

DoN Semester 3 Mandatory Placement Requirements

All Mandatory Requirements must be met by 1600hrs Friday, 6 weeks prior to Placement commencing.

Upon arriving to your allocated placement, you will be asked to produce the following documents, be sure to have both a digital and hard copy on you. You may be asked to leave your placement if you arrive and do not have the evidence with you...

Criminal History Check (National Police Certificate)

All students must have a National Police Check Certificate that has been issued within the last 6 months prior to the start of placement uploaded to aXe via Placement_Requirements@mater.org.au.

Mandatory Immunisations

Required immunity status in the following is essential for Placement:

- HEP B
- PERTUSSIS
- VARICELLA
- MEASLES
- MUMPS
- RUBELLA
- Full Covid-19 vaccination
- Current Seasonal Influenza (flu) vaccine**

Please follow the instructions sent to you via email by Student Services with the subject "Immunisation Requirement - Online Form".

You can book to receive your Vaccines with the Staff Health Team at Mater or at your local GP / Pharmacy.

If you have a medical certificate exempting you of any of the above vaccinations, you must discuss with your Campus Co-Ordinator and forward this evidence to Staff Health.

**Encouraged but not mandatory.

CPR

Your "Provide Cardiopulmonary Resuscitation" (CPR) Certificate must be current and uploaded to aXe via Placement_Requirements@mater.org.au.

If you need to renew your CPR certificate, Mater Education offer this course. Please ensure you forward a copy of your updated Certificate to Placement_Requirements@mater.org.au.

Please remember: the CPR component of your "Provide First Aid" Certificate only lasts 12 months.

**For further clarification,
please contact your Campus Co-Ordinator via Email**
P 07 3163 3777

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DoN Semester 3 Placement FAQ's

As per course requirements, you are required to complete 160hrs of clinical placement.

During this placement you will be expected to put into practice all clinical skills learnt in SIM during the Semester while critically thinking with your sound knowledge base.

Once you have completed your Diploma and are a Registered Enrolled Nurse, you will be allocated a 24/7 roster. Placement is a great opportunity to understand what that involves.

Important things to remember:

- You are going to be placed in a Hospital Setting as this is an acute skill setting
- You will be allocated a mixture of AM, PM, night duty, weekend and public holiday shifts (24/7 roster) with no more than 6 shifts in a row
- AM shifts may commence as early as 0615hrs
- PM shifts may finish as late as 2330hrs
- Night duty shifts commence as early as 2230hrs
- Please make the most of this wonderful opportunity: remember all nursing skills are important

When will I find out about my Placement allocation?

All students who have met the "Mandatory Requirements" will be notified by 1600hrs Friday, 4 weeks prior to placement commencing via their Campus Co-Ordinator.

What happens if I do not meet the "Mandatory Placement Requirements"?

You will not be allocated placement – please contact your Campus Co-Ordinator to discuss.

Where will I be allocated for placement?

The Mater Student Placements Team have agreements with Mater and several External Facilities outside of Mater. Each Semester there may be different placement opportunities on offer.

Your Campus Co-Ordinator will be made aware of all placement opportunities on offer during Term 1 and will discuss these with you in class.

Mater Education attempts to place you at a Facility within a reasonable distance from your address however this is not always possible.

Where do I go to find my placement information?

When your placement is confirmed it will be available on SPOT (Student Placement Online Tool - <http://www.spotapp.com.au/>).

If you have forgotten your password, click "forgot password" on the home page.

Login to SPOT to view all information pertaining to the Hospital ward you have been allocated to.

I am unable to work weekends or night duty

All Hospitals have nursing students attending their Facilities not just from Mater Education but from the many Universities in our district. To be able to accommodate the hundreds of students who need placements to complete their qualifications, facilities make available their 24/7 rosters so that students can complete their placement component of their qualification

I have reviewed my roster and note that I am allocated a shift on a day I have a commitment that cannot be changed

If you have spoken to another student who has agreed to swap with you, you may complete the "Request for Change Form".

This must be a complete swap of both Facility / Hospital ward and hours. See the "Request for Change Form".

What do I need to take with me?

Please see the "Placement Pre-requisites" document for all placement requirements.

**For further clarification,
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DoN Semester 3 Request for Change Form

If you require a swap, please ensure both students complete the form below.

Requests must be submitted via email no later than 1600hrs Wednesday of Week 4, Term 2 to the Mater Student Placement Team:

StudentPlacements@mater.org.au.

You will be notified via email by 1600hrs Thursday of Week 4, Term 2 if your request has been approved.

Request for Change Form	
Student 1 Full Name:	
Student 1 Email Address:	
Student 1 <u>Shift currently rostered and unable to complete:</u>	
Student 1 Signature:	
To be swapped with	
Student 2 Full Name:	
Student 2 Email Address:	
Student 2 <u>Shift currently rostered and swapping with student 1:</u>	
Student 2 Signature:	

For further clarification, please contact your Campus Co-Ordinator via Email

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