

Professional Experience Placement (PEP) Policy



Institute of Health &
Management Pty. Ltd.

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SECTION 1

Purpose

1. This policy describes the Institute of Health & Management's (IHM's) set out principles governing Professional Experience Placement (PEP) components courses in accordance with the [National Clinical Supervision Support Framework \(2011\)](#)

Scope

2. This policy applies to students and academic teaching staff at IHM.

Definitions

3. The following definitions have their meaning as spelt out below:
 - a) **Clinical Placement Agreement:** A written formal agreement or contract, between IHM and the facility where the IHM student is undertaking the PEP.
 - b) **Clinical Supervisor:** A nominated health care professional at a health care facility with specific responsibilities in relation to the supervision of students undertaking PEP and the facilitation of students' clinical learning. A clinical supervisor is an appropriately qualified and recognized professional who guides students' education and training during clinical placements. The clinical supervisor is responsible for ensuring safe, appropriate, and high-quality patient care.
 - c) **Course Coordinator** - The academic staff member responsible for academic and administration, including the planning and coordination of the teaching, assessment and reviews that contribute to the academic quality and integrity of a course, in consultation with the Academic Dean and/or the Academic Director.
 - d) **Facility:** Any facility or organisation that hosts students for professional placement. This includes but is not limited to any public health/educational facility, public or private hospital where the professional placement is undertaken.
 - e) **Placement Coordinator:** The IHM staff member who coordinates and oversees the professional placement program relevant to a course and/or discipline.
 - f) **Pre-Placement Requirements (PPR):** Before attending professional placements, students must complete and provide evidence of several mandatory prerequisites usually prescribed by the host facilities, legislation, Occupational Health and Safety procedures and/or the disciplinary or professional standards. These requirements are in place to ensure the protection of the student and for anyone the student engages with during the professional placement.
 - g) **Professional Experience Placement (PEP):** A clinical or practical education experience, which is required to meet the learning outcomes of a course. It involves work experience for a student under the supervision of clinical supervisor. Students are required to undertake practice-based work experience for professional licensure, certification or registration. PEP may also be referred to as professional practice, work-placement, work experience, practicum, internship, clinical experience, clinical placement or student placement.
 - h) **Unit Coordinator:** The academic staff member/lecturer in charge of a particular unit. The Unit Coordinator is typically responsible for planning the unit, setting the assessment tasks, producing the unit outline and coordinating the staff teaching into the unit. The Unit Coordinator is also responsible for academic and administrative tasks that contribute towards the continuous improvement of the unit.



Suite documents

4. This Policy is linked to the following procedures:
 - a) Professional Experience Placement Procedure
 - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

5. Principles of Clarity, Quality and Culture

- a) This policy is developed in accordance with the principles of clarity, quality and culture as set out in the [National Clinical Supervision Support Framework \(2011\)](#)
- b) **Clarity** includes the clear definition and communication of the roles, responsibilities and expectations of supervisors, students and healthcare facilities.
- c) Learning objectives/outcomes of clinical placements will be clearly articulated and communicated to all stakeholders.
- d) **Quality** includes ensuring that patient care provided during clinical placements be safe, of high quality, appropriate and effective, and the appropriateness and adequacy of the knowledge, skills and attributes of clinical supervisors.
- e) PEP is integrated as part of a quality course of study that is based on contemporary teaching methods including role modelling and adult learning principles.
- f) Supervisors will be provided with training in the core set of knowledge, skills and attributes necessary for quality clinical supervision.
- g) Students will be provided with adequate orientation to the clinical placement setting.
- h) Culture includes ensuring that IHM placement agreements are established only with healthcare facilities that have a strong commitment to clinical education, innovation and improvement.
- i) Facilities will provide a safe, supportive and well-resourced learning environment. All stakeholders (students, healthcare facilities, the Course Coordinator, Clinical Supervisors and Unit Coordinators) will ensure there is regular communication and strong collaborative relationships are maintained.
- j) The facilities relating to workloads of health professionals, will give recognition to clinical supervision to improve clinical education capacity.
- k) Inter-professional learning is encouraged and facilitated throughout the PEP.
- l) Establishing a PEP agreement takes into consideration the selection of students to undertake PEP, induction of clinical supervisors, clinical supervision requirements, student assessment and evaluation of the clinical experience all which can be located in the PEP Procedure.

SECTION 3

Associated information

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| Related Internal Documents | <ul style="list-style-type: none"> Professional Experience Placement (PEP) Procedure Post-PEP Evaluation Questionnaire PEP Evaluation Tool Clinical Supervisor Handbook Learning and Teaching Policy and Procedure Health and Safety Policy and Procedure Critical Incident Policy and Procedure Professional Experience Placement Agreement between IHM and facility Student Feedback form Critical Incident Form |
| Related Legislation, Standards, and Codes | <ul style="list-style-type: none"> National Clinical Supervision Support Framework (2011) Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 TEQSA Guidance Notes: Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Australian Nursing and Midwifery Accreditation Council |
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Change history

| Version Control | | Version 2 |
|-----------------|------------|---|
| Change Summary | Date | Short description of change, incl version number, changes, who considered, approved etc |
| | 30/01/2021 | <ul style="list-style-type: none"> • Policy and Procedure are separated into two documents • Added version number • Added definitions • Minor editorial changes |