

Student Placement

Item(s) Revised: Student Placement	Doc No: 7.3d.3P
Superseded: Student Placement 7.3d.3P v3	Version: 4
Developed by: Director Culture and People	Date: 17/10/2019
Authorised by: Director Culture and People	Pages: 3

1. Aurrum Purpose Statement:

To provide guidelines around scope of practice for students and their facilitators during their work placement at Aurrum.

For Certificate III Individual Support (previously Certificate III Aged Care), Diploma of Nursing and Bachelor of Nursing students, this policy details:

- Tasks students are permitted to complete during their placement
- Tasks students are not permitted to complete
- The role of facilitators whilst at the home.

2. Procedures:

All training organisations and their Clinical Placement Officers are responsible for ensuring that their students and facilitators are aware of and adhere to this policy.

All General Managers and Care Managers are required to have a full understanding of this policy and are responsible for ensuring that students and facilitators are aware of the policy.

2.1 Certificate III Students

Certificate 3 students are permitted to undertake the following activities:

- Assist Aurrum care team members to attend to the daily care needs of residents at the instruction of the Aurrum team member, for example personal hygiene, grooming, oral hygiene and continence management.
- Assist at the instruction of the Registered Nurse

Certificate 3 students are NOT permitted to:

- Care for or attend to residents without an Aurrum employee present Demonstrate or assist with medications or wound dressings
- Undertake any manual handling tasks unless assisted by two Aurrum employees
- Access Aurrum' clinical system without an Aurrum employee present
- Discuss any matters with Resident's family members (all enquiries to be referred to the Nurse in Charge).

2.2 Diploma of Nursing and Bachelor of Nursing

Diploma of Nursing and Bachelor of Nursing students are permitted to undertake the following tasks, with full and direct supervision from their Facilitator:

- Assist Aurrum Carers to attend to care for residents, as per the instruction or direction of an Aurrum RN/EN (including personal hygiene, grooming, oral hygiene and continence management)
- Assist with life/transfer only when there are two other trained Aurrum employees present. Otherwise students can only observe lifts/transfers.
- Use manual handling equipment such as hoists, slings, slide sheets etc. only when there are two trained Aurrum employees present.
- Assist Aurrum EN/RN with measuring and recording vital signs, temperature, blood pressure, pulse and respirations.
- Assist Aurrum EN/RN with urinalysis and blood glucose monitoring

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- Review eCase to understand documentation, supervised by an Aurrum employee. Assist Aurrum EN/RN with pressure area care.
- Observation of procedures/dressings as consented to by the resident.
- Assist residents during meal times, with guidance and supervision from an Aurrum employee.

During placement, students must also:

- Be exposed to all levels of care and services across the home, including dementia where available.
- Report any incidents to the Shift Supervisor or RN as soon as possible, as per Aurrum reporting guidelines, this must be in the same shift.

Diploma and Bachelor of Nursing students are NOT permitted to:

- Care for residents without a facilitator present and without direction from an Aurrum RN/EN.
- Assist with medications or wound dressings without a facilitator or Aurrum RN/EN.
- Attend to manual handling/lifting/transfers, or use equipment, without assistance from two Aurrum employees.
- Use or access eCase unsupervised
- Be alone with a resident in their room
- Discuss any matters with a resident's family member (All enquiries are to be referred to the Registered Nurse in Charge)

2.3 Facilitator Guidelines

Facilitators of Diploma of Nursing and Bachelor of Nursing students are expected to be at the Care Home with their students full time for the duration of their placement.

Facilitators must provide a current police check and their nursing registration to the General Manager.

During their time at the Care home, facilitators may undertake the following tasks, provided they are current Registered Nurses, and the resident does not object:

- Assists students with showering and mobility of residents
- Perform basic observations on residents with students observing
- Perform basic wound care with students observing

Facilitators are not permitted to:

- Access the Aurrum's clinical system eCase without Aurrum employee present
- Care for a resident where the resident indicate that they object.
- Discuss a matters with a resident's family member (All enquiries are to be referred to the Nurse in Charge).

2.4 Issue Resolution

Students will have access to hardcopy feedback forms which are available at the reception area of the Care Home.

For any day to day queries during the placement, the student should discuss matters with their facilitator wither by telephone or in person without delay. If required, the facilitator will address matters

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with the General Manager. The requirement for the facilitators to do this within 24 hours of becoming aware of an issue.

For serious concerns, complaints or if the above process has not resolved the matter the process the student should follow the process outlined below:

- Document their concerns in writing and provide this to their clinical facilitator
- Upon receipt and within 24 hours, the clinical facilitator is required to raise the matter/s with the Aurrum General Manager
- If the concern is about the Aurrum General Manager, the information is to be sent to the Aurrum Culture and People team at careers@aurrum.com.au

3. Documentation Requirements

All placement providers are required to have a signed placement agreement with Human Resources or the delegated department prior to the commencement of the placement. This ensures all obligations are set for both parties prior to the placement.

Each period, the Human Resources Team is responsible for ensuring the approved placement providers have the required insurances in place.

The General Manager is responsible for collecting prior to placement for each student:

- Valid police check
- Immunisation documentation
- Completed Aurrum Manual Handling Competency, Elder Abuse, Handwashing and Fire and Emergencies