# T3.8.b [Name of organisation]

# Whole-of-System Student Clinical Placement (WoSSP) Student code of conduct

## Purpose

The purpose of this code of conduct is to:

* promote respectful student practices and professionalism across all clinical placement interactions
* establish the joint and individual roles and responsibilities of clinical placement staff and students
* ensure the privacy and protection of patient information, interests, rights and needs
* promote student awareness of the expected standards of behaviour, in line with university, professional and organisational requirements
* establish procedures for resolving complaints and disputes

## Respectful professional behaviour and attitudes

Students involved in WoSSP program activities are interacting in workplace and community environments, including patient homes.

You are expected to demonstrate respectful and collaborative practices across all WoSSP clinical placement activities. This includes modelling respectful professional attitudes and behaviour in all interactions with:

* fellow students
* patients and their family members/carers
* educators, invited speakers and WoSSP program staff
* supervisors, service providers and other professionals

You are expected to:

* wear your health service ID and carry your student ID and Police/Working with Children Checks (where appropriate)
* dress appropriately for hospital, clinic and community-based activities.

## Punctuality

You are expected to attend all scheduled WoSSP sessions on time and to be punctual for all community-based learning activities including patient home visits, patient health service appointments and health service visits.

## Participation

Student engagement in the WoSSP program is underpinned by active learning and interprofessional collaboration. You are expected to participate in all WoSSP-related activities in a constructive and cooperative manner and demonstrate responsibility for your own learning.

## Accountability - student absence, lateness and other commitments

All students are expected to demonstrate a commitment to professional accountability for all WoSSP activities.

* You must account for any lateness or absence from WoSSP learning days and related activities.

• If you are late to a WoSSP learning day or scheduled activity without giving notice, you will be marked as absent by the WoSSP clinical educator.

• If you are unable to attend a WoSSP learning day due to illness, you must call or email the WoSSP clinical educator before classes commence at 9 am.

• You may miss a WoSSP learning day or activity if you have a scheduled patient appointment or other commitment, for example, a personal medical appointment. You must give the WoSSP clinical educator 24 hours notice of prior commitments.

• You are not permitted to miss a WoSSP learning day or related activity to attend to other clinical work or to complete subject assessment tasks without the prior permission of the WoSSP clinical educator.

## Use of mobile phones and tablets

You are not permitted to use mobile phones or tablets for personal communications during any educational activity, including service visits, patient home visits and/or patient appointments.

## Resolution of complaints and disputes – individual and joint responsibilities

Students who do not comply with the professional practice standards outlined in this code of conduct will first be counselled by the WoSSP clinical educator. This may result in the matter being referred to your learning institution/academic course coordinator.

All cases involving unacceptable student behaviour will be dealt with on a case-by-case basis. Ongoing or severe breaches will be referred to your learning institution/course coordinator and the matter dealt with in accord with your institution’s relevant student discipline policy.

If you have any concerns, or have experienced or witnessed bullying or unacceptable behaviour from other students, supervisors or staff while undertaking WoSSP-related activities you should firstly report the issue to the WoSSP clinical educator. If you are not satisfied with the outcome, you should direct your concerns to your course coordinator so the matter can be resolved in accordance with your educational institution’s relevant occupational health and safety policies.

If health service staff and supervisors have concerns or complaints regarding any aspect of a student’s behaviour, they should discuss them with:

* the ward/unit/program manager and WoSSP clinical educator, and if agreement cannot be reached, then,
* the relevant senior executive officer from the health service and the course coordinators from the health education provider institution.

*All parties will respond in accordance with their relevant policy requirements to ensure an appropriate and timely outcome*.

## Review

[Insert name of organiser] will arrange an annual meeting to review this policy and related documents about WoSSP placements. The purpose of the annual review is to:

* review the policy framework including, for example, efficacy of the implementation, use of staff time and resources
* provide a forum to consider issues affecting the success of or barriers to student placements
* consider patient, student and staff feedback
* consider any changes to course requirements.

## Compliance

|  |  |
| --- | --- |
| Author: | [WoSSP Steering Group] |
| Last review date: |  |
| Policy number: |  |
| Distribution: | [insert staff distribution list] |
| Approved by: | [Manager] |
| Approval date: | [Date] |