Approval Date: 04/05/2023

Student Clinical Placement

# Applicability

This policy applies to:

* All NT Health employees

Exclusions:

* School work experience students

# Policy statement

NT Health is committed to providing placements for students undertaking health professional qualifications and/or placement experience in NT Health facilities. Student placements expose future practitioners to the context of public health care delivery in the Northern Territory. Support for and development of our workforce, is a key NT Health strategic priority. Student placements are essential to achieving the goal of ‘growing our local workforce through local education pathways’, and to improve the attraction and retention of our skilled workforce.

### This policy does not apply to school work experience students. For school work experience please refer to the [School Work Experience Guideline](http://internal.health.nt.gov.au/pgc/dm/Documents/POC/HR%20Policy%20and%20Systems/School%20Work%20Experience/School%20Work%20Experience%20Guideline.docx) and document suite.

All students placed within NT Health facilities for vocational, undergraduate or postgraduate clinical experience must be enrolled with an education provider holding a current NT Student Placement Agreement. Prior to accepting a student for placement, the NT Health placement coordinator must confirm that the education provider holds a current Student Placement Agreement:

* The Student Placement Agreement drafted by the Solicitor for the NT (SFNT) is the only legal document for Student Placement Agreements.
* The Student Placement Agreement is signed by the Chief Executive of the Department of Health and the education provider.

Individual student placements will be negotiated through writing to the health service placement coordinator at the relevant health service or clinical site according to NT Health procedures and priorities.

# Policy suite

The policy suite for this topic contains the following mandatory and related documents:

* The Department of Health (DoH) Student Placement Agreement (includes unique profession specific DoH Student Placement Agreements[[1]](#footnote-1) established prior to this policy)
* [Student Deed of Undertaking](https://health.nt.gov.au/__data/assets/pdf_file/0018/1113921/Student-Deed-of-Undertaking.PDF)
* Student placement form
* Medical Student Placement NT Health Procedure
* Student Placement (non-medical) NT Health Procedure
* Student placement (non-medical) NT Health flowchart

# Policy principles

NT Health’s approach to student placements is founded upon the following principles:

* We are responsive to the future workforce needs
* We are safe in the provision of coordinated student placements
* We support transparency and accountability
* We support the equitable distribution of student placements that is proportionate to our capacity

# Policy requirements

## Student placement agreement

NT Health will only accept placements for students enrolled with education providers holding a current NTG Student Placement Agreement.

* A single Student Placement Agreement between and education provider and NT Health covers all health service divisions in NT Health.
* The Student Placement Agreement as drafted by the solicitor for the Northern Territory and is the only document that properly indemnifies the Northern Territory Government (NTG).
* All education providers that place students in NT Health facilities are required to sign the NTG Student Placement Agreement. This Agreement is signed by the Chief Executive (or delegate) of the Department of Health and a duly authorised signatory from the education provider.
* The Student Placement Agreement identifies specific accountabilities, terms and conditions for NTG, the education provider and students. These accountabilities provide the basis for negotiations between the parties prior to the placement commencing.
* If an education provider does not have a current NTG Student Placement Agreement, Nursing and Midwifery Services should be contacted at nursingmidwifery.doh@nt.gov.au to administer and oversee the signing of a NT Health Student Placement Agreement.
* Holding a current Student Placement Agreement between the education provider and Department of Health does not guarantee a student placement.
* All students must sign the [Student Deed of Undertaking](https://health.nt.gov.au/__data/assets/pdf_file/0018/1113921/Student-Deed-of-Undertaking.PDF), which outlines the student’s responsibilities while on placement.

## Hierarchy of Placement priority (non-medical)

NT Health student (non-medical) placements should be prioritised as follows:

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| **Priority 1.** | Aboriginal students  |
| **Priority 2.** | Domestic NT residents enrolled with a NT education provider  |
| **Priority 3.** | Domestic NT residents enrolled with an interstate education provider |
| **Priority 4.** | Domestic interstate resident enrolled with an NT education provider |
| **Priority 5.** | Domestic interstate residents enrolled with an interstate education provider |
| **Priority 6.** | International students enrolled with an NT education provider |
| **Priority 7.** | International students enrolled with an interstate education provider |

## Negotiating a student placement

NT Health staff contribute significant time, support, organisational management and goodwill to facilitate student placement learning opportunities. *All* student placements within NT Health Services must be approved and coordinated through the relevant placement coordinator to ensure compliance with all regulatory and documentary requirements,

Nursing, Midwifery, Allied Health, Health Care Assistants, Paramedics and Cadets- a request in writing is to be submitted to the relevant Student Service Placement Coordinator at the relevant health service/clinical site including dates and duration of placement, number and level of students to be placed, level of supervision to be provided, liaison with the education provider and any specific placement requirements.

* Pharmacy applications - the request in writing is to be submitted to the Director/Manager of Pharmacy of the hospital where the placement is being undertaken as there is no formal student placement coordinator position

Medicine - must be approved and coordinated through the Flinders University administered Northern Territory Medical Program (NTMP)

Holding a current Student Placement Agreement between the education provider and the Department of Health does not guarantee a student placement.

## Supervision of Students

* Supervision is required for each student and will vary according to the circumstance of each clinical encounter, and will be commensurate with the phase of education attained, training, experi­ence and competency of the individual student.
* Patient consent must be obtained prior to the undertaking any patient related activity, and all documentation entered in the medical record by students must be validated and countersigned by a registered health practitioner.

# Legislative or other Authority

The National Law requires the relevant professional Board to be advised of ‘notifiable conduct’ by a student. Supervisors may make a voluntary notification about a student to Ahpra. The student’s Placement Coordinator/Supervisor should be advised when a notification is made.

# Policy compliance

The NT Health compliance indicators for this policy are set out below. These indicators are required to be met and regularly evaluated by the respective business unit or responsible officer. Any instances of non-compliance with this policy should be reported on the Branch or Divisional risk register. Where staff or patient-related non-compliance occurs in the clinical settings register in the risk management system.

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| Indicator | Description | Responsibility |
| **Implementation**  | Document will be available via the Department of Health Internet site as well as the Policy Guidelines Centre (PGC) | Health Policy Guidelines Program |
| **Review** | Document will be reviewed within a period of 5 years or as changes in practice occur. | Strategic Clinical Education Committee/Professional Leads |
| **Evaluation** | Document will be informally evaluated at time of review | Strategic Clinical Education Committee |

# Definitions

The following definition(s) are relevant to this Policy.

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| Term  | Definition |
| **Course** | A course of study leading to vocational, undergraduate and/or postgraduate awards and/or registration under National Law as a health professional  |
| **Domestic student** | A ‘domestic’ student for university application purposes includes those who are an Australian citizen, New Zealand citizen (or dual citizenship holders of either Australia or New Zealand); Australian permanent resident; or Australian permanent humanitarian visa holder |
| **Education provider** | A university or registered training organisation (RTO) that conducts courses of study leading to vocational, undergraduate and postgraduate awards and /or registration under National Law as a health professional  |
| **International student** | An ‘international’ student for university application purposes includes those who are not an Australian citizen, New Zealand citizen (or dual citizenship holders of either Australia or New Zealand); Australian permanent resident; or Australian permanent humanitarian visa holder |
| **NT education provider** | An education provider registered in the Northern Territory. Current NT education providers are Charles Darwin University, Flinders NT, Fox Education and Bachelor Institute of Indigenous Education |
| **NT Health** | A collective term comprising NT Department of Health, East Arnhem Region, Top End Region, Big Rivers Region, Barkley Region and Central Australia Region |
| **NT Health facilities** | Any facility or place where NT Health clients receive the services provided by NT Health, whether in a Territory owned property or in the NT Health client’s home or elsewhere |
| **NT Health placement coordinator** | The person nominated by NT Health to coordinate Student Placements for a particular professional discipline and/or Student Placements at a particular NT Health Facility  |
| **NT resident** | A person who:* holds Australian citizenship or permanent residency AND
* has resided with a permanent address in the NT for a total of at least 2 years of the last 6 years, or
* resided with a permanent address in the NT for a total of at least 5 years since commencing primary school
 |
| **Placement coordinator/supervisor** | an employee of the education provider who is responsible for administering a particular Student Placement |
| **Student** | A person enrolled with an education provider who must undertake a period of supervised placement with an agency providing health and/or community services as a course requirement |
| **Student placement** | An unpaid supervised student placement that is a Course requirement and occurs with NT Health at NT Health Facilities A Student Placement may include contact with patients or client and/or access to patient records and files under the supervision of a health professional. Student placement also refers to non-patient contact placements which incorporate access to organisational or service level data and information e.g. health project placements.  |
| **Student Placement Agreement** | Northern Territory Government legal document identifying specific accountabilities for NT Health and the education provider |
| **Supervised practice** | Direct and/or indirect educational supervision of students during the Student Placement. The level and amount of such supervision will be determined by agreement between the NT Health placement coordinator and the education provider prior to the commencement of any Student Placement |

# Document history

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# National Safety and Quality Health Standards

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| **National Safety and Quality Health Service Standards** |
| cid:image001.jpg@01D658ED.D030F090Clinical Governance | cid:image002.jpg@01D658ED.D030F090Partnering with Consumers | cid:image003.jpg@01D658ED.D030F090Preventing and Controlling Healthcare Associated Infection | cid:image004.jpg@01D658ED.D030F090Medication Safety | Comprehensive care iconComprehensive Care | cid:image006.jpg@01D658ED.D030F090Communicating for Safety | cid:image007.jpg@01D658ED.D030F090Blood Management | cid:image008.jpg@01D658ED.D030F090Recognising & Responding to Acute Deterioration |
|[x] [x] [ ] [ ] [ ] [ ] [ ] [ ]

1. An example is the DoH and James Cook University Dental Student Placement Agreement 2020 to 2027 [↑](#footnote-ref-1)