

Division of Tropical Health & Medicine | College of Healthcare Sciences

Nursing, Midwifery and Nutrition



Graduate Diploma of Midwifery

PROFESSIONAL EXPERIENCE PLACEMENT HANDBOOK

Everything you need to know about PEP 2017

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INTRODUCTION

Professional experience placement is an integral component of the Graduate Diploma of Midwifery (GDMid) course and the intent is to meet the NMBA National Competency Standards of the Midwife (2006) for registration as a midwife. The aim of professional experience placement is to integrate theoretical knowledge into practical clinical experiences. Clinical placement has been designed to develop a beginning midwife clinician who is:

- able to deliver safe, competent midwifery care;
- able to apply decision making and clinical judgment;
- a consciously interactive, reflective carer.

That is, on graduation, students must have knowledge and practical experience in a range of clinical settings where they will provide care to the childbearing woman and her family. Subjects with a clinical component are indicated in the course overview.

The College values student contributions that help us improve how we operate. As part of that process, we will actively seek a student clinical representative for each year of the course. Details will be announced at the residential school in January of study period one year one. Student representatives will be expected to attend the bimonthly Midwifery Advisory Committee (MAC) meetings in person or by teleconference.

ORGANISATION

- The GDMid is an eighteen-month course and the student needs to secure a professional experience placement in order to commence in the course.
- Professional experience in the form of clinical placement is sourced by the student. It is a requirement of the GDMid that all students secure a minimum of a 0.4 FTE clinical placement at an approved clinical facility. The clinical experience is documented in the clinical competency workbook. The workbook is divided into two parts. Part A is for documenting clinical experiences and part B is where the student is assessed to be clinically competent in 11 core midwifery skills. Additionally, students are required to complete the following clinical experiences:
- **Continuity of care:**
 - Engagement in a minimum of ten (10) continuity of care experiences involving attendance at four (4) antenatal visits, two (2) postnatal visits and, for the majority of women, labour and birth.
- **Antenatal care**
 - Attendance at one hundred (100) antenatal visits. These may include the continuity of care experiences.
- **Labour and birth care**
 - Acting as the primary *accoucheur* for thirty (30) women during labour who experience spontaneous vaginal birth. These may include the continuity of care experiences
 - Provide direct and active care for an additional ten (10) women throughout first stage labour and, where possible, during birth regardless of mode. These may include the continuity of care experiences.
- **Postnatal care**
 - Attendance at one hundred (100) postnatal visits involving women and their healthy babies. These may include the continuity of care experiences.
- **Complex care**
 - Experience of caring for forty (40) women with complex needs across the continuum of pregnancy, labour, birth and the postnatal period. These may include the continuity of care experiences
- **Neonatal care**
 - Special Care Nursery experiences: a minimum of eighty (80) hours logged in the Midwifery Clinical Competency Handbook.

- Experience in undertaking twenty (20) full newborn infant examinations. These may include continuity of care experiences.

The above clinical experiences are linked to subjects NS5131, NS5133, NS5135 and NS5136. Table 1 below provides a summary of the specific experiences required for each subject.

Table 1. ANMAC approved clinical requirements by subject

Subject	Antenatal episodes of care	Postnatal episodes of care	primary accoucher for labour & birth	Direct & active care for additional 1st stage labours	Complex care episodes of care	Continuity of Care experiences		Newborn examinations	Clinical competencies	Student evaluations submitted
						recruited	completed			
NS5131	25	25	0	0	10	5	0	0	0	1
NS5133	25	25	15	0	20	5	5	0	5	2
NS5135	50	50	15	10	10	0	5	0	5	1
NS5136	0	0	0	0	0	0	0	20	1	0
Total	100	100	30	10	40	10	10	20	11	4

All undergraduate and graduate students who undertake a course that includes prescribed professional experience placements must be aware of the following University policy: [Enrolment Policy – Coursework Students, 12. Professional Experience](#). An extract is printed below.

12. Professional Experience

Where a course includes prescribed professional or clinical placements, students may be required to undertake such placements away from the campus at which they are enrolled at their own expense.

12.1 Students may be required to be interviewed, in accordance with the relevant procedures, to assess their suitability to undertake, or to continue in, a professional or clinical placement.

12.2 Where a course includes a prescribed professional or clinical placement(s) and where that placement(s) may involve contact with young people, a student's initial enrolment and continuing enrolment in that course will be conditional upon the following:

12.2.1 eligibility of the student for a Suitability to Work with Children Card at the time of the first enrolment;

12.2.2 maintenance of that eligibility throughout the whole of the course;

12.2.3 actual application for or acquisition of a Suitability to Work with Children Card prior to commencement of Placement

In the event that a student becomes ineligible for a Suitability to Work with Children Card, at any time between the date of first enrolment and the date of completion of the course, the student will not be able to complete the degree.

PROFESSIONAL EXPERIENCE PLACEMENT

Professional experience placement is an essential component of the student's education for assuming the professional responsibilities of a Registered Midwife and therefore such activities as jobs, athletic endeavours, family commitments including appointments and Army Reserve experience, although important in themselves, cannot take priority over the student's clinical learning. Professional experience placement is also a priority over personal celebrations such as birthdays and weddings.

While the only ANMAC specified hours for PEP in the GDMid are 80 hours of Special Care nursery, the recommended number of days spent in the clinical setting for the GDMid Students to complete their clinical experiences is as follows:

Subject	PEP Days	PEP Hours	Placement model (minimum)	Setting
NS5131:03	65	520	5 days/fortnight	Maternity
NS5133:03	65	520	5 days/fortnight	Maternity inc birthing
NS5135:03	39	312	3 days/fortnight	Maternity inc birthing
NS5136:03	26	208	2 days/fortnight	Maternity inc birthing and Special Care Nursery

Semester One Year 1 = NS5131:03 = 5 days/fortnight 8-10 hrs/day 26 weeks maternity setting

Semester Two Year 1 = NS5133:03 = 5 days/fortnight 8-10 hrs/day 26 weeks maternity setting

Semester One Year 2 = NS5135:03 = 3 days/fortnight 8-10 hrs/day 26 weeks maternity setting

Semester One Year 2 = NS5136:03 = 3 days/fortnight 8-10 hrs/day 26 weeks maternity setting

In the GDMid placements are rostered shift pattern across all 3 shifts. **Students are expected to attend the shifts as set down by the facility. Students may negotiate their shift hours whilst on PEP this must be discussed with the line Manager of the clinical facility.** All placement days are 8-10 hrs, excluding meal breaks which are generally half an hour.

All clinical experiences are able to be completed within continuity of midwifery care models. The protocol for student engagement in continuity of midwifery care models is available at <https://www.jcu.edu.au/college-of-healthcare-sciences/student-resources>. Specifically, the student has the discretion to work up to, but not longer than 12 hours to meet the needs of the woman. A period of 12 hours of work must be followed by a minimum break of 8 hours.

In the GDMid there is no facilitation offered by JCU. A preceptorship model is employed by the clinical facilities. Each student should know who their preceptor or supervising midwife is. The intent of the PEP in the GDMid is that students work in partnership with a midwife under direct or indirect supervision dependent upon the student's level of knowledge. All midwifery documentation must be countersigned by the partner midwife. This involves a practicing registered midwife (RM) providing on-site individual clinical supervision on a 1:1 basis for a particular period of time until the student is proficient enough to work under the RM's indirect supervision.

STUDENT SUPPORT WHILST ON PROFESSIONAL EXPERIENCE PLACEMENT

Whilst on professional experience placement the university is able to offer the student support through:

1. The clinical supervisor/preceptor attached to the professional experience placement.
2. The GDMid Course Coordinator, JCU = contact mobile: 0407116894 offices: 4781 5445
3. The Subject Coordinator
4. Student Services e.g.: Counseling services, Accessibility service, Chaplaincy

PRE-PLACEMENT REQUIREMENTS

The University has binding agreements with all the facilities and organisations that provide clinical placements. From these contracts, and in accordance with other legal obligations, there are mandatory pre-placement requirements (PPRs) that **all** students **must** complete, administered by the [JCU Professional Placement Unit](#). The mandatory pre-placement requirements for the Graduate Diploma of Midwifery are:

1. JCU PLACEMENT PROCEDURE AND PROCEDURE FOR INFECTIOUS DISEASE

As a JCU professional experience placement student you are required to read the following:

- Professional Experience Placement Procedures for students within the Division of Tropical Health and Medicine.
- Procedure for Infectious Disease for students within the Division of Tropical Health and Medicine.

Links to these documents and the Student Declaration are available from the Professional Experience Placement website at <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/nursing-midwifery-and-nutrition>

- **JCU Placement Procedure and Procedure for Infectious Disease**

After reading these documents you must sign the Student Declaration, which confirms you have read and understood the contents of both procedures, and return the signed document to the Professional Placement Unit.

Students are required to complete the declaration at the beginning of the GDMid course. The completed declaration form must be submitted to the Professional Placement Unit prior to WEEK 4 of Study Period One.

2. JCU CONFIDENTIALITY ACKNOWLEDGEMENT

You must complete and sign the JCU Confidentiality Acknowledgement every year.

In signing the Acknowledgement, you – the student – acknowledge that you have been instructed in the concept of patient, client and business confidentiality, and will respect clients' confidentiality at all times.

The confidentiality acknowledgement form is available from the Professional Experience Placement website at <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/nursing-midwifery-and-nutrition>

- **JCU Confidentiality Acknowledgement**

Please download, complete, sign and submit the Confidentiality Acknowledgement to the Professional Placement Unit by email or in person.

Students are required to complete the confidentiality acknowledgement at the beginning of the GDMid course. The completed declaration form must be submitted to the Professional Placement Unit prior to WEEK 4 of Study Period One.

3. QUEENSLAND HEALTH STUDENT ORIENTATION CHECKLIST (QHealth Facilities only)

Queensland Health requires all students read and complete the Student Orientation Checklist and Student Deed Poll prior to placement.

Links to the Student Orientation Checklist and Student Deed Poll are available from the Professional Experience Placement website at <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/nursing-midwifery-and-nutrition>

- **Queensland Health Orientation Checklist and eLearning Modules**
- **Queensland Health Student Deed Poll**

The completed checklist and deed poll should then be submitted to the Professional Placement Unit on completion.

Students are required to complete the checklist at the beginning of the GDMid course. These completed forms must be submitted to the Professional Placement Unit prior to WEEK 4 for each year level. This means all students are required to do the checklist and deed poll annually.

4. **WORKING WITH CHILDREN CHECK – BLUE CARD**

The [Working with Children Check](#) is a screening process that assesses your suitability to work with children based on known disciplinary and police information.

Please **DO NOT** submit your application directly to Blue Card Services. Applications are specific to JCU and must be submitted through the Professional Placement Unit. You should begin your application as soon as possible and submit it to the Professional Placement Unit for processing and submission. There is no fee for students. It can take up to 8 weeks to obtain a Blue Card because of the checks and processes involved.

The Blue Card is valid for three years. It must be renewed at least one month before its expiry date to retain currency.

It is your responsibility to maintain a current Blue Card throughout your course. It is also your responsibility to ensure your contact details are up to date with Blue Card Services. For example, if you change your address or phone number, you must contact Blue Card Services and provide your new details.

Information on how to start your Blue Card application or instructions for applicants who already hold a Blue Card are available at the Professional Experience Placement website at <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/nursing-midwifery-and-nutrition>

- **Working with Children Check – Blue Card**

Please note: the deadline for either producing your Blue Card or applying for a Blue Card is WEEK 4 of Study Period One after commencement of study in all courses. Students who do not have a current Blue Card will not be able to attend professional experience placement due to non-negotiable legal and insurance requirements. Such students will thus receive an X for the subject and need to repeat it in its entirety the following year.

5. **IMMUNISATION REQUIREMENTS**

In accordance with Queensland Health and JCU procedures, students who are enrolled in health courses must be fully immunised for:

- Hepatitis B
- Measles, Mumps and Rubella (MMR)
- Varicella (chickenpox)
- Pertussis (whooping cough)

before commencing their professional experience placement, or by the end of the first teaching period, whichever comes first.

Students are required to visit a general practitioner to complete the JCU Health Record and Immunisation Form and when all evidence is completed, students are required to email the completed form and immunisation evidence to the Professional Placement Unit.

Information on immunisations, links to the JCU Health Record and Immunisation form, and instructions on how to submit documents to the Professional Placement Unit are available at <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/nursing-midwifery-and-nutrition>

- **Health and Immunisations**

Students who do not submit evidence of immunisation by the end of the first teaching period will not be able to attend professional experience placement due to non-negotiable legal and insurance requirements. Such students will thus receive an X for the subject and need to repeat it in its entirety the following year.

6. AUSTRALIAN FEDERAL POLICE CHECK

Prior to placement, you must obtain a **National Police Certificate (NPC)**, which is issued by the Australian Federal Police (AFP).

It is important to begin the application process as soon as possible because the certificate can take up to 3 months to process and finalise. Application costs must be borne by you, the student.

A National Police Check obtained from a third party organisation is NOT an acceptable alternative to an NPC issued by Australian Federal Police.

For further information on AFP National Criminal History Checks and links to forms visit the Professional Placement Unit website at <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/nursing-midwifery-and-nutrition>

- **Australian Federal Police (AFP) National Criminal History Check**

Students who do not submit a current Australian Federal Police Check will not be able to attend professional experience placement due to non-negotiable legal and insurance requirements. Such students will thus receive an X for the subject and need to repeat it in its entirety the following year.

OTHER HEALTH REQUIREMENTS

If any student has a medical condition or injury which may restrict movement or mobility, or which requires regular treatment (e.g. diabetes, asthma, epilepsy, mental health problem), or any other personal health issue, it is important that they notify and supply documentation to the GDMid Course Coordinator. This is for the student's own safety to successfully complete the PEP. This information will be treated in the strictest confidence.

NB For students requiring or going to placement in Mackay, it is compulsory that there is documented evidence of Mantoux Testing that needs to be presented with other compulsory paperwork at the beginning of clinical placement.

PREGNANCY AND BREAST FEEDING WHILE ON CLINICAL PLACEMENT

Students, who will be more than 32 weeks pregnant at their allocated placement time, must contact the GDMid Course Coordinator by phone or email as early as possible. If amenities for breast feeding are required, students should contact the midwifery supervisor at the clinical facility or the GDMid Course Coordinator who will liaise with the individual facility one (1) month prior to placement.

UNIFORM

The midwifery uniform supplied by the clinical facility must be worn to all PEP. The uniform has been designed for comfort, safety and health promotion. The chosen uniform is the only type which students are permitted to wear. No home-made uniforms are allowed. Non-adherence to uniform requirements may lead to a FAIL (N) grade for PEP. **Students who present without being suitably attired in the correct uniform will be required to rectify their uniform before being allowed admission to the facility.**

Students are required to wear the clinical facilities uniform in a professional manner, i.e. clean, neat and tidy. Some facilities have additional special requirements, which will be indicated by the midwifery supervisor at the clinical facility. It is the student's responsibility to check these requirements.

NB: Students who have placement at the Mater hospitals in Townsville & Mackay are requested by the facility not to wear culottes.

For requests to adopt modified uniforms on the basis of genuine cultural or religious grounds please contact the GDMid Course Coordinator or the midwifery supervisor at the clinical facility.

The following uniform is to be adhered to:

Student ID is required to be visible to the woman during all clinical care experiences.

Female: Each clinical facility may differ slightly please adhere to their uniform policy.

Fob watch

Navy culottes or knee-length navy skirt or navy trousers (**not hipster style**). Please note: some private hospitals may not allow trousers or culottes.

Navy and white striped shirt **OR**

Navy knee-length dress with navy collar & trim.

If stockings are worn, they must be navy or neutral in colour.

No coloured socks. Only white ankle socks permitted.

Navy woollen V-necked vest

NO SHORTS OR THREE-QUARTER LENGTH TROUSERS.

Male

Fob watch

Navy shorts or navy trousers (and),

Navy and white striped shirt

White long socks/ankle socks.

Navy woollen V-necked vest or cardigan

Jewellery

One small stud earring in each ear only, no other visible piercing.

Medical identification bands if necessary.

No jewellery on arms/hands except flat wedding band (plain gold bands, no stones)

No other visible jewellery.

Hair

Must be above the collar.

Long hair is to be held back and must be above the collar.

No ribbons, bows or glitter.

Hand Hygiene

Fingernails must be clean, short (<6mm) and with nothing adhered to the nail (no nail polish, acrylic nails, gel tips or artificial nails of any type).

Footwear

Closed-in navy or black shoes; (boots are not appropriate). Fully enclosed footwear must be worn at ALL times, in ALL clinical settings. Footwear must have a non-slip sole and heels that are in good condition. Footwear

must be fastened or buckled as appropriate at all times whilst on placement. Sandals, backless, sideless, scuffs, stiletto style shoes, strap style shoes, thongs and clogs are not permitted to be worn in any setting
Rationale: The wearing of inappropriate footwear while on clinical placement could place you at risk of injury through crush, sharps, slips and falls and potential exposure to body fluid.

Tattooing

Students should be aware that facilities may ask them to cover their tattoos.

Identification

Clinical facility identification badge worn on uniform.

Continuity of Care Experiences or working in Birth Centre or Midwifery Group Practice:

If students are not required to wear clinical facility uniform during continuity of care experiences or working in Birth Centre or Midwifery Group Practice: the following dress requirements apply:

Female

Dress or skirt, culottes or tailored slacks with waist length collared T-shirts or blouse. No denim is allowed.

Male

Tailored shorts or trousers with collared T-shirts or shirts. No denim is allowed.

Jewellery

Jewellery and hair as per uniform specifications. Identification badges must be worn and visible at all times.

Shoes

Closed in shoes, as per uniform guidelines are compulsory; boots are not appropriate.

No student, male or female, is permitted to wear T-shirts with slogans or any type of provocative clothing while on continuity of care experiences or working in Birth Centre or Midwifery Group Practice.

HOW TO APPLY FOR A PROFESSIONAL EXPERIENCE PLACEMENT

Clinical Facilities usually advertise clinical positions for postgraduate midwifery students. You could also approach the midwifery educator at each facility and ask if they employ or support postgraduate midwifery students with clinical placement.

PROFESSIONAL EXPERIENCE PLACEMENT ASSESSMENT

The **minimum** assessment requirements that the student will be required to satisfactorily complete are:

- Clinical Attendance Record showing attendance for all scheduled days. A report from Human Resources is sufficient upon the completion of your PEP.
- Clinical Skills Assessment. The clinical competency workbook must be submitted to the GDMid Course Coordinator upon completion of your PEP.

In order to pass clinical, students must meet the assessment requirements for each subject as published in the relevant clinical competency workbook.

CLINICAL BRIEFING SESSIONS AND PLACEMENT ATTENDANCE

It is **MANDATORY** that students attend the Clinical Briefing sessions at the compulsory residential school in January of study period 1 year 1. The clinical competency workbook will be distributed at this briefing. Non-attendance at the Clinical Briefing may make you ineligible for PEP and result in your receiving an "X" (Fail) grade for the subject; in which case you will be required to repeat the subject in its entirety.

It is MANDATORY that students attend PEP when they are rostered by the clinical facility (see Absence from Professional Experience Placement).

Clinical assessment (clinical competency workbook) MUST be returned to the GDMid Course Coordinator no later than ONE WEEK following completion of your clinical placement. Failure to return your clinical assessment documentation may result in an “X” (fail) for the subject.

The original copy is returned to the student following marking and verification. A copy is kept by the College of Healthcare Sciences. You should keep your copies of your placement evaluations in a safe place, as most potential employers will ask to see them when you apply for a job at the end of your course. They should also be included in your Midwifery Practice Portfolio. It is recommended that students scan or photocopy all clinical documentation before they submit.

Your Clinical Record **MUST** be completed, **and signed**, by yourself and your Clinical Facilitator/ Preceptor. You are required to organise a mutually convenient time with your Clinical Facilitator/ Preceptor prior to the end of the clinical placement to discuss your overall Clinical performance.

CLINICAL COMPETENCY WORKBOOK

The Clinical Competency Workbook identifies all the clinical requirements of the GDMid course.

- It needs to be filled out by you
- Signed by your partner midwife on a shift by shift basis
- Signed by your Midwifery Educator/Supervisor when competencies are completed
- Signed by your Midwifery Educator/Supervisor when you have completed the clinical requirements of the GDMid
- Submitted to the GDMid Course Coordinator upon completion of PEP
- You should make a copy for yourself before handing it in (which needs to be done within ONE WEEK of completion of placement).

Students will be encouraged to practice the midwifery skills learned throughout the course, under the guidance of a Midwifery Educator/ Clinical Facilitator/Preceptor/ Registered Midwife. Satisfactory competence on a clinical skill does not preclude further practice and/or demonstration of your competence.

UNSATISFACTORY GRADE ON PROFESSIONAL EXPERIENCE PLACEMENT

Students who attract any Unsatisfactory grade/s (U) on their Clinical Placement may be contacted by the GDMid Course Coordinator to make an appointment with the GDMid Course Coordinator and the appropriate Subject Coordinator. Any requirements for further clinical placement experience, including conditions, will be decided during that meeting.

The decision to offer Clinical Makeup for an overall unsatisfactory grade is at the discretion of the GDMid Course Coordinator and Subject Coordinator, and will only be offered in exceptional circumstances.

Students who fail a clinical subject MUST see the GDMid Course Coordinator and/or Academic Advisor, as soon as possible, to discuss their progress in the course.

ABSENCE FROM PROFESSIONAL EXPERIENCE PLACEMENT

- Students who miss placement for whatever reason must inform **BOTH the GDMid Course Coordinator and the Facility, as soon as possible.**
- Students who miss any day/s of placement must provide evidence of illness or other extenuating circumstance (such as compassionate leave, sick family members or other catastrophic event).

Evidence will be, for example, a medical certificate which would be submitted with your clinical assessment records at the completion of clinical placement.

- Failure to provide satisfactory documentation may result in failure to progress or an overall fail (N) for the subject.

Students who have frequent absences or absence without supporting documentation throughout the program will be required to attend a meeting with the GDMid Course Coordinator. The student will be counselled and advised of the course of action to be taken for their frequent absence from clinical. The student will be required to attend further clinical placement for the cumulative absence from the program.

Students who miss PEP without appropriate documentary evidence may attract a FAIL (N) grade for the subject overall.

The student will be required to supply documentation to support their non-attendance at clinical placement to the clinical facility within two (2) weeks of the missed day/s.

Any extenuating circumstances involving clinical placement will be referred to the GDMid Course Coordinator and/or Director of Education.

Send documentation to:

Graduate Diploma Midwifery Coordinator
Nursing, Midwifery & Nutrition
James Cook University
Townsville, Qld. 4811.

WORKPLACE INJURY/ACCIDENT

You are expected to maintain safe practice in the workplace, by using the ergonomic, infection control and safety precautions taught in your course subjects, however, despite these precautions, at times accidents will occur. In the unlikely event of your sustaining an injury/accident within the clinical facility while performing the duties of your professional experience placement, you need to do the following:

- Notify your Midwifery Educator/Supervisor/Preceptor immediately
- Follow the clinical facility's workplace accident and injury policy
- Notify the GDMid Course Coordinator on 0429 489609
- Provide a copy of the clinical facility's workplace accident and injury documentation to the GDMid Coordinator.

CHALLENGE POLICY

The College of Healthcare Sciences is committed to quality client care based on holistic professional midwifery practice models. It is the University's responsibility to ensure safety to practice and caring professional behaviour from all students while on professional experience placement. It is therefore important to have a structured, objective system in place to manage any questionable situations that arise while students are involved in professional experience placement. Students with incomplete Midwifery Skills/Competencies or Clinical Mastery may also be placed on a Clinical Challenge prior to or during placement.

The purpose of this policy is to:

- maintain an objective standard for challenge procedures in the event of situations when behaviour is considered to be unsafe or unprofessional;
- identify unprofessional, unsafe, and unsatisfactory behaviours warranting intervention as listed on the Formal Challenge Procedure Form;
- identify in detail the procedures to be followed in the event of a challenge being issued;

- maintain a formal procedure for removing a student at any time from the clinical practice setting because of unsafe or unprofessional behaviour(s).

If an event or series of events occurs involving a James Cook University student while on professional experience placement which, in the opinion of the Midwifery Educator/Supervisor requires intervention, the following options are available:

STAGE 1: STUDENT VERBAL WARNING OF IMPENDING CHALLENGE

At this point the procedure is informal involving the Midwifery Educator/Supervisor and the student. The Midwifery Educator/Supervisor informs the GDMid Course Coordinator of the threat of the challenge and discusses the situation with the the GDMid Course Coordinator who will also inform the relevant Subject Coordinator.

Steps:

1. Document the preceding events and his/her concerns, addressing published student assessment criteria. Inform student that s/he is at risk of a formal challenge.
2. Counsel the student about the specific unacceptable behaviour(s).
3. Discuss appropriate behaviour and establish a clear expectation of modification of behaviour and support the student in their progress towards satisfactory practice for their year level.
4. Establish a timeframe with the student for demonstration of alteration of the behaviour(s).
5. Set a time for a follow-up discussion with the student at the end of the time frame.

If correction of behaviour has not occurred, the process proceeds to Stage 2: Formal Challenge Procedure.

STAGE 2: FORMAL CHALLENGE PROCEDURE

Formal challenge is initiated if no significant effort has been made by the student to modify the unacceptable behaviour by the end of the given time frame. The GDMid Course Coordinator is informed of the matter and the formal challenge details and is sent a copy of all relevant documentation.

Steps:

1. An objective account of the circumstances or incident which initiated the challenge is documented by the Midwifery Educator/Supervisor.
2. Following a formal, confidential dialogue between student and Midwifery Educator/Supervisor addressing the behaviour(s) requiring correction, the documentation is signed by the student and the Midwifery Educator/Supervisor.
3. A copy of all relevant documentation is sent to the GDMid Course Coordinator.
4. The Midwifery Educator/Supervisor advises the student that s/he may contact the GDMid Course Coordinator independently to discuss her/his status.
5. The GDMid Course Coordinator notifies the relevant subject coordinator of the formal challenge procedure.
6. The student is assisted to redeem the challenge by negotiating a learning contract with their Midwifery Educator/Supervisor.
7. The GDMid Course Coordinator and relevant subject coordinator will be involved in the contract negotiations. The contract will be time limited and contain specific expectations. This learning contract may be activated during the same clinical placement or, alternatively, may need to occur during make-up of professional experience placement and/or placement in a subsequent study period.
8. If the contract is fulfilled within the time frame, the challenge is redeemed. The documents relating to challenge remain in the student's confidential College clinical record. The student and Midwifery Educator/Supervisor will meet to provide closure to the incident.
9. If the student fails to redeem the challenge, s/he is then counselled by the GDMid Course Coordinator regarding the repercussions of the behaviour(s), which may include stage 3.

STAGE 3: REMOVAL FROM CLINICAL FACILITY

1. The GDMid Course Coordinator in conjunction with the Midwifery Educator/Supervisor have the option to **immediately remove the student from the clinical environment** in the event of a serious breach of professional behaviour or client safety or at the request of a clinical facility.

The Midwifery Educator/Supervisor is responsible for providing the student with the following information should this occur:

1. Reason for action.
2. Subsequent steps/follow-up with the student including date/time/location of further discussion.

The Midwifery Educator/Supervisor will also:

1. Notify the GDMid Course Coordinator.
2. Provide documentation of the events or behaviour.
3. Notify the relevant facility liaison person.

PROTOCOL FOR STUDENTS WHO HAVE A PROBLEM WITHIN THE FACILITY

Students are encouraged to contact the GDMid Course Coordinator on 0429 489609 at the earliest possible opportunity, for support if they perceive that they have a problem with the Midwifery Educator/Supervisor or the facility while they are on placement.