

# Ramsay Health Care

## Student Clinical Placement Checklist



### Student Coordinator / Delegate

Please provide this checklist to all students at orientation, students are to complete as appropriate and return to you.

The checklist must be signed by you before the student commences their first clinical placement at a RHC facility.

**Please ensure pages 1 and 2 of this document are securely retained at the hospital for 7 years as either a hard or soft copy.**

**The student contact details must be accessible at all times by the Facility Executive or After Hours Managers.**

### Student

You are required to read this document and any supporting documents before completing the relevant sections on pages 1 and 2. You will need to give the completed "placement checklist" document to the Student Coordinator / Delegate at the Hospital on or before the first day of your placement.

Student Placement Data Sheet		
Students full name	First:	Middle:
	Last:	DOB:
Professional discipline		
Qualification level and course		
TAFE / Tertiary Institution / RTO	Name:	
<b>Student Contact Information</b> (This is OPTIONAL)		
Information will ONLY be used in cases of emergency		
Residential address while on placement		
Telephone contact while on clinical placement	Phone:	Mobile:
Email contact while on clinical placement	Email:	
Next of Kin in case of emergency (OPTIONAL)	Name:	
	Phone:	Relationship:

**PLEASE ENSURE THIS DOCUMENT IS SECURELY RETAINED AT THE HOSPITAL FOR SEVEN (7) YEARS AS EITHER HARD OR SOFT COPY.**

**(The student contact details must be accessible at all times by the Facility Executive or After Hours Managers).**

# Vaccinations, CRC, WWCC and Confidentiality Agreement

I have completed the following: <i>(Circle relevant box)</i>				
Vaccination Record	Yes	No	N/A	Variance
Criminal Record Clearance	Yes	No	N/A	Variance
Working with Children Check <i>(NSW do not require a WWCC, but must have a CRC)</i>	Yes	No	N/A	Variance
Signed confidentiality agreement	Yes	No		Variance

Please document any actions taken for variances

## Mandatory E-Learning

Please tick the relevant boxes: **All students are required to complete the following 5 modules prior to placement with Ramsay Health Care**, the remaining modules are optional and offered as an additional learning opportunity. For students undertaking a subsequent placement, e-learning will need to be repeated every year for "Emergency Management" and every 2 years for all other subject areas, therefore please check the completion date on your e-learning certificates. At any time you may be requested to complete additional modules to suit the placement needs. \*\*If you are completing a placement at a mental health facility, you must also complete the "Managing Aggressive Behaviour" module.

I have completed the following modules and have printed a certificate of completion: <i>(Tick relevant box)</i>		
<input type="checkbox"/> General Orientation	<input type="checkbox"/> Safety	<input type="checkbox"/> Emergency Management
<input type="checkbox"/> Anti-discrimination, bullying and harassment	<input type="checkbox"/> Privacy Law	<input type="checkbox"/> Managing Aggressive Behaviour Note: <i>Mental Health placements only.</i>

Optional modules completed:		

### TO BE COMPLETED BY STUDENT COORDINATOR / DELEGATE

The student acknowledges that they are aware of their responsibilities while on clinical placement at a Ramsay Health Care facility and I have answered any queries that they may have had in relation to the supporting document/s. The student has also presented to me current certificates of completion for the 5 mandatory e-Learning modules, evidence of a current vaccination record, a criminal record clearance, working with children check, and signed a confidentiality agreement.

Coordinator/ Delegate Signature ..... Date

Print Name .....

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