Code of Practice for Research Placements at the John Curtin School of Medical Research

Content

The Code of Practice for Research Placements at the John Curtin School of Medical Research (JCSMR) sets out the current policies and practices relating to research placements supervised at JCSMR. Its purpose is to make clear what is expected from students, supervisors and the JCSMR, and to minimise difficulties caused by misunderstanding or poor communication.

Definitions

In this Code of Practice:

- 'research placement' includes any research project, observation or experience where a student is supervised at JCSMR and that is a requirement of any course offered by the Australian National University or another university.
- 'supervisor' is the JCSMR staff member responsible for the direction of the student during the placement.

Responsibilities of the Student

Students will:

- behave ethically, safely and professionally and in a manner which conforms with the policies of the Australian National University (policies.anu.edu.au);
- be familiar with the goals and requirements of the research placement;
- consult with supervisor with regard to expectations on attendance, supervision, assessment and progress;
- advise the JCSMR of any fact which may affect their capacity to undertake the research placement, such as a medical condition, disability or personal difficulty.
- use resources available at the JCSMR only for the purposes of the research placement;
- conduct laboratory work only under the direct supervision of the supervisor, or a suitably qualified staff member delegated by the supervisor;
- inform their supervisor and Department if they will be late or cannot attend the research placement for any reason;
- immediately inform the supervisor and the JCSMR safety officer of any accidents or adverse incidents while working in JCSMR;
- sign a document acknowledging that they have read and agreed with the Code of Practice for Research Placements (this document);
Responsibilities of the Supervisor

The supervisor will:

• behave ethically, safely and professionally and in a manner which conforms with the policies of the Australian National University (policies.anu.edu.au);
• evaluate risks associated with the research placement, and provide appropriate training, resources and work environment to minimize the risks;
• ensure the student is aware of the safety procedures for the research laboratory;
• follow the CMBE/CPMS Guidelines for Child Protection where applicable;
• ensure that students read the JCSMR Code of Practice for Research Placements (this document);
• identify risks associated with the research placement and notify the JCSMR of these (on the application form);
• organize or provide orientation for the student on the first day of the research placement;
• act as a role model introducing students to acceptable professional behaviour;
• clarify aims and expected outcomes of the research placement with the student;
• arrange and provide a safe work environment;
• arrange and provide adequate work space;
• directly supervise or provide an appropriately qualified delegate to supervise all laboratory activity of the student;
• immediately inform the safety officer of any accidents or adverse incidents;
• sign a document acknowledging that they have read and agreed with the Code of Practice for Research Placements;

Responsibilities of the JCSMR

• provide the student with access to the JCSMR for the period of the research placement;
• provide the student with an induction to JCSMR;
• ensure the student is aware of the emergency procedures for the JCSMR;
• respond appropriately and according to ANU policies when an accident, injury or adverse incident is reported.

Relevant Links to Policies and Procedures

Emergency procedures:

Occupational Health and Safety:

CMBE/CPMS Guidelines for Child Protection
https://scinet.anu.edu.au/content/child-protection-guidelines