

## Clinical Placements within the Justice Health and Forensic Mental Health Network (the Network)

**Policy Number** 3.005

**Policy Function** Human Resources

**Issue Date** 08 April 2021

**Summary** Student clinical placements are a requirement for courses in a number of health-related disciplines, including medicine; dentistry and oral health; nursing and midwifery; pharmacy and allied health. The Network, as a public health facility, is committed to providing clinical placements for undergraduate students, and less frequently post graduate students, as part of the Networks practice and for future workforce attraction. This policy provides the Network with specific policy and procedures concerning clinical placements in accordance with NSW Ministry of Health directive *PD2016\_057 Clinical Placements in NSW Health Policy* and *GL2018\_009 Guidelines for Clinical Placements in NSW Health*.

**Responsible Officer** Executive Director Corporate Services

**Applicable Sites**

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Youth Justice NSW)
- Long Bay Hospital
- Forensic Hospital

**Previous Issue(s)** Policy 3.005 March 2018

- Change Summary**
- Policy Review/Update (including legislation update).
  - Additional sections including orientation, role requirements, breastfeeding/Medical devices and logistical support.

**HPRM Reference** POLJH/3005

**Authorised by** Chief Executive, Justice Health and Forensic Mental Health Network

## 1. Preface

Student clinical placements are a requirement for courses in a number of health-related disciplines, including medicine; dentistry and oral health; nursing and midwifery; pharmacy and allied health. The Network, as a public health facility, is committed to providing clinical placements for health related students. The Network has a responsibility to ensure safe, quality clinical placements in order to contribute to Australia's future health workforce. The Network is committed to providing diverse clinical placements as a strategy for attracting, developing and retaining a skilled workforce and improving professional and community understanding of our unique health services.

This policy provides the Network specific guidelines and procedures relating to clinical placements in accordance with NSW Ministry of Health (NSW MoH) directive *PD2016\_057 Clinical Placements in NSW Health Policy*. This policy applies to all staff involved with clinical placements for students within the Network locations and whilst accompanying Network staff during associated health care provision. The Network will work towards ensuring managers and staff, comply with their obligations under the above mentioned NSW MoH policy and *GL2018\_009 Guidelines for Clinical Placements in NSW Health*.

This policy does not relate to Clinical Observers as detailed in the Network *policy 5.105 Clinical Observers*, which has independent governance requirements and policy content.

## 2. Policy Content

### 2.1. Mandatory Requirements

In accordance with NSW MoH *PD2016\_057 Clinical Placements in NSW Health Policy*, the Network must:

- Provide a safe and supportive environment for students attending clinical placements.

- Ensure that all student placements are endorsed and centrally coordinated through the Interprofessional Student Program (ISP) team. This will ensure compliance with mandatory NSW Health Student Placement Agreement (SPA) for entry in a Health Occupation requirement for:
  - Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases.
  - Criminal Record Checks and Working with Children Checks,
  - NSW Code of Conduct, and,
  - ClinConnect reporting/booking requirements outlined in the NSW MoH policy.

### Policy outcomes

- Compliance with NSW MoH *PD2016\_057 Clinical Placements in NSW Health Policy*.
- Compliance with NSW MoH *GL2018\_009 Guidelines for Clinical Placements in NSW Health*.
- Establishment of processes for implementing and monitoring the central coordination of the Network student clinical placements.
- Effective governance systems which support the Network's ISP.
- Ensure the Network's clinical placements align with the strategic directions detailed in the Network's Strategic Plan 2018-2022.

## 2.2. Implementation - Roles & Responsibilities

### 2.2.1 All Staff

All Network staff, are responsible for providing a welcoming, supportive and safe learning environment for students, modelling the Network values and Network Code of Conduct, as well as individual professional codes and guidelines. All staff are responsible for reporting any workplace behaviour and/or incidents towards, or from, students that breaches work health and safety, NSW MoH Code of Conduct and/or the Network workforce concerns (including wellbeing, bullying and harassment or illegal activity), to the relevant manager. Staff are to direct all student enquiries or concerns to the ISP at [JHFMHN-StudentPlacements@health.nsw.gov.au](mailto:JHFMHN-StudentPlacements@health.nsw.gov.au).

### 2.2.2 Preceptor/Supervisor

The Network has a blended internal facilitation model using a combination of preceptors, clinical leads, clinical educators, managers and Interprofessional Student Program team members who provide facilitation during clinical placements. The facilitation delivery will depend on various factors including staffing levels, skill mix, location and extent of student contact.

Designated and supported by the Manager, Preceptors/Supervisors are to:

- Conduct local orientation and complete orientation checklists on the first day of facility attendance.
- Supervise, observe and work with the student(s), identifying learning opportunities that support students to achieve required learning objectives, and to provide timely and useful feedback.
- Support students by valuing individual learning needs and responding in ways that will increase each student's confidence and clinical competence. This will be assessed in consideration of the nature of delegated tasks, the students' knowledge, skills and experience.
- Maintain standards of practice affected by student activity including issues of patient consent, compliance with Network policies, procedures and guidelines including medication administration, as well as during interactions with stakeholders.
- Attend to and complete student evaluations, timesheets and any other required documentation, in hard copy or electronically, in accordance with each Education Provider's requirements.
- Ensure that students are under the direct supervision of a staff member at *all* times during *any* patient interaction of *any* kind.
- Advise students of expected behaviours and monitor student behaviour adherence.
- Appropriately manage any immediate issues associated with poor performance or behaviour incongruent with Network expectations, including documenting the situation and action taken.
- Ensure timely notification to their Manager and the ISP Team of any issues associated with poor performance or behaviour incongruent with Network expectations.
- Notify the ISP Team of any student absences.
- Counter-sign any student entries within the Network's Clinical Application System - Justice Health electronic Health System (JHeHS) and medication charts. Comply with all aspects of the procedural content of this policy.

### 2.2.3 Managers

Managers or their delegated representative (Nurse Manager, Nursing Unit Manager, Allied Health Manager, Clinical Lead etc) are to;

- Monitor the intranet attendance schedule (nursing) for upcoming clinical placements in order to plan support processes.

- Communicate with their staff regarding upcoming clinical placements, liaising with Corrective Services NSW (CSNSW), private facility security providers or Youth Justice to arrange access for students attending clinical placements.
- Provide input into, or delegation of, student orientation including the completion of local orientation documentation detailing such issues as safety considerations and processes, prohibited items, dress code, privacy and confidentiality, use of Electronic Medical Records and scope of practice boundaries.
- Ensure a staff member is available and assigned on the student's first day to conduct local orientation.
- Designate an appropriately prepared preceptor/supervisor for each shift assigned to each student.
- Be the primary person to monitor and delegate support for students in the workplace, including shift allocation/negotiation.
- Accommodate individual cultural and physical needs of students where possible including religious observance, authorised medical device usage, and privacy to express breast milk.
- Advise Service Director/ Network Director of Nursing and Midwifery Services or delegate of changes to clinical placement capacity as requested and required as part of ClinConnect booking cycles (for example six monthly for nursing).
- Recommend and support Preceptor development or other training to staff that will support the student experience.
- Manage any student performance issues/behaviours and liaise with ISP regarding these issues/behaviours.
- Delegate responsibility for clinical placement documentation to staff including student evaluations, timesheets and any other required documentation in accordance with each Education Provider's requirements.
- Provide input into operational schedules as requested by ISP.
- Ensure that where possible, and requested, any students who are breast feeding are supported to maintain breast feeding routines whilst on clinical placement in accordance with NSW MoH *Policy PD2018\_034 Breastfeeding in NSW - Promotion, Protection and Support*. All related equipment must be declared prior to commencement and access granted locally, in consultation with the ISP and stakeholder security agencies.
- Ensure that all student medications and/or medical devices including insulin pumps, which have been declared prior to commencement, are where appropriate, granted access locally in consultation with the ISP and stakeholder security agencies.

- Communicate with staff that Network employees must not provide accommodation/transport support to students on clinical placement which may be viewed as being for gain (including financial), negatively affect the reputation of the Network, or compromise impartiality or supervisory capacity. Staff must only provide general accommodation/transport related *information* based on local knowledge. It is the student's sole responsibility to determine, and arrange, their own accommodation/transport requirements. There are no exceptions to this. If providing local information staff should be mindful of the welfare and safety of students.
- Ensure that students adhere to university dress (or uniform) policy at all times unless in contravention of Network or stakeholder security agency policy. This includes the wearing of suitable identification in accordance with local procedure, and will not include concurrent use of student and NSW Health attire/uniforms.
- Ensure that debriefing occurs locally for all critical incidents and that the ISP is notified so that additional support can be considered.
- Manage student related complaints in consultation with the ISP.
- Ensure that all staff maintain expected standards of behaviour in relation to the supervision, observation and working arrangements of the student(s).
- Communicate with staff that students must not use Network vehicles other than to accompany a Network staff member who must be the driver. Travel activities must relate to the placement in terms of sanctioned Network activity such as community visits and meetings.
- Organise student access to required Clinical Application Systems where not already arranged by the ISP.

#### 2.2.4 Directors/Heads of Discipline

Senior Managers are to;

- Liaise with facility/portfolio managers and discipline leads to ensure compliance with the central coordination of student placements and the appropriate governance of students including workplace orientation, an allocated Preceptor/Supervisor and contributions to program evaluation.
- Inform the responsiveness and future planning of the student clinical placement program by analysing current and future service delivery models, workforce trends and Network strategic priorities.
- Provide leadership in ensuring adequate support for the student clinical placement program.

### 2.2.5 Interprofessional Student Program Team

- The ISP team will support all Network student related operational, educational, governance and Education Provider customer service student requirements.
- The ISP team will act as a central point of contact for students, universities, Network staff and other stakeholders in all student placement related issues.
- ISP team will work closely with stakeholders as required, to align the programs workforce and strategic care priorities for the network.
- The ISP will ensure all students are verified in ClinConnect prior to commencement, have a valid ClinConnect booking, comply with mandatory pre-placement documentation and risk assess any potential concern. This includes declarations of associations, criminal charges and offenses, medication required to be taken whilst on placement, and/or the use of medical devices or any other disclosed factor.
- The ISP Manager, or delegate, will represent the ISP team at relevant Committee meetings as requested.
- The ISP, or delegate, will act as the Networks ClinConnect Co-ordinator.
- The ISP will maintain/develop relationships with Education Providers.
- The ISP will be responsible for the processes associated with all Student Placement Agreements.
- The ISP will advise all students of the need to complete JHeHS elearning module(s) before access to the Network's Clinical Application Systems is arranged. Students who do not complete these module(s) will not be able to access and use The Network's Clinical Application Systems.

## 3. Procedure Content

The following structures have been established to support the central coordination of the Network's ISP.

### 3.1 ClinConnect

- All clinical placements are to be booked and managed through/in ClinConnect including compliance requirements.
- The Interprofessional Student Program Manager is the nominated ClinConnect coordinator and delegate.
- ClinConnect is monitored and updated by the Interprofessional Student Program to ensure placements are booked and students are verified.

### 3.2 Student Placement Agreement (SPA)



The NSW MoH generic SPA standardises compulsory agreements across the health sector between the Education Provider and NSW MoH Networks/Districts. The SPA must be used for all agreements regarding the provision of clinical placements and is operational for five years from the date of inception.

### 3.3 Operational Schedule (OS)

The OS is a document that accompanies each SPA, the OS provides a framework for the Health Service and Education Provider to stipulate the agreed details regarding the local management of the clinical placement. The Health Service and/or the Education Provider may initiate a review or renegotiate the OS. Both parties must sign any adjustment within the OS, the Network coordinator may represent the Network as signatory. The OS comprises of Part A and Part B. Part A lists the disciplines covered by the agreement and qualification to be delivered. Part B of the OS outlines information regarding learning objectives, learning assessment tools, student selection or other clinical placement related information detailing provision requirements. Part B of the OS also specifies that ClinConnect must be used as the means by which student names and placement details will be provided to the Network.

### 3.4 Clinical placement calendar and training capacity

The clinical placement calendar is to be updated regularly by the ISP and is to be made available on the Network Intranet. Student placement capacity is informed by Clinical Leads or Nurse Managers annually, or more frequently as requested such as *biannually* in relation to nursing placements. Nursing student capacity will be endorsed by the Network Director of Nursing and Midwifery Services or delegate.

### 3.5 Communication

Central point of contact has been established for all student clinical placement related matters from internal and external stakeholders. All correspondence is to be directed to [JHFMHN-StudentPlacements@health.nsw.gov.au](mailto:JHFMHN-StudentPlacements@health.nsw.gov.au), whereby the Interprofessional Student Program team will manage the account and action enquiries.

### 3.6 Evaluation

A student evaluation is to be provided to students relating to their placement with the intent of collecting information to ensure the program meets learning objectives and deliverables. The evaluation mechanism provides feedback to health centre staff facilitating clinical placements.



Responsibility for disseminating evaluations to students lies with the ISP. The ISP will assume responsibility for reviewing and actioning evaluation data as appropriate.

### 3.7 Student placement program event log

This log captures information such as a description of the student clinical placement incidents and/or workplace behaviours, the action taken by Network staff. The log also captures positive feedback and information. Information is to be recorded via the ISP Manager or ISP delegate.

### 3.8 Corporate Record Management

As per Network policy [2.014 Corporate Records Management](#), the Network's ISP documentation complies with the mandatory requirements of the Corporate Records Management policy including the preservation of placement records for a period of 7 years.

## 4. Definitions

“**Clinconnect**” is a web based application; support and infrastructure for this program is provided by the Health Education Training Institute (HETI).

“**Must**” Indicates a mandatory action to be complied with.

“**Should**” Indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

## 5. Legislation and Related Documents

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|-------------------------------------|--|
| Legislations                        | Work Health and Safety Act 2011 Work Health and Safety Regulation 2017<br><a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404">https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404</a>  |
| The Network Policies and Procedures | Network Policy 2.014 Corporate Records Management<br><a href="http://intranetjh/pol/policylib/2.014_Policy_0617.pdf">http://intranetjh/pol/policylib/2.014_Policy_0617.pdf</a><br>Network Policy 2.010 Code of Conduct<br><a href="http://intranetjh/pol/policylib/2.010_Policy_1119.pdf">http://intranetjh/pol/policylib/2.010_Policy_1119.pdf</a>        |
| The Network Forms                   | <u>EMP 107</u> Declaration of Association, Criminal Charges and Offences<br><a href="http://intranetjh/forms/Emp_Srv/EMP107.pdf">http://intranetjh/forms/Emp_Srv/EMP107.pdf</a><br><u>EMP 195</u> Student Clinical Placement Local Orientation Form<br><a href="http://intranetjh/forms/Emp_Srv/EMP195.pdf">http://intranetjh/forms/Emp_Srv/EMP195.pdf</a> |
| NSW Health Policy                   | <i>PD2016_057 Clinical Placements in NSW Health Policy</i>   |

Directives, and  
Guidelines

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016\\_057.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016_057.pdf)  
PD2020\_017 Occupational Assessment, Screening and Vaccination Against  
Specified Infectious Diseases

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020\\_017.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf)

GL2018\_009 Guidelines for Clinical Placements in NSW Health

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2018\\_009.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2018_009.pdf)

PD2019\_003 Working with Children Checks and Other Police Checks

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019\\_003.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019_003.pdf)

PD2018\_034 Breastfeeding in NSW - Promotion, Protection and Support.

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018\\_034.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_034.pdf)

Australian Health Practitioner Regulation Agency (AHPRA)

<https://www.ahpra.gov.au/Registration/Student-Registrations.aspx>