

Professional Experience Placement (PEP) Procedure



Institute of Health &
Management Pty. Ltd.

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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.

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 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

5. 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.

6. 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.

7. 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.

8. 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 • 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

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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