

Better Placed Guidelines for Institution Staff

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Better Placed Clinical Placement Unit



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1. DEFINITIONS

For the purpose of this document:

1. "Clinical Placement" means the provision of supervised education, training and research opportunities for Students.
2. "Host" means any of the following as the context may require:
 - 2.1. the Minister;
 - 2.2. any hospital or other entity incorporated under the Health Care Act 2008 (SA);
 - 2.3. any other agency or entity that the Minister notifies the Institution from time to time is a Host;
3. "Host Staff" means any employee, contractor, subcontractor, agent or volunteer assisting the Clinical Placements who is appointed or engaged by the Host;
4. "Institution" means the organisation that employs the Institution Staff member to provide supervision, education or training of Students taking part in the Clinical Placement, excluding Host Staff;
5. "Institution Staff" means an employee, contractor, subcontractor, agent or volunteer of the Institution responsible for the supervision, education or training of Students taking part in the Clinical Placement, excluding Host Staff;
6. "Orientation" means any document or process intended to familiarise the Student with the various aspects of the SA Health Facility in which the Clinical Placement is being undertaken, including work health and safety requirements.
7. "Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion;
8. "SA Health Facilities" means the sites or locations of the hospitals, health services and business units owned or controlled by the Minister that provide health care services or settings;
9. "Student" means a person who attends Clinical Placements in SA Health Facilities for the purpose of Clinical Placements as defined in clause 1 of the Clinical Placement Agreement.

SA HEALTH GUIDELINES FOR INSTITUTION STAFF

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. It is important that Institution Staff and Students comply with all requirements prior to placement; this is the responsibility of the Institution.

2. Overview

The document was created to provide guidance for health professionals external to SA Health (Institution Staff) providing teaching, education, supervision and /or facilitation for students undertaking a clinical placement at SA Health sites. Please note that the requirements for placement may be subject to variation related to specific healthcare disciplines and/or clinical placement contexts. Institution Staff should consult with relevant SA Health staff prior to placement to ensure they have completed all necessary requirements prior to conducting their related teaching activities. Further information regarding obligations for Institution Staff is available in the Clinical Placement Agreement.

SA Health placement requirements are relevant to all Institution Staff in:

- > Allied and Scientific Health
- > Dentistry and Oral Health
- > Medicine
- > Nursing and Midwifery
- > Paramedicine
- > Other health 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, and
- > clear guidelines for adherence to legislative provisions for students, education providers, and placement providers.

Compliance with clinical placement requirements by Institution Staff, Students and Local Health Networks will maximise public value and facilitate delivery of high quality, consistent, appropriate and efficient health services.

3. Aims of this document

SA Health Guidelines for Institution Staff for health professionals are intended to:

- > Support a collaborative approach by SA Health and Institutions (education providers) to student clinical placement.
- > Ensure that all Institution Staff are adequately prepared prior to attending placement with regard to maintaining a safe environment for students, staff and consumers.
- > Confirm that legislative requirements pertinent to the clinical placement environment are met.
- > Identify responsibilities of students, Institutions (education providers), and SA Health Local Health Networks (LHNs)

4. Guiding Principles

SA Health Clinical Placement Requirements for Institution Staff is informed by legislation, SA Health policies, Department of Human Services requirements, Standards of Health Professions Boards, Higher Education Institutions and Vocational Education and Training learning outcomes and goals, Commonwealth and State government legislation together with national and state healthcare profession regulations as regards:

- > Delivery of quality health services
- > Provision of safe and high quality patient care
- > Safe working with children, disability, and vulnerable groups
- > Cultural diversity and safety
- > Prevention of controllable diseases
- > Work Health Safety
- > Privacy and Confidentiality
- > Adherence to standards designated by relevant registration boards

5. Responsibilities of SA Health

5.1 Access and Authorisation of Institution Staff to Clients

The importance of Institution Staff in supporting Clinical Placements in SA Health Facilities is acknowledged. The approval process for authorisation for each profession is decided by the relevant SA Health Local Health Network at their discretion and the Institution must provide any information required by SA Health staff to enable them to determine if particular persons are suitable and appropriately credentialed for access and authorisation.

Institution Staff must comply with any relevant SA Health policies and procedures relating to the provision of Clinical Placements. SA Health reserves the right to withdraw or refuse authorisation at any time, but will endeavour to first notify the Institution of any such proposed refusal or withdrawal.

Policies and procedures (however described) that relate to the provision of Clinical Placements may be amended from time to time and these policies are available on the SA Health website www.sahealth.sa.gov.au. SA Health will provide the Institution with an opportunity to submit feedback on the proposed changes in policy and procedure where it is relevant and will notify the Institution in writing when these changes occur.

5.2 Notification of injury or incident

SA Health staff will notify the Institution as soon as possible if an Institution Staff member is injured or otherwise involved in a Notifiable Incident while on Clinical Placement.

5.3 Orientation and Induction

SA Health will provide Institution Staff with an Orientation to the SA Health Facility where the Student(s) will be undertaking the Clinical Placement and an induction to the procedures of the Host.

It is important for Institution Staff 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 SA Health staff as different health facilities have different procedures

6. Responsibilities of Institution Staff

It is the responsibility of the Institution to ensure that Institution Staff members have completed the following processes consistent with the SA Health guidelines and that the Institution Staff member is compliant.

6.1 Criminal and Relevant History Record Screening

All Institution Staff are required to have a valid and relevant or appropriate criminal history record screening prior to commencement of any clinical placement. Evidence of this must be available to relevant SA Health Staff upon request.

All SA Health positions not covered by the Child Safety (Prohibited Persons) Act, require a satisfactory National Police Ccheck from SAPOL or from an accredited Crimtrac Provider, which is appropriate to the work / placement / activities undertaken, e.g. a NPC for Aged / Vulnerable or General Probity purposes.

More than one type of screening may be required for a role, depending on factors such as the nature of duties performed; types of clients/patients; and the ability to access certain work locations.

Without exception, Institution Staff 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>

6.2 Immunisation and Screenings

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

- > [Policy Guideline on Immunisation for Health Care Workers](#)

6.3 Basic Life Support/First Aid

Institution Staff members of health professions may be 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. For further information regarding level of first aid required, refer to SA Health staff at the site where the Clinical Placements will occur.

For some health professions it is mandatory for a First Aid Certificate to be completed in order to attend a clinical placement.

When required Institution Staff should ensure that they enrol and complete training courses with a Nationally Recognised Training Organisation and that the course includes both practical and theoretical components.

Note: online only courses will not be accepted. Documentation and certificates received that do not meet the criteria outlined above will not be accepted.

6.4 Infection Prevention and Control Guidelines

It is essential that Institution Staff are familiar with and adhere to 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 patients, colleagues and themselves. Infection control information can be accessed from:

- > [The Australian Government Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Health Care Setting](#)
- > [Hand Hygiene](#)
- > [Aseptic Technique](#)

Exposure to blood and body fluids

- > If an Institution Staff member is exposed to blood / body fluids or sustain a needle stick injury while on placement they must immediately inform a senior staff member in the clinical area, to ensure required processes are initiated to address the situation.

6.5 Clinical Placement Deed Poll

Institution Staff who are nominated by the Institution to attend a SA Health Facility to undertake a Clinical Placement must:

- (a) complete and sign a Clinical Placement Deed Poll before attending a SA Health Facility to commence the Clinical Placement; and
- (b) retain a copy of the completed and signed Clinical Placement Deed Poll, and when requested provide a copy of the completed and signed Clinical Placement Deed Poll to the Host. The Institution acknowledges that failure to complete Clinical Placement Deed Poll may result in the Host's refusal to allow the Institution Staff to undertake Clinical Placements in SA Health Facilities.

6.6 Supervision and Teaching

Both parties recognise that the Clinical Supervision that Students receive while undertaking Clinical Placements will be a key influence on their development as a health professional.

The Institution is responsible for ensuring that Institution Staff have appropriate qualifications and experience to fulfil their obligations under the Clinical Placement Agreement.

- > The level of Clinical Supervision to be provided to each Student will be co-operatively determined between the Institution and the Host. This will take into account the individual educational needs of Students and the respective roles, where applicable, of Clinical Supervisors and Institution Staff, noting the responsibility of the Institution for oversight of the education, including clinical education, of its Students.

- > The Institution is responsible for the clinical and other education of Students on Clinical Placement, including all Learning Objectives and assessments. Other relevant Host Staff may also provide feedback or input on the Student, where required.
- > The Host, Host Staff and Clinical Supervisors who are not:
 - Institution Staff; or
 - agents of the Institution,
 do not have any legal obligations in connection with the standard of education delivered to Students.
- > The Institution will take all reasonable steps to ensure that Students and Institution Staff are aware they must not represent that they are employed, act or communicate either directly or indirectly on behalf of the Host.
- > The ultimate responsibility for the discipline and control of Institution Staff lies with the Institution.
- > SA Health is entitled to satisfy itself that Institution Staff are competent to perform their allotted tasks, have the correct scope of practice, that they conduct themselves in a safe and professional manner, and that they comply with policies and procedures relating to conduct and behaviour.

7. Additional Placement Requirements

7.1 Electronic Medical Record System (Sunrise EMR)

The SA Health electronic medical record, Sunrise EMR & PAS is an integrated enterprise wide patient administration system that will provide a consistent and complete electronic health record for patients across SA Health Facilities and health services. Sunrise EMR training is a pre-requisite at sites where Sunrise EMR has been activated. The Institution will provide further information as to whether this training is required prior to attending placement.

7.2 Confidentiality and Privacy of Personal Information

SA Health places high importance on maintaining patient confidentiality and protecting patient privacy. Students will have access to a range of confidential information and need to understand and uphold the relevant requirements of maintaining confidentiality and privacy.

SA Health requires Institution Staff to observe these requirements which include:

- > **All information concerning patients/clients is treated with the strictest confidence.**
- > Any information obtained for a case study or presentation must have permission of the patient and where relevant written consent is obtained.
- > Information obtained to provide information for a case study or presentation must be de-identified including removal of all personal details / identifiers.
- > Demonstrating awareness of confidentiality implications in relation to the use of social media.
- > Information concerning clients/patients is not accessed other than in the direct course of providing health care.
- > No discussion of personal information about clients/patients/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 patient/client.
- > Sensitive documents such as patient's case notes need to be stored in a safe and secure area.

- > **Institution Staff members are not permitted to take photographs of patients, visitors or colleagues**, and should seek permission from the Host and follow appropriate directions before taking any photographs of the workplace environment/equipment.
- > For instances where patients are unable to provide consent please refer to the SA Health Policy Directive listed below.

Below are links for more information:

[AHPRA Social Media Policy](#)

[Department of Health Code of Fair Information Practice](#)

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

[Providing Medical Assessment and/or Treatment Where Patient Consent Cannot be Obtained Policy Directive](#)

7.3 Documentation

Staff and students are required to keep clear, concise and accurate documentation while on placement.

Documentation should reflect adherence to privacy and confidentiality, 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.

If documentation is hand written, responsibilities as an Institution Staff member are to:

- > Always ensure entries have accurate dates and times.
- > Countersign entries by students and always sign entries and print your name and designation.
- > Do not add information retrospectively and always commence a new notation.
- > 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.

7.4 Incident Reporting

Patient Care

SA Health is committed to improving the safety and quality of patient care and achieving the best patient 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 patient related incidents, including near misses. All incidents reported are reviewed and serious incidents undergo a more detailed investigation.

7.5 Workplace Safety

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

Institution Staff 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.

8. 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](#)
- > [Reporting challenging behaviour by a patient](#)
- > [South Australian Public Health Act Fact sheet](#)
- > [SA Health Clinical Placement Deed Poll for Students and Institution Staff](#)
- > [Resources for External Staff hosting Students in SA Health Facilities \(link to page once finalised\)](#)
- > [Country Health SA LHN Information](#)

9. PRE-PLACEMENT CHECKLIST

Institution Staff can use this checklist to ensure that they have met the pre-placement requirements for clinical placement as described in this document.

If Institution Staff are unsure about their compliance with any of the requirements, they should discuss the matter with their Institution well before the proposed placement commencement date.

- ☐ RESPECTFUL BEHAVIOUR
- ☐ CRIMINAL AND RELEVANT HISTORY SCREENING
- ☐ CULTURAL DIVERSITY (including Aboriginal & Torres Strait Islander awareness)
- ☐ WORKPLACE HEALTH AND SAFETY (including Manual Tasks training)
- ☐ IMMUNISATIONS AND HEALTH SCREENING (as per SA Health guidelines)
- ☐ INFECTION PREVENTION & CONTROL (including Hand Hygiene)
- ☐ BASIC LIFE SUPPORT / FIRST AID TRAINING (as required)
- ☐ ORIENTATION AND INDUCTION
- ☐ Sunrise EMR TRAINING (as required)
- ☐ CONFIDENTIALITY AND PRIVACY OF PERSONAL INFORMATION
- ☐ DOCUMENTATION STANDARDS
- ☐ INCIDENT REPORTING

THERE MAY BE ADDITIONAL REQUIREMENTS FOR SPECIFIC PROFESSIONS AND/OR PLACEMENTS – PLEASE SEEK ADVICE FROM YOUR INSTITUTION

By signing and witnessing the SA Health – [Clinical Placement Deed Poll](#), Institution Staff are declaring that all requirements have been met.

Document control information

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For more information

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