

OFFICIAL

SA Health

Clinical Collaborative / Office for Professional Leadership

# Clinical Placement Administrative Processes (CPAP)

## Nursing & Midwifery Group

Terms of Reference

2024



Government  
of South Australia

SA Health

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# CLINICAL PLACEMENT ADMINISTRATION PROCESSES (CPAP) Nursing & Midwifery Group

## TERMS OF REFERENCE

The CPAP Nursing & Midwifery Group (NMG) aims to be an effective clinical placement operational group. Having appropriate governance structures including risk management and internal audit processes is one way of achieving this.

### Objective

The objective of the group is to provide a forum for those involved in the daily operations of clinical placement processes and planning processes for upcoming academic years, to achieve a shared, transparent, consistent and professional participation in administering clinical placements in South Australia managed by SA Health.

### PURPOSE

SA Health, in collaboration with its clinical placement partners, has established governance arrangements to ensure the effective management of clinical placements.

This group's specific function (whose membership is derived from "operational" representatives) is to identify/report and offer solution(s) for administrative processes relating to nursing and midwifery placements. CPAP NMG members and the Better Placed Clinical Placement Team will work collaboratively with nursing and midwifery staff members within each LHN with roles that include the managing of students and / or placements.

### Responsibilities

The Group will include continuing responsibility for:

- > Facilitating professional collaboration and participation in specified clinical placement initiatives and activities.
- > Informing the *SA Health Clinical Placement Local Health Network (LHN) Group* and the *SA Clinical Training Council* on issues, gaps, solutions and opportunities in clinical placement and capacity and providing recommendations for action as appropriate.
- > Enabling key contact point(s) for clinical placements for nursing and midwifery for each LHN.
- > Enabling key contact point(s) for clinical placement coordinator representative(s) of all Education Providers (EPs).
- > Enhancing communication and information flow across and between organisations to facilitate the implementation of improved clinical placement processes.
- > Promoting accountability and shared best practices across clinical Placement Providers (PPs) and EPs for nursing and midwifery to build clinical placement capacity and quality.
- > Act as Clinical Placement Management System (CPMS) user group to make recommendations on required CPMS development priorities.
- > Fostering innovation in clinical placement models within health sites in accordance with *Better Placed* goals.
- > Liaising with other groups within the SA Clinical Training Governance and Leadership structure to facilitate a strategic approach to clinical placement planning.

## MEMBERSHIP

|                                                  |                                                                                                                                                                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHAIR                                            | Director, Better Placed Clinical Placement Coordination team.                                                                                                                                                     |
| CALHN, representative(s)                         | RAHN Nurse Management Facilitator<br>TQEH Nurse Management Facilitator                                                                                                                                            |
| NALHN, representative(s)                         | NALHN Nurse Educator<br>LMH Midwifery Educator                                                                                                                                                                    |
| Regional LHN, representative(s)                  | RSS Nurse Educator Clinical Development<br>RSS Clinical Placement Support Officer<br>Regional LHN Representatives                                                                                                 |
| SALHN, representative(s)                         | SALHN Clinical Placements Coordinator<br>SALHN Midwifery Placements                                                                                                                                               |
| WCHN, representative(s)                          | WCHN Nurse Education Facilitator<br>WCHN Midwifery Education Facilitator                                                                                                                                          |
| EP – Flinders University, representative(s)      | FU Coordinator, Work Integrated Learning (WIL)<br>FU Placement Education Coordinator                                                                                                                              |
| EP – University of Adelaide, representative(s)   | UoA Clinical Placement Coordinator<br>UoA Placements, and Internships Officer                                                                                                                                     |
| EP – University of SA, representative(s)         | UNISA Manager Clinical Placement Unit                                                                                                                                                                             |
| EP – TAFE SA, representative(s)                  | TAFESA - Placement Administrator Enrolled Nursing<br>TAFESA - Lecturer Diploma of Nursing                                                                                                                         |
| EP – VET/RTO, representative(s)                  | ANMEC - Clinical Placement Officer<br>Equals - Clinical placement Officer<br>Open Colleges SOH Adelaide - Coordinator Student Placements<br>Think Education - Placement Coordinator<br>SCEI - Program Coordinator |
| SA Health Better Placed Senior systems Officer   | Senior Clinical Placement Systems Officer                                                                                                                                                                         |
| SA Health, Better Placed Administrative Support, | Clinical Placement Systems Officer                                                                                                                                                                                |

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of clinical placement administration.

Membership is to include representatives that have hands on experience in the use of the Clinical Placement Management System (CPMS) and associated clinical placement processes.

Membership is to include one representative from the LHN Group and one from the education provider CP EPG group via a nomination appointment process. The nomination process is to request multiple nominations for a primary representative and an alternate (proxy) representative in case the primary representative is unable to attend. The CPAP chair will choose and appoint these representatives from the list of nominations.

## MEETING TIME

- > 1 hour duration per meeting.
- > Scheduled for the second Monday of the month in each quarter, 2-3PM as a MS Teams meeting.
- > The meetings may be extended in time if required for additional workshops.
- > Extra meetings may be called if required.
- > MS Teams facilities are available for all meetings.
- > A minimum of three meetings shall be held per calendar year.

## EXECUTIVE SPONSOR

Chief Allied & Scientific Health Officer  
SA Health Education Lead.

## WORKGROUP MEMBERSHIP

Workgroups will be developed as required for defined time periods / topics. Workgroup members will be nominated by the PP's and EP's based on skill sets required to obtain appropriate advice and to undertake enabling work.

## REPORTING RELATIONSHIPS

CPAP Nursing & Midwifery Group reports to the Clinical Placement LHN Group (LHN Group) on activities and outcomes. It will also liaise with the Clinical Placement LHN Group and the SA Clinical Training Council (SA CTC) on activities, outcomes and specific work as required.

In addition, each member is expected to report on activities and outcomes of the group via their own organisational governance and leadership processes, such as the representative from the CP EPG group.

## DELIVERABLES

- > Implementation of activities prioritised under *Better Placed* goals.
- > Support the administration and actions of clinical placements at operational level.
- > Establish business rules including processes for prioritising placements and streamlining current processes to minimise cancellations and maximise capacity.
- > Provide clear articulation and communication of pre-placement requirements for all health students undertaking placements across SA Health services and ensuring compliance.

- > Establish clear processes for the management of clinical placement agreements, including clinical placement requests.
- > Assess resources and systems required to better use gaps within health services and expand clinical placement capacity.
- > Explore alternative training opportunities/models for clinical supervision including evidence-based innovations and practices for clinical education.
- > Provide quarterly updates for the SA Health Clinical Placement Groups.
- > Use the established governance process to escalate issues and/or solutions for decision making.

## PROXIES TO MEETINGS

Members of Clinical Placement Administrative Processes Group shall nominate a specified person as proxy to attend a meeting if the member is unable to attend. It is the responsibility of members to inform the Chair as soon as possible if they are unable to attend the meeting.

## EVALUATION CRITERIA

The evaluation of the Committee's performance shall be undertaken through the following Mechanisms:

- > Review of documentation – agendas, minutes, reports that action/recommendations have been completed in the predetermined timeframes.
- > Quarterly report against the terms of reference to be tabled to LHN Group and SA Clinical Training Council.

### Performance indicators:

- > A minimum of three meetings shall be held per calendar year.
- > A minimum of 50% of members attend meetings from both LHNs and EPs.
- > Recommendations to be disseminated via representative's relevant organisational governance structures and responded to within the predetermined time frames.

## WORKING METHODS

The Group has agreed to adopt a shared learning approach. This involves:

### Group meetings:

- > Meetings will be held quarterly.
- > Topics for the agenda will be generated by members of the Group.
- > Meeting papers will be circulated, by email, at least one week in advance of meetings.
- > Meetings may include small group discussions to share experiences and learnings.
- > Non-members may be invited to join the Group meetings on a one-off basis to aid discussion of a particular topic, for example, as speakers, observers or invited guests.

**Sharing of information and resources (including confidential materials):**

- > Through group meetings and electronic communications members will be able to share information and resources.
- > It is each member’s responsibility to make it clear where a matter shall remain confidential and not for discussion outside the Group.
- > When sharing documents, members should make it clear if there is a restriction as to:
  - o Circulation of the documents beyond the Group.
  - o Copyright/use of the contents.

**CONFLICT OF INTEREST**

A declaration of conflict of interest is required on discussion of matters where a member has a competing professional or personal interest such as services that can only be provided by a member. The member will absent themselves from the room until a decision is reached on the item under discussion.

**RESOLUTION**

The resolution of issues shall be achieved by democratic consensus. Consensus is defined as members being able to support or ‘live with’ the decision/recommendation. If a matter remains undecided and consensus cannot be achieved, then the matter can be referred to the Clinical Placement Executive Group for decision.

**QUORUM**

Half the membership plus one with at least 50% of LHNs and EPs represented.

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**For more information**

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Website: [www.sahealth.sa.gov.au/betterplaced](http://www.sahealth.sa.gov.au/betterplaced)

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