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South Western Sydney Centre for Education & Workforce Development

## Nursing Work Experience

# Guidelines



**2022 Edition**



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Guidelines for Career Advisors

June 2022



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## Introduction

Nursing Work Experience is undertaken by students in Years 10-12 and provides young students with an introduction to the 'world of work' in the nursing profession. South Western Sydney Local Health District (SWSLHD) is committed to encouraging students to participate in the nursing work experience program. South Western Sydney Centre for Education & Workforce Development (SWSCEWD) has the responsibility to facilitate the program in SWSLHD. While the placement focuses on nursing work experience, the placement may give the students an opportunity to observe the working life of other health care workers. Students gain some understanding of working in the health industry which may assist them in making informed career decisions.

SWSLHD aims to provide students with an opportunity to experience the science and practicality of a nursing career. Nursing is not for everyone; it is essential that students obtain a realistic idea of what it is like to work as a nurse prior to embarking on further studies in the profession.

## Stakeholders

There are a range of stakeholders involved in this program. Stakeholders from the perspective of SWSLHD include:

1. Student (includes their parents)
2. School Careers Advisors
3. SWSCEWD Nursing Work Experience Team
4. SWSLHD facility unit/department Managers
5. Clinical Nurse Educator (CNE) or Clinical Midwifery Educator (CME)
6. Workplace Preceptor (if not the CNE/CME)

All communication prior to the commencement of work experience will be between SWSCEWD and the school's Careers Advisor in order to facilitate the placement application process.

## SWSLHD Commitments

SWSLHD is committed to providing an innovative and accessible education service with a high quality training experience for its staff and students participating in interdisciplinary training opportunities.

The Nursing Work Experience program is one such initiative that SWSLHD provides. This program gives young students the opportunity to:-

1. Explore nursing as a potential career option
2. Gain general nursing skills about being in a professional work environment
3. Understand the workings of a public health system and gain experience in the patient care environment
4. Gain a deeper understanding about the range of career opportunities
5. Make informed decisions about the career pathway they would like to choose
6. Recognise the impact of social and technological change in the health industry



7. Enhance self-esteem and confidence in the work environment
8. Further develop social and communication skills

SWSCEWD facilitates this program in SWSLHD for nursing work experience placements across the district.

## Responsibilities of SWSLHD Staff

### SWSCEWD Nursing Work Experience Team

A significant amount of work is managed by the SWSCEWD Nursing Work Experience team to ensure there is appropriate engagement with the Careers Advisors for determining the suitability of students to be placed in the SWSLHD facilities. The SWSCEWD Nursing Work Experience team also ensures Nursing Unit Managers, CNEs/CMEs and Workplace Preceptors are engaged and well informed of the work experience placements.

Some of the activities undertaken by the SWSCEWD Nursing Work Experience team are listed below:

1. Careers Advisors Information Forums
2. Development and management of SWSLHD Nursing Work Experience website via the SWSCEWD website
3. Assessment of documentation provided by Careers Advisors to ensure students are vaccinated as necessary
4. Engagement with Nursing Unit Managers and Clinical Nurse Educators for yearly/weekly placements
5. Acting as the liaison between the Careers Advisors and facility departments/units managers, educators and preceptors
6. Collation and review of evaluation and feedback for appropriate dissemination and escalation as necessary

All communication prior to the commencement of work experience will be between SWSCEWD and the school's Careers Advisor in order to facilitate the placement process.

### Facility / Ward Team

1. Allocate a suitable preceptor to support and mentor the student while on placement in each assigned ward/unit
2. Provide a ward induction to each work experience student
3. Permit students to carry out some nursing duties as set down by the **“Activities to Do”** and the **“Activities to Observe”** checklists
4. Ensure that patient consent and age appropriateness of tasks will be considered prior to the students being allowed to perform activities
5. Protect the rights of students, patients, staff and SWSLHD as a whole
6. Treat all students fairly and with respect

The SWSLHD facility unit/department managers, CNEs/CMEs and workplace Preceptors communicate with the student directly during the work experience placement or with SWSCEWD for any matters that require resolution or escalation.

The SWSLHD facility unit/department managers, CNEs/CMEs and workplace Preceptors must not directly contact student's parents/career or school's careers advisor unless it is an emergency during the placement. Please refer to point 8.4 in this document for detailed information.

## During Placement

During their work experience placements:

1. Students attend the workplace every day for the duration of the placement.
2. Workplace preceptors supervise the students in the workplace, providing tasks that are agreed and appropriate and at times, challenging for the student.
3. The manager and workplace preceptor take action to provide a safe working environment, in accordance with the requirements of the Work Health and Safety Act 2011 (NSW) and the child protection and anti-discrimination legislation.
4. Students will have the opportunity to observe the roles and responsibilities of many different members of the department staff during their placement, and observe how the health care team works together, examples of opportunities for wider observation could include Clinical Support Officer (CSO), Ward Clerk, and Assistants in Nursing (AINs).
5. The School's Careers Advisor may make a supervisory visit or phone call to the hospital's department manager/CNE/CME/Preceptor or the student to check on their progress, safety and welfare. **The Careers Advisor must contact SWSCEWD Nursing Work Experience Coordinator to organise this.**
6. Unit/Department Managers/Preceptors report any incidents involving the student to the point of contact in SWSCEWD who then informs the relevant school's Career Advisor of the incident/s.

## After the placement

At the end of the work experience placement:

1. Workplace CNEs/CMEs/Preceptors provide constructive feedback on the student's work experience engagement on a daily basis.
2. The SWSCEWD Nursing Work Experience Coordinator provides a combined feedback to the student at the end of the placement.
3. The Student provides feedback on their experience in the ward/SWSLHD at the end of the placement.
4. SWSCEWD receives and collates both responses and develops a summary which is tabled at various forums.
5. Matters raised by students that require immediate resolution are escalated by SWSCEWD to relevant unit managers. This may occur during the placement or at the end of the placement depending on when the feedback was provided by the student.

## Guidelines for Careers Advisors & Students

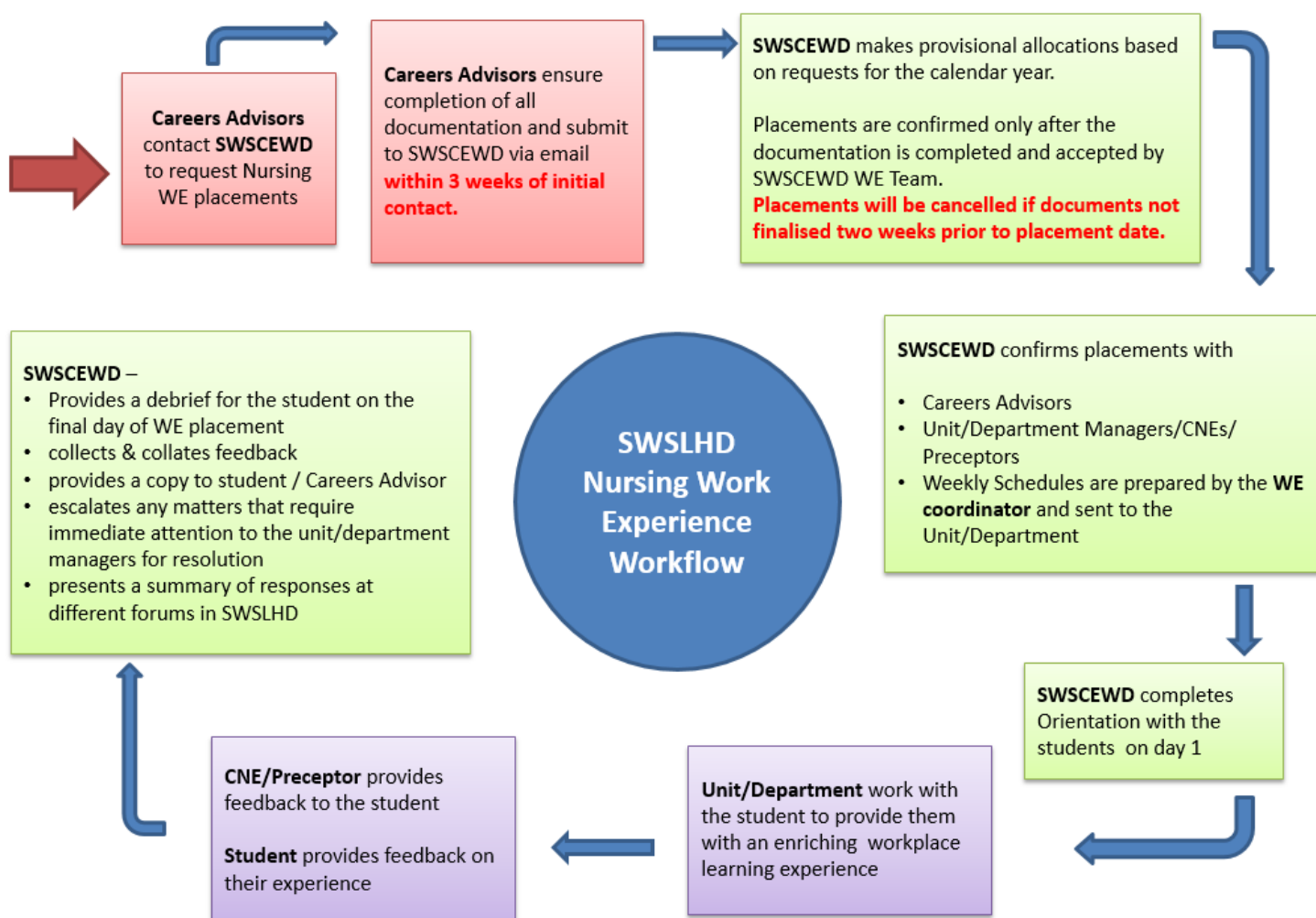
This document provides detailed information about the governance and mandatory requirements for a successful nursing work experience placement in SWSLHD. The information aims at facilitating the application process and is grouped in the following four (4) main categories:

1. Governance
2. Ethics & Code of Practice
3. Communication & Documentation
4. General Information

### 1. Governance

#### 1.1. SWSLHD Nursing Work Experience Application Workflow

The SWSLHD Nursing Work Experience Workflow is demonstrated through the below image. All steps must be followed for the process to work efficiently.







## 1.2 Students Rights and Responsibilities

### Student Rights

1. Students have the right to feel safe and secure within the workplace.
2. Students have the right to refuse to undertake tasks that involve one-on-one contact with employees or patients, particularly if this is to be done in limited spaces.
3. Students have the right to be treated with respect and not be harassed or abused physically, emotionally or sexually in the workplace. Should this happen, they need to inform the facility coordinator and the career advisor immediately.
4. Students have the right to their meal breaks.
5. Students have the right to refuse to partake in any procedure if it makes them feel uncomfortable.
6. As a host organisation SWSLHD has the responsibility to ensure students do not work in unsafe conditions or carry out work that could endanger the health or safety of themselves or other staff members.
7. Students have the right to be supervised at all times during their placement.
8. Students are to pay attention at the orientation and understand and be aware of the Work Health and Safety (WHS) requirements; particularly manual handling as the students is untrained and should not be coerced into lifting, pushing, pulling equipment or patients.
9. Students have the right to request a change of placement should they feel they are not achieving their goals.
10. Students have the right to receive verbal and written feedback by their daily preceptor and by the coordinator at the end of their placement.

### Student Responsibilities

Students must:

1. Undergo COVID19 screening and check-in upon entry to any SWSLHD facility or service including proof of vaccination.
2. Notify Work Experience Coordinator if experiencing any COVID Symptoms or becoming COVID positive or otherwise unwell on placement. NOTE: if placement needs to be suspended due to COVID, SWSLHD will take reasonable steps to make another placement available at a later date once all symptoms and isolation periods have passed, if there are vacancies available.
3. Not attend placement if unwell, or have been a close/casual contact of a COVID positive person.
4. Participate in orientation and any pre-training or induction identified
5. Be prepared to start their placement on time each day, and attend their placement for the normal hours of work for that job, unless prior arrangements have been negotiated by the school
6. Take only the allocated time for morning, afternoon tea and lunch breaks and return promptly to the work placement. Students are not permitted to leave the facility for their breaks
7. Contact the SWSCEWD Nursing Work Experience Coordinator and their school's Career Advisor if they are unable to attend the placement.
8. Account for any absences to the SWSCEWD Nursing Work Experience Coordinator and their school's Career Advisor.





9. Follow guidelines and instructions of the workplace and the directions of the SWSCEWD Nursing Work Experience Coordinator and their workplace preceptor.
10. Participate in nursing work and demonstrate an interest in nursing.
11. Provide all the necessary information that will assist in processing the application for placement.
12. Agree to abide by the conditions of the placement as set down by the organisation.
13. Agree to abide by the NSW Health Code of Conduct, NSW Health Privacy and Confidentiality policy, SWSLHD dress code and social media guidelines.
14. Report any treatment they consider to be unfair or unjust to the SWSCEWD Nursing Work Experience Coordinator.
15. Maintain strict patient confidentiality at all times.
16. Not use mobile phones in the clinical environment – unless by prior arrangement with work experience coordinator for a specific purpose.
17. Follow all Work Health Safety (WHS) relevant to the workplace e.g. PPE, equipment handling
18. Comply with NSW Health infection prevention and control policy including; **No artificial nails or nail polish on fingernails.**
19. Fingernails kept short and hair must be neat and contained.
20. Not do anything to jeopardise the safety of themselves or others.
21. Report any risks or hazards immediately to their workplace preceptor.
22. Understand and follow emergency procedures.
23. Cease work if they have a concern about their health and safety and contact their workplace preceptor or SWSCEWD Nursing Work Experience contact person.
24. Report any concerns about the placement or incidents to their workplace preceptor or SWSCEWD Nursing Work Experience contact person for appropriate action.

Students who do not comply with NSW Health and SWSLHD policies and procedures will have their work experience placement terminated and parents and careers advisers will be informed.

### **1.2. Indemnity/Insurance Cover**

1. All schools must provide SWSCEWD with a copy of their school's current Indemnity Insurance Cover. This is an annual requirement.
2. SWSLHD will offer confirmed work experience placements only to students from schools that have submitted their current Insurance Indemnity Cover documentation.
3. Private Insurance must be organised by the parents/carers of students who are home schooled.
4. Students on placement are classified as 'voluntary workers' and SWSLHD units/departments are not required to make any payment to them under the Federal or State award covering their industry, the NSW Annual Holidays Act or the Workers Compensation Act. Any payment to the student may invalidate the respective sector's insurance and indemnity arrangements.
5. Each student is issued with a Student Placement Record to document the arrangements for their placement. This important form allows for information to be shared and approved by all parties – the student, their parent/carer, SWSLHD and the school. SWSCEWD completes the Student Placement Record form and ensures a copy of this form is provided to the student placed on work experience.



6. Once all parties have provided and approved the information on the Student Placement Record, the respective sector's insurance and indemnity arrangements for SWSLHD and the student are in place.

### **1.3. Accidents and emergencies**

If a student is sick or injured during the nursing work experience placement, the workplace CNE/CME/Preceptor who is responsible for the provision of work experience for the student will complete the following steps:

1. Seek medical help immediately, using the student's Medicare number as provided on the Student Placement Record and Work Placement Card which is with the student. (As students are not employees, the incident will not be treated as a workers compensation claim.)
2. Contact emergency services for Ambulance or other emergency services immediately where required.
3. If the student does not have a Medicare number, ask if they wish to contact their general practitioner (GP). Contact details must be provided on the Student Placement Record Form
4. Contact SWSCEWD Nursing Work Experience contact person for the facility to inform them of the incident.
5. SWSCEWD will contact the school Careers Advisor and Parent / Guardian immediately.
6. As a follow up, Unit/Department Manager must complete an incident report (ims+) of the accident and forward it to SWSCEWD who will forward the report to the school's Careers Advisor. Where possible the report should include a full statement from the student, the workplace preceptor and relevant witnesses.

### **1.4. Duty of Care**

The school maintains a duty of care to students undertaking workplace learning. The Careers Advisor acting on behalf of the School is responsible for deciding if placements are suitable, preparing students for workplace learning, monitoring the student's progress and welfare during the placement and following up with them immediately afterwards.

It is the responsibility of the units'/departments' Managers within SWSLHD to provide a safe workplace environment and appropriate supervision for the student. Units/departments within SWSLHD must report Work Health Safety (WHS) issues or concerns to the SWSCEWD Nursing Work Experience Coordinator to ensure Schools are informed of any concerns. Parents and carers are required to be or to nominate an alternative emergency contact for any emergencies that occur outside normal business hours.

### **1.5. Child Protection**

All NSW Health workers are bound by legislation and NSW Health policy directives on Child Wellbeing and Protection.



To ensure the safety and welfare of young people in the workplace, SWSLHD facility unit/department managers and their staff must comply with the following guidelines:

1. It is the responsibility of the SWSLHD facility unit/department managers to ensure that their staff know how to conduct themselves appropriately with children and young people.
2. Staff must avoid any conduct that could make a young person feel threatened or coerced or uncomfortable. This could include initiation activities or inappropriate behaviour involving the student; physical or verbal abuse such as swearing at students; physical assault; inappropriate conversations, remarks or jokes of a sexual nature; the showing of sexually suggestive publications, electronic media or illustrations and any unwarranted and/or inappropriate touching or personal communication with students regarding their sexual feelings. This includes texting or using social media.
3. As the Host Employer, the SWSLHD facility unit/department managers will be asked that, to their knowledge, there is nothing in the background of any staff member or person in close contact with the student that would make them unsuitable for working with children. All staff employed in SWSLHD have a current Working With Children Check.
4. SWSCEWD must report any allegations against an employee in the area of child protection to the Careers Advisor of the school. It is critical for SWSLHD facility unit/department managers to alert the SWSCEWD Nursing Work Experience Coordinator of any breach of legislation or misconduct in relation to child protection legislation that may impact on the student placed on work experience.
5. Child protection legislation requires that allegations about employee conduct be reported using the Mandatory Reporting guide for NSW Health. Allegations involving suspected abuse, harm or risk of significant harm to the student must also be reported to the Community Services Child Protection Hotline 13 36 27 and, in some cases, to the NSW Police, and the School.

### **Students 18 and over seeking work experience**

- Students over 18 years of age must complete the following two (2) checks before being recommended for a nursing work experience placement.
  - The checks must be completed by the School/student/parent/carer and must be at no cost to SWSLHD.
  - A Justice of Peace attested copy is to be submitted along with other documentation while applying for a nursing work experience placement in SWSLHD.
1. **National Criminal Record Check ('NCRC')** is an Australian-wide check of a person's criminal history, which may be in the form of a 'National Police Certificate' or 'Police Certificate' prepared by the Australian Federal Police, a State or Territory police service, or a CrimTrac accredited agency (such as NSW Health); or which may also be



referred to as an 'Aged Care Check' if being undertaken for the purpose of working in an Australian Government subsidised aged care.

2. **Working With Children Check ('WWCC')** is a State based legislative requirement, managed by the Children's Guardian, for anyone in child related work in NSW. The NSW Working With Children Check consists of a national criminal history check and a review of reported workplace misconduct. Individuals are given either a clearance to work with children for five years, or a bar against working with children. The Children's Guardian monitors individuals for the duration of the clearance for any "trigger" or "disqualifying" charges or convictions arising in NSW, as defined in Schedules 1 and 2 of the *Child Protection (Working with Children) Act 2012*.

### 1.6. Vaccination cover

1. All students must provide details of their vaccination record as part of the application process.
2. The vaccination Record Card for Health Care Workers and Students is attached to this document.

The form must be signed and stamped by the student's General Practitioner (GP) authenticating the evidence provided as part of the form and supporting evidence. The form must cover vaccination information on the following:

- COVID-19
- Diphtheria, Tetanus Whooping Cough (Pertussis)
- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox)
- Tuberculosis (TB)
- Influenza\*

\*Vaccination against Influenza is also mandatory if the student is placed in any Category A-High Risk area in the hospital. Category A-High Risk areas are:

- Maternity services and clinics
- Neonatal Intensive Care units and special care nurseries.
- Paediatric intensive care areas
- Transplant and oncology wards
- Intensive Care Units
- Multipurpose Services
- NSW Health Residential Aged Care Services



## 2. Ethics & Code of Practice

### 2.1 Compliance with NSW Health Code of Conduct

1. All students intending to engage in nursing work experience in SWSLHD must have read the NSW Health Code of Conduct policy. A copy of the policy directive can be found online at:  
[https://www1.health.nsw.gov.au/PDS/ActivePDSDocuments/PD2015\\_049.pdf](https://www1.health.nsw.gov.au/PDS/ActivePDSDocuments/PD2015_049.pdf)
2. Compliance with the policy is mandatory.
3. All students must sign the SWSLHD Code of Conduct & Privacy and Confidentiality Declaration form found on the SWSCEWD Work Experience webpage.
4. This form must be submitted along with all the other documentation at the time of application for work experience placement.
5. During placement, if a student is found in breach of the NSW Health Code of Conduct policy, the school's Careers Advisor will be informed of the breach and SWSLHD will discontinue the placement for the student with immediate effect.

### 2.2 Compliance with NSW Health Privacy and Confidentiality

1. All students intending to engage in nursing work experience in SWSLHD must have read the NSW Health Privacy and Confidentiality policy. A copy of the policy can be found online at: <http://www.health.nsw.gov.au/policies/manuals/Documents/privacy-appendix-6.pdf>
2. Compliance with the policy is mandatory.
3. All students must sign the SWSLHD Code of Conduct & Privacy and Confidentiality Declaration form. The Declaration form is on the CEWD Work Experience webpage.
4. This form must be submitted along with all the other documentation at the time of application for work experience placement.
5. During placement, if a student is found in breach of the NSW Health Privacy and Confidentiality policy, the school's Careers Advisor will be informed of the breach and SWSLHD will discontinue the placement for the student with immediate effect.

### 2.3 Compliance with the Dress Code

1. Compliance with these guidelines is mandatory.
2. During the work placement week, students must comply with SWSLHD's Dress Code & Uniform policy which outlines the appropriate dress code that must be worn within SWSLHD premises. The dress code guidelines are explained in detail after point 4 below.
3. The guidelines are based on work health safety and infection control policies that are applicable to all NSW Health workers and students placed on work experience or other placements within SWSLHD.
4. **If students present on any of the work experience placement days and do not observe these guidelines, they will be refused placement and asked to leave the hospital due to personal safety reasons following consultation with their school's Careers Advisor.**

Dress	Permitted	Not-Permitted
<b>Shirts</b>	Short-sleeved white business or polo shirt.	See-through transparent blouses or t-shirts with logos. Long sleeved undershirts must NOT be worn
<b>Pants/Skirts</b>	Black or navy trousers Knee length skirts	Skirts above the knee or skirts that touch the floor, shorts, jeans, striped, patterned, tracksuit, or legging type pants, or any other casual attire.
<b>Footwear</b>	Black or navy, leather upper, closed heel and closed toe shoes. Most school shoes acceptable.	Joggers, unless they are made of leather, volley, canvas, ballet shoes, crocs and other casual shoes.
<b>Hair and jewellery</b>	Long hair must be tied back neatly with no loose hair hanging.  Ear studs permitted.	All other jewellery, dangling earrings, finger rings, bracelets of any kind and wrist watches.
<b>Fingernails</b>	Nails must be clean and trimmed.	Long nails, nail varnish or acrylic nails

5. **Personal possessions and bags:** Students must not bring any valuables as there is no guarantee that they will be provided with a lockable locker. All students must keep any money, credit cards and their mobile phones on their person. Students can carry a pen and pad during the placement to ensure they take notes if required.



**2.4 Mobile phones:** Mobile phones must be turned off whilst on placement unless there is a family emergency. Students must inform the workplace preceptor if this is the case. If the student is permitted to keep the mobile phone switched on during the placement, the phone must be placed on silent mode.

### **2.5 Compliance with SWSLHD Social Media Guidelines**

1. Students are not permitted to use their phones for texting, taking photographs of staff or patients or access any social media whilst on placement.
2. Failure to comply with this requirement will result in the student's work experience placement being terminated. Where this is the case the parents will be informed.
3. SWSCEWD will inform the school's Careers Advisor of the breach prior to sending the student back to their school.
4. Students must not place any information, be it written, still or video images on social media as it would breach the guidelines and policies to which they must comply.

## **3. Communication & Documentation**

### **3.1 Communication, paperwork submission timeframe and cut off period**

1. All communication and correspondence between the SWSCEWD and the students will be through the **School's Careers Advisors only**.
2. Due to the high demand for nursing work experience placements SWSCEWD will allow **three weeks from the date of provisional placement allocation** for the completed paperwork to be submitted to SWSCEWD.
3. If the paperwork is not received within this timeframe, the provisional placement will be revoked and allocated to another student.
4. SWSCEWD will direct all enquiries received from parents and students to the school's Careers Advisor.
5. SWSCEWD staff will not communicate directly with the student or their family/carers.
6. SWSCEWD will confirm the placement only after all documentation is in order and meets the requirements specified in section 3.2.
7. A confirmation letter will be sent to the school's Careers Advisor.

### **3.2 Essential documentation required for a successful nursing work experience placement**

1. All documents must be submitted electronically (via email) to the following email address:  
[SWSLHD-CEWDNursingWE@health.nsw.gov.au](mailto:SWSLHD-CEWDNursingWE@health.nsw.gov.au)
2. **All** documentation listed below must be completed, signed off appropriately and submitted **in its entirety** to SWSCEWD for assessment **4 weeks prior to commencement of placement**.
3. **Failure to submit** all appropriate documentation within the stipulated timeframe will result in automatic cancellation of the booking request
4. List of documents required to be submitted to SWSCEWD is below. Please use the list as a checklist to ensure all the paperwork is submitted to the SWSCEWD Nursing Work Experience Mailbox specified above.



Please tick (✓) the box as you complete each action	
Student Placement Record (SPR) form for your preferred facility signed by Parent/Carer (section 4) and School (section 5)	<input type="checkbox"/>
NSW Health Code of Conduct and Privacy and Confidentiality Declaration	<input type="checkbox"/>
Vaccination (Immunisation) evidence. Completed and signed copies of:	
Vaccination Record Card for Health Care Workers and Students	<input type="checkbox"/>
Australian Immunisation Register (AIR) history statement including COVID19 and influenza	<input type="checkbox"/>
Copy of the most recent Serology (Blood Test) Results for Hepatitis B, Measles, Mumps, Rubella, Varicella and IGRA if required	<input type="checkbox"/>
Appendix 7 Tuberculosis (TB) Assessment Tool	<input type="checkbox"/>
Appendix 9 Hepatitis B Vaccination Declaration (only if required).	<input type="checkbox"/>
Additional evidence for students aged 18 years and over	
Working With Children Check clearance	<input type="checkbox"/>
National Criminal Record Check clearance	<input type="checkbox"/>

## 4. General Information

### 4.1. Nursing Work Experience Duration and Placements

All placements are for a working week commencing Monday ending Friday (excluding public and school holidays). Placements will begin on a Tuesday if Monday is a public holiday. The placement will only be for 4 days if one of the days in the week is a public holiday.

### 4.2. Ward/Unit Placements

Each student will be placed in a different ward each day of the placement. Placements depend on the capacity in wards. Depending on the request, there may be some flexibility with the ward allocation. Students will have the opportunity to observe the roles and responsibilities of many different members of the department staff during their placement, and see how the health care team works together, examples of



opportunities for wider observation could include Clinical Support Officer (CSO), Ward Clerk, and Assistants in Nursing (AINs). The school's Careers Advisor must contact the SWSCEWD Nursing Work Experience facilitator for additional information.

#### **4.3. Travel Arrangements**

Prior to commencing the placement, students must check travel arrangements to ensure they arrive each placement day on time. Students can check the best option for their trip through the Transport Infoline website: [www.131500.com](http://www.131500.com). Students must have a current Travel Concession Pass if using public transport.

#### **4.4. Meal Breaks and food catering facilities**

All students have 20 minutes for morning tea and 30 minutes for lunch. Each facility has microwave ovens to heat food; alternatively these appliances are in the main staff cafeteria of some facilities. There is food available for purchase onsite at most hospitals where Nursing Work experience is offered. It is recommended that students carry their own lunch to avoid any difficulties accessing these areas during their placement.

#### **4.5. Orientation Program**

Orientation is held on the first day of the placement. The confirmation letter will advise the student of the commencement time and location for the Orientation. Topics covered during the Orientation Program include:

1. Welcome & SWSLHD Overview
2. Information on Student rights and responsibilities
3. Information Confidentiality – patient, hospital policies
4. Work Health Safety (WHS), Infection Control, Manual Handling, Sharps
5. Personal and Workplace Security
6. Self and Patient Safety – Fire, Emergency Procedure, bedrails, giving patients food and drink
7. Accidents and Incidents Management
8. What to do if they are unable to attend for the confirmed work experience placement
9. Pathways for nursing, employment opportunities, career advancement
10. Weekly Schedule of Ward/Unit rotations
11. Process for escalation of any issues/problems not resolved within the department/unit where they are placed

#### **Students are provided with an Information Pack that includes the following:**

1. ID Badge to be worn at work at all times
2. Work Placement card
3. Weekly Placement Schedule
4. Activities to Do and Observe Checklist
5. Evaluation & Feedback form
6. VET in Schools information flyer



#### 4.6. SWSCEWD Nursing Work Experience Team

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