Appendix 5. Information for Education Providers (handout)

Information for Higher Education Providers Seeking Practice Placements

Thank you for expressing interest in arranging student practice placements in the community managed mental health sector.

The initial steps for proceeding with discussion and planning for placements are as follows:

1. Agreement and Insurance

The higher education provider (HEP) will:
   a)   enter into a Practice Placement Agreement with the **host organisation** (CMO) which specifies terms, conditions, and areas of responsibility and engagement.
   b)   provide written evidence that student liability and indemnity insurance policies are current

2. Clarify expectations

The HEP and CMO will clarify, and agree in writing to:
   a)   the amount, nature and level of student supervision
   b)   the placement facilitator's and placement educator's role expectations
   c)   timeframes for actions on decisions around accepting a student for placement

3. Provide information to CMO

Before making a decision to accept a student for practice placement, the CMO requires the following:
   a)   written evidence that the student has fulfilled all pre-placement conditions (*these will vary between CMOs*) such as Criminal Record check, Working with Children Check, immunisation.
   b)   proof of identification
   c)   contact details for the student and the HEP's liaison person
   d)   evidence of the student's capability (i.e. scope of practice)
   e)   a broad indication of how it is envisaged learning outcomes will be met
   f)   name and contact details of two referees, *if asked to do so*
   g)   curriculum vitae, *if asked to do so*

4. Decision on student acceptance

The CMO may:
   a)   accept students following recommendation from the HEP providing there is sufficient evidence that all pre-placement conditions are met and the information above (in 3) is provided, and
   b)   at its discretion, apply additional selection processes such as:
        a.   Review of the student's curriculum vitae
        b.   Student interview with the CMO
        c.   Student reference checks
CMO lets HEP know, in accordance with the timeframe in (2), if the student is accepted for placement.

For more information, please email **[insert contact details]**