

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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POSITION RESPONSIBLE FOR THE DOCUMENT	District Director of Nursing and Midwifery Services
FUNCTIONAL GROUP(S)	Allied Health, Medicine, Nursing and Midwifery
KEY TERMS	Nurse, Allied Health, Doctor, Medicine, Student, Clinical Placement, ClinConnect, Education Provider, Student Placement
SUMMARY	This document clarifies the responsibilities and requirements for student clinical placements in SESLHD facilities and should be read in conjunction with: Student Placements in NSW Health PD2022_049

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

All student clinical placements are to be managed in accordance with the [NSW Health Policy Directive PD2022_049 - Student Placements in NSW Health](#).

A list of SESLHD Affiliated Education Providers is found in ClinConnect under 'SPA Reports'.

For student clinical placements of disciplines not included in ClinConnect, local arrangements can be agreed between the facility and the Education Provider, providing there is a Student Placement Agreement (SPA) in place. Such arrangements are under the jurisdiction of local facility management but must still comply with PD2022_049 in terms of student verification.

2. BACKGROUND

SESLHD strives to provide quality clinical experience that is meaningful and valuable to all students. In collaboration with key stakeholders, the following vision for clinical placements in SESLHD has been adopted:

SESLHD recognise the shared responsibility for:

- Developing a confident and competent graduate who provides best patient care as part of our future workforce.
- Promotion of respective professions through opportunities for students to experience and understand the professions' critical roles within the health system.
- Providing the opportunity to apply knowledge to practice and foster critical reflection and problem solving as well as practical experience.
- Ensuring safe and effective care for our patients while conducting student placements.

This will be achieved by:

- Providing appropriate clinical placements in a welcoming, supportive, safe and educationally sound environment.
- Recognising, valuing and supporting the learning needs of students.
- Maintaining cooperative partnerships with universities for the successful coordination of clinical placements through open, effective and transparent communication.
- Allowing students access to experienced staff to impart knowledge and expertise to students, and to demonstrate interactions/consultations with patients.
- Utilisation of the ClinConnect database and maintaining up to date clinical site/unit/clinician information.

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2.1 Definitions

Facility: Hospital, community health centre or service

Clinical Placement Coordinator: A person, nominated by the DONM (or Co-Director if applicable) or Allied Health Department Head, who has the responsibility for managing clinical placements (for disciplines other than medicine) at the facility level.

Education Provider: Registered Training Organisation (RTO) such as a University or TAFE that provides undergraduate, post graduate or pre-registration education.

Affiliated Education Provider: Has a current signed Student Placement Agreement (SPA) with SESLHD.

Clinical Facilitator: A person responsible for overseeing/supervising the clinical experience of the student. May be **Internal** (employed by SESLHD) or **External** (employed by an Education Provider or Agency).

ClinConnect: The NSW Health’s web-based interdisciplinary Clinical Placement Booking System.

ClinConnect Coordinator/ Nurse Manager: ClinConnect Management and Governance: The person nominated by the Chief Executive to be the SESLHD point of contact for all matters relating to ClinConnect for all health disciplines.

ClinConnect Delegate: Persons nominated by SESLHD as able to substitute for the ClinConnect Coordinator.

ClinConnect Facility User: The person (from the SESLHD facility) responsible for managing the student clinical placement in ClinConnect.

Student Placement Agreement (SPA): Legal document containing agreed terms for the placement of students from Affiliated Education Providers- this covers specific disciplines and courses.

Student Placement Central: Website administered by Health Education and Training Institute (HETI). Provides all up to date information for arranging, administering and completing a student placement in NSW Health. Available at <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/student-placements>

Supervisor: An SESLHD staff member responsible for overseeing the student placement

Service Director: Highest level Director for a discipline in a facility, e.g. Director of Nursing, Director of Pharmacy.

LHD: refers to SESLHD when used in this document.

Verified: refers to a student or External Facilitator/Supervisor who meets the NSW Health Policy requirements referred to in Student Placements in NSW Health PD2022_049

Verification: The process a student or External Facilitator/Supervisor goes through to become verified. It is the responsibility of the relevant Education Provider to facilitate this process in conjunction with their allocated LHD Verification Partner.

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3. RESPONSIBILITIES

3.1 SESLHD ClinConnect Coordinator / Delegate will:

- Provide a single point of governance, consultation, communication and leadership in matters relating to clinical placements and ClinConnect for the LHD across all disciplines and facilities.
- Identify ClinConnect users from the LHD and determine their access levels within the system.
- Ensure SESLHD users receive the appropriate training to use ClinConnect.
- Maintain NSW Health Student Placement Agreements and update this information in ClinConnect as required.
- Oversee the process for student and facilitator compliance checks being conducted and recorded within ClinConnect in conjunction with NSW Health allocated Education Providers.
- Be responsible for collection and storage of ClinConnect related documents.

3.2 ClinConnect Facility Users will:

- Ensure that all students presenting for placement have their placement recorded in ClinConnect prior to commencement.
- Mark all students who attend their placement in ClinConnect as 'Commenced' during the course of the placement.
- Notify the relevant LHD Manager and discipline specific Director and Education Provider if a student has been removed from clinical placement for conduct or behaviour breaches to any NSW Health/SESLHD or local facility Policy/Procedure or Business Rule.
- Ensure students are orientated to the clinical area, and have reasonable access to policies, documentation requirements, equipment, and emergency procedures.

3.3 Clinical Facilitators / SESLHD Student Supervisors will:

- Ensure Clinical Supervision, including providing feedback and encouraging reflective practice, is provided in accordance with relevant Professional Board and Education Provider guidelines.
- Ensure External Facilitators/Supervisors are verified in ClinConnect prior to attending a facility for the purposes of facilitation. Education Providers provide advice on the verification process.
- Provide evidence of completion of the SESLHD Mandatory Induction requirement as follows:
 - Facilitators who are also NSW Health staff must complete the same Mandatory 'My Health Learning' Modules as students are required to complete – as per listed on [Student Placement Central](#).
 - For Non-NSW Health staff a separate learning and information package may be required to be completed
- Provide direct or indirect supervision of the student according to the nature of the delegated task, considering the student's level of knowledge, skill, experience and competence to perform the activity and in line with all NSW

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Health Policies.

- Be aware that responsibility for all care/treatment provided to patients and clients/consumers lies with the primary SESLHD staff member(s)/Internal facilitator allocated to the patient(s) or client(s)/consumer(s).
- Reinforce with staff, the need for all documentation and observations made in any medical records including the electronic medical record (eMR), where in use, by the student are to be co-signed/authorised by a SESLHD staff member (except where the need for co-sign has been formally removed as per policy).
- Work within their scope of practice in accordance with all relevant Legislation, NSW Health, SESLHD and Facility policies, procedures and guidelines.
- Provide opportunities for learning that allow individual students to meet learning objectives.
- Encourage students to reflect on their experiences regularly and throughout their placement.
- Contact the local ClinConnect placement coordinator and the Education Provider about concerns with students who are not meeting their clinical learning objectives or whose conduct or behaviour breaches and NSW Health/SESLHD or local facility Policy/procedure or Business Rule.
- Be responsible for conducting Education Provider required Assessments, unless other arrangements have been made with the facility prior to the placement.
- Manage the risk assessment along with the SESLHD ClinConnect Coordinator of those students and Education Provider Staff (i.e. facilitators) who either have an approved (as per ClinConnect profile) temporary or permanent contraindication to the COVID-19 vaccination or influenza vaccine (during the influenza season as specified in the [NSW Health Policy Directive PD2023_022 - Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](#): 1st June-30th September).

3.4 Education Providers can be expected to:

- Adhere to the Student Placements in NSW Health PD2022_049 and the SESLHD clinical placement policy and advise students of the same.
- Ensure students are prepared for clinical placement by advising them of all NSW Health verification, mandatory training and Influenza vaccination requirements.
- Ensure accuracy of the student placement information in ClinConnect prior to the commencement of placement.
- Maintain Educator Provider profiles and contact details on ClinConnect.
- Notify the relevant SESLHD Manager/Director/Clinical Coordinator if a student has been removed from clinical placement for conduct or behaviour that is incompatible with undertaking a clinical placement for conduct or behaviour breaches and NSW Health/SESLHD or local facility Policy/procedure or Business Rule

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3.5 Students will:

- Not enter into direct negotiations with the LHD about clinical placements, except in cases where the LHD require the Education Provider to arrange for potential students to meet with clinicians before a placement is finalised.
- Comply with all NSW Health, SESLHD and facility policies, procedures, guidelines, instructions, requests and requirements of the staff while undertaking a clinical placement.
- Notify facility key contact and facilitator if absent from clinical placement or any part of a clinical placement.
- Attend orientation as per the facility/site requirements. If orientation is not attended by the student then it is at the discretion of the facility student coordinator to either adjust start dates if available or cancel the placement
- Nursing Orientation at some facilities is online and must be attended by all students and facilitators (unless by some prior agreement). Students are responsible for ensuring they have the details for online attendance, ensuring they have liaised with their education provider at least one week prior to their commencement date if they have not.

3.6 Medication Administration by Student Nurses and Midwives

- Student nurses and midwives may only participate in medication preparation and administration **under the direct supervision** of a registered nurse / midwife employed by SESLHD. Casual and Agency staff are considered employed by SESLHD for the duration of their shift.
- Student nurses and midwives may only participate in medication preparation and administration, including intravenous therapy management, if relevant theoretical and simulated assessments have been completed with the Education Provider.
- All medication preparation and administration must be performed in accordance with NSW Health/SESLHD and local facility policies and procedures.
- External Clinical Facilitators, including SESLHD staff employed directly by the Education Provider, are not permitted to check and/or administer medications with students.

4. PROCEDURE

4.1 Access to ClinConnect

Not all staff require access to ClinConnect.

- Nursing and Midwifery have a designated facility coordinator
- Allied health/other units that do not come under N&M - a designated coordinator should be determined at a local level and access granted for at least 2 people in the team/unit
- Medicine – designated medical workforce staff have access at each facility
- Initiating Access - All requests for access to ClinConnect need to be sent to the SESLHD Nurse Manager for ClinConnect and Governance. Ideally the name of staff

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member being replaced (if applicable) needs to be provided so that access can be streamlined

- Discontinuing Access- Once a staff member no longer needs access an email needs to be sent to the Nurse Manager for ClinConnect so that they can be removed from the portal.

4.2 Clinical Placement Capacity

Clinical Placement Capacity has been determined by local service providers. Changes to capacity may need to change from time to time to meet organisational and clinical needs. Any reduction in Unit Capacity should be authorised by the Facility Service Director (or equivalent).

4.3 Creation of and/or Editing Clinical Placement Unit or Clinician Profiles

- Nursing and Midwifery- requests for new unit profiles/medications to existing profiles should be directed to the facility Nursing and/or Midwifery clinical placement coordinator
- All other Disciplines- requests for new unit or Clinician profiles should be directed to the SESLHD ClinConnect Coordinator. Modifications can then be managed by the local unit coordinator

4.4 Cancellation of Clinical Placements

In extenuating circumstances where clinical placements need to be cancelled by a SESLHD facility or the LHD, and cannot be relocated at the local level, the relevant Director/Manager of the unit and/or service is to be notified. All attempts are to be made to accommodate the student placement at another SESLHD facility by the local facility Clinical Placement Coordinator in conjunction with the ClinConnect Coordinator.

Education Providers will be notified prior, as soon as practical, of any cancelled placements.

4.5 Breastfeeding During Clinical Placement

SESLHD supports the [NSW Health Policy Directive PD2018_034 - Breastfeeding in NSW: Promotion, Protection and Support](#), and encourages students to maintain their breastfeeding routines whilst on clinical placement where ever possible and desirable. Advice on options available to breastfeeding students can be given by contacting the Lactation Clinical Midwifery Consultant at St George Hospital, Sutherland Hospital or the Royal Hospital for Women (even if the student is attending a placement at another SESLHD facility). To action, call the hospital directly and request to speak with the Lactation Clinical Midwifery Consultant.

4.6 Nursing Facilitation Requirements

- SESLHD views facilitation of students as a critical component of the clinical experience.

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- The standard model of facilitation is a 1:8 ratio (one supervising Registered Nurse Facilitator for every eight students) for the time the students are present in the clinical area. This is not a pro rata arrangement. If less than eight students are present in a clinical area, the requirement for one facilitator is still present for all hours that the students are in the clinical area.
- If the Student Nurse: Facilitator ratio is not maintained, SESLHD reserve the right to remove students from the clinical area.
- Flexibility around this model may be possible to allow for maximum utilisation of clinical placements but **must be negotiated with the facility clinical placement coordinator before the commencement of the clinical placement.**

4.7 Nursing and/or Midwifery Graduate Certificate Placements

SESLHD reserves the right to give placement preference to SESLHD current employees when allocating Graduate Certificate placements.

4.8 Electronic Medical Record/Clinical Information Systems and Network Access

- Students need a placement to be recorded in ClinConnect to enable the creation of a StaffLink Number (prior to their first ever placement), which is essential for the application for student eMR and Network access.
- The placement needs to be in ClinConnect to “activate” the student’s ‘assignment’ as a student for the period of the placement.
- Network/eMR applications need to be completed (**see below**)
 - A placement needs to have the correct end date in ClinConnect – if a placement needs to be extended the SESLHD ClinConnect Coordinator needs to be contacted to extend the date so that the students’ “assignment” does not deactivate and Network/eMR access is suspended.
 - **Nursing and Midwifery Students:** Access is organised by the Facility coordinators through a bulk request form to ICT - Network team.
 - **Other disciplines:** Supervising clinicians need to apply through SESLHD ICT for individual student access.

5. DOCUMENTATION

Evaluation of the Clinical Placement experience is up to each discipline to conduct if they choose to.

6. AUDIT

A yearly ClinConnect report is produced for the District Executive Team and for Facilities in relation to clinical placements in SESLHD. This report will only include data available in ClinConnect, and as such will be limited to the data used for each discipline.

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7. REFERENCES

- [NSW Ministry of Health Policy Directive PD2022_049 - Student Placements in NSW Health](#)
- [NSW Ministry of Health Policy Directive PD2022_022 - Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](#)
- [NSW Ministry of Health Policy Directive PD2019_003 - Working with Children Checks and Other Police Checks](#)
- [NSW Ministry of Health Policy Directive PD2015_049 - NSW Health Code of Conduct](#)
- [NSW Ministry of Health Policy Directive PD2018_034 - Breastfeeding in NSW: Promotion, Protection and Support](#)

8. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
Nov 2013	0	Coral Levett - ClinConnect Coordinator, Kim Olesen – Director of Nursing and Midwifery services, Trish Bradd - Director of Allied Health, Ian Rewell – Director of Medical Services
Nov 2015	1	Coral Levett – ClinConnect Coordinator
July 2017	2	Coral Levett – ClinConnect Coordinator, Kim Olesen – Director of Nursing and Midwifery services, Lara Boss - Director of Allied Health, Jo Karnaghan – Director of Medical Services
August 2020	3	Minor review which included updating hyperlinks to NSW Health Policies and new reference to Influenza vaccination (3.3 and 3.4) conducted by Coral Levett – ClinConnect Coordinator; Kim Olesen – Director of Nursing and Midwifery Services; and Claire O’Connor – Director of Allied Health
August 2020	3	Processed by Executive Services prior to publishing
29 September 2023	4	Major review to align with PD2022_049 coordinated by Melanie Bather, ClinConnect Management and Governance, with Director of Nursing and Midwifery services, Director of Allied Health and Director of Medical Services. Approved by SESLHD Clinical and Quality Council.