



Australia's  
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University

Faculty of Medicine  
School of Medical Sciences

# HESC4611

## CLINICAL PRACTICUM A

2018

COURSE OUTLINE

CRICOS Provider Code 00098G

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Please read this course outline in conjunction with the following pages on the [School of Medical Sciences website](#):

- [Advice for Students](#)
- [Learning Resources](#)
- [Guidelines on extra-curricular activities affecting attendance](#)

(or see "STUDENTS" tab at [medicallciences.med.unsw.edu.au](http://medicallciences.med.unsw.edu.au) )

## Staff responsibilities

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- The course convenor is responsible for approving enrolment variations (e.g. prerequisite and session issues) and general oversight of the clinical practicum, including 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), engaging clinical supervisors 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.
- 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.*

## Course details

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**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 must usually be 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

A minimum of 200 hours of clinical practical experience will be completed within a clinical environment, for example at the university's Lifestyle Clinic, NSW Health Clinical Schools, private 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 professional/s. 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 self-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 convenor. 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, whilst adhering to the specific breakdowns prescribed by the governing body. 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, [www.essa.org.au](http://www.essa.org.au)) for registration as both an accredited exercise scientist and 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

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

## Rationale for the inclusion of content and teaching approach

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### How the course relates to the Exercise Science/Physiology professions

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 B. 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 (HESC3592).

### 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, NSW Health Clinical Schools, in other hospitals, private practices, rehabilitation clinics, fitness centres or other suitable settings. 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 approximately 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 *more than 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. Leave during your clinical practicum semester will only be granted under exceptional/emergency circumstances and must be arranged through the course convenor and course coordinator prior to discussion with any supervisor/s. Application for formal [Special Consideration](#) may be required.

It is a requirement for professional registration that  $\geq 500$  hours of practicum in total are completed.

This must include:

- 140+ hours for apparently healthy clients
- 140+ hours for clients with metabolic / cardiopulmonary conditions
- 140+ hours for clients with neuromuscular / musculoskeletal conditions
- Up to 80 hours in area(s) of clinical practice 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 OR other activities apart from clinical exercise services (e.g. 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.

The UNSW Exercise Physiology program currently comprises of the following clinical hours:

<i>UNSW Ex Phys Stage 1-3</i>	<i>HESC</i>	<i>Hours</i>	<i>Delivery</i>	<i>Prep/Obs</i>	<i>Admin</i>
Healthy	1501	10		10	
Healthy	1511	10	6	4	
Healthy	3504	40	14	26	
Neuromuscular / Musculoskeletal	3532/3592	40		40	
<b>TOTALS</b>		<b>100</b>	<b>20</b>	<b>80</b>	<b>0</b>

  

<i>Therefore required from HESC4611/4622</i>	<i>Hours</i>	<i>Delivery (min.)</i>	<i>Prep/Obs (max.)</i>	<i>Admin (max.)</i>
Healthy	≥80	≥64	≤9	≤7
Metabolic / Cardiopulmonary	≥140	≥84	≤49	≤7
Neuromuscular / Musculoskeletal	≥100	≥84	≤9	≤7
Other (assuming clinical population)	≥80	≥48	≤28	≤4

### Structure of Placements

The 400+ hours completed across HESC4611 (Clinical Practicum A) and HESC4622 (Clinical Practicum B), usually involves four separate placements (two placements for each course) of 100+ hours. Any exceptions to this will require approval from Course Convenor and Course 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 the 100 hours are completed. For example, a placement may consist of a full-time block of 2-3 weeks, 1 day per week for 20-21 weeks, 2 half days each week for 20-21 weeks or 2 days per week for 9-10 weeks or some other combination that is suitable for the supervisor/clinic.

*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.*

Placements may be completed within a window of approximately 21 weeks for semester 1 and semester 2, and 12 weeks for the summer session. This provides adequate time to complete two clinical placements amidst the concomitant demands of the standard 13 week teaching semester.

Leave during your clinical practicum semester is only granted under exceptional circumstances and must be approved by the course convenor and practicum coordinator before booking. Any holidays



should be booked outside the semester you are enrolled in, as we cannot burden our clinical placements and supervisors with taking into consideration holiday periods for students.

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

- 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

### **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 certificate 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 trialling a potential employee.

### **Supervisor Expectations**

It is expected that practicum placement supervisors will:

- 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 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 in advance of their due date.

### **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. 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. 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 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*: [epprac.med.unsw.edu.au](http://epprac.med.unsw.edu.au)

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

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 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.** Regular email reminders of the deadline for enrolment will be sent out. 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 a comments area 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 training/induction 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?
- Do any key meetings for a given placement (e.g. Strength Clinic meetings at the Lifestyle Clinic) clash with your course contact hours?
- Will you be available for the entirety of the Clinical Practicum Semester to meet the requirements of your placement?

### **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 usually the best means of initial contact, though a phone call may be necessary 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. 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. Your supervisor will not take into consideration any extra-curricular activities in the planning of your attendance.

**Guidelines on Extra-curricular Activities** relating to employment, voluntary work, recreational (sports, music) and academic activities (conferences, courses etc.) can be found [here](#). Contact the practicum coordinator immediately if there are any problems in confirming 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 once you receive your allocations:**

Email or call the clinical service to confirm your arrival date and time. Send a brief CV to them (1 to 2 pages, email is usually best) 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 a minimum of 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 prior to semester commencement, in addition to shadowing experienced student EP's before you can conduct any independent supervision of patients. These induction sessions can be logged as part of your placement hours. 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 not required if you are not allocated this placement.

Students will be expected to complete anywhere from 100 to 200 hours at the clinic by doing at least 2 shifts per week. The Lifestyle Clinic will not take into consideration any extra-curricular activities in the planning of your attendance.

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.

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

## Assessment

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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, creating a separate attendance record for each placement. Regularly update and save these records as a draft until you have completed your placements. It is important that you enter details into this log from the commencement of your placement. The hours you enter in draft attendance records allow the practicum coordinator and convenor to monitor the commencement and progress of your placement, in addition to the quality of your entries. You should only 'submit' the record at the end of your placement.

Once this is done, your clinical supervisor will be sent a notification email that your submission is complete. 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. These record sheets are evidence of attendance and completion of required hours across the clinical practicum courses, required for your ESSA application. 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 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 ESSA 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 AEP	≥ 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
<b>TOTAL CLINICAL HOURS (360 hours)</b>			<b>140 hours</b>	<b>140 hours</b>	<b>80 hours</b>

**Table 1.2: Example of EPPRAC attendance record**

<b>Date</b>	<b>Number of sessions</b>	<b>Name of supervisor</b>	<b>Supervisor qualification</b>	<b>Categories of conditions</b>	<b>Categories of activity</b>	<b>Case Description (do not enter the name of any patient)</b>	<b>Description of services</b>
16/11/2016	1	Chris Tzar	AEP	Musculoskeletal/Neurovascular/Neurological conditions	Delivery of Exercise services	53 Year old female - Breast cancer (Stage 1, grade 3), TKR in 2008, OA in knee & shoulder. Medication: Neuropathic pain medication.	<p>Performed Initial Assessment –took relevant medical and exercise histories, medical and allied health treatments including medication management.</p> <p>Discussed patient exercise capacities, goals, opportunities and barriers for exercise participation.</p> <p>Identified safe exercise limits and effective exercise ranges via RHR, BP, 6-minute walk test with HR monitor.</p> <p>Performed 30s sit-to-stand.</p>
16/11/2016	1	Chris Tzar	AEP	Cardiopulmonary/Metabolic conditions	Delivery of Exercise services	62 year old Male with Type 2 diabetes, Hypercholesterolaemia & Hypertension.	<p>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.</p> <p>Supervised balance exercises - static - single leg balance on dura disc.</p>
16/11/2016	2	Chris Tzar	AEP	Musculoskeletal/Neurovascular/Neurological conditions	Preparation or observation	Strength Clinic Meeting	<p>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)</p>

## 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><b>N/A</b></p> <p>Not applicable</p> <p>Student did not have the opportunity to demonstrate knowledge or competency.</p>	<p><b>Unsatisfactory</b></p> <p>Unsatisfactory competency</p> <p>Inconsistently meets objectives</p> <p>Requires frequent prompting</p> <p>Inconsistently effective</p> <p>Demonstrates little responsibility or independence</p>
<p><b>Satisfactory</b></p> <p>Satisfactory competency</p> <p>Meets objectives</p> <p>Requires some prompting</p> <p>Generally effective</p> <p>Demonstrates some responsibility, independence and initiative</p>	<p><b>High Level</b></p> <p>High level competency</p> <p>Consistently meets objectives</p> <p>Requires little prompting</p> <p>Consistently effective</p> <p>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 e.g. 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 reminders to complete this task by the due date. 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 the most appropriate clinical placements.

### **Grading Scheme**

*Performance in this course is graded as Satisfactory or Unsatisfactory, with 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 may be your future professional colleagues, or in the very least a referee.*

**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.**

## Key Course Dates

<b>Summer Practicum</b>	<b>2017-2018</b>
Enrolment deadline	24 Oct (Tue)
Preference submissions open	25 Oct (Wed)
Preference submission deadline	1 Nov (Wed)
Student notification of allocated placement	8 Nov (Wed)
UNSW Lifestyle Clinic induction	10 &/or 13 Nov (Fri/Mon)
Placements commence	23 Nov (Thu)
Placements conclude	20 Feb (Tue)
Supervisor reports and verified attendance records	22 Feb (Thu)
Written tasks submitted by	30 Jan (Tue)
Placement evaluation due	7 Feb (Wed)
<b>Semester 1 Practicum</b>	<b>2018</b>
Enrolment deadline	22 Jan (Mon)
Preference submissions open	23 Jan (Tue)
Preference submission deadline	30 Jan (Tue)
Student notification of allocated placement	6 Feb (Tue)
UNSW Lifestyle Clinic induction	9 &/or 12 Feb (Fri/Mon)
Placements commence	21 Feb (Wed)
Placements conclude	4 Jul (Wed)
Supervisor reports and verified attendance records	6 Jul (Fri)
Written tasks submitted by	6 Jun (Wed)
Placement evaluation due by	21 Jun (Thu)
<b>Semester 2 Practicum</b>	<b>2018</b>
Enrolment deadline	28 May (Mon)
Preference submissions open	29 May (Tue)
Preference submission deadline	5 Jun (Tue)
Student notification of allocated placement	20 Jun (Wed)
UNSW Lifestyle Clinic induction	22 &/or 25 Jun (Fri/Mon)
Placements commence	5 Jul (Thu)
Placements conclude	21 Nov (Wed)
Supervisor reports and verified attendance records	23 Nov (Fri)
Written tasks submitted by	24 Oct (Wed)
Placement evaluation due by	7 Nov (Wed)

## Commencement and completion of placements

Please note that placements DO NOT cease the instant you complete 100 hours at a given workplace. Arrangements with supervisors will dictate the conclusion of a placement. Often you may complete between 100 and 200 hours at placements e.g. UNSW Lifestyle Clinic. A small number of hospital-based placements have placement opportunities offering 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.

## Attendance requirements

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No attendance of classes if required for the clinical practicum course. Attendance is based on the requirements of the practicum placement. Failure to adhere to the requirements of the placement may result in failure of the course. SoMS guidelines on extra-curricular activities affecting attendance can be found [here](https://medicallsciences.med.unsw.edu.au/sites/default/files/Extra-curricularActivitiesSOMS.pdf) (<https://medicallsciences.med.unsw.edu.au/sites/default/files/Extra-curricularActivitiesSOMS.pdf>)

### Applications for Special Consideration

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 convenor 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 (e.g. medical certificates) together with your student number and enrolment details.*

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 at the exam location 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: [student.unsw.edu.au/special-consideration](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. **See Student Advice – Special Consideration** (<https://medicallsciences.med.unsw.edu.au/students/undergraduate/advice-students#Special%20Consideration>)

## Resources for students

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### 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, 7<sup>th</sup> 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, 2<sup>nd</sup> ed.
- Butler, D. S., et al. (2013). *Explain Pain 2nd Edn*, Noigroup Publications.
- Ehrman J.K., Gordon P.M., Visich P.S. and Keteyian S.J. (2013). *Clinical Exercise Physiology*. Champaign, Illinois: Human Kinetics, 3<sup>rd</sup> ed.
- Darcy Umphred, Connie Carlson ed. (2014). *Neurorehabilitation for the physical therapist assistant*. Thorofare, NJ: SLACK. 2<sup>nd</sup> ed.
- McGill, S (2007). *Low back disorders*. Champaign, Illinois: Human Kinetics, 2<sup>nd</sup> ed.
- Voight, ML. (2006). *Musculoskeletal interventions: techniques for therapeutic exercise*. McGraw-Hill Medical.

### Suggested Reference Articles

ESSA and ACSM each have a range of position statements online ([www.essa.org.au/about-us/position-statements/](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.

### 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

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

All placements must comply with the NSW Work Health & Safety Act 2011 and the Work Health & Safety Regulations 2017. It is expected that students will conduct themselves in an appropriate and responsible manner in order not to breach WHS regulations. Further information on relevant WHS policies and expectations is outlined at: <https://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 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 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 (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 ([www.healthservices.unsw.edu.au](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 can 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.

## **Course evaluation and development**

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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 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.

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.