



NORTHERN TERRITORY
RURAL UNDERGRADUATE SUPPORT and COORDINATION PROGRAM
(NT RUSC)

STUDENT PLACEMENT AGREEMENT

University:

Dates of Placement:

NTGPE through the Remote Undergraduate Support and Coordination (RUSC) Program will arrange and meet the expenses of:

1. Accommodation costs or part there of for the student during their orientation program and subsequent placement.
2. Travel to and from their RUSC community placement within the Northern Territory.
3. Academic and logistical support during their placement.
4. Weekly telephone tutorials with a Medical Educator, Cultural Educator and the RUSC Coordinator.

Terms of Reference

For the purposes of this document it is commonly accepted that the words, phrases or titles hold the following meanings:

The Student:

The applicant currently engaged in higher education studies in medicine that has formally accepted an offer of place with the RUSC Program.

The University Supervisor: The person responsible for organising and/or facilitating student clinical placements from the student's university.

The NT RUSC Coordinator: The person responsible for the administration and coordination of the NT RUSC program provided by NTGPE.



This Agreement is a legally binding document. By signing this document all parties accept knowledge of and agree to the terms, roles and responsibilities outlined herein. All parties should read this document carefully and sign. No placement shall occur without this agreement being completed.

1.0 The Student

- 1.1** The Student is responsible for the timely return of all paperwork requested and understands that not returning paperwork within the allotted timeframes may result in their application being cancelled or postponed.
- 1.2** The Student must provide written evidence that s/he is covered by professional indemnity and personal accident/injury insurance by the University and/or a private insurer before coming to the Northern Territory because the RUSC Program and the Health Service do not provide any indemnity or insurance cover to the Student for any activities engaged in under the Program.
- 1.3** The Student accepts full responsibility for personal immunisation and tuberculosis testing.
- 1.4** The Student accepts sole responsibility for any ailment contracted during their placement as a direct or indirect result of not being adequately immunised prior to commencement of their placement as recommended by NTGPE.
- 1.5** The Student will not take charge of any government vehicles or independent health service vehicles, with the exception of Katherine West Health Board vehicles.
- 1.6** Should the student take control of a private vehicle s/he must be aware that in the Northern Territory a non-Territory resident who is at fault in a motor accident will not have access to medical expenses and compensation of the NT.
- 1.7** The Student agrees to declare all other grants, bursaries, scholarships, etc received for placement through this program.
- 1.8** The Student understands that s/he is not an employee of the health service to which they are attached and as such may not accept remuneration for any of the activities they undertake there and, therefore, in the event of an injury s/he is not entitled to worker's compensation.
- 1.9** The Student recognises they have privileged visitor status while living and working in the Aboriginal community and agrees to observe and respect the laws, customs and culture of that community while on Aboriginal land.

- 1.10 The Student must participate in all sessions during the orientation and debrief programs.
- 1.11 The Student will conform to accepted standards of behavior in accordance with their professional status as members of the medical profession and abide by all policies and procedures as set by the host medical practice or clinic.
- 1.12 The Student must ensure that all staff and patients are aware of their status at all times and must respect a patient's right not to be examined by a medical student.
- 1.13 The Student agrees to undertake a minimum four-week placement in the Top End or five weeks in Central Australia with the exception of returning John Flynn Scholars.
- 1.14 The Student agrees to at all times follow the direction of their placement supervisor and understands that failure to do so may result in the termination of their placement.
- 1.15 The Student agrees to follow occupational health and safety procedures as set by the host medical practice or clinic.
- 1.16 It is legislated in the Northern Territory that the CARPA Manual can be used to treat and manage patients by Aboriginal Health Workers and Remote Area Nurses. At no time may a student use the CARPA Manual to treat & manage patients unless explicitly directed to by their placement supervisor for each patient and or patient encounter.
- 1.17 The Student will remain mindful at all times that the Placement Supervisor is responsible for all clinical work undertaken by the Student.
- 1.18 The Student will not perform any clinical procedure, treatment or manage a patient without the express permission and or supervision as directed by the Placement Supervisor.
- 1.19 The Student may only participate in after hours clinical activities with supervision and the express permission of the placement supervisor; e.g., after hours clinic call-outs.
- 1.20 The Student, because of their unregistered status, understands that they cannot sign:
 - a) X-ray and pathology request forms
 - b) Birth certificates
 - c) Death certificates
 - d) Medical certificates for unfitness to work
 - e) Reports regarding the medical condition of patients, including discharge summaries
 - f) "Notification of Infectious Disease" forms
 - g) Work Cover Certificates
 - h) Prescriptions.
 - i) Medicare bulk billing slips

- 1.21** The Student must not give information to the media or publish any material gained, particularly photographs, during their experience in the Northern Territory without the permission of NTGPE Ltd. This includes any research that may be done during their placement period.
- 1.22** The Student must take all reasonable and necessary precautions to maintain confidentiality of any and all sensitive information gained during the NT RUSC Placement, except to the extent that they are required by a court of law to disclose it.
- 1.23** The Student must report all injuries, work-related or otherwise, to the NT RUSC Program Coordinator at NT General Practice Education immediately.
- 1.24** The student will report any problems that arise during the placement to the RUSC Program Coordinator immediately.
- 1.25** The Student will not conduct research without receiving prior written authorisation from NTGPE and the host community government (where placed in an Aboriginal community).
- 1.26** The Student must participate in an exit interview following their placement and prior to departure from the Northern Territory.
- 1.27** The Student must complete an evaluation questionnaire provided by NTGPE at the end of their placement.
- 1.28** At Orientation, (Top End, during the wet season) students will be provided with a copy of NTGPE's Severe Weather Policy. Students will adhere to the policy at the direction of the RUSC Coordinator.
- 1.29** The Student must complete the RUSC Student Workbook unless previously completed on a separate RUSC placement, as well as Fax Back Supervision Sheet.
- 1.30** Students who practice outside the scope set within this agreement for RUSC students have the potential to:
 - a) Be removed from their placement location to another location
 - b) Be removed from their placement location and returned to their university
 - c) Undergo counseling and or further training
 - d) Have a report sent to their university

2.0 The University Supervisor

- 2.1 The University Supervisor is aware of the current Memorandum of Understanding regarding student placements in remote Aboriginal communities between NTGPE and their University.
- 2.2 The University Supervisor endorses the student's participation in the NT RUSC Program as part of their course requirements.
- 2.3 The University Supervisor will provide the NT RUSC Coordinator with current insurance documentation relating to the University's indemnity and personal accident/injury cover for students while on placement that has not already been received by NTGPE.
- 2.4 The University Supervisor will endorse in writing only students of good standing to the NTGPE RUSC Program.
- 2.5 The University Supervisor is witness to the student having signed this agreement or can verify that the student has signed this document with the student's own signature.

3.0 The RUSC Program Coordinator

- 3.1** The RUSC Program Coordinator maintains the right to reassign students to a different placement at anytime during the placement should problems and or unforeseen circumstances arise at the assigned placement that would otherwise compromise the student, the clinic or NTGPE.
- 3.2** The NT RUSC Program Coordinator will maintain contact with students throughout the placement.
- 3.3** The NT RUSC Program Coordinator will work with the student and clinic staff to resolve difficulties as they arise.
- 3.4** The NT RUSC Program Coordinator will coordinate and pay for all travel and accommodation associated with the RUSC Program in Northern Territory.
- 3.5** The NT RUSC Program Coordinator will facilitate the orientation of students prior to the commencement of the student's placement.
- 3.6** The NT RUSC Program Coordinator will provide all students with emergency contact details.
- 3.7** The NT RUSC Program Coordinator will ensure all Placement Supervisors are aware of their responsibility for all clinical work undertaken by the student/s. The NT RUSC Program Coordinator will maintain regular contact with the placement supervisor to ensure appropriate communication and to ameliorate any difficulties as they arise.
- 3.8** NT RUSC Program Coordinator will reinforce to all students the penalties for practicing outside the scope set for RUSC students within this Agreement, as well as any behavior regarded as inappropriate by NTGPE or placement location staff.



STUDENT PLACEMENT AGREEMENT

Student Name (please print)

Placement Dates

This Agreement will be signed by:

- Student
- University Supervisor
- NTGPE RUSC Program Coordinator

I hereby declare that I have read and understood the Student Placement Agreement and agree to abide by the obligations and duty of care requirements as applicable to myself herein.

Name: _____ Signed: _____
(Student) (Student)

Date: __/__/__

Name: _____ Signed: _____
(University Supervisor) (University Supervisor)

Date: __/__/__

Name: _____ Signed: _____
(NT RUSC Program Coordinator) (NT RUSC Program Coordinator)

Date: __/__/__

PLEASE NOTE: Students should be aware that this form is to be returned at least than 30 days before the placement commencement. Keep a copy of this agreement for your reference.

Sign and return to:

NT RUSC Program Coordinator
Northern Territory General Practice Education
PO Box u179
Charles Darwin University
Casuarina NT 0815

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