

Student Placements in Community Health

Responsibilities of key stakeholders

Community Health Service (CHS)	Educational Institution	Student
Supervisor to hold qualifications and experience in relevant discipline	Student meets the minimum theoretical component to support their clinical or other objectives for placement	To be aware of the details of their institution's coordinator and contact person at CHS
Supervisor understands the requirements of supervising students	Student skill level is at the necessary standard for the proposed placement	To act in accordance with the educational institution's policies and practices and in doing so, maintain effective relationships with the CHS and the institution they represent
Agency Student Placement Policy and Procedures are followed	Agency staff involved in supervision are given information regarding any student considered to be challenging and their current level of competence and areas requiring strengthening within the boundaries of student confidentiality and privacy	Maintain professional code of conduct at all times Make sure Privacy and Confidentiality agreement signed and adhered to
Grievance/conflict resolution procedure clearly stated and understood	Adequate information is given to students regarding the importance of confidentiality prior to placement	Grievance/conflict resolution procedures are understood
Supervisors liaise with relevant personnel at educational institution as appropriate	Sufficient training material and information is provided to supervision staff	The policies, procedures and protocols CHS are followed
Student registration form completed and forwarded to Human Resources / Student Placement Coordinator	Liaise with relevant personnel at host agency	Student ID and /or CHS ID is carried on them at all times
Timely and appropriate orientation to agency, discipline area and team	Police check completed Working with Children Check completed if appropriate	Provide CHS with copy of police Check &/or Working with Children forms
Development of an agreed learning contract following consultation with student, supervisor and educational institution covering: <ul style="list-style-type: none"> • Specific project student to undertake • Placement tasks • Role of student • Goals and objectives of placement • Specific competencies to be developed 	Participation in the development of an agreed learning contract	In consultation with CHS supervisor and educational institution supervisor develop an agreed learning contract which reflects placement objectives covering: <ul style="list-style-type: none"> • Specific project to be undertaken • Placement tasks • Role within the team • Goals and objectives of placement • Specific competencies

		to be developed
Responsibilities of both student and supervisors are within their relevant scope of practice	Wherever possible to participate in the community health orientation program	Attendance at orientation and becoming familiar with agency and any orientation material provided
Adequate supervision and support for student	Adequate orientation given by CHS	They notify their supervisor if training is insufficient to meet the demands of their tasks
Where possible any staff member taking on the role of student supervisor attends a recognized supervisors training course at a relevant educational institution	Opportunities for exposure to other disciplines are monitored and facilitated where possible	Their understanding of their capacity and scope of practice
	Allocate placement supervisor from educational institution to support student while on placement	Commitment to and attendance at arranged supervision and meeting times
	Provide regular contact/ visits to students during placement, at a minimum, this should include phone contact at the commencement, midway and end of the placement	Lines of communication between themselves and the CHS and academic institutions are clear and understood
	CHS are informed of any contact with student during placement	They report to academic institution &/or CHS where there are insufficient resources
	Lines of communication between all parties are clear and understood	