

# STUDENT PLACEMENTS POLICY®

## DOCUMENT SUMMARY/KEY POINTS

- This Policy outlines the local implementation processes that Sydney Children's Hospitals Specialty Network and Education Providers must follow to facilitate student placements for students within the Sydney Children's Hospitals Network.
- This includes the establishment of a Student Placement Agreement (SPA), satisfying compliance and verification requirements, mandatory training, and the use of ClinConnect to book and manage all student placements.
- This Policy Directive should be read in conjunction with the [Student Placements in NSW Health Policy Directive \(PD2022\\_049\)](#)

## CHANGE SUMMARY

- Updated resources in line with NSW Health updated policy PD2022\_049
- Name change to incorporate all student placements at SCHN
- **5/09/23:** Minor review - Updated to reflect NSW Health updated policy [PD2023\\_022](#) Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases.

## READ ACKNOWLEDGEMENT

- The following staff should read and acknowledge they understand the contents of this document: SCHN ClinConnect Coordinator and service/discipline Clinical Placement Coordinators

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> April 2023	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Network Nurse Education Manager or Ops	<b>Area/Dept:</b> Education & Training

# TABLE OF CONTENTS

**Purpose** ..... **3**  
**Governance of Student Placement** <sup>1,2</sup> ..... **3**  
**Mandatory Requirements** <sup>1,2,3</sup> ..... **4**  
**Local Implementation processes**<sup>2,3,4</sup> ..... **5**  
Occupational assessment, screening, and vaccination..... 5  
Employment Checks <sup>5</sup> ..... 6  
ClinConnect..... 7  
Mandatory requirements for Facilitators ..... 7  
Information Technology requirements ..... 7  
Student introduction letter ..... 8  
**References** ..... **8**

## Purpose

Student placements are a requirement for courses in several health-related disciplines in NSW including medicine, dentistry and oral health, nursing and midwifery, allied health and all other discipline areas aligned to clinical services.

The Student Placements in NSW Health Policy outlines the process that Health Services and Education Providers must follow to facilitate placements for students in NSW public health facilities and affiliated organisations. This policy outlines the processes, procedures and supporting systems that enable the implementation of the Student Placement Program in NSW Health. Those managing student placements must read this policy in conjunction with the Student Placement Agreement and Student Placement Central website.

The local implementation of the above policy for the Sydney Children's Hospitals Network (SCHN) is outlined in this document.

## Governance of Student Placement <sup>1,2</sup>

Health services are responsible for:

- Verifying and recording Facilitator compliance with mandatory NSW Health policies prior to the commencement of a facilitator's role including those for immunisation, National Criminal Record Checks (NCRC), Working with Children Checks (WWCC), the NSW Health Code of Conduct and mandatory training.
- Verifying and subsequently entering in ClinConnect the Facilitator's AHPRA professional registration details (or other registration or accreditation requirement as determined by the discipline).
- Maintaining copies of all compliance documentation for seven (7) years (including supporting information) for facilitators they have assessed.
- Determine capacity and availability, level of study and supervision model for each placement
- Providing the Student with access to materials, equipment, amenities as reasonably required to undertake the Student Placement. The SCHN will conduct an Orientation for all Students and Institution Staff to familiarise them with the facility and the amenities they are likely to access during placement. This will include access to the Facility, public transport links, food and grocery retailers on site or nearby, access within the Facility and any grounds, research and library facilities, areas where access is not allowed and any known events or celebratory days due to be held during the placement.

The SCHN ClinConnect Co-ordinator role has the following responsibilities:

- To provide an immediate point of governance, communication, and leadership for student placements within their organisation across all disciplines and facilities for their Health Service.
- To provide consultation and advice in relation to student placements and ClinConnect at local and state levels.
- To maintain NSW Health SPA information within ClinConnect.
- To support the process for student compliance checks being conducted and recorded within ClinConnect.
- To report on student placement data to inform strategic planning for clinical training for the organisation via appropriate established local process.
- May be appointed as liaison officer as per the SPA.

## Mandatory Requirements <sup>1,2,3</sup>

For students to attend placements at SCHN the following must be met:

1. A NSW Health SPA for Entry into a Health Occupation must be in place between SCHN and the Education Provider<sup>2</sup>. These agreements are managed by the SCHN ClinConnect Co-ordinator, a role assigned within the SCHN Education and Training Services staff portfolio.
2. Students are required to complete all mandatory training modules endorsed for students by the Mandatory Training Standing Committee.
  - Two weeks prior to placement students are issued with a NSW Health employee (StaffLink ID) and will be given access to the NSW Health Learning Management System (My Health Learning).
  - All students are required to complete e learning modules, preferably before their first placement starts.
  - Students must complete the mandatory training within 30-days after commencing their placement
  - A list of endorsed state-wide mandatory training modules is located on Student Placement Central.
  - SCHN must integrate mandatory training into local Student orientation within the first week of placement.
  - Students must complete all state-wide mandatory training modules directly in My Health Learning.
3. ClinConnect, a secure web-based application, must be used to book and manage all student placements that take place in NSW public health facilities and affiliated organisations and used to record student placement activity and student details for medicine. Access to ClinConnect will be determined in the SPA.

Those with access to ClinConnect must ensure confidentiality and privacy of sensitive information in accordance with the NSW Health Records and Information Privacy Act 2002 (HRIP Act). All staff working in the NSW public health system, including student staff, are bound by law, the NSW Health Privacy Manual, and NSW Health Policy Directive *NSW Health Code of Conduct* ([PD2015\\_049](#)) to maintain confidentiality of patient information. <sup>1</sup>

## Local Implementation processes<sup>2,3,4</sup>

Co-ordination of Student Placements are managed by designated clinical contacts in each discipline at each site within the SCHN with the exception of Medicine. Placements from medical faculties are managed by the clinical schools with support from the SCHN ClinConnect Co-ordinator.

Failure to comply with NSW Health's mandatory requirements within a specified timeframe will result in automatic cancellation of student placement.

## Occupational assessment, screening, and vaccination

Students must provide evidence of protection against the infectious diseases specified in the policy directive *Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases* ([PD2023\\_022](#))

Students undertaking clinical placements must undertake vaccinations as per policy and complete the Undertaking/Declaration Form and Tuberculosis Assessment Form. The Hepatitis B Undertaking Form is only required if the Hepatitis B vaccination record is not available.

Any students who do not meet screening requirements will have their placement automatically cancelled within ClinConnect and will not be permitted to attend placement.

### For Noting:

1. A six-month temporary compliance will be granted to Students in specific circumstances. These circumstances are outlined in the NSW Health Policy Directive *Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases* ([PD2023\\_022](#))

Students with temporary compliance will be allowed to commence a placement and Institution Staff in this situation will be allowed to commence facilitation. Full compliance is expected to be achieved by the Student in due course.

2. Category A Workers who refuse annual influenza vaccination must:
  - o During an influenza season, comply with all other risk reduction strategies and guidance while working in a Category A position; (and/or)
  - o At the discretion of the Local Health District, be redeployed to a non-clinical area.

Redeployment is to be by exception only and may not be practicable in all circumstances. Risk reduction strategies include use of appropriate personal protective equipment (PPE) when instructed to do so and as detailed in the Infection NSW Health Policy Directive Prevention and Control Policy ([PD2017\\_013](#)) and the Clinical Excellence Commission

Infection Prevention and Control clinical Handbook.

A P2/N95 respirator may be required in accordance with the NSW Health Policy Directive Infection Prevention and Control Policy ([PD2017\\_013](#)) for transmission-based precautions and Clinical Excellence Commission Infection Prevention and Control Clinical Handbook.

3. HWs noncompliant (including exemptions) with vaccination, are required to wear a surgical mask as a minimum while in the health facility (clinical and non-clinical area). Where possible, meal and beverage breaks should be taken separate from other HWs (e.g., outdoors) during times when masks are removed. HWs may be reassigned to an area of lower risk under a risk management plan. Additional controls may also be implemented during local outbreak events. P2/N95 respirator is applied based on the risk assessment when a P2/N95 is indicated (suspected or confirmed COVID-19, ARI until diagnosis).
4. Verifications done by the SCHN ClinConnect Co-ordinator or Facility Co-ordinators must include a scanned copy of student documentation that is to be held securely in the SCHN Education Service for a period of 7 years.

## Employment Checks <sup>5</sup>

Prior to the commencement of a student placement, compliance with working with children checks and other police checks ( [PD2019\\_003](#) ) must be verified in ClinConnect.

Students attending clinical placements in NSW Health organisations must have a clear Police Certificate or approval to do so from HealthShare's Employment Screening and Review Unit.

- In accordance with the Child Protection (Working with Children) Regulation 2013, students attending clinical placements are exempt from the requirement to have WWCC's.

**Note:** Overseas students, whether enrolled in an Australian or Overseas Tertiary Institution, must in addition to obtaining an Australian National Police Certificate, also obtain National Police Certificates from their home country (including the country in which they currently reside if different) or any country that they have been residents of for more than six months since turning 18 years of age (translated into English). An international Criminal History Check obtained through an AHPRA approved supplier as part of an application for registration in Australia meets this requirement.

- **Code of Conduct**

Students must sign that they agree to abide by the NSW Health Code of Conduct which defines standards of ethical and professional conduct that are required of everyone working in NSW Health. NSW Health Code of Conduct (PD2015\_049): [https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015\\_049](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015_049)

Failure to comply with NSW Health's mandatory requirements within a specified timeframe will result in suspension from attending student placements at SCHN and for students this may jeopardise their course of study.

## ClinConnect

ClinConnect must be used to book and manage placements in dentistry and oral health, nursing and undergraduate midwifery, allied health and all other discipline areas aligned to clinical services; and used to record student placement activity for medicine.

ClinConnect is to be used to record and manage student compliance. A student's compliance status can be viewed on their ClinConnect profile. All ClinConnect users must mark off the commencement of students within their discipline prior to the end of the students' placement.

## Mandatory requirements for Facilitators

Some education providers choose to use external student facilitators for placements within the SCHN. These facilitators must meet the following requirements prior to commencement of a student placement:

- (a) [Working with Children Checks and Other Police Checks \(PD2019\\_003\), including a WWCC](#)
- (b) Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases ([PD2023\\_022](#))
- (c) [NSW Health Code of Conduct \(PD2015\\_049\)](#)

Facilitators must sign that they agree to abide by the NSW Health Code of Conduct which defines standards of ethical and professional conduct that are required of everyone working in NSW Health.

- (d) Facilitators must complete core mandatory training modules as prescribed by NSW Health through the LMS of NSW Health.

Verification of these requirements is managed by the education provider employing the external facilitator in the first instance. The verification is then checked by the departmental student co-ordinator on site (either Children's Hospital Westmead or Sydney Children's Hospital). For nursing, the position of Nurse Educator Undergraduate and Post Graduate Nursing (NE UG/PG Nursing) on each site is responsible for checking that the facilitator is 'verified' prior to the placement beginning. If the external facilitator has not been verified prior to the placement commencing, the NE UG/PG Nursing or the ClinConnect co-ordinator must sight the original documents and enter the facilitator as 'verified' in the ClinConnect system. Copies of the original documentation must then be scanned and kept securely on the education service drive for a period of 7 years.

## Information Technology requirements

HealthShare creates a Stafflink number for a student 14 days prior to a student placement. This number is recorded on the students' profile in ClinConnect.

For nursing, necessary student details (Stafflink number, Student name, Student number, Date of Birth and Gender) and ward allocation details are then sent to [SCHN-ITService](#), in order for the student to receive IT access. This is to be arranged two weeks prior to the placement commencing.

For all other students, a local decision for IT access is to be determined and a [SCHN IT Access Form](#) submitted.

## Student introduction letter

Once a student placement has been confirmed on ClinConnect, a letter of introduction provided to nursing students and may be offered to other disciplines as per local decisions. If provided the letter should include:

- Welcome to SCHN including orientation details.
- Student amenities (library, lockers, access to wards, etc)
- Learning objectives to be clarified with education provider and local facilitator.
- Timetables and team allocations
- Relevant information: CAH Handbook, Blackboard, SCHN intranet access
- ID badge obtainment (as per site security policy)
- JMO teaching sessions
- Other education as applicable

## References

1. New South Wales Government, Health. (2022) Student Placements in NSW Health Policy: [https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2022\\_049](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2022_049)
2. Student placements Central (2022) <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/student-placements>
3. New South Wales Government, Health. (2022) Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases: [https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022\\_030.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022_030.pdf)
4. Clinical Excellence Commission(2022) COVID-19 Infection Prevention and Control Manual: <https://www.cec.health.nsw.gov.au/keep-patients-safe/COVID-19/COVID-19-IPAC-manual>
5. New South Wales Government, Health. (2019). Working with Children Checks and Other policy Checks: [https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019\\_003.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019_003.pdf)

### **Copyright notice and disclaimer:**

The use of this document outside Sydney Children's Hospitals Network (SCHN), or its reproduction in whole or in part, is subject to acknowledgement that it is the property of SCHN. SCHN has done everything practicable to make this document accurate, up-to-date and in accordance with accepted legislation and standards at the date of publication. SCHN is not responsible for consequences arising from the use of this document outside SCHN. A current version of this document is only available electronically from the Hospitals. If this document is printed, it is only valid to the date of printing.