

Organising Your Placement

- The placement team cannot assist with sourcing your placement until all the compliance requirements as outlined in the [Placement Checklist](#) have been met and uploaded to Inplace.
- The WIL Team will support you in arranging your placement; however, please note that placements are subject to availability and existing affiliated agreements, and therefore cannot be guaranteed.
- Students needing their placement organised, please let us know at least **eight weeks in advance**.
- Students travelling interstate may be eligible for financial assistance for [Travel and Accommodation Reimbursement](#).
- You cannot commence placement until you receive a **confirmation email** from the placement team.

NSW Affiliated Local Health Districts

Flinders University has affiliated agreements with the following **Local Health Districts (LHDs)** in New South Wales:

- Illawarra Shoalhaven Local Health District (ISLHD)
- Murrumbidgee Local Health District (MLHD)
- Hunter New England Local Health District (HNELHD)
- Western NSW Local Health District (WNSWLHD)
- Southern Western Sydney LHD (SWSLHD)
- Central Coast Local Health District (CCLHD)

Important:

These venues require that all placement requests are submitted **by Flinders University on your behalf**. If you would like a placement in one of these affiliated LHDs, please notify the Placement Team **at least eight weeks in advance** so we can initiate the request process.

Self-sourcing of placements

Students can also self-organise the placement with their preferred host. If you are wishing to self-source your placement either in your own workplace or a diabetes service not currently listed as an option you will need to complete the [Placement Confirmation Form](#) and email it to the NURS8732 Topic Coordinator at NURS8732@flinders.edu.au, for approval prior to uploading your self-placement on INPLACE, which will then be actioned by the WIL team.

Important:

- You must ensure you will be working with a Credentialed Diabetes Educator (CDE). Check the ADEA Credentialling list: <https://www.adea.com.au/credentialling/>
- Placements **cannot** occur in your **own diabetes service workplace**.

Student Placement Agreement between Flinders University and the venue

A placement schedule or student placement letter of agreement must be in place for each venue where you wish to complete your placement. Your Flinders University WIL support officer will complete this once you have provided the contact details and evidence of the organisations willing to host you.