

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

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## 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 program of study (including a program of study) offered by the University (or its staff) to a student (or students) who is (or are) enrolled in the program of study. 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 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



**Supervisor:** A supervisor means a



## 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 policy or statement about social media and Students must be adhered to these.

Students enrolled in approved courses regulated by the 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 before the commencement of the Professional Experience Placement.

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 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 weeks immediately before the expected date of birth and the six weeks following the birth. The Student is required to provide a medical clearance before returning to Professional Experience Placement.

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- 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





- 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 is 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





## 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 re((((((1.3 (n).1 (o)-20E047 (l)-14.1 6. Tm0.63C11)0 1E5e34 B-0.8)5I4Tw 0.-2.8 (

## 7.2 Revision History

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
3.0	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
3.1	10/12/2021	11/12/2021	Minor changes to Appendix 1	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 the 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)

