

Work Experience

Human Resources Policy

Effective Date: April 2008

1 PURPOSE

To outline the conditions applying to district health services who participate in work experience programs.

2 APPLICATION

This policy applies to district health services who participate in work experience programs.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

Nil

6 SUPERSEDES

- IRM 1.5-1 Work Experience

7 POLICY

District Managers are to ensure that managers with responsibility for work experience placements are fully aware of the conditions applying to work experience programs.

As a result of work experience programs, there is to be no increased risk to patient safety or privacy.

8 APPLYING THE POLICY

8.1 Conditions Applying to Work Experience Programs

The following conditions apply to work experience programs:

- There is no unsupervised individual patient contact.
- There is no personal access allowed to patients records.
- Students do not receive any payment.
- Students have parental permission to undertake a work experience program

- Students are informed by the HR Manager or delegate that:
 - They are not covered by any insurance applicable to Queensland Health employees.
 - It is the responsibility of either their schools, their training providers or themselves to provide any insurance necessary.
- The participation of students in work experience programs is at the discretion of The District Manager.

9 HISTORY

This policy dated April 2008 was developed as a result of the HR Policy Framework consolidation.