

# Allied Health, Scientific and Technical Students

## Policy Reading Guide for Student Placements

As part of your orientation at Health NZ Te Whatu Ora Capital, Coast & Hutt Valley, you are required to read some of the policies that are directly relevant to your placement. These are listed below.

Policy
Health & Safety Policy
Privacy Policy
Code of Conduct
Medical Photography and Video Recordings
Informed Consent Policy
Creating a Positive and Safe Workplace: Preventing and Responding to Bullying, Harassment, Discrimination and Victimisation
Direction and Delegation – Nursing, Midwifery and Allied Health
Confidentiality
External Communications

This document is intended to guide your reading and to highlight the areas of particular significance to students while on placement with us.

The policies listed can be found on District Docs which is found via a link on Pumanawa (HV) or Te Wahi (CC). They are also located on our internet page so you can access them at home.

You will be asked to sign a 'Confirmation of Orientation to Policies for Student Placements' by the clinician or Team Leader who is supporting you on your placement. Please ask them if you have any questions about the content of these policies.

There may be other service or discipline specific policies that you will be required to become familiar with. Your clinical supervisor/practice teacher or Team Leader will provide you with these.

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## Reading Guide

### Health & Safety Policy: ID Number 1.13116

This policy outlines what Health New Zealand will implement to minimize the risk of harm to workers (employees, students, volunteers and contractors) and others, by providing a safe and healthy work environment for all. The aim is to promote a positive health and safety culture and encourage high quality health and safety systems and practices. The policy also seeks to support compliance with the Health and Safety at Work Act 2015, regulations made under the ACT, and the supporting approved codes of practice.

#### Key areas to read:

Section	Page(s)
Purpose	2
Policy Statement	2
Responsibilities – Workers	11
Arrangements for Health & Safety	13 - 16

### Privacy Policy: ID Number 1.97

The overall objective of this policy is to ensure compliance with the requirements of the Privacy Act 2020 and the Health Information Privacy Code 2020. It provides guidance to health professionals regarding the management of health and all other personal information. This includes how we collect, store and access information from patients and their families, and how we disclose this information. Any breach of this policy is considered a serious act of misconduct. This policy specifically applies to all Health NZ employees, contractors, students, volunteers and other parties.

Your supervising clinician will provide further detail about specifics related to your placement.

#### Key areas to read:

Section	Page(s)
Purpose	1
Guiding values	1
Definitions	2-3
Collection of information	3-4
Storage and security of information	4, 8
Right of access to personal information	4
Disclosure of health information to a third party	4, 9
Where can I seek help?	7
Privacy Act Principles	10-11
Roles & Responsibilities	12

# Allied Health, Scientific and Technical Students

## Code of Conduct: ID Number 1.2469

## Code of Conduct Brochure: ID Number 1.102557

These documents outline the expectations that Health NZ has of its staff and any students that have placements with us. They describe the expected behaviour from staff towards patients and their families, as well as towards each other. It also outlines what you can expect from the organisation, including a safe environment and one that supports your learning. Although you are not an employee of Health NZ, there is an expectation that you will abide by this code of conduct in principle and the rules outlined within it.

**Please read the entire documents.**

## Medical photography and video recordings: ID Number 1.103054

This policy defines the responsibilities of Health NZ employees in regards to the taking of clinical photographic images and video and audio recordings.

### Key areas to read:

Section	Page(s)
Purpose	1
Definitions	1
Policy content and guidelines	2
Uploading to social media and the internet	6
Quick reference guide	8

## Informed Consent Policy: ID Number 1.2706 (CC) or 1.10531 (HV)

The overall purpose of this policy is to ensure that proper consent is obtained for any assessment or treatment and that this is done in a lawful manner. This includes gaining consent and how to do this, recording this consent, and specific clinical situations.

### Key areas to read (CC):

Section	Page(s)
Executive Summary	3
Compliance with the Treaty of Waitangi	9
Essential requirements of consent	10
Responsibility for obtaining consent	14
Documenting consent	15
Consent for student involvement for clinical teaching	24
Right to refuse services	33
Appendix 1: Code of Health and Disability Services Consumers' Rights	45

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## Key areas to read (HV):

Section	Page(s)
Purpose	1
Introduction	1
What is informed consent	1
The information that must be provided to the patient	2
Requirements for obtaining consent	3-4
Consent documentation	5
Consent and children	5
Provision of information	8
Teaching and research	9-10

## Creating a Positive and Safe Workplace: Preventing and Responding to Bullying, Harassment, Discrimination and Victimisation Prevention Policy: ID Number 1.1094

This policy reinforces the Health NZ's commitment to managing and preventing unacceptable behaviour in the workplace, including bullying, harassment, discrimination and victimisation. It explains what these behaviours are and clarifies the organisation's responsibilities in relation to any unacceptable behaviour. Although you are not an employee of Health NZ, the principles within this policy apply to you while you are with us for your placement both in terms of how staff behave toward you and how you should behave toward staff.

**Please read the entire document.**

## Direction & Delegation – Nursing, Midwifery and Allied Health: ID Number 1.100860

This policy provides guidance on the safe direction and delegation of patient care activities to others.

### Key areas to read:

Section	Page(s)
Definitions	2-3
Roles and responsibilities – the person delegated to	5
Policy content	6
The five rights	6-7
Contraindication for delegation	7
Appendix One: Decision making flow chart	9

## Confidentiality: ID number 1.1096

This policy outlines obligations regarding confidentiality.

**Please read the entire document.**

# Allied Health, Scientific and Technical Students

## External communications ID Number: 1.103085 (CC) or 1.10384 (HV)

This policy applies to all communication activity with those external to Health NZ carried out by Health NZ staff (including students) or on Health NZ premises.

### Key areas to read (CC):

Section	Page(s) (CC)	Page(s) (HV)
Media management	1-3	2-4
No surprises approach	3-4	4
Social media	5	6