

## SAFETY IN PRACTICE AGREEMENT

### INTRODUCTION

College of Health and Medicine (CHM) students undertaking a professional experience placement (PEP), laboratory **and/or** field activity (**placement**) as a requirement of a unit or course of study must sign a *Safety in Practice Agreement* annually. The purpose of the Agreement is to ensure that you are aware of your rights and responsibilities while undertaking PEPs.

The Agreement should be completed in accordance with the CHM [Safety in Practice Student Compliance Documentation Process](#), and submitted via upload into [InPlace](#). The PEP Coordinator/Administrator of your Program will be able to discuss any additional arrangements and support that you may need. The PEP Administrator of your Program will authorise this Agreement on behalf of the Program and it will be 'verified' and remain accessible to you in [InPlace](#).

#### **Important Note:**

*Any student **under the age of 18 years** enrolled in Programs that include PEP must have the **written consent of their parent or guardian** when completing this Agreement.*

**You will not be permitted to undertake your PEP if a completed Agreement and all other compliance document requirements are not uploaded to your [InPlace](#) record, and subsequently verified by the PEP Administrator of your Program.**

**Period of Agreement:                    January 1<sup>st</sup>, 2024                    -                    February 28<sup>th</sup>, 2025**

### EXPLANATORY NOTES

You should carefully read the *Explanatory Notes* relating to each section before completing and submitting the Agreement.

#### **SECTION 1: PERSONAL DETAILS**

You must ensure your contact details are up to date in the [eStudent](#) portal.

Some of your personal information including your name, student number and photo, contact details and information on special requirements will be disclosed to the healthcare provider where you are undertaking your PEP. Where personal information is provided to a healthcare provider, the provider will be informed that they are bound by the privacy provisions of the University in relation to the use, disclosure and storage of personal information.

Your de-identified personal information (that is information that does not readily identify an individual) may be used by the healthcare provider for management of PEPs, research and statistical purposes. The healthcare provider will ensure that data will:

- be protected;
- not be provided to unauthorised third parties;
- only be used for the stated purposes; and
- remain de-identified.

Your personal information will only be used or disclosed for the primary purpose for which it is collected. Personal information will be managed in accordance with the *Personal Information Protection Act 2004*, *Privacy Act 1988 (Cth)*, the UTAS Privacy Policy and Privacy Statements available here: [www.utas.edu.au/privacy](http://www.utas.edu.au/privacy). For more information on how your information is being used by the University, or to access your personal information, visit the University's website at <http://www.utas.edu.au/>, or contact the University on (03) 6226 2999.

The University may be required to provide your name, course information, healthcare provider details and your start and end date to the commonwealth government. The information is required for funding purposes and failure to consent to that information transfer will result in you not being permitted to undertake PEP. Further information will be provided to you via email when the data collection commences including the Privacy Policy for the commonwealth government and a contact person.

## SECTION 2: EMERGENCY CONTACT

An emergency contact is requested so the University can identify and contact the most appropriate person in the case of an emergency during your PEP.

## SECTION 3: HEALTH AND SAFETY POLICY

In order to meet the University work, health and safety requirements, you are required to read the University [Health and Safety Policy](#). If you make a disclosure in Section 9, then you will need to take the CHM [Health Assessment Form](#) to your Medical Practitioner for completion before you submit the Agreement.

## SECTION 4: BEHAVIOUR POLICY; CODE OF PROFESSIONAL & ETHICAL CONDUCT RELEVANT TO PROFESSION

You are required to read the University [Behaviour Policy](#) which outlines the University's expectations for appropriate behaviour. You are also required to read the [Code of Professional and Ethical Conduct](#) relevant to your course of study. You must also comply with any other of the University's statutes, regulations, policies and procedures relevant to the placement.

## SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH VULNERABLE PEOPLE (CHILDREN) REGISTRATION

Most Australian health care agencies and non-government organisations require National Police Record Checks and Working with Vulnerable People (Children) Registration for all staff, students and volunteers who deal with sensitive information and will come into contact with children, elderly and vulnerable people.

The College of Health and Medicine has determined that all students enrolled in courses involving PEP will require:

1. A **National Police Record Check**. When you apply for a National Police Record check you will receive a National Police Certificate.

You are required, in accordance with CHM [National Police Check Process](#), to obtain a current (no older than 6 months) National Police Certificate by **week 2 of the first semester** of your course and every 3 years thereafter. In addition, international students and students who have been a citizen of or have resided in another country since turning 16 years of age, must provide a National Police Certificate from the country of birth or country of residence.

If you **commit an offence during your course of study** you are required to immediately notify the:

- Australian Health Practitioner Regulation Agency, where applicable; and
- PEP Coordinator/Administrator for your Program. Your case may be referred to the Manager, College of Health and Medicine PEP Safety in Practice for assessment. The Manager, PEP Safety in Practice may require you to undertake a new National Police History Record Check.

2. **Working with Vulnerable People (Children) Registration.** When you apply for registration, if eligible you will receive a Working with Vulnerable People Registration Card (Tasmania) or Letter (NSW). (*Laboratory Medicine students are exempt*)

You are required, in accordance with the CHM [Working with Vulnerable People \(Children\) Registration Process](#), to [obtain Working with Vulnerable People \(Children\) Registration](#).

3. *Tasmanian Students* will also be required to undertake the Safeguarding Children Training modules developed by the Department for Education, Children and Young People, available via [Sproutlabs](#). This is an annual requirement.

## SECTION 6: INFECTIOUS DISEASES PROCESS

The CHM [Infectious Diseases Process Documentation](#) applies to students who are required to undertake PEPs in health care settings including the provision of patient/client care and services with exposure-prone procedures (e.g. research, laboratory). You are also required to comply with all local policies, procedures and guidelines which apply to employees/health care workers within the health care setting. College of Health and Medicine students are also required to read and comply with the following College documents prior to undertaking PEPs:

- [Infectious Diseases Process Documentation](#); and
- [Tasmanian Student Immunisation Record Form](#);
- or
- [NSW Student Immunisation Record - Information Checklist](#).

## SECTION 7: LEARNING REQUIREMENTS

You are required to read and become familiar with the learning requirements for the PEP units in your course that you will complete during the period of this Agreement.

## SECTION 8: WORK HEALTH AND SAFETY

You are required to read and become familiar with the work health and safety information and procedures relating to incident, accident and injury and student insurance located at [Work Health and Safety](#).

## SECTION 9: SAFETY IN PRACTICE DISCLOSURES

The University of Tasmania is committed to continuously improving the management and standards of work, health and safety and in so doing we strive to protect the health and safety of our students and other people in the community with whom students interact as part of their study.

All College of Health and Medicine students required to undertake PEP(s) are to establish and maintain their medical, physical and psychological capacity to practice safely.

You are therefore, required to declare your capacity to safely undertake the following professional experience placement **Mandatory Functional Requirements** for your course:

1. **Capacity to read and write** to enable the student to:
  - read and understand patient/client records, charts and/or medication labels and dosages; and
  - accurately record patient/client notes.
2. **Capacity to undertake critical thinking and reflective analysis** to:
  - self-evaluate and reflect upon one's own practice, feelings and beliefs and the consequences of these for individuals and groups.
3. **Capacity to communicate to enable the student to:**
  - interact with patients/clients and health practitioners in a professional setting;
  - accept instruction and professional criticism;

*SAFETY IN PRACTICE AGREEMENT*

- question directions and decisions which are unclear; and
- resolve conflict and negotiate with staff and patients/clients.

**4. Psychological capacity to:**

- understand the importance of and demonstrate the professional attributes of honesty, integrity, critical judgement, insight and empathy;
- interact with patients/clients, carers and others in a caring, respectful manner to provide emotional support and health education; and
- maintain self-control in professional situations.

**5. Physical capacity to:** *(5. N/A for Psychology students)*

- use technical equipment, which includes having the dexterity to undertake clinical procedures and handle, maintain and program equipment;
- apply clinical procedures (e.g. physical examination, wound management), support patients/clients and perform cardiopulmonary resuscitation (CPR); and
- manage essential equipment and materials.

If you answer **YES** to any of the questions in the Safety in Practice Disclosure, you are required to have the CHM [Health Assessment Form](#) completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

The University is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in PEPs as long as safety requirements are not compromised.

Your health information will only be used for the direct purpose for which it is collected. The information provided by you in Section 9 may be disclosed to the healthcare provider at which you are undertaking your PEP, in which case that provider will be informed that they are bound by the privacy provisions of the University and that they are required to contact you in relation to the use, storage and disclosure of your health information. If you do not provide the information requested you may be refused PEP.

**SECTION 10: STUDENT OBLIGATIONS**

**1. You agree you must:**

- undertake and comply with the details of the placement plan communicated by the University to you before you begin the placement (**Placement Plan**);
- comply with the healthcare provider's policies including confidentiality and privacy, and procedures regarding workplace behaviour, discipline, work health and safety and equal opportunity provided to you;
- conduct the placement in a diligent manner and to a high professional standard;
- observe all reasonable directions and requirements for or in connection with access to the premises and facilities of the healthcare provider and the University;
- immediately advise both your healthcare provider supervisor and University placement coordinator of any work, health and safety concerns (including but not limited to any incident, accident or adverse event arising while on-site) and complete a University [MySafety](#) Incident Report and any relevant healthcare provider report form;
- keep in good order any equipment, accommodation, uniforms, learning and other resources made available to and used by you;
- use all reasonable efforts to ensure that the placement is conducted in accordance with the agreement between the University and the healthcare provider, the relevant terms of which have been notified to you;
- not make any undertaking or representation that the placement undertaken by you will lead to any particular outcome or result;
- comply with any reasonable pre-placement requirements made known to you;
- comply with all reasonable directions of the University and the healthcare provider in connection with the placement; and

### *SAFETY IN PRACTICE AGREEMENT*

- promptly communicate with the healthcare provider and the University if unable to attend any placement days or times.
- 2. You consent to the University communicating to the healthcare provider any details on the progress of the placement and the quality of your academic performance.
- 3. You acknowledge that:
  - your engagement with the healthcare provider will only be for the purposes of workplace learning experience and will in no way imply the existence of an employment relationship between the healthcare provider and you;
  - your access to the healthcare provider's clients will be conditional on client consent and in accordance with the healthcare provider's policies and guidelines;
  - you may only participate in the processes of the healthcare provider at levels commensurate with your scope of practice, and subject always to supervision by members of the healthcare provider's staff;
  - if you are required to be present at the healthcare provider's premises, you will be bound by the rules, regulations, protocols, procedures and by-laws of the healthcare provider, as notified to you;
  - if you breach any obligations outlined in this Agreement, your participation in the placement may be terminated effective immediately;
  - you will undertake the placement in accordance with your course of study and will not be paid. Any work produced by me during the placement will not be considered "professional work" and used as such, as it is undertaken by me as a training activity;
  - you must notify the University placement supervisor of any change to your circumstances which are likely to impact on my placement being completed in accordance with the Placement Plan;
  - any arrangement by you and the healthcare provider for paid work within the placement period must be referred to the University placement coordinator for consideration. Paid work must not be undertaken unless approved by the University placement coordinator, in which case a separate employment contract between you and the healthcare provider may be required.

### **SECTION 11: SUPPORT TO MEET PLACEMENT REQUIREMENTS**

The University aims, wherever possible, to arrange for PEPs to be flexible enough to meet the needs of all participating students. You are asked to indicate if there are any factors that may impact your ability to undertake your PEP, including relocation to a region away from place of residence. These might relate to family circumstances or responsibilities, your state of health, disability, cultural or spiritual requirements. The Academic Coordinator of Professional Experience of your Program will discuss possible options with you and if necessary, negotiate any additional arrangements and support that may be required.

### **SECTION 12: INTELLECTUAL PROPERTY**

1. **Where the University has notified you the healthcare provider owns intellectual property:** You acknowledge that the University will use all reasonable endeavours to ensure the healthcare provider grants you a perpetual royalty-free licence to publish, reproduce, copy, adapt and communicate the material or the work created by you during your placement (**Placement Material**) and such of its intellectual property (or a sub-licence of any third party intellectual property) that it makes available to you in the course of the placement for the sole purpose of assessment of either your placement or for inclusion in your thesis, assignments, projects, portfolios and curriculum vitae.
2. **Where the University has notified you the healthcare provider agrees you own the intellectual property in Placement Material:** You acknowledge that:

### *SAFETY IN PRACTICE AGREEMENT*

- a. The intellectual property created by you in the course of performing the placement will vest in you (**Placement Material**).
- b. You grant a perpetual, royalty-free licence:
  - i. to the healthcare provider - to use and reproduce the Placement Material for the healthcare provider's business purposes; and
  - ii. to the University - to use and reproduce the Placement Material for the University's internal teaching and research purposes.
- c. the University will use reasonable endeavours to ensure the healthcare provider will grant a royalty-free licence to me to use, reproduce and modify such of its intellectual property (or a sub-licence of any third party intellectual property) that it makes available to you in the course of the placement for the purpose of you:
  - i. undertaking the tasks and achieving the learning goals and expected outcomes of the placement;
  - ii. undertaking all courses and assessments at the University for which such rights are necessary: and
  - iii. preparing and publishing books, articles or other written scholarly literary works (subject always to your obligations of confidence to the Provider).

### **SECTION 13: CONFIDENTIALITY STATEMENT**

During the PEP you may be provided with access to confidential information about the healthcare provider or its patents/clients. By submitting the Agreement, you agree not to discuss or disclose confidential information with anybody other than in accordance with your PEP conditions. You must ensure the anonymity of the healthcare provider's clients when writing up case notes or any other documentation produced as part of your placement. You must sign a workplace specific confidentiality agreement if required by the healthcare provider.

### **SECTION 14: STUDENT DECLARATION**

**IMPORTANT: You must read and acknowledge this section by marking the box provided.**

By acknowledging the Student Declaration you agree that you have read and understood your rights and responsibilities regarding your PEP; and that all information provided by you is true and correct to the best of your knowledge.

### **SECTION 15: STAFF AGREEMENT**

The Agreement will be authorised on behalf of the University by the person designated by the Head of Program or their nominee.

PLEASE READ THE *EXPLANATORY NOTES ON PAGE 1* BEFORE YOU COMPLETE THIS AGREEMENT.

## AGREEMENT

Period of Agreement: January 1<sup>st</sup>, 2024 - February 28<sup>th</sup>, 2025

### SECTION 1: PERSONAL DETAILS

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

University Email: \_\_\_\_\_

### SECTION 2: EMERGENCY CONTACT

Please provide the details of the person to be contacted in case of emergency during your PEP.

Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Alternative contact name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **Optional:**

Name of **Doctor**: \_\_\_\_\_ Doctor's phone number: \_\_\_\_\_



**SECTION 3: HEALTH AND SAFETY POLICY**

**PLEASE** mark **all** boxes ☒ to acknowledge your adherence to compliance items.

- ☐ I have read and understood the University [Health and Safety Policy](#) and I will disclose any **existing** health issue (disability, impairment or condition), which may detrimentally affect my capacity to safely undertake PEP, immediately to the PEP Coordinator/Administrator and undertake a CHM [Health Assessment](#) if required.

**SECTION 4: BEHAVIOUR POLICY; CODE OF PROFESSIONAL & ETHICAL CONDUCT OF PROFESSION RELEVANT TO COURSE OF STUDY**

- ☐ I have read and agree to comply with the principles and rules set down in the University [Behaviour-Policy](#).
- ☐ I have read and agree to comply with the [Code of Professional and Ethical Conduct](#) relevant to my course of study.

**SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH VULNERABLE PERSON (CHILDREN) REGISTRATION**

1. I have read and complied with the CHM [National Police Check Process](#).

I agree to provide a copy of my National Police Certificate to individual healthcare providers upon request.

If I commit an offence during the course of study, I will immediately notify the:

- ☐ Australian Health Practitioner Regulation Agency via the [AHPRA - Form - NOCE-00 - Notice of certain events](#); and
- ☐ PEP Coordinator/Administrator and apply for a new National Police Certificate if required by the Manager, College of Health and Medicine PEP Safety in Practice.
2. I have complied with the CHM [Working with Vulnerable People \(Children\) Registration Process](#) and completed a Working with Vulnerable People Registration. *(Laboratory Medicine students are exempt)*

I agree to provide a copy of my Working with Children Registration Card or Letter to individual healthcare providers upon request.

**SECTION 6: INFECTIOUS DISEASE GUIDELINES AND PROCEDURES**

I have read, understood, and accept and agree to comply with the student responsibility requirements as documented in the College of Health and Medicine:

- [Infectious Diseases Process Documentation](#)

I have complied with the Immunisation Requirements by uploading my completed Student Immunisation Record or NSW Health Vaccination Record Card to InPlace (Student Placement System) for verification.

- ☐ I agree to check InPlace on a weekly basis until I have received verification for all components. I will also maintain possession of the card.
- ☐ I will immediately notify the PEP Coordinator/Administrator **if my infection status changes**.
- ☐ I understand that I can only enter practice after I have had at least the first and second dose of Hepatitis B vaccine, have completed the TB questionnaire/assessment for my location and that all other immunisation requirements have been met. I further understand that my Hepatitis vaccination course, including post vaccination serology, must be completed prior to any subsequent placements.

**SECTION 7: LEARNING REQUIREMENTS**

I will read and familiarise myself with the learning requirements for this unit, or year of my course, and of the PEP/s:

Yes ☐ No ☐

## SECTION 8: WORK HEALTH AND SAFETY

I have read and understood the student work health and safety information and procedures relating to incident, accident and injury and student insurance located at [Work Health and Safety](#).

Yes ☐ No ☐

## SECTION 9: SAFETY IN PRACTICE DISCLOSURE

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?

**IMPORTANT:** Minor **treated** and **stable** conditions (*e.g. Asthma, hyper/hypothyroidism, stomach reflux, eye lenses*) do **not need to be disclosed**.

Yes ☐ No ☐

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?

Yes ☐ No ☐

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?

Yes ☐ No ☐

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes ☐ No ☐

After reading the College of Health and Medicine **Mandatory Functional Requirements** (pages 3 & 4), do you have any concerns about your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes ☐ No ☐

Are you a student studying Bachelor of Paramedicine in Tasmania?

Yes ☐ No ☐ If Yes, you are required to complete this [Health Assessment Form \(All Bachelor of Paramedicine Tas Students\)](#) with your Medical Practitioner, then scan and submit the Form to InPlace.

**For all students other than Bachelor of Paramedicine Tasmania students, if you have answered YES to any of the questions above please take this [Health Assessment Form](#) to your Medical Practitioner for completion or procure a copy of your Educational Psychological Assessment Report (learning disability), then scan and submit the Form or Report via InPlace.**

## SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

In accordance with specific Course Requirements, students are allocated to professional experience placements subject to availability and generally must relocate to regions away from their place of residence.

I understand this statement: Yes ☐

I require additional arrangements or learning support to successfully undertake the PEP:

No ☐ **Go to Section 11**      Yes ☐ complete below

I have discussed with the Course Coordinator of my Program the additional arrangements and support I require to undertake PEP in the agreed location and am satisfied with the outcome.

Yes ☐      No ☐

#### SECTION 11: CONFIDENTIALITY STATEMENT

In relation to my PEP, I agree to:

- ☐ maintain confidentiality of information, including clients, staff and workplace procedures;
- ☐ ensure the anonymity of clients when writing up case notes or any other documentation produced as part of my PEP; and
- ☐ sign a workplace specific Confidentiality Agreement if required by the healthcare provider.

#### SECTION 12: STUDENT DECLARATION

- ☐ I have read and understood the Unit information in the Handbook, the policies and processes outlined in this Agreement, and any additional information provided by the PEP Coordinator/Administrator and I am aware of the requirements of the PEP, laboratory and/or field activity. The special conditions relating to this/these have been explained to me and I have agreed to meet them. I consent to information from this form, any previous PEPs and academic progress being used in discussions with potential PEP providers.
- ☐ I agree to advise the PEP Coordinator/Administrator immediately of any change to my circumstances which are likely to impact upon my ability to practice safely throughout the period of my study.
- ☐ I have truthfully completed all details relating to my PEP, laboratory and/or field activity requirements.

**Once you have completed all sections of this Safety in Practice Agreement you are required to load this Agreement to your [InPlace](#) account.**

**By loading this Agreement to your InPlace account you are acknowledging you have read and understood and will comply with the requirements of this Agreement.**

#### SECTION 13: STAFF AGREEMENT

University of Tasmania PEP Administrators will formally 'Verify' this agreement on behalf of the UNIVERSITY OF TASMANIA via [InPlace](#).

*Final Version: 18 October 2023*