




ACT Health

Clinical and Non-clinical Placement Procedure

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Purpose

This Clinical and Non-clinical Placement procedure relates to placements within ACT public health service facilities.

This procedure establishes the requirements, roles and responsibilities of ACT Government public health service staff (ACT Health Directorate (AHD), Canberra Health Service (CHS) and Calvary Public Hospital Bruce (CPHB)), education institutions, interstate public sector health organisations and students/trainees who are subject to the provisions of the executed Placement in ACT Public Health Facilities Deed (Deed) and Schedule.

Scope

This procedure applies to all individuals involved in the establishment, supervision and/or management of clinical and non-clinical placements.

The provision of safe, effective management and delivery of clinical care for health care consumers is the priority in service delivery. Placements are secondary to this responsibility.

This procedure does not cover individuals seeking work experience or students from secondary school and college programs.

Roles and Responsibilities

Position	Responsibility
Chief Nursing and Midwifery Officer and/or Executive Director of Nursing, Midwifery, Allied Health or Medicine or equivalent	The management of workforce needs and student professional issues including, but not limited to; concerns regarding immunity, behaviour beyond scope of practice, and complaints.
Clinical Placement Office (CPO)	Overall responsibility for the management of student/trainee placements; for ensuring compliance with Deeds and Schedules & with mandatory pre-placement requirements in collaboration with education providers and regional health care organisations; & for currency of information on the CPO website.

Education Providers	Responsible for items identified in the deeds and schedule and adhering to CHS, CPHB and AHD policies and procedures for placement as appropriate.
Facilitators	Responsible for monitoring and assessing students whilst on placement.
Institution	Responsible for roles and obligations agreed upon in signed deeds and schedules. Adherence with AHD procedures, policies, and working with CPO regarding student placements and associated issues.
Profession Lead/Clinical Educator	May be responsible for organizing placements and liaising with university course conveners and CPO. General supervision and assessment of students may be a responsibility of the Clinical Educator. Student safety should be considered when planning placement activities.
Supervisor	Responsible for service delivery, orientating students to the placement location and monitoring student placement activities in line with learning objectives. Student safety should be considered when planning placement activities. Assessing students may be a responsibility of the supervisor.

Procedure

Section 1 – Arranging placements

1.1 General

Students and trainees who are ACT residents and who are enrolled in courses at the Canberra Institute of Technology, the University of Canberra, the Australian Catholic University or the Australian National University where there is a mandatory placement component will be given priority for clinical and non-clinical placements within the ACT public health service.

All student/trainee placements are coordinated through the Clinical Placement Office (CPO). The CPO will ensure that education providers have a current Deed and Schedule in place with the ACT public health service and current insurance cover for their students/trainees.

Placement requests are to be submitted using the Student Placement Online database.

CPO staff will notify the education provider or regional health provider and the student/trainee of a placement once the placement has been confirmed.

Allied Health placements

Placements are arranged either through the professional lead and/or clinical educator of the respective professions. Placements will not be accepted without the approval of the discipline professional lead and/or clinical educator. All allied health student/trainee placements must be registered with the CPO at least four weeks before placements commence.

Medical

The Australian National University (ANU) is responsible for arranging and facilitating all medical student placements, including non-ANU students. All medical student/trainee clinical placements must be registered with the CPO at least four weeks before placements commence.

Nursing and Midwifery

Placements are arranged through the CPO. Suitable placements for students/trainees will be arranged as determined by the learning objectives. The CPO will liaise directly with the manager of the various clinical areas within the ACT public health service to negotiate placements. All nursing and midwifery student's/trainee's clinical placements must be registered with the CPO at least four weeks before placements commence.

Non-clinical placements

Placements are arranged through the CPO. Suitable placements for students/trainees will be arranged as determined by the learning objectives. The CPO will liaise directly with the manager of the placement location within the ACT public health service to negotiate placements. All non-clinical student/trainee's placements must be registered with the CPO at least four weeks before placements commence.

1.2 Students/trainees non-affiliated with an education provider

Non-affiliated students/trainees are students/trainees who are not attached to or connected with an education provider or health care provider with whom there is an executed Deed and Schedule.

Each non-affiliated student/trainee will need to contact the CPO to discuss whether a placement is possible. The CPO reserves the right to decline a placement request from a non-affiliated student/trainee, with consideration made with regards to capacity, supervisory requirements and the benefits of the placement to the ACT public health service.

Where an individual student/trainee is approved for placement by the CPO and is not affiliated with an education provider, the student/trainee will provide the following to the CPO prior to being granted a placement:

- Written evidence of a National Police Check (NPC) which is no more than 12 months old prior to the commencement of first placement.
- Written evidence of an ACT Working with Vulnerable People Check (WWVP).
- Written evidence that they are compliant with the CHS Clinical Procedure - Occupational Assessment, Screening and Vaccination Procedure and CPHB Occupational Assessment, Screening and Vaccination Procedure.
- Evidence of insurance cover that meets ACT public health service requirements.

1.3 Visas

The CPO is not responsible for seeking visas or specific approval to undertake a student/trainee placement. Overseas students/trainees are solely responsible for checking that their visa permits them to undertake a student/trainee placement. The CPO does not accept responsibility for an individual who breaches their visa conditions by undertaking a student/trainee placement.

1.4 Fit for placement

A student/trainee unable to perform duties or meet placement requirements because of physical or mental incapacity is deemed unfit for placement. This includes students/trainees whose medical condition may pose a risk to patients or staff. If concerns are raised that a student/trainee may be unfit for placement, the CPO will make a decision in consultation with the placement area, respective professional office and education provider. The CPO reserves the right to cancel the placement if the student/trainee is unfit, with patient safety over-riding educational and professional requirements.

1.5 Cancellation of clinical placements

A cancellation charge will apply to all placement cancellations requested by an education provider or health care provider after a student's/trainee's details have been uploaded to the Student Placement Online (SPO) database system and up to and including the first day of placement.

The cancellation charge will be levied by the CPO for the following reasons:

- The placement is no longer needed by the student/trainee.
- The student/trainee does not complete the mandatory requirements in full by the agreed deadline.
- The student/trainee fails to attend the placement.
- Student/trainee illness.
- Placement dates are changed at the request of the education provider or regional health care provider.
- The placement location is changed at the request of the education provider or regional health care provider.

There will be no charge for placement adjustments that are made by the CPO or ACT public health service placement areas.

An invoice for payment of the placement cancellation fee will be issued monthly by the CPO as required.

Section 2 - Pre-placement requirements

2.1 General

Students/trainees must be aware of and understand the requirements of the ACT public health service prior to commencing their placement. Students/trainees should access the information available on the AHD CPO website, their AHD Student Placement Online (SPO) account and in the AHD Clinical and Non-clinical Placement procedure.

All students/trainees are required to work within their scope of practice, obligations and responsibilities outlined in the Deed, Schedule and Acknowledgement Form.

Students/trainees who operate outside these parameters will be considered in violation of the terms of their placement and their placement will be ceased.

2.2. Acknowledgement form

All students/trainees must complete an 'Acknowledgement Form' annually. The form can be found on a student's SPO account. A copy of the form is attached at Attachment 1.

Supervisors are responsible for checking that students/trainees understand their obligations during a placement in accordance with the completed Acknowledgement Form.

2.3. Immunisation/vaccination

All students/trainees must comply with the requirements of Occupational Assessment, Screening and Vaccination Clinical Procedure applicable to the industry provider prior to the commencement of a placement. The CPO will not provide a placement without written evidence that the student/trainee is compliant.

In the event a student/trainee cannot comply with the immunisation requirements, further investigation will be required. An 'Authorisation to Release Personal Information for Further Investigation of Immunisation Status' form will be required. Refer to attachment 2.

2.4 National Police Check (NPC)

All students/trainees must provide satisfactory written evidence that they have undertaken a NPC not more than twelve months prior to the first placement with the ACT public health service. Australian students/trainees affiliated with an education provider must provide evidence to the education provider. All students/trainees not affiliated with an education provider must provide evidence of an Australian NPC to the CPO. The ACT public health service will not accommodate a student/trainee on a clinical placement prior to the receipt of such evidence.

In the event a student/trainee has a positive NPC; further investigation will be required. An 'Authorisation to Release Personal Information for Further Investigation of a Police Check and/or Working with Vulnerable People Check' form will be required. Refer to attachment 3 and the ACT Health Protective Security (Personnel Security) Procedure.

2.5. Working with Vulnerable People Check (WWVP)

All students/trainees must provide satisfactory written evidence that they have undertaken a WWVP check unless registered with the Australian Health Practitioners Regulation Agency. Australian students/trainees affiliated with an education provider must provide evidence to the education provider. All students/trainees not affiliated with an education provider must provide evidence of a WWVP check to the CPO. The CPO will not accommodate a student/trainee on a clinical placement prior to the receipt of a WWVP check.

In the event a student/trainee has a positive WWVP, further investigation will be required. An 'Authorisation to Release Personal Information for Further Investigation of a Police Check and/or Working with Vulnerable People Check' form will be required. Refer to attachment 3 and the ACT Health Protective Security (Personnel Security) Procedure..

2.6. Compulsory e-learning

All students/trainees are required to complete mandatory e-learning modules no later than 2 weeks prior to the commencement of clinical placement. Non-compliance with pre-placement mandatory requirements will result in the cancellation of placement. Discipline specific learning frameworks are to be found on a student's SPO account. Audits are conducted by the CPO to ensure compliance.

2.7. Manual handling training

Students/trainees are required to follow safe manual handling work practices, as defined in the AHD Work Health and Safety Management System Policy Section 7.7.

Students from education providers who are required to attend an ACT public health service approved face to face manual handling course do not need to complete manual handling e-learning. All other students must complete manual handling e-learning on the SPO website.

Students/trainees must take all possible measures to minimise the risk of injury to themselves, staff and clients when involved in manual handling.

2.8. English language requirements for medical elective applicants

Medical elective placements in ACT public health facilities are jointly coordinated by the ANU and the CPO. Elective applicants from medical schools or universities based overseas (including Australian citizens) are required to meet the same English proficiency requirements as ANU medical students, as stipulated in the ANU English language requirements for admission policy.

Available at: https://policies.anu.edu.au/ppi/document/ANUP_000408

There are no waivers in relation to the application of ANU policy.

International applicants must satisfy the Department of Home Affairs English language requirements for visa applications in addition to ANU's requirements.

Section 3 – During a placement

Supervisors are responsible for assisting each student/trainee towards meeting the objectives of their placements. However, clinical care of clients or patients remains the primary responsibility of the supervisor.

To support inclusion and engagement, supervisors will provide students with reasonable adjustments to their placement. The recommendations for reasonable adjustments are to be outlined in writing prior to placement by the education provider.

Aboriginal and/or Torres Strait Islander students seeking cultural supervision are to be offered this support. Supervisors are responsible for actioning support identified for Aboriginal and/or Torres Strait Islander students.

Supervisors are responsible for reporting, via Riskman, any adverse incidents that occur during the placement. The CPO should be contacted for assistance as necessary.

If an incident occurs which involves a student who is affiliated with an education provider, the Clinical Educator or the CPO will notify the course convener.

3.1. Orientation

General

Each student/trainee is provided with the name and contact details of the person/s responsible for their overall supervision. They will also be introduced to other staff members who can assist them when their supervisor is not available.

Student orientation checklist

Supervisors must ensure that every student/trainee receives workplace orientation on or before the first day at any new placement location and completes the student orientation checklist.

The student orientation checklist outlines requirements in relation to workplace orientation and may be found on the student/trainee's SPO account. Refer to attachment 4.

Each student/trainee must upload their completed student orientation checklist to SPO.

Other relevant policies and guidelines

The supervisor is responsible for:

- Providing access to the ACT public health service guidelines, manuals and policy and procedures necessary for the student/trainee to use during their placement and for ensuring that each student/trainee complies with such requirements.
- Ensuring every student/trainee is aware of client confidentiality and the requirement to comply with the *Privacy Act 1988 and Health Records (Privacy and Access) Act 1997*.
- Advising each student/trainee of the ACT public health service's infection control requirements.
- For clinical placements - Ensuring client or patient consent is obtained prior to a student/trainee being actively involved in a clinical procedure on a client or patient.
- For clinical placements - Each student/trainee must introduce themselves as such and obtain informed consent prior to being involved in a patient's care. When a patient is undergoing a procedure, a student/trainee requires the same level of consent as a qualified clinician. i.e. for surgical procedures, written consent for student/trainee involvement is required. Refer to Consent Policy for the relevant Provider.

3.2. Student identification and proximity cards

Every student/trainee working in ACT public health facilities must be correctly identified and provided with appropriate security access cards. The cards must always be worn.

Students may retain their identification card for the duration of their course.

Students at CHS may retain the CHS proximity card if they are completing multiple placements.

Students at CPHB are issued with a CPHB proximity card by CPHB Security for the duration of their placement only and are to return this on completion of each placement.

It is the responsibility of the student/trainee to ensure that identification and proximity cards are returned to security services at the end of their final placement.

3.3. Information Communication Technology (ICT) and library resources

Student/trainee access to ICT resources is limited to that which is required to meet the objectives of their clinical placement. They should be given access to ACT public health service databases only when necessary and their use of patient information databases must be closely supervised. A summary of the systems students are permitted to access depending on their discipline is maintained by the CPO and Digital Systems and is available on Sharepoint.

Each student/trainee will need to complete the eLearning modules specified on their SPO Learning Framework before access to appropriate databases is granted by Digital Solutions.

Each student/trainee must adhere to the ACT public health service's policies including, but not limited to, the Social Media Policy and the Mobile Communication Devices: Management and Use Policy.

Students/trainees may access the library facilities at Canberra Hospital whilst on placement.

3.4. Intellectual property

General

Each student/trainee must comply with the AHD's Research Contracts and Intellectual Property Policy. This Policy is available on the AHD's Policies and Clinical Guidance Documents Intranet.

E-portfolio

Each student/trainee using e-portfolios whilst on placement with ACT public health services must ensure that:

- No identifiable patient information is uploaded including videos and photographs.
- For case studies, the student/trainee must seek approval from their supervisor and ensure that no ACT public health service or identifiable patient information is included.

3.5. Use of government cars

No student/trainee on placement with the ACT public health service is eligible to drive government cars.

The only exemptions to this are:

- Where student/trainee safety may be compromised if they use a private car or taxi.
- Where course objectives require a student/trainee to undertake clinical placement activities with minimal supervision. This is only applicable to students/trainees in their final year.
- To facilitate cross-campus mobility in a timely manner, enabling a community based and multi-site care delivery model,
- In an emergency as directed by the placement supervisor.

Where a student/trainee use of a car is warranted, the supervisor must ensure compliance with the ACT Public Service Passenger and Light Commercial Vehicle 2010 Management Guidelines. This includes the completion of an Authorisation to Drive ACTPS Vehicles Form with the student/trainee and submission of this form as required by the Guidelines.

3.6. Absences

Each student/trainee must notify the relevant placement area of any illness or absence. In the event a student/trainee is absent from placement without notifying the placement area, the supervisor should contact the CPO.

3.7. Injury

If a student/trainee is injured during placement with the ACT public health service, the student/trainee must notify their supervisor and be advised to seek medical advice. The supervisor must ensure relevant ACT public health service policies and procedures are followed and complete a Staff Accident and Injury Report within Riskman. The supervisor must notify the CPO. The CPO or the clinical educator will notify the student's education provider.

3.8. Issues and disputes

As per the Deed, the initial management and resolution of any student/trainee related placements issues, will be undertaken at the local area level.

The supervisor must notify the CPO in the event of a dispute arising in relation to a placement, including the failure of a student/trainee to meet the required standard of conduct and behaviour. The supervisor or clinical educator should, in consultation with the relevant professional office, contact the education provider if there is any issue with a student, including professional behaviour. If a student/trainee is at risk of failing their

placement experience, it is the responsibility of the supervisor to ensure thorough documentation of their progress and to raise concerns with the education provider.

Each student/trainee should contact their ACT public health service supervisor regarding issues of concern that arise during the placement. In the event the student/trainee contacts their education provider instead; the education provider is required by the Deed to contact the CPO to report issues affecting the placement. The CPO will notify relevant staff of any issue raised by a student/trainee.

If any mediation is required in relation to a cultural matter for Aboriginal and/or Torres Strait Islander students, students are entitled to the same cultural support as health service employees.

Under the Deed, education providers are required to respond in a timely manner to inquiries from the CPO in relation to a placement. Section 14 of the Deed allows for a placement to be terminated if the education institution fails to respond to an urgent request from the CPO.

If a student makes a formal complaint against the ACT public health service or threatens any form of legal action, the CPO, the appropriate professional office and education provider must be notified.

3.9. Abnormal self-testing results

On occasion, a student/trainee may, under supervision, undertake a non-invasive clinical test on themselves, i.e. ECG or spirometry. In the event an abnormal result is recorded, the student/trainee is to be advised to seek medical advice and to contact their education provider.

3.10 Midwifery – Follow-through women

During unsupervised contact with 'follow-through women', student midwives must never provide clinical advice to the woman, even if the woman requests it and irrespective of whether the contact is face-to-face or via an electronic device.

If the woman does seek clinical advice from the student midwife in an unsupervised contact, the student midwife is to advise the woman to contact her primary maternity care provider (e.g. Continuity Midwife, Maternity Outpatient Department, Midcall or Birthing Unit) as per the Maternity Hand-held record or Midcall information.

If the woman refuses to accept this advice the student must escalate this to the woman's maternity care provider and inform them of the situation and that the woman has been advised to contact them. This must be documented in the woman's medical record.

Section 4 – On conclusion of a placement

4.1. References

The supervisor is under no obligation to provide a written or verbal reference for any student/trainee. It is at the discretion of the supervisor whether he or she wishes to provide a reference to a student/trainee if requested.

4.2. Placement evaluation

The CPO will send an evaluation to students/trainees via email at the end of their placement. Data from these placement evaluations is reviewed to assist with strategic planning and to provide data to other government organisations.

4.3. Allied Health placements

Where formative and/or summative assessments have been undertaken by ACT public health service staff, copies of all competency assessments and related documentation must be kept by the ACT public health service for seven years. Copies may be provided to the student/trainee and/or education provider as appropriate.

Records Management

The CPO Contracts Officer will execute Deeds and Schedules with education providers, regional health care providers and individual trainees.

The CPO team will maintain individual student and trainee placement and mandatory requirement records on the ACT Health Student Placement Online database.

Implementation

The procedure will be available on the AHD intranet via the Policy and Clinical Guidance register and on the AHD internet via the Clinical Placement Office webpage. It will be communicated separately from the ACT Chief Nursing and Midwifery Officer to the Executive Directors of Nursing, Midwifery, Medicine and Allied Health or equivalent at CHS and CPHB, as well as to education providers.

Related Documents

Legislation

Available at: <http://www.legislation.act.gov.au/>

- ACT Public Sector Management Act 1994

- Crimes Act 1900 (ACT)
- Health Records (Privacy and Access) Act 1997
- Human Rights Act 2004
- Privacy Act 1988 (Commonwealth)
- Territory Records Act 2002
- Work Health and Safety Act 2011
- Working with Vulnerable People Act 2011 (ACT)

Supporting Documents

- ACT Health Protective Security (Personnel Security) Procedure
- ACT Health Local Area Travel Placeholder
- ACT Health Child Protection Policy
- ACT Health Nursing and Midwifery Continuing Competence Policy
- ACT Health Insurance and Legal Management Policy
- ACT Health Research Contracts and Intellectual Property Policy
- ACT Health Procedure Mobile Communication Devices Management and Use – DGD18-030
- ACT Health Information and Communication Technology Resources: Acceptable Use Procedure
- ACT Health Staff Identification – Access Cards Procedure
- ACT Health Work Health Safety and Management Policy
- ACT Public Service Passenger and Light Commercial Vehicle 2010 Management Guidelines
- ACT Public Service Social Media Policy
- Canberra Health Service Clinical Record Management Operational Policy
- Canberra Health Service Consent and Treatment
- Canberra Health Service Healthcare Associated Infections Procedure
- Canberra Health Services National Police Check Operational Policy
- Canberra Health Services Occupational Assessment, Screening and Vaccination Procedure
- Canberra Health Services Protocols for working with Aboriginal and/or Torres Strait Islander peoples
- Canberra Health Services Work Health and Safety Management System Section 7.7
- Calvary Public Hospital Bruce Occupational Assessment, Screening and Vaccination Procedure for Category A and A1 Staff
- Calvary Public Hospital Bruce Occupational Assessment, Screening and Vaccination Procedure for Category B Staff
- Calvary National Work Health safety and Injury Management Policy Statement

References

Australian Nursing and Midwifery Accreditation Council. (2019). *Registered Nurse Accreditation Standards 2019*. ANMAC, Canberra.

Siggins Miller Consultants. (2012). *Promoting quality in clinical placements: Literature review and national stakeholder consultation*. HWA, Adelaide.

Definitions

Term	Definition
Aboriginal and/or Torres Strait Islander	<p>A person is considered Australian Aboriginal and/or Torres Strait Islander if he or she:</p> <ul style="list-style-type: none">· Is of Australian Aboriginal and/or Torres Strait Islander origin· Identifies as Australian Aboriginal and/or Torres Strait Islander· Is accepted by an Australian Aboriginal and/or Torres Strait Islander community. <p>(http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/4726.0Chapter32012)</p>
Deed	<p>Refers to a Deed between the Australian Capital Territory (ACT), represented by ACT Health Directorate and/or Canberra Health Service and/or Calvary Public Hospital Bruce and one of the following:</p> <ol style="list-style-type: none">1. An education provider;2. Another health service provider;3. A training organisation; or4. An individual. <p>A Deed sets out the terms and conditions that apply to ACT public health service access to facilities and clients by students or other individuals, for the purpose of obtaining practical clinical or non-clinical experience, usually to fulfil education and/or training requirements.</p>
Education Providers	The institution responsible for the education and training of students who are taking part in the placement.
Facilitators	Employees of Education Providers assisting with placements.


Placement	A professional practice placement undertaken within an ACT public health service workplace setting by students or trainees. This includes undergraduate, postgraduate and 'return to profession' programs, that are formally undertaken with an education/ vocational provider and/or professional association bodies.
Region Health Provider	Southern NSW Local Health District or other private organization for which there is an executed deed and schedule.
Schedule	Refers to the part of the Deed that contains specific details relating to a particular placement that is to take place under that Deed.
Student	A person undertaking a course of study with an Educator Provider with whom there is an executed Deed and Schedule. Requirement for placement must be an inherent part of their course of study.
Supervisor	Employees of ACT Public Health Service assisting with placements.
Trainee	<p>Refers to a person not employed by ACT Government Health Directorate but seeking to obtain clinical placement in ACT Government Health Directorate and may include:</p> <ul style="list-style-type: none"> • An overseas qualified health professional participating in a course administered by AHD for the purpose of obtaining registration in the ACT or elsewhere in Australia, or to meet any other relevant professional requirements to practice in Australia. • A health professional that requires clinical placement experience to obtain or maintain registration in the ACT or elsewhere in Australia, or to update existing qualifications. • A student of an overseas provider seeking to gain clinical placement experience in Australia. <p>A non-citizen of Australia sponsored by an international health organisation, for example the World Health Organisation, seeking to gain clinical placement experience in Australia.</p>

Search Terms

Placement, Education provider, Student, Trainee, Deed, Schedule

Version Control

Version	Date	Comments
1	15 May 2020	Replaces CHHS17/301



2	8 April 2021	Replaces AHDPD-13:2020
3	7 May 2021	Minor amendment to section 2.8
4	18 May 2021	Minor amendment to section 1.1

Disclaimer: *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*

Attachments

Attachment 1 Student and trainee placement acknowledgement form

Attachment 2 Authorisation to release personal information for further investigation of immunisation status

Attachment 3 Authorisation to release personal information for further investigation of a Police or Working with Vulnerable People Check

Attachment 4 Orientation to placement area checklist

STUDENT AND TRAINEE PLACEMENT ACKNOWLEDGEMENT FORM 2021

Name: _____

Education Institution:

All students and trainees undertaking clinical placement with the Territory must read and complete this form each calendar year. The Territory includes the ACT Health Directorate, Canberra Health Services, University of Canberra Hospital and Calvary Public Hospital Bruce.

Before commencing a placement, students and trainees must complete the following:

1. National Police Check

- 1.1 Students and trainees must have a National Police Check. Please contact your educational institution for information on this and/or read the information at: <https://www.health.act.gov.au/health-professionals/clinical-placement-office> (CPO website) via the Preparing for Placement page.
- 1.2 The Territory will determine whether a student or a trainee with a criminal record is accepted for placement.
- 1.3 If you are an employee of the Territory you are obligated to immediately notify the Director - General if you are convicted of a criminal offence. You must also immediately notify the staff of the Clinical Placement Office at the same time before you undertake a clinical placement.

2. Working With Vulnerable People Check

- 2.1 Students and trainees must hold a valid Working With Vulnerable People Check unless registered with the Australian Health Practitioner Regulation Agency.

3. Immunisation

- 3.1 Students and trainees must have proof of immunisation against certain infectious diseases in accordance with the Territory's Screening & Immunisation Policy. This information is on the CPO website at the [Preparing for Placement](#) page.
- 3.2 The Territory will determine whether a student or trainee without the required immunisation status is accepted for placement. If you do not have full immunisation status, please contact your educational institution or the Clinical Placement Office.

4. Workplace introduction

- 4.1 Prior to commencing your placement you must read the guidelines on confidentiality and other key professional documents on the [Student and Trainee Essentials](#) page of the CPO website.
- 4.2 You will need to read safety documents on the [Student and Trainee Essentials](#) page of the CPO website.
- 4.3 When you reach your clinical area your supervisor will ask you to complete the student Orientation to Placement Area Checklist.

The role and obligations of the student or trainee during placement include:

5. Professional Conduct

- 5.1 You must comply with the Territory's standards of conduct while on the Territory's premises and when having contact with patients. Failure to do so may lead to your placement being reviewed or even terminated. Please find standards of conduct under the "additional information" tab for the relevant discipline at: <https://www.health.act.gov.au/health-professionals/clinical-placement-office/students-and-trainees>
- 5.2 You must identify yourself as a student/trainee to every patient and gain either written or verbal consent from the patient to provide appropriate care and treatment.
- 5.3 During your clinical placement, you must comply with all instructions provided by the Territory in connection with the placement.
- 5.4 Your Territory Supervisor must be notified of any illness and any anticipated absences during placement periods.
- 5.5 You must comply with all relevant professional obligations under any codes, guidelines, standards and frameworks relating to that profession that is the subject of the placement.

6. Ensuring Confidentiality and Privacy

- 6.1 You cannot disclose any Provider Information obtained during the placement without the Territory's prior written consent.
- 6.2 You must take all reasonable measures to ensure that any Provider Information accessed or held by you is protected against loss or unauthorised access, use, modification, disclosure or other misuse.
- 6.3 You must comply with the ACT Government Use of Social Media Policy <https://www.act.gov.au/social-media>

- 6.4 You can only use Provider Information obtained during the placement for the purpose of undertaking the placement.
- 6.5 You undertake not to access, use, disclose or retain Personal Information or records under the Health Records Act except in performing Your duties in the placement.
- 6.6 If you receive a complaint alleging an interference with patient privacy or confidentiality you must immediately notify your Territory Supervisor.

7. Ensuring Proper Clinical Care of Patients

- 7.1 The supervision, education and training of students and trainees are, at all times, subject to the Territory's primary objective — to provide proper management and control of the clinical care of patients.
- 7.2 You must not perform any clinical procedure on a patient without first obtaining the patient's consent.
- 7.3 Clinical procedures must be performed on a patient under the supervision of the Territory Supervisor.
- 7.4 You must report any incidents affecting you or the patient to your Territory Supervisor. *(Further information can be obtained at "incident reporting policy, mandatory child abuse reporting pages".)*

8. Questions, Issues, Disputes and Disciplinary Action

- 8.1 In the event of any question, issue or dispute arising in relation to your placement, (including a failure to meet the required standard of conduct and behaviour), your educational institution and the Territory will discuss a course of management to resolve the matter. Where the issue involves a trainee, the Territory will discuss resolution strategies with the trainee.
- 8.2 The Territory will decide how such matters are resolved which may include suspending or terminating your placement.
- 8.3 You must notify the Territory Supervisor immediately if a conflict of interest (or risk of conflict of interest) arises prior to, or during your placement. *(intellectual policy web page)*

9. Indemnity

- 9.1 In defending or settling any claim, action or demand the subject of an indemnity You must comply with any reasonable instructions of the Territory.
- 9.2 You must not settle any claim, action or demand the subject of an indemnity without obtaining the prior written consent of the Territory, which consent is not to be unreasonably withheld.
- 9.3 You must take reasonable steps to mitigate any liability, loss, damage, costs or expenses including taking reasonable court action, subject to provisions 9.1 and 9.2 above, to defend any claim, action or demand the subject of an indemnity made against the Territory.

I _____ confirm I have read, understood and agree with the nature and content of the statements and obligations set out in this Placement Acknowledgement Form. I understand that this Placement Acknowledgment Form is valid for a period of one calendar year.

Signature: _____ Date: _____

Witness* Name: _____ Title^: _____

Signature: _____ Date: _____

*The witness must be over 18 years of age and must not be an employee or representative of the ACT Health Directorate, Canberra Health Services, University of Canberra Hospital or Calvary Public Hospital.

^Professional title and/or Occupation



ACT
Government

ACT Health

Attachment 2

Clinical Placement Office

Level 3, 2-6 Bowes Street, Phillip,

ACT 2606

Ph: 02 5124 5887

Email: cpo@act.gov.au

**AUTHORISATION TO RELEASE PERSONAL INFORMATION FOR
FURTHER INVESTIGATION OF IMMUNISATION STATUS**

Full Name:

Date of Birth:

Previous Name:

Educational Institution Student ID No:

I request and authorise _____ (insert university name here) to release information about myself, as named above to:

Clinical Placement Office, Level 3, 2-6 Bowes Street, Phillip, ACT 2606

This request and authorisation applies to:

Immunisation Status

Definition: ACT Health requires all persons seeking clinical placement within ACT Government Health Directorate Facilities to comply with the Health Directorate Occupational Assessment, Screening and Vaccination Clinical Procedure.

Please tick the appropriate box

- Yes No I authorise the release of my immunisation status to the staff listed above. I understand that I will be advised if my immunisation status does not comply with the recommended schedule and prevents me from undertaking a clinical placement in Health Directorate facilities.
- Yes No I understand that my immunisation status may be discussed with staff of the Department of Respiratory and Sleep Medicine and any other Health Directorate staff as deemed necessary to make a decision. This may include Human Resources personnel, Departmental Managers and the Professionals Lead for my discipline.
- Yes No I am enclosing a personal statement about my immunisation status to assist ACT Government Health Directorate staff with their decision.

Student or Trainee

Signature: _____

Date signed: _____

The staff of the Clinical Placement Office will treat all information on this form according to the ACT Government Health Directorate policies regarding the use and storage of personal information and in the strictest confidence.



ACT
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ACT Health

Clinical Placement Office
Level 3, 2-6 Bowes Street, Phillip,
ACT 2606
Ph: 02 5124 5887
Email: cpo@act.gov.au

**AUTHORISATION TO RELEASE PERSONAL INFORMATION FOR
FURTHER INVESTIGATION OF A POLICE OR WORKING WITH
VULNERABLE PEOPLE CHECK**

Full Name:

Date of Birth:

Previous Name:

Educational Institution Student ID No:

I request and authorise (insert university name here) to release information about myself, as named above to

Clinical Placement Office, Level 3, 2-6 Bowes Street, Phillip, ACT 2606

This request and authorisation applies to:

- National Police Check
- Working With Vulnerable People Check


Definition: ACT Health requires all persons seeking clinical placement within ACT Government public health facilities to comply with the ACT Government Health Directorate National Police Check Policy.

Please tick the appropriate box

- Yes No I authorise the release of my police check status to the staff listed above. I understand that the staff listed above will be advising me if my police check prevents me from undertaking a clinical placement in ACT public health facilities.
- Yes No I authorise the release of my Working With Vulnerable People check status to the unit listed above. I understand that the staff listed above will be advising me if my Working With Vulnerable People check prevents me from undertaking a clinical placement in ACT public health facilities.
- Yes No I understand that ACT Health Directorate staff may discuss the check status with other staff deemed necessary to make a decision. This may include Human Resources personnel, Departmental Managers and the Professional Lead for my discipline.
- Yes No I am enclosing a personal statement about my police and or Working With Vulnerable People check to assist ACT Government Health Directorate staff with their decision.

Student Signature: _____

Date signed: _____



The staff of the Clinical Placement Office will treat all information on this form according to the ACT Government Health Directorate policies regarding the use and storage of personal information and in the strictest confidence.



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Clinical Placement Office (CPO) cpo@act.gov.au

Level 3, 2-6 Bowes Street, Phillip, ACT 2606

ORIENTATION TO PLACEMENT AREA CHECKLIST

Complete this form with your supervisor on the first day of each placement and upload it to your SPO account.

Student or Trainee Name: _____

Education Institution: _____

ACT Public Health Services Supervisor: _____

Designation: _____

Placement area: _____

Dates of placement: From: _____ To: _____

Orientation Checklist (<i>supervisor to tick N/A or cross out points which don't apply</i>)	Yes	No	N/A	Comments
1. I know the name and contact details of the person/s responsible for my overall supervision.				
2. I know how and who to contact in the event of my absence in the workplace.				
3. I have my ID & Proximity Card.				
4. I have completed all my mandatory and optional elearning and manual handling training. I have provided appropriate documentation to CPO or my education provider.				
5. I am prepared with the skills and background knowledge required to do this placement.				
6. I know where the workplace amenities, staff cafeteria and car parks/bus stops are located.				
7. Work Health and Safety. I am familiar with what to do in case of an emergency. <ul style="list-style-type: none"> • Location of nearest fire exits. • Explain alarm system for the area /building. • Emergency assembly points. 				

<ul style="list-style-type: none"> • Who to report to in the event of an emergency? 				
8. I am aware of the hazards in this workplace and have received training in appropriate risk control measures and safe work procedures.				
9. I know how to report incidents or injuries. <ul style="list-style-type: none"> • Who to report to. • Incident report process for the site/organisation and my educational institution. 				
10. If relevant to my discipline, I have been shown the Resuscitation trolley. <ul style="list-style-type: none"> • How to check the equipment. • I can locate the nurse assist buttons, medical emergency (Code Blue) alert button and know the hospital emergency number. 				
11. If relevant, I understand the principles of radiation safety and radiation protection as applicable to my workplace.				
12. Orientation to relevant policy and procedures. <ul style="list-style-type: none"> • Able to access policies and plans registers including Health wide and Divisional policies, and standard operating procedures. 				
13. I have read and understand the Code of Conduct for this organisation.				
14. Infection control in my workplace. <ul style="list-style-type: none"> • I understand procedures for Infection Prevention and Control. • I have been shown the location of handwashing and hand hygiene stations. • I understand and practice procedures and compliance for handwashing and hand hygiene. • I have demonstrated my competence in hand hygiene procedures. • I understand, practice and have been shown procedures for cleaning equipment after use and between each patient. • I understand and have been shown procedures for use and disposal of bed linen and all environmental waste. • I have demonstrated an understanding of the use and provision of personal protective equipment, its maintenance, storage and correct disposal. • I understand and practice standard and additional precautions as they apply to patients/clients, visitors and staff. 				

<ul style="list-style-type: none"> I understand and practice safe handling and disposal of sharps. I understand the procedure of reporting and management of occupational risk exposures (such as needlestick injury). 				
15. I understand the manual handling policies of this workplace.				
16. I understand the Social Media and Mobile Devices Policies, my responsibility to behave in accordance with these and the consequences for breaching the policies. <ul style="list-style-type: none"> Don't post comments, audio, pictures or video online relating to ACT Public Health Services. 				
17. Other items relevant to this department if applicable.				

Additional requirements:

	Yes	No	N/A	Comments
1. I have read and understand the appropriate preventative measures for COVID-19.				
2. I am not experiencing any respiratory illness symptoms including fever, sore throat, cough or shortness of breath.				
3. I have followed this organisation's processes for screening and assessment of staff and students.				
4. I will complete the COVID specific declaration on the digital screening app before each shift and show it to security staff before entering any ACT public health facility.				

Signature of Staff Member responsible for orientating the student: _____

Designation: _____

Date: / /

Signature of student: _____

Date: / /

Please ensure you upload this to your Student Placement Online account following your first placement day.