



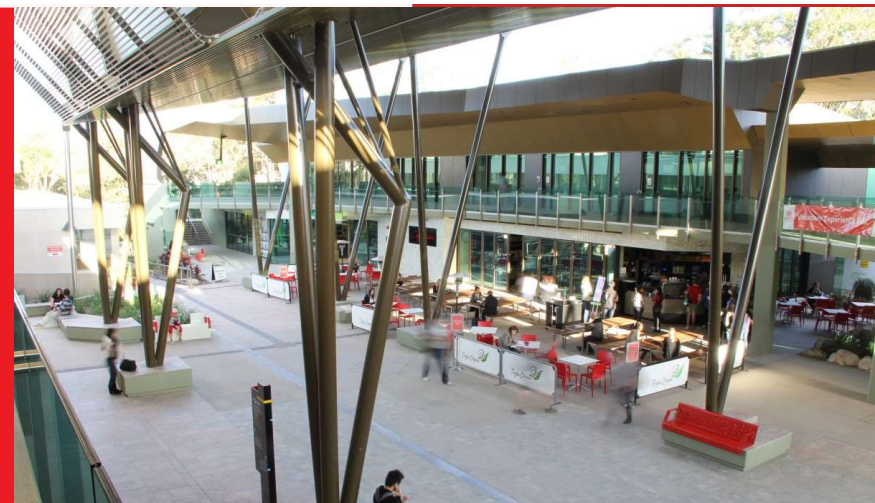
# Welcome to the PRECEPTOR WORKSHOP 2023

provided by:

**Dr Judith Needham (Dir)**

**Renee Stone – (CPC)**

**Karen Carrington – (T/L)**



A group of people, including men and women, are walking along a dirt path in a wooded area. They are carrying several flags, including the Australian Aboriginal flag and the Australian flag. The people are dressed in casual outdoor attire, including hats and backpacks. The scene is set in a forest with tall trees and dappled sunlight.

## ACKNOWLEDGEMENT OF COUNTRY

*Griffith University acknowledges the Traditional Custodians of the land on which we are meeting and pays respect to the Elders, past and present, and extends that respect to all Aboriginal and Torres Strait Islander people.*

# Key University Staff

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- Clinical Director: Dr Judith Needham
- Clinical Practice Co-ordinators (CPC)
  - Renee Stone - Gold Coast Campus
  - Terri Smith - Logan Campus
  - Kate Barnewall – Nathan Campus

[cpcnursing@griffith.edu.au](mailto:cpcnursing@griffith.edu.au) for all student performance including professional issues



# CPC Portfolio (for T1)

<b>Terri (0466 562291)</b>	<b>Kate (Julia) (0409 482967)</b>	<b>Renee (0434 171916)</b>
Logan	PAH	GCUH
Redlands	RBWH	GCPH
Beaudesert	SCUH	GCPHN
Metro south community	TPCH community	Robina John Flynn Private
QE11	QCH	Pindara Private
Ipswich	NW Private	Tweed hospital
Boonah	New Farm clinic	Currumbin clinic
The Park		Robina Private
Belmont		
Prison health		

# CPO -Trimester 1

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- **Team Leader** – Karen Carrington
- **Clinical Placement Officers** (CPO – Nursing)
  - Manage SONIA (ANSATS and Timesheets)
- [nursingcpo@griffith.edu.au](mailto:nursingcpo@griffith.edu.au) for SONIA and ANSAT issues
- All phone contact one phone line: **338 21200**
  
- **Third years** – Emma
- **Second years** – Jessica
- **General support** - Andreea

# Preceptorship - recap

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What is a preceptor?

**A nurse preceptor is an experienced and competent nurse formally assigned to guide the professional journey of a student, graduate nurse or new staff member joining a workplace.**

Preceptors aim to ensure novice nurses become confident and competent enough to deliver quality care.



# Information for Clinical Facilitators and Preceptors

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## **2023 Guide for Clinical Facilitators and Preceptors**

- provides information about the responsibilities of your role
- provides information about student expectations, clinical assessment and where to seek support if necessary
- will be emailed to Preceptors and industry partners soon.

(NB. This document is not shared with students).

# Information for Students

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## **Bachelor of Nursing** **Professional Experience Placement (PEP)** **Guidelines - 2023**

- available on Sonia home page
- provides information for students regarding clinical placement
- used by the Clinical Placement Office, Course Convenors, Program Directors etc.
- to ensure fairness and equity to all nursing students.

*Changes may be noted from previous years, so students are expected to read this document each year and 'sign off' as having read it, on Sonia.*



# Expectations in a Nutshell

- Griffith expects that students:
  - Comply with the University and placement facility policies
  - Comply with all mandatory requirements
  - Access and use the resources and information provided
  - Conduct themselves according to professional standards
  - Be accountable for their practice / performance / behaviour
- Preceptors are important **role models**
- It is therefore reasonable to expect Preceptors to do the same
- Numerous resources to support you



# Scope of Practice

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**Scope of Practice** document covers all year levels:  
there is an accompanying **FAQs** document to help guide you  
to understand what students can and cannot do  
both documents found on Sonia home page

*When in doubt re: Scope of Practice, either contact the  
Clinical Placement Coordinator, Course Convenor or hold off  
the activity, in the interests of patient safety.*

# Student Goal Setting

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- Students are expected to come to placement with a list of goals, aligning with the **RN Standards for practice** (Goal Setting sheet is embedded on the first section if ANSAT)
- If the student is unsure of the clinical area and has not provided goals on Day 1 of placement, they may bring their goals the following day – by day 2 should have goals may develop these with the Preceptors
- Contact Clinical Placement Coordinator – if unduly concerned about a student's goals or they do not have goals by day 2
- Goals are reviewed with the student as placement progresses feedback with the preceptor and adjusted as necessary.

# Goal Setting

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Goals for placement should be **SMART:**

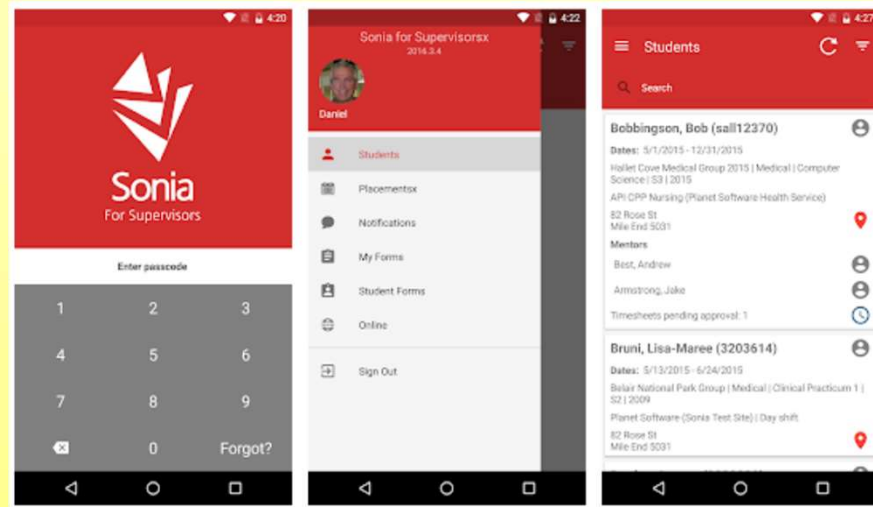
- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**imely

\* Please find time in the first few days to discuss goals with the student.

# SONIA SUPERVISORS APP

Download from Google Play or App Store on mobile phone or ipad/tablet

View Forms, placement information, student lists etc



- At this stage no real change in the ANSAT from 2022 to advise of. Should this change however in the future we will advise you straight away.
- We may be adding in a box for a CLP to be added to the student automatically however this is still a work in progress.
- Please remember to ensure that Students are submitting their sections of the ANSAT as they progress through the placement. While you will not see the Save and Submit buttons you can see under their sections (Goals, Formative Reflection, Summative Goals Review, Summative Review).

## Fully Submitted Section

Actioned by Lavery, Kasey (s5294867) on 22/01/2023 5:50:25 PM

## Draft saved only

Draft saved by Dalton, Kaitlyn (s2870120) on 15/01/2023 4:39:20 PM

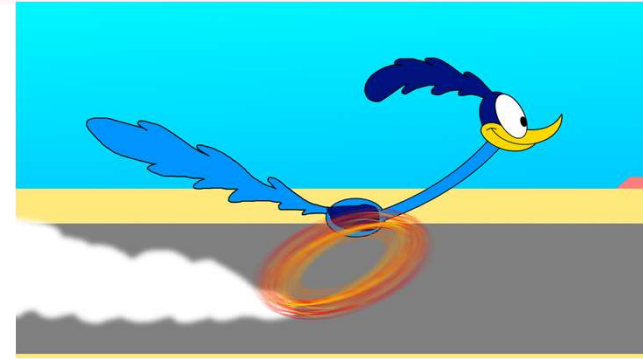
## Section not saved or submitted





# Timesheets for Students

Student to complete daily  
(not CFs responsibility)



Submit daily entries using  
the multiple submit button.  
No need to wait until the end  
of the placement

For those in QLD Health  
Facilities remember Student  
to complete the Deed Poll  
section of the Time Sheet.

Medical Certificates/Stat Dec  
to be uploaded directly to  
form by Students

Absences to be emailed  
using one email  
address: [nursingcpoabsences@griffith.edu.au](mailto:nursingcpoabsences@griffith.edu.au) (students  
responsibility)

# Timesheets for Students

- New Process for Time Sheet submission:
- Daily entries can be submitted at any time using the multiple submit button – located directly below the daily entry section of the time sheet

Thu - 5/01/2023	8.00	Hours	Present at Shift	Hanoi orientation	Approved ✓	
Wed - 4/01/2023	8.00	Hours	Present at Shift	Hanoi Orientation incl pre departure	Approved ✓	

Save Draft   RN/CF/Preceptor SUBMIT Time Sheet Hours Approvals (button can be used multiple times)

- Students overall hours will start populating:  

Students overall attended placement hours: 104.00
- Remember supporting evidence from student requires to be uploaded and you can view this at any time.

**Students Absence Supporting Evidence:**

- Follow absence protocol for all absences
- Please upload any Medical Certificates/Statutory Declaration
- Click on Browse below to upload documents then ensure you **SAVE** your entry.

  PNG image.pdf


*We appreciate your help and support.*

# HINTS / TIPS / TRICKS





- Documents and Links are available on the Home Page of Sonia once logged in
- Students TAB – can add/remove columns – right click onto the lighter blue row and select columns you might wish to add.

Home **Students** Placements Forms My Details Checks History








Supervisor Students

Hide placements before 27/01/2021  Show Students


	First Name	Last Name	Placement group	Site	
<input type="checkbox"/>	First Name	Last Name	Placement group	Site	
<input type="checkbox"/>					

 Sort Ascending  
 Sort Descending  
 Clear Sorting  
 Columns





**Documents**


-  2021 BN Clinical Policy & Contract
-  2021 Guide for CFs and Preceptors
-  Clinical Facilitator Guide - Student Time Sheet Process
-  Clinical Placement Office Contact Details Trimester 2
-  HOW TO ACCESS iLearn AND TROUBLESHOOTING GUIDE
-  REVISED - 2020 SONM Academic Calendar
-  Student Absence Protocol



▼ **ANSAT**

-  Facilitator Guide to SoniaOnline ANSAT.doc




▼ **Assessment**

-  2020 GU\_ANSAT Scoring Sheet\_TO PRINT
-  Copy of Clinical Learning Plan Exemplars 2020
-  FAQ SHEET FOR SCOPE OF PRACTICE Final
-  UndergradStudentNursesScopePractice Final

 **Student Goals**

-  Goal setting sheet final 2020
-  Preparation for Clinical Practice Module 2020 CF guide 2

**Links**

-  Commonwealth Statutory Declaration Form
-  G Safe Incident Reporting
-  Queensland Statutory Declaration

# HINTS / TIPS / TRICKS

- If you have the email address column selected in Student view you can email the Student/s directly from SONIA (just click on the hyperlink once on the email address)

Meg	Radburn	<a href="mailto:meg.radburn@griffithuni.edu.au">meg.radburn@griffithuni.edu.au</a>
Nibras	Hamoui	<a href="mailto:nibras.hamoui@griffithuni.edu.au">nibras.hamoui@griffithuni.edu.au</a>

- In Forms Tabs you can Save searches such as the current placement group so that you can filter all students in a particular group (particularly useful if you are doing back to back placements). Copy the placement group (exact wording) and paste into the Placement Group search field. Select save search and then past in the pop up box. Your saved search will then be visible to you until the placement group has been completed.

Supervisor Students

☐ Hide Completed Placement groups ☐ Hide Completed (Mine)

Save Search Delete Search

Form Name	Category	Placement Group	Site	First N	Updated	Due Date	Completed (Mine)	Completed (All)
Form Name	Category	2020_2807NRS Chronic I	Site	First			Completed (A)	Completed (A)
Student Time Sheet 2021	Student Time	2020_2807NRS Chronic Illness	Princess Alexandra	Mitche			0 of 1	0 of 2

ADD NEW SEARCH

Name 2020\_2807NRS Chronic Illness Mani

Save Cancel

2020\_2807NRS Chronic Illness Management BLK 10

Save Search Delete Search

Clear Search

2020\_2807NRS Chronic Illness Management BLK 10

Due Date Completed (Mine) Completed (All)

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FAIL

BORDERLINE

PASS

*Where is the student at  
and how can we help?*

# What are the deficits?

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- Not prepared for placement
  - Didn't read the prebrief/ goals not completed
  - Only taking one patient
  - Has not done a handover yet
  - Needed reminders to complete vitals/BGL
  - Tentative/nervous
- 
- Heard about student before placement from other CFs
  - Surprised he has got this far
  - Really sweet and loves to chat
  - Very tired (working too much-)
  - Financial issues



# Where is the student at?

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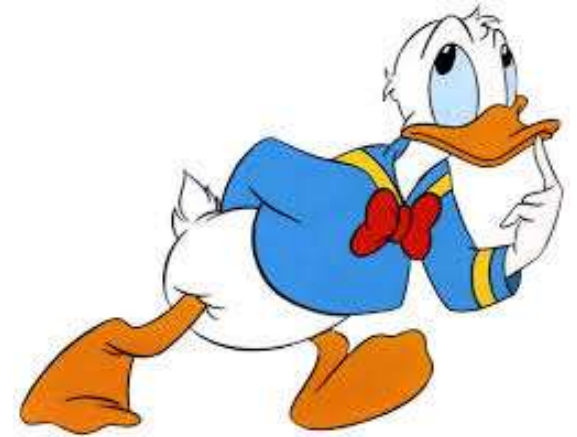
- What areas of deficit according to the Standards for Practice are evident here?
  - Standard 1: Thinks critically and analyses nursing practice
  - Standard 2: Engages in therapeutic and professional relationships
  - Standard 3: Maintains capability for practice
  - Standard 4: Comprehensively conducts assessments
  - Standard 5: Develops a plan for nursing practice
  - Standard 6: Provides safe, appropriate and responsive quality nursing practice
  - Standard 7: Evaluates outcomes to inform nursing practice

# Where is the student at?

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- What can we do to help?
  - CLP??
  - Individual feedback??
  - Peer feedback??
  - Reflection??
  - Self-assessment??

# Where is the student at?



# Where is the student at?

Ingratiators	Students who are charming, obliging, indulging or emotionally exploitative, very likeable.
Diverters	Students who utilize personal problems, financial situations, illness etc. as an excuse or rationale for poor performance.
Disparagers	Students who challenge in belittling, denigrating or professional harmful ways.
Aggressors	Students who engage in open hostility towards their assessor. These students threaten the assessor verbally, physically, follow them to their car/home.

# Thank you!

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**Thank you for your ongoing support of  
Griffith University nursing students.**

*Your contribution to their learning is greatly  
appreciated.*

# QUESTIONS

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