

Nursing Student Placement Timeline

Coloured text below indicates actions to be taken by GCPHN Placements Team, the RN/Practice or the Student.

October

Following receipt of the [RN/Practice](#) availability to host nursing students in 2025, [GCPHN Placements Team](#) will send a link to a mandatory RN Preceptor Onboarding Video for completion by each RN that will be hosting nursing students prior to students being allocated.

3 weeks prior to each block commencement date

- The [GCPHN Placements Team](#) will provide student documentation to those receiving a student. If you are allocated a student and discover you cannot accept the student due to RN availability, please contact the [GCPHN Placements Team](#) immediately. If you have advised your availability but have not received any documentation at this stage, there is still a possibility a student may still be allocated to you.

2 weeks prior to each block commencement date

- Review all important documentation provided via email from GCPHN.
- Login to SONIA using the username and password provided by Griffith or SCU and review the student information ensuring it is correct based upon what we have supplied to you noting that the login is different for each university.

1 Week prior to placement

- As part of the student Orientation process, you will have received a call from the student confirming the placement, providing their phone number, and confirming the arrival procedure for their first day. If you have not heard from the student please let the [GCPHN Placements Team](#) know.

Day 1: Student arrival

- The [RN/Practice](#) should ensure the signage provided in the documentation email is on display. Ensure that your SONIA Logins are working as you will need to access for timesheet/ANSAT entries.
- Provide the student with a practice Orientation and introduce them to the team.
- Make time to review and agree student goal setting.

During placement

- Throughout the placement, if there are any issues that we can assist you with, please contact us early so that we can initiate University assistance so that the placement can run smoothly.
- If the Student calls in unable to attend any day of placement, please remind the student to contact the University & [GCPHN Placements Team](#).
- Observe the student's practice and look for learning opportunities in alignment with the key learning objectives of the placement.
- Have regular check in/out – Are they achieving their goals?
- Formative ANSAT – must be completed at ½ way point of placement.
- If you score a student 2 or below on any aspect of the Formative ANSAT, the [RN/Practice](#) must contact the [GCPHN Placements Team](#) immediately.

Upon completion of placement

- Review the student entered timesheets in SONIA to ensure completeness and accuracy and SUBMIT on the last day of the placement.
- Complete the Summative section of the ANSAT, review all entries, SAVE and SUBMIT on the last day of the placement.
- Complete the Invoice and send back to Clinical Placements for processing no later than 3 days after the placement has ended.