

Teaching Clinic Operation Policy

Policy Code: CLI-001 **Version:** 2.1 **Effective Date:** 24 August 2012

Purpose:

The policy sets out the general operation of College Teaching Clinics. Initially, the Clinics were established mainly to provide a teaching environment and for clinical practical experience for students enrolled in College courses. There is a community expectation that Teaching Clinics will provide services which are considered to be best practice in the field of natural medicine. To achieve this goal, Clinics require proper management, the encouragement of excellence in its staff and their undertakings in the Clinics and a commitment to research into evidence based therapies. This policy explains the general requirements for the operation of College Clinics.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, College of Natural Beauty, FIAFitnation and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

- Scope:**
- All campuses
 - All Teaching Clinics
 - All clinic staff
 - All students
 - All clinic clients

Policy Statement:

All College Clinics have been established to provide a learning environment for students

enrolled in courses requiring clinical competence and clinic practical skills, and a research base for students and staff. As such, the clinics are considered to be centres for the teaching of clinical skills rather than profit making businesses. Not only do clinics provide a service for enrolled students, they provide best practice interventions for the outside community, who are the clients of the clinics. In all clinics, students provide services to clients while supervised by members of staff.

All College Teaching Clinics will provide a model of best practice within its area of professional operation, to include excellence in teaching and learning, research and/or community service.

All College Teaching Clinics will comply with any relevant federal, state and College regulations, rules and policies, in addition to any code of conduct established by relevant professional bodies.

Special Note: All local government/council requirements must be identified and complied with, such as Skin Penetration requirements, health requirements etc.

Principles

The National Head of Clinics, in consultation with Clinic Managers, Clinic Supervisors, Program Leaders and Facilities Managers, will develop and regularly update the Clinic Operating Manual to minimise potential risks.

The National Head of Clinics will report annually to the Teaching, Learning and Curriculum Committee and the Academic Board on the operations of all clinics.

All Clinic Supervisors, Clinic Managers, Program Leaders, Lecturers and clinic staff will be responsible to the National Head of Clinics for the satisfactory operation of the Clinics.

The College, through its insurance agents, will provide all staff and students who are involved in Teaching Clinics and external placements with a Professional Indemnity Policy that provides indemnity for civil liability in respect to claims arising from a breach of a professional duty by reason of an actual or alleged act, error or omission, malpractice, public liability and product liability.

Each Teaching Clinic will operate within a current business plan approved by College Council and Endeavour Learning Group Pty Ltd management. The business plan will set goals in line with the College Strategic Plan and specify to which clinic income can be applied.

All Teaching Clinics have been established to fulfil the College's commitments to enrolled students for the completion of their courses, where those courses require clinical competence.

In determining the fee levels, Teaching Clinics must take into account all the costs involved in providing services, as well as any special factors that might exist. The schedule of fees will form part of the business plan and thereafter, the schedule of fees should be reviewed at least annually.

The cost of overheads of Teaching Clinics (electricity, water, telephone, insurance etc.) will be assisted in recovery by an appropriate charge to clinic clients.

A clinic fee may be waived by the Clinic Manager in cases of hardship or, if the clinical service also involves research.

The Academic Board may approve a schedule of discounts for staff and students who utilise the services of the Teaching Clinic. These discounts are dependent upon there being no financial disadvantage to the clinic, and may change or be discontinued without notification. Where discounts are offered to staff, there is to be no discrimination between different categories of staff. In the case of Consultants, eligibility for clinic discounts will be determined on a case-by-case basis.

Appropriate accounting procedures, to properly account for the income and expenditure of the Teaching Clinics, will be followed.

An annual report on the activities of the College Teaching Clinics for the previous calendar year, including financial outcomes to the Academic Board, to be presented to the College Council.

Each Teaching Clinic should ensure that a high quality service is provided to the clinic clients and that appropriate quality assurance mechanisms are in place and operational.

Each Teaching Clinic will be reviewed at regular intervals for clinic best practice and review by external professional bodies as deemed appropriate for course accreditation/reaccreditation.

Related Procedures:

Not Applicable

Definitions: Not Applicable

Further Information:

Related Policies: Not Applicable

Benchmarking: Not Applicable

Supporting Research and Analysis:

Related Documents: [Clinic Handbook](#)
AHPRA guidelines

Related Legislation: Relevant government regulatory & legislative Acts for Queensland, New South Wales, Victoria, South Australia, Western Australia

Guidelines: [Clinic Operations Guidelines](#)

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Approval Body:	College Council Meeting date: 24 August 2012
Policy Status:	Revised
Responsibilities for Implementation:	Director of Education National Head of Clinics Clinic Supervisors Program Leaders
Key Stakeholders:	National Head of Clinics Clinic Supervisors Program Leaders
Date for Next Review:	August 2015

Version History			
Version	Date	Author	Details
0.1		S. Jones	Draft Document
0.2	17Feb10	N. Chaperon	Reformatting
0.3	11Nov10	N Chaperon	Incorporating feedback and stakeholders
0.4	19Nov10	N Chaperon	Incorporating feedback
0.5	19Nov10	G Spalding	Combining Teaching Clinic Operation Policy & Teaching Clinic General Policy
0.6	22Nov10	N Chaperon	Incorporating feedback
0.7	23Nov10	G Spalding	Content clean-up
0.8	24Nov10	N Chaperon	Format clean-up. Inclusion of clause regarding discounts.
1.0	26Nov10	N Chaperon	Addition of administrative info; sent to Council.
1.1	18Jul11	N Chaperon	Conversion to new template
1.2	20Sep11	G Spalding	Delete from policy statement list of all relevant federal state & college regulations
2.0	24Aug12		Approved by College Council
2.1		S Crouch	Update change of titles and committee names; Campus

			Clinics changed to teaching clinics; changes to reporting in first para under "Principles"
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