



Professional Experience Practice (PEP) Information and Policy Handbook

A Complete Guide for Diploma of Nursing

Oakhill Education Group Australia Pty Ltd, trading as RGIT Australia.
National Provider No. 22088 ABN 68 127 999 CRICOS Code 03002G.

RGIT PEP Info & Policy Handbook

Introduction

The Diploma of Nursing course aims to prepare competent, knowledgeable, professional graduates who are able to apply for registration as an enrolled nurse with Australian Health Practitioners Registration Agency: Nurses Midwives Board Australia. Professional experience practices have been developed to enable learners to achieve course aims.

Please use this book to inform yourself of important requirements relating to undertaking Professional experience practice (PEP) during the Diploma of Nursing course. We hope you are looking forward to your PEP and learning more about becoming an Enrolled Nurse.

It is your responsibility to review information provided on the PEP noticeboard regularly. You also need to check your Learner email account for PEP last minute changes.

It is important that your current address and contact phone number (mobile number if available) are available to RGIT so that the PEP can be allocated as close as possible to your home, and you can be contacted should a last minute change occur.

If you have questions or concerns regarding your PEP placement allocation you should contact the RGIT Nursing Coordinator.

Under no circumstances should you organise your own PEP placement.

Learners with a disability/long term medical condition

As far as is possible, the RGIT Nursing Coordinator will make reasonable adjustments for learners with a disability / medical condition impacting on PEP placement.

Responsibilities prior to PEP

Before you are able to be allocated to PEP you are required to submit mandatory documentation to RGIT for recording. Details about this documentation are given below. Please be assured all documents are maintained in a securely locked confidential manner.

Mandatory documentation required:

- Immunisation summary (**see Appendix 1**)
- Working with Children and Young People Check_ _
<http://www.justice.vic.gov.au/workingwithchildren>
- National Police Check (Full disclosure) or equivalent_ _
http://www.police.vic.gov.au/content.asp?Document_ID=274
- Signed Fitness for PEP declaration (see Appendix 2)

Fitness for PEP requirements

You are responsible for confirming your physical and mental fitness for practice. The Nursing and Midwifery Regulatory Authorities charge all registered nurses with this accountability. Before undertaking PEP you are required to sign a Fitness for PEP Declaration (**see Appendix 2**) and submit this signed document to RGIT. If you are aware that you are **not fit for PEP**, or if you become **not fit for PEP** you are responsible for reporting this as soon as possible to RGIT.

It is essential, for the wellbeing of all concerned, that you disclose any condition you are aware of that would make you unfit for PEP practice. If you don't, and the condition later becomes

apparent, you may become liable for exclusion from PEP until an RGIT professional review of your situation is undertaken.

Pregnancy does not preclude you attending your PEP placement. You will be required to provide a medical authority letter indicating your fitness for PEP.

Learners who have previously been unfit for practice must provide a medical authority letter before return to PEP can be arranged.

Professional Experience Practice

Learners undertake PEP in a supernumerary capacity. Learners are not paid for PEP and are not a member of the health care setting workforce.

Learners on PEP are accompanied and supported by a PEP Facilitator. As the PEP Facilitator oversees a number of learners each Learner may also be 'precepted' with a Registered Nurse at the health care agency. It is the role of the PEP Facilitator to guide your learning while on PEP. Your facilitator will undertake your PEP competency assessment.

The Learner on PEP

Whilst on PEP, learners are to participate within competency and education level in the health care agency under the supervision of your buddy Registered Nurse and or PEP Facilitator. Learners are expected to conform to the professional standards of practice while on placement including appropriate professional behaviour and attire.

Learners are expected to be cognisant of the philosophy and objectives of the health care agency at all times.

Competency assessment

The aim of competency assessment is to:

1. Evaluate the extent to which the learner's performance meets the expected standards;
2. Encourage learner reflection on professional experience practice;
3. Facilitate communication between the learner and the PEP Clinical Facilitator to provide meaningful clinical practice and structured feedback.

Formative Assessment

Formative assessment will provide learners with feedback on their competency level achievement and discuss strategies to facilitate improvement if required.

Summative Assessment

Summative assessment takes place at the end of the professional experience practice. Achievement of the learning objectives, clinical skills and ANMC Domains of Competency are discussed. Final grading of 'competent' or 'not yet competent' are then recorded and submitted to RGIT for record keeping.

Professional behaviour

As you are a guest in the health care agency it is essential that you display professional behaviour at all times. Punctuality is an important aspect of professional behaviour. As such, we expect you to adhere strictly to the starting and finishing times of the shifts nominated by the agency. Late arrival at a PEP venue is unprofessional. If you are more than 30 minutes late you will be asked by your PEP

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Facilitator to leave the facility and will be noted as absent. Early departure may similarly be determined as absenteeism.

In the event of unforeseen circumstances resulting in you running late, please telephone the health care agency directly and notify them of their expected arrival time. It is left to the discretion of the PEP Facilitator to ascertain whether your reason for late arrival (or early departure) is justified.

Confidentiality requirements

Various Australian codes for nurses and State legislation demand that nurses and learners of nursing maintain the privacy of information relating to the people for whom they care in the course of their PEP. Relevant codes include ANMAC's Competency Standards for Enrolled Nurse; Code of Professional Conduct for Nurses in Australia (2008) and Code of Ethics for Nurses in Australia (2008).

RGIT Diploma of Nursing learners are required to abide by the health care agency's confidentiality policy and procedures. Where an agency does not have an active confidentiality policy the following agreement is enacted.

CONFIDENTIALITY ACTIONS

- I will abide by confidentiality and privacy laws, codes and policies in my practice as a learner nurse;
- I will abide by confidentiality policies and procedures of the health care agencies in which I undertake professional experience practice;
- I will seek to further my knowledge regarding laws, codes, policies and procedures relating to each setting in which I undertake professional experience practice;
- I will treat all information about the people for whom I care as strictly private and I will only use information about the people for whom I care for the benefit of their professional experience practice care and wellbeing;
- I will share information about the people for whom I care only with other health professionals involved in their care unless a court of law or the person themselves otherwise authorises;
- When using a person's personal information for the purpose of study or research I will de-identify any records I make prior to removal from the agency;
- I will retain this agreement and make it available to staff of the agency, my Professional experience practice teacher/facilitator or preceptor upon request.

All learners are required to complete and submit a Confidentiality Declaration as part of each PEP in their CAT.

CONFIDENTIALITY DECLARATION

I hereby declare that I have read the Confidentiality Policy above and I understand my responsibilities with regard to the privacy & protection of personal information of people for whom I care during PEP. I am also aware of my requirement to adhere to the Confidentiality Policy and Procedures of the Health Care Agency in which I am practicing.

Uniform requirements

RGIT has a professional dress code that you must adhere to when on PEP placement. These are outlined below:

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Only RGIT approved uniform items are to be worn, including Learner identification. If you do not have the approved uniform you will be asked to leave the PEP area. Learners are required to wear an RGIT shirt and either navy blue knee length shorts, skirt, or long pants. Long sleeved shirts and blouses are not permitted.

Learners are to wear black or navy fully enclosed shoes, of a suitable protective material, such as leather, to meet workplace health and safety requirements. Open footwear, sand shoes, leisure shoes, and soft material shoes are not suitable. Black or navy socks are to be worn with trousers.

No underwear should be visible under your uniform. It is expected that the Learner uniform will be:

- Clean and stain free;
- Washed regularly and ironed.

Uniform requirements

- one pair of small stud earrings (in ear lobe);
- wedding ring;
- visible body piercing, including oral piercing, are not permitted;
- nail polish is not permitted and nails must be short;
- hair should be kept tidy, and long hair worn tied back with plain ties, plaited or worn up off the collar;
- Men with moustaches / beards are required to keep them trimmed and tidy.

What to take on PEP

You are required to carry the following items at all times during PEP placement:

- RGIT identification badge. This should be clearly affixed to the front of the uniform in a position where it is visible and able to be read;
- Nurse's fob watch, with second hand (not a wrist watch);
- a pen with four colours;
- small notebook;
- eye protection/goggles (recommended).

Absence during PEP

If you are unable to attend PEP you must notify the Health Care Agency and your PEP Facilitator. If you are unable to contact the PEP Facilitator, you should notify RGIT Office.

It is Learner's responsibility to provide a completed Statement of Absence from PEP form supported by a certificate from an authorised health professional, or a Statutory Declaration, within seven (7) days of each period of absence (**see Appendix 3**). Failure to provide this document may lead to a 'Fail' grade for PEP.

By the end of your course you are required to complete all PEP hours as outlined in the curriculum. If you have outstanding PEP hours make up will be arranged by the PEP Office when available.

Administration of medications during PEP

If you have achieved competency in the theory and practice of administration of topical, oral and parenteral medications, you may perform the relevant skill **under the supervision** of a registered nurse according to the health care agency's requirements. The checking of Schedule 8 drugs, drugs to be administered intravenously and all paediatric medication must be undertaken by two

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registered nurses with you as the third person. The protocol of the health care agency must always be followed with respect to the checking, administration and documentation of all medications. In no circumstance should you administer a medication without supervision.

Handling of body fluids

Many pathogens can be transmitted via body substances, particularly blood. To minimise the risk of transmission, Standard Precautions should be followed by all health care workers who find themselves in situations where they are likely to be exposed to blood or other body fluids. You need to be familiar with and conform to the written policies pertaining to the handling of body fluids, standard precautions and isolation set down by every PEP health care agency in which you are allocated for experience. If you have impaired skin integrity, exuding lesions or dermatitis you should check your 'at risk' status and refrain from all direct client care and from handling client care equipment until the condition resolves. You must consult with the PEP Facilitator and the agency unit manager if you have any condition that puts you at risk.

Reporting critical incidents

Incidents involving actual or potential injury to a patient or a Learner will require a critical incident form to be completed. Such incidents include falls, medication errors, IV therapy errors or any deviation from standard practice. If such an incident occurs you must complete a Learner Incident Report form (See Appendix 4) and / or a health agency Incident Form. You should then submit a copy of the Learner Incident Report form and/or the health agency Incident Form to RGIT.

Injury during PEP placement

RGIT provides professional indemnity and public liability for learners during PEP. If an injury is sustained during PEP the following procedure is to be followed:

Notification

1. The Learner notifies the PEP Facilitator or appropriate health care agency staffmember;
2. The PEP Facilitator or appropriate health care agency staff member notifies RGIT.

Documentation

1. Learner must complete the Learner Incident Report (Appendix 4);
2. PEP Facilitator or appropriate health care agency staff member completes, copies and forwards incident documents to RGIT;
3. Documents are then forwarded onto RGIT Insurance Officer.

Treatment and Payment

1. If any treatment is required as a result of the incident, all invoices other than those covered by Medicare are to be submitted to RGIT;
2. For all injuries, especially needle stick injuries, learners should follow the policies of the health care agency and / or advice of their medical practitioner regarding follow up treatment and care.

Learner assessment

PEP assessment in the Diploma of Nursing is based on the ANMAC National Competency Standards for the Enrolled Nurse (2002). Each PEP requires achievement of a minimum competency standard. It is expected that by the end of the course, learners will be able to meet all Enrolled Nursing

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competencies at a proficient level in order to be eligible to apply for registration with Australian Health Practitioner Registering Authority, Nurses Midwives Board of Australia.

Getting involved in learning on PEP placement

You are expected to take an active role in learning during your PEP. Prior to PEP learners need to identify learning objectives to achieve during PEP. During PEP learners should regularly revise these learning objectives, reflect on your own achievement of these objectives and seek feedback on your performance from facilitator and or preceptor registered nurse.

Unsafe Learner practice during PEP

Pre-PEP Learning Action Plan

If a Learner has been identified prior to PEP as requiring additional support they will need a pre-PEP action plan developed. The pre-PEP learning action plan will include strategies to support the Learner and identify areas needing additional development whilst on PEP.

Learners requiring a pre-PEP Learning Action Plan have:

1. had an absence of one year or more from PEP;
2. previously failed PEP;
3. been identified by a Lecturer of a theoretical unit as requiring greater support while on PEP.

Unsafe or unprofessional behaviour identified while on PEP placement

Learners who experience difficulties in meeting the requirements of PEP may be identified by the PEP Facilitator as being 'at risk' of not successfully completing the experience. In this instance the Facilitator will collaborate with the Nursing Coordinator to determine the most appropriate course of action.

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APEPNDIX 1

Minimum immunisation requirements

All learners are required to meet the following minimum requirements regarding immunisation status. Learners are advised to contact their health care practitioner for advice regarding immunisation. The completed Fitness for PEP Declaration (with any relevant documentation attached) is to be submitted to RGIT before PEP can be allocated.

The following lists the basic immunisation requirements:

- One adult dose of Diphtheria, Tetanus, Pertussis (whooping cough) vaccine (Serology is not accepted);
- Hepatitis B –history of 3 injections and evidence of blood levels > 10IU/ml after vaccinations;
- Varicella (chicken pox) –course of 2 doses or history of disease or positive serology;
- Measles/Mumps/Rubella –documented 2 doses of measles containing vaccine (in those born during or after 1966) or a history of the disease;
- Tuberculosis (Tb);
- Polio Immunisation;
- Annual Influenza vaccination is not a requirement, but is strongly recommended.

Further information please refer to: <http://www.health.vic.gov.au/immunisation/resources/health-care-workers-guide.htm>

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APEPNDIX 2

FITNESS FOR PEP DECLARATION

I, (please print full name).....

Learner ID.....

I am aware of and understand my obligation to report any physical, psychological or psychiatric condition that may affect my ability to undertake PEP. Should I develop a physical, psychological or psychiatric condition, or should an existing condition change at any time after the making of this declaration, I will inform RGIT and PEP Facilitator as soon as possible.

I understand that I may need to provide further documentation to RGIT and PEP Facilitator, such as a medical clearance, if I have been previously unfit for PEP but am now fit for PEP.

Student's signature:..... Date:/...../.....

Office use only:

Date received:

Received by:

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APPENDIX 3

STATEMENT OF ABSENCE FROM PEP

If you were absent from PEP you are required to complete this form and have it sighted and signed by your PEP Facilitator within seven (7) days of the missed PEP. If this **does not** occur, make up PEP may **not** be available and an unsatisfactory grade may be awarded for the unit.

Learner Name:	
Learner ID No:	
Year Level:	
Unit Code:	
Unit Name:	
Dates absent	
Reason for absence	
Documentary evidence supporting PEP absence	

.....

Office use only:			
Date received:		Received by:	

APPENDIX 4

LEARNER INCIDENT REPORT

Date:			
Name/s of learner /s involved in the incident:			
Year level:			
Name and position of person reporting incident:			
Address:			
Telephone No.			
Date of incident:		Time of incident:	
Nature of incident or injury:			
Location of incident:			
Name of witnesses (if any):			
Address:			
Telephone:			
Description of incident:			
Action taken:			
Signature of reporter:			
<p>Learner is required to follow up any injury or illness with their medical practitioner or to follow the health care agency policies. This incident has been reported in accordance with the RGIT policy: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>Please attach a copy of the Health Agency's Incident Report Form to this Report. Must be received by the RGIT within 24 hours of the incident.</p>			
OFFICE USE ONLY:			
Date received:		Received by:	

**Oakhill Education Group
Australia Pty Ltd. t/a**



Melbourne Campuses:

28-32 Elizabeth Street, Melbourne, VIC 3000, Australia

Phone: (+61 3) 8639 9000 | Fax: (+61 3) 8639 9001

Email: admin@rgit.edu.au

www.rgit.edu.au

43-45 Elizabeth Street, Melbourne, VIC 3000, Australia

Phone: (+61 3) 9662 8022 | Fax: (+61 3) 8639 9001

Hobart Campus:

162 Macquarie Street, Hobart, TAS, 7000, Australia

Phone: (+61 3) 6217 9000

Email: adminhobart@rgit.edu.au

www.rgithobart.edu.au

Postal Address:

GPO Box 5466, Melbourne, VIC 3001, Australia

Oakhill Education Group Australia Pty Ltd trading as Royal Gurkhas Institute of Technology (RGIT) Australia.
National Provider No. 22088 ABN 68 127 999 160 CRICOS Code 03002G

