

Student Clinical Placement Agreement Policy

1. Purpose

The purpose of the Student Clinical Placement Agreement (SCPA) Policy is to outline the minimum requirements for Health Service Providers to facilitate clinical placements for students.

Student clinical placements are a requirement for course qualifications in a number of health-related professions in Western Australia including medicine, dentistry and oral health, nursing and midwifery and allied health and health sciences.

This Policy is a mandatory requirement under the *Clinical Teaching and Training Policy Framework* pursuant to section 26(2)(d) of the *Health Services Act 2016*.

2. Applicability

This Policy is applicable to Health Service Providers.

3. Policy requirements

SCPAs are to be negotiated and maintained between Health Service Providers and Education Providers as the relevant legal entities.

Health Service Providers must ensure:

- A SCPA is in place with the relevant Education Provider prior to booking or accepting student clinical placements
- All SCPAs are approved by the Health Service Provider Authorised Officer
- The SCPA template is used for new SCPAs or expired SCPAs requiring renewal
- Staff who are employed concurrently at both an Health Service Provider and an Education Provider do not engage in the negotiation of agreements
- SCPAs are managed and administered appropriately.

The standardised [Student Clinical Placement Agreement template](#) (including Schedules) [Student Clinical Placement Agreement Template Schedule](#) sets out the terms and conditions upon which Health Service Providers will provide students of the Education Provider with placements in their Health Service. The SCPA template (including Schedules) details:

- The arrangements under which the Education Provider staff and students may have access to the premises and facilities controlled by the Health Service Provider

- The training and supervisory services that the Health Service Providers will provide to students and the fees that the Education Provider will pay for the provision of those services
- Health Service Providers are to complete all new SCPAs or expired SCPAs requiring renewal in accordance with the SCPA template.

There is flexibility for Health Service Providers to include site or profession specific requirements within the Schedules of the SCPA template. If deemed necessary, the SCPA template may be modified by Health Service Providers, through the Schedules, providing it maintains the scope and intent of the clauses within the template.

Appropriately accredited Education Providers located within Australia are eligible to request a SCPA with a Health Service Provider. While a SCPA is a precondition to an Education Provider requesting student placements at a specific hospital or health service, the SCPA itself does not guarantee that such placements will be available; that decision sits with the relevant Health Service Provider.

The SCPA template should not be used to enter into agreements with overseas Education Providers and legal advice should be sought from either Legal and Legislative Services or the General Counsel at the Health Service Provider on any student placements for students from an overseas Education Provider. Similarly, legal advice should be sought in situations whereby students are seeking to arrange their own clinical placements.

Health Service Providers are responsible for administration of the Agreements and must maintain records of all SCPAs and their compliance to this Policy.

4. Compliance monitoring

Health Service Providers are responsible for ensuring compliance with this Policy.

The Assistant Director General, Clinical Excellence Division will request that Health Service Providers submit compliance evidence in relation to the requirements of this Policy.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- [Student Clinical Placement Agreement Template](#)
- [Student Clinical Placement Agreement Template Schedule](#)

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A.

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Agreement	Completed and authorised Student Clinical Placement Agreement (including the Schedules).
Authorised Officer	Authorised Officer means, for the: <ul style="list-style-type: none">Health Service Provider, the Chief Executive or another delegate of the Health Service Provider
Health Service Provider	A Health Service Provider established under s.32 of the <i>Health Services Act 2016</i> which includes North Metropolitan Health Service (NMHS), South Metropolitan Health Service (SMHS), Child and Adolescent Health Service (CAHS), WA Country Health Service (WACHS), East Metropolitan Health Service (EMHS), PathWest Laboratory Medicine (PathWest) and Health Support Services (HSS).
Education Provider	The individual university, registered training organisation or TAFE College, responsible for the delivery of education or training.
Template	The standardised Student Clinical Placement Agreement template (including the Schedules).

8. Policy contact

Enquiries relating to this Policy may be directed to:

Title: Chief Medical Officer

Directorate: Clinical Excellence Division

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9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment(s)
MP 0026/16	30 June 2016	30 June 2016	January 2021	18 February 2021	Original version
MP 0026/16 v2.0	18 February 2021	18 February 2021	February 2024	Current	Amend to include Related document and transition the Policy from the Legal Policy Framework to the Clinical Teaching and Training Policy Framework.

10. Approval

Initial approval	Dr David Russell-Weisz, Director General, Department of Health
	28 June 2016
Current version approved	Nicole O’Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
	16 February 2021

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