INTRODUCTION
The Nursing Theme is committed to the safety of students and the patients/clients they care for whilst on placement. The Nursing Theme seeks to advise students of the risks of continuing in paid employment whilst on clinical placement. Clinical placements are a full-time commitment and are an important component of students’ clinical and professional development.

INTENT
To develop a process to ensure that students are aware of the Work Health & Safety (WH&S) considerations of working in paid employment whilst undertaking clinical placement.

Present Problem: Students are putting themselves and the patients/clients they care for at risk by undertaking paid and volunteer employment in addition to their clinical placement hours. Working whilst on clinical placement can result in fatigue and impair the judgement of the affected individual and lead to self-injury or clinical risk to patients/clients. CDU seeks to minimise the risk to all stakeholders.

PROCESS
1. **WH&S:** It is expected that students will not undertake paid or volunteer employment whilst on clinical placement as it poses an occupational and safety risk. Working whilst fatigued can impair the judgement of the affected individual and lead to self-injury or clinical risk to patients/clients.
2. **Student agreement:** Students are expected to sign a CDU student placement agreement and by doing so agree not to work in paid or volunteer employment whilst undertaking a clinical placement.
3. **Communication:** If a student has circumstances that require them to work they should advise the Placement Office of the circumstances prior to placement. The students will be referred to the clinical Unit Coordinator and will be given advice and informed of any academic progress implications associated with re-enrolling in placement units at another time.
4. **Work Commitments:** Students enrol in clinical units at the beginning of semester. When enrolling in a clinical unit students are agreeing to be available for a clinical placement. It is expected that if given 4 weeks notice of a pending clinical placement students will be available to attend. Students should inform their employer of impending placement requirements before enrolling to ensure they can be absent from the workplace at the required time to undertake placement. Students should inform their employer that they are not to be rostered for paid employment in the clinical placement period.

5. **Financial Resources:** The Nursing Theme advises eligible students to seek available scholarships, cadetships and **HWA supported placements**. Placements and the associated costs remain the responsibility of the student.
   - Students are aware at the time of enrolment of the requirement of clinical placement and should plan their finances accordingly.
   - Students are advised to seek the services of **Student Administration and Equity Services** if they are experiencing financial difficulties.

6. **Non Compliance:** If students are found to be in paid or voluntary employment whilst on clinical placement the student will be counselled by their clinical unit coordinator of the dangers to themselves and others.

7. **Risk minimisation:** If the student continues to work and it is judged by the Unit Coordinator to be affecting their safety, performance and posing a clinical risk to patient/clients and the organisation, they will be strongly advised to discontinue paid or voluntary employment. Students who do not heed advice will be removed from placement. The purpose of removing the student from placement is to minimise the risk of harm to the student, the patient/ client, the organisation, and the University. Removal of a student from placement will result in a FAIL grade being awarded.

8. **Appeals process:** The student may at any time seek advice from Office of Leadership and Organisational Culture (OLOC), if they believe they have grounds to appeal a decision. The Head of School will advise the student of an outcome.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

- Work Health and Safety Policy
- Code of Conduct

**External**

- Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)