

INHERENT REQUIREMENTS COMPLIANCE – RISK ASSESSMENT GUIDELINE

SECTION 1 – PURPOSE AND CONTEXT

SECTION 2 – DEFINITIONS

SECTION 3 – POLICY STATEMENT

SECTION 4 – PROCEDURES

SECTION 5 – GUIDELINES

- 1) The following risk assessment matrix and examples may be used as a starting guide to inform decisions around risk when evaluating alleged inherent requirement breaches by a student.

Risk level	Low	Medium	High
IR breach level	Minor Minor or no impact on student compliance with inherent requirements	Moderate Moderate impact on student compliance with inherent requirements	Major Major failure of student to comply with inherent requirements
Examples of Consequences	<ul style="list-style-type: none"> Minor or no impact on the reputation of the program and its standing with the profession Minor impact on other students' learning opportunities No/minor impact on patient/client/public safety 	<ul style="list-style-type: none"> Moderate impact on the reputation of the program and its standing with the profession Moderate impact on other students' learning opportunities Moderate impact on patient/client/public safety 	<ul style="list-style-type: none"> Actions impact on the reputation of the program and its standing with the profession Significant impact on the reputation of the University and/or other organisation(s) Significant impact on patient/client/public safety Significant impact on other students' learning opportunities
Recommended outcome	No formal investigation or action. IRC Officer may discuss concern with appropriate staff to implement informal remediation measures.	Formal investigation by IRC Panel required. The student may be allowed to remain engaged in learning activities through reasonable adjustments. The student may be required to complete remediation activities and to pause study in some subjects. Where reasonable adjustment and remediation fail, or in the case of misconduct, study may be terminated.	
Examples based on causes			
These examples provide a guide only. Risk decisions may be profession-specific and are at the discretion of the appropriate decision-makers.			
Conduct	One-off, infrequent, or non-serious instances of: <ul style="list-style-type: none"> failing to engage or actively participate lack of punctuality Infrequent instances of:	Frequent or serious instances of: <ul style="list-style-type: none"> lack of punctuality non-attendance at compulsory University or placement-based learning activities without a valid reason Failure to respond to a direction from a University staff member or placement supervisor resulting in minor risk to patients and/or the wider 	Frequent or serious instances of: <ul style="list-style-type: none"> failure to engage or actively participate at any University or placement-based learning activity non-attendance at any placement-based learning activities without a valid reason One or more instances of any of the following:

	<ul style="list-style-type: none"> • Communication issues of a minor nature or seriousness (e.g. inappropriate communication or rudeness that does not lead to, or risk, serious consequences) • Impairing in a minor way the ability of a University staff member or another student to participate in a learning activity • Minor inappropriate use of mobile phones or other electronic devices during University or placement-based learning activities, where not covered elsewhere. • Inadequate preparation or clean-up of practical placement work area 	<p>community (including other students and placement staff)</p> <p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • non-attendance at any placement-based learning activities without a valid reason • Leaving assigned post without authorisation from University or placement supervisor • Minor breach of privacy or confidentiality (e.g. failure to limit the ability of others to hear or see confidential information) • Minor damage to and/or inappropriate use or lack of care of equipment or materials at a placement site • Minor breach of health and safety policy/ requirements 	<ul style="list-style-type: none"> • Fraud (generation of fraudulent documents, forgery, etc.) • Failure to respond to a direction from a University staff member or placement supervisor resulting (or potentially resulting) in a serious risk to patients and/or the wider community (including other students and placement staff) • Assault, theft or serious criminal offence • Intoxication by alcohol or drugs in connection with the practice setting (including being under the influence of prescription drugs that impair performance in the practical placement setting) • Engagement in sexual misconduct in connection with the practical placement • Communication issues of a serious nature (including inappropriate use of social media, victimisation, exploitation and blackmail, harassment, bullying, threatening behaviour, serious rudeness or aggression and intimidation) • Serious breach of confidentiality (disclosure of an individual's information to others, where the information was previously unknown, identity impersonation and identity theft). Includes recording or photographing patients or patient information using a mobile phone or similar device. • Providing treatment or intervention to a patient without, or outside of the scope of, an approved treatment plan, appropriate supervision, and/or signed patient consent (where required) • Providing treatment or intervention to a patient without supervision or supervisor approval (where required) • Damage to, or inappropriate use or lack of care for equipment or materials • Serious breach of health and safety policy/ requirements
Compliance	<p>One-off, infrequent, or non-serious failure to:</p> <ul style="list-style-type: none"> • comply with minor professional codes or requirements such as a Dress Code • comply with infection control protocols including failure to wear the required personal protective equipment 	<p>Frequent or serious failure to:</p> <ul style="list-style-type: none"> • comply with a Dress Code • comply with infection control protocols including failure to wear the required personal protective equipment <p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • Pending criminal legal matter of a nature that is unlikely to impact the student's ability to maintain required criminal record clearances and meet placement providers' standards to enable them to continue to undertake a practical placement 	<p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • Failure to complete and/or maintain the pre-placement requirements • Breaching standards of a relevant professional code of conduct, professional association or professional registration body (including failure to maintain student registration where applicable) as well as the Placement Providers policies and procedures • Pending criminal legal matter of a nature that is likely to impact the student's ability to maintain required criminal record clearances and meet placement providers' standards to enable them to continue to undertake practical placements (recognising a student's right to an assumption of innocence until convicted) • Failure to disclose to the school a criminal charge or conviction where the student is required to do so through a student undertaking.

			<ul style="list-style-type: none"> • Failure to disclose an inability to meet inherent requirements, such as failure to disclose a relevant medical problem or disability • Failure to successfully complete a return to practise competency assessment • Failure to complete and/or maintain the pre-placement requirements that is not able to be addressed in the short-term
Performance	<p>One-off, infrequent, or non-serious instances of the following:</p> <ul style="list-style-type: none"> • Illegible recording of patient records • Lack of English language proficiency resulting in minor misunderstandings in responding to and giving instructions 	<p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • Lack of English language proficiency resulting in significant misunderstandings in responding to and giving instructions • Deficient, inaccurate or incomplete recording of patient records/reports/case notes/student logs • Failure to demonstrate practical competence to the standard and safety levels expected of a student at their level of training that may be remediable 	<p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • Interpersonal communication skills are not of a sufficient standard to undertake placement activities in the community with persistent failure to improve • English language proficiency that places the public at risk of substantial harm • Failure to demonstrate practical competence to the standard and safety levels expected of a student at their level of training that cannot be remediated
Capacity	<p>One-off, infrequent, or non-serious instances of the following:</p> <ul style="list-style-type: none"> • Temporary lowering of capacity (for example due to a mental or physical disability or medical condition) • Exacerbation of an existing physical disability or medical condition that is usually well managed and is capable of redress through reasonable adjustments in the short term 	<p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • Existing disability or medical condition that is not well managed but is capable of remediation in the short term 	<p>One or more instances of any of the following:</p> <ul style="list-style-type: none"> • Chronic lowering of capacity (for example due to a mental or physical disability or medical condition) that impacts a student's capacity to meet inherent requirements and/or places the public at risk of substantial harm

Adapted from University of Queensland 'Fitness to Practice' Policy