

Policy	Student Participation Policy
Applicability	Bower Place
Authorisation	General Manager / Directors
Policy Endorsement Date	21 <sup>st</sup> May 2019
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Policy Owner	Directors

Bower Place policy is for students to have the opportunity to gain knowledge, experience and develop skills within the confidential and professional clinical/therapeutic practice and counselling context of the Bower Place Complex Need’s Clinic (BP-CNC).

Students are to be provided with the opportunity to work in the BP-CNC alongside highly skilled practitioners and may be given practical tasks to undertake during a therapeutic session, either in the Consultation Room or in the Observation or Training Room or at other locations within the community.

All students are to be informed and sign an agreement to acknowledge that they fully understand that in a professional learning capacity they will from time to time be in a Consultation Room with clients or that they will observe live clinical/therapeutic sessions where people (clients) are seeking assistance from the BP-CNC for a wide range of family, relationship, emotional, mental health, behavioural difficulties, and other comorbid matters.

Under no circumstances are students permitted to have any interaction with a client unless directly participating in a Practitioner Assistant capacity alongside a Bower Place Practitioner in the Consultation Room and/or in some other role at the clinical end of the BPCNC.

At all times Bower Place requires students to be vigilant about the protocols that apply within both the teaching and clinical areas of the Complex Needs Clinic.

Bower Place specifically stipulates that all students are expected to participate in briefing and debriefing sessions as part of that student’s contact days/time in the BP-CNC.

## **INDUCTION POLICY & PROCEDURE**

All students are required to attend and/or view the Bower Place Method Workshop and Orientation prior to undertaking any placement at Bower Place.

All relevant legal agreements are to be read, understood, and signed prior to undertaking any placement at Bower Place.

Students are to listen to, read, review, and ensure that they understand all the information provided about the Bower Place Training Participant Confidentiality and IP Deed (BTPCIPD). Students are to sign the BP-TPCIPD and to always conform to the BTPCIPD during their training and to do so in perpetuity as is required by Law.

By signing all the Induction paperwork, a student is formally acknowledging that they understand and accept all the Bower Place terms and conditions and required policies and procedures.

Bower Place policy is for students to present a current (within 3-years) Department of Human Services Child Related Clearance, NDIS check (working with disabilities) and to present a current (within 3-years) Safe Environments for Children and Young People (Child Safe Environments) Certificate prior to undertaking training.

## **RESPONSIBILITIES**

Complete adherence to the BP-CNC protocols by all Bower Place Practitioners and students is essential, including each student accepting and following all directions given by a Bower Place Practitioner, by the Director and Management of the BP-CNC and by Bower Place Directors and Management.

The privacy of the clients must be treated as an absolute priority and is to be actively managed as an ongoing part of the clinical process by Bower Place Practitioners, Facilitators and Students.

Under NO circumstances is any client matter to be discussed outside Bower Place in any form by any student to any third party.

All confidentiality and conflict of interest issues are to be directly managed.

## **BOWER PLACE RESPONSIBILITIES**

Bower Place is responsible for ensuring all protocols are clearly presented through the induction process.

Bower Place staff are responsible for ensuring the needs of clients are always a first point of priority.

## **STUDENT RESPONSIBILITIES**

Students are responsible for ensuring they fully understand and conform to all Bower Place protocols.

Students are to understand and appreciate the fact that it is a privilege, not a right, to participate in the Bower Place learning environment.

Students are to understand that it is a privilege, not a right, to step across the boundary from 'Training' into the 'Clinical' end of the BP-CNC.

Certificate IV and Diploma level qualification students are NOT to provide any opinion, information, or advice to clients, unless such is directly requested by a BP-CNC Practitioner.

Student's life experience is not to be spoken about, unless specifically requested by a Bower Place Practitioner and under specific and discussed circumstances. Any such dialogue is required to take place at the clear request of the Bower Place Practitioner.

Students are not permitted to leave the Consulting Room during a Clinical/Therapeutic session unless specifically directed to do so by the practitioner.

If under extreme and exceptional circumstances a student feels they are unable to manage themselves in the Consulting Room, they are to discreetly inform the practitioner that they require a break. Under such circumstances the student is NOT permitted to explain to the client(s) the reason for their departure, inside or outside the Consulting Room.

## **TEACHING STAFF RESPONSIBILITIES**

Teaching staff are responsible for the facilitation of student learning within the Teaching end of the BP-CNC.

Teaching staff are responsible for ensuring all Bower Place clinical/therapeutic protocols are followed by all students throughout student training duration.

## **DEBRIEFING PROTOCOLS AND RESPONSIBILITIES**

Debriefing sessions for students present in clinical/therapeutic sessions in the Clinical end of the BP-CNC and/or observing clinical/therapeutic sessions in the 'Training' end of the BPCNC, are to be conducted in professional context with an educative focus.

Debrief sessions are to only take place in the Teaching end of the BP-CNC for professional educational purposes.

Debrief sessions are NOT counselling sessions for students.

### **Bower Place Responsibilities**

Bower Place Staff involved with client and therapeutic matters will routinely participate in the debriefing process with students specifically for student teaching purposes. These are to be conducted in the training end of the BP-CNC.

### **Student Responsibilities**

Students are to always conduct themselves in a professional manner and are required to conduct themselves in a respectful manner toward all Bower Place Staff.

### **Facilitators Responsibilities**

Training staff are to facilitate the debriefing sessions with students, as part of student placement and training programs and in accordance with specific qualification requirements.

### **Individual Student Debrief / Formal Meeting Procedure**

In the first instance Facilitation staff are to address any questions or concerns a student may raise in regard to a client, a Therapeutic session, or a Bower Place practitioner.

If any questions or concerns cannot be addressed from a professional educative context then a request to Bower Place for a formal meeting would need to be made.

Bower Place policy is for any formal meeting to involve the BP-CNC Director or their nominee. Such a meeting will also include Bower Place Management staff.

A formal meeting of this nature with a student would be treated by the BP-CNC as a formal clinical matter and addressed in the clinical end of the BP-CNC.

BP-CNC policy is for any formal meeting, to be conducted in accordance with all Bower Place protocols.

Bower Place would formally communicate the fact of and details of any such meetings with any other outside training organisations to whom a student may be enrolled or registered.

Bower Place and training organisations with whom they have a partnership have an agreed understanding that any such matters would be documented and addressed as an integral part of formal protocols across all organisations.

### **ACCESSING BOWER PLACE THERAPEUTIC SERVICES**

Students wishing to seek personal clinical/therapeutic assistance from Bower Place outside their training or placement contact time, do so of their own volition.

Bower Place policy requires that students seeking assistance from Bower Place make an appointment of their own accord to consult a Bower Place Practitioner through the Bower Place administration staff.

Bower Place policy clearly stipulates that any practitioner who has direct training contact with a student are not permitted to accept that student as a client. When the student ceases being a training participant then such constraints no longer apply.