

**Policy**

ACT Health Secondary Student Work Experience Program

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| **Policy Statement** |

ACT Health aims to provide educational and practical healthcare work experience placements to ACT Year 10, 11 and 12 students in either clinical or non-clinical areas. Availability of placements is the decision of the Clinical Nurse/Midwife Consultant/Senior Manager of the area requested to provide the placement.

Staff members in ACT Health who are supervising secondary school students on placement are required to:

* Maintain patient safety and confidentiality
* Minimise risks to students
* Maintain the integrity of the organisation.
* Maintain Government and co-worker confidentiality

ACT Health is strongly committed to Employment Inclusion and encourages students who are Aboriginal and Torres Strait Islander or Students with disability to participate in work experience with ACT Health.

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| **Purpose** |

To provide ACT Health staff with a standardised policy for accepting Year 10, 11 and 12 secondary students for work experience within ACT Health facilities. The aim is to ensure that any risk to patients, students and the organisation is mitigated while providing an opportunity for students to experience the health care setting and/or associated administrative functions of health care and encourage secondary students to pursue a career in the health environment (health care or health administration).

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| **Scope** |

This policy applies to ACT Health staff and other individuals involved in the process of providing educational and practical healthcare work experience placements to ACT Year 10, 11 and 12 students.

**Out of Scope:**

This policy does not apply to tertiary student placements, adult Vocational Education and Training (VET) placements through apprenticeship programmes, adult work experience, Volunteer Services or Student-to-Industry placement programmes.

* This policy should be considered in conjunction with the related Standard Operating Procedure for work experience, the ACT Health Student and Trainee Clinical Placement Policy 2012, the Australian School Based Apprenticeship Scheme Policy (ASBAS) 2015 and the Aboriginal and Torres Strait Islander Health Workforce Action Plan 2013-2018.

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| **Roles & Responsibilities** |

Health staff providing the supervision for students entering ACT Health facilities for Work Experience Placements are bound by professional body legislation and regulation.

The Education Directorate staff and/or Non-Government school staff are responsible for the selection process for placements and any additional legislation, rules and regulations required by their organisations.

**ACT Health**

**Quality, Governance and Risk:**

**Staff Development Unit** (SDU) is responsible for:

* Ensuring Deeds of Agreement with non government schools, Memorandum of Understanding with Education Directorate are signed,
* Ensuring that Schedules (also known as Annexures) outlining specific requirements and /or exemptions, are also signed,
* Ensuring all insurance requirements are met, as per the ACT Insurance Authority (ACTIA) requirements,
* Implementation of the whole policy and monitoring compliance;
* Provision of ACT Health requirements/information to schools and colleges in order for the schools and college to provide information to students;
* Liaison with DET and non-government colleges and high schools that the following policy requirements are met prior to accepting a work experience student for placement:
* Immunisation requirements are met (cross reference: ACT Health Immunisation Policy)
* Students understand the requirements for privacy and confidentiality (ref: ACT Health Privacy and Confidentiality Policy) and have signed a Confidentiality form (ref: ACT Health Student Placement Policy)
* Students understand the limits placed on them while on placement and sign a Placement Information form to confirm this
* Students agree to adhere to the ACT Health Workplace Attire Guidelines and comply with any additional requirements under workplace safety legislation
* Students have photographic identification (photo ID) indicating who they are and their college or high school of origin. Their college or high school photo ID is sufficient.
* Organisation of the timing, duration and tracking work experience placements, and
* Provision of feedback to key stakeholders.
* Security requirements for students to be issued with an ACT Health ID card.

**Inclusion Student Work Experience**

Work experience placements for Aboriginal and Torres Strait Islanders, and students with a disability are arranged through the collaboration of the Staff Development Unit (SDU) and the Employment Inclusion Manager. Placements will be assessed on a case by case basis to enable the best support and placement fit within ACT Health.

**ACT Health Placement Areas**:

ACT Health staff providing supervision for students entering ACT Health facilities for Work Experience (WEX) Placements are bound by professional body legislation and regulation.

* It is the responsibility of the Clinical Nurse/Midwife Consultant (CNC/CMC) (clinical areas), the Allied Health Manager/Team Leader, or the Senior Manager (non-clinical areas) to accept or decline students for work experience placements
* Liaison between placement areas and the Clinical Placement Officer will take place prior to accepting a work experience student, to check the number of tertiary placements planned during the requested WEX placement times.
* Undergraduate and post graduate placement requirements will take precedence over work experience requests; work experience students are accepted *in addition to, and NOT instead of* tertiary students
* Clinical Nurse/Midwife Consultant (CNC/CMC) (clinical areas), the Allied Health Manager/Team Leader, or the Senior Manager (non-clinical areas) must not accept a student on placement who:
	+ has not attended SDU orientation for WEX
	+ does not have an ACT Health ID card
	+ is not accompanied by a staff member from the SDU
* Work areas will at all times provide direct supervision to ensure patient, staff and student safety
* Work areas will seek patient/client consent for a work experience to be present during their care,
* Provide learning opportunities that encourage secondary students to pursue a career in health care or health administration.
* Staff supervising students must have completed the mandatory requirements in ACT Health for Child Protection with a minimum of Level 1 training, and adhere to the Child Protection Act.
* Staff supervising a WEX student on the first day of placement to an area, will provide area specific orientation that includes fire and emergency awareness and awareness of any other workplace safety issues. This is in addition to the general orientation provided in SDU by the WEX Placement Coordinator.
* Ensure the Respect Equity & Diversity (RED) Framework is applied and students are welcomed and nurtured. Supervision of secondary students in the area will be provided by a health care professional or administrative person in the same or similar role as the area of interest for the student;
* Ensure all relevant work safety requirements are met and supervisors adhere to the requirements of the Work Safety Act 2011
* Ensure they meet ACT Health policy requirements;
* Provide opportunities for students that maximise learning opportunities within the placement area;
* Notify the SDU of student absenteeism, accident or injury, and
* Provide feedback to the SDU, and school representative(s) who visit a student on placement in their area.

**ACT Education Directorate and Non-Government Schools:**

It is the responsibility of the careers advisor / WEX Coordinator in each school to:

* ensure students will be taking subjects relevant to a career in health care
* explain confidentiality and privacy concepts
* explain what can be expected on an ACT Health placement
* ensure students have provided the required documentation
* make requests on the student’s behalf, to the ACT Health Coordinator for the placement

**Work Experience Student Responsibilities**

Students on placement are supervised at all times, however they are expected to:

* Report to the Staff Development Unit (SDU) before commencing the first day of placement, and not to go to the clinical areas until accompanied by a member of staff from the SDU
* Attend the workplace on the required days, at times negotiated with the Workplace Supervisor;
* Observe the rules, regulations, policies and legislation relating to ACT Health;
* Cooperate with ACT Health in meeting its duty of care;
* Ensure that behaviours do not endanger the health and safety of fellow workers, patients and others;
* Comply with the ACT Health dress code and code of conduct as explained to them in their orientation session;
* Wear visible ID that includes a card issued by ACT Health and the student photo ID provided by their High School or College;
* Wear appropriate safety clothing and abide by Workplace Safety procedures;
* Notify the Work Experience Coordinator in SDU of any grievance or dispute with the Workplace Supervisor or ACT Health generally;
* Continue to adhere to school rules regarding appropriate conduct, and
* Notify their Work Experience Coordinator and ACT Health work area of any absence from the work place.

**Insurance Requirements**

The ACT Department of Education and ACT Health are responsible to the ACT Insurance Agency for insurance. All ACT Government school students who have completed and signed all the necessary paperwork for both departments are covered by Personal Accident and Public Liability Insurance.

The Catholic Education Office (representing catholic schools) and each independent school must provide copies of their current insurance certificates when they sign the Deed of Agreement and accompanying Schedule with ACT Health.

Insurance arrangements will not be provided for Work Experience in hazardous occupations or activities including:

* Security guards
* Transport services outside the ACT
* Travel by helicopter
* Use of prescribed or dangerous machinery
* Procedures undertaken by the student deemed to be outside the scope of the agreed learning objectives regardless of the level of supervision.

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| **Evaluation** |

**Outcome Measures**

The policy outcome measures will be evaluated by SDU/P&C and will use the following indicators:

* The number and type of placements requested by high schools and colleges in the ACT; 80% of ACT Health placements requested by colleges in the ACT will be met
* The number and type of placements provided from ACT Health; 80% of students accommodated with a placement
* The effect of work experience students within placement areas; 90% of staff express satisfaction with students within placement areas
* Evaluate the number of students returning to ACT Health as employees.

Note: the types of placements requested by students can vary from the types of placements on offer by the organisation.

**Method**
The key stakeholders are invited to attend an annual meeting, where they can discuss any concerns and provide feedback to the ACT Health coordinators.

An electronic evaluation is circulated to stakeholders on an annual basis.

An annual report is compiled containing the statistics for the previous 12 months.

The Work Experience Coordinator will conduct evaluations and present data to:

* ACT Health Executive Director, People and Culture, receives the annual report and tables as appropriate,
* ACT Health Supervisors/Managers; stakeholders meeting minutes and evaluation summary
* ACT schools participating in the programme; stakeholders meeting minutes and evaluation summary.

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| **Related Legislation, Policies and Standards** |

**Policies**

* Administrative Records Management Policy DGD14-022
* Student and Trainee Clinical Placement Policy DGD13 - 001
* Misconduct and Discipline Policy DGD13 - 035
* Records Management Manual for Clinical Records DGD12 - 048
* Risk Management Policy DGD12 - 011
* [Engaging and Consulting with the Aboriginal and Torres Strait Islander Communities in the ACT, The Health Directorate Guide](http://inhealth/PPR/Policy%20and%20Plans%20Register/Engaging%20and%20Consulting%20with%20the%20Aboriginal%20and%20Torres%20Strait%20Islander%20Communities%20in%20the%20ACT%2C%20The%20Health%20Directorate%20Guide.docx) (DGD12-008)
* ACT Protective Security Policy and Guidelines CED08 - 048
* Anti Discrimination, Harassment and Bullying Policy No. CED11-037
* Child Protection Policy No. DGD13 - 037
* Staff Screening and Vaccination Policy (TCH) 2009
* CHHS Staff Screening and Immunisation Requirements Information Sheet. 2015
* Radiation Management. DGD15-022

**Procedures**

* Healthcare Associated Infections. CHHS15/072
* ACT Health Staff Identification – Access Cards. DGD15-018
* Occupational Assessment, Screening and Vaccination. CHHS15/091

**Guidelines**

* ACT Health Workplace Attire. DGD15-032
* Risk Management. DGD16-016

**Frameworks**

* ACT Youth Commitment Framework, to which the Health Directorate is a signatory.
* ACT Government Respect Equity and Diversity (RED) Framework
* Multicultural Co-ordinating Framework – Towards Culturally Appropriate and Inclusive Services 2014 - 2018

**Standards**

* ACT Department of Education and Training. 2008. Experience Counts: ACT Work Experience and Vocational Placement Program. Guidelines and Requirements for Schools, Host Organisations and Unions.
* National Safety and Quality Health Service Standards. 2012.
	+ Standard 1: Governance for Safety and Quality in Health Service Organisations
	+ Standard 2: Partnering with Consumers
	+ Standard 3: Preventing and Controlling Healthcare Associated Infections
* Standards of Practice for ACT Health Allied Health Professionals. 2004.

**Legislation**

* Child and Young People Act 2008
* Dangerous Substances Act 2004
* Disability Discrimination Act 1992
* Discrimination Act (ACT) 1991
* Education Act 2013
* Freedom of Information Amendment (Reform)Act 2010(ACT)
* Health Professionals Act 2004
* Information Privacy Act 2014
* Human Rights Act 2004
* Legislation Act 2001
* Machinery Act 1949;
* Privacy Act 1988
* Public Sector Management Act 1994
* Racial Discrimination Act 1975
* Sex Discrimination Amendment Act 2013
* Territory Records Act 2002
* Workplace Relations Regulations 2006
* Work Health and Safety Act 2011

ACT Health Privacy and Confidentiality Procedures are in place to ensure that personal, health and confidential information is protected. ACT Health adheres to the Territory Privacy Principles (TPP) and any applicable TPP Code of the Information Privacy Act 2014 (ACT) regarding handing of personal information.

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| **Definition of Terms**  |

**Australian School Based Apprenticeship Scheme (ASBAS):**

ASBAS are part of the national Australian Apprenticeships system. ASBAs offer school students the opportunity to combine practical paid work with structured training as part of their education program to achieve a nationally recognised qualification.

**Clinical Work Experience Placement:**

A clinical Work Experience Placement is any placement where there is direct patient contact between the student and a patient/client.

 **Confidentiality:**

Students undertaking a Work Experience placement will be required to sign a confidentiality agreement. Confidentiality is the assurance that written and spoken information is protected from access and use by unauthorised persons.

**Deed of Agreement:**

A Deed of Agreement is a legal document, agreed by the Senior Executives in ACT Health and Non-Government Schools/Colleges stipulating the terms and conditions for students undertaking the Work Experience Programme.

**Inclusion Manager:**

Develops and facilitates processes and programs that enable ACT Health to establish a disability confident workplace, engage with persons with a disability in the workplace, and to increase the numbers of Aboriginal and Torres Strait Islander people employed in the health workforce.

**Equal Opportunity:**

Work experience broadens the career horizons of both boys and girls, encourages the exploration of non-traditional occupations and assists students who have disabilities or are socially disadvantaged, in their transition from school to work or further training.

**Immunisation:**

To minimise the risk to patients, students and staff, ACT Health has a mandatory requirement for immunisation of Work Experience students. The level of immunisation required will vary depending on the location of the placement. Students who elect not to be immunised will not be considered for work experience within ACT Health.

**Insurance:**

This is the level of insurance required to cover ACT Health and the students and colleges entering into a work experience placement agreement. The required insurance is outlined in the Deed of Agreement (see Deed of Agreement).

**Manager:**

Manager describes the senior officer within ACT Health responsible for agreeing to the placement of a Work Experience student in an area for which they have delegation.

**Memorandum of Understanding (MOU):**

An MOU is a statement of intent between two ACT Government agencies, ACT Health and ACT Department of Education and Training that sets out an understanding of working collaboration to coordinate work experience placements.

**Non-Clinical Work Experience Placement:**

A Non-clinical Work Experience Placement is any placement where there is indirect or no contact between the student and a patient/client. Placements where this is most likely to occur are inclusive of but not limited to Finance, Pathology, Information Management, Business Support Services and Human Resources.

**Privacy:**

Privacy is freedom from intrusion and public attention.

**Schedule:**

A Schedule is a legal document outlining the specific responsibilities of a High School or College relating to Work Experience Placements, those of specific placement areas within ACT Health and any agreed variations to the original Deed of Agreement.

**Structured Workplace Learning (SWL):**

SWL is the workplace component of a nationally recognised industry specific Vocational Education and Training in Schools (VETiS) program. SWL placements are undertaken by students in years 10, 11 and 12 who are enrolled in a relevant VETiS course. SWL placements provide supervised learning activities in the workplace contributing to an assessment of competence and achievement of outcomes and requirements of a particular qualification.

**Student ID:**

This is a photographic identification provided by the college. A “visitor” label will be obtained from ACT Health Security Services and attached to the student ID for the duration of the placement

**Student Work Experience Placement Coordinator:**

The coordinator is an officer within an organisation delegated with overall responsibility for the Work Experience Programme. In ACT Health this delegation is within the Staff Development Unit. In the ACT Department of Education and Training this delegation is with either the ACT Work Placement Administrator or with the Work Experience Coordinator in each High School or College.

**Supervisor:**

The student’s supervisor is the person responsible for direct supervision of the student while on placement in ACT Health.

**Timing and Duration of Placements:**

Work experience placements usually occur on school days, but for the normal working day/shift. Special considerations may be made for school holidays, and placement areas can negotiate start and finish times to meet areas requirements.. Students on work experience will not be permitted to do night duty or weekends.

**Work Experience:**

Work experience is part of a school’s educational programme where students learn first-hand about the world of work.

**Work Experience Student:**

A year 10, 11 or 12 student currently enrolled at a High School or College in the ACT, who has met the documentation and selection processes required by ACT Health, the ACT Department of Education and Training, and Independent and Catholic High Schools and Colleges.

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| **References** |

Health Records (Privacy and Access Act) 1997

<http://www.legislation.act.gov.au/a/1997-125/default.asp>

Public Service Management Act 1994

<http://www.legislation.act.gov.au/a/1994-37/current/pdf/1994-37.pdf>

Privacy Act 1988 (Commonwealth)

<http://www.legislation.act.gov.au/a/db6269/default.asp>

Territory Records Act 2002

<http://www.legislation.act.gov.au/a/2002-18/default.asp>

ACT Health Staff Identification Policy INTHR06 – 028

<http://health.act.gov.au/c/health?a=ap&ap=polreg&keyword=&order=nm&fl=S>

ACT Department of Education and Training. 2011. Experience Counts: ACT Work Experience and Vocational Placement Program. Guidelines and Requirements for Schools, Host Organisations and Unions.

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| **Attachments** |

The policy should be considered in conjunction with the following supporting documentation:

* Aboriginal and Torres Strait Islander Health Workforce Action Plan 2013-2018.
* ACT Health Work Experience Standard Operating Procedures
* ACT Health Immunisation Policy
* ACT Health Privacy and Confidentiality Policy
* ACT Health Workplace Safety Policy

**Disclaimer**: *This document has been developed by ACT Health, Corporate and Strategy/ People, Service and Strategy/Staff Development Unit specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Health Directorate assumes no responsibility whatsoever.*