

# Canberra Hospital and Health Services

## Operational Procedure

### Clinical Placement

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## Purpose

This Clinical Placement Procedure establishes the requirements, roles and responsibilities of ACT Government Health Directorate (Health Directorate) staff, non-Health Directorate staff, private sector health organisations and students/trainees who are subject to the provisions of the executed Placement in ACT Public Health Facilities Deed (Deed) and Schedule.

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## Scope

This procedure applies to all individuals involved in the establishment, supervision and/or management of clinical placements.

The Health Directorate's primary responsibility is the safe, effective management and delivery of clinical care for health care consumers. Clinical placements are secondary to this responsibility.

This procedure does not cover individuals seeking work experience or students from secondary school and college programs. For placements relating to secondary school work experience, refer to Secondary Student Work Experience Program Policy.

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## Section 1 – General

The Clinical Placement Office (CPO) has overall responsibility for the management of student/trainee placements. Future health workforce requirements are supported through the provision of clinical placements in collaboration with educational providers and regional health care organisations.

In the management of professional issues, the Chief Nursing and Midwifery Officer, Chief Allied Health Officer or Chief Medical Officer are consulted.

### 1.1. Currency of Deeds with education providers

CPO must ensure that education providers have a current Deed with the Health Directorate and current insurance cover for their students/trainees.

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## 1.2. Affiliated and non-affiliated students/trainees

Affiliated students/trainees are students/trainees from an education provider with whom the Health Directorate has an executed Deed and Schedule and who wish to attend a clinical placement as part of their recognised course of study.

Non-affiliated students/trainees are students/trainees who are not attached to or connected with an education provider or health care provider with whom there is an executed Deed and Schedule.

## 1.3. ACT Health Clinical Placement Office website

CPO will maintain currency of information contained on the Clinical Placement Office website.

## 1.4. Cancellation of clinical placements

A cancellation charge will apply to all clinical placement cancellations requested by an education provider or health care provider after a student's/trainee's details have been uploaded to the ACT Health Student Placement Online (SPO) database system and up to and including the first day of placement.

The cancellation charge will be levied by the CPO for the following reasons:

- The clinical placement is no longer needed by the student/trainee.
- The student/trainee does not complete the mandatory requirements in full by the agreed deadline.
- The student/trainee fails to attend the placement.
- Student/trainee illness.
- Placement dates are changed at the request of the education provider or health care provider.
- The clinical location is changed at the request of the education provider or health care provider.

There will be no charge for placement adjustments that are made by the ACT Health Clinical Placement Office or clinical areas.

An invoice for payment of the placement cancellation fee will issued monthly by the CPO as required.

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## Section 2 – Determining placements

### 2.1. Placements are arranged as follows:

#### *Allied Health*

Placements are arranged either through the professional lead and/or clinical educator of the respective professions. Placements will not be accepted without the approval of the professional lead and/or clinical educator. All student/trainee clinical placements must be registered with the CPO before placements commence.

#### *Medical*

The Australian National University (ANU) are responsible for the arrangement and the facilitation of all medical student placements, including non-ANU students.

The Health Directorate Medical Officer Support Credentialing Education and Training Unit have no role or visibility of the placement process or the medical student cohort. All medical student/trainee clinical placements must be registered with the CPO before placements commence.

#### *Nursing and Midwifery*

Placements are arranged through the CPO. Suitable placements for students/trainees will be arranged as determined by the learning objectives. The CPO will liaise directly with the manager of the various clinical areas to negotiate placements. All nursing and midwifery student's/trainee's clinical placements must be registered with the CPO before placements commence.

### 2.2. Students/trainees non-affiliated with an education provider.

Each student/trainee who is non-affiliated with an education provider will need to contact the CPO to discuss whether a clinical placement is possible. CPO reserves the right to decline a clinical placement from a non-affiliated student/trainee, with consideration made with regards to capacity, supervisory requirements and the benefits of the placement to the Health Directorate.

Where an individual student/trainee is approved for placement by CPO and is not affiliated with an education provider, the student/trainee will provide the following to CPO prior to being granted a placement:

- Written evidence of a National Police Check (NPC) which is no more than 3 months old prior to the commencement of first placement.
- Written evidence of an ACT Working with Vulnerable People Check (WWVP).
- Written evidence that they are compliant with the Occupational Assessment, Screening and Vaccination Procedure.
- Evidence of insurance cover that meets ACT Health requirements.

### 2.3. Fit for placement

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A student/trainee unable to perform duties or meet placement requirements because of physical or mental incapacity is deemed unfit for clinical placement. This includes students/trainees whose medical condition may pose a risk to patients or staff. If concerns are raised that a student/trainee may be unfit for placement, the CPO will make a determination in consultation with the clinical area, respective professional office and education provider. ACT Health reserves the right to cancel the placement if the student/trainee is unfit.

#### **2.4. Confirmation of placements**

CPO staff will notify the education provider or appropriate health provider and the student/trainee of a placement once the clinical placement has been confirmed.

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### **Section 3 – Pre-placement requirements**

#### **3.1. General**

Students/trainees must be aware of and understand the requirements of the Health Directorate prior to commencing their placement. Students/trainees should access the information available on the Health Directorate's Clinical Placement website and in the Health Directorate's Clinical Placement Procedure.

#### **3.2. Acknowledgement form**

All students/trainees must complete an 'Acknowledgement Form' each calendar year and upload the form to their SPO account prior to commencement of their clinical placement.

Each student/trainee is required to work within their scope of practice, obligations and responsibilities outlined in the Deed, Schedule and Acknowledgement Form. Any student/trainee who operates outside these parameters will be considered in violation of the terms of their placement and their placement will be ceased.

Supervisors are responsible for checking that each student/trainee understands their obligations during a placement in accordance with the completed Health Directorate Acknowledgement form.

A copy of this form is included in attachment 1 of this document and is also available on the Student Placement Online (SPO) website.

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### 3.3. Visas

The Health Directorate is not responsible for seeking visas or specific approval to undertake a student/trainee placement. Each overseas student/trainee is responsible for checking that their visa permits them to undertake a student placement. The Directorate does not accept responsibility for an individual not employed by the Directorate who breaches their visa conditions by undertaking a student/trainee placement.

### 3.4. Immunisation/vaccination

Each student/trainee must comply with the requirements of the Health Directorate Clinical Procedure – Occupational Assessment, Screening and Vaccination prior to the commencement of a placement. The Directorate will not provide a placement without written evidence that the student/trainee is compliant.

In the event that a student/trainee cannot comply with the immunisation requirements, further investigation will be required. An 'Authorisation to Release Personal Information for Further Investigation of Immunisation Status' form will be required. Refer to attachment 2.

### 3.5. National Police Check (NPC)

Each student/trainee must provide satisfactory written evidence that they have undertaken a NPC not more than three months prior to the first placement with the Health Directorate. Every Australian student/trainee affiliated with an education provider must provide evidence to the education provider. Each student/trainee not affiliated with an education provider must provide evidence of an Australian NPC to CPO. The Health Directorate will not accommodate a student/trainee on a clinical placement prior to the receipt of such evidence.

In the event that a student/trainee has a positive NPC, further investigation will be required. An 'Authorisation to Release Personal Information for Further Investigation of a Police Check and/or Working with Vulnerable People Check' form will be required. Refer to attachment 3 and the ACT Health National Police Check Policy.

### 3.6. Working with Vulnerable People Check (WWVP)

Each student/trainee must provide satisfactory written evidence that they have undertaken a WWVP check unless registered with Australian Health Practitioners Regulation Agency. Every Australian student/trainee affiliated with an education provider must provide evidence to the education provider. Each student/trainee not affiliated with an education provider must provide evidence of a WWVP check to CPO. The Health Directorate will not accommodate a student/trainee on a clinical placement prior to the receipt of a WWVP check.

In the event that a student/trainee has a positive WWVP, further investigation will be required. An 'Authorisation to Release Personal Information for Further Investigation of a Police Check and/or Working with Vulnerable People Check' form will be required. Refer to attachment 3 and the ACT Health National Police Check Policy.

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### 3.7. Compulsory e-learning

Every student/trainee is required to complete mandatory e-learning modules prior to commencement of clinical placement.

- A logon is automatically provided to each student/trainee via the SPO system.
- Audits are conducted by CPO to ensure compliance.
- Students/trainees will be advised by CPO regarding additional discipline specific compulsory e-learning requirements.
- Information on this can be found on the CPO website.

### 3.8. Manual Handling Training

Every student/trainee is required to follow safe manual handling work practices, as defined in the Health Directorate's Work Health and Safety Management System policy Section 7.7.

Students from education providers who are required to attend ACT Health approved face-to-face manual handling do not need to complete manual handling e-learning. All other students must complete manual handling e-learning on the SPO website.

Every student/trainee must take all possible measures to minimise the risk of injury to themselves, staff and clients when involved in manual handling.

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## Section 4 – During a clinical placement

Supervisors are responsible for assisting each student/trainee towards meeting the objectives of their clinical placements. However, whilst providing a quality education experience for the student/trainee, the primary responsibility of the supervisor in relation to student/trainee clinical placement is the clinical care of the clients or patients.

Supervisors are responsible for reporting, via Riskman, any adverse incidents that occur during the clinical placement. CPO should be contacted for assistance as necessary.

If an incident occurs which involves a student who is affiliated with an education provider, the Clinical Educator or CPO will notify the course convener.

### 4.1. Orientation

#### *General*

Each student/trainee is provided with the name and contact details of the person/s responsible for their overall supervision. They will also be introduced to other staff members who can assist them when their supervisor is not available.

#### *Student orientation checklist*

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Supervisors must ensure that every student/trainee receives workplace orientation on or before the first day of any new clinical placement location and complete the student orientation checklist.

The student orientation checklist outlines requirements in relation to workplace orientation. Refer to attachment 4.

Each student/trainee must upload their completed student orientation checklist to SPO.

#### *Other relevant policies and guidelines*

The supervisor is responsible for:

- Providing access to the Health Directorate guidelines, manuals and policy and procedures necessary for the student/trainee to use during their clinical placement and for ensuring that each student/trainee complies with such requirements.
- Ensuring every student/trainee is aware of client confidentiality and the requirement to comply with the *Privacy Act 1988*.
- Advising each student/trainee of Health Directorate infection control requirements.
- Ensuring client or patient consent is obtained prior to a student/trainee being actively involved in a clinical procedure on a client or patient.
- Each student/trainee must introduce themselves as such, and obtain informed consent prior to being involved in a patient's care. When a patient is undergoing a procedure, a student/trainee requires the same level of consent as a qualified clinician. i.e. for surgical procedures, written consent for student/trainee involvement is required. Refer to Consent and Treatment Policy.

#### **4.2. Student identification and proximity cards**

Every student/trainee working in Health Directorate facilities must be correctly identified and provided with appropriate security access cards. The cards must be worn at all times. Students can retain identification and proximity cards if they are completing multiple placements. It is the responsibility of the student/trainee to ensure that identification and proximity cards are returned to security services once clinical placement is completed.

#### **4.3. Information Communication Technology (ICT) and library resources**

Each student/trainee access to Health Directorate ICT resources is limited to that which is required in order to meet the objectives of their clinical placement. They should be given access to Health Directorate databases only when absolutely necessary and their use of patient information databases must be closely supervised.

Each student/trainee must adhere to the Health Directorate's policies, including, but not limited to the Social Media Policy and the Mobile Communication Devices: Management and Use Policy.

ACT Health will provide students/trainees with access to library facilities for the purposes of the clinical placement.

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#### 4.4. Intellectual property

##### *General*

Each student/trainee must comply with the Health Directorate's Intellectual Property Policy. This Policy is available on the Health Directorate's Policies and Clinical Guidance Documents Intranet.

##### *E-portfolio*

Each student/trainee using e-portfolios whilst on placement with ACT Health must ensure that:

- No identifiable patient information is to be uploaded including videos and photographs.
- For case studies, the student/trainee must seek approval from their supervisor and ensure that no ACT Health or identifiable patient information is included.

#### 4.5. Use of government cars

No student/trainee, on clinical placement with the Health Directorate, is eligible to drive government cars.

The only exemptions to this are:

- Where the safety of the student/trainee may be compromised if they use a private car or taxi.
- Where the course objectives require a student/trainee to undertake clinical placement activities with minimal direct supervision. This is only applicable to a student/trainee in their final year.
- To facilitate cross-campus mobility in a timely manner, enabling a community based and multi-site care delivery model.

Where a student/trainee use of a car is warranted, the supervisor must ensure compliance with the ACT Public Service Passenger and Light Commercial Vehicle 2010 Management Guidelines. This includes the completion of an Authorisation to Drive ACTPS Vehicles Form with the student/trainee and submission of this form as required by the Guidelines.

#### 4.6. Absences

Each student/trainee must notify the relevant placement area of any illness or absence. In the event that a student/trainee is absent from placement without notifying the placement area, the supervisor should contact CPO.

#### 4.7. Injury

If a student/trainee is injured during placement with the Health Directorate the student/trainee must notify their supervisor and be advised to seek medical advice. The supervisor must ensure relevant ACT Health or Calvary Public Hospital Bruce (CPHB) policies and procedures are followed and complete a Staff Accident and Injury Report. The supervisor must notify CPO. Either CPO or the clinical educator will notify the student's education provider.

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#### 4.8. Issues and disputes

As per the Deed, the initial management and resolution of any student/trainee related placements issues, will be undertaken at the local clinical area level.

The clinical supervisor must notify CPO in the event of a dispute arising in relation to a placement, including the failure of a student/trainee to meet the required standard of conduct and behaviour. The clinical supervisor or clinical educator should, in consultation with the relevant professional office, contact the education provider if there is any issue with a student, including professional behaviour. If a student/trainee is at risk of failing their placement experience, it is the responsibility of the supervisor to ensure thorough documentation of their progress and to raise concerns with the education provider.

Each student/trainee should contact their Health Directorate supervisor regarding issues of concern that arise during the placement. In the event that the student/trainee contacts their education provider instead, the education provider is required by the Deed to contact CPO to report issues affecting the placement. CPO will notify relevant staff of any issue raised by a student/trainee.

Under the Deed, education providers are required to respond in a timely manner to inquiries from the Health Directorate in relation to a placement. Section 14 of the Deed allows for a clinical placement to be terminated if the education institution fails to respond to an urgent request from CPO.

If a student makes a formal complaint against ACT Health or threatens any form of legal action CPO, the appropriate professional office and education provider must be notified.

#### 4.9. Abnormal self-testing results

On occasion, a student/trainee may, under supervision, undertake a non-invasive clinical test on themselves, i.e. ECG or spirometry. In the event that an abnormal result is recorded, the student/trainee is to be advised to seek medical advice and to contact their education provider.

#### 4.10 Midwifery – Follow through women

During unsupervised contact with 'follow-through women', student midwives must never provide clinical advice to the woman, even if the woman requests it and irrespective of whether the contact is face-to-face or via an electronic device.

If the woman does seek clinical advice from the student midwife in an unsupervised contact, the student midwife is to advise the woman to contact her primary maternity care provider (e.g. Continuity Midwife, Maternity Outpatient Department, Midcall or Birthing Unit) as per the Maternity Hand-held record or Midcall information.

If the woman refuses to accept this advice the student must escalate this to the woman's maternity care provider and inform them of the situation and that the woman has been advised to contact them. This must be documented in the woman's medical record.

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## Section 5 – On conclusion of a clinical placement

### 5.1. References

The supervisor is under no obligation to provide a written or verbal reference for any student/trainee. It is at the discretion of the supervisor whether he or she wishes to provide a reference to a student/trainee if requested.

### 5.2. Clinical placement evaluation

CPO will send an evaluation to students/trainees via email at the end of their clinical placement. Data from these evaluations of clinical placements is reviewed to assist with strategic planning and provide data to other government organisations.

### 5.3. Allied Health placements

Where formative and/or summative assessment have been undertaken by ACT Health staff, copies of all competency assessments and related documentation must be kept by ACT Health. Refer to attachment 5 for more information.

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## Implementation

This procedure will be communicated to staff via email in a policy update from the Deputy Director-General ACT Health. It will be communicated separately to all Directors of Nursing, Midwifery, Medicine and Allied Health as well as education providers from the ACT Chief Nursing and Midwifery Officer. The procedure will be available on the ACT Health intranet via the Policy and Clinical Guidance register and on the ACT Health internet via the Clinical Placement Office webpage.

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## Related Policies, Procedures, Guidelines and Legislation

### Policies

- ACT Government Encryption Policy
- ACT Government ICT Security Policy
- ACT Government Local Area Travel Policy
- ACT Government Mobile Devices Policy
- ACT Government Password Policy and Standards
- Health Directorate Child Protection Policy

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- Health Directorate Clinical Record Management Policy
- Health Directorate Nursing and Midwifery Continuing Competence Policy
- Consent and Treatment
- Health Directorate Insurance and Legal Management Policy
- Health Directorate Intellectual Property Policy
- Health Directorate Larger (Bariatric) Adult Patients - Active Management of Larger (Bariatric) Adult Patients Policy
- Health Directorate National Police Check Policy

**Procedures**

- Health Directorate Clinical Records - Release or Sharing of Clinical Records or Personal Health Information Procedures
- Health Directorate Healthcare Associated Infections Procedure
- Health Directorate Information and Communications Technology Resources – Acceptable use Procedures
- Health Directorate Occupational Assessment, Screening and Vaccination Procedure
- Health Directorate Requests for Legal Advice Standard Operating Procedure
- Health Directorate Staff Identification – Access cards Procedure
- Health Directorate Work Health and Safety Management System Section 7.7

**Legislation**

- *ACT Public Sector Management Act 1994*
- *Crimes Act 1900 (ACT)*
- *Health Records (Privacy and Access) Act 1997*
- *Human Rights Act 2004*
- *Privacy Act 1988 (Commonwealth)*
- *Territory Records Act 2002*
- *Work Health and Safety Act 2011*
- *Working with Vulnerable People Act 2011 (ACT)*

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**Definition of Terms**

**Client** - refers to all hospital inpatients and outpatients, residents serviced by Canberra Hospital and Health Services or any other health service provided by Health Directorate.

**Clinical area** - area of health facility where student clinical placements occur. This includes hospital and community settings.

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**Clinical placement** - refers to a professional practice placement undertaken within an ACT Government Health Directorate workplace setting by Medical, Allied Health, Nursing and Midwifery students. This includes undergraduate, postgraduate and 'return to profession' programs, that are formally undertaken with an education/vocational provider and/or professional association bodies.

**CPO** - Clinical Placement Office.

**Deed** - refers to a Deed between the Australian Capital Territory (ACT), represented by ACT Government Health Directorate and one of the following:

1. An education provider;
2. Another health service provider;
3. A training organisation; or
4. An individual.

A Deed sets out the terms and conditions that apply to ACT Government Health Directorate's provision of access to its facilities and clients to students or other individuals, for the purpose of providing the students or individuals with opportunities to obtain practical clinical experience, usually to fulfil education and/or training requirements.

**Documented evidence** - refers to immunisation status and includes a written record of vaccination signed by the provider and/or serological confirmation of protection. This does not include a statutory declaration.

**Education provider** - refers to an Australian education provider offering vocational and professional qualifications. It includes universities, and providers of technical and further education. This may also include international providers.

**Follow-through woman** – refers to the ongoing relationship between the student midwife and the woman from the initial contact in early pregnancy through to the weeks immediately after the woman has given birth, across the interface between community and hospital settings.

**NPC** - National Police Check – must be completed prior to commencement of clinical placement.

**Schedule** - refers to the part of the Deed that contains specific details relating to a particular clinical placement that is to take place under that Deed.

**Student** - refers to students undertaking a course of study in nursing, midwifery, medicine or an allied health profession with an education provider.

**Supervisor** - one who has been approved by the Health Directorate and/ or an education

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provider to facilitate student/ trainee learning experience and / or the assessment, directing, monitoring and evaluating of treatment or care undertaken by a student/ trainee.

**Trainee** - refers to a person not employed by ACT Government Health Directorate but seeking to obtain clinical placement in ACT Government Health Directorate and may include:

- An overseas qualified health professional participating in a course administered by Health Directorate for the purpose of obtaining registration in the ACT or elsewhere in Australia, or to meet any other relevant professional requirements to practice in Australia.
- A health professional that requires clinical placement experience to obtain or maintain registration in the ACT or elsewhere in Australia, or to update existing qualifications.
- A student of an overseas provider seeking to gain clinical placement experience in Australia.
- A non-citizen of Australia sponsored by an international health organisation, for example the World Health Organisation, seeking to gain clinical placement experience in Australia.

Any other person the Health Directorate considers as being appropriate to be subject to a Deed for placement.

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## Search Terms

Clinical placement, Education provider, Student, Trainee, Deed, Schedule

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## Attachments

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- Attachment 3 Authorisation to release personal information for further investigation of a Police or Working with Vulnerable People Check
- Attachment 4 Orientation to placement area checklist
- Attachment 5 Fact sheet: Allied Health Competency Assessment Communication

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*Policy Team ONLY to complete the following:*

<i>Date Amended</i>	<i>Section Amended</i>	<i>Divisional Approval</i>	<i>Final Approval</i>
<i>19/12/2017</i>	<i>Complete Review</i>	<i>Marg McLeod, Chief Nurse</i>	<i>CHHS Policy Committee</i>
<i>16/07/2018</i>	<i>Addition 4.10 – Midwifery Follow through Women</i>	<i>Marg McLeod, Chief Nursing and Midwifery Officer and Liz Chatham, Executive Director, WYC</i>	<i>Marg McLeod, Chief Nursing and Midwifery Officer and Liz Chatham, Executive Director, WYC</i>

*This document supersedes the following:*

<i>Document Number</i>	<i>Document Name</i>
<i>DGD13-001</i>	<i>Student Trainee Clinical Placement SOP</i>
<i>DGD13-001</i>	<i>Student Trainee Clinical Placement Policy</i>
<i>DGD13-001</i>	<i>Student Trainee Clinical Placement Policy - Appendix 1-7</i>

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## Attachment 1 Student and trainee placement acknowledgement form

Clinical Placement Office (CPO) [cpo@act.gov.au](mailto:cpo@act.gov.au)

Canberra Hospital, Building 5, Ground Floor, Room 5-1-60, Yamba Drive, Garran, ACT 2605

### **STUDENT AND TRAINEE PLACEMENT ACKNOWLEDGEMENT FORM**

For Clinical Placements throughout \_\_\_\_\_

Name: \_\_\_\_\_ Educational Institution: \_\_\_\_\_

All students and trainees undertaking clinical placement with the Territory must read and complete this form. The Territory includes the following areas: Forensic and Medical Sexual Assault Care, Rehabilitation, Aged and Community Care, Calvary Public Hospital, Canberra Hospital and Health Services, University of Canberra Public Hospital, Capital Region Cancer Service, Population Health Division and Mental Health, Justice Health, and Alcohol & Drug service.

Before commencing a placement students and trainees must complete the following:

#### 1. National Police Check

- 1.1 Students and trainees must have a National Police Check. Please contact your educational institution for information on this and/or read the information on the Territory's student and trainee website: <http://www.health.act.gov.au/c/health> (Website).
- 1.2 The Territory will determine whether a student or a trainee with a criminal record is accepted for placement.
- 1.3 If you are an employee of the Territory you are obligated to notify the Director - General if you are convicted of a criminal offence. You must also notify the staff of the Student Clinical Placement Unit at the same time before you undertake a clinical placement.

#### 2. Working with Vulnerable People Check

- 2.1 Students and trainees must hold a valid Working with Vulnerable People Check unless registered with the Australian Health Practitioner Regulation Agency.

#### 3. Immunisation

- 3.1 Students and trainees must have proof of immunisation against certain infectious diseases in accordance with the Territory's Screening & Immunisation Policy. This information is on the Website.
- 3.2 The Territory will determine whether a student or trainee without the required immunisation status is accepted for placement. If you do not have full immunisation status, please contact your educational institution or the Student Clinical Placement Unit.

#### 4. Workplace introduction

- 4.1 Prior to commencing your placement you must read the guidelines on confidentiality and other key professional documents on the [Student and Trainee Essentials](#) page of the Website.

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- 4.2 You will also need to read safety documents on the Student and Trainee Essentials page of the Website.
- 4.3 When you reach your clinical area your supervisor will ask you to complete the student site orientation checklist.

### The role and obligations of the student or trainee during placement include:

#### 5. Professional Conduct

- 5.1 You must comply with the Territory's standard of conduct while on the Territory's premises and when having contact with patients. Failure to do so may lead to your placement being reviewed or even terminated.
- 5.2 You must identify yourself as a student/trainee to every patient and gain either written or verbal consent from the patient to provide appropriate care and treatment.
- 5.3 During your clinical placement, you must comply with all instructions provided by the Territory in connection with the placement.
- 5.4 Your Territory Supervisor must be notified of any illness and any anticipated absences during placement periods.

#### 6. Ensuring Confidentiality and Privacy

- 6.1 You cannot disclose any Provider Information obtained during the placement without the Territory's prior written consent.
- 6.2 You must take all reasonable measures to ensure that any Provider Information accessed or held by you is protected against loss or unauthorised access, use, modification, disclosure or other misuse.
- 6.3 You must comply with the ACT Government Use of Social Media Policy.
- 6.4 You can only use Provider Information obtained during the placement for the purpose of undertaking the placement.
- 6.5 If you receive a complaint alleging an interference with patient privacy or confidentiality you must immediately notify your Territory Supervisor.

#### 7. Ensuring Proper Clinical Care of Patients

- 7.1 The supervision, education and training of students and trainees are, at all times, subject to the Territory's primary objective — to provide proper management and control of the clinical care of patients.
- 7.2 You must not perform any clinical procedure on a patient without first obtaining the patient's consent.
- 7.3 Clinical Procedures must be performed on a patient under the supervision of the Territory Supervisor.
- 7.4 You must report any incidents affecting you or the patient to your Territory Supervisor. (*Further information can be obtained at "incident reporting policy, mandatory child abuse reporting pages".*)

#### 8. Questions, Issues, Disputes and Disciplinary Action

- 8.1 In the event of any question, issue or dispute arising in relation to your placement, (including a failure to meet the required standard of conduct and behaviour), your educational institution and the Territory will discuss a course of management to resolve the matter. Where the issue involves a trainee, the Territory will discuss resolution strategies with the trainee.
- 8.2 The Territory will decide how such matters are resolved which may include suspending or terminating your placement.

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- 8.3 You must notify the Territory Supervisor immediately if a conflict of interest (or risk of conflict of interest) arises prior to, or during your placement. (*intellectual policy web page*)

## 9. Indemnity

- 9.1 In defending or settling any claim, action or demand the subject of an indemnity the Student must comply with any reasonable instructions of the Territory.
- 9.2 The Student must not settle any claim, action or demand the subject of an indemnity without obtaining the prior written consent of the Territory, which consent is not to be unreasonably withheld.
- 9.3 The Student must take reasonable steps to mitigate any liability, loss, damage, costs or expenses including taking reasonable court action, subject to provisions 9.1 and 9.2 above, to defend any claim, action or demand the subject of an Indemnity made against the Territory.

I \_\_\_\_\_ confirm I have read and understood and agree with the nature and content of the statements and obligations set out in this Placement Acknowledgment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness\* Name: \_\_\_\_\_ Title^: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The witness must be over 18 years of age and must not be an employee or representative of ACT Health.

^Professional title and/or Occupation

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## Attachment 2 Authorisation to release personal information for further investigation of immunisation status



Clinical Placement Office  
Canberra Hospital, Building 5, Ground  
Floor, Room 5-1-60, Yamba Drive, Garran,  
ACT 2605  
Ph: 02 6174 5887  
Email: [cpo@act.gov.au](mailto:cpo@act.gov.au)

### AUTHORISATION TO RELEASE PERSONAL INFORMATION FOR FURTHER INVESTIGATION OF IMMUNISATION STATUS

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Previous Name: \_\_\_\_\_ Educational Institution Student ID No: \_\_\_\_\_

I request and authorise \_\_\_\_\_ (insert university name here) to release information about myself, as named above to:  
Clinical Placement Office, Canberra Hospital, Building 5, Ground Floor, Room 5-1-60, Yamba Drive, Garran, ACT 2605

This request and authorisation applies to:

Immunisation Status

**Definition:** ACT Health requires all persons seeking clinical placement within ACT Government Health Directorate Facilities to comply with the Health Directorate Occupational Assessment, Screening and Vaccination Procedure.

#### Please tick the appropriate box

- Yes  No I authorise the release of my immunisation status to the staff listed above. I understand that I will be advised if my immunisation status does not comply with the recommended schedule and prevents me from undertaking a clinical placement in Health Directorate facilities.
- Yes  No I understand that my immunisation status may be discussed with staff of the Department of Respiratory and Sleep Medicine and any other Health Directorate staff as deemed necessary to make a decision. This may include Human Resources personnel, Departmental Managers and the Professionals Lead for my discipline.
- Yes  No I am enclosing a personal statement about my immunisation status to assist ACT Government Health Directorate staff with their decision.

Student or Trainee

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

*The staff of the Clinical Placement Office will treat all information on this form according to the ACT Government Health Directorate policies regarding the use and storage of personal information and in the strictest confidence.*

## Attachment 3 Authorisation to release personal information for further investigation of a Police or Working with Vulnerable People Check

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Canberra Hospital, Building 5,  
Ground Floor, Room 5-1-60,  
Yamba Drive, Garran, ACT 2605  
Ph: 02 6174 5887  
Email: [cpo@act.gov.au](mailto:cpo@act.gov.au)

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**AUTHORISATION TO RELEASE PERSONAL INFORMATION FOR  
FURTHER INVESTIGATION OF A POLICE OR WORKING WITH  
VULNERABLE PEOPLE CHECK**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Previous Name: \_\_\_\_\_ Educational Institution Student ID No: \_\_\_\_\_

I request and authorise \_\_\_\_\_ (insert university name here) to release

information about myself, as named above to:

Clinical Placement Office, Canberra Hospital, Building 5, Ground Floor, Room 5-1-60, Yamba Drive, Garran, ACT 2605

This request and authorisation applies to:

- National Police Check  
 Working With Vulnerable People Check

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**Definition:** ACT Health requires all persons seeking clinical placement within ACT Government Health Directorate Facilities to comply with the ACT Government Health Directorate National Police Check Policy.

**Please tick the appropriate box**

- Yes  No I authorise the release of my police check status to the staff listed above. I understand that the staff listed above will be advising me if my police check prevents me from undertaking a clinical placement in ACT Government Health Directorate facilities.
- Yes  No I authorise the release of my Working With Vulnerable People check status to the staff listed above. I understand that the staff listed above will be advising me if my Working With Vulnerable People check prevents me from undertaking a clinical placement in ACT Government Health Directorate facilities.
- Yes  No I understand that ACT Government Health Directorate staff may be discussed with other staff deemed necessary to make a decision. This may include Human Resources personnel, Departmental Managers and the Professional Lead for my discipline.
- Yes  No I am enclosing a personal statement about my police and or Working With Vulnerable People check to assist ACT Government Health Directorate staff with their decision.

Student or Trainee  
Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

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*The staff of the Clinical Placement Office will treat all information on this form according to the ACT Government Health Directorate policies regarding the use and storage of personal information and in the strictest confidence.*

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**Attachment 4 Orientation to placement area checklist**



**Clinical Placement Office (CPO)** [cpo@act.gov.au](mailto:cpo@act.gov.au)

Canberra Hospital, Building 5, Ground Floor, Room 5-1-60, Yamba Drive, Garran, ACT 2605

**ORIENTATION TO PLACEMENT AREA CHECKLIST**

Student or Trainee Name: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

ACT Health Directorate Supervisor: \_\_\_\_\_

Designation: \_\_\_\_\_

Placement area: \_\_\_\_\_

Dates of placement: From: \_\_\_\_\_ To: \_\_\_\_\_

<b>Orientation Checklist</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. I know the name and contact details of the person/s responsible for my overall supervision.				
2. I know how and who to contact in the event of my absence in the workplace.				
3. I have my Health Directorate Student ID & Proximity Card passes.				
4. I have completed all my Health Directorate Essential Education.				
5. I am prepared with the skills and background knowledge required to do this placement.				
6. I know where the workplace amenities, staff cafeteria and car parks/bus stops are located.				
7. Work Health and Safety. I am familiar with what to do in case of an emergency. <ul style="list-style-type: none"> <li>• Location of nearest fire exits.</li> <li>• Explain alarm system for the area /building.</li> <li>• Emergency assembly points.</li> <li>• Who to report to in the event of an emergency.</li> </ul>				

<p>8. I am aware of the hazards in this workplace and have received training in appropriate risk control measures and safe work procedures.</p>				
<p>9. I know how to report incidents or injuries.</p> <ul style="list-style-type: none"> <li>• Who to report to.</li> <li>• Incident report process for the site/organisation and my educational institution.</li> </ul>				
<p>10. If relevant to my discipline, I have been shown the Resuscitation trolley.</p> <ul style="list-style-type: none"> <li>• How to check the equipment.</li> <li>• I can locate the nurse assist buttons, medical emergency (Code Blue) alert button and know the hospital emergency number.</li> </ul>				
<p>11. If relevant, I understand the principles of radiation safety and radiation protection as applicable to my workplace.</p>				
<p>12. Orientation to relevant policy and procedures.</p> <ul style="list-style-type: none"> <li>• Able to access policies and plans register for ACT Health Directorate including Health wide and Divisional policies, and standard operating procedures.</li> </ul>				
<p>13. Infection control in my workplace.</p> <ul style="list-style-type: none"> <li>• I understand procedures for Infection Prevention and Control.</li> <li>• I have been shown the location of handwashing and hand hygiene stations.</li> <li>• I understand and practice procedures and compliance for handwashing and hand hygiene.</li> <li>• I understand, practice and have been shown procedures for cleaning equipment after use and between each patient.</li> <li>• I understand and have been shown procedures for use and disposal of bed linen and all environmental waste.</li> <li>• I understand and have been shown the use and provision of personal protective equipment, its maintenance, storage and correct disposal.</li> <li>• I understand and practice standard and additional precautions as they apply to patients/clients, visitors and staff.</li> </ul>				

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<ul style="list-style-type: none"> <li>• I understand and practice safe handling and disposal of sharps.</li> <li>• I understand the procedure of reporting and management of occupational risk exposures (such as needle stick injury).</li> </ul>				
14. I understand the manual handling policies of this workplace.				
15. I understand the Social Media and Mobile Devices Policies, my responsibility to behave in accordance with these and the consequences for breaching the policies. <ul style="list-style-type: none"> <li>• Don't post comments, audio, pictures or video online relating to ACT Health.</li> </ul>				
16. Other items relevant to this department if applicable.				

**Signature of Staff Member responsible for orientating the student:**

\_\_\_\_\_ **Designation:**

\_\_\_\_\_ **Date:** / /

\_\_\_\_\_ **Signature of student:**

\_\_\_\_\_ **Date:** /

Student to complete with Area Supervisor on each placement and upload to SPO.

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## Attachment 5 Fact sheet: Allied Health Competency Assessment Communication

This document provides additional information for allied health supervisors and clinical educators (CE) who are responsible for students undergoing formative and/or summative competency assessment while on clinical placement with the Health Directorate.

### When undertaking a student's competency assessment:

1. Print off the education provider's assessment and feedback forms or photocopy the original.
2. After the post assessment feedback, the student and supervisor must sign the assessment feedback form and initial each page of the document. If the form does not have a specific area for the student to sign, the student is to sign the bottom of the form.
3. At the end of the placement, these documents should be returned to the CE or, where there is no CE, to the Professional Lead or their delegate for filing.
4. Retain a hard copy for the Health Directorate and return a copy to the education provider (EP).
5. All documentation must be kept in a secure confidential file.

### Student performance issues:

- If a student's behaviour is not of a standard expected by ACT Health or if the student is having difficulties reaching the required level of competency, the supervisor should raise this with the student as early as possible and determine a learning plan.
- The supervisor should discuss the learning plan with the CE as soon as possible.
- The CE or supervisor should raise concerns with the EP as early as possible and seek their advice.
- The supervisor and or CE should liaise with the Allied Health Clinical Education Coordinator (AHCEC) as required.
- A record is to be kept of discussions with the student, the EP and of any other information that is relevant. This information must be filed with the competency assessments.
- A record should be kept of phone call conversations with the EP, with the key points and actions confirmed in an email. File a copy of this email.

### Formal complaints:

- If a student makes a formal complaint against a supervisor and/or suggests that they may make a formal complaint or take legal action, keep all relevant information and notify the manager and the EP (via the CE or manager for disciplines that do not have a CE) that a complaint or threat of legal action has been made.

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- The CE or the manager must inform the AHCEC who will inform the Chief Allied Health Office (CAHO).
- It is recommended that a second supervisor or CE attend the assessment and feedback session.
- The CAHO in collaboration with the operational manager/professional lead and CE will undertake an investigation. Legal advice may be sought if required.
- Competency assessment documentation will be provided to the EP. No other documentation is to be released without legal advice.

**Questions, issues and disputes:**

As per section 14.1 and 14.2 of the Deed, in the event of any question, issue or dispute arising in relation to a student placement, the Health Directorate and the EP will endeavour to meet and agree on a course of action to resolve the issue. The Health Directorate has full discretion in relation to how any issue is resolved, including whether to suspend or terminate a placement. Any decision will be reached in consultation with the student, the EP, CAHO and Clinical Placement Office (CPO).

**Notification of legal action:**

If advised that legal action has been taken against the Health Directorate, the supervisor/CE should:

1. Advise the manager immediately. The manager is to advise the CPO and the Director of Allied Health (DAH). The DAH will notify:
  - a. Insurance and Legal Liaison Unit (ILLU) for advice
  - b. The AHCEC or the CAHO
  - c. The Medico Legal Coordinator
2. No information is to be released without written advice from ILLU/Government Solicitors Office.

**Related Policies and Procedures:**

- Health Directorate Insurance and Legal Management Policy
- Health Directorate Requests for Legal Advice Standard Operating Procedure

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