

NNSW LHD **CORPORATE** **Procedure**

Document Registration No:
NNSW-LHD-PRO-0618-19



Health
Northern NSW
Local Health District

1.0 Title: Work Experience Secondary Student Placements

2.0 Purpose

Outline the governance, responsibilities, processes and onboarding requirements relating to work experience student placements in the NNSWLHD.

The NNSWLHD fosters inclusiveness and diversity, and encourages participation of Aboriginal students in undertaking work experience placements, and endeavours to provide an environment that is inclusive and culturally safe.

3.0 Procedure

3.1 Work experience advantages for secondary school students and agreed clinical and non-clinical areas within scope for placements.

Work experience exposes students to a variety of roles within the health care industry. It aims to assist students in making an informed decision about their available options and preferred career choice.

Work experience helps dispel myths about marketed stereotypes and provides insight into the traits and qualities expected of various categories of staff. It provides students with an insight into the diversity of health occupations. Regardless of the student's ultimate career choice, work experience should be a positive experience, raising awareness and knowledge of the health system and those staff working in all areas of the service.

This procedure should be read in conjunction with [GL2005_020 Work Experience Programs in NSW Public Health System \(Guidelines for Provision of\)](#) and also the [NSW Government an Employer's Guide to Workplace Learning](#) which includes Insurance and Indemnity information.

Areas that the students **may** be allowed to visit on placement are Medical, Nursing, Allied Health, Workforce, IT, Administration and Maintenance. Clinical areas may include Clinical wards, Cancer Care, Rehabilitation/Stroke, Paediatrics, Surgical, Medical imaging & Community Health.

Areas that students are **not** allowed to visit include ICU, CCU, Theatres, Emergency Departments, Mental Health and Alcohol & Drug Inpatient Withdrawal Units.

3.2 Approval from department manager is required prior to commencement.

Approval to conduct work experiences should be sought from the Manager of the relevant department.

The work experience program for the student will need to be developed locally by either the manager/co-ordinator/supervisor/educator (referred to in this document as Local level manager/student coordinator) of the service or discipline.

The supervision of students will be at the local or unit level.

Open lines of communication should be established between the school involved and the health facility. The careers adviser is the preferred contact at the school.

Students aged 14 and over are eligible for work experience; however, it should be noted that students under 15 years cannot participate in a workplace learning activity outside the hours of 7am and 6pm.

The local level manager/student co-ordinator is responsible for managing the work experience placement, including liaising with the secondary school careers advisor to ensure all relevant documentation is completed, and delegating specific tasks such as supervision and/or facilitation.

The NNSWLHD Occupational, Screening & Vaccination (OASV) Assessor maintains the OASV documentation. The Workforce student compliance officer maintains student documentation including the signed code of conduct, request and confidentiality forms, and the coordination and orientation checklists records via a student eFile.

3.3 Student pre-placement governance and compliance checks prior to the placement commencing

Students must:

- Comply with the NSW Health Code of Conduct policy and sign that they have read and understood the policy and agree with its provisions. See [NSW Code of Conduct PD2015_049](#).
- Be compliant with Occupational, Screening & Vaccination (OASV) requirements as per NSW Health policy [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases \(PD 2022_030\)](#).
- Be aware of their obligations under the Privacy and Personal Information Protection Act and sign a form covering the protection of privacy and confidentiality (refer to Appendix 3).

- Be aware of their responsibilities with regards to safety, dress and punctuality. They must wear on display at all times an identification tag issued by the Health Facility, stating work experience secondary student, First and Last Name, school and dates of placement.
- Have an understanding of Work Health & Safety procedures including fire and emergency procedures and personal, site/property and information security which will be provided by the Local level manager/student coordinator.

3.4 Student and Local level manager/student coordinator obligations whilst on placement

3.4.1 Consent

Work experience secondary students should understand the patient information and consent process and may **participate as an observer only**. The local level manager/student co-ordinator should supply the student with a copy of the NSW Health policy directive [PD2011_022 Your Health Rights and Responsibilities](#) which outlines rights and responsibilities of NSW Health services, staff, patients, carers and visitors.

If the work experience involves working in patients/client contact areas (e.g., clinical wards, outpatient appointments etc.) - the health professional must seek permission/consent from the patient/client for the work experience secondary student to observe while they (the health professional) interact and deliver care.

Any patient may refuse to have a work experience secondary student observe their treatment, regardless of whether the activity is part, or additional to, the normal requirements of care.

The local level manager/student co-ordinator is responsible for ensuring both patient's/client's and the work experience secondary student are treated with respect and not placed in situations which may cause them harm, discomfort or unease.

3.4.2 Electronic Medical Records

Work experience secondary student placements are observation only, and as such students are not authorised to access or document in patient electronic medical records (eMR).

3.4.3 Timetable

The local level manager/student co-ordinator should ensure that planned learning and skill development activities are appropriate for the student level and provided under supervision at all times.

A schedule of activities should be planned, and a timetable formulated for each day or week of student placement to support both student and Health facility staff preparation. The work experience program should be flexible and

adjusted to meet the workload demands of the staff member supervising the student.

From the student perspective, the schedule of activities should be adaptable, responsive to individual needs and where possible, allow for regular explanation of processes. It is acknowledged that work experience programs are, at times, limited by the workload of staff and the degree of complexity of that work.

3.4.4 Evaluation

An evaluation of the work experience secondary school placement should be completed by the local level manager/student coordinator in consultation with the secondary school careers advisor. It is recommended that the evaluation process include debriefing as well as evaluation input from the student and participating staff.

3.4.5 Cultural Safety

The local level manager/student coordinator will have completed the NSW Health Respecting the Difference eLearning module in MHL, prior to accepting Aboriginal work experience secondary student placements as per LHD Aboriginal Workforce Development Strategy to ensure cultural safety.

4 Monitoring and Evaluation

The local level manager/student coordinator is responsible for the work experience secondary student placement in consultation with participating staff and the secondary school careers advisor.

5 Definitions

Must – indicates a mandatory action that must be complied with.

Should – indicates a recommended action that should be followed unless there are sound reasons for taking a different course of action.

Work experience secondary student – refers to a person enrolled at a secondary school in NSW, including public, independent and catholic as well as those undertaking TAFE delivered vocational education and training (TVET).

Local level manager/student co-ordinator– includes the workplace/clinical discipline - manager/co-ordinator/supervisor/educator/delegate of the service or discipline coordinating the work experience placement.

Secondary school / careers advisor – nominated person by the secondary school (or equivalent) responsible for managing, coordinating and supporting the student on placement.

6 References

GL2005_020 Work Experience Programs in NSW Public Health System (Guidelines for Provision of) Link: [GL2005_020](#)

PD2022_030 Occupational Assessment, Screening, and Vaccination Against Specific Infectious Diseases Link: [PD2022_030](#)

PD2015_049 NSW Code of Conduct Directive Link: [PD2015_049](#)

PD2011_022 Your Health Rights and Responsibilities Link: [PD2011_022](#)

PD2022_023 Enterprise-wide Risk Management [PD2022_023](#)

NSW Health Guideline Communication Positively: A Guide to Appropriate Aboriginal Terminology [GL2019_008](#)

[NSW Government -The Workplace Learning Guide for Employers](#)

[NSW Catholic Schools - Employer Guide to Workplace Learning](#)

NSW Independent schools - The Association of Independent Schools of NSW (AISRTO) - [AISRTO-Employer-Guide-to-Workplace-Learning-.pdf](#)

NB: Students coming from Secondary Schools located in other states will have state specific guidelines.

7 Appendices

APPENDIX 1 - NNSWLHD Work Experience Secondary Student Placement - Flowchart

APPENDIX 2 – NNSWLHD Work Experience Secondary Student – Request Form (Including OASV requirements)

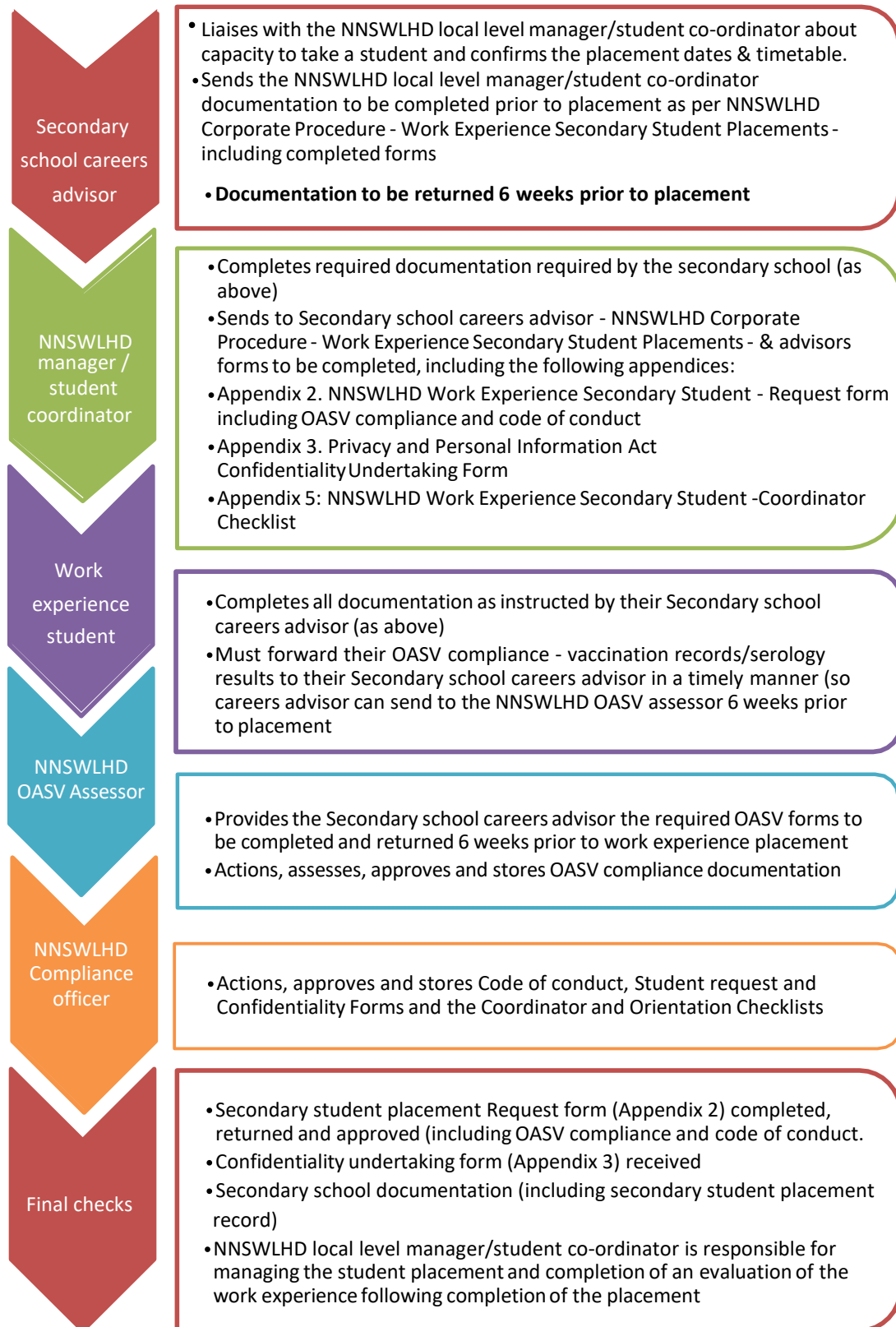
APPENDIX 3 - Privacy and Personal Information Protection ACT – Confidentiality Undertaking

APPENDIX 4 - Health Administration Act 1982 (excerpt)

APPENDIX 5 – NNSWLHD Work Experience Secondary Student – Local Level Manager / StudentCoordinator Check List

APPENDIX 6 – NNSWLHD Work Experience Secondary Student - Orientation Checklist

APPENDIX 1. NNSWLHD Work Experience Secondary Student Placement – Responsibilities Flowchart



APPENDIX 2.

NNSWLHD Work Experience Secondary Student Request Form

This Request Form is to be sent by the NNSWLHD local level manager/student coordinator supervising the student - to the Secondary school careers advisor – and requires both parties to complete relevant sections and sign prior to placement. When completed, the Request form is sent to NNSWLHD-StudentCompliance@health.nsw.gov.au to be saved to the student eFile.

Note: Compliance and OASV documentation is required 6 weeks prior to the placement commencing – to be validated and finalised.

Section 1: Placement Details

Name of Student		
Student contacts	Name	
	Postal Address	
	Phone	
	Email	
	Emergency contact	
Name of Secondary School		
Course Name and Year Level		
Contact details for the Secondary School	Name Position	
	Postal Address	
	Phone	
	Email	
Dates of placements	Commencement Date:	
	Conclusion of Placement:	
	Number of days:	
NNSWLHD Facility Name where student is being placed		
NNSWLHD local level manager/student coordinator contact details:	Name	
	Position	
	Phone	
	Email	

APPENDIX 2.

NNSWLHD Work Experience Secondary Student Request Form

The Northern NSW Local Health District (NNSWLHD) is committed to providing a safe environment to all patients, clients and consumer, staff, students and visitors. Before commencing placement in a NSW Health facility - students must be verified as complying with:

NSW Health Policy Requirements:

- [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases \(PD 2022_030\)](#)
- [NSW Health Code of Conduct \(PD2015_049\)](#)

COMPLIANCE DOCUMENTATION REQUIRED

All documentation to be submitted by the Secondary school careers advisor to NNSWLHD 6 weeks prior to placement

<input type="checkbox"/>	<p>Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases (OASV) –Immunisations</p> <p>All vaccination requirements are detailed in the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases (OSV) policy (PD2022_030), including evidence of protection requirements and risks and consequences of exposure (see Appendix section).</p> <p>The NNSWLHD OASV Assessor is to provide the Secondary school careers the following forms (available on NNSWLHD website), which must be completed by the student and returned to the NSW OASV Assessor 6 weeks prior to placement. Contact: NNSWLHD-OSVAssessor@health.nsw.gov.au</p> <p>Forms include:</p> <ul style="list-style-type: none"> ➤ Undertaking Declaration Form ➤ TB Assessment Form
<input type="checkbox"/>	<p>Code of Conduct - Compliance Documentation</p> <p>The NSW Health Code of Conduct Policy (PD2015_049) must be read by the student prior to placement, and the attached 'NSW Health Code of Conduct Agreement for Students form' signed.</p> <p>NSW Health Code of Conduct Agreement for Students - Form</p> <p>The Secondary school careers advisor sends the signed Code of Conduct to the NNSWLHD Student Compliance via email – 6 weeks prior to placement: NNSWLHD-StudentCompliance@health.nsw.gov.au</p>

All enquiries regarding Student Placements please email the NNSWLHD-ClinConnectHelpDesk NNSWLHD-ClinConnectHelpDesk@health.nsw.gov.au

Further information is available on the following websites:

- [NNSWLHD Clinical Placements](#)
- [NSW Health HETI Student Placements](#)

APPENDIX 2

NSW Health Code of Conduct Agreement for Students

Step 1: Read the NSW Health Code of Conduct

The NSW Health Code of Conduct is available here:

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

Step 2: Enter your details

Name: _____

Date of Birth: _____ Gender: _____ Student ID: _____

University/TAFE/Training Organisation: _____

Email address: _____

Step 3: Declaration and signature

- 1. I have read and understood the NSW Health Code of Conduct, and agree to comply with its provisions at all times whilst attending student placements in NSW Health.*
- 2. I undertake that if I am charged or convicted of any criminal offence after the date of my National Police Certificate that I will notify NSW Health before continuing with my clinical placement.*
- 3. I declare that the information I have provided to NSW Health for the purpose of undertaking student placements is correct to the best of my knowledge. I understand that if I am found to have deliberately withheld or provided false information, my placements may be withdrawn.*

Signature: _____ Date: _____

APPENDIX 3.

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT

CONFIDENTIALITY UNDERTAKING

This form is to be signed by the student prior to placement and sent to their Secondary school careers advisor to be forwarded to the NNSWLHD local level manager/student coordinator

When completed, the Request form is sent to NNSWLHD-StudentCompliance@health.nsw.gov.au to be saved to the student eFile.

I, (name) understand that, while I am working for the Northern NSW Local Health District, I may have access to personal information collected for purposes of client / patient care or for administrative, statistical or other purposes. I understand that this information is subject to the provisions of the Privacy and Personal Information Protection Act.

I undertake not to knowingly access any personal information unless such information is essential for me to properly and efficiency perform my duties or fulfil my role for the Northern NSW Local Health District. I undertake strictly to preserve the confidentiality of this information and I understand that a breach of this undertaking may, if I am an employee, result in disciplinary action. I acknowledge my statutory duty under section 22 of the Health Administration Act 1982 (attached), in relation to the disclosure of information and under the terms of the Privacy and Personal Information Protection Act. In order to fulfil this undertaking, I will not divulge any identifying, personal or health related information regarding individual persons, except as authorised by the Northern NSW Local Health District or in compliance with relevant legislation.

I also undertake to follow other information privacy and security procedures as stipulated by the Chief Executive, in relation to any personal information that I access in the course of my duties. In order to fulfil this undertaking, I will ensure that, so far as is within my control, such information, whether in the form of paper documents, computerised data or in any other form, cannot be viewed by unauthorised persons, and that the information is stored in a secure and orderly manner which prevents unauthorised access.

I further undertake to inform my supervisor immediately if I become aware of any breach of privacy or security relating to the information that I access in the course of my duties.

Signed In the presence of

Name.....

Signature.....

Position.....

Date.....

Attachment 4.

Health Administration Act 1982

The *Health Administration Act* covers any information which is provided or recorded pursuant to any Act in the health portfolio. It is binding on all persons working in the NSW health system; Section 22 contains the main confidentiality requirements.

Under section 22, information cannot be disclosed unless certain specified criteria are satisfied. These criteria cover:

- with the consent of the person to whom the information relates
- in connection with the administration of health legislation (i.e., Where other legislation such as the *Public Health Act* authorises or requires disclosure)
- for the purposes of legal proceedings arising out of health legislation, e.g., pursuant to a court order or subpoena
- with other lawful excuses such as for example, orders under other court proceedings, assisting the policy in investigating a specific criminal offence, or a lawful direction by the Minister or Director General
- in other prescribed circumstances. Regulations currently exist to allow the Chief Health Officer to release epidemiological data and the Director General to release other information for the purpose of research. Such data are only released to bona fide researchers and on condition that the confidentiality of data is maintained.

Clause 13 of the Health Administration General Regulation 1995, states that it is not an offence to disclose information covered by section 22 if'

- the information is epidemiological data, and
- the disclosure is made in accordance with the written approval of the Chief Health Officer; and
- that approval describes the information that is authorised to be disclosed and names the person or body to whom disclosure is authorised.

Information covered by clause 13 and which identifies an individual, may only be released by the Director General, complying with the requirements set out in *Information Privacy Code of Practice – Second Edition December 1998*

Link to [Health Administration Act 1982](#)

APPENDIX 5.

NNSWLHD Work Experience Secondary Student – Local Level Manager / Student Coordinator Checklist

This Form is to be completed by the NNSWLHD local level manager/student co-ordinator and sent to NNSWLHD-StudentCompliance@health.nsw.gov.au to be saved to the student eFile.

Student Contact Details	
Student name	
Discipline	
Placement dates	
Phone contact	
Email contact	
Emergency contact	
School	
Aboriginal / Torres Strait Islander	(Yes or No)

CHECKLIST	Who is responsible?	Date signed / completed
PRE-PLACEMENT		
NNSWLHD Work Experience Secondary Student – Request Form (Appendix 2 - Including OASV requirements)	NNSWLHD local level manager/student co-ordinator & Secondary school careers advisor	
NNSWLHD Confidentiality Undertaking (Appendix 3)	Student signs Secondary school careers advisor	
PLACEMENT COMMENCEMENT		
NNSWLHD Your Health Rights and Responsibilities PD2011_022	NNSWLHD local level manager/ student co-ordinator	
OASV Verification notification email sighted	NNSWLHD local level manager/ student co-ordinator	
Orientation to facility – tour, emergency procedures, WH&S	NNSWLHD local level manager/ student co-ordinator	
Student timetable sent to relevant unit / departments	NNSWLHD local level manager/ student co-ordinator	
Student Evaluation	NNSWLHD local level manager/ student co-ordinator	
Secondary Student Placement Record	Secondary school careers advisor - Original to be held by school with copies sent to: 1) NNSWLHD local level manager/student coordinator 2) student / student parent 3) NNSWLHD-StudentCompliance@health.nsw.gov.au	

APPENDIX 6.

NNSWLHD Work Experience Secondary Student – Orientation Checklist

This Form is to be completed by the NNSWLHD local level manager/student co-ordinator and sent to NNSWLHD-StudentCompliance@health.nsw.gov.au to be saved to the student eFile.

DATE:	YES	NO	COMMENTS
Student contact details completed			
Identification tag issued			
Facilitator / Supervisor contact details provided			
Punctuality, Sickness & Absences			
Personal calls, mobile phones and visitors			
Answering phones & taking messages			
Patients' rights and responsibilities policy handout			
Dress code			
Overview Emergency Procedures (include overview of emergency exits, duress alarms & response, emergency numbers)			
On site security including access			
Initial orientation tour of facility, workplace, relevant equipment			
Meal breaks, smoking policy, amenities & safe guarding of belongings			
What to do if you have a problem?			



Student Name & signature

.....

NNSWLHD Local level Manager/Student Co-ordinator Name & signature

.....

NNSW LHD Corporate Procedure Cover Sheet

<p style="text-align: center;">COVER SHEET</p> <p style="text-align: center;">NNSW Local Health District CORPORATE Policy Framework</p>	 
Name Of Document	Work Experience Secondary Student Placement
Type of Document	Procedure
Document Number	NNSW-LHD-PRO-0618-19
Sites/Services where compliance with this procedure is mandatory.	<i>NNSW Local Health District</i>
Related Ministry of Health PDs, LHDD Documents or Australian Standards:	<ul style="list-style-type: none"> • GL2005_020 Work Experience Programs in NSW Public Health System (Guidelines for Provision of) Link: GL2005_020 • PD2022_030 Occupational Assessment, Screening, and Vaccination Against Specific Infectious Diseases Link: PD2022_030 • PD2015_049 NSW Code of Conduct Directive Link: PD2015_049 • PD2011_022 Your Health Rights and Responsibilities Link: PD2011_022 • PD2022_023 Enterprise-wide Risk Management PD2022_023 • NSW Health Guideline Communication Positively: A Guide to Appropriate Aboriginal Terminology GL2019_008 • NSW Government -The Workplace Learning Guide for Employers • NSW Catholic Schools - Employer Guide to Workplace Learning • NSW Independent schools - The Association of Independent Schools of NSW (AISRTO) - AISRTO-Employer-Guide-to- Workplace-Learning-.pdf

Risk Management	WHS-Minor Psychological Harm to School Students minimised by restricting access to critical care areas.
Current Risk Rating	Q
Targeted Risk Rating	T
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Management Authority	NNSW LHD Executive Leadership Team
Executive Sponsor	Richard Buss, Director Workforce
Key Words	Secondary student work experience placements
Summary	To outline the process and requirements relating to work experience secondary student placements in the Northern NSW Local Health District.



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Signature NNSW LHD Chief Executive	