



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 for Health Service Providers under the *Workforce and Employment Policy Framework* pursuant to section 26(2)(d) of the *Health Services Act 2016*.

2. Applicability

This policy is applicable to Health Service Providers.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

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 a 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 the [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. Health Service Providers are to complete all new SCPAs or expired SCPAs requiring renewal in accordance with the SCPA template.

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.

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. The number of placements provided remains the decision of the relevant Health Service Provider.

The SCPA template must not be used to enter into agreements with overseas education providers. Legal advice must 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 must 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 appropriate records of all SCPAs.

4. Compliance Monitoring

The Office of the Chief Medical Officer, on behalf of the System Manager, will monitor compliance of this policy by requiring that Health Service Providers provide an annual report on the number of new and existing agreements entered into with education providers by 30 June to chiefmedicalofficer@health.wa.gov.au.

The System Manager may also conduct annual compliance audits of Health Service Providers and request copies of SCPAs to ensure alignment with policy requirements.

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 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

Email: chiefmedicalofficer@health.wa.gov.au

9. Document Control

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

MP 0026/16 v.2.1	12 April 2022	February 2024	Minor amendment as described below.
Amendment to Supporting Information: Inclusion of Independent Hospital Pricing Authority (Table 1. pp. 30-31) link.			
MP 0026/16 v.2.2	14 September 2023	February 2024	Minor amendment, details below.
Update policy template and remove Supporting Information: Inclusion of Independent Hospital Pricing Authority (Table 1. pp. 30-31) link as the document no longer exists.			
MP 0026/16 v.3.0	15 May 2024	May 2027	Policy review and amendments, details below.
<ul style="list-style-type: none"> • Applicability section amended to include a statement on contracted health entities. • Policy requirements section amended to clarify the process for completing new SCPAs or expired SCPAs that require renewal, along with the number of available placements. • Compliance monitoring section amended to align with mandatory policy governance requirements. • Related document 'Student Clinical Placement Agreement Template' amended to align with relevant workplace conduct and fit testing policy requirements. 			
MP 0026/16 v.3.1	3 July 2024	May 2027	Minor amendment as listed below.
<ul style="list-style-type: none"> • Related document: Student Clinical Placement Agreement Template updated to a word template. 			

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	28 June 2016

This document can be made available in alternative formats on request for a person with a disability.

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