Management Process

Student Placement/Field Trip Incident Report (FS24)

Management process for FS24 forms within the School of Nursing and Midwifery/Division of Health Sciences.

Clinical Facilitator/Lecturer

1. Clinical Facilitator/Lecturer to work with the student to complete FS24
2. Clinical Facilitator / Lecturer to notify their designated UniSA academic liaison staff member or the Course Coordinator of the incident.
3. Student to retain a copy of the completed FS24 and sign the back of the original to record that they have received a copy.
4. Clinical Facilitator/Lecturer to forward the original FS24 to the Clinical Placement Unit.

Clinical Placement Unit

1. Forward original to Insurance Office, level 3, 101 Currie Street, Adelaide 5000
2. Forward copy to appropriate Program Director
3. Complete any Clinical Placement Unit specific reporting process

Program Director

1. Ensure the incident is recorded on student record.
2. Contact student to ensure that all appropriate follow-up/support is undertaken
3. Inform HOS if necessary