circumstance in which a levy may apply.
- Clinical Hours 'Bank' is not 'Make-up' as referred to above.