Fact Sheet

Clinical Placement Requirements for Healthcare Students

Prior to a clinical placement, students are asked to read and understand Clinical Placement Requirements for Healthcare Students.

This checklist sets out who has responsibility for each requirement.

Student registration with AHPRA	Education Provider *exception Psychology students
Criminal and Relevant History Screening	Education Provider
Workplace Safety Training	Education Provider
Immunisation and Screenings	Education Provider
Fit Mask Testing (N95)	Education Provider
Hand Hygiene	Education Provider
Aseptic Techniques	Education Provider or SA Health clinical placement site
Basic Life Support Training	Education Provider
First Aid Certificate	Education Provider
Sunrise EMR Training	Education Provider
Set-up of Sunrise EMR Access and HAD	Student Sunrise EMR Activation Team
Distribution of Sunrise EMR log-in and password	SA Health clinical placement site
Working With Children Check	EP and SA Health clinical placement site
Orientation and Induction	SA Health clinical placement site
Fire and Emergency Training	SA Health clinical placement site
Incident Reporting via SLS	SA Health clinical placement site

For these items, students follow relevant SA Health policies and/or local SA Health clinical placement site processes which are discussed with students at Orientation and Induction.

Professional Standards	Relevant SA Health Policy
Respectful Behaviours	Relevant SA Health Policy
Cultural Diversity	Education Provider and relevant SA Health Policy
Documentation Standards	Relevant SA Health Policy
Confidentiality and Privacy of Personal Information	Relevant SA Health Policy

Australian Health Practitioners Regulation Agency (AHPRA) – Student registration

Education providers are responsible for registering students with AHPRA (* exception Psychology students – who 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. See the Australian Health Practitioners Regulation Agency (AHPRA) website for the Codes of Conduct for all registered health professions.

Criminal and Relevant History Screening

Students and staff of education providing organisations must ensure they are compliant with SA Health policy before attending a SA Health facility to undertake a clinical placement.

Education Providers are responsible for ensuring that all students and staff are compliant with the policy before their first placement.

Students and Education Provider staff who have lived or worked interstate or overseas are required to provide a criminal history record from each country where they have resided or worked for more than a year in the past 10 years, since turning 18. Overseas criminal history checks conducted by 'Fit2Work' on behalf of the Australian Health Practitioner Regulation Agency (AHPRA) are accepted by SA Health for overseas applicants.

As confirmation, students and staff, agree to and sign the Clinical Placement Deed Poll

All National Police Clearance (NPC) and DHS Working With Children Checks or DHS NDIS worker checks must remain current.

Where a Working With Children Checks (WWCC) is required it must be checked by both the Education Provider and SA Health staff via the DHS portal before the student commences placement.

If an Education Provider is notified of an adverse finding on any of the documents (NPC, WWCC or NDIS worker check) the Education Provider must refer to the SA Health Risk Matrix and follow SA Health policy to refer to the relevant health network's Principle Authorised Officer (PAO) to assist with the determination of an individual's suitability to be placed within SA Health.

Refer to the policy for instruction on applying procedural fairness to NPC assessments and confidentiality of information.

As per policy, SA Health staff can audit criminal and relevant history screening documents at any time while the student is on clinical placement. Students must keep a record of this and when requested, provide evidence to SA Health staff.

Immunisation and Vaccination Screenings

As per the Clinical Placement Agreement, Education Providers are responsible for ensuring that all students are compliant with the policy.

Fit Testing

Mask fit testing (P2/N95) is organised by the Education Provider. Education Providers to check with SA Health site on specific mask type/brands required. Students are advised that they are responsible for ensuring that their mask fit testing remains compliant for the duration of their studies and any need to be re-tested.

Please also refer to the SA Health Beard Covering guide

Hand Hygiene

Before clinical placement, the Education Provider ensures that students complete the following modules and evidence is recorded by the Education Provider.

To access these modules, log in to the NHHI LMS External link using your current login details or register as a new user, if you have not previously registered.

- Hand Hygiene for clinical healthcare workers module via NHHI
- Principles of infection prevention and control module via NHHI

Students are also instructed to be familiar with the following guidelines and techniques.

- The Australian Government Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Health Care Setting
- Hand Hygiene
- Aseptic Technique
- Staff protection from infections

Workplace Safety Training

Education Providers are responsible to ensure manual task training is provided to students.

Placement sites will communicate any additional training requirements ahead of placement start date.

As part of induction, supervisors will advise of hazards, site procedures and how to safely use plant and equipment to enable tasks to be performed safely.

Sunrise EMR Training and access

Students have access to the Sunrise EMR student training modules via their Education Provider and must complete Sunrise EMR training before their first placement and then every 12 months. The Education Provider records in Placeright that the student has passed their Sunrise EMR Training.

Account log-in information is emailed to the contact provided by the SA Health site, usually the clinical educator / supervisor.

If a student is unable to log-in, please direct them to contact Digital Health SA Service Desk on 1300 138 913. Digital Health SA Service Desk can assist with Password Resets and Account Reactivations.

If you have a question for SSEAT please contact Health.StudentHADActivations@sa.gov.au or phone 8463 6333.

The Student Sunrise EMR Activation Team (SSEAT) only activate accounts for students on clinical placement enrolled with an Australian education institution. Work experience, work shadowing, project work which does not include client interaction and/or research projects,

including HDR students, are managed at the local LHN level. If unsure, please contact Better Placed.

For students assisting with research projects and HDR students, please refer to the policy governing student Sunrise EMR access.

Orientation and Induction

SA Health staff will provide students with an orientation to familiarise the student with various aspects of the SA Health facility, including work health and safety requirements. An induction will also be provided to students on procedures of the SA Health facility.

Orientation and induction will include Fire Safety.

Generally, an Orientation will also include access to library, internet and other reference materials. Access to a locker, change room, dining facilities and parking may also be available to students where reasonably practical.

Incident reporting

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 (note, this document is situated on the SA Health intranet site and is not accessible from outside SA Health).

If a student or Education Provider staff member are injured or otherwise involved in a Notifiable Incident while on clinical placement, the SA Health facility staff member will notify the relevant Education Provider as soon as reasonably possible.

Documentation Standards

Students are required to keep clear, concise and accurate documentation.

Documentation should reflect adherence to privacy and confidentiality, and the Government of South Australia Code of Ethics and 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.

Students are instructed to:

- 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 or electronically approved if recorded in an online system by a registered health professional or supervisor.
- Ensure the records are accurate and concise.
- Ensure writing is completely legible if handwritten or electronically recorded in an online system.
- 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.

Professional Standards

Students are instructed to adhere to the professional standards of their health profession and SA Health.

All students are required to always display their Student ID card while on clinical placement.

Some students may be required to wear a uniform.

Respectful Behaviours

Students should be made aware of the SA Health Respectful Behaviour policy and the Code of Ethics for the South Australian Public Sector as part of orientation and induction to their placement.

By signing the Deed Poll students agree to complying with relevant policies, procedures and behaviours on conduct and behaviour.

Students are advised to communicate with their education provider staff any concerns.

Cultural Diversity

The SA Health Diversity and Inclusion strategy promotes a diverse workforce is one that is made up of individuals with a wide range of characteristics, experiences, professional skills and perspectives. Diversity is the characteristic that make each of us different from each other. This may be our perspective on the world, our ideas, our cultural and religious background, our ethnicity, disability, age, gender, gender identity and sexual orientation or intersex variations.

As part of orientation and induction students should be made aware of local policies on diverse and inclusive

By signing the Deed Poll students agree to complying with relevant policies, procedures and behaviours on cultural respect.

Confidentiality and Privacy of Personal Information

All information concerning SA Health consumers is treated with the strictest confidence.

Students are instructed to read and understand the Government of South Australia Code of Ethics and Privacy policy and guideline.

Information concerning consumers is not accessed other than in the direct course of providing health care.

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 and Wellbeing.

Student teaching and learning: de-identified information

As per the SA Health Privacy guideline, information for student teaching, learning and assessment needs to be de-identified. Refer to guide for more information.

Removing personal identifiers such as name, address, date of birth or other identifying information and removing or altering other information that may allow an individual to be identified, e.g., because of a rare characteristic of the individual, or a combination of unique characteristics.
Where the use of identifiable information for teaching purposes is unavoidable and justified, the express consent of the individual must be sought. The principles of informed consent must be adhered to, and a consent form stored in the patient record.

For research projects refer to Research Ethics and Governance policy.