



Clinical Placement Requirements for Healthcare Students

Better Placed
June 2018



Government
of South Australia

SA Health

Document control information

Document owner	Better Placed
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Document Classification	Public-I4-A1
Document location	SA Health internet – Better Placed
Valid from	24/08/2018
Anticipated Date of Review	31/12/2019

Document history

Date	Version	Who approved New/Revised Version	Reason for Change
24/08/2018	V.3	SA Health Clinical Placement Executive Group	Updated information

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SA HEALTH PLACEMENT REQUIREMENTS FOR STUDENT HEALTHCARE PROFESSIONS

SA Health is responsible for ensuring Local Health Networks (LHNs) provide comprehensive, timely and high quality health services to consumers of healthcare in SA Health facilities. SA Health is committed to providing a safe, respectful, positive and supportive learning experience for all students on clinical placement which fosters wellbeing, productivity and quality patient care. SA Health also has a responsibility to ensure that education providers and students comply with all requirements prior to placement.

1. Overview

The document was created to provide guidance for student health professionals undertaking a clinical placement at SA Health sites. It contains information and policy relating to clinical placement pre-requisites. Please note that the requirements for placement may be subject to variation related to specific healthcare disciplines and/or clinical placement contexts. Students should consult with their education provider prior to placement to ensure they have completed all necessary pre-placement requirements, or they may be refused placement.

SA Health placement requirements are relevant to all students and education providers in:

- > Allied and Scientific Health
- > Dentistry and oral health
- > Medicine and Paramedicine
- > Nursing and Midwifery
- > Aboriginal Health Practice
- > Other health related professions requiring placements

This document has been developed based on the principle that a single placement requirement guideline for all health professionals will deliver:

- > the greatest net public benefit to the community which uses SA Health services or other health services through effective placements
- > uniformity and consistency for education providers and placement providers
- > clear guidelines for adherence to legislative provisions for students, education providers, and placement providers

Compliance with the placement requirements by both the education providers, students and LHNs will maximise public value and facilitate delivery of high quality, consistent, appropriate and efficient health services. Random audits will be conducted at any SA Health site during clinical placement. Non-compliance with placement requirements will have repercussions which may result in termination of placement.

2. Aims of this document

SA Health placement requirements guidelines for health professionals are intended to:

- > Support a collaborative approach by SA Health, clinical placement providers, and education providers to student clinical placement
- > Ensure that all students are adequately prepared prior to attending placement with regard to maintaining a safe environment for consumers, students and staff
- > Confirm that legislative requirements pertinent to the clinical placement environment are met

- > Identify responsibilities of students, education providers, and SA Health Local Health Networks (LHNs)
- > Be read in conjunction with the [Clinical Placement Deed Poll for Students and Institution Staff](#)

3. Guiding Principles

SA Health Clinical Placement Requirements for Student Healthcare Professions is informed by SA Health policy, Department for Human Services requirements, Standards of Health Professions Boards, Higher Education Institutions and Vocational Education and Training learning outcomes and goals, Department of Immigration legislation together with national and state healthcare profession regulations as regards:

- > Delivery of quality health services
- > Provision of safe and competent consumer care
- > Safe working with children, disability, aged care and vulnerable groups
- > Cultural diversity
- > Vaccine preventable diseases
- > Work Health Safety
- > Adherence to standards designated by relevant registration boards

4. Before Placement Requirements

4.1 Australian Health Practitioners Regulation Agency (AHPRA) – Student Registration

Students undertaking courses leading to registration are required to be registered as a student with AHPRA. This is completed by the education provider.

EXCEPTION: students undertaking clinical training in psychology – these students will need to contact the local AHPRA office to apply for registration prior to commencing clinical training.

Further information about student registration is available at AHPRA [Student Registration Page](#).

The [Australian Health Practitioners Regulation Agency \(AHPRA\)](#) website has FAQs for students.

4.2 Professional Standards

The placement requirements include a commitment by the student to act in alignment with the principles, practices and obligations of:

- > Code of Ethics, Public Sector
 - o <http://publicsector.sa.gov.au/policies-standards/code-of-ethics/>

SA Health requires students to:

- > Abide by all laws and relevant regulations governing the specific health profession.
- > Practice in a safe and competent manner in accordance with the policies, procedures and guidelines of SA Health, and the standards of the relevant healthcare profession.
- > Practice in a manner that will maintain public trust and confidence in the health profession.
- > Act in the best interest of consumers, the public, and colleagues when providing health services.

Specific codes governing professional behaviour for each healthcare profession can be accessed using the following links:

See the [Australian Health Practitioners Regulation Agency \(AHPRA\)](#) website for the Codes of Conduct for all registered professions. For all other professions please refer to the relevant professional association for your profession.

These policy mechanisms or documents apply to all healthcare workers and students in health professions who undertake placements in primary care, local, regional, general, tertiary or quaternary hospitals.

Dress standards while on placement should be appropriate to the role and functions being performed, work health and safety, cultural sensitivity and climate.

A uniform may or may not be required.

A student identification badge must be worn and visible at all times.

Respectful Behaviour

SA Health aims to ensure that health care is delivered and received respectfully to consumers, families, students, volunteers and staff.

The following links provide further information:

- > [Respectful behaviour fact sheet](#)
- > [SA Health Preventing and Responding to Challenging Behaviour Policy Guideline](#)

4.3 Criminal and Relevant History Record Screening

All students are required to have a valid criminal history record screening prior to commencement of any clinical placement. Evidence of this must be provided to your Education Provider according to their policies, and be available to Clinical Placement staff upon request. All students are now required to have a National Police Clearance.

The screening required may also include any/all of the following:

- > Aged Care sector
- > Child-related sector
- > Vulnerable person related sector

Interstate and International Students are required to provide Criminal History Checks from their state/country of origin. For more information contact your education provider.

Without exception, students without an appropriate and valid Criminal Screening Record Check will not be permitted to attend clinical placement.

You can access information at the following websites:

- > [SA Health Criminal History Check Policy](#)
- > <https://screening.sa.gov.au/home>
- > <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

4.4 Cultural Diversity.

Consumers from diverse backgrounds access services at SA Health facilities. It is important that students are supportive and respectful, and that they recognize and appreciate that different cultural groups have diverse cultural practices/traditions which are extremely important to them, and which may impact on the models of care delivery that are required.

Students will also be working alongside colleagues from culturally and linguistically diverse backgrounds, therefore it is important that they embrace and respect such differences.

Likewise SA Health recognises that students also come from diverse backgrounds and need to be acknowledged and valued, and everyone is offered the same opportunities.

4.5 Work Fitness

To maintain a safe working and learning environment, students should be physically and mentally fit for practice, and should familiarise themselves with SA Health policy on work, health and safety that set out the responsibilities and roles of health care workers:

- > [Work Health, Safety and Injury Management \(WHSIM\) Policy Directive](#)

SA Health may require students to undergo manual tasks training to ensure competence at using 'no-lift techniques' and manual handling equipment, to protect the student, colleagues and consumers from injury, before commencing placement in a SA Health facility. Workplace safety training must be provided by the education provider.

4.6 Immunisation and Screenings

SA Health requires students attending clinical placement to have completed appropriate immunisation and health screening requirements prior to commencement of the placement.

It is the joint responsibility of the student and the education provider to ensure that the student has completed the documented screening or vaccination process consistent with the SA Health guidelines and that the student is compliant with the guidelines.

- > [Policy Guideline on Immunisation for Health Care Workers](#)
- > [Immunisation and TB screening information](#) on the University of South Australia website developed in conjunction with SA Health with further links.

4.7 Infection Prevention and Control Guidelines

It is essential that students are familiar with the infection control standards and guidelines that are implemented at a clinical placement site. Strict adherence to infection control policies is important to reduce the risks of cross contamination to consumers, colleagues and themselves. Infection control information can be accessed from:

- > [Australian Guidelines for the Prevention and control of Infection in Health Care \(2010\)](#)
- > [Hand Hygiene](#)
- > [Aseptic Technique](#)

Exposure to blood and body fluids

If a student is exposed to blood / body fluids or sustains a needle stick injury while on placement they must immediately inform a senior staff member in the clinical area, AND their placement supervisor, to ensure required processes are initiated to address the situation.

4.8 Basic Life Support/First Aid

Students of some disciplines are required to attend an accredited Basic Life Support (BLS) course that includes Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillation (AED) use, prior to attending placement.

If students have completed a BLS course with another organisation they may be asked by their education provider to provide details from that organisation, including topics covered and number of hours.

For some health professions it is mandatory for a first aid certificate to be completed in order to attend a clinical placement – check with your education provider. Southern Adelaide Local Health Network has a requirement that all students have completed their BLS training.

Students should ensure that they enrol and complete training courses with a registered and approved provider that meets the Australian Resuscitation Council Guidelines and that the course includes both practical and theoretical components.

Note: Courses that are online only may not meet the practical assessment requirement and may not be accepted. Documentation and certificates received that do not meet the criteria outlined above will not be accepted.

5. During Placement Requirements

5.1 Orientation and Induction

SA Health requires that students participate in effective orientation before commencing placement at SA Health facilities.

Clinical Placement Providers will provide orientation to the organisation, and local induction to the clinical area, to introduce students to specific workplace policies and procedures. The student will be informed about the values, cultures, policies and procedures of that facility.

Fire and emergency training will be provided by the clinical placement site under the Work Health and Safety Act 2012 (SA) and the Work Health and Safety Regulations 2012 (SA), which would be in most cases during student induction program.

It is important for students to be aware of the placement facility environment, the disaster and fire evacuation plan, the placement of firefighting equipment in the unit/ward of placement, and emergency codes and phone numbers. Please check with student clinical facilitator as different health facilities have different procedures.

5.2 Enterprise Patient Administration System (EPAS)

The SA Health Enterprise Patient Administration System (EPAS) is an integrated enterprise wide administration system that will provide a consistent and complete electronic health record for consumers across SA Health facilities and health services. EPAS training is a pre-requisite at sites where EPAS has been activated. Your education provider will be able to provide you with further information as to whether you require this training prior to attending placement. Training must be completed at least 6 weeks prior to clinical placement via your education provider's online platform. This training must be repeated within 6 months if you have not attended an EPAS live site.

5.3 Confidentiality and Privacy of Personal Information

SA Health places high importance on maintaining consumer confidentiality and protecting consumer privacy. Students will have access to a range of confidential information and need to be familiar and understand the relevant requirements of maintaining confidentiality and privacy. Students must only access files related to clients they are seeing. Audit reports on who has accessed patient records (both paper and electronic) are run on a regular basis.

SA Health requires students to observe these requirements which include:

- > **All information concerning consumers is treated with the strictest confidence.**
- > Any information obtained for a case study or presentation must have the consent of the consumer (see Appendix 1). You should first speak with your supervisor and/or relevant staff members re the suitability/appropriateness of the case.
- > Information obtained to provide information for a case study or presentation must have all personal details / identifiers removed.
- > Demonstrating awareness of confidentiality implications in relation to the use of social media.
- > Information concerning consumers is not accessed other than in the direct course of providing health care.
- > No discussion of personal information about consumers/colleagues is to occur with any third parties – including the media, other hospitals, solicitors or any person not directly involved in the delivery of care to the consumer.
- > Sensitive documents such as case notes need to be stored in a safe and secure area.
- > **Students are not permitted to take photographs of consumers, visitors or colleagues (including other students and staff),** and should seek permission before taking any photographs of the workplace environment/equipment.
- > Electronic records and information is confidential and not for further distribution.

Students are required to fully understand information regarding confidentiality, and read and sign the Clinical Placement Deed Poll. Failure to comply with confidentiality obligations may result in termination of student placement and/or further legal action being taken against the student by the South Australian Department of Health.

Below are links for more information:

[AHPRA Social Media Policy](#)

[SA Health Social Media Policy terms and conditions of use](#)

[SA Health Social Media Communication Policy Directive](#)

5.4 Documentation

Students are advised to keep clear, concise and accurate documentation. This is essential as it:

- > Allows evaluation of care provided
- > Assists in clinical unit management
- > Facilitates the continuum of consumer care
- > Meets the standards requirements of the health facility
- > Provides information for medico-legal processes
- > Provides information for research and epidemiology

Documentation should reflect adherence to privacy and confidentiality, comply with Electronic Document Standards and the Government of South Australia Code of Ethics and the other codes of conduct of health professionals.

Individual health units and facilities will also have local standards, guidelines and practices on documentation that must be adhered to by students on clinical placement.

Student Responsibilities:

- > Always accurately date and time entries

- > Always sign entries and print your name and designation
- > Do not add information retrospectively and always commence a new notation.
- > Ensure entries are countersigned by a registered health professional or supervisor
- > Ensure the records are accurate and concise
- > Ensure writing is completely legible
- > Entries should always be objective

Write in pen only, not pencil. If you make an error rule a single line through the writing, sign and date the change. Do not use correction fluid or an eraser.

5.5 Incident Reporting

Consumer Care

SA Health is committed to improving the safety and quality of consumer care and achieving the best consumer outcomes possible. Incident reporting and management is a requirement for all healthcare workers.

Reporting of incidents and near misses where other people such as staff and students were or potentially were harmed is required by SA Health policy under the [Work Health Safety Act 2012 \(SA\)](#) Work Health and Safety Act 2012 (SA) and [Safety Learning System \(SLS\)](#) for SA Health.

Everyone providing services on behalf of SA Health is encouraged to record all consumer related incidents, including near misses. All incidents reported are reviewed and serious incidents undergo a more detailed investigation.

Workplace Safety

Students undertaking clinical placements in South Australia have a duty of care to ensure their own safety and that of others in the workplace.

Students who are not familiar with any equipment in use within an SA Health facility must seek instruction in the appropriate use of such equipment.

Work Health and Safety (WHS) reporting into SLS ensures a standardised process to comply with legal requirements and to provide data to support future hazard control and WHS prevention programs.

- > [Safe Work SA link](#)

All workers are encouraged to report Work Health and Safety incidents including:

- > Hazards, such as equipment faults
- > Incidents with no harm
- > Incidents with injury or harm, including bodily injury or mental stress

In accordance with [SA Health Policy Directive-Work Health Safety Reporting and Investigation](#) efficient and timely hazard and incident reporting, investigation and resolution is an integral component for a successful and compliant safe work system. If a student identifies an incident or near miss while on placement they must report the details immediately to their placement supervisor who will follow the relevant health facility Work Health and Safety procedures. Students are also required to complete any Education Provider reporting and documentation requirements of any incident.

5.6 Permission to Use a Patients' / Clients' Medical Record to Assist in Training or Education

Any students using patients' /clients' medical records to be included in a case study or other form of student assessment or training/education as required by SA Health and /or complete the students Consent to Undertake a Case Study form (refer Attachment 1).

Ensure that the information referring to confidentiality is understood. Failure to comply with the confidentiality obligations may result in termination of your placement and/or further legal action being taken against you by the South Australian Department of Health and Wellbeing.

6. FAQs, Resources and Fact Sheets

Below are links to FAQs and factsheets on the placements requirements provided above:

- > [How to make a Patient Incident Notification-Quick Guide](#)
- > [How to make a Patient Incident Notification-SLS](#)
- > [South Australian Public Health Act Fact sheet](#)
- > [Clinical Placement Deed Poll for Students and Institution Staff](#)
- > [Placements with Country Health SA LHN](#)
- > [Country Health SA LHN Information](#)

For more information

Clinical Placement Requirements for Healthcare Students
Office for Professional Leadership
CitiCentre Building
11 Hindmarsh Square
Telephone: 82266 406
www.sahealth.sa.gov.au/betterplaced

Confidentiality (caveat if required)-I1-A1



www.ausgoal.gov.au/creative-commons

7. PRE-PLACEMENT CHECKLIST

Students can use this checklist to ensure that they have read and understood the pre-placement requirements for clinical placement as described in this document.

If students are unsure about their compliance with any of the requirements, they should discuss the matter with their Education Provider well before the proposed placement commencement date*.

- PROFESSIONAL STANDARDS
- RESPECTFUL BEHAVIOUR
- CULTURAL DIVERSITY (including Aboriginal & Torres Strait Islander awareness)
- WORKPLACE HEALTH AND SAFETY (including Manual Tasks training)
- INFECTION PREVENTION & CONTROL (including Hand Hygiene)
- BASIC LIFE SUPPORT / FIRST AID TRAINING (as required)
- ORIENTATION AND INDUCTION
- EPAS TRAINING (as required)
- CONFIDENTIALITY AND PRIVACY OF PERSONAL INFORMATION
- CONSENT FOR CASE STUDY
- DOCUMENTATION STANDARDS
- INCIDENT REPORTING
- AHPRA REGISTRATION (if required)

Students MUST also ensure they have completed the following:

- READ AND SIGN THE SA HEALTH CLINICAL PLACEMENT DEED POLL
- ENSURE THEIR IMMUNISATIONS AND HEALTH SCREENING IS UP TO DATE (as per SA Health Immunisation for Health Care Workers Policy Directive)
- ENSURE THEY HAVE COMPLETED THEIR CRIMINAL AND RELEVANT HISTORY SCREENING

* There may be additional requirements for specific professions and/or placements – please seek advice from your education provider.

By signing the SA Health – *Clinical Placement Deed Poll*, students are declaring that all requirements have been met.

APPENDIX 1: SA Health Student Consent to Undertake a Case Study

PATIENT CONSENT

I (print name) _____ give permission for information from my medical record to be included in a case study to assist in the training of the student identified below, on the condition that my privacy is protected at all times, as outlined in the following undertaking by the student health professional.

I understand that I may revoke this consent at any time and that any information collected for the purposes of the case study will be destroyed.

Patient Signature: _____ Date: _____

STUDENTS RESPONSIBILITIES

I (print name) _____

A student of _____ (University/TAFE/Registered Training Organisation)

Undertaking _____ (course/year level)

I undertake that no information will be included in any case study that would identify any patient of any SA Health facility. I will not identify a patient in any document, note or communication by:

- > Name
- > Medical Record/Unit Record Number
- > Address
- > Suburb
- > Date of Birth
- > Specific Occupation
- > Hospital, unit or ward
- > Dates of Admission or Discharge
- > I will not photocopy or scan any part of the patient's medical record for any purpose whatsoever.

I undertake to destroy any notes after the completion of the case study. I understand that the patient/client may revoke consent at any time, and that any information collected for the purposes of the case study will be destroyed.

Student Signature: _____ Date: _____

The original copy of this consent is to be placed in the patient's medical record.