



Faculty of Medicine & Health
School of Health Sciences

HESC4622

CLINICAL PRACTICUM B

TERM 3, 2021

COURSE OUTLINE

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Staff Contact Details

Course Convenors:

(All terms)	Amanda Burdett School of Health Sciences Office: Level 1, Wallace Wurth Phone: 9065 8312	a.burdett@unsw.edu.au
(Co-convenor: T3)	Dr Matthew Jones School of Health Sciences Office: Rm 202, Level 2, Wallace Wurth Phone: 9348 0032	matthew.jones@unsw.edu.au

Practicum Coordinator (main Workplace Integrated Learning 'WIL' contact):

ExPhys Prac Team	exphys.prac@unsw.edu.au
Caroline Fitzgerald	caroline.fitzgerald@unsw.edu.au

Program Officer:

Submit all enquires via the UNSW Student Portal, logging in with zID & zPass <http://unsw.to/webforms>

Who to contact if you have issues

- The course convenor is responsible for approving enrolment variations (e.g. prerequisite and session issues), assessable tasks and general oversight of the course.
- The practicum coordinator is the key contact for arranging placements, ensuring the availability of a sufficient number of quality clinical placements and engaging clinical supervisors.
- The program officer will assist students with enrolment difficulties verifying that non-academic course requirements are met (e.g. first aid certification, criminal record checks), and practicum uniforms.
- Clinical supervisors include staff of the UNSW Medicine Lifestyle Clinic, conjoint staff and other volunteer supervisors in NSW Health, private clinics and other facilities. These staff provide the network to facilitate workplace training and regularly liaise with the program staff regarding student performance.
- Student support services help with personalised advice and information about university life, student visas, wellbeing, finances, academic performance or if you need help but don't know where to go. <https://student.unsw.edu.au/support>
- Equitable Learning Services can help provide practical support if you are living with a physical/mental health condition or disability to ensure your health condition doesn't adversely affect your studies <https://student.unsw.edu.au/els>

Course details

Credit Points: 6 UOC

Course Prerequisites / Assumed Knowledge: HESC4611

Course Description

This course will provide you with an opportunity to consolidate and extend clinical skills through supervised placements, within an exercise science or exercise physiology workplace. This is done under the supervision of an accredited exercise physiologist or other suitably qualified health professional/s.. These practicum hours are a requirement of the accrediting professional body ([ESSA](#)). Performance is monitored through a portfolio including logbooks, workplace competencies, supervisor report and placement evaluation, and a Final Clinical Examination. The assessment component of the course is attributed 6 UoC in the program.

Note: ESSA requires competency to be demonstrated prior to graduation, hence the hours are deemed a **minimum**.

Aims of the Course

1. To provide an opportunity to consolidate and extend *clinical skills* through supervised placements in the workplace.
2. To enable development of a *breadth* of clinical skills through working with a wide *variety of clinical populations* and in *different workplaces*, encompassing clinics and hospitals.
3. To develop an understanding of *professional practice* requirements in an industry environment.
4. To provide students with opportunities to extend *communication* skills with clients and other allied health and medical professionals.
5. To allow students to explore areas of *professional interest* to assist in guiding future career paths.
6. To contribute towards the *professional registration requirements* of Exercise and Sports Science Australia (ESSA, www.essa.org.au) for registration as both an accredited exercise scientist and accredited exercise physiologist (AEP).

Course structure and teaching strategies

Tutorials will require 100% attendance as they count towards your practicum hours. Where tutorials must be completed online, these will use MS Teams (please [download the app](#) for best experience) – if online, you are expected to have **camera and sound on**. Regardless of format, **please wear clothing/footwear suitable for exercise** as we will be practicing clinical skills in most tutorials.

Please note, we cannot take into consideration any extra-curricular activities in the planning of your tutorials, which may include employment, voluntary work, recreational (e.g. sports) and external academic activities (courses).

This course offers a blended learning teaching approach. The majority of your learning will be completed during your practicum placement, where you will apply the theoretical knowledge you have gained throughout your previous coursework to AES/AEP professional practice. Wherever possible, the learning material is provided through online delivery via a compulsory weekly tutorial, however to aid in development of your clinical competence, there may be some face to face tutorials, which will be notified in advance. Each of the ESSA domains will be covered during these tutorials, with knowledge and skills linked to those domains.

Student Learning Outcomes

This term is used to describe what it is that you should be able to do, explain or understand if you have learned effectively in the course. The assessment in the course will be matched as closely as possible to the stated learning outcomes. The general learning outcomes for the course are as follows:

At the end of the course you should be able to:

- Independently assess lifestyle behaviours and functional capacity, and perform health-risk appraisal and exercise tests, for apparently-healthy and chronically-ill people
- Prescribe physical activity and exercise programs to maintain and promote good health for apparently-healthy and chronically-ill people
- Implement motivational and lifestyle behaviour-change strategies to facilitate behaviour change and enhance self-management
- Communicate effectively with patients from diverse backgrounds, your clinical supervisor, and other health professionals working in a multi-disciplinary team
- Educate clients on the benefits of physical activity for prevention and management of disease, injury and disability
- Integrate your knowledge, skills and clinical experience of exercise physiology using reflective practice

[See also: Student Advice – Graduate Outcomes](#)

Structure of Placements

The hours completed across HESC4611 (Clinical Practicum A) and HESC4622 (Clinical Practicum B), usually involve a variety of placements. Any exceptions to this will require approval from Course Convenor and Practicum Coordinator. Each student will complete at least one of these placements in the UNSW Medicine Lifestyle Clinic.

To accommodate student timetables, as well as the availability of clinical supervisors/placements, there may be a variable structure to how your hours are completed. For example, placement may occur in a block, or a set pattern of 1-2 days/week (or half days) throughout the duration of the practicum term. Arrangements with supervisors will dictate the conclusion of a placement, which does not cease as soon as you reach the minimum hours at a specific placement.

A number of clinical placements are restricted to certain dates and attendance patterns. It is critical for students to consider these requirements with other study commitments in mind, and communicate issues within 2 weeks of term commencement or beginning placement.

Supervisor Qualifications

ESSA dictates what accounts for a suitably qualified and experienced supervisor. You can find the details of specific supervisor qualifications required and information about supervisor:student ratios in the [ESSA Practicum Guide](#).

Work Integrated Learning – Student and Supervisor Expectations

Practicum placements should be a positive experience for both students and employers. At the completion of this course, students should have gained competence in their clinical skills. Employers gain benefit through providing staff members with teaching and mentoring experience, establishing on-going education and research links with the University and through trialling a potential employee.

Supervisor Expectations

It is expected that practicum placement supervisors will:

- Prepare for the arrival and supervision of UNSW WIL students.

- Provide a fit-for-purpose workplace.
- Induct students into the workplace, including informing them of required health and safety policies and procedures, ensuring that potential risks, such as workplace hazards, are identified prior to a student commencing any WIL activity and that risk mitigations are put in place to comply with NSW Work and Health Safety (WHS) regulation 2017 and NSW Work and Health Safety Act 2011.
- Allocate tasks and provide ongoing supervision to enable and foster student learning.
- Communicate as required with WIL staff.
- Contact WIL staff promptly should an incident or issue relating to a student's performance or wellbeing in undertaking the WIL activity occur.
- Have read the information manual for practicum supervisors and will be familiar with the specific objectives, structure and assessment of UNSW Exercise Physiology practicum placements.
- Monitor student attendance and completion of required hours by reviewing and verifying the completed record provided by the student on or prior to term conclusion.
- Complete the supervisor's practicum assessment report at or near the conclusion of the placement, ideally discussing feedback directly with the student (form completed online by all supervisors – details are emailed to each supervisor in advance of their due date).

Student Expectations

Students also have responsibilities to ensure the safe and smooth operation of their practicum placement/s.

Firstly, students must prepare for their practicum. This includes:

- Reading all materials provided by UNSW staff to ensure that the requirements of the activity, especially any time commitments and travel involved, are fully understood.
- Making whatever arrangements are necessary to meet all time commitments e.g. considering caring responsibilities (for children or others), or travel and accommodation where necessary.
- Reading and signing the WIL Agreement and any other documents required (including placement specific materials e.g. Lifestyle Clinic, NSW Health).
- Submitting any required documentation such as police checks, working with children checks, and health checks by the deadlines set by UNSW staff.
- Completing any pre-WIL activity training designated by either UNSW staff and/or the partner organisation.

A workplace induction must be undertaken within the first few days and a risk assessment of the placement completed and submitted. The Practicum Coordinator will provide details of how and where to submit these documents.

Throughout practicum, students are also responsible for:

- Complying with the WIL Agreement, with reasonable directions of UNSW staff, as well as with UNSW policies and procedures e.g. [Student Code of Conduct](#), [ESSA Code of Professional Conduct and Ethical Practice](#)
- Meeting all the requirements associated with placement, the course as a whole, and program of study, including class-based and/or online learning activities and assessment tasks.

The Student Code of Conduct also sets out expectations that students will:

- Treat all University staff, other students, and visitors to the University with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and includes supervisors and others involved in clinical placements.
- Conduct themselves in an appropriate manner while on placement.

- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the University's reputation or good standing.

Leave during your clinical practicum term is only granted under exceptional circumstances and must first be approved by the course convenor and practicum coordinator.

Further to the [UNSW WIL Procedure](#), non-adherence to any practicum placement policies and procedures includes lack of punctuality, poor presentation, lack of courtesy, lack of professional communication, breach of patient or client confidentiality, failure to follow processes required for safety, failure to comply with instructions of supervisors and failure to complete tasks as required by the practicum site, and any other behaviour deemed as unprofessional or poor performance.

Failure to meet these basic expectations may result in termination of a placement or failure of the course. If a placement is terminated, an appointment must be made promptly with the practicum coordinator and the course convenor. Possible outcomes include re-allocation to an alternative placement, being withdrawn from the course or failing the course.

Please note, serious incidents of misconduct or unsatisfactory performance may result in immediate termination of the placement.

Uniforms

Ensure you wear the UNSW Exercise Physiology practicum uniform at all times during your placement, unless the clinic service in which you are placed has an alternative requirement. Extra uniforms are available for purchase from the UNSW Grad Shop.

Organising placements

To maximise the quality, safety and integrity of the clinical experience, it is imperative that placements are arranged and monitored through formal processes arranged by the practicum coordinator.

Ordinarily, we do not allow students to organise their own placements. Due to the limitations imposed by COVID-19, students are allowed to approach clinics and/or supervisors to enquire about completing hours. However, you must notify the Course Convenor and Practicum Coordinator about this and the suitability of these placements is still at the discretion of the Practicum Coordinator and Course Convenor. Moreover, commencement at these placements can only occur once they have been approved by the Practicum Coordinator pending the necessary risk assessment and Work Integrated Learning procedures have been met.

Students should not contact placement supervisors nor start that placement until 1) the placement suitability has been confirmed and student is directed to arrange commencement or 2) they have been allocated a placement and are directed to contact the supervisor.

Key Course Dates

Practicum course		T3 2021
Practicum O-week		Monday-Friday 13-17 th September
Placements commence		Monday 19 th September
Checkpoints:	CWA competencies	Friday 22 nd October (6pm)
	Logbooks	Monday 25 th October (9am)
Placement Evaluation		Monday 15 th November (9am)
CWA Competencies		Monday 22 nd November (9am)
Supervisor reports	<i>Provisional AEP</i>	<i>Friday 26th November (6pm)</i>
	Full AEP	Friday 14 th January (6pm)
Signed logbooks	<i>Provisional AEP</i>	<i>Friday 3rd December (6pm)</i>
	Full AEP	Friday 21 st January (6pm)
Placements conclude	<i>Provisional AEP</i>	<i>Friday 3rd December</i>
	Full AEP	Friday 21 st January
Final clinical assessment (day/time will be advised)		Monday-Friday 6-10 th December

* **Provisional AEP** pathway: 140 ES hours + 220 EP hours = **360** total hours

* **Full AEP** pathway: 140 ES hours + 360 EP hours = **500** total hours

Please review the information on the [Provisional Accreditation \(essa.org.au\)](https://essa.org.au) pathway to make an informed decision on which pathway you would prefer. Information on requirements for the FULL AEP pathway can be found in the current [ESSA Practicum Guide](#).

It is your responsibility to ensure that you reach all necessary hours required for the relevant ESSA accreditation (provisional or full) and completion of the required hours for Clinical Practicum B.

If for circumstances beyond your control (e.g. illness) you are unable to complete all of the required hours for a particular placement within the specified session dates, contact the course staff immediately. Given the likely ongoing disruptions caused by COVID-19, we appreciate this may be the case for many of you. Regardless, please do your best to keep the Practicum Coordinator and Course Convenor informed of your progress as **COVID-19 will not be accepted as an excuse for a lack of proactivity on behalf of students. Extensions will only be granted to those students who have been continuing hours relative to opportunity.**

Assessments

These tasks have been chosen as tools to enhance and guide your learning as well as a way of measuring performance and are therefore a central teaching strategy in this course. The assessments for this course comprise a practicum skills portfolio (50%) and a clinical skills exam (50%). **Where final assessments cannot be completed due to any applicable restrictions relating to the current COVID-19 pandemic, grades will be switched to satisfactory/fail.**

Assessment Task – Practicum Skills Portfolio (50% of total grade)

Your portfolio consists of **three components**:

1. **Practicum logbook (15%)**
2. **Clinical Workplace Assessment “Competencies” (30%) and supervisor reports**
3. **Placement evaluation (5%)**

Component 1: Practicum logbook (15%)

You are required to keep a log of all practical hours completed in the course. You will be required to submit your logbooks for a midway checks, after which formative feedback will be provided about the quality of your logbook entries to allow you opportunity to edit prior to final submission. You must download the **current** logbook template, then upload to the Teams assignment. **Then you must keep your logbooks up to date using this live document** which is accessible via teams. You can find the logbook template, logbook marking rubric and further instructions in your Teams course channel.

The final logbook is due on the term completion date noted above. The completed logbook must meet the minimum ESSA requirements for your selected accreditation pathway, with a summary page for each placement signed by your supervisors, all of which will be uploaded to the Teams Logbook assignment. Failure to upload these documents on time will result in being ineligible to sit your final assessment and you risk failing the course.

How many hours you need to complete:

In order to successfully complete HESC4622 you must complete the minimum required hours for your preferred accreditation pathway at your allocated practicum placements during the term.

* **Provisional AEP** pathway: 140 ES hours + 220 EP hours = **360** total hours

* **Full AEP** pathway: 140 ES hours + 360 EP hours = **500** total hours

Breakdown of hours you need to complete:

At completion of both HESC4611 and HESC4622 you should have completed all hours required for ESSA accreditation as an AEP (100 of which you would have completed in Stages 1-3 of the degree – see the logbook template for this breakdown). Please see current year’s [ESSA Practicum Guide](#) and the [Provisional Accreditation](#) guidelines for further details on the number of hours required to be eligible for AEP accreditation.

You will have accrued hours across a few domains during HESC4611. You will need to complete the remaining hours required for ESSA accreditation during HESC4622. To do this:

1. Review the number of hours you accrued across the domains/activities in HESC4611
2. Determine which and how many hours you are in deficit of and keep this in mind for your placement during HESC4622 – *you may need to request specific cases on your placements if there are mixed domains*

If you need assistance with planning your hours or if you feel as if you will be in deficit of hours, contact the Practicum Coordinator and Course Convenor within 4 weeks of the term commencement.

Supervisor Signatures

At the conclusion of your placement you will need your supervisor to sign your logbook entries. You may do this via a printed version; or obtain an electronic signature. **If you opt for an electronic signature, you must send your supervisor a copy of the detailed excel logs as well as a pdf version of the summary page for the placement. Ensure all details are correct before sending, and then copy in to the email the ExPhys Prac email (exphys.prac@unsw.edu.au). Ask your supervisor to reply-all to validate their electronic signature and ensure we have a copy.**

Logbook rubric:

Please see the rubric towards the end of this course outline – your logbook will be graded on:

- Logs of clinical hours and professional standards hours
- Minimum hours met (relative to opportunity), including meeting ESSA requirements
- Summary page/s
- Submission to Teams

Component 2: Clinical Workplace Assessment “Competencies” (30%) and Supervisor Reports (multiple due dates)

By the end of HESC4622 you will need to have achieved a P or P+ level for **all 10 Clinical Workplace Assessment “Competencies” not assessed in HESC4611**. These competencies are industry standard skills which students will develop throughout the practical components of this course. Competencies will be assessed by practicum supervisors over the placement. It is important you **discuss these with your supervisor at the beginning of your placement** to set up a plan to complete the competencies which are realistic for you to be assessed on at that placement.

Competencies will be checked midway through the term to ensure you are on track for completion and final submission occurring towards the end of the term. **NOTE: ANY mark is acceptable at the midway check, but you must achieve a P or P+ level for the final check.**

Supervisor Reports

Reports will be submitted directly to course convenors by your clinical supervisors. **Please remind your supervisors to fill out and send these back by the due date.**

The supervisor report is an evaluation of your performance throughout the duration of your practicum placement with that supervisor. You may not receive a copy of this evaluation directly, but supervisors are encouraged to discuss performance with students in advance of submitting their reports.

Supervisors will evaluate you on the following criteria:

<i>Professionalism</i>	<i>Communication</i>	<i>Clinical Skills</i>
<ul style="list-style-type: none">• Presentation• Attendance• Operational procedures• Legal and ethical competency• Administrative and business skills• Risk management and emergency procedures• Personal organisation	<ul style="list-style-type: none">• Supervisor/Staff communication• Group communication (either client or within team)• General client communication	<ul style="list-style-type: none">• Procedural (e.g. following assessment protocol/s, progression/regression)• Technical (e.g. proficient in use of equipment, technique instruction/demonstration)• Clinical rationale (e.g. appropriate assessment/exercise/education for clinical presentation)

Component 3: Placement evaluation (5%)

You will need to submit an evaluation of your clinical placement (with your final Competencies check) via the link on Teams by the due date noted above.

Assessment Task – Final Clinical Assessment (50% of total grade)

What is it?

The Final Clinical Assessment is designed to assess students' abilities in performing various practical skills commonly used in exercise physiology. Where necessary, the assessment environment will simulate clinical scenarios.

How is it assessed?

Students will be assessed on their communication, procedural and technical abilities in a range of activities relevant to the AEP Professional Standards. Attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery must be demonstrated.

<i>Communication skills</i>	<i>Exercise Physiology procedural skills</i>	<i>Technical skills</i>
<ul style="list-style-type: none">• Greeting client• Explaining the purpose of the consult• Explaining the procedures of the consult• Explaining the results of testing (if required)• Overall rapport with client; active listening; using open-ended questions; clear and concise• Language using terms suitable for the patient's level of knowledge	<ul style="list-style-type: none">• Conducting assessments/tests in a logical order• Monitoring the patient during testing (if required)• Checking for patient understanding of your instructions / asking permission to run tests/perform exercises• Taking a thorough medical history (if required)• Prescribing exercises or applying tests that are appropriate for the patient (e.g. prescribing appropriate exercises for a patient with shoulder instability; applying appropriate falls risk tests for an elderly patient)	<ul style="list-style-type: none">• Ability to conduct tests and use the equipment appropriately e.g. good technique when taking exercising BP or manually palpating HR; correctly calculating key measures such as APMHR or BMI; setting a client up on a bike or treadmill for aerobic testing; setting a client up on resistance machine for strength testing• Exercise demonstration and delivery including correction of technique if required

The Final Clinical Assessment is a hurdle requirement for successful completion of HESC4622 Clinical Practicum B – you must pass this assessment to complete the Bachelor of Exercise Physiology program.

What will happen if you do not pass the *Final Clinical Assessment*?

If your performance does not demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery, you will be asked to perform a supplementary assessment. If you fail to pass this supplementary assessment, you will need to re-enrol in HESC4622 and undertake Practicum Intensive Learning, completing all assessments again as normal in the following term.

Penalties for late submission of Assessments

Meeting deadlines is part of the culture of the Exercise Physiology industry, so we expect you to apply a similar culture to the submission of your practicum assessments. If extenuating circumstances do apply which will prevent you from meeting those deadlines, you should contact the Course Convenor

setting out valid reasons **at least two weeks before the due date**. It is not sufficient to leave assessments until the last minute and then request an extension because of a minor illness or other last-minute mishap. Late submissions require application for [Special Consideration](#). 25% will be deducted from assessments received 1 day after the due date. An additional 25% per day will be deducted for assessments received after the due date. The percentage is on the total maximum mark allocated for the assessment, not the mark for that assessment. Where the logbook is so late that no marks will be awarded, it **MUST STILL BE SUBMITTED**. Assessments **must** be submitted prior to the Final Clinical Assessment to pass the course. Failure to submit **any** of the prescribed assessment tasks will result in withheld marks which can affect graduation status. The penalty may be waived under exceptional circumstances such as significant illness or misadventure, with valid [Special Consideration](#). Extracurricular activities, including work, will not be accepted as a reason.

What further learning opportunities are available?

If you feel that you require extra assistance, please make contact with the **Course Convenor** responsible for the term you are undertaking Practicum. There are also free [mentoring services](#) offered through UNSW Medicine.

Applications for Special Consideration and Leave

Applying for Special Consideration

You can apply for special consideration online in myUNSW when illness or other circumstances beyond your control, interfere with your assessment performance. For more information regarding special consideration, please see this link: <https://student.unsw.edu.au/special-consideration>

Applying for Leave

Taking LEAVE during your clinical practicum term will only be granted under exceptional/emergency circumstances and must be arranged through the Course convenor and Practicum Coordinator prior to discussion with any supervisor/s. Please see the relevant section on applying for Special Consideration should you encounter exceptional circumstances.

Resources for students

Suggested Equipment

We encourage all students to purchase and maintain their own kits to make online clinical learning more accessible and relevant.

- Tape measure to measure circumferences
- Manual sphygmomanometer & stethoscope
- Theraband (at least one colour, preferably two different colours)
- Dumbbells (at least one set, at a weight suitable for upper body exercises)
- Exercise mat
- HR and activity watch (e.g. fitbit, Apple watch)

As a UNSW student you may be eligible to access [Student Support Grants](#) – please arrange a meeting with student advisor to see if you are eligible.

Suggested Reference Articles

Range of position statements online covering a wide range of chronic illnesses:

- ESSA: <https://www.essa.org.au/>
- ACSM: <https://www.acsm.org/>

Suggested Reference Journals

- Journal of Science and Medicine in Sport
- Medicine and Science in Sports and Exercise
- Exercise and Sports Sciences Reviews
- Journal of Exercise Physiology

Preparation for placements at the UNSW Medicine Lifestyle Clinic

The Lifestyle Clinic is a compulsory placement for stage 4 clinical practicum and has certain requirements for induction and rosters.

Placement at the clinic commences with several Moodle activities, followed by an induction prior to term commencement, in addition to shadowing experienced student EP's before you can conduct any independent supervision of patients. You must be available for these induction sessions to commence a placement at the Lifestyle Clinic. *NOTE: induction is only required for your first instance of placement at the Lifestyle Clinic and is only required if you are allocated during that term.*

Students will be expected to complete their hours at the clinic by being available for at least 2 days per week. The Lifestyle Clinic will not take into consideration any extra-curricular activities in the planning of your attendance. These extra-curricular activities include anything relating to employment, voluntary work, recreational (e.g. sports) and external academic activities (conferences, courses etc.).

Leave during your placement is only granted under exceptional circumstances and must first be approved by the course convenor and practicum coordinator before approaching your supervisor.

Lifestyle Clinic Placement Suspension or Termination Procedures

Prior to commencing placement at the Lifestyle Clinic students are required to read the Lifestyle Clinic Code of Conduct and ESSA Code of Professional Conduct and Ethical Practice, and digitally sign to say they have read and understood these documents and understand the consequences of unprofessional behaviour or poor performance.

Students must acknowledge that they understand a disciplinary outcome will be imposed if students are found in breach of the Lifestyle Clinic Code of Conduct or ESSA Code of Professional Conduct and Ethical Practice. Disciplinary actions may include suspension or termination from the Lifestyle Clinic, following notification to the Practicum Coordinator, Lead Practicum Convenor and Program Authority.

Students must be aware that failure to meet these expectations may result in suspension, followed by termination of placement if behaviour does not improve after that suspension.

The UNSW Medicine Lifestyle Clinic has a 3-strike policy including a verbal warning, followed by a written warning. If a student is found to have demonstrated repeated instances of unprofessional behaviour, upon the third instance, the behaviour may lead to suspension or termination of placement.

The following procedure will occur when a student does not meet expectations at the UNSW Medicine Lifestyle Clinic:

First Incident and Warning
<ol style="list-style-type: none">1. Student attends a meeting (face to face where restrictions allow) with their Clinic supervisor (AEP allocated to student for supervision) during which their poor performance is verbally discussed. This is followed up with a written summary of the discussion.2. Student is given the opportunity to respond in writing to the written summary.3. Incident and student response is recorded in writing on the student's file.4. Student is warned if incident occurs again, they will receive a written warning.
Second Incident
<ol style="list-style-type: none">1. Student attends a meeting with their Clinic supervisor (face to face where restrictions allow), where they receive written notification of the details of the incident.2. Student is given the opportunity to respond in writing.

3. Incident and student response are recorded in writing on the student's file.
4. Student is warned if another incident occurs, they will be suspended or terminated from the Lifestyle Clinic.

Third Incident and Suspension/Termination Meeting

1. Student is given notice in writing of suspension or termination and impending meeting with Lead Practicum Convenor and Program Authority.
2. Appointment is made with student and the Lead Practicum Convenor and Program Authority.
3. In accordance with WIL procedures, this must occur within 20 days of suspension/termination of placement.
4. Student must be given 5 days notice of meeting and be told they can bring a support person to the meeting with Lead Practicum Convenor and Program Authority.
5. Student is informed the meeting is designed to give the student the chance to respond.
6. Student is provided with an explanation around the sequence of events and reasons that led to the suspension or termination of the placement.
7. Student gives their explanation of events verbally and then is given one week, during which the placement will be suspended, in which to respond in writing to the issues presented and design a plan for improvement.
8. The student's response and plan for improvement will be reviewed by their supervisor and accepted or revised in consultation with the student to arrive at a mutually agreeable plan.
9. Based on the student's response, and in consultation with Lifestyle Clinic management, a decision is made after the meeting by the Lead Practicum Convenor and Program Authority as to whether the student may return to the Lifestyle Clinic under close supervision, or if the placement is terminated.
10. Once a plan is agreed upon, the student will be either allowed to resume placement participation at reduced hours under close supervision by an AEP, or the student will be informed that their placement has been terminated.
11. If placement is resumed and the student is able to successfully implement the agreed plan for improvement, addressing the issues adequately, with no further instances of unprofessional behaviour, the student may return to a usual level of placement participation, with shadowing of AEPs as appropriate.
12. If the student returns to the Lifestyle Clinic and continues to display unprofessional behaviour, during or after undergoing the improvement plan, the student will be at risk of termination from the Lifestyle Clinic for the remainder of the term and failure of the Practicum Course.
13. It is noted, that in accordance with UNSW Medicine & Health's policy, a student's progression through the program may be halted if the issues raised are inadequately addressed.

Following Meeting

1. If it is decided the student cannot return to the Lifestyle Clinic, a WIL staff member, and any other UNSW staff required, will decide on whether a WIL activity with another partner organisation can be sought for or by the student.
2. Reasons for the suspension or early termination of the placement will be documented and kept in the student's file.
3. The outcome of the decision on a possible alternative WIL placement will be documented along with the reasons, and students will be informed of these matters in writing within 10 working days of the meeting.

Where no new WIL placement is found, the Lifestyle Clinic is not prepared to take the student, and the student is unable to complete the Course, they may withdraw from the Course in accordance with the University Enrolment and Withdrawal Procedure.

When the student is deemed to have failed the WIL Course, they will receive a Fail grade in accordance with the Assessment Implementation Procedure. They then may repeat the Course in the future.

Health and Safety

Activities must comply with the NSW Work and Health Safety (WHS) regulation 2017 and NSW Work and Health Safety Act 2011. It is expected that students will conduct themselves in an appropriate and responsible manner in order not to breach OHS regulations. Further information on relevant OHS policies and expectations are outlined at: safety.unsw.edu.au/

Hazards that may exist in placement workplaces include physical hazards such as slips, trips and falls; mechanical or electrical hazards from using inappropriate or unsafe exercise or testing equipment; mechanical or electrical hazards from disrepair of buildings; manual handling injuries from moving equipment or demonstrating an exercise with inappropriate technique; contact with infectious diseases; physical or sexual harassment and bullying.

Supervisors are to ensure that students are inducted into their placement, with information on Policies and Procedures, Emergency Procedures, Injury Policy, Dangerous substances & Potential hazards in the workplace.

NSW Health

NSW Health has strict OHS policies in place and is thorough in their management of students on placement. NSW Health has an on-line database (ClinConnect) that records student placement details and student compliance with NSW Health vaccination requirements, code of conduct and criminal record checks. Only students who are deemed 'fully compliant' with ClinConnect health regulations are permitted to attend NSW Health placements and interact with patients.

UNSW Medicine Lifestyle Clinic

The Lifestyle Clinic performs a thorough induction process for each separate program to ensure students have the required knowledge and understanding to complete placement within the clinic safely. Included in this induction are the location of fire exits, extinguishers, emergency phone numbers and procedures, locations of the first aid box, CPR chart and defibrillator. The Lifestyle Clinic also provides the students with an Emergency Procedures Manual.

Other placements:

Other placements include private exercise physiology clinics, physiotherapy businesses, workers' compensation businesses, aged care facilities, corporate health, and health and wellbeing establishments.

These workplaces are sometimes small with specific clientele and may even encompass mobile services. These placements should comply at all times with the OHS policies required in normal practice and supervisors should ensure that all OHS matters are addressed as part of inducting students to a new placement. If for some reason such an induction does not occur automatically then you should ask the supervisor to do this. Specifically, students should be aware of the workplace Policies and Procedures, Emergency Procedures, hazards and any potentially dangerous areas within the placement.

First aid certification, criminal record and working with children checks, immunisations

Criminal record checks, working with children checks, NSW Health code of conduct and immunisations are a requirement of many clinical placement providers. These requirements should be met prior to the stage 3 clinical courses. See the program guide for further details.

The program authority will contact students by email regarding NSW Health requirements and ClinConnect bulk compliance sessions that are held on campus throughout the year. If students are unsure about their immunisation status or the evidence required to be presented, they should make

an appointment with the UNSW Health Service (www.healthservices.unsw.edu.au) as they are familiar with the requirements and can advise and / or arrange additional vaccinations if necessary.

It is a requirement of the program that you complete a senior first aid certificate and mental health first aid before commencing the stage 3 clinical courses and CPR certification must be maintained throughout the remainder of the program. Current first aid (both physical and mental health) and CPR certification are required for Accredited Exercise Physiologists. See details on the program website, under clinical practicum, for further information.

Insurance Cover

UNSW students undertaking practical placements, as a component of their degree program, are covered by the University's insurance policy for public liability and personal accident. The University has liability insurance in excess of \$20 million for any one claim in the event of such an occurrence.

The employer hosting the placement can request a Letter of Indemnity issued by the Practicum Coordinator prior to commencement of the placement confirming insurance coverage.

The university, employers and students should undertake all reasonable measures to ensure the safety of students, employers and the general public is maintained at all times. In the situation that such an event occurs, the Practicum Coordinator or Program Authority should be immediately informed.

Course evaluation and development

Significant changes have been made to the practicum as part of the broader program revision. The required hours of placement were adapted to meet the requirements for professional accreditation. Additional clinical supervisors were recruited and relationships between clinical supervisors and the university are progressively strengthening.

The EPPrac Placement System is being phased out and newer, more user-friendly systems are being put in place. More frequent and individual check ins with student logbooks are conducted over the placement. Competency checklists have been introduced to help students work towards mastering all clinical skills required to meet the high standard needed to achieve accreditation status from ESSA. Tutorials have been added after students requested more regular contact with convenors.

Student feedback is welcome and taken seriously. The course assessment items generate feedback from clinical supervisors and students regarding the quality of experiences at particular placements. Additional feedback from students may be solicited through an online myExperience survey, accessible via Moodle in the latter stages of the course.

Logbook rubric

	Not completed	F	P-	P	P+
Logs of clinical hours	Not submitted	Did not meet 2 or more of the 'P' criteria OR includes identifiable client data	Did not meet 1 of the 'P' criteria	Correct supervisor name & qualification 'Primary pathology domain', 'primary condition' and 'description of services' are aligned Used appropriate language/terminology 'Case description' includes: Age, Gender, Condition & co-morbidities, Medications (where relevant), Clinical data (where relevant), Goals (clinical and/or client) 'Description of services' includes: Clear explanation of the session, 'SOAP note' format (wherever possible), Client data/results (where applicable), Evidence based prescription for client presentation i.e. primary condition and considering any co-morbidities/goals, Management specific to condition/presentation, Exercise progression/regression (where relevant), Safety/risk mitigation (where relevant)	Meets all the P criteria and: Logs are concise while including all relevant and/or important information Accurately prioritises for client presentation Identifies gaps in current program and includes plan to remediate
Logs of professional standards hours	Not submitted	Did not meet 2 or more of the 'P' criteria OR includes identifiable client data	Did not meet 1 of the 'P' criteria	Correct supervisor name & qualification 'Primary pathology domain', 'primary condition' and 'description of services' are aligned Used appropriate language/terminology 'Case description' clearly indicates either: Client's presentation (as per above) OR The activity completed (e.g. clinic orientation) 'Description of services' includes: Clear explanation of the session, How the session is relevant to ESSA AES/AEP Professional Standards	Meets all the P criteria and: Logs are concise while including all relevant and/or important information
Minimum hours met (relative to opportunity)	Attempt to achieve hours not matched with available opportunities	Did not meet 2 or more of the 'P' criteria OR student fails to accept all possible placement hours	Did not meet 1 of the 'P' criteria	≥200 hours, consisting of ≥100 hours at 2 placements* Placement hours breakdown is considered according to ESSA Practicum Guide Hours are gained through activities accepted by ESSA Hours demonstrate attainment of competency in exercise assessment, prescription and delivery	Meets all the P criteria and: Requires minimal involvement from course convenors and/or practicum coordinator in meeting hours Plans for meeting ESSA placement hour requirements before the course conclusion date
Summary page/s	Not submitted	Did not meet 2 or more of the 'P' criteria OR includes identifiable client data	Did not meet 1 of the 'P' criteria	Student name and zID entered Placement name and address entered Supervisor name, qualification and experience entered correctly PDF version of each placement summary page is correctly formatted and signed according to ESSA/UNSW guidelines'	Meets all the P criteria and: Submission doesn't require convener input, editing and/or updating
Submission to Teams	Not submitted	Did not meet 2 or more of the 'P' criteria OR includes identifiable client data	Did not meet 1 of the 'P' criteria	Submitted in the correct location in Teams Submitted using the correct template Only one logbook submitted	Meets all the P criteria and: Submission doesn't require convener input, editing and/or updating