Clinical Facilitator Procedures

Last Updated: September 2022

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1 Introduction

This document has been prepared by Clinical & Health Sciences for use as a key resource for Clinical Facilitators, providing references and guidance with the aim to ensure consistency, fairness and equity across clinical placement facilitation, assessment and administration.

Clinical Facilitators can be directly employed by the University of South Australia (UniSA) or be seconded through a placement venue under an affiliation arrangement with UniSA Clinical & Health Sciences (CHS) at UniSA.

2 Clinical Placements

The aim of clinical placements is to provide students with practical experiences to enable them to meet course objectives and demonstrate the standards for practice as a beginning Registered Nurse at the completion of the program.

Inquiry based learning is a key educational philosophy of the programs offered by UniSA Clinical & Health Sciences and requires students to engage in the learning process through problem solving, critical thinking, reflection and taking responsibility for their own learning.

Clinical Facilitators have an important role in supporting students to achieve placement, course and program objectives by facilitating learning opportunities, providing guidance and motivating the student to learn and succeed.

3 Clinical Placement Unit

3.1 About the Clinical Placement Unit (CPU)

The Clinical Placement Unit (CPU) provides the administrative function for student placements in Clinical & Health Sciences.

This involves sourcing clinical placement opportunities through SA Health (Better Placed) and private industry partners and the administration of student placements via the University's student placement system (InPlace).

The CPU will provide you with the details about your student allocation and summary sheets. *Refer to section 7.4.4 Summary Sheets*

3.2 Conditional evidence requirements for students

The University and its industry partners are committed to a safe working environment and conditional evidence documentation forms part of this commitment.

In order to proceed to clinical placement, all students are required to be compliant with conditional evidence requirements. Students become compliant by uploading scanned copies of the original documents into InPlace where they are verified by staff in the Clinical Placement Unit (CPU).

Students are also required to electronically store their conditional evidence items including additional and supporting documentation (e.g., serology report) in PebblePad for presentation when attending orientation for clinical placement.

Students will be able to provide a hard copy of conditional evidence at the request of the venue. Alternatively, students can share their PebblePad account with an individual who requests it. Please note: <u>Clinical Facilitators are not to keep copies of any conditional evidence documents</u>. *Refer to Section 8.4 PebblePad*

3.3   Course **Clinical** grids
Course Clinical Grids for programs offered by the Clinical & Health Sciences can be accessed on the CPU website.

These clinical grids map the clinical placements in the five ELA courses across the academic year.

4   Programs offered by UniSA Clinical & Health Sciences

The following programs offered by UniSA Clinical & Health Sciences contain courses with clinical placements:

4.1   Bachelor of Nursing (IBNU)

The Bachelor of Nursing is the largest program in UniSA Clinical & Health Sciences. It can be studied in internal or external mode and can be undertaken full time (3 years) or part time (6 years). Upon successful completion, it leads to registration with the Nursing and Midwifery Board of Australia (NMBA).

The Bachelor of Nursing curriculum includes five (5) Experiential Learning Activity (ELA) courses:

Year 1:   ELA 1 NURS 1061 – practicum (community activity)

ELA 2 NURS 1071 – four (4) week aged care placement

Year 2:   ELA 3 NURS 2033 – four (4) week acute care placement

Year 3:   ELA 4 NURS 3042 – eight (8) week speciality placement

ELA 5 NURS 3043 – eight (8) week consolidation placement

All Experiential Learning Activity courses are full time placements.

4.2   Graduate Diploma in Mental Health Nursing (IGMG)

The Graduate Diploma in Mental Health Nursing develops the knowledge and practical skills needed to asses and deliver care to people experiencing mental health problems and mental illness.

The program includes clinical placement in the course:

- Consolidation of Mental Health Nursing Practice NURS 5158 – six (6) weeks

Clinical Facilitators in the Graduate Diploma in Mental Health Nursing are required to hold a postgraduate mental health qualification.

4.3 Fitness to Practice

It is a Bachelor of Nursing program requirement for students to satisfy the Fitness to Practice in Clinical Placement Requirement Statements.

The Fitness to Practice in Clinical Placement Requirement Statements can be reviewed via the Fitness to Practice website: https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/fitness-to-practice-in-clinical-placement/#F2Pstatements

Should you have any concerns about your student's Fitness to Practice, please contact your allocated Academic Liaison in the first instance.

4.4 Course Outlines

Each course has a course outline current for the year and study period in which it is offered. This UniSA document is prepared by the course coordinator and reflects the course as part of the Bachelor of Nursing Program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC). It provides students with essential teaching, learning, assessment, and administrative information about a course and includes links to specific University policies and guidelines.

Clinical Facilitators can access course outlines via ATLAS in PebblePad.

Refer to Section 8.4 PebblePad

5   UniSA Clinical & Health Sciences staff

Reporting Lines

Clinical Facilitator	Academic Liaison	Course Coordinator	Program Director	Dean of Programs
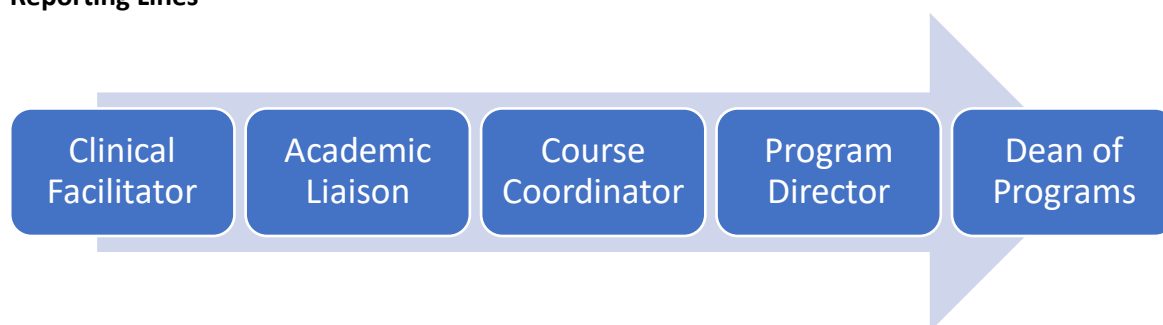
Dean of Programs
The Dean of Programs (Nursing and Midwifery) leads the academic quality, performance and reputation of UniSA's Clinical and Health Sciences Nursing and Midwifery undergraduate and postgraduate programs and courses.

Program Director
The Program Director is responsible for the provision of academic leadership in the planning, management, development, quality assurance and improvement of the academic program.

Program Coordinator
The Program Coordinator is responsible for working with the Program Directors and Course Coordinators to support the scholarship of teaching and learning within the Bachelor of Nursing.

Key responsibilities include:

- engaging in teaching and related activities and working with the Program Directors and Course Coordinators
- ensuring quality delivery of courses
- maintenance of curriculum integrity
- leadership and support is provided to Course Coordinators and teaching teams
- students have an outstanding experience and develop the knowledge, skills and qualities to be exceptional registered nurse graduates

Course Coordinator/Associate Course Coordinator

The Course Coordinator has overall responsibility for ensuring quality course delivery consistent with UniSA polices and guidelines. In courses with large enrolments, the Course Coordinator is supported by an Associate Course Coordinator. The role of Course Coordinator includes

- development of course documentation
- timetabling and scheduling
- managing the teaching team
- provide student support
- student assessment
- quality assurance and evaluation

Academic Liaison (AL)
The role of the Academic Liaison is to provide support for Clinical Facilitators and assist with academic matters related to students undertaking clinical placement. Academic Liaisons are assigned to a group of 80-120 students and their associated clinical facilitator/s.

Refer to section 9 Academic Liaison for detailed information.

Coordinator Clinical Operations
The Coordinator Clinical Operations is responsible for the ongoing development and management of administrative systems to ensure effective and efficient processes across placement activities in UniSA Clinical & Health Sciences including:

- Enquiries regarding clinical facilitator work availability, contracts and timesheets
- UniSA clinical facilitator staffing allocations
- Contract management, changes to personal details and request and management of workplace requirements (e.g. police clearance, evidence of registration).

6 Clinical Facilitator (CF) – role description

UniSA Clinical & Health Sciences Clinical Facilitators

- are employed by UniSA Clinical & Health Sciences, either directly or via secondment arrangements with a clinical venue.
- assist in the education, support and assessment of students undertaking clinical placement activities.
- do not provide client/patient care unless employed by the venue to do so.

The RN employed by the placement venue remains accountable for care provision and must be consulted about any plans, actions and outcomes.

6.1 Education, Registration and Experience

6.1.1 University of South Australia Clinical Facilitators

University of South Australia Clinical Facilitators must have

- current registration with the NMBA,
- completed a post-graduate qualification in Nursing and
- a minimum of five (5) years' experience in a clinical setting

6.1.2 Venue provided Clinical Facilitators

Placement venues who provide their own Clinical Facilitator(s) (seconded model) should ensure that staff who undertake clinical facilitation

- are currently registered with the NMBA,
- have completed a post-graduate qualification in Nursing and
- have a minimum of five (5) years' experience working in a clinical setting.

6.2 Key requirements and duties

Key requirements and duties of the Clinical Facilitator include:

- Having a sound understanding of the educational issues associated with practice-based education, including the specific requirements of the course and program
- Being familiar with and upholding professional standards, and relevant UniSA and clinical venue policies and guidelines regarding clinical placement facilitation
- Facilitating learning experiences outside the University and supporting students throughout clinical placement including opportunities for interprofessional learning
- Supporting placement venues (e.g. discuss/manage expectations)
- Promoting and facilitating links between theory and practice for students
- Encouraging students to develop skills in problem solving, critical, reflective and creative thinking
- Having a clear understanding of course specific learning objectives, assessment criteria and evaluation/assessment feedback
- Undertaking student assessment using approved clinical assessment tools
- Building rapport, monitoring student(s) progress and discussing issues by liaising with venue staff and CSC/ NUMs/ managers/senior staff.
- Reporting unsafe or inappropriate clinical learning environments to the university
- Providing weekly feedback about students and the quality of the learning experience to the UniSA Academic Liaison
- Managing relevant documentation/records.

6.3 Venue provided Clinical Facilitators (Venue CF) (secondment arrangement)

Venue Clinical Facilitators are employed by the placement provider (venue) and provide clinical facilitation in accordance with the affiliation agreement between the University and the placement provider. Venue CFs receive remuneration directly from the placement provider (venue).

For information and details on the above, please contact your venue NUM/DON and/or UniSA Clinical Placement Unit (cpuoffice@unisa.edu.au)

6.4 University of South Australia Clinical Facilitators (UniSA CF) (direct arrangement)

UniSA Clinical Facilitators are employed by UniSA Clinical & Health Sciences.

6.4.1 Administration / Documentation

The University and its industry partners are committed to a safe working environment and conditional evidence documentation forms part of this commitment.

In order to have a casual employment contract issued and to receive a student allocation, UniSA Clinical Facilitators are required to be compliant with the following conditional evidence requirements:

- NMBA registration
- DHS working with children check
- DHS disability employment screening /NDIS Screening
- National Police Certificate
- CPR/BLS/ALS certificate

UniSA Clinical Facilitators must submit their documentation via: CHS-CAS@unisa.edu.au or in person.

The details will then be recorded in UniSA Clinical & Health Sciences' casual staff database and audits are performed on a regular basis.

UniSA Clinical Facilitators are responsible for keeping conditional evidence documentation current.

6.4.2 Annual planning cycle

UniSA Clinical & Health Sciences utilises an annual Clinical Facilitator planning cycle which is initiated in October/November of each calendar year.

- Online survey tool
- Collect and update personal details
- Venue preference(s)
- Work availability and workload indications

6.4.3 Contracts

Contracts are issued in accordance with the availability indicated during the annual planning cycle and/or on a need's basis.

Contracts are issued by the Coordinator Clinical Operations via the University's APPIAN system.

6.4.4 Timesheets

Timesheet claims can only be submitted against an active contract via the University's APPIAN system and in line with University's Pay Period Schedule: https://i.unisa.edu.au/staff/ptc/pay-and-benefits/salary-and-payroll/payroll-calendar/

Submission outside of the University's Pay Period schedule cannot be accepted and will be processed in the next available Pay Period.

Timesheet claims must be made against the date(s) when clinical facilitation was provided to enable reconciliation with University records and must be made in line with the next available payment cycle as outlined in the Pay Period Schedule (see above)

Refer to 6.5 Student allocations and 6.6 Student contact hours

Important note:

Additional hours can only be claimed with prior written approval from the Course Coordinator and/or Program Director for special circumstances and supporting documentation.

6.4.5 Uniform

UniSA Clinical Facilitators are required to purchase and wear correct uniform when facilitating students.

The uniform requirements for UniSA Clinical Facilitators consist of:

- UniSA pale green striped shirt,
- Navy pants and
- black shoes.

The UniSA pale green striped shirt can be purchased directly from Valerie Travers, 193 Angas Street, Adelaide. Website: valerietravers.com.au

6.4.6 Name badge

A name badge can be arranged through UniSA Clinical & Health Sciences by sending an email with your details to: CHS-enquiries@unisa.edu.au.

6.5 Student allocations

Clinical & Health Sciences (Nursing and Midwifery) in collaboration with the Clinical Placement Unit aims to have all student allocations finalised six (6) weeks prior to placement commencement.

Refer to Section 3.3 Course grids

6.5.1 Venue provided Clinical Facilitators

Clinical Facilitators must provide facilitation according to the arrangements set out in the affiliation agreement between the University and the placement venue.

For details / information contact venue NUM/DON and/or the University's Clinical Placement Unit (cpuoffice@unisa.edu.au).

6.5.2 University of South Australia Clinical Facilitators

The Coordinator Clinical Operations is responsible for the allocation of University of South Australia Clinical Facilitators to placement not facilitated by venue provided Clinical Facilitators.

A typical student allocation for a clinical placement course ranges from four (4) to six (6) students with the maximum allocation being eight (8) students.

Student allocations in excess of eight (8) students are at the Program Director's discretion only.

6.6 Student contact hours

It is expected that Clinical Facilitators make face to face contact with students a minimum of two (2) occasions each week with each student. You are allocated three (3) hours per student per week please make sure this time is used appropriately. Administration time is included in this time allocation and should not exceed 30 minutes per week.

6.6.1 Venue provided Clinical Facilitators

Clinical Facilitators must provide facilitation according to the arrangements set out in the affiliation agreement between the University and the placement venue.

For details/information contact venue NUM/DON and/or the University's Clinical Placement Unit (cpuoffice@unisa.edu.au).

6.6.2 University of South Australia Clinical Facilitators

UniSA Clinical Facilitators are expected to engage with each student for three (3) hours face to face (meet twice per week) or, if allocated phone facilitation (speak twice a week), as detailed in the employment contract.

6.7 Code of Ethical Conduct

Clinical Facilitators must comply with the University's Code of Ethical Conduct and promote equity and diversity principles as per the UniSA Equity and Diversity policies and processes when they provide clinical facilitation to students.

6.8 Conflict of interest

Clinical Facilitators are encouraged to read and familiarise themselves with the University's Managing Conflict of Interest Policy and the supporting resources.

7 Clinical placement activities
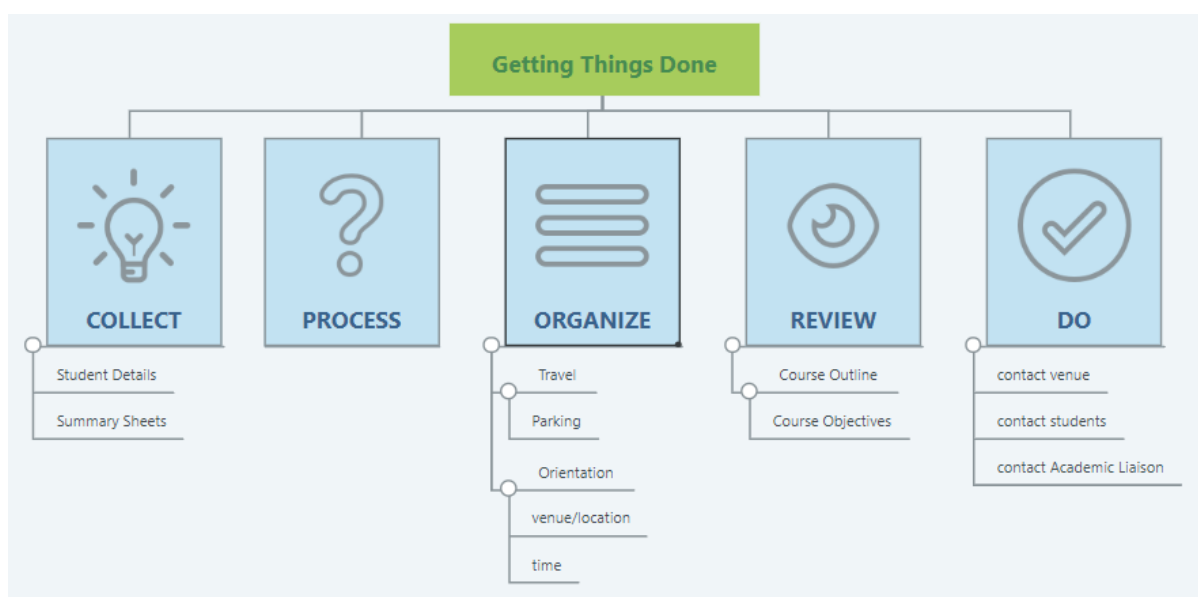
7.1 Communication

- Clinical Facilitators are required to maintain and submit records of all student contact and discussion.
- The University's preferred mode of communication is via university email accounts.
- It is strongly advised to refrain from using a mobile phone when communicating with staff and students.

- University of South Australia Clinical Facilitators are provided with a University email account for all work-related communication.

Refer to Section 7.6 Placement documentation

7.2 Pre-placement

- Student placement allocation by CPU/Coordinator Clinical Operations
- Allocation email sent to Clinical Facilitator by the Clinical Placement Unit with summary sheets

Clinical Facilitator:

- reviews course outline and prepares for first student meeting
- prepares learning plan(s)
- reviews Clinical Challenge(s)
- reviews guide to writing learning objectives
- makes contact with the Academic Liaison

7.3 Placement venue orientation

Placement venues differ in how placement orientation is conducted.

In some venues, orientation is undertaken by venue staff and in others it is undertaken by Clinical Facilitators.

Where Clinical Facilitators orient students, they must meet and orientate students (as required by designated venue) **on the first day** of the clinical placement.

Clinical Facilitators are encouraged to familiarise themselves with the following:

- venue facilities including car parking and personal security
- staff roles, shift times and behaviour expectations
- expectations of students whilst on placement
- key venue policies such as Schedule 8 and intravenous medication administration by students
- injury and incident reporting
- regular and emergency contact details (phone and email)

Clinical Facilitators are required to provide their contact details to their allocated venue/ward along with the Clinician Information sheet.

Refer to Section 3.2 Conditional evidence requirements for students

Refer to Section 7.4.2 Rosters

Refer to Section 7.6 Placement Documentation

Refer to Section 15.1 Resources

7.4 During placement

Facilitating learning experiences outside the University and supporting students throughout clinical placement through/by:

- demonstrations as required

- answering students' questions
- case studies/handovers ISBAR/inquiry
- reviewing and discussing charts and notes
- individual and group meetings

7.4.1 First week of placement

Clearly inform students at the commencement of the placement about the purpose and objectives of the placement, the timing of assessment activities and the dates for submission.

7.4.2 Rosters

Students are required to undertake placement across a 24/7 roster including weekends and public holidays (at venue discretion).

If Clinical Facilitators are required to assist placement venues with student rosters, please do so in consultation with the placement venue and in line with University placement expectations.

Student who require modification to the 24/7 rostering need prior written permission from the relevant Course Coordinator.

7.4.3 Learning Plan

Bachelor of Nursing students are required to focus their learning on clinical placement through development of a learning plan based on course objectives. The learning plan is located at the front of the clinical assessment tool and forms part of the student's clinical placement assessment.

This document allows students to familiarise you, their Clinical Facilitator, and clinicians they will work with, with their individual objectives for the clinical placement. These objectives should be based on the students' self-assessment of their clinical skills and knowledge, strengths and weaknesses; and aligned to the course objectives (i.e. what it is possible for them to achieve during the placement).

The plan must be completed and presented to you at your first meeting with the student. You are not expected to mark this piece of work. This activity is a learning task for the student to encourage reflective practice.

7.4.4 Summary sheets

You should receive the email summary sheet proforma from the CPU when you are allocated your students. If you do not receive it, contact your Academic Liaison who will send you the proforma. Ensure your details and student details are inserted.

Email weekly summary sheet(s) to your Academic Liaison to provide an update of student attendance and a record of issues.

Summary sheets are kept on relevant secure UniSA data bases for record keeping purposes.

File the summary sheet on your computer as a word document. You can update it every week and email it to your Academic Liaison at the end of the week. You should ensure the file is password protected to ensure security/confidentiality.

The final spreadsheet is a record of a pass/fail.

7.4.5   Student assessment

Assess students' work in a fair, consistent and constructive manner using the clinical assessment tool/relevant assessment criteria and provide a mark or grade in consultation with experienced registered nursing staff who have worked with the student or directly supervised their practice.

Conduct a formative assessment of the student's performance two (2) weekly during the placement to ensure alignment between Clinical Facilitator and registered nursing staff (who have worked with the student or directly supervised their practice) assessment of the students' performance

Where the student is not meeting milestones, instigate strategies to inform the student of the areas where they need to demonstrate improvement - or where warranted, instigate the clinical challenge process.

Conduct a summative assessment of the student's performance at the end of their placement.

7.4.6   Feedback

Provide written and oral feedback in the timeframe determined by the University to assist students to improve their performance during placement, and complete reports about student performance, including the instigation of the clinical challenge process as directed in consultation with the UniSA Academic Liaison/Course Coordinator.

7.4.7   Make up shifts

- Students may be required to undertake make-up shifts
- Make up shifts must be approved in writing by the Course Coordinator/Program Director prior to negotiation with the placement venue
- CPU must confirm make up shifts in the system
- The Coordinator Clinical Operations must be consulted re conditional evidence validity

7.5 After placement

After the completion of a clinical placement course, Clinical Facilitators must

- complete organisational feedback sheets
- submit timesheet claims

Refer to Section 6.4.4 Timesheets

**7.6	Placement documentation**

Clinical Facilitators must keep records of all interactions, education activities and concerns when providing clinical facilitation to students. Documentation may be requested by the Course Coordinator and/or Program Director to address an issue, investigate an event or address a student appeal.

**7.6.1	Summary sheets**

Refer to section 7.4.4 Summary Sheets

**7.6.2	Clinical Challenge Process**

Step by step:

1. Identify issue(s) with student performance
2. Discuss the issue(s) with your allocated Academic Liaison
3. Academic Liaison will then consult with the Course Coordinator
4. Academic Liaison will write the Clinical Challenge and send to/discuss with the Clinical Facilitator
5. Clinical Facilitator to implement the Clinical Challenge with the student
6. Clinical Facilitator to monitor student's progress

**7.6.3	Clinical lecturer contact forms**

Please note that any documentation generated in the course of a clinical placement may be requested by the University at any time. Please have these up to date and readily available.

- Clinical Lecturer contact form (1)
  - Student roster
  - Record of attendance
  - Record of meeting with student
  - Usually retained for your own records
- Clinical Lecturer contact form (2)
  - Record of feedback, conversations, events
  - May be required for meetings with student at UniSA, copies may be required for failing / problem students.
  - Details: who, what, when, dates, names etc

- Organisational feedback sheets
  - templates available or can use own design

7.6.4   Incident reporting (FS24)

Refer to Section 13 WHS & incident reporting

8   Systems

The University utilises a range of systems for the organisation, administration and management of Clinical Placement courses.

8.1   PlaceRight

PlaceRight is a web-based information system that helps SA Health placement providers plan and administer student placements with partnered Education Providers.

8.2   InPlace

InPlace is the University's student placement system.

8.3   Moodle/LearnOnline

Moodle/LearnOnline is the University's learning system for students. Clinical Facilitator do not require access.

8.4   PebblePad

Clinical & Health Sciences (Nursing & Midwifery) utilise PebblePad, an online learning platform, to record assessments, learning tools, clinical assessments and reflections. PebblePad gives assessors access to students' workbooks and allows tracking of students' progress in real time.

8.4.1   Access to PebblePad

Your type of access will depend on your professional relationship with UniSA. All employees of UniSA who undertake Clinical Facilitation will be provided with a PebblePad login and account.

External venue based Clinical Facilitators and other nominated external staff will be provided with an external assessor login as needed.

8.4.2   PebblePad Clinical Facilitator User Guide

The Clinical Facilitator User Guide can be accessed via the Nursing Clinical Facilitator Resource website: https://lo.unisa.edu.au/pluginfile.php/2435150/mod_resource/content/7/IBNU%20CF%20user%20guide%20ANSAT%20v2.pdf

8.4.3   PebblePad support

PebblePad support is available either in person or online to assist with issues or to provide education on how to start using the platform.

The PebblePad Coordinator can be contacted via chs-pebblepad@unisa.edu.au

Refer to Section 15 Resources and Training

Refer to Section 16 Clinical Facilitator workshops and masterclasses

8.4.4   Conditional Evidence Repository

Students who utilise the Conditional Evidence Repository in PebblePad will be able to produce their conditional evidence items on an electronic device.

Refer to Section 3.2 Conditional Evidence Requirement for students

Refer to Section 7.3 Venue orientation

8.5   APPIAN

APPIAN is an automation platform which the University uses to accommodate a number of process such as contract and timesheet administration.

9   Academic Liaison

The Academic Liaison (AL) is a member of the course teaching team and is the primary support person for Clinical Facilitators (CF). The AL can provide assistance and information about all teaching and assessment matters.

Academic Liaisons are assigned to a group of 80-120 students and their role includes the following;

- Sending an introductory email to allocated CFs (CF to provide contact details to AL)
- Double checking that students are at the right venue
- Monitoring student attendance and absence
- Providing weekly / fortnightly updates to the Course Coordinator
- Advising and supporting venues with student and placement issues
- Administration role in finalising student grades and checking documentation
- Development of clinical challenges
- Monitoring progress of students throughout clinical challenge
- Logging incident reports FS24 online
- Upholding UniSA policies and procedures

10   Medication management

Students are prohibited from administering restricted S4 and S8 medications.

As per regulatory requirements and legislation, students are also not to administer <u>any</u> medication under the supervision of an Enrolled Nurse.

11   Student at risk

Early identification of at risk students is vital. Where you have identified that a student is not performing as expected:

- Identify the areas of concern and discuss these with the student
- contact your allocated Academic Liaison for support
- buddy up with experienced staff if possible
- give student(s) daily feedback about their performance where possible
- plan for more frequent visits / phone calls/ one on one time

12   Bullying and harassment

- bullying and/or harassment are not tolerated
- if this occurs please discuss with your allocated Academic Liaison as soon as possible
- University policies: [Discrimination and Harassment Grievance (Staff)](#)
- [Student code of conduct](#)

13   WHS & incident reporting

Any incident involving or causing injury to students participating in any University approved activities such as placement must be reported as soon as possible:

- Complete FS 24 Student Incident Report (available for download from: https://study.unisa.edu.au/contentassets/bf331f8eacb94c06b567ebde03c067ba/fs24.pdf)

- Send completed original to Insurance Office: Level 3, 101 Currie Street, Adelaide, SA 5000

- Send copy of completed original to Academic Liaison, Program Director and Student

14   Performance management/review/development

- annual process for UniSA Clinical Facilitators
- review of performance of past 12 months/calendar year
- UniSA CF to complete Performance and Development Management (PDM) plan
- Followed up with a discussion with an ELA Course Coordinator
- Opportunity to provide feedback and suggest improvements/developments

15   Resources and Training

15.1   Resources

- The [Clinical Facilitator Resource Website](#) is the primary source of information and resources
- The [University's Program and Course pages](#)
- Course specific Course Outlines
- PebblePad – workbooks have been setup to ensure ease of use/ensure process/secure
- Academic Liaison staff have been employed for a number of years and are very experienced. They should be first point of contact for any issues/queries/processes.

Refer to Section 8.4 PebblePad

Refer to Section 9 Academic Liaison

15.2   Training

Refer to Section 16 Clinical Facilitator workshops and masterclasses

16   Clinical Facilitator workshops and masterclasses

- Clinical & Health Sciences (Nursing and Midwifery) offer webinars throughout the year for Clinical Facilitators but also within the SA Health Local Health Networks and private placement providers. These 30-45 minute online sessions provide updates for new and current Clinical Facilitators and cover a range of relevant topics including recent issues or changes in practice.
- For placement providers outside the Adelaide metropolitan area, Clinical Facilitators can access support through the UniSA Department of Rural Health.
- The Professional Certificate in Practice Education and Supervision course runs twice yearly and is subsidized for rural residents. https://study.unisa.edu.au/short-courses/professional-certificate-in-practice-education/

Glossary of terms

Academic Liaison (AL)
Primary support for Clinical Facilitators. ALs are assigned to a group of 80-120 students and can assist with academic matters.

Clinician
Registered Nurse (RN) or registered midwife (RM) operating within the health agencies.

Clinical Placement Officer
Clerical staff member appointed to assist in the Clinical Placement Unit (CPU) to assist with coordination of student placements.

Clinical Placement Unit (CPU)
This unit is staffed by non-academic staff to plan, manage and coordinate clinical placement activities for UniSA Clinical & Health Sciences and UniSA Allied Health and Human Performance.

Course
A unit of study (previously known as a subject) several of which contribute to a Program (Bachelor of Nursing degree).

Course Coordinator
Academic staff member responsible for the coordination of specific courses within the program.

Mentor
A mentor is an experienced staff member who provides an advisory role about ongoing developmental issues such as career planning and direction.

Preceptor
A clinician, working in association with the Clinical Facilitator and the student, provides workplace support to students. Preceptors are more commonly associated with students' clinical placements as they work with students to deliver patient care and provide advice and guidance about day to day clinical activities.

Program
A series of courses, having been accredited, being the requirements for an award e.g. Bachelor of Nursing.

Program Director
Academic staff member who is responsible for the coordination of programs or stages of programs.

Student Placement System (InPlace)
The cloud-based program to assist the University and students in the management of clinical placements associated data.