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## POLICY C26.0

### EXTERNAL CLINICS

#### 1.0 INTRODUCTION

##### 1.1 Context

The Australasian College of Health and Wellness (ACHW) is a nationally accredited institute of higher education offering qualifications ranging from Undergraduate Certificates to Bachelor degrees. ACHW's courses include units which involve clinical practical blocks which are organised using room hire agreements with external fully functioning external clinics. ACHW or Third-Party Partner (TPP) staff facilitate these clinical practical blocks.

The clinics used by ACHW are listed in Schedule 1 to this policy.

##### 1.2 Purpose

The purpose of this policy is to outline the responsibilities and principles which govern the approval, use, and termination of external clinics for the purposes of teaching clinical skills to ACHW and TPP students.

##### 1.3 Scope

This policy applies to all ACHW and TPP staff and students who are involved in any way with external clinics. This includes, but is not limited to, senior staff with overall responsibility for ACHW's activities and services, staff coordinating, teaching and supervising students in clinics, students being taught in clinics, staff and committees conducting due diligence and approval of a new clinic, staff developing agreements with clinics, and staff and committees conducting quality assurance of clinic facilities.

##### 1.4 Scope Exceptions

This policy does not apply to ACHW and TPP staff and students who have no involvement with external clinics.

#### 2.0 RESPONSIBILITIES

1. ACHW and TPP staff and students are responsible to comply with this policy and its procedure, external clinic procedures, manuals and policies, relevant Australian Standards and all legislated requirements.
2. ACHW and TPP staff are responsible to action the requirements of their role as outlined in the External Clinics Procedure.

3. ACHW WHS Committee, ACHW Teaching and Learning Committee, and ACHW Academic Board are responsible to action their quality assurance role in respect to external clinics as outlined in the External Clinics Procedure.

## 3.0 POLICY

### 3.1 Principles

1. ACHW ensures that due diligence is conducted on a clinic prior to an agreement with them, as well as an assessment of the clinic's facilities, health and safety policy and procedures, compliance with legislation, standard operating procedures, and security measures.
2. ACHW ensures that external clinics are appropriately accredited and registered for the safe and compliant delivery of beauty and dermal clinical services to clients and will not use a clinic without the required accreditation and registration being confirmed.
3. Approval of new clinic venue proposals and updates on clinics are included in agendas of the ACHW Academic Board, the WHS Committee, and ACHW Teaching and Learning Committee (TLC).
4. The ACHW TLC approves proposals for new clinics, following due diligence and audit of facilities, and approves cancellation of the use of a clinic where standards are not met. The ACHW TLC advises, for noting, the ACHW Academic Board of new or terminated clinic agreements.
5. The WHS Committee audits external clinics annually and prior to renewing an agreement with a clinic. The ACHW Head of School and the National Clinic Coordinator action the audit, using a specific Clinic Audit Checklist which includes criteria for:
  - currency of required accreditation and registration;
  - general condition of the site and continued suitability for use as a clinical teaching facility;
  - the appropriateness and size of teaching areas for the number of ACHW or TPP students who will attend the clinic;
  - the processes involved in obtaining feedback from ACHW and TPP staff and students and acting on the feedback;
  - processes for clients to lodge complaints;
  - the availability of required equipment and equipment procedures; and
  - whether maintenance logs are current for equipment where a maintenance log is required by the manufacturer or council and regulatory bodies.

6. ACHW and TPPs notify students on admission that they must have had a Hepatitis B vaccination prior to attending clinics and must provide evidence of this.
7. ACHW provides students and staff with information about their attendance at clinics through the Student Handbook, relevant policies and procedures (for example, the Health, Safety and First Aid in the Workplace Policy and Procedure, the Infectious Diseases and Infection Prevention and Control Policy and Procedure, and this policy and its procedure), the Clinic Quality Assurance Framework and various other documentation relevant specifically to clinics.
8. ACHW ensures that students and staff are thoroughly inducted to the external clinic environment, equipment, procedures and health and safety requirements and procedures.

## 4.0 DEFINITIONS

- **External Clinics** - clinics not owned by ACHW which ACHW has an agreement with to use the clinic's facilities for teaching specific clinical skills.
- **Modalities** - different learning experiences or methods.
- **Third-Party Partner (TPP)** - an organisation, other than ACHW, providing education services to students on behalf of ACHW, such as delivering an ACHW unit or course.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- ACHW documents specifically for clinics:
  - Australian Standard on Laser Safety
  - Clinic Opening Check List
  - Clinic Quality Assurance Framework
  - Clinic WHS Manual
  - Equipment List
  - Equipment Procedures
  - Registration Form for Attending Clinics
- Critical Incident Policy
- External Clinics Procedure
- Health, Safety and First Aid in the Workplace Policy and Procedure
- Higher Education Standards Framework (2021)
- Infectious Diseases and Infection Prevention and Control Policy and Procedure

- Staff Code of Conduct
- [State-based Work, Health and Safety Acts and Codes](#)
- Student Code of Conduct
- Work Health and Safety Act (2011) (Commonwealth) and Regulations

## 6.0 POLICY OWNERSHIP

Policy Owner	Head of School, ACHW
Status	New
Approval Authority	ACHW Academic Board
Date of Approval	14 September 2021
Effective Date	07 October 2021
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	August 2024
Content Enquiries	Candice Heskey - Head of School, ACHW Email: <a href="mailto:cheskey@achw.edu.au">cheskey@achw.edu.au</a>

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C26.0	14/09/2021	ACHW Academic Board	New Policy

## SCHEDULE 1 - CURRENT EXTERNAL CLINICS

The following organisations are the external clinics ACHW currently uses:

Delivery Site	Address
Endota Spa	5/66 Harrington Street the Rocks, NSW 2000
Alma	184 Bourke Rd Alexandria, NSW 2015
Dermalogica	111 Chandos St, Crows Nest, NSW 2065
Elly Lukas	345 Flinders Lane, VIC
Skin Energy	232 Ferry Rd, Southport QLD 4215
ADSI	2/20 QueenSt, Melbourne VIC 3000