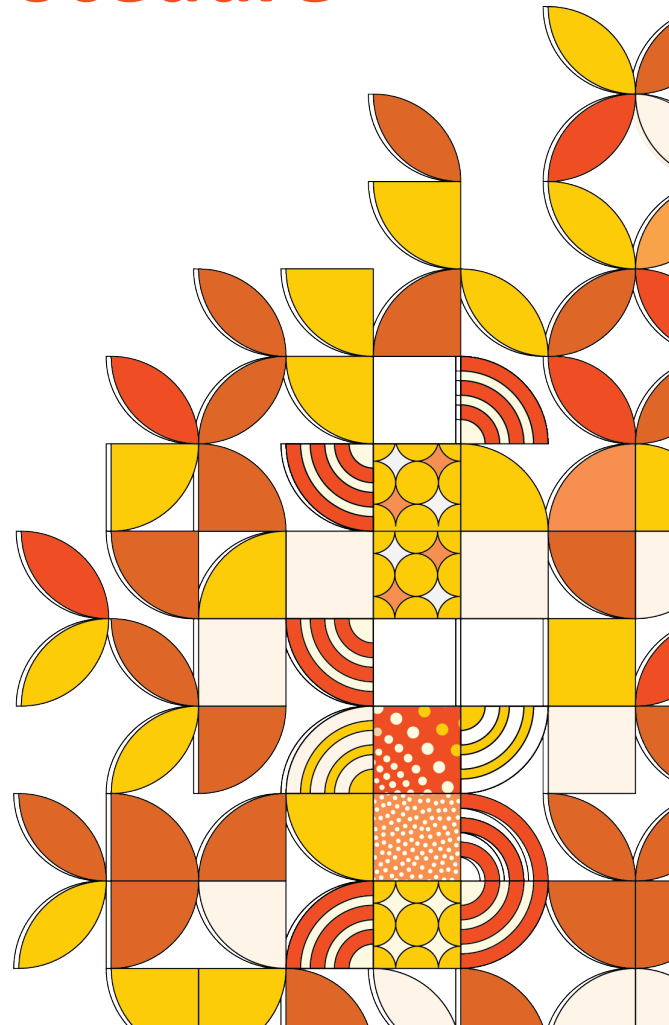




Professional Experience Placement (PEP) Procedure



SECTION 1

Purpose

1. The purpose of this document is to set out the procedures that the Institute of Health & Management (IHM) will follow and use to ensure that governing the Professional Experience Placement (PEP) components in accordance with the IHM PEP Policy and the [National Clinical Supervision Support Framework \(2011\)](#)

Scope

2. This procedure applies to IHM students, and relevant external stakeholders.

Suite documents

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

SECTION 2

Procedure

4. Establishing a PEP agreement

- a) IHM develops a set of criteria, in accordance with the PEP Facility Assessment Guideline and Template, for the assessment of PEP facilities.
- b) IHM assesses each healthcare facility against the criteria.
- c) IHM develops a draft PEP Agreement, which includes financial arrangements between IHM and the healthcare facility.
- d) The PEP facility may request amendments that are reviewed by IHM.
- e) The PEP agreement is signed by both parties and formalised. The documents are filed for future reference.

5. Selecting and undertaking a PEP (Students)

- a) The Unit Coordinator provides the student with information about the PEP facilities available and each student indicate their preferred options.
- b) The Unit Coordinator allocates PEPs to students according to their preference, wherever possible.
- c) The Unit Coordinator provides a set of learning objectives/ outcomes and structured activities to be undertaken during the PEP. The Unit Coordinator conducts an orientation session for students. The student is provided detailed information about any other requirements and responsibilities that may apply (for example, immunisation, Working with Children check, uniform, etc.).
- d) Students seek to meet their learning objectives/ outcomes and undertake structured activities under the guidance of the Clinical Supervisor.

- e) Students attend a post PEP meeting, either in person or by webcam, to discuss their PEP with the Unit Coordinator. During this meeting, students are invited to provide feedback, and evaluation data are collected.

6. Selection, training, and induction of Clinical Supervisors

- a) The Course Coordinator liaises with the approved healthcare facility and provides a set of requirements for the Clinical Supervisor.
- b) The requirements include a clearly defined description of the knowledge, skills and attributes required of Clinical Supervisors to deliver quality clinical supervision.
- c) The Clinical Supervisor is provided with:
 - a. Learning objectives/ outcomes and structured activities to be undertaken by students during their PEP.
 - b. A copy of the course curriculum.
 - c. The evaluation tool to be used to assess students’ competence.
 - d. A copy of the Clinical Supervisor Handbook.
 - e. A copy of the PEP Evaluation Tool.
- d) The Clinical Supervisor undertakes a training/briefing session with the Unit Coordinator to review the expectations, procedures, requirements, etc. and addresses any queries that may arise.

7. Clinical supervision, assessment and evaluation

- a) During the PEP, the Clinical Supervisor consults regularly with the Unit Coordinator about any issues that may arise.
- b) The Clinical Supervisor evaluates the student’s competence, (both formative and summative) using the IHM PEP Evaluation Tool and sends the report to the Unit Coordinator.
- c) The Clinical Supervisor completes a post-PEP evaluation questionnaire which is used for quality enhancement purposes.
- d) Feedback sessions and surveys are used to evaluate the students’ PEP experience.

SECTION 5

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Professional Experience Placement (PEP) Procedure • Post-PEP Evaluation Questionnaire • PEP Evaluation Tool • Clinical Supervisor Handbook • Teaching and Learning Policy and Procedure • Health and Safety Policy and Procedure • Critical Incident Policy and Procedure
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	<ul style="list-style-type: none"> Professional Experience Placement Agreement between IHM and facility
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 1
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 Version 3 approved by Academic Board in February 2021
	27/11/2023 Version 1.1	<ul style="list-style-type: none"> The definitions have been relocated to the IHM glossary and the template has been updated.