

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 [Clinical Placement in NSW Health Policy PD2016_057](#) and [Guidelines for Clinical Placements in NSW Health GL2018_009](#)

CHANGE SUMMARY

- Updated resources
- Name change to incorporate all student placements at SCHN

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

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st May 2021	Review Period: 3 years
Team Leader:	Network Nurse Education Manager or Ops	Area/Dept: Education & Training

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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 Clinical 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 includes the establishment of a Student Placement Agreement (SPA) between the Health Service and each Education Provider, compliance and verification requirements, mandatory training, and the use of ClinConnect to book and manage all student placements.

The Guidelines for Clinical Placements in NSW Health form part of the Clinical Placements in NSW Health Policy. The Guideline establishes best practice in relation to the implementation of the policy to provide additional support to Health Services and Education Providers responsible for student placements. These are available on the NSW Health Policy Distribution System.

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

Governance of Student Placement^{1,2}

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

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

- To provide a single 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 ^{1,2,3}

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 Provider². These agreements are managed by the SCHN ClinConnect Co-ordinator, a role assigned within the SCHN Education and Training Services staff portfolio.
2. Students must be compliant with the mandatory requirements of NSW Health Policy directives and training, prior to the commencement of a student placement.² This includes:
 - [Occupational assessment, screening and vaccination against specified infectious diseases PD2020_017](#)
 - [Working with Children Checks and Other Police Checks PD2019_003](#)
 - [NSW Health Code of Conduct \(PD2015_049\)](#)
3. ClinConnect, a web-based system, 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 a strict code of conduct to maintain confidentiality of patient information.¹

Local Implementation processes

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.

Mandatory Training

All students due to commence a student placement at SCHN must complete mandatory training. This includes e-Learning modules on the NSW Health Learning Management System (My Health Learning). Students are required to undertake the following mandatory training modules once except for Hand Hygiene which needs to be repeated every 5 years - students do not need to repeat the modules for every placement.

Module	Related Policy directive
Introduction to Work, Health and Safety	<i>Work Health and safety: Better Practice Procedures(PD2018_013)</i>
Hazardous Manual Tasks	<i>Work Health and safety: Better Practice Procedures(PD2018_013)</i>
Privacy Module 1 – Know your Boundaries	<i>NSW Health Privacy Manual for Health Information – March 2015</i>
Hand Hygiene	<i>Infection Prevention and Control Policy (PD2017_013)</i>

Note: These modules may be subject to updates as per NSW Health.

Clinical students are also required to complete the additional mandatory training module as per NSW Health policy requirements:

Module	Related Policy directive
Management of the deteriorating patient (Between the Flags – Tier 1: Awareness, Charts and Escalation)	<i>Recognition and Management of Patients who are deteriorating(PD2020_018)</i>

Students DO NOT have access to any of the Infection Control or Personal Protective Equipment (PPE) modules in the My Health Learning (MHL) system. Students can access these modules on HETI Moodle.

Problems related to access to the MHL should be referred to the SCHN LMS Administrator - who can be contact through the SCHN Education and Training Service e-mail at SCHN-Education@health.nsw.gov.au or (02) 9845 3026

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 specified infectious diseases PD2020_017](#).

Students must have completed vaccinations before they start their placement and show evidence of protection against the following infectious diseases:

- dTpa – Diphtheria, Tetanus, Pertussis (Whooping Cough)
- Hepatitis B
- MMR – Measles, Mumps, Rubella
- Varicella (Chicken Pox)

- TB – Tuberculosis – via risk assessment tool
- Influenza for those undertaking placements in Category A High Risk areas identified in the above policy under Appendix 1: Risk Categorisation Guidelines.

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. Temporary compliance with Hepatitis B/Tuberculosis/contraindications is for students on their first placement only who:

- Have commenced but not yet completed the course of Hepatitis B vaccinations.
- Require Tuberculosis (TB) screening, have made an appointment with a TB service or chest clinic, but have not yet been screened
- Have a temporary contra-indication, for example, pregnancy

Following entry of students with temporary compliance into ClinConnect, an expiry date of six (6) months from the start date of the temporary compliance period will be calculated. If students do not provide evidence of full compliance with vaccination requirements before this date, they will automatically become non-compliant. Students are to remain not compliant in ClinConnect until they have their documentation assessed again as meeting the full compliance requirements.

2. An unprotected worker employed in a Category A High Risk position must wear a surgical/procedural mask while providing patient care in high risk clinical areas (as specified in Appendix 1 [Risk Categorisation Guidelines](#)) during the influenza season (see Key Definitions. Usually from 1 June to 30 September), or be deployed to a non-high risk clinical area.

3. Verifications done by the SCHN ClinConnect Co-ordinator or Facility Co-ordinators must include a paper copy of student documentation that is to be held securely in the SCHN Education Service for a period of 7 years.

Employment Checks

Prior to the commencement of a student placement, compliance with criminal record checks and working with children checks (PD2016_047) must be verified in ClinConnect.

- Students must obtain a National Criminal Record Check (NCRC) issued through a State / Territory Police service, the Australian Federal Police or an Australian Criminal Intelligence Commission (ACIC) accredited body as per PD2016_047

Note: Overseas students must also provide a Police Certificate from their home country/any country they have been permanent residents of or citizens in since turning 16 years of age (translated into English), or a signed Statutory Declaration that details whether or not they have a criminal history from their home country or any country that they have resided in, or been a citizen of since turning 16 years of age.

- **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

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.

Other than where stated above, SCHN will comply with the Guidelines for Clinical Placements in NSW Health as outlined in PD2016_028 for the use of ClinConnect.

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 \(PD2019_003\)](#)
- (b) [Occupational assessment, screening and vaccination against specified infectious diseases PD2020_017](#)
- (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

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.

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 badges obtainment(as per site security policy)
- JMO teaching sessions
- Other education as applicable

References

1. New South Wales Government, Health. (2016). Clinical Placements in NSW Health Policy: https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016_057.pdf
2. New South Wales Government, Health. (2018). Guidelines for Clinical Placements in NSW Health: https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2018_009.pdf
3. New South Wales Government, Health. (2020). Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases available 25th February 2021: https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf

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