**Communication between Clinical Facilitators and UniSA staff about student progress**

The Clinical Facilitator is a vital link in the student achieving a successful placement experience. It is expected that the Facilitator has regular communication with either the Course Coordinator or nominated Academic Liaison. Prior to the student/s attending placement, you will be sent an email by the Course Coordinator to introduce the students. You will also be provided with links to resources you can use to support your facilitation and relevant contact details of the University staff member who will review feedback each week or as instructed.

***Time for providing written feedback is incorporated in your contract***

**Communicating about student progress**

Regular feedback should be provided to the Course Coordinator and a summary sheet is available on the Midwifery Clinical Facilitator site <https://lo.unisa.edu.au/course/view.php?id=4342>. The summary sheet enables you to keep records of the student’s placement, the number of contacts you have with them, the CATs they complete, any sick leave or make up shifts organised and when their Standards Assessments has been completed. We value you taking the time to include a brief comment to update us on the progress of students. Please email the completed summary sheet to the Course Coordinator at the end of each week.

If you require assistance with this process contact Sharon Rance, Midwifery Program Coordinator (Clinical) Sharon.rance@unisa.edu.au

**Student performance**

If a student is not performing at the expected level please contact the Academic Liaison or Course Coordinator to discuss the need for a clinical challenge and provide a detailed written summary via email as soon as possible.

***Students performing above the level of expectation should be noted for commendation.***

**Student placement incidents**

The University has strict OHS guidelines for managing placement incidents.

Clinical Facilitators need to assist students who are injured or are involved in a potential (near miss) injury to a third party whilst on clinical placement by undertaking the following:

* Obtain treatment for the injury (if applicable).
* Inform the Academic Liaison or Course Coordinator.
* Inform the Clinical Midwife Consultant/Manager of the incident and complete any necessary accident incident requirements for the health care organisation, not the venue’s Work Cover forms.

Students and the facilitator are required to complete and return the University ‘Student Incident Report’ FS24 within 24 hours (see appendix A in Clinical Facilitators Guidelines) of any incident. This form also needs to be completed where a student is involved in a situation that is reported through a placement venue incident reporting processes (e.g. SLS, incident reporting).

**Further assistance**

For queries relating to placement allocation, please contact the Clinical Placement Unit (CPU) CPUMidwiferyPlacementEnquiries@unisa.edu.au whereas, queries relating to student rosters should be sent to the Midwifery ASO midwifery.enquiries@unisa.edu.au

**Thank you for participating in educating the next generation of Australian Registered Midwives**