

Health Employment Directive No. 05/23

Effective Date:
21 November 2023

Supersedes:
HED 05/22

Employment framework - Students in Medicine

1. Compliance

Compliance with this Health Employment Directive (HED) is mandatory.

2. Purpose

The purpose of this HED is to specify the conditions of employment for Students in Medicine employed within Hospital and Health Services (HHSs), to ensure consistency in the application of employee entitlements including:

- i. Employment arrangements;
- ii. Remuneration for Students in Medicine employed by Queensland Health; and
- iii. Establish the governance requirements applicable to Students in Medicine, including scope of duties and the medical supervision arrangements.

3. Legislative Provision

Section 51A of the *Hospital and Health Boards Act 2011* (the Act).

4. Application

This HED applies to all Students in Medicine employees engaged under the Act in Hospital and Health Services.

5. Related documents

- [Orientation, induction and mandatory training HR Policy G6](#)
- Medical Officers' (Queensland Health) Certified Agreement (No 6) 2022 ("MOCA6"), or replacement agreement
- Medical Officers (Queensland Health) Award - State 2015
- Queensland Government Indemnity Guideline
- Student in Medicine role description

Directive:

6. Terms and conditions of employment

The Director-General, in accordance with section 45(g) of the *Hospital and Health Boards Act 2011*, may establish the conditions of employment for health service employees.

Students in Medicine may be engaged to work exclusively within the public health sector in Hospital and Health Services.



Hospital and Health Services must not engage Students in Medicine in a manner contrary to this HED without the approval of the Director-General. Any proposed revision to the Student in Medicine duties as outlined in Schedule One and the Student in Medicine role description must be endorsed by the Chief Medical Officer, prior to Director-General approval.

Students in Medicine will be employed on a casual basis and may be required to work weekend hours.

Rostering of Students in Medicine must be managed to avoid fatigue and give priority to the student's medical school responsibilities and academic clinical placements. Medical students undertaking a Student in Medicine role are encouraged to speak with their medical school for advice on appropriate hours of work, to ensure medical program expectations are not compromised.

6.1 Governance framework – practice arrangements and supervision

The practice activities for Students in Medicine as outlined in Schedule One may only occur in the Queensland public health sector and are to be conducted under supervision of a health professional, or other officer as designated by the clinical team leader, and in accordance with the Student in Medicine role description.

The engagement of a Student in Medicine and the duties undertaken in accordance with this HED are distinct from the tertiary (i.e. university) curriculum and the student's clinical placement requirements for completion of an undergraduate or postgraduate medical education program. There is no relationship to or credit towards clinical placement hours for individuals employed as a Student in Medicine.

Students in Medicine must complete mandatory clinical training and induction as prescribed by the Hospital and Health Service in which they are engaged. In addition, Students in Medicine must complete the following training modules within 14 days of commencement:

- Work health and safety
- Occupational violence prevention fundamentals
- Code of conduct.

6.2 Casual appointment

Students in Medicine will be employed on a casual arrangement and will not be engaged on a permanent part-time or full-time basis.

6.2.1 Remuneration

Students in Medicine will be remunerated at a base rate equivalent to 80% of an Intern Level 1 as outlined in the Medical Officers' (Queensland Health) Certified Agreement (No 6) 2022 ("MOCA6"), as replaced from time to time.

With the exception of the above clause, the Student in Medicine will be entitled to the same entitlements as an intern as detailed in the Medical Officers (Queensland Health) Award - State 2015 and MOCA6.

For the sake of clarity, all Human Resource policies that currently apply to casual employees covered by the Medical Officers (Queensland Health) Award - State 2015 will also apply to the Student in Medicine.

6.2.2 Indemnity

As employees (public officers) of Queensland Health, the Queensland Government Indemnity Guideline applies to Students in Medicine -

<https://www.forgov.qld.gov.au/documents/guideline/queensland-government-indemnity-guideline>

7. Definitions

Act	<i>Hospital and Health Boards Act 2011</i>
Hospital and Health Service (HHS)	A statutory body established under the <i>Hospital and Health Boards Act 2011</i> responsible for the provision of public sector health services for a geographical area, which includes one or more health facilities.
Students in Medicine	An individual, in the penultimate or final year of study in a postgraduate medical program, or in the third last, penultimate or final year of study in an undergraduate medical education program approved by the Medical Board of Australia, and who has successfully completed all previous theoretical and clinical competencies of the medical program, who is employed under the terms of this Directive.

8. History

HED No. 05/23 21 November 2023	Issued to amend Schedule One: Students in Medicine approved practice duties to include duties under the revised role description, as endorsed by the Chief Medical Officer and approved by the Deputy Director-General, Clinical Planning and Service Strategy Division.
HED No. 05/22 October 2022	Issued under section 51A of the <i>Hospital and Health Boards Act 2011</i> as a condition of employment for health service employees.

9. Approval and implementation

Directive custodian

Chief Human Resources Officer

Approval by Chief Executive

Michael Walsh
A/Director-General

Approval date: 21/11/2023

Schedule One: Student in Medicine approved practice duties

Students in Medicine practice activities, as outlined in this schedule, must be conducted under appropriate supervision and in accordance with the Student in Medicine role description.

The Student in Medicine and the designated supervisor must adhere to the prescribed list of approved duties. Approved duties are limited to:

Clinician support services (in physical, virtual and Hospital in the Home clinical areas):

- perform general ward duties, including scribe services (preparation, transcription and assembly of medical record documentation) for review by treating clinician
- assist clinical team to stream patient arrivals to optimise patient flow
- provide surgical assistance under the direction and supervision of the medical specialist for routine, non-complex surgical procedures (*Note: Surgical assistance provided by a Student in Medicine is subject to all necessary patient consents being obtained in advance of the procedure*)
- Other clerical duties and tasks to improve productivity and support clinical service continuity, as assigned by supervisor.

The following duties should be performed according to the Student in Medicine's level of education and competence and for the delivery of care in routine circumstances only [i.e. excluding complex patients with altered anatomy/physiology etc].

*Clinical patient care duties (outlined below) undertaken within a physical setting are recommended to be undertaken by **penultimate and final year medical students only**.*

- Undertake clinical patient care, as assigned by the supervising medical officer, to support medical teams in the routine aspects of care in health care services, including:
 - Patient monitoring and observations
 - Assessment of vital signs (including temperature, pulse rate, respiratory rate, Glasgow coma scale, pain score)
 - Escalation of patients, as required and according to protocol
 - Perform electrocardiograms (ECG).

The following duties should be performed according to the Student in Medicine's level of education and competence and for the delivery of care in routine circumstances only [i.e. excluding complex patients with altered anatomy/physiology etc].

*Clinical patient care duties (outlined below) undertaken within a physical setting are recommended to be undertaken by **final year medical students only**.*

- Perform phlebotomy to obtain blood specimens for testing
- Insertion of peripheral intravenous catheter (PIVC)
- Insertion of indwelling catheters.

