

# Table of Contents

The University of Sydney	2
Introduction	2
Benefits of Clinical Placements in General Practice	3
What is a Preceptor?	3
Preceptor’s Responsibilities	4
Practice Responsibilities	4
University Responsibilities	5
Student Responsibilities	5
Length and Time of Placement	6
University of Sydney Graduate Attributes	7
NSW Health Clearances	8
Insurance	9
University Contacts	9
Acknowledgements	10
Orientation Checklist	11

# The University of Sydney

We are unique among Australia's leading universities in the breadth of disciplines we offer, providing wide opportunities for personal development and cross-disciplinary study that delivers pioneering insights and breakthroughs. We don't believe one model fits all, so we encourage students to start working towards their own goals, right from your first day at university.

Our researchers pursue cutting-edge breakthroughs, reaching across academic fields to find unique solutions to improve and transform our lives. By studying alongside these top scientists, and in some cases contributing to their research, students will be exposed to excellence and challenged to succeed as a leader in whatever career field they choose.

The University of Sydney attracts some of the best students in Australia. With this privilege comes a responsibility to provide the highest-quality learning and teaching. We strive constantly for excellence in intellectual enquiry, academic freedom and integrity, and ethical practice in academic endeavours. At the heart of all of this is an exciting and stimulating student-centred learning and teaching movement.

## Sydney Nursing School

The Sydney Nursing School at the University of Sydney offers five courses leading to eligibility to apply for registration by the Nurses and Midwives Board of Australia. The programmes are as follows:

- Master of Nursing (Graduate Entry)
- Bachelor of Arts/Master of Nursing
- Bachelor of Health Science/Master of Nursing
- Bachelor of Science/Master of Nursing
- Bachelor of Nursing (Advanced Studies)

## Introduction

Much has been written about the importance of quality clinical placements to prepare nursing students to feel both confident and prepared for practice. Due to the growth of nursing in general practice in Australia, general practice is becoming recognised as a suitable environment for the clinical education of nursing students. Over the past four to five years many general practice networks have become involved with universities to assist with the placement of students into general practices.

The purpose of this booklet is to provide the preceptor with educational information to assist in providing a quality experience for both themselves and the student nurse during their clinical placement in general practice.

# Benefits of Clinical Placements in General Practice

A clinical placement is where a nursing student applies their knowledge to practice, learns key skills and achieves required competencies as part of lifelong learning. Following are some of the benefits of clinical placement in general practice.

## For the student:

- increase the students understanding of the role of the practice nurse
- provide an experience in the primary health care setting
- provide experience in health assessments, health prevention and patient education
- provide knowledge and experience for a possible career path

## For the practice nurse preceptor:

- opportunity to promote practice nursing as a career option
- opportunity for professional development in preceptorship
- demonstrated commitment to the nursing profession
- enhanced role as a nurse preceptor

## For the general practice:

- opportunity to promote practice nursing as a career option
- opportunity to raise the profile of the practice within the community
- demonstrated commitment to valuing nursing in general practice
- demonstrated commitment to assisting with recruitment strategies for practice nursing
- established links with local universities
- opportunity to promote the role of practice nurse within the community
- opportunity to assist in facilitating quality clinical placements for nursing students

## For the university:

- broaden the choice for students for community care placements
- improved knowledge and understanding of the role of general practice
- opportunity to work in collaboration with general practices

## What is a Preceptor?

A preceptor is an experienced clinician who teaches, instructs, supervises and serves as a role model for a student nurse, for a set period of time, in a formalised program.

A preceptor:

- teaches through demonstration of knowledge and skill and by verbal explanation and questioning
- models the appropriate professional behaviours encompassed in the advanced practice roles
- models collaborative practice behaviours
- assists the student to acquire professional skills in a time-limited relationship
- provides constructive feedback on the student's performance

## Preceptors Responsibilities

- It is strongly recommended that the registered nurse who will act as a preceptor to the student is experienced.
- Be familiar with the clinical practice assessment tool and Australian Nursing & Midwifery Council National Competency (ANMC) student evaluation processes and unit guides.
- Take an active role in facilitating the student's learning.
- Contribute to a supportive learning environment for the student.
- Prepare an activity plan for the student placement to ensure that the student can complete the required competencies.
- Be approachable and understand how the student learns best.
- Be willing to share knowledge and advice.
- Make time for the student to observe and develop their skills as they practice them.
- Monitor and assess student progress and attainment of competencies.
- Ensure that appropriate supervision arrangements by a registered nurse are in place for the student at all times.
- Be aware of the student support services available through the university and contact them if needed.
- Offer opportunities for the student to work with other members of the multidisciplinary team.
- Provide constructive feedback and be open to receive feedback from the student.
- Identify and notify the Sydney Nursing School Clinical Education Office of students 'at risk' of failing the clinical placement.
- Inform the university if unresolved problems arise with the student.
- At the end of clinical placement conduct the final evaluation with the student and complete any required student documentation.

## The Practice Responsibilities

- Recognise that the student will be supernumerary during the placement.
- Ensure that a registered nurse (or nurses) is employed who is willing to preceptor the student throughout the placement.
- The practice must be accredited.
- Provide the student with an effective orientation and induction program, including policies on uniform, confidentiality and Occupational Health and Safety.
- Ensure that practice policies and procedures are current and reflect best practice care.
- The general practice team should be involved in the planning and support for the student placement.
- It would be of benefit if the practice offers a range of services that the student can experience during the placement. This may include weekend or afterhours care if appropriate.
- The practice should offer a supportive learning environment.
- Have a process to monitor and evaluate student placements, including feedback from the students.
- Give constructive feedback in a timely manner.
- Maintain close links with the university.

# University Responsibilities

University involvement may include:

- Negotiating with general practices a mutual agreement to place students.
- Organising the administrative aspects of the placement including medico-legal requirements, and identifying unit learning objectives for the students.
- Notifying the practice of the student name and dates for placement.
- Advising the student of the name of the preceptor and the contact person at the practice.
- Providing specific contact details to the practice and the preceptor of the appropriate unit coordinator/clinical education officer at the university who could be contacted if required during the placement.
- Liaison with the general practice regarding the placements prior to placements commencing.
- Provision of information to the general practice on expectations during the placement.
- Liaison with the local division of general practice to arrange an information session on nursing in general practice, during semester, for those students who will undertake a clinical placement.
- Provision of information to the student on the practice prior to placement.
- Assisting the practice to access preceptor training/resources.
- Monitor the capacity and quality of the placement.
- Provide sufficient staff resources to support students in placements.
- Ensure that students can readily access support if required.
- Ensure that preceptors are kept informed when any changes are made to the program.
- Contribute to the evaluation of the placement.

# Student Responsibilities

**Before the placement:**

- To ensure they understand the specific expectations of the placement experience.
- To visit or telephone the practice prior to the commencement of the placement.
- To establish contact with the nurse preceptor at the practice.
- To discuss the required dress code with the practice - most practices will require the student to wear a uniform.
- To review unit requirements for the clinical practice placement.
- To be aware of their current scope of practice appropriate to their current level of education.
- Identify their learning needs and how they will go about meeting these needs during the placement.
- Students are advised to review any orientation information they have been provided via their clinical education eLearning website.

- In consultation with the preceptor determine learning goals for their clinical experience and discuss the proposed plan of activities.

#### **During the placement:**

- Students are expected to be punctual. Students must inform the preceptor before the expected time of commencement if they are going to be late or if they are sick and will be unable to attend.
- Maintain patient confidentiality at all times.
- In case of illness or misadventure the student must immediately notify their preceptor. A medical certificate is required for an absence due to illness.
- Provide clinical evaluation documents and complete these during the clinical practice placement.
- Be proactive and seek opportunities to achieve the required competencies throughout the placement experience.
- Demonstrate a willingness to work as part of a team.
- Learn to express their needs and adopt a questioning approach to their learning.
- Use the preceptor for guidance and support to ensure that they get the best from the learning experience.
- Be reflective and give and receive constructive feedback.
- Submit required placement documentation for verification and signoff by the preceptor.
- Maintain contact with the Unit of Study Coordinator (if required) to advise them of any concerns.
- Students are not permitted to negotiate time away from their clinical placement with their preceptor. They should direct such requests to the clinical education office.
- Students are expected to adhere to the specific uniform requirements.
- Students are required to keep their mobile phone turned off and access it only during meal breaks.

#### **Following the placement:**

- Complete placement evaluation documentation requirements.
- Complete assessments and submit to the university by the due date.

## **Length and Time of the Placement**

University of Sydney nursing students are required to complete ten days (or 80 hours equivalent) in a general practice setting to observe and consolidate knowledge, skills and values developed in their pre-registration nursing course.

The placement dates for 2012 are:

- **2<sup>nd</sup> July – 13<sup>th</sup> July 2012**
- **16<sup>th</sup> July – 27<sup>th</sup> July 2012**
- **8<sup>th</sup> October – 19<sup>th</sup> October 2012**
- **26<sup>th</sup> November – 7<sup>th</sup> December 2012**
- **10<sup>th</sup> December – 21<sup>st</sup> December 2012**

# University of Sydney

## Graduate Attributes

These are the characteristics that the university undertakes that all of its students will develop by the time they leave the University of Sydney.

<b>SCHOLARSHIP: An attitude or stance towards knowledge:</b>
Graduates of the University will have a scholarly attitude to knowledge and understanding. As Scholars, the University's graduates will be leaders in the production of new knowledge and understanding through inquiry, critique and synthesis. They will be able to apply their knowledge to solve consequential problems and communicate their knowledge confidently and effectively.
<b>GLOBAL CITIZENSHIP: An attitude or stance towards the world:</b>
Graduates of the University will be Global Citizens, who will aspire to contribute to society in a full and meaningful way through their roles as members of local, national and global communities.
<b>LIFELONG LEARNING: An attitude or stance towards themselves:</b>
Graduates of the University will be Lifelong Learners committed to and capable of continuous learning and reflection for the purpose of furthering their understanding of the world and their place in it.
<b>Research and Inquiry.</b> Graduates of the Faculty of Health Sciences will be able to create new knowledge and understanding through the process of research and inquiry.
<b>Information Literacy.</b> Graduates of the Faculty of Health Sciences will be able to use information effectively in a range of contexts.
<b>Personal and Intellectual Autonomy.</b> Graduates of the Faculty of Health Sciences will be able to work independently and sustainably, in a way that is informed by openness, curiosity and a desire to meet new challenges.
<b>Ethical, Social and Professional Understanding.</b> Graduates of the Faculty of Health Sciences will hold personal values and beliefs consistent with their role as responsible members of local, national, international and professional communities.
<b>Communication.</b> Graduates of the Faculty of Health Sciences will recognise and value communication as a tool for negotiating and creating new understanding, interacting with others, and furthering their own learning.

All students must comply with and follow faculty and university policies and procedures.

University policies	<a href="http://fmweb01.ucc.usyd.edu.au/pol/">http://fmweb01.ucc.usyd.edu.au/pol/</a>
Academic honesty	<a href="http://fmweb01.ucc.usyd.edu.au/pol/">http://fmweb01.ucc.usyd.edu.au/pol/</a>
Plagiarism	<a href="http://sydney.edu.au/learning/education_policy/academic_dis_honesty_in_coursework_policy_2012.pdf">http://sydney.edu.au/learning/education_policy/academic_dis_honesty_in_coursework_policy_2012.pdf</a>
University's student centre	<a href="http://sydney.edu.au/current_students/student_administratio_n/">http://sydney.edu.au/current_students/student_administratio_n/</a>
The code of conduct	<a href="http://sydney.edu.au/ab/policies/Student_code_conduct.pdf">http://sydney.edu.au/ab/policies/Student_code_conduct.pdf</a>

## Relevant NSW Health Clearances

All students are required to:

- Have their NSW Health Criminal Record Check Clearance Card or National Criminal Record Check with them and available for staff at the placement site to view at any time during placement.
- Complete an additional Prohibited Persons Declaration at the placement site if requested by the site, even though all students are expected to have completed a Declaration and filed it with the University (Student Central) previously.
- Have their completed NSW Health Vaccination Card with them. The Card is to confirm the student has completed all relevant vaccinations to comply with the NSW Health policy. The Card will be available for staff at the placement site to view at any time during placement. [http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007\\_006.pdf](http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_006.pdf)
- Australian Federal Police (AFP) National police checks for aged care services. Not required if already have a national criminal record check.

**NSW Health Code of Conduct:** All students must have read and comply at all times with the NSW Health Code of Conduct and signed a declaration to abide by this during clinical placement. [http://www.health.nsw.gov.au/policies/pd/2005/PD2005\\_626.html](http://www.health.nsw.gov.au/policies/pd/2005/PD2005_626.html)

**NSW Health Records & Information Privacy (HRIP) Act 2002:** All students must have read and comply at all times with the NSW Health Records & Information Privacy (HRIP) Act 2002 during the clinical placement. [http://www.lawlink.nsw.gov.au/lawlink/privacynsw/ll\\_pnsw.nsf/pages/PNSW\\_03\\_hripact](http://www.lawlink.nsw.gov.au/lawlink/privacynsw/ll_pnsw.nsf/pages/PNSW_03_hripact)

**Student responsibility for adherence to the NSW Health, University and professional code of conduct at clinical placements:** All students must have read and comply at all times with the NSW Health, University of Sydney and professional codes of conduct/ethics on or related to clinical placements.

[http://www.usyd.edu.au/ab/policies/Student\\_code\\_conduct.pdf](http://www.usyd.edu.au/ab/policies/Student_code_conduct.pdf)

[http://www.fhs.usyd.edu.au/forms/student\\_placement.pdf](http://www.fhs.usyd.edu.au/forms/student_placement.pdf)

## **Insurance**

The University has current public liability, personal indemnity and personal accident insurance coverage for all current students. A copy of policy details is available if required. Please contact the Sydney Nursing School Clinical Education Office.

## **Preceptor Evaluation and Feedback for the Unit**

Your assistance in evaluating the placement will be sought through completing the General Practice Evaluation Questionnaire.

## **Contacts at Sydney Nursing School, University of Sydney**

### **Clinical Education Office:**

**Telephone: +61 2 9351 0518**

**Email: [nursing.clinicalplacement@sydney.edu.au](mailto:nursing.clinicalplacement@sydney.edu.au)**

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Faculty of Health Sciences, University of Sydney

Faculty of Nursing and Midwifery, University of Sydney

Australian General Practice Network

## Orientation Checklist – to be completed by the student

Task	Yes	No	N/A	Details
Introduction to practice immediate staff				

### Overview and tour of the Practice

Reception area				
Waiting area				
Treatment room				
Consulting rooms				
Staff room and/or kitchen facilities				
Staff bathroom/toilets				
Patient bathrooms/toilets				
Parking				

### Introduction to staff

General Practitioner(s)				
Practice Manager				
Receptionist(s)				
Other				

### Clinical Placement information

Confirm roster with Preceptor				
Complete Confidentiality/Privacy statement				
Discuss learning objectives for placement				
Discuss your scope of practice as a student nurse in the Practice				
Discuss evaluation requirements with your Preceptor				
Discuss assessment requirements with your Preceptor				
Overview of telephone system				
Overview of computer system and access				

Task	Yes	No	N/A	DETAILS
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Locate the following:

Emergency equipment/resuscitation trolley				
Oxygen cylinder				
Emergency spill kits				
Fires exits				
Fire extinguishers/equipment				
Sharps bin				
Stock area				
High security areas. eg medication				
Sterilisation area: clean and dirty				
Dirty linen basket				
ECG				
Vaccine refrigerator				
Policy and procedure manual				

Other information (please include Practice specific details as necessary)

Identify other practices that may be involved in their patient's care. eg other clinicians, community services etc				
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Name of Student: .....

Signature of Student: .....

Name of Preceptor: .....

Signature of Preceptor: .....

Date: .....