

UNSW



THE UNIVERSITY OF NEW SOUTH WALES

Exercise Physiology Program

School of Medical Sciences

Faculty of Medicine

HESC4611

CLINICAL PRACTICUM A

Summer, Semester 1 and 2, 2015
Course Outline

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Staff responsibilities

- The course convenor is responsible for approving enrolment variations (e.g. prerequisite and session issues) and general oversight of the clinical practicum, including engaging clinical supervisors and addressing student difficulties.
- The practicum coordinator is the key contact for arranging placements, managing clinical logs and supervisor's reports, verifying that non-academic course requirements are met (e.g. first aid certification, criminal record checks) and scheduling shifts for placements at the UNSW Medicine Lifestyle Clinic.
- The practicum coordinator and the course convenor are jointly responsible for ensuring the availability of *a sufficient number of quality clinical placements*.
- The program officer will assist students with enrolment difficulties and practicum uniforms.
- The academic staff support the course convenor and practicum coordinator in maintaining and building relationships with clinical supervisors, and also reviewing the course assessment items (i.e. attendance record notes, supervisor's reports, student case studies and placement evaluations or online discussion participation).
- Clinical supervisors include staff of the UNSW Medicine Lifestyle Clinic, conjoint staff and other volunteer supervisors in NSW Health and private facilities. These staff provide the network to facilitate workplace training and regularly liaise with the program staff regarding student performance. *Students should not contact any of the clinical supervisors directly unless you are assigned to their clinical service for a placement.*
- The clinical supervisor training coordinator works in conjunction with the practicum coordinator and the academic staff to develop and deliver the Professional Placement Supervision project.

Course details

Credit Points: 6 UOC

Course Prerequisites / Assumed Knowledge

Clinical Practicum courses may not normally be commenced until a student has completed each of the stage 3 clinical courses, HESC3504, HESC3541, HESC3532 (formerly HESC4531), HESC3592 (formerly HESC4591), unless approval is granted by the program authority.

Clinical Practicum A and Clinical Practicum B are usually completed in consecutive semesters, but this may be varied with approval from the program and course authority. Approval may be dependent on availability of elective courses, exchange opportunities or clinical placements.

Course Description

200 hours of clinical practical experience will be completed within the university's Lifestyle Clinic, in the University Clinical Schools, in other hospitals, private practices, rehabilitation clinics, fitness centres or other suitable settings. This is done under the supervision of an accredited exercise physiologist or other suitably qualified health professionals. These practicum hours are a requirement of the accrediting professional body. The assessment component of the course is attributed 6 UoC in the program. Performance is monitored through workplace integrated assessments, a supervisor's report and a reflective log. The student will maintain records of their activities using a web-based logbook that will be checked by the clinical supervisor, the practicum coordinator and the course academic staff. Patient groups encountered during these placements will include apparently healthy populations as well as those with chronic disease (i.e. cardiopulmonary and metabolic, musculoskeletal and neuromuscular/neurological conditions). It is a professional requirement that a minimum number of hours are completed for each of the aforementioned categories of conditions. The web-based logbook will provide the necessary monitoring of these hours across both clinical practicum courses.

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 meet the *professional registration requirements* of Exercise and Sports Science Australia (ESSA, <http://www.essa.org.au>) for registration as an accredited exercise physiologist (AEP).

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. That is, the assessment will test how well you have achieved the learning outcomes of the course. 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 exercise-counselling 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

Graduate Capabilities

- Deliver lifestyle change programs that use exercise for the primary prevention of disease and the management of chronic disease
- Apply clinical skills and knowledge relevant to cardiopulmonary, metabolic, musculoskeletal and neuromuscular rehabilitation
- Engage in independent and reflective learning for the betterment of professional clinical practice, following an evidence-based approach
- Communicate effectively with patients, colleagues and other health professionals

Rationale for the inclusion of content and teaching approach

How the course relates to the Exercise Physiology profession – The clinical practicum courses are the final stage of clinical training in the Exercise Physiology program. Clinical placements under the supervision of accredited exercise physiologists, or other appropriately qualified health professionals, allow you to consolidate and extend your clinical skills and to meet professional registration requirements.

How the course relates to other courses in the Exercise Physiology program – In this course you will directly apply knowledge and skills developed throughout the program, in particular from the courses: Exercise Programs and Behaviour (HESC1511), Physical Activity and Health (HESC3504), Clinical Exercise Physiology (HESC3541), Movement Rehabilitation (HESC3532) and Neuromuscular (Rehabilitation).

Teaching strategies

Learning in this course is structured around participation in the clinical environment and interactions with a clinical supervisor. Clinical placements are completed within the UNSW Medicine Lifestyle Clinic and Clinical Schools in hospitals, as well as other hospitals and private practices. Supervisors will provide instructions and feedback to guide your learning as you progress from observing or shadowing in the clinical environment to working with patients directly. It is important to be proactive and show initiative in seeking opportunities to learn in workplace settings. If you are unsure of expectations, talk with your supervisor in the first instance and, if required, the practicum coordinator and the course academic staff.

Independent Study and Engagement in the Clinical Setting

To learn and perform effectively in clinical placements it will be necessary to dedicate time outside of placement hours to reflect on and make notes regarding clinical activities. The attendance record and case study components of the course assessment are designed to support this activity. It may also be necessary to consult scientific journal articles, textbooks or notes from earlier courses to ensure that you are sufficiently abreast of the clinical conditions of clients you are seeing and to inform best practice approaches to individualised assessment and exercise prescription. Discussing these with your supervisor, and seeking feedback on other considerations in their clinical approach, can be a useful learning exercise. Your learning in this course is contingent on your efforts to prepare for and participate in the clinical environment.

Required Practicum Hours

Clinical practicum is a major component of the Exercise Physiology program with 100 hours completed across stages 1 to 3 (as an element of course work or through special program clinical hours) and 400 hours in dedicated courses in stage 4. Students are required to complete a *minimum of 200 hours of practical experience* for both clinical practicum A (HESC4611) and B (HESC4622), totalling 400 hours in stage 4 and 500 hours across the program. Students should be in attendance at clinical placements for the entire 200 hours for each course. Time to prepare at home is not counted toward practicum hours for this course.

It is a requirement for professional registration that ≥ 500 hours of practicum in total are completed. This must include:

- 140 hours in exercise delivery for apparently healthy clients
- ≥ 140 hours in exercise delivery for clients with metabolic / cardiopulmonary conditions
- ≥ 140 hours in exercise delivery for clients with neuromuscular / musculoskeletal conditions
- ≤ 80 hours in area(s) of clinical practice of the student's choosing (in any clinical area including oncology and mental health, not apparently healthy populations) to reach a minimum of 360 hours of experience with clinical populations

Note: in accord with ESSA stipulations, **up to 80 hours of supervised clinical practice may include other health delivery apart from clinical exercise services.** These may be included in addition, or as an alternative, to the previous arrangement of 80 hours that can be used across any of the clinical areas of practice. Examples include cardiac investigations, pulmonary function testing.

To support this requirement, the EPPrac Placement System for allocating and monitoring placements is designed to record and tally hours for these different categories of conditions and to indicate the different categories of conditions that may be encountered at a given placement. Often, more than a single one of these categories will be encountered in a given placement. In fact, it is commonplace for more than a single one of these categories to be encountered in individual patients with chronic disease. Obviously, it is not permissible to log practicum hours in duplicate, but how you elect to categorise a given case with multiple diseases does present a degree of flexibility to meet professional requirements.

Note: the typical breakdown of the 100 hours of practicum completed across stages 1 to 3 of the program is 60 hours in exercise delivery for apparently healthy clients and 40 hours focused on chronically-ill clients.

Structure of Placements

The 400 hours completed across HESC4611 (Clinical Practicum A) and HESC4622 (Clinical Practicum B), involve four separate placements (two placements for each course) of approximately 100 hours. Each student will complete at least one of these placements (rotations) in the UNSW Medicine Lifestyle Clinic. To accommodate student timetables, as well as the availability of clinical supervisors, placements have a flexible structure whereby the 100 hours may be completed in, for example, a full-time block of 2 – 3 weeks or 1 day per week for 14 weeks or 2 half days each week for 14 weeks or 2 days per week for 7 weeks or some other combination that is suitable for the supervisor.

A number of clinical placements are restricted to certain dates and attendance patterns. It is critical for students to consider these requirements when submitting placement preferences.

Placements may be completed within a window of about 21 weeks for semester 1 and semester 2, and approximately 12 weeks for summer session. This provides adequate time to complete two clinical placements amidst the concomitant demands of the 12 week teaching semester.

Some useful strategies to schedule placements around contact hours for other courses include:

- Commencing placements prior to the start of the teaching period
- Completing *general education* courses or *other electives* (e.g. research projects) in the summer session to minimise study loads when completing clinical placements in semester 1 or 2
- Completing a *clinical practicum* course over summer session (please contact the practicum coordinator or the course convenor about this in advance)
- Selecting elective courses that are available in external (distance) mode (e.g. PHCM9041 or PHCM9012)

Supervisor Qualifications

In keeping with the requirements of the professional body, Exercise and Sports Science Australia (ESSA), students will be supervised by a suitably qualified and experienced allied health professional, who is:

- an AEP (accredited exercise physiologist), or
- an exercise professional with or capable of attaining, full membership of ESSA, or

- a university-trained allied health professional with experience in exercise delivery
- a fitness trainer who has a cert III and IV and has a significant (ie.10 years) experience in the fitness industry, working with apparently healthy populations.

In some novel placement settings (e.g. mental health) in which the clinical service staff do not precisely meet the above criteria (e.g. university-trained health professionals, but with limited exercise experience) appropriately qualified program staff will provide supplementary supervision through regular liaison with the clinical service staff and the student.

Note: in accord with ESSA stipulations, the **maximum ratio of clinical practicum supervisor : students is to be 1:5** respectively, with the proviso that some of the placement includes 1:1 supervision.

Student and Supervisor Expectations

Practicum placements should be a positive experience for both students and employers. At the completion of this practicum program, students should feel confident that they have gained a solid understanding of, and an above average 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 trialing a potential employee.

Supervisor Expectations

It is expected that practicum placement supervisors:

- 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.
- Develop and structure a practicum placement which provides the student with the opportunities to meet as many of the identified objectives as possible.
- Provide the student with an orientation to their business/unit, clarify their expectations of the student, and provide a structure or outline for the placement upon commencement (in writing or verbally)
- Monitor student attendance and completion of required hours by reviewing and verifying the online student attendance record or a print out of a completed record that is provided by the student
 - Supervisors who are UNSW staff or UNSW conjoint staff have access to the EPPrac Placement System to review and verify attendance records online
 - Other supervisors will need to be presented with a printed copy of the completed student attendance record, which they will sign and then the student will promptly send to the practicum coordinator
- Monitor student performance and involvement and provide on-going feedback.
- Potentially provide guidance and direction for the case study and provide opportunity for the student to obtain experience in presenting in a professional setting.
- Complete the supervisor's practicum assessment report at or near the conclusion of the placement, and discuss feedback directly with the student.
 - This form can be completed online by all supervisors. Details of this procedure are emailed to each supervisor by the practicum coordinator once the draft attendance record shows about 80 – 90 hours have been completed at a placement.

Student Expectations

The section above on *Teaching Strategies and Suggested Approaches to Learning* outlined the approach that is expected of students in engaging in the clinical placement to maximise learning. Other aspects of professional behaviour that are required and assessed in this course include punctuality, presentation, courtesy and professional communication.

You should be mindful of these requirements from the very first time that you contact your assigned clinical supervisor. You are also expected to adhere to all policies and procedures required in the placement workplace.

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. The possible outcomes include: re-allocation to an alternative placement, being un-enrolled from the course or failing the course.

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. Contact the program officer if you need to purchase a new uniform.

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 and the convenor of the practicum course. **DO NOT contact placement supervisors independently.** All placements are arranged by the *practicum coordinator*. Students should not contact placement supervisors until they have been allocated a placement and are directed to contact the supervisor. Placement allocation is managed online through the *EPPrac Placement System*.

Submission of preferences for practicum placements and arranging attendance patterns

Placement allocation and monitoring is coordinated online via the *EPPrac Placement System*:

<http://epprac.med.unsw.edu.au>

Refer to the “Clinical Practicum” section of the program website to retrieve instructions on using the EPPrac Placement System.

<https://medicalsciences.med.unsw.edu.au/students/undergraduate/exercise-physiology/current-students/clinical-practicum>

The EPPrac system enables you to submit your clinical placement requests online. We will consider the personal preferences of students in their allocation to clinical placements. We make every effort to secure you a placement from your top 5 preferences; however, owing to resource limitations, students may not receive their top preferences.

To access the EPPrac system it is essential that you have first enrolled in a clinical practicum course (i.e. HESC4611 or HESC4622). **You must enrol in a clinical practicum course by the specified date in order to be put on the EPPrac system.** The Program Officer and Practicum Coordinator will distribute regular email reminders of the deadline for enrolment. These emails will be sent to all students in or entering stage 4 of the Bachelor of Exercise Physiology (3871). *Late enrolments will not be permitted.*

Placement preferences must also be submitted by the specified placement preference deadline for the session. Students who do not submit a preference by this time will be allocated to whatever placements are left for their term or will be un-enrolled from the practicum course. Reminders of the due dates for placement submissions will be sent to your student email accounts.

It is essential that the specified deadlines for course enrolment and preference submission are strictly adhered to so that practicum placements are allocated in a timely and organised fashion for the benefit of students and supervisors. Deadlines for preference submission are scheduled well in advance of the teaching period start date in order to maximise the time available for completing clinical placements.

Placement allocations are made in the week following the deadline for submission of preferences. You will receive an email from the EPPrac Placement System once you have been allocated a placement. You will be allocated to 2 placements for each of HESC4611 and HESC4622 (i.e. 4 in total).

Take careful note of the details for each placement when submitting placement preferences. The location of the clinical service is shown on a map, the categories of clinical conditions, supervisor qualifications and any requirements on attendance structures are all clearly noted for each placement. The EPPrac system also includes the facility for you to enter information about your dates of availability and considerations. **Your attention to these details is critical for satisfactory allocation of placements.**

Some useful details to consider and communicate regarding availability for placements are:

- Will you be available to commence a placement prior to the beginning of the teaching period?
- Are you available at any time to complete a block (full time) placement? When?
- What days and times of the week (e.g. Wednesday AM, Friday PM) will you be available during the teaching period and outside of the teaching period?
- How long will it take to travel to the clinical placement?
- Do any key meetings for a given placement (e.g. Strength Clinic meetings at the Lifestyle Clinic) clash with your course contact hours?

What to do once you have been allocated a placement

Contact your Clinical Supervisor immediately to confirm the placement and to determine the dates and times to attend the clinical service. If you do not contact the clinical supervisor or service promptly they may cancel your placement and you may not be able to meet the attendance requirements for the course. Email is probably the best means of initial contact, though a phone call may be worthwhile to follow up if you have not received a reply after several days.

Supervisors will have been advised of your name and the general times of the placements. Your placement will commence on or after the specified commencement date for the session – possibly some weeks after. You **MUST** contact them in advance to confirm your placement and to check placement hours and any placement requirements. Many supervisors want to have a planning session before you start – either by phone or in person.

It will be important to plan a pattern of attendance to complete ≥ 100 hours at each assigned placement. Take note of the supervisor or clinical services' preferences for placement structure and be absolutely cooperative in any planning of attendance. Some supervisors wish to discuss areas of interest with a student to be sure of positive engagement in the clinical experience.

Contact the practicum coordinator immediately (exphys.prac@unsw.edu.au) if there are any problems in affirming the placement and planning a pattern of attendance. *If you delay resolving placement allocations then it may not be feasible to find an alternative placement in sufficient time to be able to meet the course requirements.*

What to do in the week before your placement begins

Email or call the clinical service to confirm your arrival date and time. Send a brief CV to them (1 to 2 pages, email, fax or post) and be sure to include information about your previous experience and background (i.e. elective courses you have done, placements you have completed previously). This helps your supervisor in understanding your current level of knowledge and skills.

Your execution of these tasks will influence the supervisor's assessment of your skills in professional communication.

Preparation for placements at the UNSW Medicine Lifestyle Clinic

The Lifestyle Clinic provides about 25% of placements for the stage 4 clinical practicum and has certain requirements for induction and rosters. The practicum coordinator is the key contact for these processes. Placement at the clinic commences with an induction requiring about 4x 2hr sessions over 2 - 4 weeks, which are completed before any independent work with patients. These induction sessions should be logged as part of placement hours. Students will be expected to complete 100 hours at the clinic by doing at least 2 shifts per week ranging from 3 to 4 hours. You must be available for these induction sessions to commence a placement at the Lifestyle Clinic. The Lifestyle Clinic runs several different programs and you should be sure to seek involvement across these. Some students will be invited to complete a second placement at the Lifestyle Clinic, which may involve a mentoring role for newly commencing placement students.

Assessment– 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.

Summary of Assessments

ASSESSMENT TASK 1 – ATTENDANCE RECORDS (LOG OF CLINICAL HOURS)

ASSESSMENT TASK 2 – SUPERVISOR REPORTS

ASSESSMENT TASK 3 – CLINICAL PLACEMENT EVALUATIONS

ASSESSMENT TASK 4 – SELF REFLECTION ON PROFESSIONAL DEVELOPMENT

Assessment Task 1 – ATTENDANCE RECORDS (LOG OF CLINICAL HOURS)

Once a placement is commenced students are required to record their hours of attendance at the placement in an online record using the EPPrac system. Regularly update and save this record as a draft until you have completed the allocated hours (i.e. ~100 hours). It is important that you enter details into this log from the early stages of your placement and then ‘submit’ the record at the end of your placement. The hours you enter in draft attendance records allow the practicum coordinator to monitor the commencement and progress of your placement. You should complete a separate attendance record for each placement

Your clinical supervisor will be sent a notification email that your submission is complete and they will either be able to inspect and verify this record online or they will need to sign a hardcopy, which you must subsequently deliver to the practicum coordinator. You will be notified in advance if your supervisor needs to view a hard or softcopy of your attendance record. These record sheets are evidence of attendance and completion of required hours across the clinical practicum courses. The cumulative hours are reported in total and also as sub-totals for different categories of clinical conditions.

Instructions for completing the attendance record are available from the current student’s webpage and on the Moodle site for this course. You should record the date and duration of contact, your supervisor’s name and qualifications, a case description, which category of conditions the case meets and a brief description of services, as indicated in the example below. You MUST NOT provide any personal or identifying information for any client here. Clients’ rights to privacy and confidentiality must be protected at all times.

Categories of activities

The column titled ‘Categories of activities’ is to identify the type of activity being performed.

You must select from:

‘*Delivery of exercise services*’: face to face delivery of exercise or assessment.

‘*Preparation or Observation*’: tasks such as meetings, report writing or exercise programming.

‘*Administration*’: tasks that are unrelated to exercise delivery but often essential in the running of clinical services, for example booking appointments or answering phone calls.

It is important you monitor the number of hours in each category of activity for each category of condition to ensure you meet the ESSA requirements, as below in Table 1.1.

Table 1.1 Summary of AEP Practicum Requirements

			Target pathology categories		
			Cardiopulmonary / Metabolic	Neurological / Neuromuscular / Musculoskeletal	Other clinical activities
			140 hours	140 hours	80 hours
			Rationale: covers all of the major pathologies for AEPs, but allows flexibility in the breakdown of hours in each category, and also allows flexibility for the 80 “other” hours		
Types of practicum activities	1. Exercise Service Delivery	Rationale: mirrors scope of practice of AEPs	≥ 60% or ≥ 84 hr	≥ 60% or ≥ 84 hr	≥ 60% or ≥ 48 hr
	2. Preparation for face to face service delivery, observation of expert practitioners and other activities related to the scope of practice of AEPs		≤ 35% or ≤ 49 hr	≤ 35% or ≤ 49 hr	≤ 35% or ≤ 28 hr
	3. Administrative tasks		≤ 5% or ≤ 7 hr	≤ 5% or ≤ 7 hr	≤ 5% or ≤ 4 hr
TOTAL CLINICAL HOURS (360 hours)			140 hours	140 hours	80 hours

Table 1.2: Example of EPPRAC attendance record

Date	Number of sessions (up to 8 sessions per day, 1 session = 1 hour)	Name of supervisor	Reg. number	Supervisor qualification	Categories of conditions	Categories of activity	Case Number	Case Description (do not enter the name of any patient)	Description of services
16/11/2011	1	Chris Tzar		AEP	Musculoskeletal/Neuromuscular/Neurological conditions	Delivery of Exercise services	1	53 Year old female - Breast cancer (Stage 1, grade 3), TKR in 2008, OA in knee & shoulder. Medication: Neuropathic pain medication.	Performed Initial Assessment –took relevant medical and exercise histories, medical and allied health treatments including medication management. Discussed patient exercise capacities, goals, opportunities and barriers for exercise participation. Identified safe exercise limits and effective exercise ranges via RHR, BP, 6-minute walk test with HR monitor. Performed 30s sit-to-stand.
16/11/2011	1	Chris Tzar		AEP	Cardiopulmonary/Metabolic conditions	Delivery of Exercise services	2	62 year old Male with Type 2 diabetes, Hypercholesterolaemia & Hypertension.	Delivered resistance training program and progressed Seated Tricep Dip to maintain 80% intensity of 10RM. Monitored and corrected technique on 4-point Kneeling; lowering the height of extended leg to reduce pelvic tilt. Supervised balance exercises - static - single leg balance on dura disc.
16/11/2011	2	Chris Tzar		AEP	Musculoskeletal/Neuromuscular/Neurological conditions	Preparation or observation		Strength Clinic Meeting	Discussed new clients - medical history and appropriate exercise prescription including intensity. Reviewed current clients' health status and program progressions. Discussed Osteoporosis – risk factors, prevention and management including exercise prescription – impact loading and resistance training (intensities/frequency)

Assessment Task 2 – SUPERVISOR REPORTS

Your clinical supervisors will also submit their evaluation of your performance through the EPPrac system in the latter stages of your placement. You will not receive a copy of this evaluation directly, but supervisors are encouraged to discuss performance with students in advance of submitting their reports. The practicum coordinator and the academic staff will review these reports and will contact students to discuss any unsatisfactory elements.

Marking criteria applied in the supervisor's report for each of the competencies listed below

<p>N/A Not applicable Student did not have the opportunity to demonstrate knowledge or competency.</p>	<p>Unsatisfactory Unsatisfactory competency Inconsistently meets objectives Requires frequent prompting Inconsistently effective Demonstrates little responsibility or independence</p>
<p>Satisfactory Satisfactory competency Meets objectives Requires some prompting Generally effective Demonstrates some responsibility, independence and initiative</p>	<p>High Level High level competency Consistently meets objectives Requires little prompting Consistently effective Demonstrates initiative, responsibility and independence.</p>

Professionalism

1. Presentation

Demonstrate a professional level of dress, personal presentation and language appropriate to the setting.

2. Attendance

Demonstrate consistent and reliable attendance and punctuality. Advise supervisor with sufficient notice if they are late, unwell or unable to attend.

3. Operational procedures

Develop an understanding of organisational structure and specific industry operations and procedures eg. Public/private hospital system, NSW Workers Compensation system, private business, sporting associations/teams.

4. Legal and ethical competency

Develop and demonstrate an understanding of legal and ethical requirements in relation to client privacy, confidentiality and insurance cover.

5. Administrative and business skills

Develop and display knowledge of basic administration and management skills including planning, decision making, marketing and budgetary skills.

6. Risk Management and emergency procedures

Demonstrate knowledge and understanding of appropriate occupational health and safety procedures including emergency procedures to ensure client, staff and own safety.

7. Personal organisation

Demonstrate the ability to organise and prioritise tasks and workload effectively.

Communication

1. Supervisor/Staff communication

Demonstrate the ability to effectively communicate with the supervisor and other associated medical and health professionals. e.g. asking questions, actively listening, seeking clarification when appropriate.

2. Client rapport

Demonstrate the ability to develop rapport and effectively communicate with a range of clientele including those who are adverse to change or participation.

3. Client education

Demonstrate the ability to effectively educate and explain concepts to clients

4. Client active involvement

Demonstrate the ability to actively involve clients in discussions and decisions about health and behaviour change.

5. Counselling skills

Demonstrate the ability to implement motivational and counselling techniques and strategies.

6. Group communication

Develop and demonstrate an understanding of communication skills and techniques used in group-based settings.

7. Reporting skills

Develop an understanding of reporting and communication procedures related to client assessment and programming.

Clinical skills

Health Risk Appraisal and Fitness Testing

1. Risk Appraisal

Demonstrate the ability to perform health risk screening, select appropriate assessments on the basis of risk appraisal and understand when external referral is required. Demonstrate ability to interview a client to compile a relevant medical history, physical activity history, family history, medical treatment and medications.

2. Conduct assessments

Demonstrate knowledge of and competently perform relevant assessment procedures (including physical fitness, functional capacity, health-related measures, psychological) specific to the setting and population dealt with.

3. Interpret assessment results

Develop competency in interpreting assessment results in relation to normative findings and prioritise areas of focus for programming.

4. Communicate assessment results

Communicate assessment findings competently to the client and other health and medical professionals with appropriate language.

Exercise Programming and Prescription

1. Exercise contra-indications

Demonstrate an awareness of the precautions and contra-indications for exercise prescription within the specific setting and populations dealt with. Prescribe safe and appropriate exercises.

2. Exercise prescription design

Demonstrates competency in designing exercise prescriptions utilising the principles of frequency, intensity, mode, duration, specificity and progressive overload which addresses the identified needs of the individual within the specific setting/population.

3. Exercise program delivery

Demonstrates and explains correct technique to clients.

Communicates accurate information regarding exercise and provides appropriate direction for goal setting.

Demonstrates knowledge of a range of exercises applicable in a variety of setting eg. home-based, gymnasium, workplace, sporting field.

4. Exercise program evaluation

Demonstrates ability to seek subjective and objective feedback from client relating to program effectiveness and satisfaction.

Supervisors are also prompted to provide additional feedback or comments on your performance:

- Feedback or comments on the case study presentation (content, appropriateness of exercise prescription, presentation, audience interaction)
- Comment on at least 2 strengths that the student has demonstrated during the practicum placement.
- Comment on at least 2 areas for improvement/professional development and suggested strategies to address.
- Additional comments

Assessment Task 3 – PLACEMENT EVALUATIONS

You will be prompted towards the end of the teaching session to submit an evaluation of the clinical placement experience through 'My Evaluation' on the EPPrac system. This provides you with the opportunity to evaluate and comment on your experiences in each clinical placement. The purpose of this is to prompt you to reflect on your learning during the placement and how you were assisted in this process by the supervisor. Feedback you provide is also used to inform the continual improvement of the clinical practicum course.

Assessment Task 4 – SELF REFLECTION ON THE PLACEMENT EXPERIENCE AND PROFESSIONAL DEVELOPMENT

You are required to write a brief reflection on your learning during each clinical placement. The purpose of this is for you to identify your strengths and to identify the aspects of clinical competency where you think you can improve most in Clinical Practicum B. This document should be approximately 1 to 2 pages in length. You will be sent several email reminders to complete this task towards the end of the course. In addition to helping you plan your practicum preferences for Clinical Practicum B, this document will also assist the practicum coordinator and the course convenor in allocating clinical placements.

Grading Scheme

Performance in this course is graded as Satisfactory or Unsatisfactory, the emphasis being on whether or not a student is competent as a clinician. Outstanding performance in this course is recognised through an official university prize for the best performance by a student in the year 4 clinical practicum in the Exercise Physiology program. Be mindful that clinical supervisors and their co-workers will be your future professional colleagues.

Penalties for late submission of assignments – If you do not submit your written assessment tasks or verified attendance records by the due dates you may fail this course.

Academic honesty and plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft and is regarded by the university as academic misconduct. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. The University has adopted an educative approach to plagiarism and has developed a range of resources to support students. The Learning Centre can provide further information via <https://student.unsw.edu.au/plagiarism>

Key Course Dates

Summer Practicum	2014-2015
Enrolment Deadline	Oct 30 (Thur)
Preference submissions - Open	Oct 31 (Fri)
Preference submission - Deadline	Nov 7 (Fri)
Student notification of allocated placement	Nov 14 (Fri)
Placements commence	Nov 26 (Wed)
Placements conclude	Feb 16 (Mon)
Supervisor reports and verified Attendance Records	Feb 18 (Wed)
Self-Reflection Written Task	Jan 27 (Tues) (9am; via TurnItIn on Moodle)
Placement evaluation	Feb 13 (Fri) (via EPPrac)

Semester 1 Practicum	2015
Enrolment Deadline	Jan 22 (Thur)
Preference submissions - Open	Jan 23 (Fri)
Preference submission - Deadline	Jan 29 (Thur)
Student notification of allocated placement	Feb 6 (Fri)
Placements commence	Feb 17 (Tues)
Placements conclude	June 29 (Mon)
Supervisor reports and verified Attendance Records	July 1 (Wed)
Self-Reflection Written Task	June 1 (Mon) (9am; via TurnItIn on Moodle)
Placement evaluation	June 15 (Mon) (via EPPrac)

Semester 2 Practicum	2015
Enrolment Deadline	June 4 (Thur)
Preference submissions open	June 5 (Fri)
Preference submission Deadline	June 12 (Fri)
Student notification of allocated placement	June 19 (Fri)
Placements commence	June 30 (Tues)
Placements conclude	Nov 24 (Tues)
Supervisor reports and verified Attendance Records	Nov 26 (Thur)
Self- Reflection Written Task	Oct 27 (Tues) (9am; via TurnItIn on Moodle)
Placement evaluation due by	Nov 17 (Tues) (via EPPrac)

Commencement and completion of placements

Please note that placements do not cease at the instant you complete 100 hours at a given workplace.

Lifestyle Clinic rosters, and arrangements with supervisor at other placements, will dictate the conclusion of a placement. Often you may complete between 100 and 110 hours at placements such as the Lifestyle Clinic. A small number of hospital-based placements, such as cardiac testing services, have placement schedules slightly less than 100 hours duration (e.g. 80 – 90 hours). To complete the **course requirement of a minimum of 200 hours** it will be necessary to ensure any slight deficit at one placement is countered by a slight surplus at the second placement. Except for those very rare exemptions a minimum of 100 hours should be completed for both placements.

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. This is best done with an email addressed to the practicum coordinator and the course convenor.

Resources for students

Moodle

Information about the course and a number of electronic study resources can be accessed via the UNSW Moodle system. Moodle is an internet-based set of Course Tools designed to enable online learning. You can access the system from the following site: <http://moodle.telt.unsw.edu.au>. You can use Moodle to find reference material in the course (such as this document), and communicate with the lecturer and your peers. Please see the convenor if you would like more information to help you to make the most of this resource.

Suggested Reference Textbooks

- American College of Sports Medicine (2013). *ACSM's Guidelines for Exercise Testing and Prescription*. Philadelphia: Lippincott Williams and Wilkins, 9th ed.
- American College of Sports Medicine (2013). *ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription*. Philadelphia: Lippincott Williams & Wilkins, 7th ed.
- American College of Sports Medicine (2009). *ACSM's Exercise Management for Persons with Chronic Diseases and Disabilities*. Philadelphia: Lippincott Williams and Wilkins, 3rd ed.
- American College of Sports Medicine (2009). *ACSM's resources for clinical exercise physiology: musculoskeletal, neuromuscular, neoplastic, immunologic, and hematologic conditions*. Philadelphia: Lippincott Williams & Wilkins, 2nd ed.
- Ehrman J.K., Gordon P.M., Visich P.S. and Keteyian S.J. (2013). *Clinical Exercise Physiology*. Champaign, Illinois: Human Kinetics, 3rd ed.
- Voight, ML. (2006). *Musculoskeletal interventions: techniques for therapeutic exercise*. McGraw-Hill Medical.
- McGill, S (2007). *Low back disorders*. Champaign, Illinois: Human Kinetics, 2nd ed.
- Richardson, CA et al. (2004). *Therapeutic exercise for lumbopelvic stabilization: A motor control approach for the treatment and prevention of low back pain*. Churchill Livingstone, 2nd ed.
- Darcy Umphred, Connie Carlson ed. (2014). *Neurorehabilitation for the physical therapist assistant*. Thorofare, NJ: SLACK. 2nd ed.

Suggested Reference Journal Articles

ESSA and ACSM each have a range of position statements online (<http://www.essa.org.au/about-us/position-statements/>; <http://www.acsm.org/access-public-information/position-stands>), covering a wide range of chronic illnesses, including:

- Sharman JE, Stowasser M (2009) Exercise & Sports Science Australia: position statement on exercise and hypertension. *J Sci Med Sport* 12: 252-257
- Hayes SC, Spence RR, Galvao DA, Newton RU (2009) Exercise & Sports Science Australia: position stand on optimising cancer outcomes through exercise. *J Sci Med Sport* 12: 428-434
- Norton K, Norton L, Sadgrove D (2009) Position statement on physical activity and exercise intensity terminology. *J Sci Med Sport*
- Selig SE, Levinger I, Williams AD, Smart N, Holland DJ, Maiorana A, Green DJ, Hare DL Exercise & Sports Science Australia: Position Statement on exercise training and chronic heart failure. *J Sci Med Sport* 13: 288-294

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
- Cochrane Reviews

Occupational Health and Safety

Class activities must comply with the NSW Occupational Health & Safety Act 2000 and the Occupational Health & Safety (OHS) Regulations 2001. 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 is outlined at: <http://safety.unsw.edu.au/>

All placements must comply with the NSW Occupational Health & Safety Act 2000 and the Occupational Health & Safety Regulations 2001. 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 is outlined at: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html

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.

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. A First Aid Certificate is not specifically required but is a requirement for the exercise physiology program and for subsequent professional registration. 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.

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 that includes what to do in case of a fire, aggressive/hostile behaviour, cardiac arrest, spinal cord injury, seizures and fitting, hypoglycaemia, strains and sprains, stroke and hazardous waste procedures.

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 prohibited person checks, immunisations

Criminal record checks, prohibited persons declarations, NSW Health code of conduct and immunisations are a requirement of many clinical placement providers and these requirements should be met prior to the stage 3 clinical courses (and at the latest before the stage 4 clinical practicum). See the program guide for further details. The practicum coordinator 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 (<http://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 before commencing the stage 3 clinical courses (and at the latest before the stage 4 clinical practicum) and CPR certification must be maintained throughout the remainder of the program. Current first aid and CPR certification are mandatory 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, professional indemnity 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 will be provided with 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.

Attendance requirements

No attendance of classes if required for the clinical practicum course.

Applications for Special Consideration for Missed Assessments

The following policy applies if you fail to submit your written assessment tasks or verified attendance records by the due dates. **Please note the following Statement regarding Special Consideration.**

*If you believe that your performance in a course, either during session or in an examination, has been adversely affected by sickness, misadventure, or other circumstances beyond your control, you should notify the Registrar and ask for special consideration in the determination of your results. Such requests should be made as soon as practicable after the problem occurs. **Applications made more than three working days after an examination in a course will only be considered in exceptional circumstances.***

When submitting a request for special consideration you should provide all possible supporting evidence (eg medical certificates) together with your student number and enrolment details. Consideration request forms are available from Student Central in the Chancellery or can be downloaded from the web page linked below.

Note that normally, if you miss an exam (without medical reasons) you will be given an absent fail. If you arrive late for an exam no time extension will be granted. It is your responsibility to check timetables and ensure that you arrive on time.

Students who apply for consideration to Student Central must also contact the course convenor immediately.

All applications for Special Consideration will be processed in accordance with UNSW policy (see: <https://student.unsw.edu.au/special-consideration>). If you miss an assessment and have applied for Special Consideration, this will be taken into account when your final grade is determined. You should note that marks derived from completed assessment tasks may be used as the primary basis for determining an overall mark. Where appropriate, supplementary examination may be offered, but only when warranted by the circumstances.

Student equity and diversity issues

Students requiring assistance are encouraged to discuss their needs with the course convenor prior to or at the commencement of the course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (EADU) (9385 4734). Further information for students with disabilities is available at

<http://www.studentequity.unsw.edu.au/>

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 expanded 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 was developed to simplify and improve the allocation of practicum placements according to student preferences as well as to provide a reliable system for recording completed placement hours and to collect supervisor's reports and gain student feedback on placements.

UNSW is also currently developing a training module to improve the workplace teaching skills of clinical supervisors. 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 a Course and Teaching Evaluation and Improvement (CATEI) survey in the latter stages of the course or with surveys conducted through Moodle.