

Finalising MPE Requirements

Placement finalisation should be completed **on your final shift**, ensuring all requirements are addressed and documented contemporaneously. This supports accuracy, timely verification, and a smooth completion process.

If you have **outstanding requirements**, you must **discuss these promptly with your Subject Coordinator**. Early communication ensures appropriate guidance, timely action, and completion within required timeframes.

At the completion of each clinical placement, students must **review their Subject Outline** and confirm progress against all MPE requirements. Students may have outstanding components at the time of submission.

Students are responsible for:

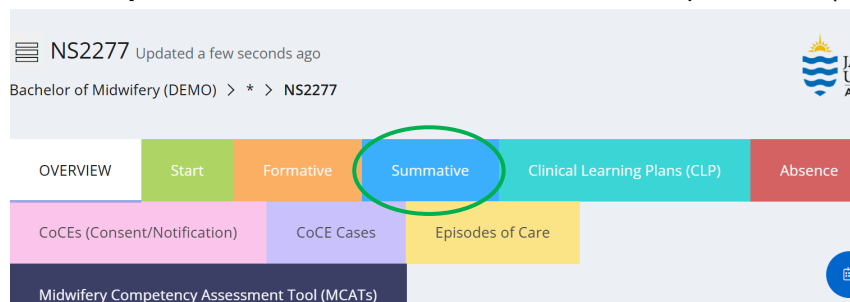
- **Confirming completion of required clinical hours**, or clearly identifying any outstanding hours
- **Reviewing Continuity of Care Experiences (CoCEs)** to ensure requirements are met, or discussing any gaps with the Subject Coordinator
- Ensuring all required documentation is **completed, signed, and verified**, including:
 - Timesheets
 - Episodes of care
 - MCATs
 - AMSATs

Placement Pending (PP) Grade

If requirements are incomplete at the time of submission, a **Placement Pending (PP)** grade will be assigned. This is an interim grade and may be held for **up to 12 months from the publication of results**. If outstanding requirements are not completed within this period, the grade will **convert to a fail**.

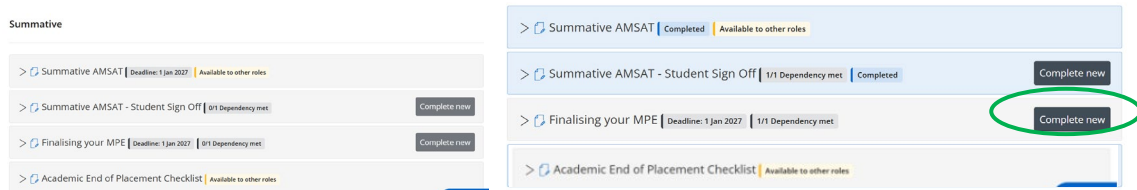
Student Instructions

1. **Open the “Summative” section of the current placement (e.g., NS2277)**



2. **Select “Complete New” for “Finalising your MPE”**

- You will only be able to choose “Complete New” when both of the following have been completed:
 - The Summative AMSAT has been completed by the Clinical Assessor, and
 - The “Summative AMSAT – Student Sign-off” has been completed by you.
- .



Summative

- > Summative AMSAT | Completed | Available to other roles
- > Summative AMSAT - Student Sign Off | 1/1 Dependency met | Completed | Complete new
- > Finalising your MPE | Deadline: 1 Jan 2027 | 1/1 Dependency met | Complete new
- > Academic End of Placement Checklist | Available to other roles

3. Complete the form

Part A: Placement Reflection

This section is your acknowledgement of and reflection on the SMART objectives that you set yourself at the start of placement

Part B: Acknowledgement of completion of each placement

This section identifies that you have completed all components of MPE or if there are some outstanding components.

IMPORTANT: if you select anything other than “MPE Complete: All MPE requirements have been met” then you will Australian National Placement and Evaluation Centre need to have communicated this with the Subject Coordinator and have a plan for managing this.

MPE Completion Status *

Select “MPE Complete: All MPE requirements have been met” only if:

- You have **no outstanding Clinical Case Hours (CCHs)**,
- You have **met all continuity of care recruitment requirements**, and
- **All required documentation has been verified.**

If you still have **any outstanding MPE components**, select the relevant option, you may select **more than one**.

You should only make your selection **after discussing your status with the subject coordinator** and receiving confirmation that your selection is appropriate.

- MPE Complete: All MPE requirements have been met
- Outstanding clinical completion hours (CCH)
- Continuity of care experiences not met subject requirements
- Outstanding verification or completion of forms *Mandatory*

The email notification is for the Subject Coordinator to be notified of your completed placement

Please enter mpe@jcu.edu.au in the field below *

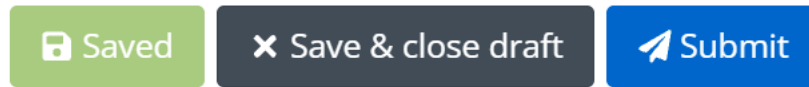
Part C – Evaluation

You are encouraged to complete the Australian National Placement and Evaluation Centre **[NPEC] Placement Evaluation Tool [PET] – Midwifery** to provide feedback on your clinical placement.

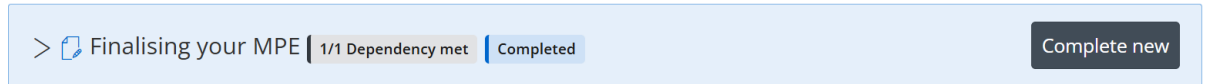
- Your feedback helps us **evaluate and improve the quality of clinical learning experiences** for current and future students.
- It allows you to **share what worked well and what could be improved**, ensuring student perspectives inform placement planning.
- Your responses contribute to **ongoing quality assurance and program development**.

Completion of the PET is **not compulsory**, but it is highly valued.

4. Click “Submit

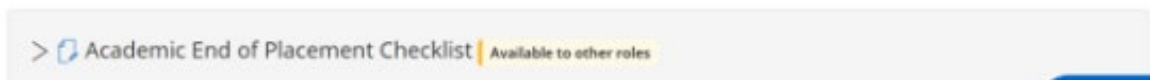


5. **Check** it has been submitted the form will now show “Completed”



After Submission

Once the form is submitted, the Subject Coordinator will review your Portfolio and verify if the requirements have been met.



If all requirements for MPE for the specific subject has been met, the Subject Coordinator completes the “Academic End of Placement Checklist”.

Important Information About Results and Feedback

Only your final results (hours completed and grade) will be displayed in LearnJCU.

All MPE requirements, resubmissions, and detailed feedback are managed within the MyProgress ePAD. Students should regularly review their ePAD to track progress and outstanding requirements.

A “flagged” “Academic End of Placement Checklist” will only appear if there are outstanding requirements that need action. However, this checklist is always accessible within your ePAD under the Summative tab for reference, regardless of whether it has been flagged.

Understanding Your Placement Outcome and Next Steps

1. If all requirements are met

- You will receive a **grade in LearnJCU** showing:
 - The **total hours completed** (e.g., 120 hours for NS2277), and
 - A grade of **“Sat” (Satisfactory)** for MPE.

2. If you have outstanding items

- Your LearnJCU grade will show:
 - The **hours completed to date** (e.g., 112 hours if 120 hours are required; 120 hours if no outstanding CCHs required), and
 - A grade of **“PP” (Placement Pending)**, indicating outstanding requirements.

3. How you will be notified of outstanding requirements

- The **Subject Coordinator will “flag” the Academic End of Placement Checklist.**

Flagged Responses



Academic End of Placement Checklist - *Bachelor of Midwifery (DEMO)* > * >
NS2277 > *Summative*



Rachael O'Connor Flagged this response on 4 May 2026 10:57.

- This flagged checklist will appear on your **dashboard/homepage** of your ePAD.
- The Subject Coordinator will include **clear comments outlining what is required** to complete your placement.
- The flagged checklist will **remain visible until all requirements are completed**.

4. What you need to do to complete your placement

- Review the flagged checklist in your ePAD and **complete all outstanding requirements**.
- Once completed, you must submit a **new “Finalising your MPE” form** to notify the Subject Coordinator.

5. Final review and grade update

- The Subject Coordinator will:
 - Review your updated submission, and
 - Complete a **new Academic End of Placement Checklist**.
- This will update your record in LearnJCU, including:
 - **Revised hours** (for example, from 112 to 120), and
 - **Updated grade** (from **PP to Sat**).