



# Student Placement Workbook

*for students placed  
within Blue Care services*

Version 2.1  
Next Review: March 2018



**Disclaimer**

The information presented in this package is done so for the sole instructional purpose of the program. The writers disclaim all and any liability for the outcomes of any actions taken on the basis of any information presented in this program/workbook. The authors of this workbook are not accountable for any error in or omission of information presented or changes in legislation.

Dear Student,

Congratulations and welcome to your student placement at Blue Care. Blue Care is committed to providing a high quality clinical placement experience to all students who undertake their clinical studies within our services. This workbook has been composed to provide a clear understanding of your role as an undergraduate student within our organisation. The workbook should be used in conjunction with the Blue Care Orientation Manual and specific mandatory modules which will be provided to you upon commencement of your placement.

To align with legislative requirements, the attached forms will need to be sighted as soon as possible by your Blue Care supervisor prior to the commencement of your clinical placement. Your placement may be jeopardised if you are unable to produce these documents.

Blue care provides care to all members of the community including: frail older people, people accessing palliative care, people with a disability, people requiring support following discharge from hospital and individuals and carers who are in need of support and education. Your clinical load will be varied, as you will see people living with many health conditions in various clinical settings.

As a part of your clinical placement with Blue Care, you may be required to complete some project work or research. This will vary from profession and centre to centre. You will be advised during orientation if this is applicable to you. During your placement you may also have the opportunity to spend time with various Blue Care staff across all professions.

Please let your clinical supervisor know during the first week if you have any specific interest areas and we will endeavour to make opportunities to include these in your placement (if possible).

If you have any questions prior to commencement, please contact your University Coordinator.

We aim to offer a positive placement experience with Blue Care and for you to consider future employment with us.

Kind Regards,

Student Placement Team

# Roles and Responsibilities of Students placed in Blue Care Services

## 1.0 Pre-Placement

It is expected that students will abide by the following legislative responsibilities of the organisation.

### 1.1 Privacy Agreement

All students are required to submit a signed copy of the Schedule to Student Placement Agreement prior to the commencement of ANY clinical placement. This agreement can be found in appendix one.

### 1.2 Federal Police Record Check

Blue Care requires all undergraduate students to undergo a Federal Police Check prior to the commencement of their clinical placement. Failure to comply with this will result in the student not being able to participate in their clinical placement at Blue Care. Results of the Police Record Check may also preclude undergraduate students from taking part in a clinical placement at Blue Care. Any positive police checks must be disclosed to the organisation prior to the placement commencing. This policy is predicated on the belief that Blue Care has a duty of care to protect and not place its patients, staff, volunteers and the community in unreasonable risk; therefore, the suitability of any participant of the organisation must be investigated prior to the commencement of their placement. This police check must be sighted by Blue Care prior to the commencement of any clinical placement.

### 1.3 Immunisations – Role Specific

It is the student's responsibility to ensure that their immunity status is in accordance to Queensland Health Policy for Immunisation of Health Care Workers prior to clinical work. Students should be able to produce a record of their immunity status.

### 1.4 Introductions

Prior to a Blue Care clinical placement it is expected that the student will introduce themselves via phone to the service at least *one week* prior to commencement. This will enable the student to build a rapport with the service and clarify roster details and an orientation time with their clinical supervisor.

## 2.0 During Placement

### 2.1 Roster and Clinical Placement Structure

All students will be allocated a clinical supervisor for duration of the placement. It is expected that students will attend each rostered day and notify the supervisor if unable to attend. It will be at the supervisor's discretion as to how they will delegate work to the student. At all times the student will be required to work within the scope of practice of the supervisor and the scope of practice for the role.

### 2.2 Clinical Assessment

Overall assessment of competency and student performance while on placement is the sole responsibility of the relevant education institution, unless otherwise stated and agreed upon previously in writing.

### **2.3 Onsite Orientation, Training and Competencies**

On the first day of clinical placement, all students will undergo Orientation. Students will be given the Blue Care Orientation Manual, along with mandatory competencies that may need to be completed prior to client work. These modules include:

- Core Principles of Safer Manual Handling of People
- Mandatory Reporting and Consumer Protection

Students will have the opportunity to sign off and clarify any queries to these modules with their Clinical Supervisor.

As part of this orientation students must also complete a General Evacuation Instruction (Fire Walk) with your centre's WHSO or other trained staff member. This is to be completed within your first two days of placement as required under section 35 of the Building Fire Safety Regulation 2008.

### **2.4 Code of Conduct and Organisational Policies**

Students must comply with Blue Care's Code of Conduct and organisational policy documents while on Blue Care premises and when having contact with consumers. For example, but not limited to:

- Consent Policy;
- Consumer Protection Policy;
- Our People Acting with Fairness and Compassion Policy;
- Privacy Manual;
- Rights and Responsibilities Policy;
- Work Health and Safety Policy.

Failure to do so may lead to their placement being reviewed or even withdrawn.

No student must communicate directly to the media regarding any matter concerning clinical placement without the prior permission of the Service Manager.

Students must not use social networking media such as Facebook and Twitter to debrief about clinical placement experiences, Blue Care and/or staff, breaches both the *Privacy Act 1998 (Cth)* and Blue Care's Social Media Policy and Code of Conduct. This type of behaviour will not be tolerated.

### **2.5 Dress Standards**

Students must ensure they maintain a clean and neat appearance at all times. This includes wearing clothes that are properly laundered and ironed, keeping hair neat and tidy and wearing clean, well maintained footwear. The Dress Standards Table (attached to the Dress Standards Policy) outlines examples of appropriate and inappropriate clothing. Where it is required for a specific task/activity, students must also wear the relevant personal protective equipment (PPE). For further information refer to the Dress Standards Policy.

### **2.6 Medication Administration (Nursing Students)**

Undergraduate nursing students at Blue Care are allowed to administer medication only after reading the Medication Administration Scope of Practices Table and ONLY under the DIRECT SUPERVISION of their appropriately qualified clinical supervisor.

## ***2.7 Documentation***

Students are required to keep patient documentation up to date in the same manner as is expected by their graduated peers. Written entries in client records must be legible and signed by the student and their supervisor. Students can only make entries within the medical record when they are authorised to do so by their clinical supervisor. Each entry must be dated, signed, include a full name and state that you are a student.

## ***2.8 Conflict Resolution***

The effect of unresolved conflict in the workplace has dire consequences for the health care sector. Unresolved conflict has a significant impact on staff satisfaction, retention, professional development, employment costs and productivity. As adult learners, students are asked to manage disputes amongst themselves and involve staff as first line management. If this is unsuccessful students are able to seek out help and support from placement support staff (from Blue Care or the University/training organisation) if a dispute is unable to be resolved between themselves and service staff.

## **3.0 Post Placement**

### ***3.1 Replacement Shifts***

It is the responsibility of the student in conjunction with the university/training organisation to organise replacement shifts in order to complete any placements.

### ***3.2 Evaluation***

Upon completion of the placement it is asked that students complete a Blue Care Evaluation Tool. This allows Blue Care to continue to facilitate quality clinical placements and identify areas for improvement.

## Appendices

### APPENDIX ONE

#### Pre-Placement checklist

	✓
Police check	
Blue Card (if required)	
Immunisation Record	
Workbook Read & Understood	
Signed Schedule to Student Placement Agreement	
Signed Statutory declaration	
Facility Phoned	

As part of your student workbook and clinical placement with Blue Care please read the following documents, print off and sign. These will be sighted on your first day at the facility.

- Schedule to Student Placement Agreement (Print off and sign)
- Statutory declaration

As part of your clinical placement with Blue Care please complete (to the best of your ability) the Mandatory Modules prior to commencing work with Clients:

- Consumer Protection including Mandatory Reporting Requirements
- Core Principles of Safer Manual Handling
- Fire Walk (within the first 2 days)

## APPENDIX TWO

### Schedule to Student Placement Agreement

#### *Agreement by Students Participating in Blue Care's Clinical Experience Program*

I, \_\_\_\_\_ of \_\_\_\_\_ being a student of \_\_\_\_\_, agree to abide by Blue Care's relevant policies and procedures, which have been provided to me prior to commencing Blue Care's Clinical Experience program.

Specifically, with respect to confidential information related to Blue Care's:

- clients/residents; and
- business, transactions, affairs, techniques, policies, procedures and manuals which I may collect, use and/or become privy to in the course of participating in Blue Care's Clinical Experience Program.

I agree to:

- keep this information confidential; and
- Deal with the information strictly in accordance with Blue Care's Privacy Compliance Manual, a copy of which has been provided to me and which I have read and understood.

I understand that I am not an employee of Blue Care and as such am not entitled to remuneration and benefits including salary, superannuation contributions, annual leave, sick leave, long service leave, allowance, overtime and penalty rates and provision of accommodation and sustenance for any of the activities I undertake as part of my Clinical Experience Programme.

.....  
Signature

.....  
Full name of Student

.....



**Commonwealth of Australia  
STATUTORY DECLARATION  
Statutory Declarations Act 1959**

1 *Insert the name, address and occupation of person making the declaration*

I, 1

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

1. I declare that (*place a tick or cross in applicable box*):

since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia.

since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia

2. I declare that I have never been:

(a) convicted of murder or sexual assault; or

(b) convicted of, and sentenced to imprisonment for, any other form of assault.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*  
5 *Day*  
6 *Month and year*

Declared at 4

on 5

of 6

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optomist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

