

Memorandum of Understanding between Queensland Health and TAFE Queensland for clinical placement of Student Enrolled Nurses in Queensland Health facilities.

Guidelines for:

- **Completing Schedules to the MOU**
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Completing the Schedules

The Schedules to the MOU are completed and complied with, and signed at the local level. This usually refers to officers of the relevant TAFE and departmental, facility or district representatives within Queensland Health.

The **individual TAFE** is to complete Schedules 1, 3 and 6 in negotiation with the relevant Health Service District.

The **student** is to comply with Schedules 4 and 5.

Note: it is important to be familiar with the contents of the MOU itself prior to commencing negotiation of the Schedules. These are the components that have already been agreed to between TAFE Queensland and Queensland Health. A copy of the MOU can be found at http://www.health.qld.gov.au/nursing/docs/mou_tafe.pdf.

To complete the Schedules, the following steps should be followed.

1. The relevant TAFE and Queensland Health officers should negotiate the practical aspects of the placements. The TAFE should initially contact the central district point of contact for arranging placements. The parties will need to work closely together to develop and complete these schedules. It is, of course, expected that Queensland Health management at a facility or district level will consult with other staff involved with student placements on the content of the Schedules prior to final agreement.

There can be as many sets of Schedules in place as required. It is not necessary to complete a schedule for each individual student, however a schedule should exist for each cohort, for example second semester students at facility or district X.

2. Enter the following details to the Schedules:

SCHEDULE 1 – completed by the **TAFE**:

Enter the details of the Queensland Health centres (ie. hospitals, mental health centres, community health centres, etc.) where the placements will occur.

SCHEDULE 2 – completed- for information only.

SCHEDULE 3 – completed by the **TAFE**:

This is where the practical details of placements are entered.

Item 1: Discipline:

- Enter the discipline (Enrolled Nursing) and the semester the students are enrolled in that will be on placement, for example, 2nd Semester.

Item 2: Facility / Health Service District

- Enter the Queensland Health facility / district where placements will occur (note: if you have already comprehensively entered these details in schedule one, then you can simply enter 'refer to schedule one' here)

Item 3: Health Service District Liaison Officer

- Enter the details of the Queensland Health Service District Liaison Officer here (ie. their name, title and contact details). This is for higher level and whole of district liaison, and may be a Director of Nursing.

Item 4: Facility Liaison Officer

- Enter the details of the Queensland Health Facility Liaison Officer here (ie. their name, title and contact details). This may be the same as the Health Service District Liaison Officer (Item 3), where that person is responsible for all placement liaison. However, at the facility level a person such as a Nurse Education Coordinator may liaise with the TAFE about placement details, and they should be named here.

Item 5: Liaison Officer

- Enter the details of the local level TAFE Liaison Officer here (ie. their name, title and contact details). This is the TAFE contact for day-to-day and practical liaison.

Item 6: Clinical and/or Other Learning Objectives

- Enter the clinical or other learning objectives here. Note: TAFE may have a handbook or web-site information that is provided to students to inform them about their learning objectives. This could be attached and 'as per attached booklet' entered.

Item 7: Programme

- Enter the programme details here. For example, 2nd semester enrolled nursing program in acute medical wards.

Item 8: Placement Timetable

- Enter details of the placement timetable here.

Item 9: Clinical Facilitator(s)

- Enter the details of the students' clinical facilitator(s) here (ie. their name, title, organisation, address, telephone, fax and email). A clinical facilitator may be a member of Queensland Health staff or an external person.

Item 10: Student Details

- Enter the student details here. This should include the students' names and contact details, such as phone numbers. If student details are not known at the time of writing, state that the District or Facility Liaison Officer will be notified in writing prior to the commencement of the placement.

Item 11: Area of Clinical or Other Practice

- Enter the area of clinical or other practice here (eg. Acute Medical Ward). If this has already been stated in item 8, state 'as per item 8'.

Item 12: Dates and Times of Student Attendance

- Enter the dates and times of student attendance here. This information does not need to be too detailed, for example '9am to 5pm Wednesday and Friday from November 2006 to April 2007'. Alternatively a statement such as 'as negotiated from time to time' will suffice.

Item 13: Learning Assessment Tools

- Enter the details of the relevant learning assessment tools here.

Item 14: Students' Placement to be Assessed

- Enter the details of the method of assessment for the placement. Include the method for the student to assess the placement as well as the method for assessment of the student's performance. This may link with the information at item 13.

Item 15: Clinical Entry Point required prior to Placement

- Enter the details of the clinical entry point relevant to this placement. For example: 'Students must have successfully completed and passed all 2nd semester studies prior to commencing this 3rd semester placement';

Item 16: Competency Assessment Services Details

- Enter details as relevant here. This is a specific for enrolled nurses studying through Capricornia TAFE to re-gain re-enrolment status as they re-enter the workforce. If not applicable, then enter 'not applicable'.

Item 17: Payment Details

- To be completed as Schedule 6 when Queensland Health staff act as clinical facilitators.

Item 18: Specific Policies Guidelines or Procedures applicable to this Placement

- Enter the details of any specific local level policies that the students will need to abide by during their placement.

Other Items:

- If you have other items that need to be included with this schedule (ie. specific local level requirements that are not already catered for in the 18 template items of this schedule), then you can add them as additional items to this schedule.

SCHEDULE 4 – complied with by the student:

Nothing needs to be entered to this schedule, it simply contains core and generic Queensland Health requirements that must be complied with.

Items (a) to (f) are self-explanatory. If further clarification is needed, please discuss with the local level contact at the university or Queensland Health facility where the placement is to occur.

Item (g): Students undertaking placement in a Queensland Health facility are required to provide a signed statement on privacy, confidentiality, intellectual property, and information and IT systems. Details and required documentation can be found at http://www.health.qld.gov.au/SOP/html/Essentials_Homepage.asp
Refer to footnote 1 for further information¹.

Item (h) relates to TAFE staff that are likely to attend Queensland Health premises for reasons related to the student placements. Such staff are required to provide signed statements as in item (g).

SCHEDULE 5 – complied with by the student:

Nothing needs to be entered to this schedule. Students need to comply with the immunisation and infection control requirements of Queensland Health prior to commencing a placement. They must also complete the student orientation checklist. The current revised version is available at <http://www.health.qld.gov.au/sop/documents/checklist.pdf>

Please note that the revised Student Orientation Checklist requests new students to declare Hepatitis B immunisation status only. The checklist also requires students to have read, understood and agreed to the Queensland Health Infection Control Guidelines Appendix P4, Management of infected health care workers at http://www.health.qld.gov.au/chrisp/ic_guidelines/contents.asp. This revised version is in line with current Infection Control Guidelines for

¹ A template agreement/statement to be completed by the student and provided to Queensland Health can be found at the following internet address <http://www.health.qld.gov.au/sop/deed.asp> and scroll down to the link titled “Student and Staff Interim Conditions for Signature” (note: Completion is mandatory. The completed and signed form is to be provided to your TAFE supervisor/placement coordinator and a copy is to be provided to Queensland Health if requested).

MOU Schedules – Guidelines for Use

Queensland Health Staff and requires students to act in accordance with Queensland Health requirements for all health care workers.

It must be stressed that disclosure of positive infection status will not preclude a student from being considered for placement. However, the student will not be permitted to participate in any exposure prone procedure whilst on placement. If, during a placement, the student is not able to participate in exposure prone procedures, the student is encouraged to consult with their learning institution to determine whether their restricted placement will still allow them to achieve the required learning outcomes and qualifications in their course of study.

Queensland Health will keep confidential the student's declaration, unless required by law to disclose such status.

Schedule 6 –QH Staff who act as Clinical Facilitators

This schedule should be negotiated as payment to cover the cost for Queensland Health providing a clinical facilitator for TAFE enrolled nursing student placements. Note: this may not always be a monetary amount but an 'in-kind payment', such as the provision of TAFE staff or other resources.

Once the Schedules are completed, the TAFE liaison officer should sign at page 25, and forward two copies of the Schedules to the facility liaison officer, who will arrange for them to be signed by the appropriate signatory for their district, and return one copy. Minor changes to the Schedules may occur through an exchange of letters or emails that demonstrates that both parties agree, however major changes should involve an update to the Schedules and further signature.

The facility liaison officer will arrange for storage of Schedule documentation according to the policy for that district.

Student Orientation

All students are required to complete the Queensland Health Student Orientation Checklist prior to commencing their placement. This can be found at <http://www.health.qld.gov.au/sop/documents/checklist.pdf>

Student Deed Poll

Students are required to sign two 'Deed Polls' giving their agreement to [privacy and consent requirements](#), and other [placement requirements](#).

TAFE Staff Deed Poll

University staff attending Queensland Health facilities to supervise students are required to sign two 'Deed Polls' giving their agreement to [privacy and consent requirements](#), and other [supervision requirements](#).