

## Appendix 1

### Student and Trainee Immunisation Information Sheet

#### OBJECTIVES

It is an ACT Government Health Directorate (Health Directorate) requirement that all students and trainees who undertake placements in Health Directorate facilities are covered by an appropriate level of immunisation against infectious disease **before commencement** of clinical placement.

Written evidence of immunisation status is required and is to be collected by either the Educational Institution or by the Student Clinical Placement Unit (SCPU). This applies to both clinical and non-clinical placements.

#### REQUIREMENT

##### **The responsibility of the Educational Institution**

All Educational Institutions must collect and collate evidence that each student has received adequate occupational assessment, screening, education and immunisation before commencing a placement. The evidence can be either:

- A record of vaccination provided and signed by an accredited vaccination provider  
or
- An Australian laboratory serological confirmation of immunity.

Each Institution will provide the SCPU via the Student Placement Online system when uploading student details or written confirmation, that all students (names required) have supplied evidence of compliance with these procedures. This must be at least one month before the students commence their placement (See Appendix 5 for recommended template).

##### **The Responsibility of Students and Trainees**

Students must submit a documented screening and immunisation history to the Educational Institution in accordance with the Health Directorate Student Clinical Placement Deed.

Trainees who are not attached to an Educational Institution, i.e. those covered by a Trainee Deed, will need to submit a documented screening and immunisation history to the SCPU. This must be at least one month before the student commences clinical placement. This evidence can be either:

- A record of vaccination provided and signed by an accredited vaccination provider  
or
- An Australian laboratory serological confirmation of immunity.

##### **Responsibility of the Health Directorate**

The Health Directorate will ensure that all Deeds of Agreement with Educational Institutions, and with individuals, which cover student placements, include a clause

specifying that all students must have a documented screening and immunisation history consistent with these procedures.

Health Directorate is under no obligation to accommodate a student or trainee on placement prior to the receipt of satisfactory written evidence of a student or trainee complying with these procedures.

Health Directorate may in its absolute discretion provide a clinical placement for a student or trainee who does not supply the required evidence.

Health Directorate will ensure that ACT Government Health Directorate managers and staff, including student or trainee supervisors, are aware of and comply with this policy.

Security and confidentiality of information about the infectious disease and immunisation status of students or trainees will be maintained in accordance with the Privacy Act 1988.

For students who do not have the desired immunisation status required for a proposed clinical placement.

- The Educational Institution or the trainee (where a Trainee Deed applies) is required to complete the form entitled “Authorisation to release personal information for further investigation of immunisation status” and submit it to the Student Clinical Placement Unit. [SCPU@act.gov.au](mailto:SCPU@act.gov.au)
- An occupational risk assessment is conducted by an Occupational Medicine Unit before recommending a safe placement. The student cannot commence their clinical placement before this assessment is conducted as it may preclude their working in some areas where it is deemed they could be a risk to patients or to themselves.
- The SCPU will facilitate the decision to accept or decline a student or trainee who has not complied with these procedures in conjunction with the Occupational Medicine Unit, the Department of Respiratory and Sleep Medicine, the Chief Health Officer and the Director People, Strategy and Services

## **ADVICE AND INFORMATION**

All Students or trainees must refer and conform with the ACT Government Health Directorate Immunisation Policy.

- ACT Government Health Directorate Staff Screening and Immunisation Policy <http://health.act.gov.au/c/health?a=dldivpoldoc&document=1411>
- ‘The Infection Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Health Care Setting’. Communicable Diseases Network Australia.

Australian Government Publishing Services 2004,  
<http://www.health.gov.au/internet/wcms/publishing.nsf/>

## TUBERCULOSIS SCREENING REQUIREMENTS FOR STUDENTS AND TRAINEES

Tuberculosis (TB) disease is found in every country throughout the world. Australia has approximately 1200 cases per year. In Australia there is excellent antibiotic treatment to treat TB and people with TB are expected to make a full recovery.

- The Health Directorate requires students to undergo TB screening prior to their first clinical placement.
- TB screening is for baseline purposes – there is no requirement to attend TB screening again unless directed by our department.
- Students who have travelled to high TB endemic countries for periods of 3 months or more are required to have repeat screening.
- ACT students are required to have their TB screening completed **before they start placement**. This can be done at the TCH clinic.
- Students attending **from interstate who find it difficult to access TB screening services may present for screening on their first day of placement at The Canberra Hospital**
- Students attending from interstate who have had a recent TB screen are advised to email their TB results to [respsleep@act.gov.au](mailto:respsleep@act.gov.au) to determine if these are adequate for ACT requirements.

### Place and Time for Tests

TB screening is provided by the Department of Respiratory and Sleep Medicine which is located in Building 1, Level 2, The Canberra Hospital, Yamba Drive, Garran.

TB Screening is available on:

Mondays: 10 am – 12 noon and 1pm to 4pm

Tuesday: 1pm to 4pm

Fridays: 1pm to 4pm

There is no charge for this service

This service is not available on weekends or public holidays

For all TB screening related enquiries please call nursing staff on 6244 2066

**Please note – A Tuberculin Skin test cannot be performed within 4 weeks of Measles Mumps Rubella (MMR) vaccine. Please attend TB screening prior to MMR vaccination. Please be aware that you will be required to return to the clinic 3 days later for the results. Tuberculin skin testing cannot be performed if a live vaccine has been given in the last 4 weeks (MMR or Varicella).**

For more information on baseline Tuberculosis screening please refer to the ACT Government Health Directorate Staff Screening and Immunisation Policy.

## Appendix 2

# Student and Trainee Police Checking Information Sheet

### OBJECTIVES

To ensure the safety of ACT Government Health Directorate's (Health Directorate) patients, clients, visitors and staff, and protect students' and trainees' right to privacy through compliance with Student and Trainee Clinical Placement Deeds.

### SCOPE

These procedures apply to both clinical and non-clinical student and trainee placements across all Health Directorate Divisions, Branches, Divisions and Units.

### REQUIREMENTS

#### General

Students and trainees must complete a National Police Check (NPC) where all recorded offences are released before they can commence a clinical placement.

The Health Directorate is under no obligation to accommodate a student or trainee on a placement prior to the receipt of satisfactory written evidence of a student or trainee having no criminal record.

The Health Directorate in its absolute discretion may allow a student or trainee to undertake a clinical placement with a positive police check.

#### Responsibility of the Educational Institution

In accordance with their Deed with Health Directorate all Educational Institutions must ensure that students who wish to undertake clinical placement have a current NPC. The police check must have been done within the last three years.

The Educational Institution must notify Health Directorate SCPU ([SCPU@act.gov.au](mailto:SCPU@act.gov.au)) in writing that these students have a negative NPC. A template for this is available in Appendix 5 of this document or on the ACT Government Health Directorate student website <http://health.act.gov.au/professionals/student-clinical-placements/>

This written evidence must be received by SCPU before any student commences a clinical placement.

#### *Positive NPC Review Process*

If an Educational Institution wishes to place a student in the Health Directorate who has a positive NPC, they must submit to SCPU a scanned copy of the positive NPC and a completed "Authorisation to release personal information for further investigation of a National Police Check". (A copy of this form is found in Appendix 5)

Students/ trainees may send an accompanying letter outlining the circumstances surrounding the positive NPC to further inform the Health Directorate staff's decision regarding the potential clinical placement.

The SCPU will consult the People Strategy and Services Branch (PSSB) and where appropriate The ACT Chief Nursing and Midwifery Officer, the Allied Health Advisor and the Principal Medical Advisor.

The Educational Institution will be notified in writing of the decision, whether or not the student will be permitted to undertake a clinical placement within the Health Directorate.

### **For The Trainee Not Affiliated With an Educational Institution**

In accordance with their Trainee Deed, non-affiliated trainees must send the Health Directorate SCPU a certified copy of their NPC.

### ***Positive NPC Review Process***

If a trainee wishes to undertake a placement with the Health Directorate who has had a conviction recorded, they must submit a scanned copy of the positive NPC and a completed "Authorisation to release personal information for further investigation of a National Police Check" to SCPU. (A copy of this form is found in Appendix 5)

Trainees may send an accompanying letter outlining the circumstances surrounding the positive NPC to further inform ACT Government Health Directorate staff's decision regarding the potential clinical placement.

The SCPU will consult the PSSB and where appropriate The ACT Chief Nurse, the Allied Health Advisor and the Principal Medical Advisor. The final decision regarding clinical placement will be made by the Executive Director of People Strategy and Services Branch. The trainee will be notified in writing of the decision.

### **Responsibility of Health Directorate Staff, For the Supervision of Students or Trainees**

All students and trainees must sign a student obligation form on their first day of each placement, with their Health Directorate supervisor.

Health Directorate supervisors are not required to sight the student's/trainee's NPC, this will be administered by the Educational Institutions or in the case of trainees through the SCPU.

If a student or trainee incurs a criminal record after presenting a negative NPC, the student/trainee must report this to the SCPU.

### **For students or trainees who are ACT Residents**

The Australian Federal Police (AFP) will undertake the NPC for Health/Hospital Workers (code number 13).

To obtain the correct form students/trainees can either request the form from:

- Their Educational Institution's clinical placement coordinator.

- the Health Directorate website <http://health.act.gov.au> Health Directorate - Student Clinical Placements/professionals/student-clinical-placements/student-clinical-placements
- the AFP requesting a NPC 'Employment in ACT – Health/hospital worker (part exclusion document)'

Students/trainees will need to check the current requirements for submitting this form. This information can be found on the AFP website: [http://www.afp.gov.au/services/operational/criminal\\_history\\_checks/national\\_police\\_checks.html](http://www.afp.gov.au/services/operational/criminal_history_checks/national_police_checks.html). Please ensure all that applications state that this is for 'Employment in the ACT – Health Hospital Worker' code 13.

The average processing time is **15 working days**; however students/trainees should be advised to lodge their requests as early as possible.

#### **For Interstate Students and Trainees**

Students and trainees will need to arrange a NPC suitable for a health care worker through their Educational Institution, through their local State Police Department or through the AFP.

Please note; a 'NSW Health Police Check for students' processed before the 1 July 2008 is not accepted by ACT Government Health Directorate, because it does not include a National Criminal History Check.

#### **For International Students and Trainees**

Each student /trainee will need to arrange for an Australian NPC for Health Workers through the AFP (refer to instructions for ACT Residents).

International students and trainees are required to forward a certified copy of the above documents to the ACT Government Health Directorate SCPU prior to placement.

#### **Additional Information**

Students and trainees should be aware that:

- A NPC provides a complete disclosure certificate, which means that all recorded offences are released.
- The Health Directorate is under no obligation to accommodate a trainee or a student on placement prior to the receipt of a NPC.

## Appendix 3

### Student Identification and Proximity Card Information Sheet

**Please note:** the following document does not apply to student placements at Calvary Health Care – ACT. For more information regarding student identification and proximity distribution requirements at Calvary Health Care ACT, please contact their Learning and Development Unit on 6201 6111.

The ACT Government Health Directorate (Health Directorate) is committed to ensuring that all students working in Health Directorate facilities are correctly identified and are provided with appropriate security access cards and that the cards are returned once the placement is complete.

#### OBJECTIVES

- All students undertaking a clinical placement in Health Directorate facilities will be recognisable as a learner and will not be mistaken for any member of staff;
- An identity check will be undertaken before a student or trainee is issued with a student identification card;
- All students or trainees, while on placement within the Health Directorate, will wear appropriate student photo identification (ID);
  - A Health Directorate student card (red edged) will be issued for placements in excess of one month;
  - Students or trainees who are in a placement for less than one month will have a validity sticker placed on their existing Education Institution student identification card. This sticker will expire at the end of the placement
- Managers/supervisors will ensure that all identification cards and proximity cards are returned to the Security Administration Office, Level 1, The Canberra Hospital before the student leaves on their final day.

#### SCOPE

These procedures apply to both clinical and non-clinical student and trainee placements across all Health Directorate Divisions, Branches, and Units except for Calvary Health Care ACT.

#### REQUIREMENTS

Student and trainee Photo ID card or placement validity sticker will be made through the Identity Access Management (IAM) Portal (see steps below). This form will include the student or trainee's name by and placement start and finish dates. This card (or sticker) must be worn with the student's Educational Institution's photo ID badge at all times.

## 1. OBTAINING A PHOTO ID AND PROXIMITY CARD

All students in placements greater than 1 month will be required to pay \$20 cash only deposit for the Photo ID and (if applicable) the Proximity Access cards to the Cashiers Office.

### **Identity Access Management (IAM) Portal:**

**Nursing & Midwifery** – all student placement requests are submitted to SCPU, who complete the IAM portal form. Once the request has been approved, students are required to collect the form from the SCPU office and take to the cashier's office for payment. The Cashiers Office will endorse IAM Request Form once payment is received. The form must then be taken to the Security Administration Office at which time the staff will issue a Photo ID and (if required) a Proximity Access Card upon presentation of required identification.

**Allied Health** – all student placement requests are submitted to SCPU, who sends out the relevant placement details to the respective profession's Clinical Educator, Manager, or nominated supervisor (including Team Leader) within the placement site. Student Photo ID and Proximity Access Cards are then organised by the above delegates who will advise the students on the required procedures, either prior to or on their first day of placement.

**Medical** – All medical students Photo ID and a Proximity Access Card (if required) are undertaken by the ANU

### **Required identification documentation**

The Security Administration Office staff will issue the Student ID card and a Proximity card (if required), to the student when the student has produced the following identification documentation.

- Student Photo ID
- 100 Points of ID

### **Group A Each document is worth 70 points**

- A fully certified birth certificate (or copy certified by a Justice of the Peace)
- A current passport
- An Australian citizenship certificate.

**Group B Each document is worth 40 points** (preferably containing a photograph of the applicant)

- A current licence or permit issued under Australian law, e.g. Driver's licence
- Identification issued by Government authorities e.g. one of the following:
- Public Service employee identification
- Evidence of your entitlement to financial benefits or other entitlements from the Commonwealth or a State or Territory Government
- A student identification card issued by an Australian educational institution



- A statement from your employer or an acceptable referee verifying your identity and certifying that they have known you by your name for at least twelve months. (Preferably with a photograph of you signed by the employer or referee).

**Group C Each document is worth 25 points**

- Official correspondence addressed to you such as a public utility account (e.g. gas, water, electricity), council rates, bank statement or similar
- Bankcard, Visa or other credit card
- Any other document which in the opinion of the person, to whom it is produced, provides similar verification of the applicant's identity.

Proximity Access cards will only be issued to students who are part of a recognised clinical placement program. Proximity cards can only be approved by the Coordinator/Manager of the clinical unit where the clinical placement is to occur.

**RETURNING ID AND SECURITY CARDS AND REFUND OF DEPOSIT**

Students must return the ID and proximity cards upon leaving the organisation to the Security Administration Office. The Security Administration Office will provide the student with an authorised petty cash reimbursement form which must be presented to the Cashiers Office in order to be refunded the \$20 cash only deposit.

Students who do not return their ID or proximity cards on the final day of placement may not be accepted for further clinical placements within Health Directorate and will not be refunded the \$20 cash only deposit.

**REPLACEMENT PHOTO ID AND PROXIMITY ACCESS CARDS**

Replacement of lost/misplaced Photo ID and Proximity Access Cards will attract a \$20 cash only Replacement Charge. A new Student Request Form must be filled out employing the same processes as outlined in (Step1). Students will also be required to complete a

Statutory Declaration Form which will be available from the Security Administration Office prior to receiving the Replacement Photo ID and Proximity Access Cards.

**SINGLE DEPOSIT AND COLLECTION OFFICES**

Students in placements greater than 1 month will be required to present to the Cashiers Office prior to presenting to the Security Administration Office, Level 2 Building 2, TCH.

Cashiers Office  
Level 2, Building 2  
The Canberra Hospital  
Yamba Drive, Garran ACT 2605  
Ph: (02) 6244 2716

The Student Photo ID and Proximity Access Card Collection point is:  
Security Administration Office  
Level 2, Building 2  
The Canberra Hospital  
Yamba Drive, Garran ACT 2605  
Ph: (02) 6244 2141

## **ADVICE AND INFORMATION**

Assistance can be found through the Student Clinical Placement Unit [SCPU@act.gov.au](mailto:SCPU@act.gov.au)  
Information on the IAM Portal can be found at:  
<http://acthealth/c/healthintranet?a=da&did=5283429&pid=1338785282>

## **RESPONSIBILITIES**

### **Students' Responsibilities**

- It is the student's responsibility to ensure that they are wearing a Photo ID badge at all times during their placement; Current;
- Students must return their Health Directorate student ID and proximity cards at the end of each placement. Please note new Photo ID will be issued for other placements.

### **Health Directorate Responsibility**

- To provide students with the appropriate student ID and proximity cards after the identity of the student has been verified;
- Prior to any proximity card being issued to make sure all the relevant forms are completed, and signed by the delegate;
- Managers/Supervisors will ensure that all cards are returned to the Security Administration Office before the person leaves in their final day.

Appendix 4

**INFORMATION SHEETS**  
**FOR**  
**STUDENTS AND TRAINEES**

## Student Information Flyer 1

### STUDENT AND TRAINEE CATEGORY A1

(For students involved in exposure prone procedures)

### Screening & Immunisation Information Sheet

ACT Health requires all students and trainees undertaking clinical placements in ACT Health facilities to be covered by an appropriate level of immunisation against infectious disease before commencement of clinical placement.

Students **involved** in exposure prone procedures need to complete the following:

*Exposure prone procedures are invasive procedures where there is potential for contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles or sharp tissues (splinters/pieces of bone/tooth) in body cavities or in poorly visualised or confined body sites including the mouth.*

Documented evidence of antibody testing for:

- Hepatitis C
- HIV

Hepatitis B:

- Hepatitis B vaccination x 3 doses or Hepatitis B antibody titre (blood test)

Completed:

- Chicken Pox antibody (blood test or vaccination)
- Measles antibody (blood test or vaccination)
- Mumps antibody (blood test or vaccination)
- Rubella antibody (blood test or vaccination)
- Pertussis (vaccination) and Diphtheria and Tetanus
- TB screening (within last 3 months)

If you are unable to provide pathology documentation, a statement on office letterhead signed by your doctor will suffice, providing it includes:

- Vaccination: name, dose and date
- Blood tests: types, results and date

If you have further queries please contact:

The Student Clinical Placement Unit: [SCPU@act.gov.au](mailto:SCPU@act.gov.au)

For more information go to: <http://www.health.act.gov.au>

## Student Information Flyer 2

### **STUDENT AND TRAINEE CATEGORY A2**

(For all students not involved in exposure prone procedures)

### **Screening & Immunisation Information Sheet**

ACT Health requires all students and trainees undertaking clinical placements in ACT Health facilities to be covered by an appropriate level of immunisation against infectious disease before commencement of clinical placement.

All students who are not involved in exposure prone procedures need to complete the following:

*Exposure prone procedures are invasive procedures where there is potential for contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles or sharp tissues (splinters/pieces of bone/tooth) in body cavities or in poorly visualised or confined body sites including the mouth.*

#### **Hepatitis B:**

- Hepatitis B vaccination x 3 doses or Hepatitis B antibody titre (blood test)

#### **Completed:**

- Chicken Pox antibody (blood test or vaccination)
- Measles antibody (blood test or vaccination)
- Mumps antibody (blood test or vaccination)
- Rubella antibody (blood test or vaccination)
- Pertussis (vaccination) and Diphtheria and Tetanus
- TB screening (within last 3 months)

If you are unable to provide pathology documentation, a statement on office letterhead signed by your doctor will suffice, providing it includes:

- Vaccination: name, dose and date
- Blood tests: types, results and date

If you have further queries please contact:

The Student Clinical Placement Unit: [SCPU@act.gov.au](mailto:SCPU@act.gov.au)

For more information go to:

<http://www.health.act.gov.au>

## Student Information Flyer 3

### Tuberculosis screening in the ACT for students or trainees undergoing clinical placement

Tuberculosis (TB) disease is found in every country throughout the world. Australia has approximately 1200 cases per year. In Australia there is excellent antibiotic treatment to treat TB and people with TB are expected to make a full recovery.

- Health Directorate requires students to undergo TB screening prior to their first clinical placement.
- TB screening is for baseline purposes – there is no requirement to attend TB screening again unless directed by our department.
- Students who have travelled to high TB endemic countries for periods of 3 months or more are required to have repeat screening.
- ACT students are required to have their TB screening completed **before they start placement**. This can be done at the TCH clinic.
- Students attending **from interstate who find it difficult to access TB screening services may present for screening on their first day at the Canberra Hospital**
- Students attending from interstate who have had a recent TB screen are advised to email their TB results to [respsleep@act.gov.au](mailto:respsleep@act.gov.au) to determine if these are adequate for ACT requirements.

#### Place and Time for Tests

TB screening is provided by the Department of Respiratory and Sleep Medicine which is located in Building 1, Level 2, The Canberra Hospital, Yamba Drive, Garran.

TB Screening is available on:

Mondays: 10am to 12 noon and 1pm to 4pm  
Tuesday: 1pm to 4pm  
Fridays: 1pm to 4pm

There is no charge for this service

For all TB screening related enquiries please call the nursing staff on 6244 2066

**Please note – A Tuberculin Skin test cannot be performed within 4 weeks of Measles Mumps Rubella (MMR) vaccine. Please attend TB screening prior to MMR vaccination.**

For more information on baseline Tuberculosis screening please refer to the ACT Government Health Directorate Staff Screening and Immunisation Policy.

## Student Information Flyer 4

### NATIONAL POLICE CHECK INFORMATION

#### GENERAL INFORMATION

##### Students and trainees should be aware that:

- Students and trainees must complete a National Police Check (NPC) before a clinical placement can be commenced.
- A NPC for health/hospital workers in the ACT provides a complete disclosure certificate, which means all recorded offences are released.
- The Health Directorate is under no obligation to accommodate a student or trainee on placement prior to the receipt of satisfactory written evidence of the trainee or student having no criminal record.
- The Health Directorate will determine whether a student or trainee with a criminal record is accepted for any clinical placement in accordance with the Student Clinical Placement Unit (SCPU) NPC review process. Where the placement concerns a student or trainee who is not affiliated with an Educational Institution the student or trainee should submit the required information directly to the SCPU.

##### **For Students or Trainees Who Are ACT Residents**

The Australian Federal Police (AFP) will undertake the NPC for Health/Hospital Workers (code number 13).

To obtain the correct form students/trainees can either request the form from:

- The Educational Institution's clinical placement coordinator
- The Health Directorate website, available at: <http://www.acthealth.gov.au>
- The AFP to request a NPC 'Disabled Care provider/worker or Hospital Employment.'

Student/trainees will need to check the current requirements for submitting this form.

This information can be found on the AFP website

<http://www.afp.gov.au/what-we-do/police-checks.aspx>

Please ensure all applications state that the purpose for the NPC is for 'Disabled Care provider/worker or Hospital Employment' under code 13.

The average processing time is **15 working days** however students/trainees should be advised to lodge requests as early as possible.

#### **For Interstate Students and Trainees**

Students/trainees need to arrange to undertake the NPC suitable for a health care worker with their Educational Institution or from their State Police Department or through the AFP.

#### **NSW residents**

NSW Health Police Checks are acceptable if they have been processed on or after the 1 July 2008. (Checks undertaken before this date do not contain a National Criminal History Check and are not acceptable).

#### **For International Students and Trainees**

**Medical** – All requests for elective/selective placements within ACT Government Health Directorate facilities are organised through the Australian National University (ANU). Students must provide an Australian National Criminal History Check and Immunisation Records to the ANU.

**Nursing & Midwifery:** Students must provide an Australian National Criminal History Check and Immunisation Records to the SCPU.

**Allied Health:** Students must provide an Australian National Criminal History Check and Immunisation Records to the SCPU.



## Appendix 5

### Forms:

- 1. National Police Check**
- 2. Immunisation**
- 3. Student Acknowledgement Form**



**AUTHORISATION TO RELEASE PERSONAL INFORMATION FOR FURTHER  
INVESTIGATION OF A POLICE CHECK**

STUDENT Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous Name: \_\_\_\_\_ University Student ID No: \_\_\_\_\_

I request and authorise \_\_\_\_\_ (insert University name here) to  
release information about myself (named above) to:

Name: Student Clinical Placement Unit

Address: PO Box 11

City: Woden State: ACT Postcode: 2606

This request and authorisation applies to:

National Police Check

other: \_\_\_\_\_ (insert other information here if necessary)

**Definition: The Health Directorate (Health Directorate) requires all persons seeking clinical placement within Health Directorate Facilities to comply with the Health Directorate Staff Immunisation Policy.**

Yes       No      I authorise the release of my police status to the Unit staff listed above. I understand that the staff listed above will be advising me if my police record prevents me from undertaking a student clinical placement in Health Directorate facilities.

Yes       No      I understand that Health Directorate staff may be discussed with other staff deemed necessary to make a decision. This may include Human Resources personnel, Departmental Managers and the Lead Health Professionals for my discipline.

Yes       No      I am enclosing a personal statement about my police check to assist Health Directorate staff with their decision.

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**The staff of the Student Clinical Placement Unit will treat all information on this form according to the Health Directorate policies regarding the use and storage of personal information and in the strictest confidence**

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

STUDENT Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous Name: \_\_\_\_\_ University Student ID No: \_\_\_\_\_

I request and authorise \_\_\_\_\_ (insert University name here) to  
release information about myself (named above) to:

Name: Student Clinical Placement Unit

Address: PO Box 11

City: Woden State: ACT Postcode: 2606

This request and authorisation applies to:

Immunisation Status

Other: \_\_\_\_\_ (insert other information here if necessary)

**Definition: ACT Health requires all persons seeking clinical placement within Health Directorate Facilities to comply with the Health Directorate Staff Immunisation Policy.**

Yes       No      I authorise the release of my immunisation status to the Unit 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 student 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 Lead Health Professionals for my discipline.

Yes       No      I am enclosing a personal statement about my immunisation status to assist Health Directorate staff with their decision.

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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

**STUDENT CLINICAL PLACEMENT UNIT**  
**Student and Trainee Placement Acknowledgment**

**Student Name:** \_\_\_\_\_ **Educational Institution** \_\_\_\_\_

**Health Directorate Supervisor:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Placement Area:** \_\_\_\_\_

**Dates of Placement - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

All students and trainees undertaking clinical placement with the Territory must read and complete this form. The Territory includes the following areas: Forensic and Medical Sexual Assault Care, Rehabilitation, Aged and Community Care, Calvary Public Hospital, Canberra Hospital and Health Services, Capital Region Cancer Service, Population Health Division and Mental Health, Justice Health, and Alcohol & Drug service.

**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 on the Territory's student and trainee website: <http://www.health.act.gov.au/c/health> (Website).
- 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 notify the Director - General if you are convicted of a criminal offence. You must also notify the staff of the Student Clinical Placement Unit at the same time before you undertake a clinical placement.

**2. Immunisation**

- 2.1 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 Website.
- 2.2 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 Student Clinical Placement Unit.

**3. Workplace introduction**

- 3.1 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 Website.
- 3.2 You will also need to read safety documents on the Student and Trainee Essentials page of the Website.
- 3.3 When you reach your clinical area your supervisor will ask you to complete the student site orientation checklist.

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

### **4. Professional Conduct**

- 4.1 You must comply with the Territory's standard 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.
- 4.2 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.
- 4.3 During your clinical placement, you must comply with all instructions provided by the Territory in connection with the placement.
- 4.4 Your Territory Supervisor must be notified of any illness and any anticipated absences during placement periods.

### **5. Ensuring Confidentiality and Privacy**

- 5.1 You cannot disclose any Provider Information obtained during the placement without the Territory's prior written consent.
- 5.2 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.
- 5.3 You can only use Provider Information obtained during the placement for the purpose of undertaking the placement.
- 5.4 If you receive a complaint alleging an interference with patient privacy or confidentiality you must immediately notify your Territory Supervisor.

### **6. Ensuring Proper Clinical Care of Patients**

- 6.1 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.
- 6.2 You must not perform any clinical procedure on a patient without first obtaining the patient's consent.
- 6.3 Clinical Procedures must be performed on a patient under the supervision of the Territory Supervisor.
- 6.4 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".*)

### **7. Questions, Issues, Disputes and Disciplinary Action**

- 7.1 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.
- 7.2 The Territory will decide how such matters are resolved which may include suspending or terminating your placement.
- 7.3 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*)

### **8. Indemnity**

- 8.1 In defending or settling any claim, action or demand the subject of an indemnity the Student must comply with any reasonable instructions of the Territory.
- 8.2 The Student 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.

- 8.3 The Student must take reasonable steps to mitigate any liability, loss, damage, costs or expenses including taking reasonable court action, subject to provisions 8.1 and 8.2 above, to defend any claim, action or demand the subject of an Indemnity made against the Territory.

I \_\_\_\_\_ confirm I have read and understood and agree with the nature and content of the statements and obligations set out in this Placement Acknowledgment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness<sup>1</sup>: \_\_\_\_\_ Professional Title \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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<sup>1</sup> The witness must be over 18 years of age and must not be a representative of the ACT Government Health Directorate.

## Appendix 6

### **PROCESS FLOWCHARTS**

Placement received by ANU Medical School staff

**ANU Students**

ANU Staff check the student name(s) and confirm that they have received a police check, comply with immunisation requirements and are cleared for

ACT Health Directorate Clinical Supervisor accepts student

ANU staff confirm placement

Student to sign obligation form and send back to SCPU

Student completes placement

End

**Elective students**

ANU Staff check the student name(s) and confirm that they have received a police check, comply with immunisation requirements and are cleared for

ACT Health Directorate Student Clinical Placement Unit (SCPU) updates student and placement information in database (SPO) and notifies the ANU Medical School that the student is clear for placement. Prepares trainee deed for elective student and send to ANU medical school

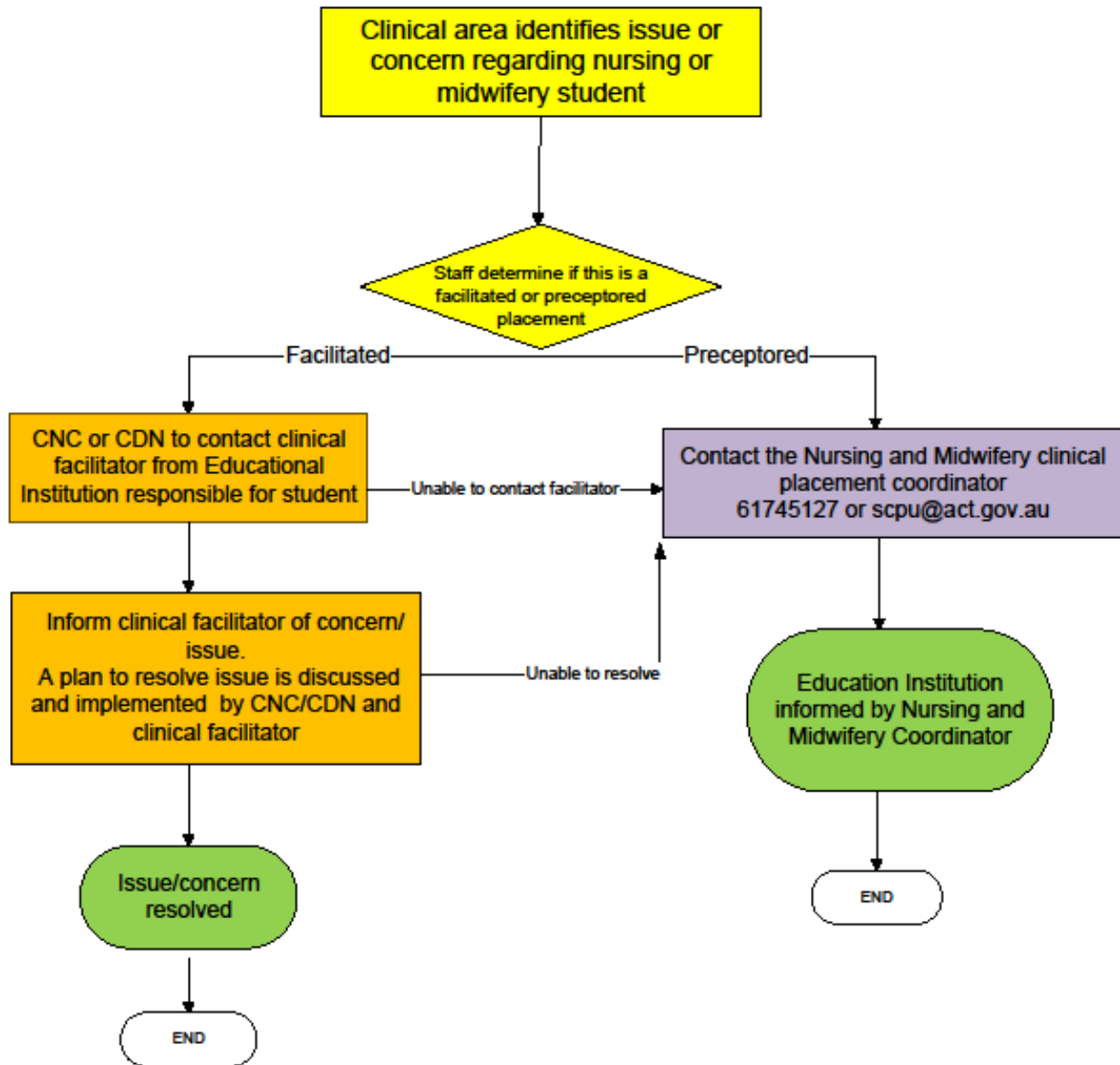
ANU Staff confirm Placement and returns the signed deed of agreement to

Student completes

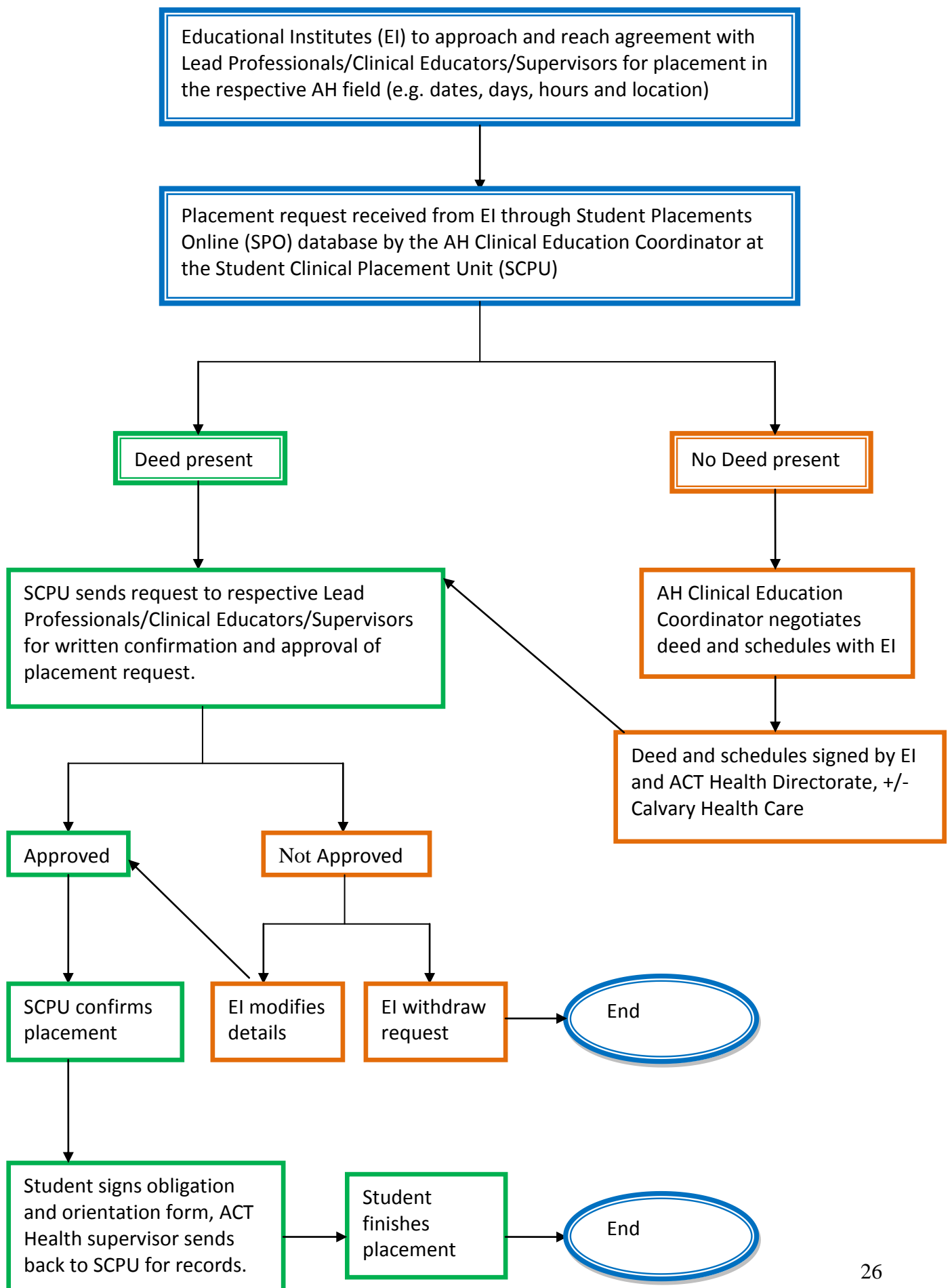
End



**FLOWCHART ILLUSTRATING THE PROCESS  
WHEN AN ISSUE OR CONCERN IS  
IDENTIFIED WITH A NURSING OR MIDWIFERY  
STUDENT ON CLINICAL PLACEMENT**



## Organising placements for Allied Health (AH) – Process and procedures



**STUDENT CLINICAL PLACEMENT UNIT**

Orientation to Placement Area Checklist

Student or Trainee Name: \_\_\_\_\_

Educational Institution \_\_\_\_\_

ACT Health Directorate Supervisor \_\_\_\_\_

Designation \_\_\_\_\_

Placement area \_\_\_\_\_

Dates of placement: From: \_\_\_\_\_ To: \_\_\_\_\_

<b>Orientation Checklist</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
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 Health Directorate Student ID & Proximity Card.passes.				
4. I have completed all my Health Directorate Essential Education				
5. I know where the workplace amenities, staff cafeteria and car parks/bus stops are located.				
6. I have prepared the skills and background knowledge required to do this placement.				
7. Work Health and Safety I am familiar with what to do in case of an emergency <ul style="list-style-type: none"> <li>• Location of nearest fire exits</li> <li>• Explain alarm system for the area /building</li> <li>• Emergency assembly points</li> <li>• Who to report to in the event of an emergency</li> </ul>				
8. I understand the manual handling policies of this workplace				
9. I have been shown the Resuscitation trolley and how to check the equipment. I can locate the nurse assist buttons, medical emergency (Code Blue) alert button and know the hospital emergency number				
10. I am aware of the hazards in this workplace and have received training in appropriate risk control measures and safe work procedures				

<p>11. Orientation to relevant policy and procedures</p> <ul style="list-style-type: none"> <li>• Able to access policies and plans register for ACT Health Directorate including Health wide and Divisional policies, and standard operating procedures</li> </ul>				
<p>12. I know how to report incidents or injuries</p> <ul style="list-style-type: none"> <li>• Who to report to</li> <li>• Incident report process for the site/organisation and my university/tertiary institution</li> </ul>				
<p>13. I understand the procedures for infection control in my workplace</p> <ul style="list-style-type: none"> <li>• Shown where hand washing facilities are located and understand procedures for hand washing.</li> <li>• Procedures for cleaning equipment after use.</li> <li>• Procedures for use of and disposal of bed linen etc.</li> <li>• I understand that personal protective equipment (PPE) is to be provided, its use, maintenance and storage</li> </ul>				
<p>14. I understand the principles of radiation safety and radiation protection as applicable to my workplace</p>				
<p>15. Other items relevant to this department if applicable.</p>				

**Signature of Staff Member responsible for orientating the student:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Date:** / /20

**Signature of student:** \_\_\_\_\_ **Date:** / /20

**This form must be completed on the first day of student placement.**

**A copy of this form is then sent to the Student Clinical Placement Unit, by internal mail or email to [SCPU@act.gov.au](mailto:SCPU@act.gov.au)**