**T3.8.d [Name of organisation]**

**Whole-of-System Student Clinical Placement (WoSSP) Policy**

*Adapt as needed for your health service policy framework and WoSSP clinical placement approach*

**Policy title: Patient selection**

**Parent policy**

Whole-of-system student clinical placements

**Purpose and scope**

The purpose of this document is to:

* establish the framework within which the WoSSP project will provide opportunities for students to work closely with patients and clients of [insert health service] and local G.P. practices.
* establish clear and consistent procedures that promote shared understanding of the patient selection requirements that form part of WoSSP clinical placement activities within [insert health service] and G.P. practices
* identify the joint and individual roles and responsibilities of key staff and students in the patient selection process
* ensure the privacy and protection of patient/client information, interests and needs,
* identify the tasks and outcomes that will underpin the WoSSP patient selection process

**Standard operating procedure**

[Insert health program area/ manager position hosting the WoSSP patient centred care activities e.g. HARP ] assumes overall responsibility identifying suitable patient participants in consultation with the WoSSP clinical educator. Senior clinicians/care coordinators are responsible for inviting selected patients to participate in the WoSSP program. This can be conducted face-to-face or via phone contact.

The WoSSP clinical educator assumes overall responsibility for the coordination and monitoring of patient selection for students attached to the WoSSP Program. The WoSSP clinical educator coordinates and liaises (where required) with [insert health service] senior staff and management (and G.P. clinics) around the selection of patients. The WoSSP clinical educator acts as the first point of contact for all student clinical supervisors and management to facilitate patient selection, address concerns and/or respond to queries.

**Additional Information**

**Patient selection principles**

The patient selection process is informed by a holistic, patient-centred, bio-psycho-social model of health care. The principles and values that underpin and inform the selection or recruitment of patients to the WoSSP program are therefore concerned to positively promote:

* Patient-centred care
* The individual needs, interests, rights and circumstances of each patient/client
* Respectful, accountable and transparent practices with patients
* Patient capacity for self-determination and autonomy
* Consideration of the patient as located within inter-personal, family and broader social/community relationships.

**WoSSP patient/client criteria**

For patients/clients to be considered for selection into the WoSSP program, they must meet all criteria outlined on the WoSSP patient selection checklist.

**Resolution of complaints and disputes**

If [insert health service staff] including senior staff and student supervisors have concerns or complaints regarding any aspect of the patient selection process, they are to be discussed with:

1. The WoSSP clinical educator, and if agreement cannot be reached, then,
2. The relevant executive officer/s from [insert health service] and course coordinators from the partner Institutions [insert university partners].

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

**Related policies and procedures**

*For example:*

* *Occupational health and safety procedures*
* *Placement allocation and reporting procedures*
* *Indemnity agreements*
* *Student placement orientation*
* *Clinical placement evaluation procedures*
* *Resolution of complaints and disputes*

**WoSSP policies and procedures**

* Student code of conduct
* Patient/client selection policy
* Patient/client home visits and appointments procedure
* Patient/client handover procedure

**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]* |