



UNIVERSITY of
TASMANIA

College of Health and Medicine
School of Nursing

**Professional Experience
Placement:
Bachelor of Nursing guidelines

2024**

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Welcome to the Bachelor of Nursing at UTAS.

Within the Bachelor of Nursing (BN), you will study the notion of '*Duty of Care*' and how nursing as a regulated health profession, is bound by this notion to provide safe and effective care as part of its social contract to the public. In accordance with legislative, regulatory and university policy and procedures, every student in the BN is required to demonstrate they are safe to practice in Professional Experience Placement (PEP) and demonstrate this duty of care to themselves, the health care team they work alongside and ultimately those they provide care for.

Preparing for PEP is a core element of demonstrating your ability to be safe to, and for practice -which is the responsibility of every student. The PEP BN Guidelines have been developed to provide an introductory overview of the PEP related resources and information to facilitate your preparation and progression into PEP throughout your BN degree.

The [College of Health and Medicine's PEP website](#) contains further details referenced in this booklet:

All the best for your studies and your future career in nursing,

The PEP team
School of Nursing,
College of Health and Medicine

What is PEP and why do you need to do it?

'PEP' is the term used by the University of Tasmania for *Professional Experience Placement*, which can also be known as 'prac' or 'clinical placement'. The aim of PEP is to immerse students in the professional healthcare environment to apply new knowledge and skills, and to gain a better understanding of the diverse roles of health professionals within the Australian healthcare system.

During the BN program students will experience a transition that takes them from being a novice practitioner to achieving the requisite knowledge, skills and professional attitudes to become eligible to apply for registration as a registered nurse with the Australian Health Practitioners Regulatory Authority (AHPRA). Each stage of this transition requires the development and application of discrete but related skill sets and knowledge. Consequently, PEP forms a large compulsory component of the program to provide those opportunities to transition and develop in accordance with regulatory, legislative and professional requirements. Within PEP, students will work along-side registered nurses, other healthcare professionals and contribute directly to quality patient care.

When does PEP occur?

The BN program contains five units of study that include PEP as a core component. For most students, this commences in Nursing Study Period 2 of the first year of the degree and continues sequentially in line with academic progress based on the individual program pathway/enrolment of each student. Student expectations and the assessment tasks undertaken during PEP are incremental within the five PEP units of study, from an introductory/observational PEP in the first-year nursing unit *Nursing Practice 1* (NUR135), to demonstrating the required level of capability as a beginning level practitioner ready for transition into their graduate year upon completion of *Nursing Practice 5* (NUR354).

Nursing units within the BN that contain a PEP component:

Unit Code	Unit Title	Duration	Hours
NUR135	Nursing Practice 1	2 weeks	80
NUR239	Nursing Practice 2	3 weeks	120
NUR242	Nursing Practice 3	3 weeks	120
NUR351	Nursing Practice 4	6 weeks	240
NUR354	Nursing Practice 5	7 weeks	280
		Total	840 hours*

***Please note:** The minimum number of PEP hours required to be eligible to apply for registration as a Registered Nurse (AHPRA) is 800 hours. Each student is allocated 840 hours to compensate for typical national and regional public holidays that occur each year over the course of the degree.

To facilitate all program pathway options, all individual PEP units are either offered, more than once in a calendar year or in a rotational model. Rotations exist to maximise placement opportunities for students within a unit. Placement availability during these rotations are at the discretion of each placement provider and is negotiated by the School of Nursing months in advance. For this reason, it is not possible for students to preference or choose one rotation offering over another and they will be allocated accordingly by the placement team.

During a PEP period that is offered in a rotation model, students not in PEP will continue to engage with normal coursework and attend any on-campus intensives as timetabled.

- PEP opportunities occur at set times in each calendar year. Students are required to review the PEP calendar to ensure they can attend their scheduled PEP. Access the PEP website for [BN PEP Dates](#) here.
- ***Please note:** PEP opportunities cannot be delayed, split or undertaken outside of scheduled PEP dates for reasons such as work and family commitments, holidays, etc. Students are required to prioritise PEP over other commitments.

Who at UTAS manages and can assist with PEP Enquiries?

Within the School of Nursing (SoN), PEP is managed by the PEP Team in accordance with College of Health and Medicine requirements. Professional and academic PEP staff are located in both Tasmania and New South Wales (NSW) to ensure each student is supported in the lead up to, and during each PEP experience.

All enquiries regarding PEP, including questions about compliance, allocations and general information, should be directed in the first instance to the appropriate contact as below.

Tasmanian BN Students: Tasmanian PEP Team

Tasmania.Placements@utas.edu.au

New South Wales BN students: NSW PEP Team

Sydney.Placements@utas.edu.au

***Please note:** Important additional information and requirements will be regularly provided via your UTAS email and via *InPlace* in the leadup to your first and subsequent PEP experiences. Therefore, it is important you check your UTAS email and *InPlace* **frequently** to ensure you are able to action any requests as soon as possible to be able to attend PEP.

Whilst on PEP, any questions you have regarding your placement can be directed to the relevant Fieldwork Coordinator (FWC) for the region in which you are placed in:

New South Wales Esther.Marengo@utas.edu.au

Northern and North-West Tasmania Jodeen.Harwood@utas.edu.au

Southern Tasmania fwcsouth@utas.edu.au

PEP Emergency Contact

Fieldwork Coordinators carry a mobile phone for the duration of each PEP. This phone is for EMERGENCY USE only (such as receiving an injury in the workplace). Non-emergency issues can be addressed via other forms of communication during business hours such as email/phone. Fieldwork coordinators will provide further details on how best to communicate with them prior to PEP.

Necessary contacts, including the emergency number and key additional information relevant to your individual placement allocation will be provided to you in the lead up to each PEP.

All elements of PEP with the SoN have academic oversight provided by the Academic PEP Coordinators. This role works closely with all members of the PEP team to ensure each student receives quality placement experience in accordance with program and unit requirements. The Academic PEP Coordinators for the SoN are Mr [John Cooper](#) and Ms [Leigh Harkness](#)

PEP healthcare environments and locations

To satisfy the requirements of Australian Nursing and Midwifery Accreditation Council (ANMAC) and University course award requirements, students are required to complete a range of PEP experiences across the degree in both rural/remote (Tasmanian students) and metropolitan settings such as:

- Acute Care
- Community Nursing
- Primary Health
- Aged-Care
- Mental Health

***PLEASE NOTE:**

Tasmanian students

Placement experiences for Tasmanian students are state-wide and students will be required where necessary, to travel and/or relocate for one or more placements during their BN. Relocation and travel costs are the responsibility of the student. However, the [University Centre for Rural Health](#) does offer assistance to eligible students with accommodation and some expenses across several rural areas of Tasmania.

NSW students

PEP for New South Wales students is available across the Greater Sydney Metropolitan Area. The NSW PEP Team will advise students of the application process for each PEP. NSW Health provide limited scholarships throughout the year to support students in PEP.

Remote, Interstate and Off-shore Experiences

Opportunities exist aligned to specific placement periods, that allow students to undertake PEP in remote locations such as Flinders Island, Broken Hill, regional NSW, and with the Royal Flying Doctors Service. Offshore opportunities in India and Nepal in conjunction with [Beyond Borders](#), typically run twice a year aligned to NUR242.

These experiences are limited, subject to availability and successful selection via a competitive application process. Upcoming experiences are communicated to students via UTAS email and/or *InPlace* when available.

Meeting PEP Compliance

Professional responsibility of students of nursing

As a student, demonstrating your understanding of your professional responsibility to public safety is the first and most important step in nursing as a career. In Australia, all students enrolled in an accredited nursing program are automatically registered as a student of nursing with AHPRA. This requires that all students practice in accordance with the registration standards, professional codes and guidelines that govern safe and effective nursing practice in Australia. Please familiarise yourself with these on the [Nursing and Midwifery Board of Australia](#) (NMBA) webpage.

As part of its commitment to public safety, the University of Tasmania, must ensure the safety of all students, staff and the broader community through necessary completion of all mandatory legislative, regulatory, placement partner and university requirements which is known collectively as '**Compliance**'. All BN students must achieve compliance prior to their first PEP and maintain their compliance for the duration of the BN.

Compliance is made up of several mandatory components that each student must undertake and provide evidence of achieving. The [Safety in Practice Student Compliance Documentation Guidelines and Procedure](#), provides further details of the Safety in Practice requirements to meet compliance such as (but not limited to):

- Safety in Practice agreement form
- National criminal history check
- Immunisation record
- Working with vulnerable people (children) registration

The [Safety in Practice Agreement Form](#) ('SiP Agreement') is the first step to ensure you are aware of your requirements and responsibilities whilst undertaking PEP and provides clear detail and direction around **compliance** and other key information related to PEP. In particular, it ensures that students are aware of the need to establish and maintain their medical, physical and psychological capacity to practice safely through the CoHM's [Mandatory Functional Requirements](#)

The University of Tasmania uses a system called "[InPlace](#)" to manage all aspects of PEP within the COHM including compliance.

InPlace is the platform in which you will be required to upload:

- All compliance requirements for verification, and
- provide key information regarding your placement preferences,

InPlace is the platform where you will receive :

- Notifications regarding compliance progression or issues,
- PEP allocation (once verified as compliant), and
- Key information regarding placement contacts, any additional compliance requirements and PEP orientation information.

Details and resources on how to access ***InPlace*** can be found [here](#).

A quick guide to how to navigate *InPlace* to review your compliance items:

- *Click the drop-down arrow on the right-hand end of the menu bar and select **My Details***
- *Compliance items with a **red** asterisk (*) are mandatory and should appear in **green***
- ***Uncoloured** or **red** items require updating*
- ***Blue** Submitted items are awaiting verification by the PEP Team*
- *If an item is rejected by the PEP team, the item and reason for rejection is located under the **To Do** list on your *InPlace* home screen or click on the blue cross + located next to the compliance item to see comments*
- *Check that listed expiry dates fall **after** the last day of placement*
- *Check your university email account regularly for any compliance instructions*

Compliance costs

The costs associated with meeting compliance are the responsibility of the student. Costs will vary depending on several factors (eg. Immunisation status at the time of enrolment, etc), but commencing students should budget for approximately \$600+ to cover all compliance requirements in the lead up to their first PEP. Some compliance requirements require annual renewal, so there are additional costs each year to meet to maintain compliance status. Students who anticipate they may experience difficulty in meeting these costs are encouraged to contact TUSA through the [Student Financial Hardship Scheme](#).

Compliance deadlines

To ensure adequate time to verify uploaded compliance requirements for each student aligned to placement allocation and confirmation timelines, there are strict deadlines for submission of compliance requirements. Meeting compliance within required deadlines is the responsibility of each student and early engagement in this process is expected, including actioning any request from the PEP team in a timely

manner. Full, verified compliance is typically required months prior to a scheduled PEP to ensure all contractual obligations with practice partners are met.

Verification upon upload is not guaranteed and some items may need to be '*rejected*' (meaning 'does not currently meet requirements') due to additional evidence or follow-up required. This can lead to unanticipated delays to compliance hence the need to commence this process early and action requests as soon as possible.

The PEP team are able to support students with any compliance enquiries and provide assistance and advice where required, particularly where students are experiencing difficulties.

Tasmanian BN Students: Tasmanian PEP Team

Tasmania.Placements@utas.edu.au

New South Wales BN students: NSW PEP Team

Sydney.Placements@utas.edu.au

Commencing students in 2024

Section 3.3 of the [Safety and practice Compliance and Risk assessment Process](#) details recommended completion timelines Safety in practice agreements (SiP) and criminal history checks.

Within the School of Nursing a deadline is **21st Feb 2024** for commencing students to have submitted all compliance requirements regardless of level of completion.

For example:

- If a student does not have all evidence of immunisation requirements, they are still required to upload what they currently have to date.
- Students are required to upload evidence of their booking for Intellilearn for 2024 (or evidence of training received from another provider), even though the sessions do not run until after this date.

This provides adequate opportunity for the PEP team to review each individual student's progress and compliance status for each attribute and track subsequent progression and advice around verification and provide further support where necessary. It also demonstrates to the PEP team the student intends to attend PEP so they can be factored into placement forecasting.

Students who have not achieved full compliance (attributes in *InPlace* are **VERIFIED**) or the School has deemed the student will not be able achieve compliance by **22nd April 2024** (with the exception of Intellilearn attendance that may occur after this date), will not be eligible to attend PEP for NUR135 in Nursing Study Period 2 and will have to seek pathway advice. Typically, this can extend the completion time of the BN for the student as they will need to return in 2025 to enrol in this unit again.

It is understood that despite best intentions, extenuating circumstances can cause delays in submitting compliance evidence. Students are encouraged to contact their respective PEP team as soon as possible to seek advice and support and where necessary have their timeline for submission amended as there is no option to delay or renegotiate PEP due to non-compliance.

Students who are not able to meet their compliance requirements beyond the April deadline will be referred to the Academic PEP Coordinators in accordance with the Safety in Practice Student Compliance Process.

Continuing students in 2024

For students continuing in the program in 2024 (commenced their program in 2023 or earlier), deadlines for compliance prior to each placement for the academic year is as advised by the placement team, which is typically a minimum of four weeks prior to the scheduled placement.

Any student that experiences difficulty with meeting compliance or anticipates delays to sourcing documents must advise the PEP team as soon as possible so they can be supported and advised accordingly.

***Please note:**

- In order to stay on track with eligibility for PEP, it is vital students regularly check their university email and *InPlace* several times a week to monitor their compliance journey and ensure a timely response to any further requests from the PEP team.
- PEP opportunities can not be rescheduled in the event that a student has missed deadlines due to not actioning previous communications in a timely manner.

- In addition to CoHM compliance requirements, the SoN has additional compliance requirements unique to the nursing program that require completion and uploading via *InPlace* for verification as detailed on the College of Health and Medicine's PEP [website](#). Within each PEP unit of study there are pre-PEP hurdles that must also be achieved in addition to CoHM and School of Nursing compliance.
- Some placement providers may also require completion of further compliance requirements in addition to those of the College and the School. If required students will be advised of any further requirements prior to the allocated PEP commencing. Failure to complete in accordance with placement provider requirements can result in PEP being cancelled.
- A compliance checklist that can aid with Compliance is available [here](#)

How are PEP allocations administered?

Allocation to PEP is administered by the PEP team using a criterion that takes into account specific nursing accreditation/curriculum requirements, placement history, placement availability, home/term address, application comments, health assessment requirements and compliance status.

Each student will receive individual information regarding completing necessary information within *InPlace* prior to each placement opportunity from the PEP team, who will work closely with each student during the process in the lead up to allocation.

Upon allocation of PEP, each student will receive a notification that their allocation has been released and will be able to review details and further information around this via *InPlace*.

Things to consider:

Enrolment details

- It is important that students enrol for ALL PEP units associated with their program pathway via e-Student for each year of study. This will ensure all PEP related communications are sent correctly and the PEP team are able to accurately forecast PEP placement requirements for each student for the whole year. Students can review their enrolment via e-Student and if unsure can contact [UConnect](#).

Making placement requests

Students are encouraged to provide preference details via the 'application comments' section in the student's InPlace record and include:

- Special areas of nursing interest (see below)
- confirmation of employer (if working in a health facility);
- and any potential conflicts of interest.

Allocations are subject to the criteria outlined earlier and placement availability. There is no guarantee that these preferences will be met but where possible they may be taken into consideration.

- The University undertakes placement number negotiations for students enrolled in the Bachelor of Nursing several months in advance in accordance with established contractual agreements and set communication processes. For this reason, students are not permitted to contact placement providers to organise/negotiate their own placements.

Personal information

- It is important that your personal information remains up to date particularly your term/residential address as this will be taken into consideration during the allocation process. All changes to personal information must be completed via the [eStudentCentre](#), which will then update overnight in *InPlace*.
 1. Please log into eStudent
 2. Go to 'my details' tab
 3. Select 'contacts' on the left hand side
 4. Click 'edit' next to 'residential'.

Personal commitments

- Students who have private employment are advised that attendance in PEP must take precedence over their work commitments. Wherever possible, work commitments should be cleared for the duration of the PEP.
-
- As PEP is typically a 40 hour week, students should be mindful of any hours of additional work undertaken on top of these hours through their employment outside of PEP. Many placement providers discourage students working additional excessive hours on top of PEP hours due to risks around workplace health and safety to themselves and others. Students should check their employer's policy regarding work hours requirements.

- For students who have dependents or who are primary carers for relatives, placements can be state-wide and requests for specific regions/organisations may not always be able to be granted due to several factors including placement availability. Therefore, students are advised to make necessary arrangements to attend PEP as allocated.
- For students who meet the criteria for Elite Athlete status as per University procedures, it is important to advise the relevant PEP team as soon as possible.

<https://www.utas.edu.au/uni-life/support-and-wellbeing/elite-athlete>

PEP rosters

- A typical week of PEP consists of 40 hours across a range of shifts (mornings, afternoons and in some cases night shifts) including weekends. Start/finish times and shift patterns vary between placement facilities.
- The provision of rosters in advance of PEP is at the discretion of each placement provider and is not managed by the PEP team. Students are expected to attend PEP as per the roster provided and follow placement provider processes to swap/negotiate rosters. In a placement where a PEP facilitator is present, they **must** be kept informed of any roster change to ensure any assessment schedules can be considered and maintained.

As NSW and Tasmania function under different health departments and state legislation, there are elements of the compliance and allocation processes around PEP that will differ. Additional state-based detail is as follows:

For Tasmanian students:

- PEP allocations are typically released 8 – 10 weeks prior to the placement commencement date and are finalised at the 7-week prior date.
- Once PEP allocations are released, a two-week swap period is available to provide students the opportunity to update their placement where possible. As this is a student-led process, students are required to liaise with each other and send their requests to Tasmania.Placements@utas.edu.au for consideration.
- All change/swap requests are considered in line with program requirements, placements available, students' past placements and are at the discretion of the School of Nursing. Once a swap/change has been confirmed, it cannot be further changed due to placement partner timeframes.

For NSW students:

- PEP allocations are generally released six weeks prior to placements.
- Once PEP allocations are released, a one-week change request period is available to provide students the opportunity to change their placement allocation where possible. Students will need to submit a change request via *InPlace*.
- All change/swap requests are considered in line with program requirements, positions available and students' past placements and are at the discretion of the School of Nursing. Once a swap/change has been approved/declined, it cannot be further changed due to placement partner timeframes.

Potential conflicts of interest

The SoN recognises that a conflict of interest may arise from several situations, including family connections/relationships or paid employment within healthcare settings where a student may be allocated to PEP. In order to ensure a quality placement experience and a valid final assessment in PEP, students must identify, manage, and where possible, avoid undertaking PEP in settings where such 'conflict of interest' may arise.

Examples of conflict of interest can include, but are not limited to:

- current or past employment within a healthcare environment (regardless of role).
- a family member/relative (including partner) working within the same healthcare environment.

It is important that students disclose all actual or perceived conflicts of interest via *InPlace* through the 'additional comments' field to ensure they are allocated to PEP appropriately. Failure to declare a conflict of interest may result in the necessary cancellation of PEP allocation, which can impact on progression in the program.

Students in any doubt regarding the suitability of their placements in relation to any real or potential conflict of interest are encouraged to seek advice from the Academic PEP Coordinators, Mr. John Cooper, J.F.Cooper@utas.edu.au or Ms [Leigh Harkness](#)

How PEP is assessed and by whom?

Performance in PEP is assessed in accordance with the Nursing and Midwifery Board of Australia's (NMBA) [*Registered Nurse Standards for Practice 2016*](#) and is evidenced through successful completion of a *PEP Workbook* that is provided for each PEP unit. As PEP occurs in specific units within the program, further resources and guidelines around preparation for, and assessment during PEP (including provision of the relevant PEP Workbook for that unit) will be provided within those units.

- Assessment in PEP is graded as **Satisfactory/Unsatisfactory** only as evidenced through the PEP Workbook. The final result in a PEP unit is at the discretion of the SoN and results are provided as per set University timeline for results release dates.
- The PEP Workbook is fully online and is delivered via the PebblePad platform. The PEP workbook contains resources and guidelines for each PEP to support students to meet PEP expectations. Students will be provided with access and resources to support their learning and assessment in PEP through the PEP workbook within their PEP units.
- In order to complete the degree, students are required to achieve a satisfactory result for ***all*** final assessments that relate to performance and assessment in each PEP. Please refer to the relevant unit outline for more information.

During PEP, BN students are supervised and supported in their learning and development by a registered nurse who will mentor and guide them in assisting to expand a student's developing capability in practice. Whilst supervision of students in PEP always involves a registered nurse, the models of supervision can differ slightly from one placement facility to another. Typically, this is facilitated via two models:

Preceptorship Model

Sometimes also known as supervising RN, buddy or nurse preceptor, each shift students will work alongside this individual as they provide care for their clients/patients. While undertaking their nursing work, preceptors will provide supervision and support student learning and achievements during PEP.

PEP Facilitation Model

In addition to the preceptorship model outlined above, at most placement facilities students may also be supported by a PEP facilitator/s. PEP facilitators are registered nurses who work in a supernumerary capacity (i.e., no patient/client allocation) to support both students and their preceptors in the facilitation of

supported quality learning and assessment experiences during PEP. Whilst predominantly utilised within acute care environments, facilitators are also embedded across the mental health, rural, aged care and community sectors. Typically, a PEP facilitator will have responsibility for the completion of assessment requirements as per the PEP Workbook on behalf of the preceptors of the organisation in which students are placed.

As nursing is a patient-centred collaborative process, students will be required to work on occasion with other care staff such as Enrolled Nurses and/or Carers. These roles play a vital part in patient/client/resident care and remain under the responsibility of the Registered Nurse on shift as delegated.

Regardless of the supervision model used during PEP, preceptors, PEP facilitators and students across all placement agencies are further supported by a dedicated *Field-Work Coordinator (FWC)*. FWCs are employed by the university and provide high-level support to facilitators, preceptors and students to ensure quality placement experiences. FWCs are often the first point of contact for students during PEP. As detailed earlier, there is a dedicated FWCs for the following regions:

- New South Wales
- Northern and North-West Tasmania
- Southern Tasmania.

Please refer to the resource: [PEP Supervisor and Facilitator Guide](#) for further information regarding student expectations and how students are assessed during PEP.

Work, health, safety and Wellbeing information during PEP

All students are required to be familiar with the Work, Health and Safety information as referenced in the Safety in Practice Agreement form.

In the event that a student is involved in an incident, accident or injury while on PEP, they must follow the incident/injury/accident reporting procedures within the particular workplace and ensure the incident/injury/accident has been reported as soon as practicable to the relevant PEP Facilitator/Fieldwork Coordinator and Unit Coordinator.

The student must also complete a University of Tasmania [Online Incident Notification](#). When accessing the notification for the first time, you will need to login on the University 'Sign In' page, which will come up first. If you have any questions,

please email health.safety@utas.edu.au. Your Fieldwork Coordinator/Facilitator will assist you to complete this form as needed.

Once submitted, the form will be forwarded to the relevant School of Nursing safety representative for review and follow-up.

During PEP, students continue to have access to all [UTAS Safety, Health and Wellbeing support services](#) such as:

- Confidential and free counselling
- Student Advisors
- Learning and Academic development tools
- Accessibility Services
- Career Connect

PEP Attendance requirements

Meeting AHPRA requirements for registration

The Bachelor of Nursing is accredited for 800 hours of PEP, which is the minimum requirement for registration with AHPRA as a Registered Nurse. For students who are Enrolled Nurses and entered the program with approved credit of 80 hours of PEP from previous studies, the minimum PEP hours within the Bachelor of Nursing are 720 hours (with the additional 80 hours previously credited adding to the total 800 PEP hours required).

To ensure every student has the adequate amount of PEP hours to both meet unit requirements and apply for registration through AHPRA, PEP attendance is set at 100% and PEP hours are closely monitored throughout the degree. Therefore, it is essential that **ANY and ALL** absences from PEP are accurately recorded to facilitate the monitoring, tracking and where applicable, management of outstanding PEP hours.

Recording Absences from PEP

The attendance requirement for PEP is set at 100% to ensure that students have optimum exposure to the learning environment to meet the necessary expectations against the NMBA's *Registered Nurse Standards for Practice 2016*. In the event a student is absent they must undertake the following:

- Notify the placement facility (and PEP facilitator where required) prior to the commencement of the shift that will be missed.
- Log absence accurately in PEP Workbook and have this signed by their supervising Registered Nurse as soon as possible.

Absence from PEP on day one of placement (Orientation)

Orientation provides crucial information to students regarding their placement experience, supervision, expectations, safety, policies, emergency procedures, etc. Students who are not able attend PEP on their first day of placement and subsequently miss their orientation, may have their placement cancelled by the placement provider. An alternative placement is not typically available.

Absence from PEP due to public holidays

If a public holiday occurs during a PEP period and the placement provider does not permit students to attend (this is at the discretion of the placement provider), this will result in a deficit of PEP hours. To accommodate for the typical number of public

holidays the average student will experience during the degree, an additional 40 hours of PEP has been made available to compensate for this to ensure students are able to meet the minimum 800 PEP hour requirement. As such, each student is allocated 840 hours of PEP. Students are still required to record the absence when they are not able to attend PEP due to the public holiday as per the procedure outlined above.

Absence from PEP due to other reasons

If a student is not able to attend PEP for any other reason (sickness, bereavement, etc), these must be logged as detailed above. Supporting documentation will be required.

Any absences not logged/recorded in a timely manner, inaccurate recording and/or delayed submission of required Log of Hours within the PEP workbook will lead to delays in reconciling completed PEP hours and finalisation of results that could extend unit/course completion time. Students providing misleading logs of PEP hours will be referred to Academic Integrity Officer for advice and where necessary further investigation.

Approval of additional PEP hours.

Additional PEP hours due to absences is not automatically provided (with the exception of public holidays as detailed above). The availability of additional PEP hours is at the complete discretion of the placement providers in line with placement agreements in consultation with the SoN. Many providers have limited capacity to offer additional PEP hours outside of set placement periods therefore capacity is extremely limited. For this reason, students with excessive absences from PEP will need to repeat the PEP unit of study. As PEP is a mandatory component of each PEP unit, this will result in a fail (NN) and the need to repeat that unit in full when it is next available.

Students who miss more than 5% of their total placement hours overall in the degree (inclusive of public holidays) will not be able to graduate and therefore be ineligible for registration with Ahpra. It is the student's responsibility to ensure they accurately record completed PEP hours and follow any absence processes to ensure they meet this requirement.

Additional PEP hours outside of scheduled PEP will be considered at the end of the PEP period at the discretion of the Unit Coordinator and Academic PEP Coordinators subject to satisfactory academic/PEP progression within the unit to date against the following criteria:

1. Unexpected illness of short duration
2. Agency directive (closures, etc).
3. Accidents
4. Temporary disability
5. Bereavement
6. Sporting or cultural commitment at state, national or international representative level as per [university policy](#)
7. Other compassionate circumstances

A new request for special consideration process for additional PEP hours will be made available at the commencement of Nursing Study Period 2, 2023.

Requests for additional PEP hours due to inaccurate recording of PEP hours, non-attendance at PEP with no valid reason, non-compliance, employment commitments and holidays are not eligible to be considered. Students in this situation will be required to repeat the unit of study.

The School reserves the right to request additional supporting documentation to support requests for additional PEP hours and has the final decision on whether additional hours are granted (subject to placement availability).

Where additional PEP hours are approved students are advised of the following:

1. Opportunity for, duration, timing, location and capacity for additional PEP hours will vary between students due to individual circumstances and is negotiated by the PEP team on a case-by-case basis.
 2. Additional PEP hours may need to occur in a separate organisation and likely at a later date. Where possible all attempts are made to maintain individual course completion timelines (subject to placement availability).
- Placement providers will typically accommodate additional PEP hours at a minimum of one week, even if the deficit in hours is less than that. The excess additional hours completed are still recorded and logged in *InPlace*.
 - As additional PEP hours are limited, it is prioritised for students who are on student support plans, being managed via the PEP risk management process and/or for students who are about to graduate from the program (NUR354).

- Please note, it is not always possible to provide in advance when and where additional PEP hours will occur as it is provided subject to availability. Personal preferences for type of placement, etc. cannot always be considered, however if an opportunity arises the PEP team will be in contact with as much notice as possible.
- In the event that approved additional PEP hours cannot be completed prior to the finalisation of results for that study period. Subject to academic progression, students will receive an AO (Assessment Ongoing) result for their PEP unit until PEP hours are completed. It is important to be aware that this result is not intended to be a penalty and does not affect progression into subsequent PEP units.
- Students granted additional PEP hours associated with NUR354 (Nursing Practice 5) need to be aware that attendance at their graduation ceremony may not be possible due to missed final result submission deadlines for units in Nursing Study Period 3. Students are still eligible for registration upon completion of outstanding PEP and can opt to attend the next scheduled graduation ceremony. Please note it typically takes 1-2 weeks upon receipt of students' final results for Ahpra to finalise a students' application for registration with the Nursing and Midwifery Board (NMBA).

Uniform requirements and essential equipment for PEP

All students are required to adhere to uniform and personal presentation requirements at all times during PEP as detailed below:

- Student ID - The UTAS student photo ID card, placed in a clear plastic sleeve, is used for this purpose

Short-sleeved navy-blue University of Tasmania Polo shirt.

Students are required to be 'bare below the elbows' during PEP for infection control purposes.

- Plain navy-blue or black trousers, knee length tailored shorts, culottes or skirt. No tights, jeans or leggings.
- Black or navy-blue closed in flat soled shoes. Leather (or leather like) to be easily cleaned and reduce the risk of injury (feet must be fully enclosed for safety, no ballet flats, canvas or mesh runners).
- University of Tasmania branded vest. Navy-blue cardigan, jacket or jumper, if required.

General appearance

- Jewellery: No jewellery to be worn during PEP. At the discretion of the placement provider a plain wedding band can be accepted. Students must be bare below the elbows.
- One pair of earrings - plain studs only.
- No long, acrylic or gel nails. No nail polish.
- No wrist watches during direct care
- Long hair to be tied back
- The purchase of two uniforms is recommended for hygiene purposes. Uniforms must be washed and ironed appropriately for each shift.
- A professional appearance must be maintained at all times.

Most placement providers have policies related to jewellery (including body piercings) and visible tattoos. Please ensure you are following the policy set out by the facility.

In some placement environments uniform requirements may differ to the above, such as Scrubs for operating rooms or neat casual clothing for some mental and primary health facilities. You will be advised if your placement allocation requires any additional uniform requirements. Any student not dressed or presented appropriately for PEP can be sent home.

Cultural Considerations

The below points are relevant ONLY for students observing cultural & religious practices.

- Long-sleeved (non-pilling) Navy Blue or Black 'skivvy' may be worn under the approved uniform top. Students will still be required to roll the sleeves up when performing clinical procedures, maintaining asepsis and in all handwashing procedures.
- Full dresses (to the floor/ankles) are not permitted as clinical placement uniform.
- Plain Black/Navy Blue or White head covering/hijab/headscarf/jilbab may be worn. It must be light weight fabric, tucked and pinned to hold in place, and MUST always be tucked in the shirt.
- Burka, Khimar and Sitaras are typically not permitted to be worn on clinical placement.
- Plain Black/Navy Blue or White patka/keski turban may be worn.

Each placement provider may have additional requirements/considerations.

How to purchase uniforms

University/School branded PEP uniform requirements can be purchased in Tasmania and NSW via Slick promotions.

1. **Website** <https://university-of-tasmania-nursing.myshopify.com/>
2. [Click on the 'enter using password' link in the top right hand corner](#)
3. **Password:** rtewff

Essential equipment for PEP:

- Watch/Fob-watch with a sweep second hand.
- Blue or black pen and a pocket-sized notepad.
- Calculator
- Mobile device/tablet to access PEP materials/workbooks required for PEP.
- Medicare Card.

***Please note:** Mobile phones can only be used in accordance with the placement facilities policy/guidelines.

Providing feedback on your experiences during PEP

The SoN values all and any feedback on student experiences during PEP and encourages students to contact us if they are experiencing any issues or have any concerns to enable us to rectify identified issues as soon as possible. Following PEP, all students will receive a *Professional Experience Placement Survey* from the College of Health and Medicine. This anonymous, non-compulsory survey seeks to capture student feedback on several elements of their placement experiences. This information is used as a continuous quality improvement activity to improve PEP resources and information, preceptor/PEP facilitator education and further inform the curriculum design of the BN.

Conclusion

The information presented within the PEP: Introduction to PEP in the Bachelor of Nursing provides a broad overview of the PEP information available regarding preparing for and undertaking PEP. If you have any questions or queries, please do not hesitate to contact the relevant PEP team for your state.

All the best for your studies and journey in nursing,

The School of Nursing PEP Team.

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Version 2: June, 2022

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