Research Placement

Standardised Student Induction Protocol

To be used in conjunction with the Barwon Health Research Placement Agreement July 2021

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# Definitions

**AHPRA** means the Australian Health Practitioner Regulation Agency.

**Approved Research Activity** means a research project which has ethics approval from a reviewing HREC and governance approval at Barwon Health under a Site Specific Application.

**Education Provider (EP):** An institution delivering accredited undergraduate and postgraduate education. This includes but is not limited to universities.

**Law** means any statute, regulation, by-law or subordinate legislation in force from time to time, the common law and equity and any legally binding industry codes of conduct, practice or standards.

**Privacy Laws** means all Laws relating to data security and the protection and processing of personal information in force from time to time including without limitation, the *Privacy Act 1988* (Cth), the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 1988* (Cth).

**Research Activity** means a research project which has ethics approval from a reviewing HREC and governance approval at Barwon Health under a Site Specific Application.

**Research Placement Provider (RPP):** An organisation that provides Research Placements to students. For the purpose of this Protocol this means Barwon Health a public health service

**Research Placement:** A research placement is defined as the placement at Barwon Health for the purposes of conducting an approved Research Activity.

**Student:** An individual enrolled in an accredited course offered by an Education Provider that requires the student to undertake a Research Activity requiring a Research Placement.

# Introduction

At Barwon Health we foster research that enhances patient care, challenges clinical practice and promotes innovative health service delivery.

To achieve this Barwon Health provides research placements to Students undertaking an approved Research Activity.

To meet appropriate safety standards and to be familiarised with the environment in which their Placement will occur, Students are required to undertake orientation and induction at each new site. Where possible Barwon Health adopts a standardised approach to this induction process for Education Providers, Barwon Health Departments and Students.

It is acknowledged that students have an ongoing relationship with their EPs throughout their Research Placement. The EP and RPP will determine pre-Placement requirements prior to the Students' -Research Placement. Existing guidelines developed using specialist expertise have informed the development of the protocols set out in this document. EPs and RPPs will follow each of the protocols set out in this document.

Each section of this document is presented in three parts:

* Protocol
* Rationale
* Resources

## Objectives

The Standardised Student Induction Protocol aims to:

* Ensure patient safety and confidentiality through rigorous and consistent pre-Placement screening and orientation processes
* Enhance administrative efficiency by reducing duplication across Barwon Health
* Protect the privacy of Student personal and health information and prevent unlawful discrimination.

## Scope

This document clarifies responsibilities and protocols for each party regarding Student induction to Research Placement, and also suggests resources which may assist users where appropriate. These protocols are intended to be applied consistently to any research or clinical health setting or placement type, thereby streamlining administration for all parties. In particular situations, however, amendment to these protocols may be necessary. In such an instance, these should be agreed between the Research Placement Provider (RPP) and Education Provider (EP) prior to commencement of the Research Placement.

## Privacy

EPs and RPPs are responsible for ensuring they have obtained all appropriate consents to fulfil their obligations under this protocol, including communication of Student information. Personal information – including sensitive police and health information – should only be accessible in accordance with the Privacy Laws and on a ‘need to know’ basis and must be protected at all times against unauthorised access. Sensitive matters relating to Student health status or criminal history should be handled by senior members of staff wherever possible.

All identifiable Student information should be destroyed by RPPs in accordance with Privacy Laws and, if applicable, the relevant Retention and Disposal Authority published by the Public Records Office of Victoria and specifically relating to Research Records.

# Student details

### Protocol

1. EPs/Students must submit a completed Research Placement Agreement including Schedules 1 and 2 at the time of the Site Specific Application to Barwon Health for the Research Activity. Barwon Health requests at least four weeks lead time prior to commencement of Placement:
2. RPPs may request other relevant information including personal information directly from Students during Placement only if required to facilitate the Placement.
3. RPPs are not to require the following Student information:
	1. Residential address
	2. Australian residency status
	3. Sexual orientation
	4. Religious beliefs
4. Student personal details must not be used to discriminate Students unlawfully, such as by giving preference of Placement to Students of particular age, gender, religion or racial profile.

### Rationale

RPPs require certain personal details to verify Student identity at commencement of Research Placement and facilitate access to both physical and digital assets, including buildings and electronic medical records.

Attendance at a Barwon Health site needs to be organised beforehand and agreed to by the Barwon Health Principal Investigator and staff in charge of the site/department, and the Student. From time to time there may be a need to contact the student to vary the attendance roster due to site requirements. The EPs will provide an email address to enable communication of Placement-related information to the Student.

### Resources

Equal Opportunity Act 2010

[www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\_act/eoa2010250](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/eoa2010250) Privacy and Data Protection Act 2014

[www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\_act/padpa2014271](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/padpa2014271)

# Australian Charter of Healthcare Rights

### Protocol

1. EPs must ensure each Student is educated in the Australian Charter of Healthcare Rights and any other relevant charters or standards before commencing Research Placements.
2. RPPs must clearly indicate to patients that their institution is a clinical, research and teaching health service where Students undertake approved research activities in conjunction with a Barwon Health Principal Investigator.

### Rationale

Patients have a right to safe and high-quality care under the Australian Charter of Healthcare Rights, which applies to all Australian healthcare settings. To ensure these rights are upheld, Students require appropriate supervision while accessing patients. This will ensure that Students develop excellent research skills to become part of a well-trained future health workforce, capable of providing safe and high-quality care.

### Resources

Australian Charter of Healthcare Rights <http://health.vic.gov.au/patientcharter>

# Australian criminal history check

### Protocol

1. Students are required to have a valid Australian nationally coordinated criminal history check at all times while on Placement.
2. An Australian nationally coordinated criminal history check may be issued by the Australian Federal Police, a state or territory police agency or an organisation appropriately accredited by the Australian Criminal Intelligence Commission, and is valid if:
	1. not more than six months old; and
	2. the check has a stated purpose encompassing supervised access to vulnerable people.
3. EPs must:
	1. Sight a valid police check for each Student prior to Clinical Placement;
	2. At least four weeks before the intended commencement of the Clinical Placement, provide written confirmation to the RPP via Schedule 2 of the Research Placement Agreement that they have sighted a valid police check for each Student;
	3. Require Students to notify the EP and RPP immediately if, at any time before the end of a Research Placement, they are under investigation, are charged with or found guilty of a criminal offence (other than a minor traffic offence) in any country; and
	4. In the event that they become aware of any criminal history for a Student, promptly notify the RPP in writing addressed to the Research Management Committee at Research@barwonhealth.org.au and advise the Student to be available to meet with the RPP and RMC if requested. The Student may choose to bring a support person to this meeting.
4. RPPs must:
	1. Not require a Student to provide evidence of their police record directly to the RPP unless required under Laws or unless the RPP is notified of the presence of criminal history by the Student, EP or another person;
	2. Reasonably assess the risk of each Student with disclosable criminal history undertaking Placement within their organisation;
	3. Notify the EP as soon as possible if there are concerns about a Student's suitability for Placement because of their criminal history; and
	4. Ensure any information pertaining to a Student's criminal history is only used for the purpose of determining the Student's suitability for Placement and is destroyed as soon as their suitability has been determined or as required by the Privacy Laws, whichever is later.

### Rationale

An Australian nationally coordinated criminal history check (commonly known as a police check) is a standard requirement for any person working in a ‘position of trust’ with individuals in the community, particularly those classified as ‘vulnerable populations’ (such as children, elderly or those with a disability). The police check provides a list of disclosable offences a person has committed at a given point in time and is designed to reduce the risk of abuse by an individual undertaking a Clinical Placement.

In the health sector, it is common practice for new employees to be required to undergo a police check at or prior to commencement of their employment.

### Resources

Aged Care Act 1997

[www.legislation.gov.au/Series/C2004A05206](http://www.legislation.gov.au/Series/C2004A05206)

Australian Criminal Intelligence Commission - National Police Checking Service [www.acic.gov.au/our-services/national-police-checks](http://www.acic.gov.au/our-services/national-police-checks)

Australian Federal Police – National Police Checks

[www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks](http://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks) Commonwealth statutory declarations

[www.ag.gov.au/Publications/Statutory-declarations](http://www.ag.gov.au/Publications/Statutory-declarations) Police certificate guidelines for aged care providers

<https://agedcare.health.gov.au/police-certificate-guidelines-for-aged-care-providers>Service agreement information kit – safety screening for Victorian funded agencies

<https://fac.dhhs.vic.gov.au/service-agreement-information-kit-0>Victoria Police - National Police Record Check

[www.police.vic.gov.au/content.asp?Document\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

# Overseas criminal history check

### Protocol

1. Students are required to provide the EP evidence of their overseas criminal history if they have, after the age of 16:
	1. Been a citizen or permanent resident of any country other than Australia; or
	2. Resided continuously in any single country other than Australia for 12 months or more.
2. The following documentation will be accepted as evidence:
	1. Nation-wide check of criminal history produced by the relevant national authority (if in a language other than English, it must be accompanied by a certified English translation); or
	2. International Criminal History Check issued by an AHPRA approved supplier; or
	3. if it is not possible to obtain the documentation referred to in Protocols 2(a) or 2(b) without unreasonable cost or delay or if the Police Certificate Guidelines otherwise permit, a Commonwealth Statutory Declaration sworn by the Student that states either:
		1. The Student is not, in any country, currently under investigation, charged with or have been found guilty of a criminal offence (other than a minor traffic office); or
		2. Details of any current investigation, charges or guilty findings.
3. EPs must:
	1. Identify all Students required to provide evidence of their overseas criminal history according to this protocol;
	2. Sight evidence of each identified Student's overseas criminal history;
	3. At least four weeks before the intended commencement of the Research Placement, provide written confirmation via Research Placement Agreement Schedule 2 to the RPP that they have performed their obligations under Protocol 3[(a)](#bookmark8) and 3(b)[;](#bookmark9)
	4. Require Students to notify the EP and RPP immediately if, at any time before the end of a Research Placement, they are under investigation, are charged with or found guilty of a criminal offence (other than a minor traffic offence) in any country; and
	5. In the event that they become aware of any criminal history for a Student, promptly notify the RPP in writing and advise the Student to be available to meet with the RPP if requested. The Student may choose to bring a support person to this meeting.
4. RPPs must:
	1. Not require a Student to provide evidence of their police record directly to the RPP unless required under Law or unless the RPP is notified of the presence of criminal history by the Student, EP or another person;
	2. Reasonably assess the suitability of any Student with disclosable criminal history to undertake Placement within their organisation,taking into account the RPP's duty of care to its patients.
	3. Notify the EP as soon as possible if there are concerns about a Student's suitability for Placement because of their criminal history; and
	4. Ensure any information pertaining to a Student's criminal history is only used for the purpose of determining the Student's suitability for Placement and is destroyed as soon as their suitability has been determined or as required by the Privacy Laws, whichever is later.

### Rationale

The Australian nationally coordinated criminal history check provides a comprehensive record of criminal history within Australia but is ignorant of criminal history in other countries. For persons who have lived overseas or with significant overseas connection, particularly those recently arrived in Australia, it is prudent to obtain evidence of their overseas criminal history when assessing suitability for Clinical Placement in addition to an Australian criminal history check.

It is a legislated requirement in the aged care sector that any person who has been a permanent resident or a citizen of another country and who has access to an aged care recipient must provide a statutory declaration and evidence of any criminal record from that country.

It is not always possible or practical to obtain a police records check from other countries. As such, a Commonwealth statutory declaration may be used if the Law and Police Certificate Guidelines (if applicable to the Research Placement Provider) permit.

### Resources

Aged Care Act 1997

[www.legislation.gov.au/Series/C2004A05206](http://www.legislation.gov.au/Series/C2004A05206) AHPRA – International criminal history checks

[www.ahpra.gov.au/registration/registration-process/criminal-history-checks/international-criminal- history](http://www.ahpra.gov.au/registration/registration-process/criminal-history-checks/international-criminal-history)

Commonwealth statutory declarations [www.ag.gov.au/Publications/Statutory-declarations](http://www.ag.gov.au/Publications/Statutory-declarations)

National Accreditation Authority for Translators and Interpreters [www.naati.com.au](http://www.naati.com.au/)

Police certificate guidelines for aged care providers (**‘Police Certificate Guidelines’**)

<https://agedcare.health.gov.au/police-certificate-guidelines-for-aged-care-providers>Service agreement information kit – safety screening for funded agencies

<https://fac.dhhs.vic.gov.au/service-agreement-information-kit-0>

# Working with Children Check

### Protocol

1. All Students aged 18 years or older are required to maintain a valid Working with Children Check (WWCC) for the duration of their Research Placement if the Placement involves working in any of the occupational fields listed in the *Working with Children Act 2005* and direct contact with children.
2. Interstate Students do not need a Victorian WWCC if they are working with children in Victoria for a period of no more than 30 days and hold a valid WWCC in another Australian state or territory during that period.
3. EPs must:
	1. Notify Students of their obligation to list on their WWCC the EP as an organisation that engages the Student in child-related work. There is no requirement for the Student to also list the RPP;
	2. For each Student, sight a valid WWCC and confirmation the EP has been listed as an organisation engaging the Student in child related work prior to sending the Student on any Placement where a WWCC is required;
	3. Record details of Student WWCCs according to Department of Justice and Community Safety instructions published on the Working with Children Check website;
	4. At least four weeks before the intended commencement of any Clinical Placement for which a WWCC is required, provide to the RPP via:
		1. Written confirmation in Research Placement Agreement Schedule 2 that the EP has sighted a valid WWCC for each Student;
		2. Reference number of each WWCC; and
		3. Expiry date of each WWCC;
	5. Notify each Student of their obligation to notify the EP in writing within seven days of receipt of a negative notice, suspension or cancellation of their WWCC;
	6. If they become aware of a negative notice, suspension or cancellation of a Student's WWCC, immediately notify the RPP in writing to Research Management Committee (RMC) at Research@barwonhealth.org.au and advise the Student to be available to meet with the RMC if requested. The Student may choose to bring a support person to this meeting.
4. WWCC is mandatory for all students participating in a research activity where the Protocol or Research Plan identifies actual or possible contact with persons under the age of 18 years;
5. Students are not required to present their WWCC card directly to the RPP. RPPs may use the information provided by EPs to verify the status of WWCCs via the Working with Children Check website.
6. In accordance with the *Working with Children Act 2005*, a person is exempt from a WWCC if they can provide evidence they:
	1. Are registered under section 11 of the *Victorian Institute of Teaching Act 2001* as a teacher; or
	2. Are a member of the force within the meaning of the *Police Regulation Act 1958* and who has taken and subscribed the oath referred to in section 13(1) of that Act (other than a member who is suspended from duty under that Act).

### Rationale

The Working with Children Check (WWCC) is mandated under the *Working with Children Act 2005* to assess a person’s suitability to work with persons under the age of 18 years (children), aiming to protect children from sexual and physical harm. Child-related work is paid or unpaid work involving direct and unsupervised contact with a child when working with, or caring for, children in any of the occupational categories listed in the Act. Criminal records continue to be monitored for the life of a WWCC, which is for a five-year period. The Act provides a range of exemptions that permit certain groups of people to undertake child-related work without a WWCC.

Organisations in Victoria are also required to comply with the Child Safe Standards published by the Victorian Commission for Children and Young People.

### Resources

Victorian Commission for Children and Young People – The Child Safe Standards <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards>

Victorian Department of Justice and Community Safety - Working with Children Check [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au/)

Working with Children Act 2005

[www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\_act/wwca2005232](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/wwca2005232)

# Infection and immunisation

### Protocol

1. For the duration of the Research Placement, all Students should ideally have:
	1. Immunity to Covid-19, hepatitis B, influenza, measles, mumps, pertussis, rubella, varicella; and
	2. No active infection with tuberculosis.
2. EPs must:
	1. Sight evidence of the infection/immunity status of each Student, as described in the specific requirements below, prior to commencement of the first Research Placement of their course. EPs may choose to sight the evidence documents directly or alternatively require an AHPRA- registered medical practitioner to state in writing that they have sighted the required documents;
	2. At least four weeks before the intended commencement of each Research Placement, provide written confirmation to the RPP that the Student has provided evidence that the specific requirements below have been satisfied;
	3. Require Students to seek medical advice immediately if they are exposed to a risk of infection through any occupational or non-occupational encounter;
	4. Require Students to notify the EP and RPP immediately if, at any time before the end of a Research Placement, their infection/immune status changes; and
	5. In the event that they become aware that a Student cannot satisfy the specific requirements [below](#bookmark14) prior to attending a Research Placement, promptly notify the RPP in writing and advise the Student to be available to meet with the RPP if requested. The Student may choose to bring a support person to this meeting.
3. RPPs must:
	1. Not require a Student to provide evidence of the infection/immune status directly to the RPP unless they are:
		1. Obligated under Law;
		2. Notified that the Student is unable to satisfy the specific requirements [below](#bookmark14) before attending a Research Placement; or
		3. Investigating a case of infection transmission that it reasonably believes may be connected to the Student;
	2. Reasonably assess the risk of each Student that does not satisfy the specific requirements [below](#bookmark14) undertaking a Clinical Placement within their organisation. Taking into account the RPPs' duty of care to its patients, the RPP should consider any reasonable controls or adjustments to the Placement program that would enable the Student to safely complete the Research Placement, in consultation with the EP. This includes where a Student objects to any screening or vaccination required for compliance with this protocol;
	3. Only refuse Placement for a Student on the basis of their infection/immune status if, having fully considered all possible controls and adjustments in accordance with Protocol 3[(iii)](#bookmark13), the RPP reasonably determines that the Student poses an unacceptable risk to the RPP, its staff or its patients or that such Research Placement may otherwise cause the RPP to be in breach of any Laws or its duty of care to its patients and staff;
	4. Notify the EP as soon as possible if there are concerns about a Student’s suitability for placement because of their infection/immune status; and
	5. Ensure any information pertaining to a Student’s infection/immune status is only used for the purposes of determining a Student’s suitability for Research Placement or investigating a case of infection transmission and is destroyed as soon as it is no longer required.
4. EPs must notify Students of their obligations to be aware of their blood-borne virus status (hepatitis B, hepatitis C, HIV) and take reasonable steps to prevent the transmission of infection at all times. Neither the EP or RPP shall require Students to provide evidence of their blood-borne virus infection status.
5. An Australian Immunisation Register printout is considered a vaccination record for the purpose of proving immunity.
6. Vaccinations administered in other countries may be accepted provided the brand and schedule aligns with the Australian Immunisation Handbook.
7. Serological testing is only acceptable if performed in a facility accredited to the ISO15189 standard for medical testing by an accreditation body recorded as a signatory to the ILAC Mutual Recognition Arrangement.
8. Except for influenza vaccination, which must occur each year, Students are only required to provide evidence of immunity and screening for tuberculosis once, prior to commencing the first Research Placement of their course. The EP or RPP may require rescreening for tuberculosis throughout the course if a potential exposure has occurred.

#### Specific requirements

##### COVID-19

The following may be accepted as evidence of immunisation status for COVID-19:

* Vaccination record indicating two doses of TGA-approved COVID-19 vaccine
* Students should check for updated requirements every six months.

##### Hepatitis B

The following may be accepted as evidence of immunity to hepatitis B:

* Serology report indicating immunity to hepatitis B.

A Student who is unable to provide evidence of immunity to hepatitis B is considered to have satisfied the hepatitis B requirement for Placement if they:

1. Are in the first year of their course; and
2. Have received at least two doses of hepatitis B vaccine.

##### Influenza

Vaccination against influenza is only required for Research Placements occurring during the period 1 June to 31 October in any given year, however Students should be strongly encouraged to have immunity to influenza year-round.

The following may be accepted as evidence of immunity to influenza:

* Vaccination record indicating a dose of influenza vaccine for current calendar year; or
* Written statement from a medical practitioner or immunisation nurse advising administration of one dose of influenza vaccine for the current calendar year.

As the current-year influenza vaccine is typically not made available until March-May and is often in short supply, Students are only required to provide evidence of vaccination by 1 June, even if the Research Placement commences before this date. Where a Student commences Placement prior to receiving the vaccination, the EP must notify the RPP no later than 1 June that the Student has provided evidence of having been vaccinated.

Where the RPP chooses to provide vaccination for Students undertaking Research Placement, the Student who has been vaccinated should communicate this to the EP.

##### Measles

The following may be accepted as evidence of immunity to measles:

* Vaccination record indicating two doses of MMR vaccine; or
* Serology report indicating immunity to measles; or
* Government-issued documentation confirming a birth date prior to 1966.

##### Mumps

The following may be accepted as evidence of immunity to mumps:

* Vaccination record indicating two doses of MMR vaccine; or
* Serology report indicating immunity to mumps; or
* Government-issued documentation confirming a birth date prior to 1966.

##### Pertussis

The following may be accepted as evidence of immunity to pertussis:

* Vaccination record indicating one dose of dTpa vaccine given within the past 10 years.

##### Rubella

The following may be accepted as evidence of immunity to rubella:

* Vaccination record indicating two doses of MMR vaccine; or
* Serology report indicating immunity to rubella; or
* Government-issued documentation confirming a birth date prior to 1966.

##### Tuberculosis

The following may be accepted as evidence of no active infection with tuberculosis:

* Written statement from an AHPRA-registered medical practitioner advising the Student has no symptoms of active tuberculosis and has received a tuberculin skin test or interferon gamma release assay (such as the QuantiFERON-TB Gold assay) indicating no tuberculosis infection; or
* Written statement from an AHPRA-registered specialist infectious disease or respiratory physician advising the Student has no active tuberculosis infection.

Students are also considered to have satisfied the tuberculosis requirement for Placement if they provide a written statement from an AHPRA-registered specialist infectious disease or respiratory physician advising they have been assessed as fit for Placement; for example, if the Student is receiving appropriate treatment for a current tuberculosis infection and is deemed non-infectious.

##### Varicella

The following may be accepted as evidence of immunity to varicella:

* Written statement from a medical practitioner advising definite prior history of varicella infection; or
* Vaccination record indicating two doses of varicella vaccine; or
* Serology report indicating immunity to varicella.

### Rationale

Transmission of vaccine preventable disease in healthcare settings has the potential to cause serious illness and avoidable death in patients, staff, Students, and the community. From an employer’s perspective there are occupational health and safety (OH&S) obligations to ensure that staff are protected from vaccine preventable disease.

### Resources

Australian Immunisation Handbook [https://immunisationhandbook.health.gov.au](https://immunisationhandbook.health.gov.au/)

[Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne](http://www.health.gov.au/internet/main/publishing.nsf/content/cda-cdna-bloodborne.htm) [Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood](http://www.health.gov.au/internet/main/publishing.nsf/content/cda-cdna-bloodborne.htm) [Borne Viruses](http://www.health.gov.au/internet/main/publishing.nsf/content/cda-cdna-bloodborne.htm)

[www.health.gov.au/internet/main/publishing.nsf/content/cda-cdna-bloodborne.htm](http://www.health.gov.au/internet/main/publishing.nsf/content/cda-cdna-bloodborne.htm) ILAC Mutual Recognition Arrangement signatory search

<https://ilac.org/signatory-search>

Victorian Tuberculosis Program – Preventing tuberculosis infection and disease among healthcare workers

[www.thermh.org.au/health-professionals/clinical-services/victorian-tuberculosis-program](http://www.thermh.org.au/health-professionals/clinical-services/victorian-tuberculosis-program) Victorian vaccination for healthcare workers guidelines

[www2.health.vic.gov.au/public-health/immunisation/adults/vaccination-workplace/vaccination- healthcare-workers](https://www2.health.vic.gov.au/public-health/immunisation/adults/vaccination-workplace/vaccination-healthcare-workers)

# National Student registration

### Protocol

1. All Students of a registered health profession are required to maintain student registration with the Australian Health Practitioner Regulation Agency (AHPRA) for the duration of their Research Placement.
2. In relation to Students of registered health professions, EPs must:
	1. Appropriately register each Student with AHPRA prior to the commencement of the Research Placement. It is acknowledged that AHPRA may not always issue confirmation of Student registration to the EP prior to the Research Placement commencing. In the case of psychology students, who are not eligible for student registration, the EP must instead sight evidence that the Student has provisional registration with the Psychology Board of Australia prior to the commencement of the Research Placement.
	2. At least four weeks before the intended commencement of each Research Placement, provide written confirmation to the CPP that each Student has been appropriately registered.
	3. Comply with the Health Practitioner Regulation National Law Act 2009, including by:
		1. Notifying AHPRA if it reasonably believes a Student has an impairment that may place the public at substantial risk of harm; and
		2. Notifying the RPP as soon as practicable if it is advised by AHPRA that a Student has had their registration suspended or a condition imposed.
3. RPPs must not request a Student or EP to provide evidence of student registration, as no such evidence is made available by AHPRA.

### Rationale

The Health Practitioner Regulation National Law (Victoria) Act 2009 states that Students enrolled in an approved program of study, or who are undertaking clinical training, must be registered as a student with their respective National Board.

### Resources

Australian Health Practitioner Regulation Agency – Student registration [www.ahpra.gov.au/registration/student-registrations](http://www.ahpra.gov.au/registration/student-registrations)

Health Practitioner Regulation National Law (Victoria) Act 2009 [www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\_act/hprnla2009517](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/hprnla2009517)

Psychology Board of Australia – Provisional registration for psychology higher degree students [www.psychologyboard.gov.au/Registration/Provisional/Higher-Degree](http://www.psychologyboard.gov.au/Registration/Provisional/Higher-Degree)

# Student undertaking

### Protocol

1. EPs must obtain from each Student at course commencement a written undertaking in the form provided at Appendix A
2. At least four weeks before the intended commencement of the Research Placement, the EP must provide written confirmation to the RPP that they have performed their obligations under Protocol [1 and obtained the written undertaking from the relevant Student.](#bookmark17)
3. If requested by the RPP, the EP must promptly provide a copy of an executed Student undertaking to the RPP.
4. If the EP becomes aware of any breach or anticipated breach by a Student of a Student undertaking referred to in Protocol 1 above, it must immediately notify the RPP and take such action as may be necessary, including all reasonable actions instructed by the RPP.

### Rationale

Students are not party to the Research Placement Agreement between RPP and EP. The student undertaking is required to confirm each Student's understanding and acceptance of their obligations when participating in a Research Placement.

### Resources

Health Records Act 2001

[www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\_act/hra2001144](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/hra2001144) Privacy and Data Protection Act 2014

[www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\_act/padpa2014271](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/padpa2014271)

# Placement approval

### Protocol

### Research activities MUST have all approvals in place prior to the commencement of a Research Placement. This includes a reviewing HREC approval and Site Specific Barwon Health approval and fully completed Research Placement Agreement including Schedules. Prior departmental approval is needed where RPP staff are required to support the Student’s research activity during the Research Placement.

### Rationale

A discussion of Research Placement objectives prior to each Research Placement enables the EP and RPP to manage the Research Placement so that students’ research activity objectives can be met.

# Orientation

Orientation provided by RPPs ensures that Students are equipped to engage in research activities at a particular Research Placement site. Whether delivered in person or online, orientation should address: the structure, function and code of conduct of the organisation; IT systems; safety and emergency procedures, including those relating to occupational aggression and violence, workplace injury and claims of harassment and bullying; quality and infection control; mandatory training (eg hand hygiene); privacy and confidentiality; scope of practice; student support; any specific organisational and/or professional requirements.

Orientation programs vary according to the needs of different cohorts of Students and the setting of Research Placements but there are many common elements. Information included in staff orientation programs is also relevant to Students.

EPs and RPPs should work together to provide other information relevant to Clinical Placements, including details of transport and parking.

# Appendix A - Student Undertaking

### Student details

|  |  |  |
| --- | --- | --- |
| Name of student: |  |  |
| Education provider: |  | Student ID: |
| Course name: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

**Emergency contact details**

|  |  |
| --- | --- |
| Emergency contact name: |  |
| Relationship: |  |
| Phone number: |  |

**Acknowledgement and undertaking**

I acknowledge that:

1. I am not an employee of the Research Placement Provider for the purpose of Placement;
2. I am familiar with the Australian Charter of Healthcare Rights;
3. I am aware that unlawful disclosure of patient information is a criminal offence;
4. I have informed my education provider and provided all relevant details if:
	1. I have ever had any restrictions on my student registration with the relevant National Board;
	2. I have ever been disciplined by a relevant professional body;
	3. I have ever been imprisoned or found guilty of a violent or sex offence;
	4. I have been found guilty of a criminal offence (other than a minor traffic offence) in the past 10 years in either Australia or overseas; or
	5. I am currently subject to charges or under investigation for a criminal offence (other than a minor traffic offence).

In relation to my Research Placement, I undertake that:

1. I will not communicate, publish or release any confidential information of any Research Placement Provider and will keep all patient information strictly confidential;
2. I will comply with all policies, procedures and reasonable directions of each Research Placement Provider;
3. I will behave at all times in such a way as to cause no unreasonable or unnecessary disruption to the routines or procedures of a Research Placement Provider or its patients or staff;
4. I will promptly notify both my education provider and my Research Placement Provider if:
	1. I am unable to attend Placement as scheduled for any reason;
	2. I feel unwell or my health status changes;
	3. Any accident or incident occurs;
	4. Any restrictions are placed on my student registration with the relevant National Board;
	5. I am disciplined by a relevant professional body;
	6. I am found guilty of a criminal offence (other than a minor traffic offence); or
	7. I am charged or investigated for a criminal offence (other than a minor traffic offence).

|  |  |  |
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| Signature of student |  | Date |