The Royal Children’s Hospital
Student Placement Agreement
Work Experience Placement

2015
Index

Role & Responsibility of The Royal Children’s Hospital
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Structured Workplace Learning Arrangement Form

Declaration

Students must read all of this section and sign. By signing they agree that they have read and understood their rights and responsibilities regarding the placement. The agreement will be sighted and signed on behalf of The Royal Children's Hospital by the person designated by the Executive Director of the Division or their nominee.

At the end of the first day of placement, this original document must be signed and filed with the nominated department. Upon request, a copy of this agreement will be provided for the students’ record.
Role and responsibility of The Royal Children’s Hospital

Purpose and scope

To inform staff about The Royal Children’s Hospital position on non-clinical Work Experience and/or Practicum Placement for students attached to an educational facility.

Principles

As a teaching institution the Royal Children’s Hospital supports the provision of work experience for secondary school and university students as a way to consolidate its relationship with the community.

Divisions are encouraged to provide appropriate opportunities in response to approaches from schools wishing to arrange work experience for their students. A work experience or practicum placement can be provided as long as the experience does not conflict with the Service’s primary purposes and is within the limitations of its resources.

In providing the opportunity for students to undertake a structured workplace learning opportunity, the Division will endeavour to provide a meaningful program of activity and work related experiences. The depth and quality of such activities, however, may be impacted upon from time to time by the consideration of operational requirements, patient care and safety. In particular, work experience students will observe but not actively assist in tasks directly relating to patient care.

The Division will nominate an appropriately experienced and responsible staff member to provide supervision during the period of the placement. This supervising staff member will be responsible for the movement of the student at all times.

The Division will not allocate work experience students to areas (such as acute Mental Health) dealing with vulnerable clients or patients; or to services working in a client’s home.

Placements in, or visits to, other critical care areas - e.g. Emergency Department, Operating Suite, ICU - will not be arranged without the express permission of the relevant Divisional Executive Director responsible for the area. The Division will ensure that the supervising staff member accompanies the student at all times during visits to such areas. Liaison will also be required with the relevant professional head within the Division - i.e. Divisional Executive Director of Medical Services; Divisional Executive Director of Nursing Services; Executive Director of Allied Health etc..

The Division shall ensure that a responsible experienced staff member orientates the work experience students into the work area on their first day. This orientation shall include but is not limited to Emergency and OH&S Procedures, and the processes around confidentiality of patient and staff information.
Notwithstanding the above, the Royal Children’s Hospital reserves the right not to proceed with any application for work experience, approved or otherwise, should concerns arise regarding safety conditions/work environment, operational requirements and or patient care.

Full-time TAFE students may also apply for practical placement on the basis of availability of an appropriate placement being available. The individual TAFE institution must enter into The Royal Children’s Hospital "WorkCover Indemnity Agreement" for the placement to proceed.

The Royal Children’s Hospital will comply with the provisions of the Education (Work Learning) Act 2003 with regard to work experience placements.

**Procedure**

- All agreements for student placements received by the Divisions must be forwarded to the Executive Assistant, People & Culture.
- On receipt of the completed Student Placement Agreement Form, where applicable, People & Culture will ensure an acceptance letter is sent to the student with details of their placement and contact person.
- The Division must ensure that the student is specifically oriented to their work area - including all safety, emergency, security and confidentiality procedures.
- The Division must arrange for a security badge signifying that they are a Work Experience Student within that particular Division, and this must be collected by the Division on the first day of the placement.
- The relevant Division must process documentation for payment (if applicable) and preparation of the report back to the school, on the student’s last working day.
- Payment to work experience students shall be made at the prescribed minimum rate in the Act, and will be paid for by the relevant Division (see point 2 above).
- The provisions of the Education (Work Learning) Act 2003 which are relevant to the Service are:
  - A secondary student may not be employed for more than fifteen (15) working days per term. The usual period is one week.
  - Students must be at least 14 years of age.
  - A student may not be employed more than once in the same type of employment in any given school year.
  - Either the Service or the student’s school principal/University lecturer may cancel the arrangement with a student at any time by notice in writing.
  - The school, teacher, principal or lecturer shall not be held responsible for the student while on work experience.
  - All work experience students must abide by the Occupational Health and Safety policies and procedures of The Royal Children's Hospital.
  - The Royal Children’s Hospital and all relevant Victorian and Federal Occupational Health and Safety Acts and Regulations.
Induction checklist

1. Introduction to Division, Department and Workplace
   - Introduction to Supervisor/Manager
   - Relationship between other departments
   - Timekeeping and recording
   - Tea/meal breaks and facilities
   - Introduction to RCH staff
   - Shown location of toilets
   - Accompanied tour of the workplace

2. Emergency Procedure
   - Fire alarm system explained
   - Nearest means of escape identified
   - Assembly point identified
   - Action to be taken on discovering fire
   - Location of fire fighting equipment
   - Smoking policy
   - Housekeeping

3. General Health & Safety
   - Clothing
   - Eye protection
   - Hearing protection
   - Foot protection
   - Head protection
   - Hand protection
   - Hygiene & hand washing
   - First Aider and First Aid facilities

4. Job Introduction
   - Main findings of job-specific risk assessments explained
   - Reporting of accidents & safety issues
   - Other safety protocols & rules explained* (detail at 4. below)

5. IT and Security Passes
   - If applicable, complete online Windows log-on form for email and Internet access.
   - If applicable, advice IT of access dates for email and Internet usage.
   - At the completion of the placement, student identification and security passes to be handed back to the responsible RCH employee.

6. Additional Comments

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

7. I have outlined information, instruction and training as shown above.
   Responsible RCH signature _____________________________ Date ____________

8. I have received information, instruction and training as shown above.
   Student signature _____________________________ Date ____________
Student Placement Agreement

University/Secondary School: _____________________________________________

Period of Agreement: From: ____ / _____ / 20__ to: ____ / _____ / 20__

day month day month

Personal Details
Please provide your details below.

First Name: ___________________________ Surname: ___________________________

Age: ___________________________ Student No. ___________________________

Residential Address Postal Address (if different)

Street No. ___________________________ Street No. ___________________________

Street ___________________________ Street ___________________________

Suburb ___________________________ Suburb ___________________________

State ___________________________ State ___________________________

Postcode ___________________________ Postcode ___________________________

Home Tel: ___________________________ Mobile: ___________________________

Email: ___________________________

Emergency Contact
Please provide the details of the person to be contacted in case of emergency during your placement.

First Name: ___________________________ Surname: ___________________________

Residential Address Postal Address (if different)

Street ___________________________ Street ___________________________

State ___________________________ State ___________________________

Postcode ___________________________ Postcode ___________________________

Home Tel: ___________________________ Work Tel: ___________________________

Mobile ___________________________ Email ___________________________
University/School Contact

First Name: ____________________  Surname: ____________________
Position: ____________________  Work Tel: ____________________
Mobile: ____________________  Email: ____________________

Learning Requirements
I have read and am familiar with the learning requirements and the role and responsibility of each party involved as part of this placement.

Yes ☐

No ☐

Please speak with your RCH representative if you are unsure about any of the details outlined in this agreement.

Confidentiality Statement
In relation to my placement, I (the student) agree to:
1. Maintain confidentiality of information, including patient, staff and workplace procedures;
2. Ensure the anonymity of patients when writing up notes or any other documentation produced as part of my workplace learning placement;
3. Met and agreed with the Supervisor/Head of Division, the learning outcomes of the placement.
4. Sign a workplace specific Confidentiality Agreement.

SIGNED by ____________________ ____________________
(Student signature) (Date)

THIS AGREEMENT is made on the _________ day of _________ (month) 20_________

BETWEEN THE ROYAL CHILDREN’S HOSPITAL

AND ____________________ ____________________
(RCH Supervisor/Head of Division) (Date)

________________________
(First name and Surname)

________________________
(Position) (Department)