**Placement Policy Acknowledgement**

**Please Note the Following General Conditions:**

* Undergraduate Student Nurses and Midwives must attend fire lectures annually and must observe fire orders.
* All accidents within the practice placement setting must be reported immediately as per the placement sites policy for incident reporting.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Act, 2005 & 2010 all Undergraduate Student Nurses and Midwives must comply with all safety regulations and audits.
* In line with Data Protection Acts 1998, 2003 & 2018 and Data Protection Policy for all Undergraduate Student Nurses and Midwives must comply with regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking & vaping within Hospital Buildings and all other placement sites is not permitted.

## Uniform/dress code must be adhered to at all times.

**Risk Management, Infection Control, Hygiene Services and Health & Safety**

* The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* Undergraduate Student Nurses and Midwives will be provided with the necessary education, training and support to enable them to meet this responsibility.
* Undergraduate Student Nurses and Midwives have a duty to familiarise themselves with the relevant Organisational Policies Procedures & Standards and attend training as appropriate in the following areas: -
  + Continuous Quality Improvement Initiatives
  + Document Control Information Management Systems
  + Risk Management Strategy and Policies
  + Hygiene Related Policies, Procedures and Standards
  + Decontamination Code of Practice
  + Infection Control Policies
  + Safety Statement, Health and Safety Policies and Fire Procedure
  + Data Protection and Confidentiality Policies
* Each Undergraduate Student Nurse and Midwife are responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy of the placement sites and that you comply with these Risk Management Incident /Near Miss reporting Policies and Procedures at all times during placement.
* Undergraduate Student Nurses and Midwives are responsible for ensuring that they comply with infection control and hygiene services requirements in your area of responsibility. Infection Control and Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment
* Undergraduate Student Nurses and Midwives must foster and support a quality improvement culture through-out your practice placement in relation to hygiene services.
* Your specific responsibility for Quality & Risk Management, Hygiene Services, and Health & Safety will be clarified to you in the induction process and by your preceptor and Clinical Placement Coordinator (CPC).
* Each Undergraduate Student Nurse and Midwife must take reasonable care for his or her own actions and the effect they may have upon the safety of others.
* Undergraduate Student Nurse and Midwives must cooperate with management, attend and receive certification in Mandatory training, Health & Safety related training, and not undertake any task for which they have not been authorised and adequately trained.
* Undergraduate Student Nurses and Midwives must work within their scope of practice and level of required supervision for their year of training.
* Every Undergraduate Student Nurse and Midwife are required to bring to the attention of a responsible person any perceived shortcoming in the placement sites safety arrangements or any defects in work equipment.
* Every Undergraduate Student Nurse and Midwife are responsible for identifying, assessing and reporting all risks and for contributing to the management review of all risks.

**I acknowledge receipt of the above and I have read and understand same.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Personnel**: to be created

**Grade:** Student **Department:** School of Nursing and Midwifery, University of Galway

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_