

Professional Experience Placement Procedures for Students within the Division of Tropical Health and Medicine.

1 Intent

The purpose of this document is to provide all Students and staff of the Division of Tropical Health and Medicine with information on the broad principles underpinning the administration of Student placement and outline important University and Student responsibilities.

2 Scope

This document applies to all current and prospective Students within the Division of Tropical Health and Medicine, for courses listed in **Appendix 1**, who are required to participate in Professional Experience Placement, either within Australia or overseas, as part of their course.

3 Definitions

Agreement or Deed: The agreement or deed between James Cook University and a Facility, which details the responsibilities of both organisations with respect to Professional Experience Placement for Students.

Course: Means an approved course of study offered by James Cook University, consisting of a combination of subjects.

Discipline Placement Coordinator: This refers to the University staff member who coordinates and oversees the Professional Experience Placement program relevant to a Course within a discipline. A Discipline Placement Coordinator can also be referred to as a Practice Education Coordinator, Student Placement Specialist, Clinical Coordinator and Student Placement Coordinator.

Exposure Prone Procedure (EPP): A procedure where there is a risk of injury to the Health Care Worker resulting in exposure of the Patient's open tissues to the blood of the worker. These procedures include those where the worker's hands (whether gloved or not) may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a Patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Facility: Any facility or organisation that hosts Students for Professional Experience Placement. This includes but is not limited to any public health/animal/educational facility, public or private hospital and clinic, school, community based service and James Cook University teaching clinic where a Professional Experience Placement is undertaken.

Health Care Students: Refers to all Students enrolled in a Course in Appendix 1, except Veterinary Science.

Health Care Worker: Refers to all people involved in the delivery of health services in healthcare facilities including students and laboratory staff.

Patient/Client: Any person or animal receiving services from staff and/or Students working in a Facility.

Professional Experience Placement: Is a clinical or practical education experience, which is a required component of a Course, in a Facility that may be on campus or off- campus. It is also known as professional practice, work-placement, work experience, work-integrated learning, farm work, practicum, internship, clinical experience, clinical placement, practice placement or practical work.

Student/s: Includes all students, both undergraduate and postgraduate, enrolled in, or making application to be enrolled in (as applicable) a Course at James Cook University, Division of Tropical Health & Medicine, as listed in Appendix 1.

Supervisor: A supervisor means a qualified professional or industry professional supervisor overseeing a Professional Experience Placement. The supervisor is often employed by the host Facility or is an employee of James Cook University. A supervisor is also known as a facilitator, preceptor, mentor or coach, industry professional, clinical educator, or practice educator.

University: Means James Cook University

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4 Principles

These procedures are guided by the following overarching principles:

4.1 Students must abide by the University Student Code of Conduct, the code of practice for the profession in which they will eventually practise, and the Health Service /Industry Organisation Code of Conduct whilst on Professional Experience Placement.

4.2 All Students must comply with the Procedure for Infectious Disease for Students within the Division of Tropical Health and Medicine.

4.3 As Students will have access to personal and sensitive information whilst on Professional Experience Placement in a Facility, they must maintain Client confidentiality at all times. This includes ensuring that Facility documents (including copies of these documents) with Patient/Client and business information must not leave the Facility for any reason.

4.4(a) When using social media, all Students must comply with the JCU Social Media Policy, and their discipline specific professional obligations.

4.4(b) Without limiting section 4.4(a), when using social media, Students must comply with confidentiality and privacy obligations (such as by not discussing Patients/Clients or posting pictures of procedures, case studies, Patients/Clients, or personal or sensitive material which may enable Patients/Clients to be identified), present any other information obtained in the course of a Professional Experience Placement in an unbiased, evidence-based context, and not make unsubstantiated claims.

Students have a duty of care to maintain the professional standards of their chosen discipline, including when using online social media. Facilities may have their own policy or statement about social media and Students must be adhered to these.

Students enrolled in approved courses regulated by Australian Health Practitioner Regulation Agency (AHPRA) must also use social media in accordance with the *Health Practitioner Regulation National Law Act 2009* (Qld) ("the National Law") and their discipline specific National Board's Code of Ethics and Professional Conduct.

4.5 Students must adhere to infection control practices, including standard precautions in accordance with the Facility policies and procedures. Students must wear prescribed personal protective equipment as recommended by each Facility. Students should be aware of who to contact for advice concerning the management of an occupational exposure such as a needle stick injury or body fluid or biohazard exposure.

4.6 Students are required to ensure they are fit for Professional Experience Placement – without physical or mental impairments, which could affect their own safety or the safety of the public (including those for whom they will be working with and/or providing care). The Australian Health Practitioner Regulation Agency (AHPRA) defines impairment as:

"Impairment in relation to a person, means the person has a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect:

- for a registered health practitioner or an applicant for registration in a health profession, the person's capacity to practise the profession; or

- for a Student, the Student's capacity to undertake clinical training as part of the approved Course in which the Student is enrolled or arranged by an education provider" (<http://www.medicalboard.gov.au/Codes-Guidelines-Policies/Guidelines-for-mandatory-notifications.aspx>)

5 Procedures

5.1 Student Procedures and Responsibilities

5.1.1 Pre-Placement

5.1.1.1 Students must attend and participate in Professional Experience Placements as arranged by the University, after all pre-placement considerations and requirements have been addressed.

5.1.1.2 Students must be enrolled in a University Course with a Professional Experience Placement component as per the Course structure prior to the commencement of the Professional Experience Placement.

5.1.1.3 All Health Care Students enrolled in a Course that has Professional Experience Placement must obtain and be able to maintain a current *Working with Children Check* - Blue Card (Queensland) for the duration of their Course. (This requirement does not apply to Students enrolled in a Bachelor of Veterinary Science).

5.1.1.4 Prior to commencing their first Professional Experience Placement or by the end of their first teaching period (whichever occurs earlier), all Health Care Students enrolled in a Course that has Professional Experience Placement must obtain a National Criminal History Check. The results of the Check will be provided to Facilities as required. Students with National Criminal History Checks whose results show a disclosable outcome are required to have a discussion with their Discipline Placement Coordinator regarding placement options. (This requirement does not apply to Students enrolled in a Bachelor of Veterinary Science. Students in the Bachelor of Biomedical Science, Bachelor of Clinical Sciences and Bachelor of Medical Laboratory Science will be advised when this is necessary).

5.1.1.5 In order to attend any Facility for Professional Experience Placements, all Students must be compliant with the relevant current requirements of that Facility. These requirements can be different between Facilities, between the various states of Australia and between branches or locations of the same Facility. Students must continue to meet the requirements of a Facility as amended from time to time throughout the duration of their Course.

5.1.1.6 Students must complete all Professional Experience Placement requirements by the prescribed deadlines and maintain currency of all requirements (e.g. Blue Card, National Criminal History Check, CPR, and immunisation) throughout their enrolment in the Course.

5.1.1.7 Students must read the James Cook University '[Professional Experience Placement Requirements Procedure](#)' which outlines the actions the University will take monitor student's compliance with pre-placement requirements prior to undertaking a student placement. Students who fail to comply with the pre-placement requirements within the prescribed timeframe will have sanctions applied to their enrolment and if they withdraw from subjects after census date, may incur financial penalties.

5.1.1.8 All Students must complete all pre-placement preparation requirements, including attending discipline briefings and information sessions. Students must also ensure that they attend any on-site orientation meetings arranged by the Facility.

5.1.2 Fitness for Placement

5.1.2.1 Professional Experience Placement can be physically, emotionally and mentally challenging for Students. Students must, prior to the commencement of a Professional Experience Placement, inform their Discipline Placement Coordinator of any health or other conditions or factors (eg. pregnancy) which they may be experiencing and which may impact on:

- (a) the safety of themselves and others during the Professional Experience Placement; and/or
- (b) their ability to undertake the Professional Experience Placement and meet the learning outcomes.

The Student and the Discipline Placement Coordinator can then discuss and consider any reasonable adjustments that it may be possible to arrange for the Professional Experience Placement.

It is recommended that Students seek medical advice if taking prescribed medication that may have adverse effects that could impact on their performance and safety whilst on Professional Experience Placement. Students are encouraged to discuss the medical advice with their Discipline Placement Coordinator so that any possible reasonable adjustments can be considered.

5.1.2.2 The University is required, under section 143 of the *Health Practitioner Regulation National Law Act 2009* (Qld), to make mandatory notifications to the Australian Health Practitioner Regulation Agency (AHPRA) in relation to Students studying in a discipline that is regulated by AHPRA if the University reasonably believes:

- (a) a Student enrolled with the University has an impairment that, in the course of the Student undertaking clinical training, may place the public at substantial risk of harm; or
- (b) a Student for whom the University has arranged clinical training has an impairment that, in the course of the Student undertaking the clinical training, may place the public at substantial risk of harm. (<http://www.medicalboard.gov.au/Codes-Guidelines-Policies/Guidelines-for-mandatory-notifications.aspx>)

5.1.2.3 Pregnancy – Students should not go on Professional Experience Placement during the six-week period immediately before the expected date of birth and the six-week period following the birth. The Student is required to provide a medical clearance prior to returning to Professional Experience Placement.

The Discipline Placement Coordinator may, on receipt of a medical certificate from a medical practitioner certifying that, in the opinion of the medical practitioner:

- (a) the student is fit for placement until a specified date; or
- (b) the student is fit to resume placement,

reduce the periods mentioned in this clause 5.1.2.3.

5.1.2.4 Breastfeeding – Students should notify their Discipline Placement Coordinator if they require breastfeeding facilities whilst on Professional Experience Placement. To allow for the management of breastfeeding, Students are required to notify the Discipline Placement Coordinator prior to the allocation of Professional Experience Placements to enable arrangements to be made within a suitable Facility.

5.1.2.5 Students must actively participate in the management of their Professional Experience Placement by notifying the Discipline Placement Coordinator of any existing special circumstances requiring consideration

prior to Professional Experience Placement allocation. This includes, but is not limited to, health and disability issues.

5.1.2.6 Students must be prepared to attend Professional Experience Placement when required. Circumstances, which are a normal part of life, will not be considered as reasons for not attending Professional Experience Placement. Such circumstances include, but are not limited to:

- travel, transportation and accommodation requirements;
- Student work or other business commitments;
- being a parent, except in the circumstances outlined in Section 5.1.2.7 below;
- weddings and other celebratory events;
- sporting commitments except for University approved elite sporting programs;
- holidays, family commitments including non-urgent appointments; and
- exemptions to study or prepare for assessment or examinations.

5.1.2.7 Students must notify their Discipline Placement Coordinator of any specific circumstances that may impact or influence their Professional Experience Placement allocation. Special consideration for Professional Experience Placement allocation will be given only in the following circumstances:

- Students with a disability access plan from AccessAbility Services;
- Students who are registered carers for a sick or disabled dependent child or relative, with the relevant documented evidence;
- Students with a major health problem requiring frequent and specialised treatment which is only available at certain locations, with the relevant documented evidence; and
- Other highly extenuating medical, compassionate or special circumstances.

5.1.3 During Placement

5.1.3.1 Students must provide and maintain contact information for self and next of kin, and be able to be contacted within a reasonable timeframe at all times.

5.1.3.2 Students must not contact any Facility *unless otherwise directed* to do so by discipline specific staff.

5.1.3.3 Students must wear clinical ID name badges and if required, year level badges, at all times whilst on Professional Experience Placement.

5.1.3.4 Students must adhere to all legislative requirements, occupational health and safety requirements, security requirements, confidentiality and privacy requirements and any other rules, bylaws, policies and procedures relating to the Professional Experience Placement that are a requirement of a Facility, organisation, government or the University.

5.1.3.5 Students must comply with all reasonable and lawful directions of Supervisors.

5.1.3.6 Students must undertake all activities associated with the Professional Experience Placement and their Course in a timely manner, including actively participating in the learning process, and taking responsibility for their learning, including ensuring they obtain adequate feedback on their performance from their Supervisor.

5.1.3.7 Students must ensure they uphold standards of professional behaviour and presentation, including dress, at all times whilst on Professional Experience Placement. They must always be professional, taking into account the University's Student Conduct Policy and the code of practice for the profession in which they will eventually practise. Students must always follow the rules and regulation of the Facility in which they are placed. This includes ensuring that the privacy of the organisation, its staff and Patients/Clients is always respected.

This direction is important for Students to understand because:

- Students are representatives of the University and their behaviour has a strong impact on the willingness of the Facility to take future Students for Professional Experience Placement.
- The University enters into a legal agreement with the Facility, which requires the University to agree that its Students will follow the rules and regulations of the Facility and uphold the privacy of the Facility, its Patients/Clients and staff.
- A number of Students are subject to the legislation regulating health practitioners; Students are listed on professional board student registers in most health professions, and are subject to legislated codes of conduct.
- Students always need to consider the impact of their behaviour on public safety. For example, it is not appropriate for a Student to be working in addition to being on full-time Professional Experience Placement, such as attending Professional Experience Placement following a night shift. Unsafe or unprofessional behaviour will result in failure of a clinical Course and, in cases where the Student is also on a health professional student register, may result in a report to the relevant professional Board.

5.1.3.8 Students must be respectful and polite in their communications with all persons they interact with in their capacity as a Student of the University.

5.1.3.9 Students must act honestly, in good faith and respect the rights, beliefs and values of others.

5.1.3.10 Students must discuss issues as they arise with the Supervisor and University personnel and act to resolve problems in a cooperative manner.

5.1.3.11 Students must seek assistance if they are not confident with performing a procedure/treatment, or lack understanding in an area.

5.1.3.12 Students must practise in a manner that is safe, respectful and consistent with their level of competency, and in accordance with Facility policies and procedures.

5.1.3.13 Students must maintain confidentiality of all Patient/Client and business information and protect the privacy of Patients/Clients and colleagues, including fellow Students and University staff.

5.1.3.14 Students must disclose whether they work at a host Facility, are related to, or have a close personal relationship with any member of staff of that Facility.

5.1.3.15 Students must be responsible for any accommodation and travel costs as required.

5.1.3.16 In the event of inclement weather or other emergency situation, Students must not put themselves at 'risk' by travelling to and from Professional Experience Placement. Students must:

- notify the University of any changes to travel arrangements
- notify the University and the host organisation of their non-attendance at professional experience placements and the reason for that non-attendance
- actively seek information and stay up to date concerning local weather and road conditions of their surrounding location
- follow the advice and messaging from emergency services during the event of an emergency.

- obtain adequate personal and travel insurance for placement activity
- follow the advice of the placement host at all times during an emergency situation
- contact their placement coordinator to discuss further arrangements for their professional experience placement.

5.1.3.17 Students must advise a Discipline Placement Coordinator if they are involved in any incident whilst on Professional Experience Placement, especially if injury occurs, and complete or provide a copy of an incident form.

5.1.3.18 Students will not:

- Undertake a Professional Experience Placement if they are directed not to attend by the Discipline Placement Coordinator.
- Directly contact Professional Experience Placement sites and attempt to arrange Professional Experience Placements, unless directed to do so by Discipline Placement Coordinator.
- Swap Professional Experience Placements with other Students without requesting the swap through University discipline specific processes.
- Undertake Patient/Client care without professional supervision by a Supervisor.
- Participate in any activities that misrepresent their status or level of skill or knowledge.
- Participate in any conduct or behaviour that could be reasonably interpreted as harassment, or as discriminatory, offensive or embarrassing to others. This includes all behaviours that may cause injury to others.
- Remove or misappropriate any resources from either the University or Facility without the consent of appropriate staff.
- Accept gifts or any form of benefit from a Patient/Client in their care.
- Participate in any relationship in which there is potential for exploitation of the trust relationship inherent in the health or human service professional, for example personal relationships with Patients/Clients.

5.1.3.19 Students must notify the University and Host organisation of non- attendance to Professional Experience Placement regardless of the reason.

5.1.3.20 Students must complete all student surveys associated with Professional Experience Placement.

5.2. University Procedures and Responsibilities

5.2.1 For Professional Experience Placement to be undertaken in any Facility, a Student Placement Agreement /Deed must be in place between the Facility and the University.

5.2.2 The University will:

5.2.2.1 Manage and approve all aspects of the Professional Experience Placement.

5.2.2.2 Be in regular contact with the Facility.

5.2.2.3 Be accessible by telephone and email for communication on Professional Experience Placement issues.

5.2.2.4 Provide the Student and the Placement Supervisor/coordinator with information about the Professional Experience Placement and Professional Experience Placement requirements, including assessment criteria, learning outcomes, and any other relevant documentation.

5.2.2.5 Co-ordinate and advise Students of pre-placement requirements including, but not limited to, student briefings, student orientation checklists, national criminal history checks, immunisation requirements and Facility entry requirements.

5.2.2.6 Undertake reasonable effort to find Professional Experience Placements for Students with notifications on their National Criminal History Checks or Students who have a blood-borne virus. Where alternative Professional Experience Placements cannot be found and Professional Experience Placement is required to complete the Course components, the University will use reasonable endeavours to transfer the Student to another Course that does not have similar Professional Experience Placement restrictions.

5.2.2.7 Attempt to negotiate reasonable adjustments with a Facility to cater for Students with special needs in collaboration with AccessAbility Services.

5.2.2.8 Manage assessment grievances in accordance with University policies, procedures and guidelines.

5.2.2.9 Be responsible for all disciplinary matters and mediate between Supervisors and Students on Professional Experience Placement issues.

5.2.2.10 Manage the academic aspects of the Professional Experience Placement program in accordance with discipline specific processes.

5.2.2.11 Maintain public liability and professional indemnity insurance cover for Students during the term of the Professional Experience Placement.

5.2.2.12 Continue to evaluate and improve the Professional Experience Placement program in consultation with University staff, Students and Facility staff.

5.2.2.13 Provide Students with information during discipline pre-placement briefings on what to do in the event of severe weather conditions that may affect Student's safety while travelling to or from Professional Experience Placement. Students must, at all times, adhere to the advice and emergency procedure guidelines of the Facility hosting the Professional Experience Placement.

5.2.3 The University may need to stop or withdraw a Student from a Professional Experience Placement in the event of unsatisfactory behaviour, health and safety concerns or other reason, including academic. The reasons that a Student may not be able to commence or continue a Professional Experience Placement include, but are not limited to:

- Failure to meet academic requirements required to be achieved prior to attending or during the Professional Experience Placement.
- Failure to obtain/maintain a current *Working with Children Check* - Blue Card (Queensland).
- Failure to obtain all prerequisite requirements of Professional Experience Placement required to enter the nominated Facility.
- Failure to meet the immunisation requirements of the Facility.

- Illness, injury or other extenuating circumstances supported by documentary evidence.
- Failure to maintain currency of all required documentation during their course of study.
- Failure to follow the safety policies and procedures and the professional conduct standards of the Facility.

5.2.4 Students will receive a copy of these procedures prior to the commencement of the first Professional Experience Placement. Students will be reminded of their obligations under these procedures in pre-placement briefings.

5.2.5 Students will acknowledge that they have read and understood these procedures by signing the *Professional Experience Placement Student Declaration (Appendix 2)*

5.2.6 The University will direct Students to these procedures/supply a link to these procedures on the Professional Experience Placement Unit website.

5.2.7 If all the documentation evidencing compliance with the requirements associated with the Professional Experience Placement is not lodged by the Student within the designated time frame specific to each discipline, then:

- James Cook University [Professional Experience Placement Requirements Procedure](#) will apply. Students will have sanctions applied to their enrolment.
- The Discipline Placement Coordinator will inform the relevant Facility that a particular Student will not be present for Professional Experience Placement.
- The University is under no obligation to provide a Professional Experience Placement to a student who has not completed the Pre-Placement Requirements by the due date.

5.2.8 If Professional Experience Placement is not commenced, or is discontinued, because of Student conduct then the relevant University policies, procedures and guidelines will apply.

6 Related policy instruments and other resources

JCU Policies and Procedures:

[Procedure for Infectious Disease for Students within the Division of Tropical Health and Medicine.](#)

[Professional Experience Placement Requirements Procedure](#)

[Review of a Student's Suitability to Continue a Course Involving Placement](#)

[Social Media Policy](#)

[Student Code of Conduct](#)

[WHS-PRO-023 Infection Control Procedure](#)

Other relevant resources:

[Australian Guidelines for the Prevention and Control of Infection in Healthcare \(2019\)](#)

[Guidelines: Mandatory notifications about registered students](#)

[Queensland Government \(2009\), Queensland Health Human Resources Policy - Parental Leave](#)

[AMA \(2020\) A Guide to Social media & Medical Professionalism](#)

7 Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

7.1 Approval Details

Policy Sponsor	Pamela Stronach , Director, Academic Quality and Strategy, Division of Tropical Health and Medicine
Version no	V3
Date for next review	October, 2022

7.2 Revision History

[Use the table below to record information regarding changes to this procedure. Standard version control numbering should be used]

Version	Approval date	Implementation date	Details	Author
1.6	29/01/2016	22/02/2016	Changes approved by DTHM Board of Studies.	Tracy Bagley, Manager Student Placement, Division of Tropical Health and Medicine
1.7	27/07/17	22/11/2017	JCU Social Media Information added. Approved by legal.	Tracy Bagley, Manager Student Placement, Division of Tropical Health and Medicine
1.8	11/2/2019	11/2/2019	Update to Appendix 2	Tracy Bagley, Manager Student Placement, Division of Tropical Health and Medicine
1.9	12/06/2019	29/07/2019	Changes to Blue Card and National Criminal History Checks for Students enrolled in the Bachelor of Biomedical Science and Bachelor of Medical Laboratory Science. Approved Head of Discipline.	Tracy Bagley, Manager Student Placement, Division of Tropical Health and Medicine
2.0	19/10/2019	21/01/2020	Changes to Blue Card and National Criminal History Checks for Students enrolled in the Bachelor of Biomedical Science, Bachelor of Clinical Sciences and Bachelor of Medical Laboratory Science. Approved Course Coordinator	Tracy Bagley, Manager Student Placement, Division of Tropical Health and Medicine
2.1	24/09/2020	01/01/2021	Changes to Student and University responsibilities; updates to related policy instruments and Appendix 1 updated.	Tracy Bagley, Manager Student Placement, Division of Tropical Health and Medicine

Keywords	Professional Experience Placement, Placement, Clinical Placement
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8 Appendices

Appendix 1. Courses in scope of this Procedure



Undergraduate

Bachelor of Biomedical Sciences
Bachelor of Biomedical Sciences IHCAP
Bachelor of Biomedical Sciences (Honours)
Bachelor of Clinical Sciences (Honours)
Bachelor of Dental Surgery
Bachelor of Dental Surgery IHCAP
Bachelor of Dental Surgery (Honours)
Bachelor of Exercise Physiology (Clinical)
Bachelor of Exercise Physiology (Clinical) (Honours)
Bachelor of Health Science (Physician Assistant)
Bachelor of Medical Laboratory Science
Bachelor of Medical Laboratory Science (Honours) [IHCAP]
Bachelor of Medical Laboratory Science (Honours)
Bachelor of Medicine, Bachelor of Surgery
Bachelor of Medicine, Bachelor of Surgery (Honours)
Bachelor of Medical Science (Honours)
Bachelor of Nursing Science (Post-Registration)
Bachelor of Nursing Science (Pre-Registration)
Bachelor of Nursing Science - Bachelor of Midwifery
Bachelor of Nursing Science IHCAP
Bachelor of Nursing Science (Honours)
Bachelor of Occupational Therapy
Bachelor of Occupational Therapy (external)
Bachelor of Occupational Therapy (Honours) [IHCAP]
Bachelor of Occupational Therapy (Honours)
Bachelor of Pharmacy
Bachelor of Pharmacy (Honours) [IHCAP]
Bachelor of Pharmacy (Honours)
Bachelor of Physiotherapy
Bachelor of Physiotherapy [IHCAP]
Bachelor of Physiotherapy (Honours)
Bachelor of Speech Pathology
Bachelor of Speech Pathology (Honours) [IHCAP]
Bachelor of Speech Pathology (Honours)
Bachelor of Sport and Exercise Science
Bachelor of Sport and Exercise Science [IHCAP]
Bachelor of Sport and Exercise Science (Honours)
Bachelor of Sport and Exercise Science - Bachelor of Psychological Science
Bachelor of Veterinary Science
Bachelor of Veterinary Science [IHCAP]
Bachelor of Veterinary Science (Honours)

Postgraduate

Graduate Diploma of Midwifery
Graduate Certificate of Diabetes Education
Master of Psychology (Clinical)
Master of Clinical Exercise Physiology
Graduate Diploma of Orthodontics
Graduate Diploma of Medical Science

Appendix 2. JCU Student Professional Experience Student Declaration form

 			
Professional Experience Placement Student Declaration			
Surname		Given Names	
Student Number		Degree program	▼
Mandatory Pre Clinical Requirement Declaration			
I declare that (please tick):			
<input type="checkbox"/> I will complete all immunisation and health requirements, as required in the Course I am enrolled in.			
<input type="checkbox"/> I have complied with and will maintain all Professional Experience Placement requirements for my course as listed in the handbook and where required I will provide evidence of completion of the requirements to the University. Professional Experience Placement requirements may include, but not limited to: <ul style="list-style-type: none"> a. A National Criminal History Check b. A nationally accredited 'Apply First Aid' course from an Australian Registered Training Organisation c. A nationally accredited CPR course from an Australian Registered Training Organisation d. A Working with Children suitability check (Blue Card) issued by the Public Safety Business Agency e. any particular Facility requirements of which I am notified from time to time 			
<input type="checkbox"/> I will comply with any new or additional Professional Experience Placement requirements as notified or included in the Facility requirements for Student placement.			
<input type="checkbox"/> I will notify discipline specific staff if I have a physical, psychological or any other condition that may impact on my ability to undertake Professional Experience Placement and practice safely in the clinical environment prior to the commencement of professional experience placement.			
<p><i>Where there is a pre-existing illness or disability such that your ability to practice in the chosen discipline may be impaired, the student must advise AccessAbility Services, James Cook University.</i></p>			
I agree that while on Professional Experience Placement I will (please tick)			
<input type="checkbox"/> Practice within my scope of experience as a Student.			
<input type="checkbox"/> Wear the correct uniform and placement ID badge at all times (if applicable).			
<input type="checkbox"/> Adhere to the placement Facility's procedures, policies and code of conduct.			
<input type="checkbox"/> Maintain the confidentiality of information concerning the personal affairs and health related information of Patients/ Clients of the Facility in which I am to carry out my Professional Experience Placements during the length of the Course.			
<input type="checkbox"/> Notify the University and Host Facility of all non- attendance as soon as possible.			
During my enrolment I acknowledge that (please tick):			
<input type="checkbox"/> I have read the current National Board policy for Registered Health Practitioners Social Media Policy and understand that it also applies to students in Board-approved Courses. I am aware of the potential implications of online behaviour during social media communication and that it may affect my professional life and registration.			
<input type="checkbox"/> I have read and acknowledged the current <i>Procedure for Infectious Disease for Students within the Division of Tropical Health & Medicine</i>			
<input type="checkbox"/> I have read and understood the current <i>Professional Experience Placement Procedures for Students within the Division of Tropical Health and Medicine</i>			
<input type="checkbox"/> I have read and understood the current <i>JCU Social Media Policy</i>			
<input type="checkbox"/> I have read and understood the current <i>JCU Student Conduct Policy</i>			
<input type="checkbox"/> I have read and understood the current <i>JCU Professional Experience Placement Requirements Procedure</i>			
<input type="checkbox"/> I have read and understood the current <i>JCU Review of a Student's Suitability to Continue a Course Involving Placement</i>			
<input type="checkbox"/> I have read and understood the current <i>JCU WHS-PRO-023 Infection Control Procedure</i>			
Student Signature		Date	