

CLINICAL PLACEMENTS AT SCHN

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 clinical placements for students within the Sydney Children's Hospitals Network.
- This includes the establishment of a Student Placement Agreement, satisfying compliance and verification requirements, mandatory training and the use of ClinConnect to book and manage all clinical placements.
- This Policy Directive should be read in conjunction with the [Clinical Placement in NSW Health Policy PD2016_057](#) and the [Guidelines for Clinical Placements in NSW Health GL2016_028](#).

CHANGE SUMMARY

- N/A – new policy.

READ ACKNOWLEDGEMENT

- The following staff should read and acknowledge they understand the contents of this document: Nursing and Midwifery, Allied Health, Dental and Oral Health, Medical and Clinical Placement Coordinators.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st September 2017	Review Period: 3 years
Team Leader:	Network Allied Health Educator	Area/Dept: Education Department

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Purpose

Student clinical placements are a requirement for courses in a number of 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 clinical placements for students in NSW public health facilities and affiliated organisations. This includes the establishment of a Student Placement Agreement between each Health Service and Education Provider, compliance and verification requirements, mandatory training and the use of ClinConnect to book and manage all clinical 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 clinical 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 is outlined in this document.

Mandatory Requirements

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

1. A NSW Health Student Placement Agreement (SPA) for Entry into a Health Occupation must be in place between SCHN and the Education Provider. 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 clinical placement*. This includes:
 - o [Occupational assessment, screening and vaccination against specified infectious diseases \(PD2011_005\)](#).
 - o [Employment checks – criminal record checks and working with children checks \(PD2016_047\)](#).
 - o [NSW Health Code of Conduct \(PD2015_049\)](#)
 - o Completion of mandatory training modules in My Health Learning.

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

*Medical students must supply their e-learning certificates on day 1 of their placement.

3. ClinConnect, a web-based system, must be used to book and manage all clinical placements that take place in NSW public health facilities and affiliated organisations in

all nursing and allied health discipline areas aligned to clinical services, and used to record clinical 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 clinical staff is bound by law, the NSW Health Privacy Manual and a strict code of conduct to maintain confidentiality of patient information.

Local Implementation processes

Coordination of Clinical Placements for Nursing and Allied Health professions 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.

Students must be compliant with the mandatory requirements of NSW Health Policy directives and training, prior to the commencement of a clinical placement. These include:

Mandatory Training

All students due to commence a clinical placement at SCHN must complete mandatory training. This includes eLearning modules on the NSW Health Learning Management System (My Health Learning). Students are required to undertake the following mandatory training modules:

Module	Related Policy directive
Introduction to Work, Health and Safety	Work, Health and Safety: Better Practice Procedures (PD2013_050)
Hazardous Manual Tasks	Work, Health and Safety: Better Practice Procedures (PD2013_050)
Privacy Module 1 – Know your Boundaries	NSW Health Privacy Manual for Health Information – March 2015
Hand Hygiene	Infection Prevention and Control Policy (PD2017_013)

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)	Recognition and Management of Patients who are Clinically Deteriorating (PD2013_049)

Problems related to access to the LMS should be referred to the SCHN LMS Coordinator who can be contact through the SCHN Education and Training Service on (02) 9845 3046 or hodda.thomas@health.nsw.gov.au

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 (PD2011_005).

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

A joint arrangement between the universities and NSW Health exists to allow students to have all of their verification requirements (vaccinations, police and working with children checks) marked off at the same time on 'verification days'. These 'verification days' are scheduled at educational institutions throughout the year. A representative of NSW Health (a nurse who is able to interpret serology results) visits educational sites and provides verifications directly into ClinConnect for students who have appropriate supporting documentation of vaccination serology and Police and Working with Children checks. Any students who miss these verification days must contact the SCHN ClinConnect Coordinator at least 3 weeks prior to their placement beginning to arrange a verification visit by appointment.

Students will not be permitted to attend a clinical placement if they have not met this requirement.

Note: Temporary compliance with Hepatitis B/Tuberculosis/contraindications is for students on their first clinical 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.

Verifications done by the SCHN ClinConnect Coordinator or Facility Coordinators 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 clinical placement, verifying and recording compliance with criminal record checks and working with children checks (PD2016_047) must be undertaken by either a NSW Health representative at the education facility (as part of the verification days) or by appointment with the ClinConnect Coordinator or Facility Coordinator at least 3 weeks prior to a placement commencing.

This includes:

(a) National Criminal Record Check (NCRC) issued through a State/Territory Police service, OR Australian Federal Police Check OR a CrimTrac Accredited Broker Agency OR A NSW Health Clinical Placement Authority Card OR a conditional Letter issued by NSW Health as per PD2016_047.

Note: Student name on the NCRC must match the student's Education Provider ID card exactly.

Note: Original documentation must be verified.

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.

(b) Working with Children Checks

All students applying for a clinical placement within the SCHN must have a Working with Children Check (WWCC) completed prior to commencement of your placement.

The application process for a WWCC is managed by the NSW Motor Registry. This application is started by filling out the online form at the below address:

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application#>

A WWCC number will be issued to your email address. Following the online form you must provide proof of identity to a Service NSW centre to finalise your certificate. You may be required to pay a registration fee if you are currently in employment.

You must provide a hard copy of this certificate to either the NSW Health representative at a verification day or to the ClinConnect Coordinator or Facility Coordinator at least 3 weeks prior to the start of your placement.

(c) 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): http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

Failure to comply with NSW Health's mandatory requirements within a specified timeframe will result in suspension from attending clinical 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 midwifery, allied health and all other discipline areas aligned to clinical services at SCHN; and be used to record clinical placement activity for medicine.

All ClinConnect users must mark off the commencement of students within their discipline prior to the end of the students' placement.

Medical student placement commencement will be marked by the ClinConnect Coordinator following communication from the Clinical schools.

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 clinical placement:

- (a) [Employment checks – Criminal record checks and working with children checks \(PD2016_047\)](#)
- (b) [Occupational assessment, screening and vaccination against specified infectious diseases \(PD2011_005\)](#)
- (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 student coordinator on site (either Children's Hospital Westmead or Sydney Children's Hospital) of the group of students being facilitated. 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, either the NE UG/PG Nursing or the ClinConnect coordinator must site 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 clinical placement. This number is recorded on the students profile in ClinConnect

- To create an IT account for students requiring *access to the SESLHD servers*:
 - Once you receive the student's Stafflink number, the manager of the unit will need to complete SESLHD online request form below for students who will be working at Randwick. http://seslnweb/ICT/Accounts/_new/default.asp
- To create an IT account for students requiring access to the SCHN servers:
 - Once you receive the student's Stafflink number, send the clinical placement allocation report along with the student's StaffLink ID and DOB to IT Services (Minnie Lin) requesting IT access.
 - On the first day of the student's placement, please complete the IT access form available at http://chw.schn.health.nsw.gov.au/o/forms/its/IT_access_request.pdf and forward to the IT Service department. It is preferred that you send this through the internal mail to reduce printing duplication.

Student introduction letter

Once a student placement has been confirmed on ClinConnect, a letter of introduction is provided to all students outlining the expectations of the organisation in relation to professional behaviour such as dress code, punctuality, management of illness etc. This letter is personalised to each individual placement to ensure tailoring of requirements in different areas. Nursing has a standardised letter across all placements (see appendix 1) for an example of this letter).

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Appendix 1

Example of a Nursing introduction letter

Dear Students,

We are looking forward to seeing you at your forthcoming clinical placement within the Sydney Children's hospitals Network at Sydney Children's Hospital (SCH), Randwick. Working in a paediatric health care setting will be a different experience to other placements you may have attended. The SCHN is the largest tertiary paediatric service in NSW and consequently the patients at SCH often have very complex conditions and may be very unwell. Whilst you will experience many new and exciting opportunities, you may also experience situations during your placement that are confronting, so if you require additional support, please speak with our staff.

To help you get the most out of your placement and to ensure that you are adequately prepared, please read the below information carefully. If you fail to complete the below requests, your placement may be terminated and you will not be able to complete your placement.

Online Learning

It is a requirement for all students undertaking clinical placements at the Sydney Children Hospital Network that the below e-Learning modules are completed **PRIOR** to the commencement of placement. **Failure to do so will result in your placement being terminated.**

Mandatory Modules to complete prior to your placements within NSW Health:

- Introduction to Work Health and Safety
- Hazardous Manual Tasks
- Privacy Module 1 -Know your boundaries,
- Hand Hygiene
- Management of the deteriorating patient (Between the flags awareness, charts and escalation)

Mandatory Module to complete prior to your placement within SCHN is:

- Fundamentals of Paediatric Medication Safety

You have been provided with instructions from your university on how to access HETI and complete these modules. You will be provided with access to the Fundamentals of Paediatric Medication Safety two weeks prior to your SCHN placement. Please bring along a copy of your certificates of completion for each module on the first day of your placement. These can either be paper copies or a screenshot of your certificates. If you have previously completed these modules for another placement, please bring along a copy of the certificates.

Learning Objectives

We want you to get the most out of your placement at SCH. Prior to commencing please make sure you are familiar with the learning objectives set by your university. The educators and RN's on the ward will be asking you for these to assist them in providing you with the learning opportunities to achieve these goals.

In addition to the university learning objectives, we encourage all of our students to consider their own personal learning goals while they are on placement. These could be communicating with children of different ages, learning to bath or feed a baby or other paediatric specific goals that you want to achieve.

We also encourage you to think about the clinical area that you have been allocated for your placement in preparation for your placement. Consider the different types of conditions the children may have, consider how family centred care is delivered and how you will contribute to this. Do some background reading on the growth and development characteristics of children and young people at different ages. How will this impact on how your care for children and their families?

Shifts and where to meet on the first day

- For the students on an AM shift, please meet at 0800
- For the students on a PM shift, please meet at 1330

On your first day, please meet in the foyer of the hospital , High St entrance near Sunny's café at the advertised start time on your roster. You will be met by Robyn Galway, Nurse Educator SCH and your university facilitator.

Here is a link to the location of the hospital

http://www.schn.health.nsw.gov.au/files/attachments/guide_to_sydney_childrens_hospital_grounds_and_buildings.pdf

What to bring on your first day

- copy of your e-Learning certificates
- learning objectives
- student ID
- notebook and pens
- thermometer and stethoscope

What we expect of you while on placement

- Arrive promptly for your shift, attend bedside handover and listen to all the information related to your patients. Morning shift commences at 0700hrs and the afternoon shift commences at 1330hrs.
- Wear your University uniform with I.D. badge clearly displayed at all times during your placement.

- Do not wear hoop or hanging earrings, nose rings, necklaces, wrist watches, nail polish or false nails, as these are a safety and infection control risk.
- Bring your own thermometer and watch, so you are properly equipped to take patient's observations. Practice taking manual observations, so that you do not always have to rely on equipment.
- If you have logbooks or competencies to complete, please flag this with your ward CNE and Facilitator. The aim is to negotiate time for you to complete these without missing out on clinical experience on the ward.

During your placement

At all times during your placement you must work within the scope of practice for a student nurse. All patient care, clinical procedures or medications administration are under the direct supervision of the RN. Please be aware that you will be practising often in the presence of family member/carers and that you should strive to maintain the highest professionalism (with all concerned) at all times.

All medication administration must be done under the direct supervision of two RNs who work at the hospital, though you can be utilised as a third checker of medications. Under no circumstance are you permitted to administer medications on your own. You cannot administer S8/S4 medications or medications as an intravenous bolus push.

Please keep in mind that patient safety and care takes priority in the clinical setting. As a result, there may be circumstances when you are required to observe. If you encounter any difficulties during your placement, please address the situation with your ward Clinical Nurse Educator (CNE) or your Facilitator immediately.

Your placement is a time to develop your clinical skills and build on theory. It is also a chance to gain insight into working as a nurse in a tertiary paediatric hospital. Talk to the nurses about their nursing experience, including how to manage shift work; how they manage and maintain their professionalism despite tiredness in a fast paced and changing clinical setting; how to cope with situations that are confronting and different to one's own personal values; and what tips and techniques they can pass on from their experience .

Enjoy your placement. We hope that many of you have applied for this placement as you have an interest in paediatrics. If you are keen to learn, then we will help facilitate this as much as we can so you can gain the most from this placement.

We look forward to meeting with you soon.

Kind regards

Nurse Educator, Undergraduate and Post Graduate Nursing Education

Example of medical student letter content:

Should include:

- Welcome to SCHN including orientation details
- Student amenities (library, lockers, access to wards etc)
- Learning objectives for the block
- Timetables and team allocations
- Relevant information: CAH Handbook, Blackboard, SCHN intranet access
- How to access ID badges at security
- IT access forms to be signed by students and returned
- JMO teaching sessions