Approval Date: 11/05/2023

Non-Medical Student Placement

# Applicability

This procedure must be followed by:

* All NT Health employees

Exclusions:

* Medical student placements
* School work experience students

# Procedure statement

This procedure provides instructions that supports the Student Clinical Placement NT Health Policy.

The procedure supports student placements in NT Health for courses of study leading to vocational, undergraduate and postgraduate awards and/or registration for health professionals.

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# Relationship to parent policy

This procedure forms part of the following policy suite for this topic. Related documents are also listed below:

* NT Health Student Clinical Placement Policy
* The Department of Health Student Placement Agreement
* NT Health Non Medical Student Placement Form
* NT Health Student Deed of Undertaking

The procedure should be read in conjunction with the University and Tafes’s program placement policy, guidelines and procedures.

# Procedure details

### Responsibilities

Full details of responsibilities are provided in the Northern Territory Government (NTG) Student Placement Agreement. Further details are available on the NT Nursing and Midwifery [Student](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/introduction) [placements website.](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/introduction)

### Nursing and Midwifery Services

NT Health will only accept placements for students enrolled with accreditated education providers holding a current NTG Student Placement Agreement. A single Student Placement Agreement covers all health service divisions in NT Health.

Nursing and Midwifery Services are responsible for maintaining a register of all education providers holding a current Student Placement Agreement, and revising and updating the Student Placement Agreement, [Student placements website](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/introduction) and associated documentation including the list of current NT Health Placement Coordinator contacts (see Appendix 1.1 Student Placement Flowchart).

* The Student Placement Agreement as drafted by the solicitor for the Northern Territory is the only document that properly indemnifies the 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 CEO 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 will administer and oversee the signing of a Student Placement Agreement.

### Education Provider

All students placed within NT Health facilities for vocational, undergraduate or postgraduate Professional Experience Placement (PEP) must be enrolled with an education provider holding a current NT Student Placement Agreement.

The Education Provider must nominate an Education Provider Placement Coordinator who, in conjunction with the NT Health Placement Coordinator, will coordinate Student Placements.

Student placements will be negotiated in writing or via a student placement management system by the Education Provider Placement Coordinator and the NT Health Placement Coordinator at the relevant health service or clinical site according to NT Health procedures and priorities. Direct requests from students will not be considered.

The Education Provider must make its students and staff members aware of the terms and conditions under which Student Placements are conducted and endeavour to ensure compliance with such terms and conditions.

Further detail on Education Provider responsibilities can be found on the [Student placements:](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/before-you-start-your-student-clinical-placement) [Before you start your student clinical placement website.](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/before-you-start-your-student-clinical-placement) Education Providers with current Student Placement Agreements are listed on the [Student placement agreements website.](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/student-placement-agreements) A copy of a current NTG Student Placement Agreement can be requested from the Nursing and Midwifery Services office.

### NT Health Placement Coordinator

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 is the only legal document for Student Placement Agreements.
* The Student Placement Agreement is signed by the CE of the Department of Health and the education provider.
* If the Education Provider is not listed on the [Student placement agreements website,](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/student-placement-agreements) the NT Health Placement Coordinator should contact Nursing and Midwifery Services for assistance.

Once the NT Health Placement Coordinator has confirmed that the Student Placement Agreement is in place, they may process the placement requests based on the following criteria:

* all requirements as stated in the Student Placement Agreement can be met by the placement site, education provider, the placement supervisor and the student
* the placement site has sufficient capacity and resources to meet the placement learning objectives without jeopardising client care
* high demand for student placements should be guided by NT Health priorities as per the NT Health Student Clinical Placement Policy
* Once criteria is met formal notification of placement approval will be provided

The NT Health Placement Coordinator will organise 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 Placement Coordinator prior to the commencement of any Student Placement.

Prior to commencement of each Student Placement, the NT Health Placement Coordinator will ensure that an appropriate NT Health staff member is nominated as NT Health Student Supervisor. Where appropriate, the NT Health Placement Coordinator may also act as the NT Health Student Supervisor. The NT Health Placement Coordinator will support and advise the NT Health Student Supervisor, ensuring that the NT Health Student Supervisor is meeting the requirements of the NTG Student Placement Agreement.

Further detail on NT Health Placement Coordinator responsibilities can be found on the [Student](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/introduction) [placements website.](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/introduction)

### Education Provider Placement Coordinator

The NT Health Placement Coordinator, the Education Provider Placement Coordinator must adhere to the following:

* provision of three (3) months’ notice is required to the NT Health Placement Coordinator of the numbers of students seeking Student Placements and dates for requested Student Placements
* provide at least six (6) weeks prior to the commencement of a Student Placement, a written statement to NT Health Placement Coordinator detailing numbers of students seeking Student Placements, educational objectives, areas and levels of experience required
* as soon as practicable advise of any late changes or absences to Student Placements as they become known
* liaise with the NT Health Placement Coordinator when:
  + the curriculum of any Student Placement is altered
  + the level of competence of students involved in a Student Placement varies or
  + the amount of supervision required for a Student Placement is altered, and
  + submit revised written statement to NT Health Placement Coordinator for approval as the case may require.

The Education Provider Placement Coordinator must, at least three (3) weeks prior to the proposed commencement date of a Student Placement, provide to the NT Health Placement Coordinator a completed and signed Student Placement Form with all required documentation attached.

Prior to a student commencing a Student Placement, the Education Provider Placement Coordinator must:

* nominate a member of its academic staff as Education Provider Student Supervisor, who will administer the Student Placement and who can be contacted by a NT Health Student Supervisor at any time during the period of the Student Placement. The Education Provider Student Supervisor may be the same person as the Education Provider Placement Coordinator
* ensure that all Student Placement students are registered on the AHPRA Register or with the relevant health board or professional body as appropriate
* ensure the student accurately completes and signs a Deed of Undertaking and
* ensure that the student has completed the relevant pre-clinical requirements outlined below.

*Table 1: Pre-clinical requirements*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirement | Resource | All Students | Nursing and Midwifery Only | Other Disciplines |
| Student placement form (Appendix 1.2) | Student placement form | X | - | - |
| Student deed of undertaking (Appendix 1.3) | Student deed of undertaking | X | - | - |
| National criminal history check\* | SafeNT | X | - | - |
| Working with children clearance | SafeNT | X | - | - |
| Certified copies of vaccination and confirming serology documents | See table below  The Australian  Immunisation Handbook  10th Edition - Part 3.3.7 Vaccination of persons at occupational risk.  Australian [Department of](http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook10-home) [Health website.](http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook10-home) | X | - | - |
| Annual CPR competency | HLTAID002 | - | X | Check with relevant NT Health Placement Coordinator |
| Current First Aid certificate | HLTAID003 or HLTFA311A | - | X | Check with relevant NT Health Placement Coordinator |
| Hand hygiene certificate | Hand Hygiene Australia Learning Management System.  Go to the Hand Hygiene [Australia website.](http://www.hha.org.au/LearningPackage/olp-home.aspx) | - | X | X |
| Appropriate permits to enter Aboriginal land as required | Aboriginal land permits | X | - | - |
| Cultural awareness program | Check with your education provider | X | - | - |
| Department of Health privacy policy | Privacy policy | X | - | - |

\*Valid for 12 months from date of issue which must cover entire duration of placement

### Immunisations

Students working in any NT Health clinical facility are expected to have immunity to the following diseases before they start their placement:

*Table 2: Pre-clinical immunisation requirements*

|  |  |
| --- | --- |
| Specific Disease | Accepted evidence of protection |
| Measles, Mumps Rubella | Born prior to 1966  **OR** documented 2 doses of MMR vaccine at least one month apart  **OR** documented evidence of positive IgG for measles, mumps and rubella |
| Diphtheria, tetanus, pertussis | One documented dose of adult dTpa and 10 yearly boosters |
| Hepatitis A (certain groups only working with children or remote communities) | * Documented seroconversion for total hepatitis A antibodies or anti-HAV IgG   OR   * documented 2 doses of HAV (monovalent) vaccine   OR  documented 3 doses of combination HAV/HBV vaccine. |
| Hepatitis B | Have completed an age appropriate course of HBV containing vaccines ( 3 doses or 2 doses if given between age 11-15 years)  **AND** documented seroconversion of HBsAg (≥ 10 mIU/mL)  **OR** documented evidence of immunity from past hepatitis B infection (HBcAg) |
| Varicella | History of varicella (chickenpox) infection  **OR** documented shingles  **OR** documented positive varicella IgG  **OR** documented evidence of age appropriate varicella vaccination (2 doses if aged 14 year and over) |
| **SARS-CoV-2** | Completed age appropriate course of **SARS-CoV-2 vaccine as recommended by the Australian Technical Advisory Group on Immunisation (ATAGI).** |
| Influenza | Documentation of current annual influenza vaccination. |
| Tuberculosis (dependent on work area) | Mantoux test at TB unit (no cost). |

Read more on the Centre for Disease Control (CDC) [immunisation recommendations for health care](http://hdl.handle.net/10137/1001) [workers fact sheet.](http://hdl.handle.net/10137/1001)

### NT Health Student Supervisor

The NT Health Student Supervisor will provide direct and/or indirect educational supervision of students during the Student Placement as agreed between the NT Health Placement Coordinator and the Education Provider prior to the commencement of the Student Placement.

The NT Health Student Supervisor can be contacted by the NT Health Placement Coordinator and the Education Provider Student Supervisor at any time during the period of the Student Placement.

In collaboration with the NT Health Placement Coordinator, the NT Health Student Supervisor will:

* make available to the students all relevant Northern Territory policies, procedures and guidelines, including those relating to privacy, infection control, uniforms, identification, emergencies, safety and the Northern Territory Public Sector Code of Conduct
* provide an orientation to NT Health and NT Health Facilities for students on Student Placement
* allocate 1-2 preceptors and provide a roster to the student that aligns with the preceptors working shifts
* support preceptors to navigate and complete any placement assessments as required
* arrange students’ access to relevant clinical information about NT Health Clients in accordance with the clinical learning objectives of students and consistent with any NT Health guidelines and privacy policies
* ensure there is Informed Consent for students to assess, care for and treat consenting NT Health Clients
* ensure that NT Health staff supervising or assisting students in Student Placements are informed of and agree to abide by the terms of this Agreement.

### Students

Students seeking placements must make sure they have completed relevant pre-clinical requirements as per Tables 1 and 2 above. These requirements, including a criminal history record check and a working with children clearance (also called an Ochre Card), must be finalised at the student’s expense prior to commencing a Student Placement. Evidence of application will not be sufficient. Further information on student pre-clinical requirements can be found on the [Student placements:](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/before-you-start-your-student-clinical-placement) [Before you start your student clinical placement website.](https://health.nt.gov.au/professionals/nursing-and-midwifery/student-placements/before-you-start-your-student-clinical-placement)

#### Conduct

* Students are expected to comply with the NT Public Sector Principles and the Office of the Commissioner for Public Employment Code of Conduct Public Sector Employment and Management Act. This Act provides guidance on a range of trust issues and outlines the standards of behaviour expected whilst on rotation at NT Health sites. Students are also expected to comply with the same workplace standards as NT Health employees with regard to immunisation requirements, dress code and professional behaviour.
* Students must wear their identity badge, or equivalent, and abide by the NT Health Personal Presentation Policy at all times whilst on NT Health facilities
* Students must clearly identify themselves as a student during all patient contact
* Students must maintain the confidentiality of patient information at all times. Students must also treat with confidence and respect any information learned of any person or staff member associated with NT Health in accordance with the confidentiality clause in the Student Deed of Undertaking executed prior to commencing placement.
* Students are required to inform both the clinical supervisor and their university in advance of planned leave. Students are required to inform the Supervisor and NTMP Student Placement Coordinator by email or telephone notification of any unplanned absence, for example due to illness.

#### Complaints/Grievances

* Complaints or grievances in the first instance should be directed to the NT Health Student Placement Coordinator who will liaise with the appropriate NT Health Educational Director. If appropriate, the NT Health Educational Director will liaise with the nominated university or TAFE contact for students
* All complaints or grievances are graded according to their severity to assist in determining appropriate action. The ‘manager’ is responsible for gathering sufficient information to ensure that an informed judgement can be made regarding the severity of the complaint and the required actions.
* Investigations are to be conducted in a fair, impartial and appropriate manner, having regard to the principles of natural justice, privacy and confidentiality, and the circumstances of the complaint or grievance.
* Under the National Law, a student is someone enrolled in an approved program of study and is registered as a student with their respective National Board (education providers are responsible for providing information to enable students to be registered)
* Practitioners and education providers should notify the National Boards when there is ‘reasonable belief’ that a student has an impairment that, when undertaking clinical training, may place the public at substantial risk of harm

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# Definitions

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

| 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** | 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** | 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** | 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 Health Student supervisor** | the person nominated by NT Health to provide supervision, either direct or indirect to students undertaking Professional Experience Placements e.g Clinical Educator, Registered Nurse/Midwife, Allied Health Professional, Administration Officer etc. |
| **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 Service standards

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| **National Safety and Quality Health Service standards** | | | | | | | |
| cid:image001.jpg@01D658ED.D030F090  Clinical Governance | cid:image002.jpg@01D658ED.D030F090  Partnering with Consumers | cid:image003.jpg@01D658ED.D030F090  Preventing and Controlling Healthcare Associated Infection | cid:image004.jpg@01D658ED.D030F090  Medication Safety | Comprehensive care icon  Comprehensive Care | cid:image006.jpg@01D658ED.D030F090  Communicating for Safety | cid:image007.jpg@01D658ED.D030F090  Blood Management | cid:image008.jpg@01D658ED.D030F090  Recognising & Responding to Acute Deterioration |
|  |  |  |  |  |  |  |  |

# Appendices

## Student Placement (Non-Medical) Flowchart

## Non Medical Student Placement Request Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Before you fill in the form *To be completed by the Education Provider Placement Coordinator in consultation with the relevant NT Health Placement Coordinator. Return completed form to the NT Health Placement Coordinator.* | | | | | | |
| Fields marked with an asterisk (\*) are required.  Fields marked with a caret (^) are for office use only. | | | | | | |
| Student details | | | | | | |
| Name\* |  | | Contact Details\* |  | | |
| Resides in NT?\* | Y/N | | Is this a Domestic or International student? \* | Domestic  International | | |
| Education Provider | | | | | | |
| TAFE / University name |  | | | | | |
| Placement Coordinator |  | | | | | |
| Contact Details |  | | | | | |
| Placement Request | | | | | | |
| Course\* |  | | Discipline\* |  | | |
| Year level\* | Choose an item. | | Unit code\* |  | | |
| Commencement Date(s)? \* | Click or tap to enter a date. | | End Date(s)? \* | Click or tap to enter a date. | | |
| Preferred clinical area\* |  | | Is the student Aboriginal or Torres Strait Islander | Y/N | | |
| Education Provider Pre-Clinical Assessment | | | | | | |
| 1. I have made the Student(s) aware of the terms and conditions under which Student Placements are conducted. | | | | | |  |
| 1. I have provided the Student(s) with access to the:    1. Northern Territory Public Sector Principles and Code of Conduct;    2. DOH Privacy Policy; and    3. DOH policies and procedures. | | | | | |  |
| 1. I declare that I have sighted and, if required, can provide copies of the following documentation in relation to the Student(s):    1. proof of identity;    2. an up to date Immunisation Record;    3. a Criminal History Check issued not more than 6 months prior to the Commencement Date;    4. a current Clearance Notice under the Care and Protection of Children Act (NT); and    5. a Deed of Undertaking signed by the student and duly witnessed. | | | | | |  |
| Office use only^ | | | | | | |
| Name^ |  | | | | | |
| Organisation^ |  | | Priority Placement Assessment^ | | Choose an item. | |
| Placement confirmed^ | | Y/N | Details^ | |  | |

Associated links

* [Northern Territory Public Sector Principles](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/code-of-conduct)
* [Code of Conduct](https://ocpe.nt.gov.au/__data/assets/pdf_file/0006/379329/ei-12-code-of-conduct.pdf)
* [NT Information Privacy Principles](https://infocomm.nt.gov.au/privacy/information-privacy-principles)

**These documents are available to NT Health staff only on the Policy Guideline Centre:**

If you require access to these please contact the NT Health Placement Coordinator.

* [Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy](http://internal.health.nt.gov.au/clinical/health-care-worker-immunisation/Pages/default.aspx)
* [Guidelines for the Control of Tuberculosis in the Northern Territory; 5th Edition](http://digitallibrary.health.nt.gov.au/prodjspui/bitstream/10137/696/4/TB%20Guidelines%20May%202016.pdf)
* [Hand Hygiene NT Health Policy](http://internal.health.nt.gov.au/pgc/dm/Documents/SSL/CMO/Clinical%20Quality%20Patient%20Safety/Hand%20Hygiene%20NT%20Health%20Policy.docx)
* [Additional precautions NT Hospitals Guideline](http://internal.health.nt.gov.au/clinical/infectioncontrol/Pages/default.aspx)
* [NT Health Appropriate Workplace Behaviour Policy](http://internal.health.nt.gov.au/pgc/dm/Documents/SSL/POC/HR%20Policy%20and%20Systems/Workplace%20Behavior%20and%20Responsibilities/Appropriate%20Workplace%20Behaviour%20and%20Sexual%20Harassment%20NT%20Health%20Policy.docx)
* [Manual handling checklist](http://internal.health.nt.gov.au/pgc/dm/Documents/SSL/POC/WHS/Manual%20Handling/Manual%20Handling%20Checklist%20With%20Remedial%20Action%20Plan.docx)
* [NT Health Work Health and Safety Policy](http://internal.health.nt.gov.au/services/emergency-safety/safety/Pages/default.aspx)
* [NT Health Personal Presentation Policy](http://internal.health.nt.gov.au/pgc/dm/Documents/SSL/POC/HR%20Policy%20and%20Systems/Workplace%20Behavior%20and%20Responsibilities/NT%20Health%20Employees%20Personal%20Presentation.docx)
* [NT Health Staff Identification Policy](http://internal.health.nt.gov.au/pgc/dm/_layouts/15/WopiFrame.aspx?sourcedoc=%7b762EE8B4-C86E-4AF8-AFB0-CA213F90C04A%7d&file=NT%20Health%20Staff%20Identification%20Policy.docx&action=default&DefaultItemOpen=1)
* [Smoke Free Policy](http://internal.health.nt.gov.au/clinical/mental-health-aod/mh-aod/alcohol/smokefreepolicy/Pages/default.aspx)
* Emergency Procedures – venue dependent
* Fire and Smoke (Code Red) Procedures – venue dependent

Student Deed of Undertaking

**STUDENT DEED OF UNDERTAKING**

*Prior to commencing your Student Placement you are required to read, complete and sign this Deed of Undertaking in favour of the Territory which outlines your responsibilities while on placement.*

***Return completed form to your education provider’s Placement Coordinator.***

|  |  |
| --- | --- |
| **Course Provider:** |  |
| **Student name:** |  |
| **Student address:** |  |

I acknowledge that the Course Provider has signed an agreement with the Northern Territory of Australia through its agency the Department of Health (“**DoH**”), under which I will participate in a Student Placement with DoH.

By signing this Deed I agree that

1. I am aware of and understand the terms and conditions under which Student Placements are conducted.
2. I understand that while on my Student Placement I am not considered an employee of DoH and will conduct myself as a student on placement appropriately and in accordance with any rules, policy or code governing student conduct issued by my educational provider.
3. I will provide all evidence required regarding proof of identity, immunisations, criminal history checks and working with children clearance prior to commencement of my Student Placement and will provide up to date evidence during the Student Placement if required by DoH.
4. I am aware of my responsibility to notify DoH and the Course Provider of any conditions that may affect my ability to attend or complete my Student Placement.
5. During my Student Placement, I will comply with:
   1. all reasonable directions given to me by DoH;
   2. all applicable Northern Territory legislation;
   3. the Northern Territory Public Sector Principles and Code of Conduct (a copy of which has been provided to me); and
   4. the applicable policies, procedures and regulations including, but not limited to, immunisation, infection control, hygiene, uniforms, identification and health and safety, as advised to me from time to time.
6. I will behave in a professional and appropriate manner while on Student Placement. If my conduct or performance is not to DoH or Course Provider requirements or I fail to comply with the requirements of clause 5, I acknowledge that my Student Placement may be terminated.
7. I will maintain confidentiality and privacy in relation to patients, their records and medical conditions, both during and after the Student Placement. I must not access, use, disclose or retain Personal Information (as defined in the *Information Act* (NT) (“**the Act**”)) except in the performance of my duties in connection with my Student Placement and in accordance with the Act. I acknowledge that:
   1. if confidentiality or privacy is compromised, my Student Placement may be terminated; and
   2. a breach of privacy may be an offence under the Act, to which penalties apply.
8. I acknowledge that a patient has a right to refuse to be a participant in my Student Placement and refuse care given by me. My access to patients will be subject to DoH’s duty of care and is conditional upon patients providing their informed consent.
9. I am not insured to drive DOH vehicles (whether rented, leased or otherwise) and I will not drive a DOH vehicle unless I am expressly instructed to do so by DOH in writing and I hold a valid driver’s licence.
10. I acknowledge that DoH may require me to obtain, from time to time, at no cost to DoH:
    1. an up to date Criminal History Check; and
    2. booster or additional vaccinations.
11. I am not an employee of DoH and I am not entitled to, and I will not accept, remuneration, compensation or allowances from DoH with respect to the Student Placement. I am not a worker for the purposes of the *Return to Work Act* and I am not entitled to benefits under that Act.
12. I warrant that, as at the date of signing this Deed, no direct or indirect conflict exists or is likely to arise which may, or may appear to, impair my ability to carry out my responsibilities and obligations in connection with the Student Placement. If a conflict arises, or appears likely to arise, I will immediately notify DOH.
13. I acknowledge that any intellectual property created by me during a Student Placement for the purpose of meeting my Course requirements (such as any academic assignment, report or thesis) is owned by me except where the intellectual property has been created:
    1. substantially utilising the resources of DoH;
    2. for the use by or benefit of DoH;
    3. as a result of pre-existing Intellectual Property owned by DoH;
    4. by DoH with the participation or assistance of you; or
    5. as a result of funding provided by DoH,

in which case I agree that the intellectual property will vest exclusively in DOH upon its creation.

**Executed as a** Deed **Poll**

**SIGNED, SEALED AND DELIVERED** )

by ……………………………………………………………….) ………………………………….……………………

in the presence of: ) Signature

Date: / /

……………………………………………… Witness signature

……………………………………………… Witness name