

Strategic Objective:

4. Evaluation, Research & Training



POLICY :	4.2	Learning & Development		
PROCEDURE:	4.2.3	Student Placement		
Approval By:	Manager Learning & Development	Approval Date:	09.07.2014	
Document Owner:	Director of Nursing	Next Review Date:	09.07.2016	
Purpose	<p>QEC is committed to the development of a high skilled workforce and offers students the opportunity to undertake practicum placements in the Residential and Community programs. QEC provides students with the opportunity to translate theories in to practical skills during their placement.</p> <p>This document sets out the expected standard for the students on placement.</p>			
Target Audience	Students, External organisations, government stakeholders, program partners, RTO's.			
Definitions	Students from Registered Training Organisations, and Universities, from undergraduates and post graduate course aligned with QEC's core business and speciality in early parenting.			
Procedure	<p>Students on placement at QEC provide the organisation with the opportunity to showcase its work in the early parenting sector.</p> <p>Students in the workplace provide QEC with the opportunity to attract new skilled practitioners who already have an understanding of the workplace competencies needed.</p> <p>QEC seeks to provide students with the best clinical experience possible and reviews the student experience provided using the Best Practice Clinical Learning Environment (BPCLE) Framework to review the processes and procedures for students.</p> <p>The BPCLE Framework provides guidance in relation to six key elements</p> <ul style="list-style-type: none"> • An organisational culture that values learning • Best practice clinical practice • A positive learning environment • An effective health service-training provider relationship • Effective communication processes • Appropriate resources and facilities. <p>Implementation of the BPCLE Framework closely follows a quality improvement 'plan-do-review' cycle.</p> <p>QEC is a member of the Southern Metropolitan Clinical Practice Network.</p> <p>Student Practicum Placement requests are coordinated by the Administration Support Person from Learning and Development team.</p>			

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PROCEDURE: 4.2.3 Student Placement

Students must register with the Course Coordinator to arrange a placement at QEC. Students who contact QEC to arrange a placement will be directed back to their course coordinator.

These requests may also be notified through the viCPlace electronic system, by the RTO or by the student in person.

The student's name, course and shifts are added to the Student Calendar in Groupwise and also given to the Rosters staff member to add to the Roster.

To complete a student placement at QEC students must have a:

- National Police Check current to the year of placement
- Working with Children's Check card or receipt

Related Links

Key Legislation, Acts and Standards

PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-
e.g.

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	Y
	1.2	Exercising Rights & Responsibilities	

DHS STANDARDS Listing

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	
	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	
	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

ISO 9001:2008 Listing

4.0 Quality Management	4.1	General	
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System	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management Responsibility	5.1	Management Responsibility	
	5.2	Customer Focus	
	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	
	5.5.3	Internal Communication	
6.0 Resource Management	5.6	Management Review	
	6.1	Provision of resources	
	6.2	Human resources	Y
	6.3	Infrastructure	
7.0 Product Realization	6.4	Work Environment	
	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
8.0 Measurement, Analysis & Improvement	7.6	Control of monitoring & measuring devices	
	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	
	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

Other Key Legislation, Acts and Standards

Key words Students, Registered Training Organisations, Universities, Best Practice Clinical Learning Environment (BPCLE) Framework, viCPlace

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