



# **NURS13142 Professional Experience Placement 4**

## **Term 1 - 2023**

Profile information current as at 03/05/2024 03:53 pm

All details in this unit profile for NURS13142 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

### Corrections

#### Unit Profile Correction added on 01-03-23

Changes to the description of the Invigilated Medication Calculation quiz. Currently states: Quiz consists of 20 multiple choice questions and assesses mathematics and medication calculations. This is incorrect.

The correct description is: The quiz consists of 20 questions that assess maths, medication calculations and medication safety. The questions are of various types, including multiple choice, type in answer and drag and drop.

## General Information

### Overview

**Proposed Unit Synopsis** In this unit, you will practice nursing care in the complex care environment. You will apply the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016). You will continue to explore the importance of the National Safety and Quality Health Service (NSQHS) Standards (2017) and apply the Patient Safety Competency Framework (PSCF) (Levett-Jones et al., 2017). You will be expected to identify risk and recognise and respond appropriately to the deteriorating patient in the simulated and clinical environment. You will work within your scope of practice using the decision-making framework (NMBA, 2020). You are required to participate in a compulsory four (4) day residential school prior to attending professional experience placement for this unit. This unit includes a 160 hour block professional experience placement in a complex care environment. You must meet specific mandatory health, safety and security requirements to be eligible to attend your professional experience placement. Professional experience placements may be limited in your community and you may be placed in other locations. Please be prepared financially and personally to cover the costs to relocate for placements. Due to the limited availability of placements, some block placements have start and/or end dates that fall outside standard term dates.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 7

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Pre-requisites: NURS12163 Chronic Health and Community Care or NURS13134 Community Nursing

PerspectivesNURS12164 Professional Experience Placement 3 or NURS13133 Clinical Nursing Practice 4Co-requisite:

NURS13141 Acute Alterations in Health in Complex Care Environments

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2023

- Mixed Mode
- Rockhampton

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Residential Schools

This unit has a Compulsory Residential School for distance mode students and the details are:

Click here to see your [Residential School Timetable](#).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **In-class Test(s)**

Weighting: Pass/Fail

#### 2. **Practical Assessment**

Weighting: Pass/Fail

#### 3. **Professional Practice Placement**

Weighting: Pass/Fail

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Student evaluation

##### **Feedback**

Removing medsafe has really made practicing for med calc difficult. Students were given 15 questions to practice with no answers. For basic maths this is ok

##### **Recommendation**

Greater access to medication calculation learning resources to be provided in future terms. A drop-in zoom session dedicated to medication calculations may also be offered.

#### Feedback from Student evaluation

##### **Feedback**

I found this to be a really well run unit. The expectations were very clear, and I can see how this unit will help me in my nursing career. The res school I attended was also very well run, we all felt very supported and it was really helpful to have time in the lab to practice things that weren't necessarily part of this unit, but things we had learned in previous units but felt we needed to practice again. No question was dismissed, time was taken to explain everything. Thank you!

##### **Recommendation**

Continue to provide clear expectations and support student learning.

#### Feedback from Student evaluation

##### **Feedback**

The learning material in the study guide for residential school did not match the content of the actual residential school in Rockhampton. Very different.

##### **Recommendation**

Continue to emphasise with all teaching academics to stay aligned with the provided curriculum, content and learning outcomes.

#### Feedback from Student evaluation

##### **Feedback**

So far, it is the best placement and residential school which I experience. I learn many things from my placement, for example revisiting A & P, Pathophysiology, aseptic technique (a skill that I have not used for a long time), and dietary requirements. I definitely gain lots of knowledge and experience which will be applicable to my nursing journey.

##### **Recommendation**

Continue to focus in providing clinical placements through liaising with the IPOs teams in order to keep placements aligned with the learning needs and desired learning outcomes for all individual students.

## Unit Learning Outcomes

### **On successful completion of this unit, you will be able to:**

1. Apply the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016) in the assessment, planning, implementation and evaluation of people experiencing acute alterations in health in a complex care environment
2. Recognise, respond and appropriately manage the deteriorating patient
3. Demonstrate safe decision-making and justify prioritisation of nursing care
4. Recognise risk and implement strategies to ensure safety in the complex care environment
5. Communicate and collaborate effectively with people, including members of the interdisciplinary health care team, to facilitate positive health outcomes for a person affected by an acute alteration in health
6. Demonstrate knowledge and application of safe supply and administration of non-parenteral and parenteral medication.

### **Content in this unit incorporates a number of professional nursing requirements**

### **Nursing and Midwifery Board of Australia decision-making framework (DMF) - nursing**

**Nursing and Midwifery Board of Australia Registered Nurse Standards for Practice**

Thinks critically and analyses nursing practice  
Engages in therapeutic and professional relationships  
Maintains the capability for practice  
Comprehensively conducts assessments  
Develops a plan for nursing practice  
Provides safe, appropriate and responsive quality nursing practice  
Evaluates outcomes to inform nursing practice

**Nursing and Midwifery Board of Australia Nursing Code of Conduct**

Legal compliance  
Person-centred practice  
Cultural practice and respectful relationships  
Professional behaviour  
Teaching, supervising and assessing  
Research in health  
Health and wellbeing

**International Council of Nursing Code of Ethics for Nursing**

Nurses and People  
Nurses and Practice  
Nurses and the Profession  
Nurses and co-workers

**National Safety and Quality Health Service Standards**

Clinical governance  
Partnering with consumers  
Preventing and Controlling healthcare-associated infection  
Medication safety  
Comprehensive care  
Communicating for safety  
Blood management  
Recognising and responding to acute deterioration

**Patient Safety Competency Framework**

Person-centred care  
Therapeutic communication  
Cultural competence  
Teamwork and collaborative practice  
Clinical reasoning  
Evidence-based practice  
Preventing, minimising and responding to adverse events  
Infection prevention and control  
Medication safety

**Aged Care Quality Standards**

Consumer dignity and choice  
Ongoing assessment and planning with consumers  
Personal care and clinical care  
Services and supports for daily living  
Organisation's service environment

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - In-class Test(s) - 0%	•	•	•	•		•
2 - Practical Assessment - 0%	•	•	•	•	•	•
3 - Professional Practice Placement - 0%	•	•	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	•	•	•		•	•
2 - Problem Solving	•					
3 - Critical Thinking	•	•	•	•	•	
4 - Information Literacy						•
5 - Team Work	•			•	•	
6 - Information Technology Competence	•		•	•		•
7 - Cross Cultural Competence	•					
8 - Ethical practice						•
9 - Social Innovation						
10 - Aboriginal and Torres Strait Islander Cultures						

## Textbooks and Resources

### Textbooks

NURS13142

#### Prescribed

##### Skills In Clinical Nursing

Edition: 2nd (2020)

Authors: Berman, A., Snyder, S., Levett-Jones, T., Burton, T. & Harvey, N.

Pearson Education Australia

Melbourne , Victoria , Australia

ISBN: 9780655700548

Binding: Spiral

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

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## Schedule

### 0 week - 27 Feb 2023

Module/Topic	Chapter	Events and Submissions/Topic
NURS13142 PEP4 residential schools will commence from Monday 27th February 2023 (O week) and continue until Saturday 29th April 2023 (week 7) across campuses.	Please ensure that you complete all pre-brief learning activities before you attend your assigned residential school.	Assessments 1 and 2 will occur during your assigned residential school. Assessment 3 will occur during your professional experience placement. Please refer to Sonia for details about your placement dates and location.

## Assessment Tasks

### 1 Invigilated Medication Calculation Quiz

**Assessment Type**

In-class Test(s)

**Task Description**

**NURS13142**

**Professional Experience Placement 4**

Assessment 1 - Online Quiz - Medication calculations

**Type:** Online quiz- Medication calculations

**Completion time:** One (1) hour (60 minutes)

**Weighting:** Pass/Fail - you must achieve 100% in this quiz to pass. You have 3 attempts to achieve 100%.

**Unit Coordinator/s:** Ellie Cutmore, Natalie Browning & Alexandra Shine

**Learning outcomes**

1. Apply the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016) in the assessment, planning, implementation and evaluation of people experiencing acute alterations in health in a complex care environment
2. Recognise, respond and appropriately manage the deteriorating patient
3. Demonstrate safe decision-making and justify prioritisation of nursing care
4. Recognise risk and implement strategies to ensure safety in the complex care environment
6. Demonstrate knowledge and application of safe supply and administration of non-parenteral and parenteral medication.

**Instructions**

This invigilated quiz will be completed during your residential school. The quiz will assess your knowledge and understanding of mathematics and medication calculations.

The quiz consists of 20 multiple-choice questions. You have a maximum of one hour to complete the quiz. You must complete the quiz in one sitting, under the direct supervision of a lecturer. Once you have started the quiz, you cannot log out. Please do not refresh or reload your screen; this may close the quiz and record your result.

The quiz will automatically close at the end of one hour and will submit your result.

You have a maximum of three attempts to complete the quiz. Each attempt will be held on a different day of residential school. If you require an additional attempt, you must undertake remediation by completing a learning package and practice quiz prior to subsequent attempts. These learning packages are available on the Maths Central platform on Nursing Central. It is your responsibility to complete this between each attempt.

**Requirements**

- Computer access with a reliable internet connection.
- Your Moodle login and password details.
- One piece of paper with mathematic formulas, one blank piece of paper, calculator (not a phone)

**Submission**

- You will complete this assessment online. Click submit at the end of the quiz, and your answers will be automatically submitted.
- Results for the quiz will be available immediately after the attempt is complete.

**Assessment Due Date**

You will undertake your first attempt of this assessment on day two of residential school.

**Return Date to Students**

Results for the quiz will be available immediately after the attempt is complete.

**Weighting**

Pass/Fail

**Minimum mark or grade**

A result of 100% is required to pass this assessment.

**Assessment Criteria**

The quiz consists of 20 multiple-choice questions. You have a maximum of one hour to complete the quiz, and you must achieve 100% to pass.

**Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### **Submission**

Online

### **Learning Outcomes Assessed**

- Apply the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016) in the assessment, planning, implementation and evaluation of people experiencing acute alterations in health in a complex care environment
- Recognise, respond and appropriately manage the deteriorating patient
- Demonstrate safe decision-making and justify prioritisation of nursing care
- Recognise risk and implement strategies to ensure safety in the complex care environment
- Demonstrate knowledge and application of safe supply and administration of non-parenteral and parenteral medication.

## **2 Practical Skills Assessment**

### **Assessment Type**

Practical Assessment

### **Task Description**

**NURS13142**

### **Professional Experience Placement 4**

Assessment 2 – Practical Clinical Skills Assessment

**Type:** Practical Clinical Skills Assessment

**Due date:** Completed during residential school.

**Weighting:** Pass/fail. You must pass this assessment to continue to clinical placement

**Unit Coordinator/s:** Ellie Cutmore, Natalie Browning & Alexandra Shine

### **Instructions**

The Practical Clinical Skills Assessment evaluates your nursing practice against the Registered nurse standards for practice. To undertake this assessment, you will participate in a simulation-based assessment, where you will demonstrate safe practice through assessment, planning, implementing, and evaluating patient care.

You may have three attempts to demonstrate competence in your practical assessment. If you are not successful in your first attempt, you will be offered another opportunity during residential school. If you are not successful at your second attempt, you will be offered a third attempt.

### **Assessment Criteria**

This Practical Clinical Skills Assessment will be based on skills and theory you have covered during your unit. To attain a pass, you must satisfactorily complete all areas of the clinical skills assessment tool, found on the NURS13142 Moodle site.

### **Results Returned**

Results are discussed immediately after the practical assessment.

### **Submission**

The teaching team will retain a photocopy of your marking criteria and provide you with the original copy. You are required to upload this to the Assessment 2 submission area on the NURS13142 Moodle site within 72 hours after completing residential school.

### **Assessment Due Date**

You will undertake your first attempt of this assessment on day three of residential school.

### **Return Date to Students**

You will be informed of the outcome of the practical clinical skills assessment at the completion of each attempt.

### **Weighting**

Pass/Fail

### **Assessment Criteria**

**Assessment Criteria and associated professional standards**

**Criteria to pass**

**Achieved** **Not achieved**

1. Demonstrates effective communication skills. NMBA standard 2	Introduces self and role to patient
	Demonstrates the ability to develop a professional relationship while maintaining professional boundaries
	Demonstrates effective and professional communication with RN/other health professionals
2. Demonstrates effective application of infection control principles. NMBA standard 1	Demonstrates 5 moments of hand hygiene: - Before touching the patient - After touching the patient - Before a procedure - After a procedure - After touching patient surroundings
	Cleans equipment
	Uses appropriate PPE when there is a risk of body fluid exposure
3. Demonstrates recognition, response and appropriate management of deteriorating patient. NMBA standards 4, 5	Safely handles and disposes of waste / linen
	Applies appropriate contact precautions: - Before entering room – perform hand hygiene, apply gown/apron, apply gloves - On leaving room – dispose of gloves, perform hand hygiene, dispose of gown/apron, perform hand hygiene
	Demonstrates primary assessment Airway, Breathing, Circulation, Disability, Environment/Exposure
	Demonstrates secondary assessment Full vital signs/five interventions, Give comfort, History/Head to toe, Inspect posterior surfaces
	Escalates care appropriately
	Reviews medication in MIMS or AMH
	Asks RN to supervise
	Practices 5 rights of medication administration
	Practices 3 medication checks - <i>Before preparation: checks medication label matches order, checks expiry - During preparation: checks medication label matches order - After preparation: checks medication label matches order</i>
	Prepares medication using an aseptic non-touch technique
4. Demonstrates safe preparation and administration of medication. NMBA standards 1, 2, 3, 4, 5, 6, 7	Uses 3 patient identifiers
	Checks allergies
	Explains medication action to the patient
	Obtains consent
	Administers medication correctly - <i>Oral: positions patient, offers water, observes patient taking medication - Inhalation: - Metered-dose inhalers: positions patient, shakes MDI for 3-5 seconds, attaches spacer, places mouthpiece in pt. mouth and checks for seal, administers single dose and instructs pt. to inhale slowly/deeply, repeat as required, rinses mouth. - Subcutaneous injection: positions patient, selects suitable injection site, cleans site, pinches skin, injects at 45/90° angle - Intramuscular injection: positions patient, selects suitable injection site, cleans site, injects at 90 angle using Z-track technique, aspirates for 3 seconds, injects dose. - Intravenous injection: assesses IVC site, cleans injection port, injects medication at correct rate, flushes IVC with 10ml N/Saline. - Intravenous infusion (IV bag): assesses IVC site, cleans injection port of IV bag, attaches primed IV line, checks IV rate is correct. - Intravenous infusion (syringe driver): assesses IVC site, cleans injection port, attaches primed IV line, checks infusion rate is correct.</i>
	Correctly disposes sharps
	Describes plan to monitor effects of medication
	Completes and signs medication chart
	Signs medication order with RN or EN
	Positions patient correctly for tasks
5. Manual handling NMBA standards 1, 6	Positions self correctly for tasks

**Assessment Criteria and associated professional standards****Criteria to pass****Achieved** **Not achieved**

6. Demonstrates effective communication at clinical handover. NMBA standard 2	Identifies self and patient
	Situation
	Background
	Assessment
7. Documentation NMBA standard 1	Recommendations
	All sections of QADDs chart completed correctly with correct QADDs score

**Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

**Submission**

No submission method provided.

**Submission Instructions**

You are required to upload a copy of your completed assessment 2 marking criteria form to the assessment 2 submission area on the NURS13142 Moodle site within 4hrs of completion of residential school.

**Learning Outcomes Assessed**

- Apply the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016) in the assessment, planning, implementation and evaluation of people experiencing acute alterations in health in a complex care environment
- Recognise, respond and appropriately manage the deteriorating patient
- Demonstrate safe decision-making and justify prioritisation of nursing care
- Recognise risk and implement strategies to ensure safety in the complex care environment
- Communicate and collaborate effectively with people, including members of the interdisciplinary health care team, to facilitate positive health outcomes for a person affected by an acute alteration in health
- Demonstrate knowledge and application of safe supply and administration of non-parenteral and parenteral medication.

### 3 Professional Practice Placement

**Assessment Type**

Professional Practice Placement

**Task Description****NURS13142****Professional Experience Placement 4**

Assessment 3 - Professional Experience Placement

**Type:** Clinical placement

**Due dates:** Day 1 of Professional Experience Placement (PEP): complete 'Facilitator/preceptor notification form'

**Midway through PEP:** Formative ANSAT

**Completion of PEP:** Summative ANSAT and Record of Attendance

**Weighting:** Pass/Fail

**Unit Coordinator/s:** Ellie Cutmore, Natalie Browning & Alexandra Shine

**Aim:**

Your Professional Experience Placement (PEP) is assessed within the Australian Nurse Standards Assessment Tool (ANSAT). The aim of the ANSAT is to provide a tool for you and your assessor to record, reflect on and discuss your clinical learning against the Registered nurse standards for practice.

**Instructions**

1. Prior to your PEP: Locate the Facilitator/preceptor notification form on SONIA.
2. Day 1: Complete the Facilitator/preceptor notification form and submit on SONIA.
3. Maintain an accurate Record of Attendance timesheet with each shift co-signed by an RN, preceptor or clinical facilitator.
4. Complete a formative ANSAT. This requires you to undertake the following steps:
  - a. Complete the Student formative self-assessment form found in SONIA and submit this to your assessor when nearing the mid-way point of your placement.
  - b. Engage in discussion with your assessor after they have completed their feedback in the Formative

Assessment in SONIA.

c. The Unit coordinator will review your ANSAT assessment, add comments and sign it. If you have a score below 3, a learning support plan may be implemented which will provide you with clear performance expectations and goals to work towards.

d. Review the Unit Coordinator's comments and complete the Student declaration and signature section at the end of your formative ANSAT. You will receive an email notification when this is available. (Completing these steps will trigger the release of the summative ANSAT.)

5. Summative Assessment:

a. Complete your Student summative self-assessment in SONIA and submit this to your assessor when you are nearing the completion of your placement.

b. Your assessor will then complete your Summative Assessment in SONIA and discuss your assessment and feedback with you.

c. You will be notified by email to complete the Student declaration and signature section on your summative ANSAT

d. A score of 3 or higher for each ANSAT criterion on the summative ANSAT assessment is required to pass the summative assessment. If you do not meet each ANSAT criteria at a 3 or above on your Summative assessment, you may receive a fail grade for the Unit.

e. The Unit Coordinator will review your summative assessment, check the hours recorded on your Record of Attendance, and assign a grade.

6. If you have used an online timesheet in SONIA, please print this when you have completed your placement. Your finalised Record of Attendance must be uploaded into SONIA within 3 days of completing your placement. Your grade cannot be finalised until you have uploaded your Record of Attendance.

### Requirements

- As a nursing student representing CQUniversity, you are required to comply with CQU student nurse uniform requirements and the [CQU student Charter](#) during your professional experience placement.
- Please refer to Work-integrated Learning-Student Placement Policy and Procedure that can be found on the WIL (Work Integrated Learning) Moodle site.

### Assessment Due Date

You will be assessed against the ANSAT during your professional experience placement.

### Return Date to Students

Your record of attendance must be uploaded to the NURS13142 Moodle site within three (3) days of completion of your placement. Your summative ANSAT and record of attendance will be marked within seven days. Your result will be available to view immediately after marking has been completed..

### Weighting

Pass/Fail

### Assessment Criteria

- Students are assessed against the Australian Nursing Standards Assessment Tool (ANSAT). A copy of this is available to you through SONIA.
- Any unsatisfactory performance that jeopardises people's safety in your care or that does not adhere to the [NMBA Registered nurse standards for practice](#), [Code of professional conduct](#), [Code of ethics](#), [A nurse's guide to professional boundaries](#), and [Social media policy](#) criteria, may result in your placement being cancelled.

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

Online

### Learning Outcomes Assessed

- Apply the Nursing and Midwifery Board of Australia (NMBA) Registered nurse standards for practice (2016) in the assessment, planning, implementation and evaluation of people experiencing acute alterations in health in a complex care environment
- Recognise, respond and appropriately manage the deteriorating patient
- Demonstrate safe decision-making and justify prioritisation of nursing care
- Recognise risk and implement strategies to ensure safety in the complex care environment
- Communicate and collaborate effectively with people, including members of the interdisciplinary health care team, to facilitate positive health outcomes for a person affected by an acute alteration in health
- Demonstrate knowledge and application of safe supply and administration of non-parenteral and parenteral medication.

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem