



Work Placement Contract and Otago Polytechnic Code of Privacy/Confidentiality

As a student studying an Otago Polytechnic, School of Veterinary Nursing programme, I agree to:

- undertake compulsory work placements in animal related facilities including veterinary clinics as part of my programme
- organise and manage all aspects of my compulsory work-placements
- be punctual in my attendance at the placement
- wear my Otago Polytechnic name badge, polo shirt, closed-in shoes, hair tied back (if applicable), no nail polish and minimal jewellery
- be diligent and willing to undertake all tasks under supervision
- reflect on honest and constructive feedback provided by the work placement to improve my performance
- follow all rules, and health and safety requirements at animal related facilities including veterinary clinic
- follow the **Otago Polytechnic Code of Privacy/Confidentiality** (refer below)
- conduct myself professionally at all times
- arrive at all work placements ready to perform tasks and follow all instructions
- engage fully in work placements and take all opportunities to learn new information/skills
- collect evidence required for assessments, when I feel I am able to confidently perform the required skills/tasks and with minimal disruption to the work placement
- discuss assessment requirements in a timely fashion with your supervisor
- understand that payment is not required for any work placement I undertake as part of this programme.

As a student studying an Otago Polytechnic, School of Veterinary Nursing programme, I agree to abide by the Otago Polytechnic Code of Privacy/Confidentiality as set out below:

1. I am currently enrolled as a student in the School of Veterinary Nursing at Otago Polytechnic. I understand that during the course of this programme I am being permitted to work in animal facilities, including veterinary clinics and must abide by the Privacy Act, 1993 <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>
2. I understand that during any work placement, I may see and/or hear information, or be upset or concerned about the procedures that I may not yet fully understand. At all times, the events that occur within an animal facility, including veterinary clinics are private and confidential. I promise that I will not discuss or critique the competence of the staff employed at any animal facility, including veterinary clinics, that I undertake work placement at, or any animals and/or their owners that I see with any of my friends, whanau/family, or others, including the staff at other animal facilities, including veterinary clinics or on any form of social media e.g. Facebook, Twitter, TradeMe Message Board.
3. I will never reveal names, or animal details that might lead to others recognising who I am referring to in a general discussion without the prior permission of the animal's owner and the owner of the animal facility, including veterinary clinics.
4. I understand that I will be taught about the legal requirements and ethical obligations during the programme, including which committees exist for reporting of professional misconduct, cruelty etc. I also understand that there is a Health and Safety Act and Regulations in place to protect both myself, others and animals during these work placements in animal facilities, including veterinary clinics. I will abide by and apply these at all times during my work placement at any animal facility.
5. I understand that if I do not abide by these conditions, as stated above and agreed to by me I may jeopardise my study as well as work placements for students in the future. This will include being issued with a written warning on the first incident, and on the second will be notified verbally and in writing of my dismissal from the programme.