

Student Placement Schedule (Schedule 3) Completion Notes

Clinical Placements 2022-2025

The Student Placement Schedule (Schedule 3) forms part of the contract (Student Placement Deed*) between Queensland Health and education providers. It sets the legal, insurance, and compliance requirements, and attributes roles and responsibilities of persons and organisations in relation to the clinical placements program in Queensland Health facilities.

Purpose of the Schedule 3

The *Student Placement Schedule (Schedule 3)* is an operational and planning document between a Deed-holding education provider and the Hospital and Health Service (HHS) or Division that will be providing the clinical placements. A completed Schedule 3 identifies how placements will be conducted and which students will be attending HHSs/a Division of the Department of Health. The Schedule 3 forms part of the contract between Queensland Health and the education provider. Every clinical placement must be confirmed in advance, via a Schedule 3, and a separate Schedule is required for each HHS.

To be valid, details included on a Schedule 3 must be complete and fall within the legal boundaries outlined in the Student Placement Deed*. Students cannot attend clinical placements within Queensland Health without a Schedule 3 in place.

There are three steps to executing a Schedule 3:

1. Completing the Schedule 3
2. Schedule sign-off
3. Distribution and filing of Schedules

Please take the time to familiarise yourself with this process, as errors or changes will require completion of a new Schedule 3.

The most current Schedule 3 is available from the Queensland Health website at <https://www.health.qld.gov.au/employment/clinical-placement> or by typing “clinical placements” into the Queensland Health search field. For internal Queensland Health staff, you may find this information at the above hyperlink or by typing “clinical placements” into the QHEPS search field.

** The Student Placement Deed (the Deed) is a legal contract between the State of Queensland, through Queensland Health, and the education provider. An education provider cannot arrange a Student Placement Deed directly with a HHS, and a HHS cannot extend or remove any of the terms of the Deed. As it forms part of the Deed, none of the items in the Schedule 3 may be deleted or modified by the education provider or the HHS/Division.*

Before you start...



Make sure you have accessed the most recent versions of documents

It is very important to source Deeds documents, including the Schedule 3, from the Queensland Health or QHEPS sites (for internal Queensland Health staff), as they are the most up-to-date versions.



Make sure you have the correct Schedule 3 for the placement being negotiated

This is the correct Schedule 3 if you are negotiating clinical placement capacity with any one of the 16 **Hospital and Health Services** in Queensland:

Student Placement Schedule (Schedule 3)

For clinical placements in a Hospital and Health Service (HHS)

This is the correct Schedule 3 if you are negotiating clinical placement capacity with **the Department**:

Student Placement Schedule (Schedule 3)

For clinical placements in the Department of Health

Department of Health clinical placements include those undertaken with Biomedical Technology Services, Central Pharmacy, Forensic and Scientific Services, Pathology Queensland, Health Contact Centre, and Divisions of the Department covered by the Student Placement Deed.

Step 1: Completing the Schedule 3

Please note: While multiple students may be included on one Schedule 3, please complete an individual Schedule 3 for each student under the age of 18 years.

Item 1 in the Schedule 3 for clinical placements with a HHS requires you to complete the HHS and ABN details. When you open this in Word, you will have full access to the functions of this document. The Hospital and Health Service and ABN field is a drop-down box. Please choose the appropriate HHS from the list.

ITEMS	DESCRIPTION
1. Hospital and Health Service (as defined in clause 1.1 of the Student Placement Deed)	[Insert Hospital and Health Service and ABN] <i>[If the parties agree, this Schedule may be arranged at the whole-of-Hospital and Health Service level, rather than at the Facility level]</i>

Item 1 in the Schedule 3 for clinical placements in the Department of Health is pre-filled.

ITEMS	DESCRIPTION
1. Department (as defined in clause 1.1 of the Student Placement Deed)	Department of Health – ABN 66 329 169 412

Item 2 requires you to formally identify the education provider that is a party to the Schedule 3. Please ensure that the Education Provider's legal name is correct, without typographical error, and that the ABN is correct. ABNs can be checked at <https://abr.business.gov.au>

This field will be converted to a drop-down box in the second half of 2022.

Item 2 is the same in both forms of the Schedule 3.

2. Education Provider (as defined in clause 1.1 of the Student Placement Deed)	[Insert Education Provider's Legal Name and ABN/ACN]
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Item 3 in the Schedule 3 for clinical placements with a HHS requires you to complete the HHS facility details. For example, “Logan Hospital, Emergency Department”. A separate Schedule 3 is required for each HHS, but most HHSs allow for multiple facilities to be included on the one Schedule 3. This will depend on the Schedule delegation structure within the HHS.

3. Facility (and if known Unit and Ward) (Clause 1.1)	[Insert the name of the Facility] <i>[Insert the name of the Health Facility(s) to which this Placement Schedule relates and the unit(s) to which Students will attend if applicable]</i>

Item 3 in the Schedule 3 for clinical placements in the Department of Health requires information regarding the Division or Branch and/or Facility. For example, Biomedical Technology Services, Central Pharmacy, Forensic and Scientific Services, Pathology Queensland, Health Contact Centre.

3. Facility (Clause 1.1)	[Insert the name of the Division or Branch] <i>[Insert the name of the branch or health facility of the Department to which this Placement Schedule relates and the unit(s) to which Students will attend if applicable]</i>

Item 4 requires information regarding the health profession to which the Schedule 3 applies. Please ensure that the health profession is identified here (such as “Midwifery”), rather than the course of study. A separate Schedule 3 is required for each health profession.

Item 4 is the same in both forms of the Schedule 3.

4. Health Profession or Occupation	[Please insert the health profession or occupation] <i>[Please note only one Schedule per health profession]</i>

Item 5 requires information regarding the course to which the Schedule 3 applies. The course information (such as “Bachelor of Midwifery”) should be entered here, along with the unit or subject of study.

Item 5 is the same in both forms of the Schedule 3.

5. Course and Module of Study	[Please insert the course in which the Student is enrolled]

Item 6 requires full details of the education provider placement contact person, the facility contact person, and any other relevant contact person. It is also important to include here the contact details of persons at different facilities (should the placement be occurring across multiple locations within the HHS/Division).

If additional contact persons are required to be listed, please attach a full list to the Schedule 3 and refer to the attachment in Item 12.

Item 6 is the same in both forms of the Schedule 3.

The education provider's placement coordinator is responsible for negotiating precise placement requirements and operational details with the HHS placement coordinators. These negotiations are included in Items 7, 8, and 9.

Item 7 requires details of the agreed model of supervision to be provided. The "Other" checkbox provides a fillable field for further detail. If additional information is required to be included, please do so in Item 12.

Item 7 is the same in both forms of the Schedule 3.

7. Model for Supervision	<input type="checkbox"/> QH provided supervisor	<input type="checkbox"/> Education Provider supervisor
	<input type="checkbox"/> QH provided facilitator	<input type="checkbox"/> Education Provider facilitator
	<input type="checkbox"/> QH preceptor	<input type="checkbox"/> Education Provider preceptor
	<input type="checkbox"/> Other [Please insert model of supervision]	
	<i>NB: All supervisors, facilitators and preceptors are considered 'Supervisors' for the purposes of the Student Placement Deed.</i>	

Item 8 requires details of the students attending the placement/s. If the names and details of students are not known at the time of completing the Schedule 3, information in the form of the following example may be provided, noting that full details must be provided to the relevant HHS facility prior to the placement commencing to enable Queensland Health to organise and prepare supervisors and administrative matters to enable the placement.

Example text where full details are **not** known:

"24 x Bachelor of Physiotherapy students in groups of five (5), in a series of 12-week placement blocks. Student names, details, and timetables to be provided separately, no later than four (4) weeks prior to the commencement of each placement block."

Item 8 is the same in both forms of the Schedule 3.

8. Student Details	<p>[Insert Student Details]</p> <p><i>NB: If available, please include or provide list of the name and details of each student to which this Placement Schedule relates. If the names and contact details are not available please write "XXX number of Students, the names and contact details for which are to be provided by the Education Provider by [DD/MM/YYYY].</i></p>
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Item 9 should outline any fees or other financial contribution/s for the whole placement period to which the Schedule 3 applies.

Item 9 is the same in both forms of the Schedule 3.

9. Service Fee and Payment Details	<p>[Insert the Service Fee or include the words "Not Applicable" if no Service Fee is payable] (Excluding GST)</p> <p><i>NB: If a service fee is payable for the Placement, please remember that there may be some Policy and Guidelines which govern and/or limit how that Service Fee is to be calculated. Please refer to the Policy and Guidelines for further information. Once you have determined the total Service Fee, include the total amount (excluding GST) in the above field. If no Service Fee is payable, write "Not Applicable" in the above field.</i></p>
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Item 10 specifies the exact timings of placement blocks/proposed attendance times/periods. One Schedule can cover a number of students of the same health profession from one education provider, attending clinical placements at various dates throughout the period of the Schedule 3. The Overall Placement Dates must fall within the overall term of the Schedule as outlined at Item 11. Schedule 3 documents should not be agreed for periods past the current end-dates of the overarching Student Placement Deed, which is 31 December 2025.

Item 10 is the same in both forms of the Schedule 3.

10. Placement Details and Timetable	<p>Overall Placement Dates: From xx/xx/xxxx to xx/xx/xxxx</p> <p>Placement Timetables:</p> <p>[Please specify placements times for all placements e.g RBWH 06/06/2022 – 01/07/2022 8am – 5pm]</p> <p><i>Normal Start and Finish Times: At such times confirmed by the Education Provider Placement Contact Person and Facility Contact Person or renegotiated during the Placement (as the case may be). It is acknowledged that Students may undertake Placement activities outside the hours noted in this Schedule from time to time with the approval of the Supervisor or the Alternate Supervisor.</i></p>
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Item 11 outlines the period of time the Schedule 3 covers. The following should be considered when agreeing the Term of a Schedule:

- Schedule Terms are at the discretion of a HHS/Department of Health.
- Schedules need to be re-signed whenever there is a change on the Schedule. The likelihood of change over an 18-month Schedule Term is significantly higher than that of a shorter period.
- Consider contingencies - When agreeing placement blocks across a six-month period, consider whether a Schedule Term of seven (7) months would better allow the Schedule to cover an event where a placement period is extended for any reason. Similarly, for a calendar year, it may be beneficial to agree a Schedule 3 for 13 months instead of 12 months.
- Keep significant periods across the year in mind when choosing the term. For example, consider the availability of clinical placement coordinators to negotiate Schedule 3 inclusions and Schedule signatories to sign Schedules.

Schedule 3 documents should not be agreed for periods past the current end-dates of the overarching Student Placement Deed, which is 31 December 2025.

Item 11 is the same in both forms of the Schedule 3.

11. Schedule Term	[Insert Details as to the duration that the Schedule will apply e.g. 3 months, 12 months, 13 months]
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Item 12 is for any other agreed items relevant to the placement.

12. Additional Placement information	[Please insert any additional Placement information if required or refer to relevant attachments e.g. pre-placement training requirements, driver's licence, accommodation options and/or accommodation payment requirements, university handbooks. Please note if students will be driving a Queensland Health vehicle as part of their Placement and, if so, note the personal accident insurance coverage held in respect of the Student.]
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EXAMPLE: Item completion for postgraduate studies that are pre-entry to specialised professions

The Queensland Health clinical placements program covers placement activity for students who are considered pre-entry to their profession. A number of professions require an undergraduate qualification and additional postgraduate study for full qualification. There are several ways to represent these students on the Schedule 3. Consider the following example:

Scenario:

A registered Pharmacist undertaking postgraduate studies to become a Diabetes Educator.

Note:

This student is considered “pre-entry” to the profession of Diabetes Education, as the pathway to qualification requires a completed undergraduate degree in a related field (Pharmacy, Paramedicine, Nursing) in addition to the completion of the postgraduate course. The level of the qualification (postgraduate) is irrelevant in this scenario.

4. Health Profession or Occupation	Diabetes Education (Allied Health) <i>[Please note only one Schedule per health profession]</i>
5. Course and Module of Study	Graduate Certificate in Person-centred Diabetes Care and Education, [insert module]
12. Additional Placement information	Student holds registration as a Pharmacist [insert Ahpra registration number]. This course is considered pre-entry for specialisation in diabetes clinical care and education, and includes a component of required clinical practice.

Step 2: Schedule 3 sign-off

The Schedule must be signed by representatives of the education provider and HHS that are authorised to enter into (financial) contracts on behalf of their organisation. The education provider should complete and sign two copies of the Schedule, then forward them to the relevant HHS signatory for sign-off.

The HHS signatory will sign-off on the Schedules and return one copy to the education provider. The speed of this process depends on the size of the HHS, the breadth of Schedules being considered by the signatory, and the number of Schedules received.

Please refer to the Schedule Signatory List on the Queensland Health clinical placements webpage for the Schedule 3 sign-off delegate contact details. The document is updated regularly.

If the details of a placement/s change significantly, a new Schedule 3 will need to be signed. The former Schedule 3 will be considered void when the replacement Schedule 3 is executed.

Step 3: Filing and distribution of Schedule 3

The original Schedules must be retained by the HHS and the education provider for a period of 25 years after the qualification is awarded or the student withdraws from the course, whichever is later.

Both parties must determine a local filing process for executed Schedules so that the documents can be produced, if required.

Further information

Queensland Health Clinical Placements Program Management Team –
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[ENDS]