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1. BACKGROUND

All medicine, nursing and health science students are required to successfully complete a period of learning in the workplace that facilitates the integration of theory with practice along a continuum from beginner to competent and safe practitioner who is able to meet the requirements of the profession and or regulatory body. These periods of placement which may be referred to as either clinical or fieldwork studies are more often than not the highlight of your course. This is where you can finally see the relevance of your on-campus studies and begin to feel a part of a professional community whose objective is to help others. However, a successful placement is dependent upon many factors: the extent to which you embrace the many and varied learning opportunities presented to you and the level of you preparedness for entry into the world of practice. Receiving notice of your placement allocation is only the beginning of your journey. It is your responsibility to understand and comply with the Faculty requirements in addition to any further information provided by Schools and Departments concerning different discipline requirements.

1.1 About the Placement Guide

The information in this Guide is divided into three parts: Before Placement Requirements, During Placement Requirements and Removal from Placement. We expect you to carefully consider the information provided in the Guide and develop a familiarity with it so that you understand why you need to comply with faculty placement requirements and why on rare occasions a student may be removed from the placement. At the same time, the Guide should help you to manage any unexpected or challenging situations that arise during a placement. This Guide should be read in conjunction with the Faculty Professional Behaviour Intervention Business Process (abridged version at Appendix A).

1.2 Key Definitions

**InPlace:**
The online software application used by Monash University that enables staff and students to coordinate and manage placements.

**Placement:**
A placement is a prescribed, purposeful and supervised period of education that takes place in a variety of authentic settings. It is an essential element of courses that are designed to graduate students who meet course requirements, external professional and or statutory accreditation requirements for registration as a health practitioner or for membership of a professional organisation.

**Professionalism:**
From the perspective of your faculty, professionalism provides the cornerstone for safe, effective and ethical health care practice and research. It holds the welfare and well-being of the patient/client or research activity at its centre, ensuring they remain central in all clinical/research decisions and actions. It is a dynamic, evolutionary concept that is predicated on the professional values and role virtues of respect for self and others, compassion, self-awareness, honesty, integrity, accountability and a commitment to continual improvement and self-regulation. It is acquired through experiential, reflective learning and requires persistence and observation in professional practice. It may be influenced by the broader factors of the context of care delivery, cultural issues, social mores and system expectations.

1.3 Legal and legislative requirements

This Guide is to be used in conjunction with the Australian Charter of Healthcare Rights to:
• Ensure patient safety and confidentiality through rigorous and consistent pre-placement screening and orientation processes.
• Protect the rights of patients and consumers to be included in decisions and to make choices about the delivery of their health care.

2. Selection and Management of Placements

2.1 Guiding principles

All placements are guided by the learning outcomes established for the units of your course within which placements are located. Placements are undertaken in partnership with a wide range of placement providers located throughout metropolitan Melbourne, regional and rural areas of Victoria, interstate, and in some cases, internationally. Placements can take place in hospitals (both public and private), community health services, private practices and a variety of other locations such as non-government organisations, schools and local councils. This means the management of placements is informed by regulatory requirements, health and education policies, patient and client rights, the values of our partners and the standards promulgated by the professions and course accreditation bodies.

The placement should foster a positive learning environment whose organisational culture values learning. Its practitioners should act on the basis of the best available evidence. There should be a collaborative industry / education provider relationship. Effective communication processes should be evident together with an appropriate allocation of resources and facilities in support of the undertaking.

2.2 Student obligations in relation to placement allocations

You must be prepared to undertake placements as assigned. All costs associated with accommodation and travel to and from placements are your responsibility. In some instances it may be possible for the university to procure accommodation for some placements. This type of accommodation must be accepted by students.

All placements are coordinated at either the School or Department level by a designated person, such as the Placement Coordinator. This information will be provided to you by your School or Department.

For medical students, the placement coordinator at the clinical site will be the clinical school staff, or discipline coordinator depending on the rotation.

The specific nature of the learning experiences available in any particular year and the geographical location of site depend on the types of placements that practice partners are able to provide for that year. Schools and Departments endeavour to provide equitable experiences in student placements. All placements provide opportunities for students to achieve unit objectives.

Students MUST NOT contact agencies to arrange placements or change allocated placement times unless explicitly instructed by your School or Department. You MUST accept assigned placements. Under no circumstances is it acceptable for students to “bully” their peers into changing placements. Any action by students that can be interpreted as interfering with the organisation of arranged placements will result in disciplinary action.
3. BEFORE PLACEMENT REQUIREMENTS

3.1 Australian Health Practitioners Regulation Agency (AHPRA) – Student registration

Students who are enrolled in courses that lead to registration as a health practitioner in one of the health professions included in the National Registration Scheme will be registered with AHPRA as a student by Monash University. For further information on student registration go to www.ahpra.gov.au/Registration/Student-Registrations.aspx.

3.2 Personal and professional standards

The Australian health care context provides service to the population 24 hours per day 7 days a week. This means that health professionals may need to work across a range of times and days including public and religious observances. Health professionals provide care and service in mixed gender environments, which also reflects the Australian health care context. Health professionals are also expected by our community to be respectful of self, colleagues and others by exhibiting high standards of personal care and grooming, wearing the appropriate attire and adhering to process and procedures. You are also required to undergo police checks, working with children checks and have specific immunisations to protect the patient/client or yourself from harm.

Health professionals in particular are governed by standards of practice, codes of ethics, and professional boundaries. Health professionals are both accountable and responsible for demonstrating professional behaviour in all contexts. Compliance with the standards and codes facilitates safe, competent interactions and relationships with people to ensure both their and the student’s physical, psychological, emotional and spiritual wellbeing is not placed at risk. This is why prior to any placement we require you to read your discipline’s Code of Conduct available on Moodle (contact your course coordinator if you are unsure as to where this is located). These Codes include fundamental expectations necessary to ensure the safety and wellbeing of you and others, which is of paramount importance.

In preparation for your entry into professional life, we strongly advise you to refer to the AHPRA website (www.ahpra.gov.au/ ) for the Code of Conduct relevant to your profession. You can search for an individual profession Code of Conduct on the site. For all other professions we expect you to refer to your professions’ website and access their Code of Conduct.

Additionally, prior to undertaking a placement especially in a hospital or community health centre, we expect you to carefully consider the extent to which you believe you possess those personal attributes that contribute to the maintenance of patient and client safety. These include:

- Ethical behaviour
- Behavioural stability
- Awareness of legal requirements
- Communication skills
- Cognition
- Sensory ability
- Strength and mobility
- Sustainable performance

3.2.1 Why are these requirements important?

The Faculty of Medicine Nursing and Health Sciences strongly supports the right of all people to enrol in a health professional course. Working as an Australian accredited health professional, means you have a responsibility to the society for which you are delivering health care. Knowledge of minimum personal
requirements helps you to understand what is required to work as an Australian accredited health professional so you can decide whether the course is suitable for you.

3.2.2 What about students who do not meet the minimum personal requirements?
Where there are physical, intellectual, cultural, religious or other factors impacting on a student’s ability to participate in their course, the Faculty is committed to making reasonable adjustments, to allow students to complete their course without compromising the academic integrity of the course, their safety and the safety of others. If you think you may experience challenges in meeting these requirements you can discuss your concerns with the following staff:

Your course coordinator for specific course requirements
Disability Support Services
disabilitysupportservices@monash.edu Ph: +61 3 9905 5704.

Director, International Student Welfare.
Dr Matthew Thong
Matthew.thong@monash.edu
Ph: +61 3 9905 9852

Director, Student Academic Support Unit (SASU) for language and academic skills.
Dr Sheila Vance
Sheila.Vance@monash.edu
Ph: +61 9905 4027

3.3 University expectations of student behaviour

Monash University has made a significant commitment to educate its students what it means to be a respectful member of the Monash community. All students are required to complete the Respect at Monash module via the Web Enrolment System (WES) at the time of enrolment.

The module covers:

- Rights and responsibilities
- Problem behaviour and misconduct
- Respectful relationships
- How to be an active bystander
- Alcohol and other drugs

As an enrolled Monash student, you are expected to follow the guidance provided and reflect the university’s expectations in regards to respectful behaviour during your placement.

3.4 Dress Code and Student identification

Adhering to professional dress codes can assist health professionals to acquire the confidence of their clients and the broader community. Schools and Departments have professional dress codes for all students designed to promote Monash University students as well presented. Where prescribed, uniform MUST be worn by all students undertaking practice components of their courses. Additional information is provided in section 4.10.

All students are required to obtain a Monash University identification badge (student ID card), which must be worn at all times during placements. Unless organised by your School or Department please buy a plastic badge holder (soft round edges only) from the campus bookshop.
The Unit Coordinator or delegate may either prevent a student from commencing placement or remove a student from a placement in the event of a failure to follow these requirements.

3.5 Criminal and relevant history record screening

Prior to commencement of ANY placement, students MUST:

- Obtain (prior to commencement of workplace practice) Police Check and Working with Children Check (WWCC) and any other checks that are specified as pre-requisites for particular placements. Police and Working with Children Checks must be valid for the placement period.
- Upload an electronic copy of their Police and WWCC documents to InPlace by the deadline requested by placement staff.
- Students MUST have their Police check and WWCC with them while on placement so that they can produce the documents if asked for by the placement provider.

The Unit Coordinator or delegate may either prevent a student from commencing placement or remove a student from a placement in the event of a failure to follow these requirements.

3.6 Immunisation, health screenings and notification regarding pregnancy

Prior to commencement of ANY placement, students MUST:

- Comply with the FMNHS Immunisation Requirements (Schools/Departments will provide further information for students who are placed interstate).
- Ensure that immunisations are completed prior to commencement of placements and documents are uploaded to InPlace by the deadline set by your School/Department. Where failure to comply with immunisation procedures leads to loss of a placement, no substitute placement is guaranteed and students risk failing the associated unit.
- Keep a record of health screening and vaccinations.
- Pass a required medical assessment by an approved medical officer, including such assessments required by the placement agency, if required.
- Pass a physical capacity assessment by an approved provider, if required.
- Notify placement coordinators of pregnancy; pregnant students will not be able to attend placement after 34 weeks gestation and until 6 weeks post-birth.

When preparing for medical attendance for immunisation assessment, students may need to pull together previous vaccination data. Three important sources exist:

- Local councils (of residence or school location), who are required to retain childhood and adolescent vaccination data in perpetuity (forever);
- GPs, who have frequently provided sporadic vaccination and often hold “missing” data.
- Medicare online account.

International students have different vaccination record opportunities. For example, Singapore, Malaysia, and parts of China have data retention systems. Other international students may not have access to their childhood vaccinations.

The Unit Coordinator or delegate may either prevent a student from commencing placement or remove a student from a placement in the event of a failure to follow these requirements.
3.7 Infection prevention and control guidelines

We require all students to be conscious of an organisation’s infection prevention and control guidelines and implement their recommended processes. Patient and client safety depend upon strict adherence to these guidelines. Infection control information can be assessed from: https://www.nhmrc.gov.au/about-us/publications/australian-guidelines-prevention-and-control-infection-healthcare-2019

Students are obligated 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. It is important that you consult with your doctor if you have any questions regarding your blood borne virus state.

The Unit Coordinator or delegate may either prevent a student from commencing placement or remove a student from a placement in the event of a wilful failure to implement infection prevention and control guidelines.

3.8 Basic life support / first aid

Generally speaking health professional students are expected to have a working knowledge of the principles related to basic life support. Many student cohorts are required to undertake an accredited first aid course prior to placement. It is your obligation to comply with prerequisites such as current First Aid training and CPR certification where required by Schools or Departments.

3.9 Pre-placement orientation - campus based activities

Immersion in the authentic workplace is much more than the translation of discipline learning into a range of professional capabilities. All placements contribute to your professional socialisation and in educating you in respect to the attitudes and behaviours expected within the specific workplace setting. Throughout each placement, professional behaviour, and its importance in, for example, health service delivery, students should be nurtured by supervisors in concert with the development of other skills. It is expected you will actively engage with practitioners in the field and receive appropriate and timely feedback about the quality of your professional knowledge and skill development. In addition, you will be provided with opportunities to reflect upon your behaviour and reconcile your personal beliefs and values in accordance with the collective values and expectations articulated by either the profession’s registration board or the relevant professional body.

This means that you MUST attend and actively participate in any pre-placement teaching and learning activities organised by either the unit coordinator, course coordinator or chief examiner prior to the placement that are designed to prepare you to:

1. Meet prerequisite theoretical learning and skills for each placement.
2. Understand the learning objectives and assessment requirements for each placement and develop strategies to achieve them.
3. Identify personal learning goals.

3.10 Notification of Placement

Students should not start work or activities at a placement until they have:

• Received written notification of the placement from their School/Department.
• Completed all documentary requirements for placement.
• Attended or undertaken a health and safety briefing given by the placement provider, this may be online or face to face.

4. DURING PLACEMENT REQUIREMENTS

4.1 Orientation and induction

Placement providers are required to provide students with an appropriate orientation and induction to the workplace either in person or online, including: 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 (e.g. hand hygiene); privacy and confidentiality; scope of practice; student support; any specific organisational and/or professional requirements.

The University OHS Guidelines for Work Integrated WIL Student Placement and Co-Curricular Internships include the requirement that you complete a Health and Safety Briefing and completed an Induction Checklist before you start work or activities at a placement.

Health and Safety briefings should cover:

• Basic workplace health and safety issues e.g. emergency evacuation procedures, First Aid, Hazard & Incident reporting.
• Significant safety issues, which are specific to the type of work being undertaken (e.g. ergonomics, manual handling or infection control).
• For significant risk organisations should also cover significant safety issues that are specific to the type of work being undertaken, e.g. the procedure to be followed where a student may encounter violent or aggressive behaviour, infection control follow-up or chemical spill procedures.

The checklist will, in most instances be provided by the placement organisation. You will be advised by your School/Department of OHS documentation and requirements.

4.2 Safe practice obligations

Throughout your placement you must:

1. Report injuries and near misses (accidents that might have occurred but did not occur) immediately to your placement supervisor.
2. Report any hazards you encounter on placement to your supervisor. A hazard can affect you, your patient, client or the environment.
3. Log any incidents that occur during placement in S.A.R.A.H (the Monash incident on line database). Refer to your Monash placement contact if you need help.
4. Participate and contribute in meetings, training and other environment, health and safety activities as required.
5. Co-operate with instructions given by emergency response personnel such as emergency wardens and first aid personnel whether you are on placement or at University.

7. Be familiar with correct use of safety devices and where appropriate personal protective equipment.

For further information regarding the management of personal injuries see 4.9.

4.3 Patient/ client consent

All students must follow the organisation’s directives in relation to patient/client consent for students to participate in health care or service delivery. At all times throughout your placement, you need to be mindful about patients’ rights as articulated within the Australian Charter of Healthcare Rights. This is another reason why you must wear appropriate identification at all times so patients/clients may make an informed decision as to whether or not to allow you to deliver care to them.


Where a patient/client project study is undertaken, informed consent from the individual/s studied must be obtained. Students must obtain a signed Consent Form which is to be kept in secure storage and accessible to the unit coordinator only. Any information obtained from the patient/client must be destroyed after the completion of the unit.

4.4 Cultural diversity

Students should be aware of and value the diverse needs of Aboriginal and/or Torres Strait Islander peoples’, the First Peoples’ of Australia. You are required to understand and acknowledge the historic factors such as colonisation and its impact on the health of Aboriginal and Torres Strait Islander peoples’ and how this might inform care. You should provide care that is holistic, free of bias and racism, challenges belief based upon assumption and is culturally safe and respectful for Aboriginal and/or Torres Strait Islander peoples’. You should also recognise the importance of family, community, partnership and collaboration in the healthcare decision-making of Aboriginal and/or Torres Strait Islander peoples’, for both prevention strategies and care delivery.

Consumers seeking access to services at health facilities come from a variety of cultures. Therefore, in order to provide good healthcare, students need to be aware of their own culture and the impact this might have on health consumers they work with. Students should appreciate that consumers have diverse cultural practices and traditions which are extremely important to them, and this may impact on the models of care delivery that are required.

Students’ colleagues also come from a diversity of cultures and it is important this is respected. Likewise, health facilities recognise that students are culturally diverse and this is valued.

In order to ensure equitable healthcare access and outcomes you need to be responsive to peoples’ differing needs which enhances your capacity to be a compassionate and empathetic Practitioner.

Please refer to the Australian Charter of Healthcare Rights in understanding your responsibilities in regards to providing inclusive healthcare.
4.5 Confidentiality

Confidentiality is a key ethical and legal principle governing health care practice. Confidentiality is recognised as a requirement of practice for all health professions in:

- Health Services Act 1988 (Vic)
- Contracts of employment
- Professional Codes of Conduct

Whilst not all placements will be in health care organisations, you may be involved in work of a confidential nature – this includes personal data obtained from individual interviews or as part of surveys, placement organisation practices, access to placement organisation databases and/or commercially sensitive material.

The rationale for confidentiality applies to all placement locations.

A key requirement of healthcare practice is respect for the patient/client as an individual. One important aspect of this respect is the requirement to keep patient/client information confidential:

- Information obtained to provide information for a case study or presentation must have all personal details / identifiers removed.
- Information concerning consumers is not accessed other than in the direct course of providing health care.
- No discussion of personal information about consumers/colleagues is to occur with any third parties – including the media, other hospitals, solicitors or any person not directly involved in the delivery of care to the consumer.
- Sensitive documents such as case notes need to be stored in a safe and secure area.
- Students are not permitted to take photographs of consumers, visitors or colleagues (including other students and staff), and should seek permission before taking any photographs of the workplace environment/equipment.
- Electronic records and information is confidential and not for further distribution.

4.5.1 Disclosure

There are situations when the law requires health professionals to disclose information, that they would otherwise be required to keep confidential. As students you are not expected to fulfil the obligations placed upon registered or professionally accredited practitioners. However we encourage you to read further on this very important matter.

4.5.2 Implications of confidentiality for health professional students

All health professional students must be aware of the requirement of patient/client confidentiality and its basis in ethics and law. This means that unless a person has expressly consented to use of their personal information, students must not use it in learning situations, including but not limited to:

- Small group discussions about patients/clients or health conditions.
- Individual student assignments about patients/clients or health conditions (this includes patient details on reports such as blood tests, x-rays, scans, etc.).
- Case studies about patients/client or groups of patients/clients.
• Lecture material and lecture notes about patients/clients and/or patient/client conditions.

• Informal discussions between students including use of social media.

If a breach of confidentiality occurs during placement or any submitted assessment, a zero result will be recorded.

4.6 The use of IT and social media during placement

Students are reminded that the Monash University ITS and Social Media policies still apply during the placement. However, students must also be mindful of the IT and social media policies of each facility they are placed in and ensure their behaviour reflects these policies.

Monash University ITS procedures for responsible usage

Monash University Social Media Procedure (including using images and videos)

4.7 Protected disclosure or inappropriate behaviour guidelines

During your placement you may encounter a range of inappropriate behaviours by persons not within the control of the University. It is important that you are able to differentiate between the various types of inappropriate behaviour you observe or experience so that you may report it to the correct body. In most cases where a student observes or experiences inappropriate behaviour on placement, the incident should, in the first instance, be reported to your unit coordinator or in the case of medicine to the Clinical School academic staff located at the placement. These staff will generally be able to assist you to resolve any issues arising from the incident. Where necessary they will be able to liaise with the placement institution for resolution of the issue.

Information on whistleblowing is available at: https://www.monash.edu/medicine/education/whistleblower

4.8 Attendance obligations at scheduled placement

Unlike your on - campus studies (with the exception of pre-placement activities ref 3.8), attendance at your placement is compulsory. Failure to attend has many consequences for you the most significant of which is failure of the unit and potentially failure to progress in your course. However, there may be times when for a variety of reasons you are unable to attend placement. The following points clarify your obligations in relation to placement attendance.

1. Students must ensure that external work commitments and studies do not conflict with placements.

2. Students must be able to undertake shift work or after hours work if required within a placement (for some courses this may include night shift and shifts on weekends and public holidays).

3. Students must notify appropriate staff in a timely manner when unable to attend an allocated placement.

4. Students must be ready to begin their placement day at the designated start time, which in some cases may mean arriving at the venue 15 minutes prior to commencement time.

5. A student may become ill during placement. A student may recognise that they are unable to complete the required hours in a placement setting due to injury or other event. If this circumstance occurs the unit coordinator and the placement supervisor MUST be notified.
6. Students MUST also be aware that attending clinical placement with an illness may pose a risk to people whose immunity may already be compromised, as well as putting colleagues and themselves at risk.

7. In the event of running late for a placement, the student MUST contact their placement educator/supervisor by telephone and advise the relevant person of anticipated time of arrival. Text messages or emails are not acceptable unless students receive amended advice from their unit coordinator or delegate.

8. In the event of being unable to attend a placement, students MUST inform their immediate supervisor in the workplace by telephone as soon as possible but no later than 15 minutes prior to the commencement of the roster or shift and tell them they will not be reporting for their placement. Text messages or emails are not acceptable unless students receive amended advice from their unit coordinator or delegate.

9. In the event of being unable to attend a placement, students MUST also contact the Unit Coordinator or delegate by email and advise that they are unable to commence or complete the shift, or continue a placement and must also provide written reasons for this absence to the relevant Unit Coordinator or delegate within 24 hours.

10. Students need to be aware that circumstances outside of the control of the university may necessitate a very late change (right up to the day of the commencement of the placement) to their placement allocation. Therefore students MUST check emails and Moodle on a daily basis.

11. Students MUST declare any planned absences well in advance ideally giving a semester notice. This leave will be recorded as absent days.

4.8.1 Religious Holiday Observance and placement attendance
Some students will require leave from placement from time to time due to religious holidays. The Faculty follows the Monash Strict Religious Observances Guidelines. Nevertheless, where a student misses placement days due to religious observance the time missed must be made up. Students requiring leave from placements due to strict observation of religious holidays must notify the placement co-ordinator well in advance of their religious holiday commitments (refer to the Faith Communities Council of Victoria Multifaith Calendar).

Students seeking religious observance leave are required to provide documentary evidence confirming their obligations to support their request. (See the Social Justice Unit for confirmation of the most appropriate form of documentary evidence to be provided).

4.8.2 Medicine students
The attendance requirements for medicine students are specified in the Unit Guides for those Units in which the student is enrolled. Medicine students are required to contact the clinical School, rotation supervisor or activity supervisor as soon as possible but no later than 15 minutes prior to the commencement of the working day to inform that they will be unable to attend. If the absence is likely to be prolonged, appropriate documentation must be provided.

If the reason for absence is covered by the University’s Special Consideration procedure, application for special consideration must be made.

4.8.3 Nursing, Social Work and Paramedic students
- 100% attendance at clinical/fieldwork placements is required to achieve a pass in the relevant unit.
- Students MUST provide a medical certificate or statutory declaration for any missed days.
- Any missed days MUST be made up.
4.8.4 All other students

• 100% attendance at placements is usually required to achieve a pass in the relevant unit.
• One day, or any part thereof, in every 50 scheduled placement days may be missed due to illness or family circumstances without support documentation.
• Additional absent or part days missed in that same 50 day period requires a medical certificate issued by a health professional (for illness) or credible authority (for other reasons) or a statutory declaration to be submitted to the Unit Coordinator or delegate within 24 hours or as soon as practicable.
• When more than 3 days have been missed from all scheduled placements in one year, a certificate from a health professional or other credible source is required to explain any inability to attend.
• If a student is absent from placement for more than one day due to loss/ bereavement or hardship/ trauma a statutory declaration with supporting documentation must be submitted as soon as possible to the Unit Coordinator or delegate.
• The relevant School or Department will determine the permitted number of absent days and if the student takes more than what is allowed the impact upon the final mark for the unit.

4.8.5 Implications of absence during placement

• Students absent in a placement period may be required to undertake additional placement experience.
• Where circumstances may be relevant for Special Consideration, the Unit Coordinator will consider an application for Special Consideration.
• Where Special Consideration is granted, any additional placements will be at the discretion of the School/Department or Faculty.
• Additional placement time can only be made available when it is convenient for the organisation in which the placement is taking place.
• The decision concerning the offer of additional placement experience will be conveyed in writing by the Unit Coordinator or delegate to the student as soon as practicable.
• Details of the dates and location of the additional placement experience will be conveyed in writing by the Unit coordinator or delegate to the student as soon as the information becomes available and at least one week prior to the experience.
• Where absence from placement has been due to significant illness or injury, a “Return to Work Certificate” or equivalent may be required. The Unit Coordinator or delegate will advise the student when this is the case.

Please note that a placement absence may mean that you will be unable to complete your course within the expected timeframe.

4.9 Management of accidents or injury obligations

If an accident or injury occurs during the placement the event needs to be managed as follows:

• Students notify the Unit Coordinator or Placement Coordinator as soon as practicable.
• An Incident Form is completed by the workplace agency which is forwarded to the School/Department administration office by the placement educator/supervisor.
• Where the workplace agency does not permit a copy of the Incident Form to be forwarded to the university, a report in word format from the staff member reporting should be forwarded.

• A Monash University Hazard and Incident Report form is completed online via the Safety And Risk Analysis Hub (S.A.R.A.H) by the person reporting the incident with the student.

• In the case of needle stick injuries or potential contamination by bodily fluids, all procedures are strictly followed as per the agency’s own policies.

• Students may be required to present a Medicare card at the time of treatment, as a result we recommend you carry this on placement at all times.

Monash University does not provide insurance for damage to private vehicles incurred in activities associated with placements. Therefore it is your responsibility to arrange adequate insurance protection for any damage arising from use of their private vehicle.

4.10 Dress code and presentation

Students may have to conform to the following general rules regarding appearance and need to refer to their unit guide for specific instructions. Students who are not required to wear a uniform must nevertheless be neat and professionally attired in a manner consistent with these directives:

• Hair must be kept neat, tidy and clean at all times. Long hair must be tied up at all times. Scrunchies, hair combs and other hair fasteners are to be of a neutral colour, or a colour that complements the professional attire. Fluorescent or extreme hair colours are not permitted.

• Facial hair must be clean shaven or neatly trimmed.

• Nails must be short, clean and well-manicured. In those disciplines where there is hands-on patient/client contact, fingernails must not be visible over the ends of the fingers when the hands are held with the palms facing up. Coloured nail varnish and false nails are not to be worn during clinical placements.

• Watches, flat band rings, sleepers, studs or small earrings that sit on the lobe of the ear and do not pose a danger to patients/clients or the student are the only permissible items of jewellery where there is hands-on patient/client contact.

• For safety reasons, students must wear flat or low heeled, covered footwear without embellishment (no buckles or bows). Students will be on their feet for long periods and should wear comfortable shoes.

• Uniforms are to be laundered, ironed and presented at a professional standard.

• Students must pay attention to their own personal hygiene, use deodorant and observe dental hygiene to maximise acceptability to people associated with close physical contact.

• T-shirts and other underclothes must not to be visible underneath uniforms.

• Religious headwear may be worn and should complement uniform colour. Faces must be clearly seen so that patients can interact comfortably with the student.

• To comply with religious requirements, long sleeves may be worn but students must be able to adapt their attire to ensure compliance with hand washing procedures and infection control policies.

• Revealing clothing such as hipster or tight-fitting trousers, mini-skirts or short shirts are unprofessional and are not to be worn.

• Students attending mental health placements and some community placements may not be required
If you are in any doubt, check with the Unit Coordinator or delegate or workplace health service information before attending.

5. REMOVAL FROM PLACEMENT

The placement organisation has the right to remove students from their site who, despite guidance, are considered unsafe, or who have an unsatisfactory knowledge base for safe practice or are deemed unfit to practise; such actions should be undertaken following consultation with the relevant unit coordinator and be supported by appropriate documentation. At the same time the unit coordinator can either prevent you from starting your placement or seek to remove you from placement.

5.1 Conditions under which students may be either prevented from commencing or being removed from the placement in relation to personal conduct and professional behaviour

Failure on the part of the student to:

1. Obtain an annual police check, comply with immunisation requirements and Working with Children check, attend compulsory tutorials, site visits, orientation sessions/workshops, or failure to satisfactorily complete compulsory pre-placement course work or scheduled events.
2. Demonstrate the skills or attitudes required to exercise duty of care to patients/clients.
3. Behave appropriately towards educators/supervisors and peers.
4. Exercise appropriate duty of care to patients/clients, educators/supervisors or peers due to mental or physical health conditions.
5. Respect the confidentiality or privacy of the patient/client and/or their relatives.
6. Arrive punctually at the commencement of each placement day or placement shift, without substantial reason for the occurrence.
7. Attend the placement or complete the required number of placement hours, without prior approval of the Unit Coordinator.
8. Notify the Unit Coordinator or their delegate and supervisor of any absence or inability to attend or complete the prescribed hours in any allocated placement day.
9. Abide by the policies of the hospital, health care agency or service that apply to students undertaking placements.
10. Maintain personal cleanliness according to workplace standards, policies and procedures.
11. Wear or maintain the prescribed uniform.
12. Assist with patient/client care at the level of their capability, under the direction of the health professional responsible for supervising the student, if applicable in your placement setting.

Students can also be removed from placements if they:

1. Perform services/clinical procedures without the necessary supervision for the student’s current level of expertise.
2. Repeatedly fail to follow the directions of the placement educator/supervisor.
3. Do not adequately manage risk given their level of education.

4. Communicate with placement agencies for the purpose of changing placement sites, rosters or learning activities without prior approval of the Unit Coordinator or delegate within the School or Department.

5. Practise outside their scope of practice.

6. Access or use placement agencies databases for reasons other than their intent and purpose.

7. Breach national registration requirements of a student registered with the Australian Health Practitioner Regulating Authority (AHPRA) and the professional code of conduct as prescribed by AHPRA or equivalent where AHPRA does not have jurisdiction, if applicable.
6. REFERENCES AND ADDITIONAL READINGS

- Australian Charter of Healthcare Rights
- Australian Charter of Healthcare Rights consumer brochure
- Australian Health Practitioner Regulating Authority (AHPRA)
- Caring for Muslim patients
- Consent Form
- Faith Communities Council of Victoria Multifaith Calendar
- FMNHS Immunisation and Infection Risk Procedure
- Managing the Maze
- Monash Strict Religious Observances Guidelines
- Monash University ITS procedures for responsible usage
- Monash University Social Media Procedure (including using images and videos)
- National Registration Scheme (NRAS)
- OHS Guidelines for Work Integrated WIL Student Placement and Co-Curricular Internships
- OHS Hazard and incident reporting
- Police Check
- Professional Behaviour Intervention Business Process.
- S.A.R.A.H
- Standardised student induction protocol (SSIP)
- Student Clinical Placement Agreement
- Web Enrolment System (WES)
- Whistleblowing Session
- Working with Children Check (WWCC)
Appendix A

Faculty of Medicine, Nursing and Health Sciences

Professional Behaviour Intervention Business Process (abridged)

The Faculty of Medicine, Nursing and Health Sciences has a Professional Behaviour Intervention Business Process to identify and assist students who are demonstrating behaviours of concern. The business process makes provision for contacting and counselling these students and describes pathways to assist students to achieve satisfactory professional behaviours. The intervention commences with a request to attend a professional behaviour support meeting. Depending on the nature and degree of unsatisfactory professional behaviour, alternative means for addressing serious problems may be implemented under Monash University regulations or policy.

Process

Reporting Concerns
Concerns regarding a student’s professional behaviour are reported to the Unit Coordinator. If a student demonstrates behaviour of a threatening nature in which there is concern for the safety of the public, staff and/or the safety of the student the matter is immediately reported to the Safer Community Unit and the Office of the Deputy Dean (Education).

Investigating Concerns

On receipt of a report, the Unit Coordinator investigates the concerns, which may involve interviewing the student, the person making the report and other persons with relevant information related to the concerns. In the event that the Unit Coordinator is making the report, they should discuss with the Course Coordinator to identify the most appropriate person to investigate the concerns. In the case of a placement report the Placement Coordinator or Unit Coordinator will follow up with the placement provider and the student to assess the situation.

On completion of an investigation, a student who is found to have demonstrated unsatisfactory professional behaviour will be required to:

Step 1: attend a Professional Behaviour Support Meeting at School/Department level, or
Step 2: attend a Professional Behaviour Counselling meeting at School/Department level if the student has already attended a Support Meeting and their Professional Behaviour has not improved, or
Step 3: the matter is referred to the Deputy Dean (Education) if
- the student has already attended a Counselling meeting and their Professional Behaviour has not improved, or
- when a placement has been terminated based on a student's unsatisfactory professional behaviour and investigation by the Unit Coordinator or Placement Coordinator finds the termination was justified.

Note: At any time during the process (depending on the nature of the issue/s) the student matter may be referred to the Deputy Dean (Education).
Referral to the Deputy Dean (Education)
The Deputy Dean will refer the case to either:
• Professional Behaviour Review Panel, or
• Student Discipline Panel under Part 7 of the Monash University (Council) Regulations, or
• The faculty Academic Progress Committee under Part 4 of Monash University (Academic Board) Regulations.

Professional Behaviour Review Panel
After review of the case, the Professional Behaviour Review Panel may:
• Dismiss the case
• Recommend that the professional behaviour support actions/requirements continue
• Recommend to the Board of Examiners that the student not pass the Unit.

Student Discipline Panel
Matters of student discipline and any disciplinary consequences are dealt with under Part 7 of the Monash University (Council) Regulations and not this Business Process. However, a failure to comply with the disciplinary expectations of the University may be relevant to be considered when assessing a student’s professional behaviour.

Academic Progression
Where a recommendation is made to the Board of Examiners that the student not pass the Unit, the student may be sent a Notice of Referral and Hearing to the faculty Academic Progress Committee to have their Academic Progression reviewed. All Academic Progression matters will be dealt with under Part 4 of Monash University (Academic Board) Regulations.

Complaints and Grievances
Students dissatisfied with a decision made under this Business Process may lodge a Grievance under the Student Complaints and Grievances Policy.