

WORK INTEGRATED LEARNING DECLARATION

INTRODUCTION

School of Health students, who are undertaking a clinical/professional practice experience placement, laboratory and/or field activity (placement) as a requirement of a program of study, must sign a Work Integrated Learning (WIL) Declaration at the commencement of your program. The purpose of this Declaration is to ensure that you are aware of your rights and responsibilities while undertaking WIL for the duration of your degree.

WIL can also be referred to as Clinical Placement and/or Professional Experience Practice (PEP). For the purpose of this document all matters to do with Clinical Placement will be referred to as WIL.

The 'declaration' requires completion and submission via uploading the document into InPlace in accordance with the School of Health guidelines.

[Link](#) [Clinical Guidelines for 2021](#)

The Clinical Practice/Program Coordinator of your program will discuss any additional arrangements and support that you may require. The completed declaration will remain accessible to you through InPlace for the duration of your degree.

Important Note:

Any student under the age of 18 years enrolled in Programs that include WIL must have the written consent from their parent or guardian when completing this Declaration. You will not be permitted to undertake your WIL if a completed and signed Declaration has not been received by the University.

EXPLANATORY NOTES

Prior to completing and signing the WIL Declaration, you should carefully read the Explanatory Notes (Section 1 – 5) in conjunction with the Standardised Student Induction Protocol - Victoria State Government Health and Human Services and the "Best Practice Clinical Learning Environment Framework (BPCLE)":

[Link](#) [Standardised Student Induction Protocol](#)

[Link](#) [Best Practice Clinical Learning Environment Framework](#)

Section 1: Personal Details

You must ensure that you keep your personal details up to date via my Student Centre (mySC) including emergency contact details.

[Link](#) [my Student Centre](#)

Personal information is collected by Federation University in relation to WIL to assist in enabling you to participate in the program and administration processes. Failure to provide the Federation University with the requested information will result in you not being allocated WIL.

Some of your personal information including your name, student number, photo, contact email address and information regarding any special requirements will be disclosed to the relevant healthcare provider where WIL is being undertaken. The provider will be informed that they are bound by the privacy provisions of Federation University in relation to the use, disclosure and storage of personal information.

The healthcare provider may use your de-identified personal information (that is information that does not readily identify an individual) for WIL research and statistical purposes.

The healthcare provider will ensure that the data will:

- be protected;
- not be provided to unauthorised third parties;
- only be used for the stated purposes; and
- remain de-identified.

Your personal information will only be used or disclosed for the primary purpose for which it is collected. Information will be managed in accordance with the *Personal Information Protection Act 2004* and the Federation University Information Privacy webpage. If you have any concerns or questions regarding how your information is being used by Federation University or to access your personal information, contact the University on;

Phone 1800 FED UNI - 1800 333 864

Online University support link

Link https://fred.federation.edu.au/?_ga=2.42285926.213016242.1603664166-1693160410.1484803322

Link [Information Privacy](#)

Federation University may be required to provide your name, course information, healthcare provider details, commencement and completion dates to the Commonwealth Government for funding purposes. Failure to consent to the transfer of this information will result in you not being permitted to undertake WIL. Further information including the Privacy Policy for the Commonwealth Government and a contact person will be provided to you via email when the data collection commences.

Section 2: Code of Professional and Ethical Conduct

The Health Practitioner Regulation National Law (Victoria) Act 2009, requires any students enrolled in AHPRA registered programs to be registered with the appropriate National Board. Students must abide by their Code of Conduct Standards for Practice, Code of Ethics, Mandatory Reporting Guidelines and Social Media Policy. Please see AHPRA website for specific disciplines of Nursing, Midwifery, Paramedicine, Occupational Therapy and Physiotherapy.

Link [Health Practitioner Regulation National Law \(Victoria\) Act 2009](#)

Link [Nursing and Midwifery Board of Australia](#)

Link [Occupational Therapy Board of Australia](#)

Link [Paramedicine Board of Australia](#)

Link [Physiotherapy Board of Australia](#)

Federation University will notify the appropriate AHPRA Boards upon successful completion of the appointed degree on behalf of students, to be registered as healthcare professional on the National Board's register.

Section 3: Mandatory Documents

All accreditation standards require mandatory reporting which requires any health professional or education provider to report according to the relevant National Boards Mandatory Reporting Guidelines.

Australian healthcare agencies and non-government organisations require all staff, students and volunteers who deal with sensitive information apply for a current Police Check (PC) annually and Working with Children Check (WWCC) in accordance with Public Safety and National Law. This applies to students who come into contact with children, elderly and vulnerable people during WIL placements. Additional mandatory documents below see numbers 2 – 9.

Students are required to upload certificates/mandatory documents into InPlace and are to carry copies of these to WIL placements. Venues can request to view these documents at any time.

The School of Health has determined that all students enrolled in programs requiring AHPRA approval will require the following documentation;

1. Police Check – fit2work

In accordance with Federation University Police Check processes and Standardised Student Induction Protocol - Victoria State Government Health and Human Services (link on page 2 – Explanatory Notes), students are required to obtain a current National Police Certificate to be provided upon enrolment in your course and annually every year. When you apply for a National Police Record Check you will receive a National Police Certificate.

In addition, international students and students who have been a citizen of or have resided in another country since turning 16 years of age must provide a Police Check Certificate from the country of birth or country of residence.

If you commit an offence during your course of study you are required to immediately notify; APRHA where applicable and/or your case may be referred to the Clinical Practice/Program Coordinator, School of Health. The Clinical Practice/Program Coordinator may require you to undertake a new PC.

Students with an existing disclosure on their PC will need to undergo an interview with the healthcare provider to which the student is allocated for WIL placement. It will be at the discretion of the healthcare provider to determine whether they will accept or decline the student. Please check Federation University website for further information.

Link [Police Check processes](#)

2. Working with Children Check

Then applying for WWCC select volunteer, students can upload an email copy of your confirmation of application into InPlace for verification. When you receive a Working with Children Registration card upload this into InPlace. Please check Federation University website for further information.

Link [Working with Children Checks Policy and Procedure](#)

3. Aged Care Statutory Declaration

A Commonwealth of Australia Statutory Declaration is required for students completing a WIL placement in an aged care setting. Please note; you will be working within Aged Care Quality Standards (2019) and this must be abided by.

Link [Aged Care Statutory Declaration Form](#)

Link [Aged Care Quality Standards \(2019\)](#)

4. Immunization Verification Form

The Victorian Government and Health Agencies mandate that you provide an up to date Immunization Verification Form prior to commencing WIL.

Link [Immunisation Verification Form](#)

5. Medical Declaration and Reasonable Adjustment Request Form for Student WIL

All students undertaking WIL at Federation University are required to download, complete, sign and upload the Clinical and Work Integrated Learning (WIL) Medical and Disability Declaration Form to their student profile page on InPlace.

Link [Medical Declaration and Reasonable Adjustment Request Form](#)

Link [InPlace](#)

6. Consent Form to Hold and Release Student Information

All students undertaking WIL at Federation University are required to download, complete, sign and upload the Consent Form to Hold and Release Student Information to their student profile page on InPlace.

Link [Consent Form to Hold and Release Student Information](#)

7. Flu Vaccination

Students undertaking WIL at Federation University are recommended to have yearly FluVax. This is mandatory WIL requirement for the majority of our industry partners and is the student's responsibility.

8. First Aid Certificate; Occupational Therapy (OT) and Physiotherapy students only

OT and Physiotherapy students are to complete a First Aid Course as a part of your program requirements. On completion of this course your certificate is to be uploaded into InPlace. Refer to Moodle for more details or contact the Program Coordinator for further advice.

Nursing, Paramedicine and Midwifery students cover first aid within their program therefore are not required to complete a First Aid Course.

9. Hand hygiene certificate

All health professionals are required to complete the online DHHS hand hygiene competency.

Link <https://www.hha.org.au/>

Section 4: Risk, Health and Safety

Students are required to read and become familiar with the Federation University Risk, health and safety webpage in relations to incident, accident, injury and student insurance. If you are injured or have an accident while undertaking WIL you will be required to follow the guidelines of the agency, notify the Clinical Practice/Program Coordinator and complete the Federation University Risk Injury Report Form.

Link [Federation University Risk, Health and Safety](#)

Link [Federation University Risk Injury Report Form](#)

Section 5: Safety in Practice Inherent Requirements

In accordance with Federation University, WIL Policy and Procedures all students required to undertake WIL are to establish and maintain their medical, physical and psychological capacity to practice safely. In order to meet the Federation University Risk, health and safety (link above) requirements students are to read the Federation University Inherent Requirements document and declare your capacity to safely undertake WIL in all the domains below.

Link [Inherent Requirements](#)

Link [WIL Policy and Procedure](#)

Domains;

- Ethical behaviour
- Behavioural stability
- Legal requirements
- Communication
- Cognition – knowledge, literacy and numeracy skills
- Sensory abilities – visual, auditory and tactile
- Strength and mobility – Gross motor, fine motor and sustainable performance

English Language requirements for International students only

- Have an English language IELTS score of 7.0 or above

If you answer YES to any of the items in the Inherent Requirement (link on the bottom of page 5) document you are required to consult with a Medical Practitioner. Declaration of a medical, physical and/or psychological condition will not automatically exclude students from undertaking WIL, however you will need to liaise with your Clinical Practice/Program Coordinator in conjunction with the Federation University Disability and Learning Access Unit.

Link [Disability and Learning Access Unit](#)

Link [Equality and Diversity](#)

Federation University is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in WIL as long as safety requirements are not compromised. Students need to identify their protected attributes as per Federation University Policy and Procedures.

Link [Protection from discrimination at work](#)

Protected attributes might relate to family circumstances or responsibilities, your state of health, disability, cultural or spiritual requirements. The Clinical Practice/Program Coordinator will discuss possible options with you and if necessary, negotiate any additional arrangements and support that may be required. Special Consideration applications must be submitted prior to the semester to ensure that placement allocations can be prioritised for those with protected attributes.

Your health information will only be used for the direct purpose for which it is collected. The information provided by you may be disclosed to the relevant healthcare provider at which you are undertaking your WIL. In this case the relevant provider will be informed that they are bound by the privacy conditions of the Federation University, and that they are required to contact you in relation to the use, storage and disclosure of your health information. If you do not provide the information requested you may be refused WIL.

NOW THAT YOU HAVE READ THROUGH THE EXPLANATORY NOTES PLEASE COMPLETE THE WORK INTEGRATED LEARNING DECLARATION.

DECLARATION

Program Name and Code:

Section 1: Personal Details

Name:

Student ID Number:

Date of Birth:

Residential Address:

Postcode:

Phone Home:

Phone Mobile:

PRACTICE POLICY

PLEASE mark all boxes to acknowledge your adherence to compliance items.

Section 2: Code of Professional and Ethical Conduct

- I have read and agree to comply with the principles and rules set down in AHPRA Professional Boards Codes applicable to my discipline.
- I have read and agree to comply with the principles and rules set down in AHPRA's Regulatory Board for *Code of Conduct, Code of Ethics, Professional Standards* and *Social media policy* (mark the box that applies to you below)
 - Nursing Paramedicine
 - Midwifery Occupational Therapy
 - Nursing / Midwifery Physiotherapy
 - Masters of Health

Section 3: Mandatory Documents

- I have read and complied with the Federation University Police Check Processes.
- I will provide a copy of my National Police Certificate to individual healthcare providers upon request.

If I commit an offence during the course of study, I will immediately notify:

- Australian Health Practitioner Regulation Agency via: AHPRA - Form - NOCE-00 - Notice of certain events
- WIL Coordinator/Administrator and apply for a new National Police Certificate if required by the Overall Coordinator School of Health
- I have complied with the FedUni Working with Children Check (WWCC) and completed a Working with Children Registration.
- I agree to provide a copy of my Working with Children Registration Card or letter to individual healthcare providers upon request.
- I have read and complied with the Federation University Aged Care Statutory Declaration.
- I have read and complied with Federation University Immunization Verification form.
- I have complied with the Immunisation requirements by uploading my Immunisation Verification Form to InPlace and agree to maintain possession of the form.
- I will immediately notify the WIL Coordinator/Administrator if my infection status changes.
- I have documented evidence of immunisation as required and will provide to individual healthcare providers upon request.
- I have read and complied with the Federation University First Aid Certificate if required for my program. (Physiotherapy and OT students only)
- I have read and complied with the Federation University Clinical and Work Integrated Learning (WIL) Medical and Disability Declaration Form.
- I have read and complied with the Federation University Consent Form to Hold and Release Student Information
- I will submit all mandatory documents as listed above and upload into InPlace.

Section 4: Risk, Health and Safety

- I have read and understood the Federation University Risk, Health and Safety policy and procedure relating to incidents, accident and injury and student insurance located at Risk, Health and Safety.

Section 5: Safety in Practice Inherent Requirements

- I have read and understood the Inherent Requirements document and I will disclose any existing health issue/s (disability, impairment or condition), which may detrimentally affect my capacity to safely undertake WIL. I will immediately notify the Clinical Practice Coordinator/Administrator/or Program Coordinator and provide a Healthcare Professional Certification form completed by a Medical Practitioner as required.

SUPPORT TO MEET WIL REQUIREMENTS

- In accordance with specific course requirements students are allocated to WIL, subject to availability Students will be expected to attend WIL placements in regions away from their place of residence when required

CONFIDENTIALITY STATEMENT

In relation to my WIL, I agree to:

- Maintain confidentiality of information, including clients, staff and workplace procedures;
- Ensure the anonymity of clients when writing up case notes or any other documentation produced as part of my WIL and
- Sign a workplace specific Confidentiality Agreement if required by the Healthcare provider.

STUDENT DECLARATION

I have read and understood the policies, guidelines and procedures outlined in this declaration, and I am aware of the requirements of the WIL, laboratory and/or field activity. The special conditions relating to this/these have been outlined and I have agreed to meet them.

I agree to advise the Clinical Practice Coordinator/Administrator or Program Coordinator immediately of any change to my circumstances, which are likely to impact upon my ability to practice safety throughout the period of my study.

Upon signing this declaration, you are confirming that you have read and comply with all items pertained in this declaration related to the WIL.

(Signature of Student)

(Date)