

Professional Experience Placement Risk Management Process

Responsible Officer	Director of Professional Experience
Approved by	College of Health and Medicine Teaching & Learning Committee
Approved and commenced	September, 2014
Reviewed	December 2020; 2021; 2022; 2024
Review by	December 2025
Relevant Policy or Procedure the Guideline supports	University Behaviour Policy and Procedure University Professional Experience Placement Policy and Procedure University Safety and Wellbeing Policy
Responsible Organisational Unit	College of Health and Medicine

Rationale

The capacity to maintain public health and safety is fundamental to student participation in all College of Health and Medicine (CoHM) courses. Students are subject to University rules, [Professional Experience Placement Procedure](#); [Behaviour Procedure](#); [Safety and Wellbeing Policy](#); and [Safety in Practice Agreement](#) requirements at all times, particularly when undertaking professional experience placement (PEP). In cases where a student breaches conduct or safety requirements, they can be immediately stood down (removed) from the PEP facility pending investigation under the following process.

1. Process

This process and documentation template is to be applied in instances where it may be necessary to withdraw a student from their Professional Experience Placement. The following **situations** identify where a student can be withdrawn from PEP:

Withdrawal from PEP

*A student may be withdrawn from PEP and/or have their commencement deferred by the Course Coordinator, in consultation with the relevant Unit Coordinator in **situations** where:*

- A. The student has been found to have engaged in or exhibited inappropriate behaviour, unsatisfactory conduct or misconduct, as outlined in the [Student Behaviour and Conduct Ordinance](#).*
- B. The student's behaviour has breached the relevant professional body conduct standards and/or other rules of the professional experience placement provider.*
- C. The student is consistently unable, after due guidance and instruction, to perform at the required standard as assessed by supervising university or professional experience facilitators/preceptors.*
- D. The student has contravened the College of Health and Medicine professional experience placement processes or safety in practice requirements.*
- E. The student's application of theory in practice is significantly below the satisfactory standard in relation to their scope of practice.*
- F. The student's behaviour is disrupting other students, colleagues or people in the practice setting.*
- G. There is an increased risk of injury or misadventure involving the student or others.*

2. Actions and Documentation

The Unit Coordinator downloads a full copy of this Process and Report document and initiates the action and documentation steps as identified in the table below. The CoHM Manager, PEP Safety in Practice is available to provide procedural advice and support to the Unit and Course Coordinators.

Actions

- Section 1 Student PEP Progress Review
- Section 2 Risk Assessment
- Section 3 Formal Determination and Action
- Section 4 Investigate Withdrawal from PEP (and document)
- Section 5 Mandatory Notification to AHPRA (if required)

Program Responsible Person

- Unit Coordinator**
- Unit Coordinator**
- Course Coordinator (or Approved Delegate)**
- Course Coordinator (or Approved Delegate)**
- Head of School (or Approved Delegate)**

Completed Documentation

- Provide a copy of the final report to the student, Course and Unit Coordinators and Student Advisor.
- Locate the final report and associated documentation on the CoHM Risk Management database.

Course Coordinator (or Approved Delegate)

CoHM Manager, PEP Safety in Practice

Section 1: Student PEP Progress Review

Unit Coordinator to complete

(Insert Name of Course)

(Insert student's name and ID) progress in the current *(insert unit name and code)* PEP unit, has been assessed according to the Course's professional experience placement learning objectives, derived from the professional body practice requirements.

All students undertaking PEP must satisfactorily perform the practice learning objectives of the Unit.

Current placement issues:

List the issues which have led to the student's unsatisfactory ***situation/s*** in the current PEP:

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Support provided to date:

List all support, interventions and associated outcomes provided in the current PEP:

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Collate all related documentation, e.g., Professional Experience Facilitator's/Supervisor's evaluation or progress review, School/Program support plan.

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Section 2: Risk Assessment

Unit Coordinator to complete

Assess Risk:

Review *Section 1* and any other relevant documentation to identify relevant PEP issues:

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Identify Outcome:

✓ Risk can be managed:

List how the PEP issues are to be resolved:

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✓ The student is supported to return to the existing placement.

or

✓ The student is provided with an alternative placement via request to the Course Coordinator.

Unit Coordinator to Action

✓ Risk is significant:

List the reason/s why the student's case should be investigated for possible withdrawal from PEP (relevant *situation/s* under **Withdrawal from PEP** – page 2):

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Refer the student's case to the Course Coordinator

Completed by Unit Coordinator:

Signature:

Date:

Section 3: Formal Determination and Action

Course Coordinator (or Approved Delegate) to complete

Review Case:

☒ ***Risk can be managed***

☐ Advise Unit Coordinator

List how the PEP issues are to be resolved:

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☒ ***Investigate possible withdrawal from PEP (via Section 4)***

☐ Notify student with a copy of this report attached.

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Completed by Course Coordinator (or Approved Delegate):

Signature:

Date:

Section 4: Investigate Possible Withdrawal from PEP

Course Coordinator (or Approved Delegate) to Complete and Sign

Case Management Meeting

The Course Coordinator convenes this meeting to **discuss and document** the possible withdrawal of *(insert student's name and ID)* from PEP in *(insert unit name and code)*.

Meeting Date:

Attendance:

Course Coordinator or Approved Delegate (Chair):

Unit Coordinator:

Student:

Student Advocate (if student chooses):

CoHM Manager, PEP Safety in Practice (to ensure procedural fairness):

Agenda:

☐ Explain the role of the attendees.

☐ Discuss the student's PEP Progress Review and Risk Assessment:

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☐ Advise the student of the outcome of the PEP Progress Review and Risk Assessment and, where necessary, the subsequent necessity for their withdrawal from PEP.

☐ Discuss the implications on the student's progress in the Unit:

May return to PEP after an intervention period:

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Is unable to re-enter the PEP environment for the current duration of the Unit.

The Unit Coordinator notifies the placement provider (via email) of the student's withdrawal from PEP.

☐ Advise the student of their right to appeal this outcome. The appeal can be lodged via the [Reviews and Appeals of Academic Decisions Procedure](#) using this [Application Form](#).

Support Requirements

- ☐ Directly refer the student to a UTAS support service:
- ☐ Notify the student they **must** meet with the Course Coordinator within 2 weeks to:
 - discuss the implications of this report in relation to academic progress; and
 - determine course specific support requirements.
- ☐ Advise the student of referral to their campus Student Adviser (Health), who will receive a copy of this report.

The student **should** meet with their campus Student Adviser, who can:

- assess and document the student's broader support requirements and associated actions, including referral to appropriate UTAS central support services as required;
- report the student's support requirements and associated actions to the Course Coordinator; and
- monitor the student's progress post referral.

Course Coordinator (or Approved Delegate):

Signature:

Date:

Section 5: Mandatory Notification to AHPRA (Australian Health Practitioner Regulation Agency) – If Required

“A mandatory notification about a student can only be triggered by concerns about impairment” (Ahpra, ‘Notifications about students’) and will occur in conjunction with the Head of School.

Please access link for further information and guidance.

<https://www.ahpra.gov.au/notifications/mandatorynotifications/Mandatory-notifications.aspx>

☐ **Mandatory Notification Not Required**

OR

☐ **Mandatory Notification undertaken**

Completed by Head of School (or Approved Delegate):

Signature:

Date: