School of Nursing and Midwifery

NURS2003: Professional Experience 3
Callaghan and Gosford
Semester 1 - 2024

OVERVIEW

Course Description	The course provides opportunities for students to consolidate theoretical knowledge, acquire skills and apply principles of care through case studies informed by the National Health Priority Areas. Within the Simulated Learning Environment (SLE), skill acquisition and rehearsal take place using clinical reasoning with application to authentic simulated patient scenarios. Students will further consolidate the integration of theoretical knowledge and skills during a Professional Experience Placement of 160 hours.
Academic Progress Requirements	This course is a compulsory program requirement and is monitored for academic progress purposes. The course must be completed to progress in the program or meet other program requirements. Failure or withdrawal from this course will result in students being considered under the Student Academic Progress Procedure.
Requisites	Students who have previously successfully completed NURS2102 cannot enrol in this course. Students must have successfully completed or be concurrently enrolled in NURS2001 or NURS2101 to enrol in this course. Students must have successfully completed NURS1006 or NURS1202. Students must be active in the Bachelor of Nursing [40298] or [11725].
Contact Hours	**Clinical *** Face-to Face Off Campus 160 hour(s) per term starting Week 1 **Laboratory** Face to Face on Campus 4 hour(s) per week(s) for 6 week(s) Simulation Experience **Lecture** Online 4 hour(s) per term starting Week 1 **Self-Directed Learning** Self-Directed 6 hour(s) per week(s) for 12 week(s) starting Week 1 * This contact type has a compulsory requirement.
Unit Weighting	10

COURSE OUTLINE

Workload	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10-unit course.

CONTACTS

Course Coordinator	**Callaghan and Gosford** **Ms Elizabeth Bembridge** e.bembridge@newcastle.edu.au (02) 4348 4016 Consultation: Contact via email to arrange a suitable time. Consultation will occur in person or via Zoom. NOTE: Responses to emails can be expected within three (3) working days unless the tutor or Course Coordinator is off campus. Scheduled drop-in sessions for NURS2003 will be available via Canvas. General Course Questions should be posted to Canvas, where the answer may be of benefit to other students. Students are required to check their UON (University of Newcastle) email account regularly and to use their student-mail accounts for all email correspondence with the University.
Teaching Staff	Teaching staff will be advised on the course Canvas site.
School Office	**School of Nursing and Midwifery** Richardson Wing University of Newcastle University Drive CALLAGHAN NSW 2308 **Central Coast Central Coast Clinical School** 77A Holden Street Gosford NSW 2250 Tel: (+61) 2 4921 6304 Web: SoNM-academic-support@newcastle.edu.au
General Enquiries	AskUoN@newcastle.edu.au (+61) 2 4921 5000
Program & Enrolment Advice	programadvice@newcastle.edu.au
Student Support	For academic and personal support services for students, visit https://www.newcastle.edu.au/current-students/support

SYLLABUS

Course Content	**Critical thinking and analysis of nursing practice** • Documentation including simulated patient observations, report writing and

simulated patient assessments.
- Practices sensitivity, confidentiality, and respect for individual and cultural diversity.
- Self – Reflection and reflective practice utilizing SPROUT.

Engages in therapeutic and professional relationships
- Communication – complex communication: dealing with a life altering event; challenging conversations. Scenario based utilising a range of strategies to optimise patient rapport and understanding (informed by the R.L.T model of nursing and the clinical reasoning cycle).
- Reporting (ISBAR and handover).

Maintaining capability for practice
- Development of peer review (giving and receiving feedback).
- Development of time management and prioritising care.
- Provide education to simulated patients.

Conducting comprehensive assessments
- Conducting introductory assessment utilising Roper Logan Tierney Model of Nursing across the lifespan
- Comprehensive patient assessment utilising A-G framework (including respiratory, cardiac, neurovascular assessment).
- Management of oxygen therapy and oxygen delivery devices.
- Management of continuous cardiac monitoring demonstrates.
- Electrocardiograph.
- Participate in simulated activities regarding identification of the need to initiate and deliver life support activities in a health care setting.
- Elimination (indwelling catheter management and stoma care).
- Personal care: related to post-operative management.
- Mobilizing: log roll post-surgery.
- Assessment and management of surgical wounds including suture and clip removal.
- Management and removal of wound drains.
- Surgical scrub – sterile glove application.
- Medication administration: IV infusion management including infusion pumps, monitoring infusion rates, changing flasks and cannula removal. IV medication administration via bolus and burette. Administration of IM and SCI medications. Calculation of Paediatric medications and IV fluids.
- Mental Health Assessment.
- Pain assessment and management utilizing Patient Controlled Analgesia (PCA).

Providing safe, appropriate, and responsive nursing practice

- Scope of practice - application of skills:
  - Aseptic technique.
  - Safe medication administration – IV, IMI, SCI.
- Identification of situations that require timely direction and escalation of care.
- NSW health policy relating to:
  - Infection control.
  - Medication administration.

Course Learning Outcomes	**On successful completion of this course, students will be able to:** 1. Apply clinical reasoning to the assessment, planning and implementation of care for individuals and/or groups experiencing surgery.

2. Demonstrate evidence-based, comprehensive assessment and planning of care that is person-centred, in accordance with relevant policies and clinical practice guidelines.

3. Demonstrate an ability to communicate and engage effectively with individuals and teams during simulated and professional learning experiences.

4. Practice principles of quality and safety, quality use of medicines and caring in all aspects of nursing care.

5. Perform and document a range of nursing skills in the simulation and/or clinical environment applying evidence from a range of sources.

6. Undertake critical reflective practice activities, including receiving and providing constructive feedback, that promotes the development of life-long learning and self-care strategies.

Course Materials

Required Texts

Berman, A., Snyder, S., Levett-Jones, T., Burton, T. & Harvey, H. (2020). Skills in Clinical Nursing (2ND Ed). Frenchs Forrest, NSW: Pearson Australia.

Berman, A., Frandsen, G., Snyder, S., Levett-Jones, T., Burston, A., Dwyer, T., Hales, M., Harvey, N., Langtree, T., Reid-Serl, K. & Stanley, D. (2021). Kozier and Erb's Fundamentals of Nursing: Concepts, Process and Practice (5th Australian ed.). Pearson

Med+Safe (Medication Safety published by IntelliLearn accessed from www.medsafe.com.au) Instructions for accessing Med+Safe will be provided to you via Canvas.

Recommended Text

Nil.

Course Resources

NURS2003 course readings and information folders will be provided in Canvas under the Modules tab - SLE.

COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

- **Assessment 1 – Med+Safe Program:** Successful completion of the Med+Safe quiz is required. Students must pass this assessment item to pass the course.
- **Assessment 2 – Clinical Skills Portfolio:** Submission required. Students must pass this assessment item to pass the course.
- **Assessment 3 – Professional Performance**: Students must pass this assessment item to pass the course. Students must provide evidence of satisfactory attendance and performance in the Simulation Learning Environment, Professional Experience Placements and Core Skills Competence Assessment. Non-completion of this assessment will result in a 'component fail' and a grade of 0 for the course.

*<u>**NOTE:**</u> Students must retain hard copies of their Professional Experience Placement performance documentation as evidence of competence and produce these documents upon request. Due dates for these competencies are as per timetabled simulation learning sessions and Professional Experience Placements.

To pass the course students must complete compulsory assessment, attendance, and performance requirements. Failure to attain/complete any of these requirements will result in a 'component fail' for the course.

Contact Hour Requirements:

SIMULATION LEARNING ENVIRONMENT

Simulation Learning Preparation and Attendance Requirement
100% attendance, preparation and satisfactory performance is required in simulation learning sessions. These sessions are essential preparation for clinical practice and provide relevant clinical skills and knowledge. Students may be given the opportunity for make-up sessions(s) if an adverse circumstances application is submitted and approved by the Course Coordinator. Failure to attend 100% of simulation learning sessions will result in cancellation of Professional Experience Placement and place you at risk of failure.

Students must complete the required simulated learning preparation prior to each scheduled simulated learning experience.

Absences from Simulation Learning Environment (SLE) sessions

Students who are absent from a simulation learning session are required to:

1. Notify the course co-ordinator either on the day or before the session.

2. Within three days of the absence complete an online Adverse Circumstances application via myHub and include the relevant supporting documentation. Please be aware that absence from SLE sessions due to misreading of the timetable, or holiday or work commitments or being asked to leave the SLE because of inappropriate uniform or behaviour are not grounds for adverse circumstances.

NB: students are advised to read the UON Adverse Circumstance Policy and Procedure documents at the following link prior to submitting their application.

http://www.newcastle.edu.au/current-students/learning/assessments-and-exams/adverse-circumstances).

If an adverse circumstances application is approved, students will be notified by the Course Coordinator of the specific dates of make-up SLE. Students whose adverse circumstances are not approved should follow up with the Course Coordinator.

SLE Inherent Requirements

A range of skills, abilities and knowledge encompasses the inherent requirements (or essential elements) of this professional experience course. Refer to https://www.newcastle.edu.au/current-students/support/inherent-requirements for further information. Students with a disability or chronic health condition which will impact or is likely to impact on their capacity to meet the requirements for simulation learning should undertake the following steps:

1. Prior to week 2 of semester: Check all the requirements of the course and consider the effects of any medical condition or disability on your ability to complete course requirements.
    Please see http://www.newcastle.edu.au/service/disability/ for more information.
2. Following this, students with a disability or chronic health condition who think that they will require reasonable adjustments to undertake their simulation learning should register with the AccessAbility Support Service before semester or very early in the semester.
3. Then, immediately contact the Course Coordinator to inform them if you have a Reasonable Adjustment Plan (RAP) so that the process of negotiation for reasonable adjustments (Placement Plan) can take place.

Note: Reasonable adjustments do not remove or replace inherent requirements, rather, they assist students to achieve them. Therefore, in order for adjustments to be made students must formally disclose their disability prior to SLE and consent to the release of necessary information to relevant staff for the purposes of making adjustments (see: UON policy Supporting students with disability https://policies.newcastle.edu.au/document/view-current.php?id=27&version=2).

PROFESSIONAL EXPERIENCE PLACEMENT INFORMATION

Professional Experience Placement Attendance Requirement

Students must complete 160 hours of Professional Experience Placement and provide evidence of attendance. The Professional Experience Placement period allocated on your timetable is subject to change based on availability. If any Professional Experience Placement hours are missed students must submit an adverse circumstances application. If approved by the Course Coordinator make-up placement time will be allocated.

Compulsory Pre-Placement Requirement

NSW Health Verification Requirements - Students must complete NSW Ministry of Health requirements for attendance to placements in NSW Health facilities. Failure to complete mandatory NSW Health verification 4 weeks prior to your timetabled Professional Experience Placement will result in the:
- Non allocation of a Professional Experience Placement for this course
- Cancellation of any allocated Professional Experience Placement for this course

The failure to complete mandatory NSW Health verification that results non-allocation or in cancellation of placement, will result in a 'component fail' and a grade of 0 for the course.
http://www.newcastle.edu.au/about-uon/governance-and-leadership/faculties-and-schools/faculty-of-health-and-medicine/resources/for-students/student-placement-information

Professional Experience Placement venues/locations

Our extensive clinical network means our students will undertake their Professional Experience Placements in a variety of urban, rural and regional settings across NSW. As well as venues in Newcastle, the Central Coast and Port Macquarie, our footprint includes venues across regional and remote centres in the Hunter and far north, south and west of NSW including:
- Northern NSW e.g., Tweed Heads, Grafton, Lismore
- Hunter New England e.g., Armidale, Tamworth, Moree
- Western NSW e.g., Walgett, Bourke, Dubbo, Cobar
- Far West e.g., Broken Hill, Balranald
- Central West e.g., Bathurst, Orange, Cowra

Students need to be prepared for the likelihood they will be allocated to placements in these locations.

<u>Important – Additional Placement Documentation</u>

Please be aware following your placement allocation you need to carefully check SONIA "Placement" information and check your emails daily as you may be required to provide additional documentation. This includes but is not limited to:

- Risk assessments.
- NDIS screening.
- Working with Children Checks.

Timelines for submission will be attached to this documentation and if not supplied within the timeframe, you will run the risk of having your placement terminated and receiving a component fail for the course.

This is a placement course covered by:
• The 2024 Professional Experience Handbook for Students. Refer to the Professional Experience Handbook which sits within the BN Canvas site.
• The Student Professional Experience Policy. Refer here for information on the University Policy.

ASSESSMENTS

This course has three (3) assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Medication Calculation	Monday 20/5/24 23:00 hours (AEST)	Individual	Pass requirement	4, 5
2	Clinical Skills Portfolio	See Table 1	Individual	Satisfactory/Unsatisfactory	2, 4
3	Professional Experience	See Table 2	Individual	Satisfactory/Unsatisfactory	1, 2, 3, 4, 5, 6

Late Submissions   The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

Notes   No more than 10% of any assessment item may consist of material directly quoted from another source.

Assistance with academic literacies is available at the following hyperlinks:

1. APA 7th Referencing: http://libguides.newcastle.edu.au/referencing
2. Academic Learning Support: https://www.newcastle.edu.au/current-students/learning/study-skills

Table 1: Clinical Skills Portfolio:
Clinical Skills should be submitted to Canvas by the first Monday after the completion of placement:

BLOCK 1	BLOCK 2	BLOCK 3
Monday 8/4/2024 23:00 hours (AEST)	Monday 6/5/2024 23:00 hours (AEST)	Monday 10/6/2024 23:00 hours (AEST)

Table 2: Professional Experience Due dates for ANSATS and Timesheets:
ANSATs and timesheets should be submitted to SONIA by Monday of each week of Professional Experience Placement:

BLOCK 1	BLOCK 2	BLOCK 3
Monday 8/4/2024 23:00 hours (AEST)	Monday 6/5/2024 23:00 hours (AEST)	Monday 10/6/2024 23:00 hours (AEST)

Assessment 1 - Medication Calculation/Numeracy

Assessment Type   Quiz.

Description   You will be required to complete a Med+Safe Medication Calculations assessment **(Custom Assessment # 4)**. The assessment must be completed between 1/2/2024 and 20/5/2024. You will have unlimited attempts to achieve 100% in the quiz.

Weighting   This is a mandatory assessment. Students must pass this assessment item to pass the course.

Due Date   Monday 20/5/24, 23:00 hours (AEST).

Submission Method   Via Med+Safe.

Assessment Criteria   You must receive 100% in the Med+Safe calculation assessment. This assessment has unlimited attempts until you receive 100%.

Return Method   N/A.

Feedback Provided   N/A.

Assessment 2 - Clinical Skills Portfolio

Assessment Type   Portfolio.

Description   This assessment provides evidence of student preparation, engagement, 100% attendance and satisfactory performance. Students are required to undertake the following assessments during your simulated learning experience and Professional Experience Placement. This provides a measure of students' progress towards achieving the level of competence required to function safely and effectively as a registered nurse.

Students must demonstrate competence in the following core skills:

Assessed in the Simulated Learning Environment:
- Administration of IV fluid therapy (Appendix 2) – completed in SLE.
- Intravenous medication administration (bolus or burette) completed in SLE. *

Assessed in the Professional Experience Placement environment*:
- Comprehensive Pain Assessment (Skills in Clinical Nursing p. 342 – Section 7.2 Clinical Skills Appraisal Form) – completed on Professional Experience Placement. Examples of pain assessment tools are available on Canvas.

*A Registered Nurse may conduct an assessment/reassessment of any skill commensurate with your scope of practice during your PEP to assure your competence and patient safety.

Skills sheets for the assessments are located in the Required Text:
Berman, A, Snyder, S., Levett-Jones, T., Burton, T., & Harvey, N. (2020). *Skills in Clinical Nursing* (2nd Ed.). Frenchs Forrest, Australia: Pearson.

Weighting	This assessment is graded as satisfactory/unsatisfactory. Students must demonstrate satisfactory completion in this assessment item to pass the course. The inability to pass this assessment will place you at risk of failure.
Due Date	See Table 1.
Submission Method	Via Canvas.
Assessment Criteria	Appendix 1 - on completion of the skills, students are to have the Skills Summary Sheet signed by the assessor. Once all skills are completed, the student is to upload the Skills Summary Sheet to Canvas. You are required to retain a copy of all original skills assessment sheets for your portfolio, for presentation to course coordinator if requested.
Return Method	N/A.
Feedback Provided	During your Simulated Learning Experience and Professional Experience Placement.

Assessment 3 - Professional Experience

Assessment Type	Performance.
Description	This assessment provides evidence of student engagement, 100% attendance and satisfactory performance in Professional Experience Placements. It is a measure of student progress towards achieving the level of competence required to function safely and effectively as a registered nurse. It has three (3) components:

    1.   Professional Experience Placement orientation and Scope of Practice document.
    2.   ANSAT – clinical performance.
    3.   Timesheet reporting completed Professional Experience Placement hours.

1.   Professional Experience Placement Orientation and Scope of Practice
Students are required to complete an orientation checklist during the first day of each new Professional Experience Placement block. This document specifies that students must always work within their scope of practice.

Note: The Orientation Checklist and second year student Scope of Practice documents are available in on Canvas >Professional Experience Placement Information site>Preparation for Professional Experience Placement. Once completed, orientation documents should be retained by students and be produced upon request.

2.   ANSAT (Australian Nursing Standards Assessment Tool)
An ANSAT form is to be submitted for each week of Professional Experience Placement. Performance ratings are on a numeric scale from 1 - 5, where the higher number indicates a higher standard of performance, or N/A for not assessed. Please read the detailed explanatory notes which are provided for the ANSAT.

Note: The ANSAT form is completed/submitted to the FORM TAB in SONIA for each week of placement. The completion and submission of these documents is the responsibility of the student.

Final Grading of Clinical Performance
The final grading of performance is the responsibility of the Course Coordinator. This decision will be based on all the information received concerning the student's performance.

ANSAT scores of 1 and/or 2

ANSAT scores of 1 or 2 in any area should be viewed by students and professional experience facilitator/mentors as an opportunity to develop further targeted learning strategies for improvement.

If scores of 1 or 2 are received in the first week of placement (formative), they will be referred to the Course Coordinator and students will develop a learning management plan in collaboration with facilitator or mentor and Course Coordinator to address areas needing improvement and students will receive an email notification that they are at risk of failure if there is no improvement in practice/behaviours.

Scores of 1 or 2 received for the final week (summative) of a placement block will place students at risk of a component fail for the course (i.e., zero mark for the course).

Termination of Placement

The University or Professional Experience Placement facility may terminate a Professional Experience Placement at any time if a student:

- Demonstrates a lack of clinical knowledge and /or behaviours that compromise patient safety and/or unprofessional behaviour.
- does not remediate their progress following feedback.
- poses an unacceptable risk to a facility, its clients, staff, public, other students, or themselves.
- has been found to breach the student conduct rule.

Termination of placement will result in a component fail for the course and no make-up placement will be provided.

3. **Professional Experience Placement Hours reported on Timesheet.**

Students must complete 160 Professional Experience Placement hours and are not permitted to arrive late or leave early from Professional Experience Placement venues. All absences from placement must be accounted for and approved by the Course Coordinator. Professional Experience Placement hours are documented on time sheets, which students must upload to SONIA – via the FORM tab upon completion of each placement block.

Students who are absent from Professional Experience Placement are required to:

1. Notify the venue via the Professional Experience Facilitator and/or Nursing Unit Manager immediately.
2. Notify the Course Coordinator by phone or email or the SONM Professional Experience Placement Unit on nursing-clinical-query@newcastle.edu.au
3. Within three days of the absence, complete an online Adverse Circumstances application via myHub and supply the relevant supporting documentation according to UON adverse circumstances Policy and Procedure linked below: http://www.newcastle.edu.au/current-students/learning/assessments-and-exams/adverse-circumstances).

If an Adverse Circumstances application is approved, a make-up placement will be allocated. Students will be notified by the Professional Experience Unit of specific dates of make-up placement. Students whose Adverse Circumstances are not approved should follow up with the Course Coordinator.

Weighting	This is a summative assessment that is graded as satisfactory/unsatisfactory. Students must demonstrate satisfactory performance of this assessment item to pass the course.
Due Date	See Table 2
Submission Method	1. **Professional Experience Placement orientation and Scope of Practice document – retained by student.** 2. 2. **ANSAT** – Most students will have **electronic ANSATs** completed by their facilitator. Ensure these are completed and you have sighted them. For students using **hardcopies,** these are to be uploaded to SONIA FORMS by the Monday of the week following the completion of professional experience placement. See information below on uploading forms.

3. **Timesheets** –
    a. **Electronic** timesheet completed on SONIA FORMS each day.
    b. **Hard copies** to be uploaded to SONIA FORMS by the Monday of the week following the completion of each week of professional experience placement "block".

Students are responsible for ensuring that all professional experience performance documents are correctly and completely filled out and signed contemporaneously, ie. before their placement period is concluded. Names and signatures must be clear and legible. Professional experience facilitators/mentors cannot complete Professional Experience Placement documentation retrospectively.

NB: Grade finalisation is dependent on submitted, signed, and correctly filled out:
- Core summary documentation
- ANSAT forms
- Timesheets with the hours recorded in SONIA are at least 160 hrs.

It is essential that students retain original hard copies of clinical skills attainment and be able to produce these when requested.

Assessment Criteria	Weekly ANSATs, orientation checklist, Professional Experience Placement time sheets, signed.
	Students must demonstrate satisfactory clinical performance as identified in the ANSATs. An inability to demonstrate satisfactory clinical performance comprises a component fail for the course
Return Method	N/A.
Feedback Provided	Students WILL NOT be given the opportunity to reattempt this assessment.

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

Attendance

Attendance/participation will be recorded in the following components:
- Professional Experience Placement: (Method of recording: ANSAT and Time sheets which are correctly completed and signed)
- Simulation Learning: (Method of recording: Signed attendance Sheets)

Placement Requirements

This is a placement course covered by the Student Professional Experience Policy. Refer to https://policies.newcastle.edu.au/document/view-current.php?id=30&version=2 for further information.

Withdrawal from Placement Course

You can withdraw from a course without financial penalty on or before the census date **Friday 22nd March 2024**. If you withdraw after this date, it is considered you have been enrolled in the course and will be liable for HECS-HELP payment or degree fee. For further information see University Key dates.
Students who receive an **unsatisfactory grade for the Professional Experience Placement component** of this course cannot withdraw and will receive an CF grade for the course.

Leave of Absence

You are required to consult the Program Convenor or Program Advice prior to requesting a Leave of Absence if you have an outstanding Professional Experience Placement for a course. Be aware that you are not able to go on Professional Experience Placement while on Leave of Absence and therefore your leave may not be approved.

Communication Methods

Communication methods used in this course include:
- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.
- ZOOM Face-to-Face: Communication will be provided via ZOOM face to face meetings.

Course Evaluation

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

Oral Interviews (Vivas)

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the Oral Examination (viva) Procedure. In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the Student Conduct Rule.

Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to https://policies.newcastle.edu.au/document/view-current.php?id=35.

Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:
1.   the assessment item is a major assessment item; or
2.   the assessment item is a minor assessment item and the Course Coordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3.   you are requesting a change of placement; or
4.   the course has a compulsory attendance requirement.
Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:
https://policies.newcastle.edu.au/document/view-current.php?id=236

Important Policy Information

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at: https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures that support a safe and respectful environment at the University.