Description

These guidelines are designed to provide guidance to placement participants on appropriate conduct and behaviour, expectations and responsibilities.

Related University Policies:
Student Misconduct Policy
Academic Misconduct Policy
Student Grievances and Appeals Policy
Harassment, Bullying and Discrimination Policy
Inability to Complete Required components of Professional Qualification Policy
Student Charter
Student Administration Policy

1.0 Introduction

Placements, as a component of a course or degree program, offer students the opportunity to practice the skills of their profession and gain practical experience in a real-life setting. By participating in placements a student develops:

- a greater understanding of the ways in which professionals operate within a variety of contexts;
- the ability to transfer knowledge between theoretical concepts and practice applications;
- the skills to effectively facilitate independent learning;
- an ability to plan, organise, and manage the work environment.

2.0 Scope

The Guidelines apply to students enrolled in a Griffith Health degree program who undertake a placement in a health or human service facility to fulfil degree requirements.

3.0 Definitions

Degree Program means the tertiary degree program a student is enrolled in at the University.

Facility means a health or human service facility including a public health facility, public sector hospital or department, a private healthcare facility, community based health service or other facility or service run by a Health Service District or organisation or a Griffith University teaching clinic where a placement is undertaken.

Placement refers to a practical educational experience, a required component of a course or degree program, in a health or human services facility that may be on campus or off campus. It is also known as professional practice, work-placement, work experience, work-integrated learning placement, fieldwork, practicum, internship, clinical experience, clinical placement or practical work.

A placement may fall within one of the following categories:
- Clinical placement
- Service-orientated placement
- Community placement
- Organisational placement
- Laboratory placement
- Research placement
- Environmental health placement
Placements may be outside of the Brisbane metropolitan/Gold Coast area including Northern New South Wales and (by negotiation) interstate or overseas. A student may or may not be concurrently employed by the organisation in which the placement is undertaken.

**School** means the University school or department of the University hosting a Degree Program.

**Supervisor** means the qualified professional overseeing a placement experience. The supervisor is often employed by the host facility.

**University** means Griffith University.

**Work integrated learning** describes educational activities that integrate theoretical learning with its application in the workplace. These educational activities should provide a meaningful experience of the workplace application that is intentional, organised and recognised by the institution, in order to secure learning outcomes for the student that are both transferable and applied.

### 4.0 Placement Participants and Responsibilities

#### 4.1 Students

Students will:

- enrol, by University deadlines, in courses with a placement component as per the program structure of the degree program and where pre-requisite requirements have been met. Late enrolment may be denied in accordance with the [Student Administration Policy](#).
- complete all placement requirements by the prescribed deadlines.
- attend any pre-placement briefings.
- actively participate in the management of their placement e.g. notifying the School placement staff member/course convenor of any existing special circumstances requiring consideration prior to placement allocation (such as personal commitments, health or disability issues).
- attend and participate in placements as arranged by the University following any pre-placement allocation negotiations.
- be punctual and inform the supervisor and course convenor if they will be late or cannot attend the placement for any reason.
- wear name badge at all times on placement (if required by the School or facility).
- comply with reasonable and lawful directions of the supervisor.
- undertake all activities associated with the successful completion of their degree efficiently, effectively and to the best of their abilities.
- actively participate in the learning process and take responsibility for their learning including ensuring they obtain adequate feedback on their performance from their supervisor.
- be good ambassadors for the University and uphold standards of professional behaviour and presentation, including dress.
- be respectful and polite in their communications with all persons they interact with in their capacity as a University student.
- act honestly and in good faith.
- respect the rights, beliefs and values of others.
- discuss issues as they arise with the supervisor and University placement officer and act to resolve problems cooperatively.
- seek assistance if they are not confident with a procedure/treatment, or lack understanding in an area.
- provide patient/client care under professional supervision only; practise in a manner that is safe, respectful of patients/clients and consistent with their level of competency.
- maintain confidentiality of information and protect the privacy of patients/clients and colleagues.
- adhere to rules, bylaws, policies and procedures of the facility, including dress code.
- adhere to any and all -
  - legislative requirements
  - occupational health and safety requirements
  - security requirements
  - confidentiality and privacy requirements
  - any other rules, bylaws, policies and procedures relating to the placement that are a requirement of a facility, organisation, government or the University.
• ensure that all work is completed in a timely manner to satisfy assessment requirements of the University and supervisors.
• be responsible for any accommodation and travel costs. In some cases, this may be subsidised or free.
• provide contact details (i.e. email and mobile phone number) and be able to contacted within a reasonable timeframe (i.e. within 48 hours) both immediately prior to and throughout placement.
• take responsibility for their personal belongings.
• ensure they have a zero blood alcohol level and avoid consuming drugs which may adversely affect their performance whilst on placement.
• advise a School placement staff member if they are required to take prescribed medication that causes drowsiness or other adverse effects.
• advise a School placement staff member if they are involved in any incident whilst on placement and complete the Griffith Incident/Injury Report Form.
• disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or clinical requirements of the degree program. This may include, but is not limited to, any financial dealings or interests, participation in organisations, political parties or religious groups, which may influence clinical or academic decisions.

Students will not:

• undertake a placement if they have received notification from the University that they have been cancelled as a student (for example due to non-payment of tuition fees by specified deadlines).
• directly contact placement sites and attempt to arrange their own professional placements, unless permission to do so has been provided by the School.
• engage in placement swapping with other placement students without the knowledge and consent of the University course convenor and/or School placement staff member.
• undertake patient/client care without professional supervision of a registered health care professional.
• participate in any activities that misrepresent their status or level of skill or knowledge.
• participate in behaviours that potentially may cause injury to others.
• participate in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.
• participate in any relationship in which there is a potential for exploitation of the trust relationship inherent in the health or human service professional – patient/client relationship. Consent by the patient/client, or the fact that the patient/client initiated the conduct or behaviour does not operate as a defence.
• accept gifts or any form of benefit from a patient/client that could be viewed as potentially influencing decisions about care or treatment or be viewed as influencing the impartiality of health care delivery.
• remove or misappropriate any resources from either the University or placement Facility. Resources may only be removed with the express consent of the supervisor.
• make public comment on behalf of a School or the University without the written authorisation of the PVC (Health). This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.

4.2 Placement Facility

The placement facility will:

• appoint appropriately qualified and experienced personnel to undertake the role of supervisor.
• unless otherwise agreed between the facility and University, ensure the student is not part of the paid workforce of the facility whilst on placement and to ensure that the student is treated as being in excess of the required number of staff to operate the facility.
• ensure appropriate supervision of the student throughout the placement and to promote safe systems of work.
• provide adequate facilities and experiences for participating students.
• provide an orientation program for the student and provide training in safe work procedures.
• ensure the student’s physical and psychological health are not placed at risk during the placement.
• provide workers compensation insurance for those students paid by the placement organisation.
• adhere to the University’s Privacy Plan with respect to students’ personal details, as outlined at http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan.
ensure the University is up to date and informed about any changes to the placement, including contact details, personal details of supervisors or other changes to arrangements.

4.3 Placement Supervisors

The supervisor will:

- act as a role model introducing students to acceptable professional behaviour.
- maintain standards of professional practice.
- abide by relevant Codes of Professional Conduct.
- ensure students are made aware of legislative requirements, occupational health and safety requirements, security requirements, workplace confidentiality and privacy requirements and any other workplace policies and procedures related to their placement.
- adopt the role of helper and facilitator of learning and provide a variety of learning experiences in keeping with the placement requirements.
- provide a positive learning environment. This includes orientation of the student to various settings, including individual patient/clients, briefing and debriefing the students.
- arrange for and obtain patient/client consent for students to provide health or human services to the patient/client and to have access to patient/client records. Patient/client consent may be freely withheld.
- ensure that students who have access to patient/clients are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.
- understand the University’s requirements of the placement as laid out in documentation and information on the placement provided by the University.
- arrange regular and sufficient meetings with the student (e.g. 1/week) to discuss goals, progress and/or difficulties.
- clarify expectations with the student and make adequate observations of the student’s work and provide ongoing feedback, both verbal and written, to ensure learning progress. Documents provided by the University should be used for this purpose.
- report on student progress/undertake assessment using documentation provided and notify the University placement officer or designated University contact as soon as it becomes apparent that the student is having difficulties meeting the placement objectives.
- where appropriate, arrange and provide adequate work space, providing information regarding availability and cost to the University.
- where relevant arrange accommodation and/or travel.
- provide feedback to the University about placements that could improve the University’s work-integrated learning program in the long term.

4.4 The University

The University will:

- organise and plan all aspects of the placement with students and placement facilities.
- be in regular contact with placement facility and visit each first placement site as appropriate.
- be accessible by telephone and email for communication on placement issues and return calls/emails as soon as possible (normally within 24 hours).
- co-ordinate the students’ pre-placement requirements including student briefing, student orientation checklists, criminal checks, immunisation and first aid training, as required by the facility.
- provide both the student and the placement supervisor with information about the placement and placement requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- advise students of the requirement to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.
- undertake reasonable effort to find placements for students with a criminal record or a blood-borne virus. Where alternative placements cannot be found and the placement type is required to complete the degree program the University will use reasonable endeavours to transfer the student to a degree program that does not have placement restrictions.
- undertake to negotiate reasonable adjustments to cater for students with special needs.
- manage assessment grievances.
- be responsible for all disciplinary matters and will mediate between supervisors and students on placement issues.
- manage the academic aspects of the placement program. Decisions to pass or fail a student are the final responsibility of the University.
- maintain public liability and professional indemnity insurance cover for students during the term of the placement.
- evaluate the placement program.