

1. Prior to undertaking activities off campus for a placement or research program I will ensure that I have:
 - Completed all course requirements to undertake the placement or research program.
 - Advised my supervisor if I am under the age of 18 years.
 - Provided Emergency Contact Details to the University where requested.
 - Undertaken the necessary vaccinations, immunisations (*Form I 7*)
 - Completed and any other checks that are requested, ie Working with Children Check.
2. In undertaking the placement or research program I will:
 - Be responsible for adopting safe work and study practices,
 - Comply with University and local environment, health and safety policies and procedures.
 - Report all hazards and injuries to my supervisor.
 - Not wilfully place at risk the health or safety of any other person at the University and the placement.
 - Not wilfully or recklessly interfere with or misuse anything provided in the interests of environment, health and safety or welfare.
 - Conduct myself in a safe and responsible manner during the placement or research program.
 - Take part in the placement or research program as an enrolled student of The University, and acknowledge that I am subject to the general conduct of students governed by the University's Disciplinary Statute.
3. In undertaking the placement or research program I agree to ensure the following:
 - All patient information imparted is to be used for clinical or fieldwork training purposes and will not be released or allowed to be used in any other manner.
 - Immediately upon the information no longer being required for my course requirements I will destroy all notes and data gathered which may identify any individual patient or client interviewed during the placement or research program unless these are to be held in confidentiality by the host.
 - To delete and totally erase all electronic or paper based recording of interviews and individual patient or client details when no longer required for my course requirements except where these details have been recorded as part of the permanent clinical record of that patient.
 - I will retain only reports which contain patient information of a secondary and general nature and which do not include any private or identifying information about a patient or client.
 - I will ensure the rights and privacy of patients and clients with respect and consideration.
4. I will inform my supervisor, and the host supervisor where necessary of any medical, disability or other condition which may affect my comfort or safety during the activity or placement. I understand that all medical information shared with The University of Melbourne (The University) will be treated confidentially and is subject to the *Information Privacy Act 2000 (Vic)* or *Health Records Act 2001 (Vic)*. (*Form I 3*)
5. I reserve the right to decline to attend the placement or research program for any reason, or to leave the host location at any time if I feel that my personal safety or wellbeing is at risk. I also understand that the University reserves the right to exclude any student from participation in the placement or research program for reasons which the University believes are justified (*Section 6, Professional Placements Policy*).
6. I have understood and signed the University of Melbourne's MDHS Infectious Diseases Policy for Health-related placements <http://www.medicine.unimelb.edu.au/docs/InfectiousDiseasesPolicy.pdf> .
7. I will contact my University academic supervisor as soon as possible if I have any other concerns, discomfort or uncertainty relating to the placement or research program at any time.

I accept the above terms and conditions and understand the information I have been given.

Name: _____ Signature: _____

Student Number: _____ Date: _____