

# Work placement guide for host employers and supervisors

ACM40418

Certificate IV in Veterinary Nursing



**TAFE NSW would like to pay our respect and acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respect to the Elders, both past and present of all Nations.**

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# About This Guide

This **Work Placement Guide** provides the following:

- Information on the work placement process for your practice.
- Documents that must be completed by the workplace and returned to TAFE NSW, through the student or directly to the TAFE NSW Contact Person, are:
  - Part 1: Evidence of Acceptance of Student for Work Placement
  - Part 2: Work Health and Safety Checklist
  - Part 3: Student Induction
  - Part 4: Equipment Checklist.

Documents can be submitted individually or together as completed, through the student or directly to the TAFE NSW Contact Person via email.

Please feel free to distribute this information to the staff members in your organisation who will interact with the students.

Details of the TAFE NSW Contact Person details for the student’s work placement are provided in Table 1 below.

We thank you again for allowing students to develop their workplace experience, skills and knowledge in your workplace.

TAFE NSW	Contact person details
Name:	
Position Title:	
Phone:	
Email:	

# Section 1: Introduction



## Preamble

Work placement for students undertaking TAFE courses is a valued part of the student learning experience. It is the responsibility of the supervisor in the workplace to ensure adequate supervision of the student and provide the student with relevant Work Health and Safety guidelines for your workplace.

The Certificate IV in Veterinary Nursing requires access to patients (animals), clients, medical and surgical cases, veterinary staff, and practice policies and procedures. Employers are asked to provide a range of working opportunities while providing support, to allow the student to participate in a realistic and normal working environment.

### How can you help?

This qualification reflects the role of a veterinary nurse who works under the supervision of a registered veterinarian to provide nursing care to animals, to support veterinarians to carry out medical and surgical procedures, and to support clients to maintain the health of animals.

As well as relevant theoretical and practical skills, a good veterinary nurse also needs employability skills, such as the everyday attitudes and attributes that contribute to an effective work environment.

In your role as a Workplace Supervisor, you will probably be asked to provide reports on the progress of the student. As well as commenting on their progress in veterinary nursing activities, you will also be asked to comment on their employability skills, such as communication, teamwork, time management, personal attitudes and initiative.

### Role of the Workplace Supervisor

The Workplace Supervisor should hold a Certificate IV in Veterinary Nursing and have two years of post-qualification experience.

The Workplace Supervisor is responsible for:

- Supporting and enabling the student to practise the required skills in the workplace;
- Integrating learning tasks into work activities;
- Providing a safe and supportive work environment;
- Managing safety and production risks while training;

- Establishing and maintaining regular contact with the student;
- Working with relevant parties to provide feedback on student progress and development;
- Providing information or raises issues with TAFE NSW teacher as required;
- Signing the student's workplace Training Logbook (provided to the student as a separate document) to verify that the hours and activities have been completed to a standard considered acceptable within industry standards.

## About this qualification

The Certificate IV in Veterinary Nursing reflects the role of the veterinary nurse. The units of study (known as units of competency) within the qualification allow students to develop the skills needed to perform veterinary nursing duties in a variety of workplace situations under the supervision of a qualified workplace supervisor.

**The student must complete a minimum of 480 hours of work placement, as stated in the Assessment Requirements of the relevant units of competency and as recommended by industry stakeholders.**

A timetable showing the delivery sequence of the units of competency can be obtained from the student.

Details on each unit of competency can be found at <http://training.gov.au/> - use the unit code or name to search this website.

## Work health and safety

Work health and safety (WHS) is everyone's responsibility.

We appreciate your enterprise providing a safe working environment for our students. You can assist with this by:

- Providing a WHS induction to the student(s);
- Involving students in WHS meetings or activities;
- Encouraging students to report on any WHS issues that may arise;
- Advising TAFE NSW of any special requirements e.g. inoculations;
- Providing appropriate personal protective equipment or advising the student of PPE requirements.

Students also have obligations regarding WHS. Their training includes significant attention to WHS matters and they are assessed on their understanding of policies, procedures and

legislation, as well as their ability to take a pro-active approach to maintaining a safe work environment.

## Roles and responsibilities

### *Student*

- To follow instructions, workplace policies and procedures;
- To meet workplace standards – dress and appearance, timeliness, attitude;
- Complete workplace and TAFE documentation;
- Contribute to a safe working environment.

### *TAFE NSW Teacher*

- Provide Workplace Supervisor with appropriate support and advice;
- Liaise with Workplace Supervisor for third party reports.

### *TAFE NSW Skills Team*

- Organise workplace visits in consultation with the Workplace Supervisor and student, as required. At least one visit is required for international students. This workplace visit can be used to observe the student performing workplace tasks or engage with the Workplace Supervisor or obtain/confirm workplace information.

### *Workplace Supervisor*

- Provide student with a workplace experience that meets course requirements and expected industry requirements;
- Provide a safe workplace;
- Maintain communication with TAFE NSW – report any problems;
- Provide feedback regarding performance and progress of the students.

## Workplace tasks and Training Log Book

The TAFE Certificate IV in Veterinary Nursing course is based on the national Animal Care and Management Training Package (ACM).

The course of study requires the student to meet nationally stipulated learning outcomes and assessment criteria. Each unit is expressed in terms of competency outcomes and associated assessment criteria, is measurable and based on elements, performance criteria, performance evidence, foundation skills and assessment conditions.



Assessment of a student's competence in Certificate IV in Veterinary Nursing is based on students producing evidence of carrying out duties relating to animal care and management. Evidence sources include:

- Direct evidence sources, such as an observation of the student in a workplace or a simulated workplace.
- Indirect evidence sources, such as Workplace Training Log Books.

If required, designated teachers/assessors from TAFE NSW may contact you to organise an “on the job” assessment for students during this course. These assessments can be carried out in your workplace at a time to be agreed between you/your workplace, the student and the teacher/assessor. The assessments could take the form of the teacher/assessor observing the student in their normal clinic activities. Arrangements would be made to ensure that the assessments do not disrupt the smooth running of the workplace nor affect the other workplace personnel.

We aim to make the assessment of the student's competence as informative as possible, with feedback provided to both students and Workplace Supervisors, and we look forward to working together with your workplace to ensure that this is a positive learning experience for your student.

If you have any questions or concerns, please do not hesitate to contact your student's TAFE NSW Teacher.

## Evidence sources in the workplace

The workplace Training Log Book will capture the hours completed by the student and verification of completed workplace tasks.

In addition to this workplace Training Log Book, the student could also be required to complete certain mandatory assessments in the workplace, such as case studies or projects. These assessments could require access to information specific to the workplace, such as patient information, client information, workplace policies and workplace procedures etc.. The student may also need to take photos or videos in the workplace – the student is provided with a permission form to seek permission from the workplace/ workplace supervisor to take photos or videos.

If the student approaches you with a request to allow them to complete these assessments in the workplace, it is hoped that the workplace will provide relevant support for them to do so.

## Student Code of Conduct

The student has agreed to comply with the following code of conduct for this work placement.

- I will take part in all workplace activities in a manner that reflects positively on TAFE NSW and myself.
- I will use my skills and knowledge for the betterment of the workplace.
- I will comply in all my behaviour and activities in accordance with appropriate legislation.
- I will behave with integrity and respect in my dealings with others in the workplace.
- I will meet all the Work Health and Safety requirements of the workplace.
- I will dress appropriately for the workplace and respect dress codes.
- I will adhere to the work placement schedule.
- I will notify the Workplace Supervisor and my TAFE NSW teacher as soon as possible if I am unable to adhere to the workplace schedule because of illness or other unavoidable circumstance.
- I will make every effort to fit into the workplace and work with others in a cooperative manner.
- I will implement feedback received from my Workplace Supervisor or TAFE NSW teacher.
- If I am asked to undertake a task, which to my knowledge has not been agreed upon between my TAFE NSW teacher and the workplace, I will inform my Workplace Supervisor and my TAFE NSW teacher.
- If I have any concerns, I will communicate with my workplace supervisor and my TAFE NSW teacher.
- I will maintain the confidentiality of the workplace.
- I understand that if I do not adhere to this code of conduct, I may not be allowed to participate in workplace activities in future, and that if I commit serious breaches of the Student Discipline Policy, I may be excluded from this course.

## Insurance and indemnity information

TAFE NSW is committed to protect the interest of employers participating in the TAFE NSW work placement program.

Details of the indemnity applicable to Industry workplace employers and the benefits available to all TAFE NSW students if they are injured while participating in work placement are provided below.

Students engaged in work placement and who are not paid employees, are volunteers and have no claim on the employer's workers' compensation insurance (see Section 2.15). TAFE NSW, therefore, provides work placement students with similar benefits to those received by employees under workers' compensation.

The following provisions apply to work placement undertaken by a student enrolled in a TAFE NSW course.

Each Host Employer has the benefit of a crown indemnity in the following terms:

TAFE NSW indemnifies Host Employers who participate in work placement programs to the full extent of any amount which they may be legally liable to pay for injury to students arising out of work placement, up to \$20,000,000 provided that:

- Any claim against the Host Employer in respect of a work placement student is immediately notified to TAFE NSW;
- TAFE NSW has full control and conduct of the claim against the Host Employer;
- The Host Employer cooperates fully with TAFE NSW and their legal representatives.
- All relevant legislation such as safety, health and welfare legislation shall apply to any workplace and to any student engaged in a work placement.

This indemnity excludes claims where:

- The WorkCover Authority charges a Host Employer with a breach under the Work Health and Safety Act where a work placement student is injured.
- The Anti-Discrimination Board requires a Host Employer to make settlement with a work placement student.
- A breach of law by the Host Employer is proved.

## Public liability indemnity

TAFE NSW provides a Public Liability Indemnity to Host Employers participating in the work placement program. An indemnity of \$20,000,000 covers an employer's legal liability for damage occasioned to property or injury to persons caused by work placement students subject to exclusions. A copy of the Certificate of Currency is available on request.

This indemnity excludes claim for:

- Damage to the employer's property in the employer's physical or legal control;
- Damage to an employee's property;
- Personal injury in respect of injury to employees (this should be covered by the employer's Workers Compensation Insurance).

## Compensation for damage to host employer's property

Damage to an employer's property or property in the employer's physical or legal control caused by a work placement student is compensated provided that the damage does not stem from lack of instruction or supervision by the Host Employer. There is an upper limit on this compensation of \$200,000 per incident.

## Student payment

Students engaged in work placement are volunteers. **Students must not receive payment during work placement, unless in circumstances where they are in the employment of the workplace, such as employees or trainees.**

Any payment made by a Host Employer to a student will mean that the student is considered to be a worker and no longer covered by TAFE NSW insurance. Responsibility would then rest with the Host Employer to provide worker's compensation cover.

# Section 2: Documents and Checklists



# Part 1: Acceptance of Student for Work Placement

Once your practice accepts the student for work placement, please provide TAFE NSW with evidence of the acceptance for record purposes.

This can be in the form of an email or letter of acceptance that provides the following information.

- Date
- Student name and course of study: Certificate IV in Veterinary Nursing
- Name of workplace and contact details of workplace (email, address and phone number)
- Type of practice
- Name and position title of student's workplace supervisor
- Workplace supervisor's contact details (email and phone number).

You may use the suggested template provided on the next page.

## TAFE Digital Students

If the student is a TAFE Digital student, you will be asked to submit an online form to confirm your acceptance of the student for work placement and provide the information contained on the following pages.

[Workplace letterhead]

Date:

To: TAFE NSW

### Letter of Acceptance for Student Work Placement

This is to notify TAFE NSW that [Name of workplace] has accepted the following student for work placement for a minimum of 480 hours:

- Name of student: [Student's name]
- Course of study: Certificate IV in Veterinary Nursing

The workplace will schedule the work placement dates and times with the student.

Workplace details	
Name of workplace	
Address	
Email address	
Nature of service (please specify, e.g. general practice/dogs and cats/rabbits and guinea pigs/horses/mixed practice/exotic species/wildlife)	
Name of Workplace Supervisor assigned to supervise student	
Supervisor's phone number	
Supervisor's email address	

Signed: [Signature of Workplace Supervisor]

Position title: [Position title of workplace supervisor e.g. clinic veterinary nurse, practice manager, manager, practice owner]

## Part 2: Work Health and Safety (WHS) Checklist

Please complete the table below and provide a signed copy to TAFE NSW. The table provides information on the workplace, and workplace activities that are expected to be undertaken by the student.

WHS Checklist	Details
Students name	
Name and position title of person completing this form:	
Workplace name:	
Address:	
Phone number:	
Email address:	
Summary of workplace business:	
Summary of potential student placement duties/activities:	



Health and Safety Management System	Yes	No	NA
1. Does your workplace have a work health and safety management system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your workplace have processes in place to satisfy its duty to ensure the health and safety of workers and other persons at your workplace? Are staff and visitors advised of what to do in an emergency such as evacuation and lockdown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction and Training	Yes	No	NA
3. Are site-specific safety inductions or orientation programs conducted for all workers, including students on work placement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are students trained in safe work practices during their work placement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management	Yes	No	NA
5. Is an emergency plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are staff trained to deal with emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Environments	Yes	No	NA
7. Are regular inspections of work environment conducted to identify and control health and safety hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accidents/Incidents and First Aid	Yes	No	NA
8. Is there a first aid procedure for the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the first aid procedure include advice about who are First Aid Officers and how to contact them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Would your workplace report accidents or incidents involving the student/s to TAFE NSW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Common Risks	Yes	No	NA
11. Are there workplace policies and procedures implemented to adequately identify and control the following types of potential risks?			
<ul style="list-style-type: none"> <li>Mechanical – e.g. caught/crushed/struck by machinery?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Electrical – e.g. electrical shock, burns?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Chemical – e.g. handling/storage of hazardous substances or dangerous goods (such as flammable, toxic or corrosive materials)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ergonomic/biomechanical – e.g. strains/sprains from workplace equipment or practices, slips/trips?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Gravity/Pressure – e.g. falls, impact from falling objects, release of stored energy in hydraulics and springs?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Environmental/Radiation – e.g. noise, extremes of temperature, sun safety, UV, laser?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Biological – e.g. infectious diseases?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Psychological – e.g. inadequate instruction, abusive clients, harassment?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHS Checklist	Signature
Signature of Workplace Supervisor:	
Date:	

## Part 3: Student induction

To enable the student to know how your workplace functions, please conduct an induction for the student before work placement commences. Below is a checklist providing information on areas that should be covered in the induction. Once completed, please return a signed copy of the Induction Checklist to TAFE NSW.

Induction checklist	Details
Students name:	
Name and position title of person completing this form:	
Workplace name:	
Address:	
Phone number:	
Email address:	

Item	Comment	Completed? Y/N
Time for starting, finishing and breaks		
Names and roles of key personnel		

Item	Comment	Completed? Y/N
Location of facilities: <ul style="list-style-type: none"> <li>• Staff room</li> <li>• Preparation room</li> <li>• Surgical room</li> <li>• Medication storage room</li> <li>• Imaging room</li> </ul>		
Reporting of hazards and reporting procedure		
Relevant workplace policies and procedures		
Communication protocols		
Treatment of confidential information		
Other information about the workplace		
Overview of student's workplace tasks and responsibilities		
Protocol for completion of the Training Logbook.		
<p>This student has completed an induction to this workplace.</p> <p>Signature of Workplace Supervisor:</p> <p>Date:</p>		

## Part 4: Equipment checklist

The table below lists the equipment which the student needs to have access to during work placement. Please indicate in the appropriate column whether these are available in your workplace and provide comments where relevant.

Please return a completed copy of the Equipment checklist to TAFE NSW.

Equipment checklist	Details
Workplace name:	
Address:	
Phone number:	
Email address:	

Equipment	Y/N	Comment
<p><b>Personal protective equipment</b></p> <p>Includes: gloves face mask, shoe covers, surgical gown, head cover or surgical cap, face shield, goggles</p>		
<p><b>Equipment for carrying out injections</b></p> <p>Includes: syringes of various sizes, syringe needles of various gauges, disinfectants such as alcohol, povidone-iodine, chlorhexidine or others, sharps bin, biohazard bin</p>		
<p><b>Equipment for bandaging</b></p> <p>Includes: scissors, scalpel handle, scalpel blade, syringes and needles, hair clipper, cotton wool, gauze, antiseptics and disinfectants, wound irrigation solutions, bandage scissors, vet wrap, bandages, bandage tapes, surgical tapes, drains such as Jackson Pratt drains, Penrose Drains or others, casting material, splints, Elizabethan collars</p>		

Equipment	Y/N	Comment
<p><b>Equipment for surgical preparation</b></p> <p>Includes: hair clippers, surgical scissors, gauze swabs, antiseptics or disinfectants such as alcohol, povidone-iodine, chlorhexidine or others, cotton wool</p>		
<p><b>Surgical equipment</b></p> <p>Includes: air-powered and electrically powered equipment, bone chucks, bone plates and screws, clamps, forceps, needle holders, retractors, scalpels, surgical scissors, suture materials, indwelling apparatus such as urinary catheters or nasal catheters or feeding tubes or others, autoclave or appropriate steriliser for medical equipment</p>		
<p><b>Equipment for intravenous fluid administration</b></p> <p>Includes: fluid bag of various solutions, fluid administration / drip set, intravenous catheter of various gauges, intravenous infusion set, hair clippers, surgical scissors, gauze swabs, disinfectants such as alcohol, povidone-iodine, chlorhexidine or others, vet wrap, surgical tape</p>		
<p><b>Equipment for anaesthesia</b></p> <p>Includes: manufacturer and practice policies and protocols for anaesthetic equipment and materials, relevant anaesthetic and analgesic drugs, endotracheal tubes of various sizes, anaesthetic machine, rebreathing bags, non-rebreathing circuits, rebreathing circuits, scavenging system, vaporiser, soda lime, isoflurane, heating mat or table, positioning / restraint aids, suction, cautery, oxygen gas cylinders/banks or oxygen generator, oxygen supplementation equipment, air supply, flow meter, connections, anaesthetic trolley/emergency crash cart, stethoscope, thermometer, pulse oximeter, blood pressure monitor, capnography monitor (optional), electrocardiogram</p>		
<p><b>Dental equipment</b></p>		

Equipment	Y/N	Comment
<p>Includes: dental chart, calculus removal forceps, hand scalers, hand curettes, dental probe and explorer, tooth splitting and separating forceps, various extracting forceps, dental elevators, root pick, retractors and gags, dental machine and appropriate component equipment, appropriate equipment for cleaning and polishing teeth [component of machine includes: water supply, suction, oral irrigation (air/water flush), low-speed hand-piece (polishing head), polishing cups and prophylactic paste, high-speed hand-piece (dental bur/drill)]</p>		
<p><b>Imaging equipment</b></p> <p>Includes: digital or computer radiography system, manual/automatic development, radiograph manual or automatic development, developing chemicals or debris, cassettes, film, red light, measuring callipers, label equipment, lightbox, hangers, lead apron, gloves, thyroid collars, positioning aids, markers, personal monitoring badge, technique chart, KY jelly, ultrasound machine or endoscope machine and accessories</p>		
<p><b>Pathology equipment</b></p> <ul style="list-style-type: none"> <li>Includes: manufacturer's operating instructions for specialised pathology equipment, microscope, microscope slides and coverslips, biopsy punch, refractometer, reagent tests such as Combur 9, Asostix or others, snap tests such as for parvovirus, Feline Immunodeficiency Virus/Feline Leukaemia Virus, faecal flotation, cytology stains such as Gram, Diff-Quik or others and associated equipment, biological specimen containers, transparent tape, microbial swabs, centrifuge machine, haematocrit capillary tubes</li> <li>Post-mortem kit, includes cleaning equipment trolleys, knives, necropsy saw, weighing scales, specimen containers</li> </ul>		
<p><b>Equipment for cleaning work areas and work surfaces</b></p> <ul style="list-style-type: none"> <li>Includes: broom, mop and mop bucket, pail, disinfectant/cleaning solutions, disinfectant surface wipes, disinfectant sprays, cleaning cloths</li> <li>Infection control kit containing isolation gown, gloves, shoe covers, face mask, surgical cap, alcohol wipes, biohazard bag</li> </ul>		

Equipment	Y/N	Comment
<p><b>Animal care equipment</b></p> <p>Includes: weighing scales, holding cages, cleaning products for cages, appropriate bedding such as blankets, eye ointment, ear treatments and flush, flea treatments, food bowls and appropriate food, equipment for assisted feeding of an animal</p>		
<p><b>Office and pharmacy equipment</b></p> <ul style="list-style-type: none"> <li>• Includes: email system, measuring equipment for dilutions such as syringes, measuring cups/containers</li> <li>• Veterinary practice management software, manufacturer's operating instructions for imaging equipment</li> <li>• Appropriate veterinary pharmaceuticals of at least two formulations, including parenteral and topical or oral</li> </ul>		



## Image attributions

Image	Page #	Attribution
<p>Cover</p> <p>Female veterinarian is making a medical check up of a black cat</p> <p><a href="#">Getty Image 1142169832</a></p> <p>Creator: Dima Sidelnikov</p>	<p>1</p>	<p>© Getty Images copied under licence</p>