2020 CNA254 Tasmanian Student PEP Planner

	Placement Name: CNA254	
	Placement Dates: 16th March - 10th April 2020	
PEP Administration		**Completed** ☑
Ongoing	*Students are required to complete both University of Tasmania mandatory PEP Requirements, and individual healthcare organisation compliance processes (where required) to be able to attend placement*	
	Ensure enrolments into PEP units are completed as per SHSPEP directions	
	Review placement calendar and know when your placements are scheduled - see PEP website	
	Log into InPlace weekly to check for updates	
	All PEP mandatory requirements must be submitted to InPlace prior to semester 1 Census Date and updated prior to noted expiry date	
	Read emails from SHSPEP Team to ensure you are aware of PEP requirements	
	Inform SHSPEP Team of any change in health status, including pregnancy, and update SIP Agreement accordingly	
	Students must meet academic unit requirements to be eligible to attend PEP - see Unit Outline	
PEP Planning		**Completed** ☑
8 weeks prior to PEP	Review compliance documents in InPlace and ensure expiry does not occur before or during PEP	
	Ensure your enrolment name matches the name on your National Police Certificate	
7 weeks	SHSPEP endeavor to release placement allocation with a one week swap request option. Allocation and Facility information located on InPlace	
6 weeks	Placements finalised with healthcare agencies - no further changes	
5 weeks	Ensure accommodation and transport arrangements are finalised. For Rural and Regional PEP - see PEP website	
4 weeks	Complete any Facility specific pre-placement requirements (these can be found by clicking of the 'Confirmed' tab in InPlace, then click on the Facility name, scroll down for details)	
	Ensure your uniform, placement documents & ID card and badge are ready for PEP	
	Students must have all compliance requirements completed	
2 weeks	Review your Facility details, including the first day arrangements as these may be different to regular shift times - check InPlace	
	Check you have all your documents to take with you on your first day. For example - Immunisation Card; National/International Police Certificate	
	Complete any Facility specific pre-placement requirements (these can be found by clicking of the 'Confirmed' tab in InPlace, then click on the Facility name, scroll down for details)	
	Continually check your University email. Many Facilities will contact you directly with information and specific requirements	
	Undertake your own research related to your allocated Facility to ensure you are fully informed re PEP	
	Review Unit Outline and PEP Workbook to understand your intended learning outcomes, scope of practice and assessment requirements	
	Research transport and parking arrangements to ensure punctuality for PEP	
1 week	If possible, visit your allocated site to familiarise self with transport and parking options	
	Ensure any pre-placement requirements for your Facility have been completed and submitted as required	
	You may receive an email or SMS from your Facilitator - reply to confirm contact	
	If you do not have a facilitator please contact the Facility to confirm first day instructions	
Day 1	Meet Facilitator and/or Facility staff at agreed meeting place and time - check InPlace or UTAS email	
	Facilities may request to check your National Police Certificate and other documents - take originals with you	
	Discuss Facilitator/Supervising Staff, and students expectationsregarding communication, assessment & feedback processes	
	Attend specific orientation as applicable	
	Any concerns contact Fieldwork Coordinator - check Unit Outline and MyLO site for details	
Day 2 onwards	Complete PEP attendance and assessment requirements - NOTE: PEP attendance is 100%	
	Participate in all opportunities to develop your capability, always within your scope of practice	
	Seek feedback from Facility staff or Facilitator	
End of placement	Complete Facility survey if provided	
	Complete UTAS PEP survey	
	Submit assessment items as per Unit Outline	