

Placement Agreement

NTGPE through the John Flynn Scholarship Program will arrange and meet the expenses of:

1. Accommodation for the Student during their orientation program and subsequent placement.
2. Travel to and from their community placement within the Northern Territory.
3. Academic and logistical support during their placement.
4. Weekly telephone tutorials with a Medical Educator, Cultural Educator.

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 who has formally accepted an offer of place with the JFS Program.

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

This Agreement is a legally binding agreeing to this, all parties accept knowledge of and agree to the terms, roles and responsibilities outlined herein. All parties should read this section carefully. No placement shall occur without this section being checked.

The Student

The Student is responsible for the timely return of all paperwork requested and understands that not returning paperwork within the allotted timeframes will result in their application being cancelled or postponed.

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 JFS Program and the Health Service do not provide any indemnity or insurance cover to the Student for any activities engaged in under the Program.

The Student will provide evidence that s/he is registered with Australian Health Practitioner Regulation Agency (AHPRA) prior to the commencement of their placement.

The Student will be responsible for obtaining a “Working with Children Ochre Card” and NT Police Check prior to arriving in the NT at their own expense. Not obtaining these will result in the placement being cancelled and notification being send to ACRRM.

The Student accepts full responsibility for personal immunisation and tuberculosis testing. This is to protect yourself and the community from communicable disease.

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.

The Student will not take charge of any government vehicles or independent health service vehicles, with the exception of Katherine West Health Board vehicles.

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.

The Student agrees to declare all other grants, bursaries, scholarships, etc received for placement through this program.

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.

The Student recognises s/he has 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.

The Student must participate in all sessions during the orientation and debrief programs.

The Student will conform to accepted standards of behaviour 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.

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.

The Student agrees to undertake a minimum three week placement with the exception of returning John Flynn Scholars.

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.

The Student agrees to follow occupational health and safety procedures as set by the host medical practice or clinic.

The Student agrees to follow the Central Australian Rural Practitioners Association Standard (CARPA) Treatment Manual at all times.

The Student will remain mindful at all times that the Placement Supervisor is responsible for all clinical work undertaken by the Student.

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.

The Student may only participate in after hours clinical activities with supervision and the express permission of the placement supervisors; e.g., after hours clinic call-outs.

The Student, because of their unregistered status, understands that s/he cannot sign:

- a) X-ray and pathology request forms*
- b) Birth certificates*
- c) Death certificates*
- d) Medical certificates for unfitness for 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*

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.

The Student must take all reasonable and necessary precautions to maintain confidentiality of any and all sensitive information gained during the NT JFS Placement, except to the extent that s/he is required by a court of law to disclose it.

The Student must report all injuries, work-related or otherwise, to the NTGPE office immediately.

The Student will report any problems that arise during the placement to the JFS Program Manager immediately.

The Student will not conduct research without receiving prior written authorisation from NTGPE and the host community government (where placed in an Aboriginal community).

The Student must participate in an exit interview following their placement and prior to departure from the Northern Territory.

The Student must complete an evaluation questionnaire provided by NTGPE at the end of their placement. 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 JFS Manager.

The Student must complete the Fax Back Supervision Sheet.

Students who practice outside the scope set within this agreement for JFS Students have the potential to:

- be removed from their placement location to another location
- be removed from their placement location and returned to their university
- undergo counselling and or further training
- have a report sent to their university

The JFS Program Manager

The JFS Program Manager 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.

The NT JFS Program Manager will maintain contact with Students throughout the placement.

The NT JFS Program Manager will work with the Student and clinic staff to resolve difficulties as they arise.

The NT JFS Program Manager will coordinate and pay for all travel and accommodation associated with the JFS Program in Northern Territory.

The NT JFS Program Manager will facilitate the orientation of Students prior to the commencement of the Student's placement.

The NT JFS Program Manager will provide all Students with emergency contact details.

The NT JFS Program Manager will ensure all Placement Supervisors are aware of their responsibility for all clinical work undertaken by the Student/s.

The NT JFS Program Manager will maintain regular contact with the placement supervisor to ensure appropriate communication and to deal with any difficulties as they arise.

NT JFS Program Manager will reinforce to all Students the penalties for practicing outside the scope set for JFS Students within this Agreement, as well as any behaviour regarded as inappropriate by NTGPE or placement location staff.