



Faculty of Medicine
School of Medical Sciences

HESC4622

CLINICAL PRACTICUM B

2019 T1

COURSE OUTLINE

CRICOS Provider Code 00098G

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Please read this outline/manual in conjunction with the following pages on the

- [School of Medical Sciences website:](#)
 - [Advice for Students](#)
 - [Learning Resources](#)
- (or see "STUDENTS" tab at medicallsciences.med.unsw.edu.au)

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 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

Credit Points: 6 UOC

Course Prerequisites / Assumed Knowledge

HESC4611, HESC3504, HESC3541, HESC3532, HESC3592

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 competencies, a VIVA exam, supervisor report and self-reflection.

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). 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 contribute towards the *professional registration requirements* of Exercise and Sports Science Australia (ESSA, www.essa.org.au) for registration as both an accredited exercise scientist (AES) 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. 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

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) Physical Activity for Special Populations (HESC3581) 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. Detailing your attendance logbooks and engaging in self-reflection are ways to enrich your learning. It may also be necessary to consult scientific journals, 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.

Taking 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. Please see the relevant section on applying for Special Consideration should you encounter exceptional circumstances.

It is a requirement for professional registration that ≥ 500 hours of practicum (across HESC4611 and HESC4622) in total are completed. You must complete ≥ 200 hrs during HESC4611.

Upon completion of HESC4611 and HESC4622, the final breakdown of practicum hours must meet the ESSA accreditation requirements:

- **≥ 140 hours in Exercise Science:**
 - At least 80 hours where student must be assessed as 'competent' in Ax/Px/Delivery to improve health/fitness/wellbeing/performance or to prevent chronic disease
 - Remaining 60 hours in any area relevant to AES Professional Standards

- **≥ 360 hours in clinical populations with:**
 - At least 200 hours in any combination of CV/Musculoskeletal/Metabolic (student must be assessed as 'competent' in each)
 - At least 100 hours in any combination of: Cancer, Kidney/Renal, Mental health, Neurological, Respiratory/pulmonary
 - Remaining 60 hours in any domain OR other activities relevant to AEP Professional

You must log your hours. The current logging system is an excel template with details for use provided on your Moodle HESC4611 page. 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.

Structure of Placements

The hours completed across HESC4611 (Clinical Practicum A) and HESC4622 (Clinical Practicum B), usually involve 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, placement may occur in a block, or a set pattern of 1-2 days/week (or half days) throughout the duration of the practicum term.

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.

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:

- Accredited Exercise Scientist
- Accredited Exercise Physiologist
- Accredited Sports Scientist
- An individual with an AQF level 7 (Bachelor degree) in exercise and sports science
- An AQF level 7 (Bachelor degree) qualified physical education teacher with a major in physical education. Note: That practicum must be completed in a school setting
- A qualified (recognised or endorsed by a regulating authority) and experienced professional relative to the activity they are supervising

A ratio of up to 1:5 is acceptable for supervising students provided there is one-on-one contact with each student. Video technology may be used to assist supervision with a student. Consideration must be given that video supervision is supplementary to direct supervision and it should be a high-quality, uninterrupted connection that facilitates a strong student learning experience.

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

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. **Guidelines on Extra-curricular Activities** relating to employment, voluntary work, recreational (sports, music) and academic activities (conferences, courses etc.) can be found [here](#).

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

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 – PORTFOLIO

ASSESSMENT TASK 2 – OSCE EXAM

ASSESSMENT TASK 3 – SUPERVISOR REPORTS

Assessment Task 1 – PORTFOLIO

- Keep a log of all practical hours completed in the course. Students will log their hours using the EPPrac system or similar and will be given examples of expected structure. **Log book entries will be submitted at weeks 3, 9 and the end of session.** Formative feedback will be provided after the logbooks are submitted and students may use this feedback to improve on future entries.
- Master all of the practical skills via the Clinical Competency Checklist. This is a checklist of industry standard skills which students will develop throughout the practical components of this course. Competencies will be assessed by practicum supervisors over the placement.
- Evaluate the clinical placement experience via the 'My Evaluation' form. Feedback provided is also used to inform the continual improvement of the clinical practicum course.
- You are to submit an up to date version of your curriculum vitae and address a specific job selection criteria for employment as an exercise physiologist. This resume will include both a summary of your clinical skills and a brief description of the practicum placements you completed throughout the course. This document will provide another opportunity to reflect on your clinical training and also to document the skills learnt on practicum in the workplace. Your resume should include the following headings and subheadings:
 - Personnel Details – contact details
 - Academic Qualifications – Bachelor of ExPhys, plus other qualifications, AEP
 - Experience: List your 4 clinical practicum placements, detailing your supervisor and the duties you conducted at this practicum.
 - Conference, Workshops, Professional Development – list any workshops or professional development opportunities you attended.
 - Association Memberships - ESSA
 - The EP job selection criteria will be available on Moodle. Ensure you incorporate your skills acquired on practicum and how these skills could be utilised to successfully do the job you are applying for.

Once a placement is commenced, students are required to record their hours of attendance at the placement in an online record using the excel template, creating a separate attendance record for each placement. Regularly update and save these records as a draft until you have completed your placements.

Once this is done, your clinical supervisor will be sent a notification email that your submission is complete. 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.

Table 1.2: Example of the attendance record

Date	Number of sessions	Name of supervisor	Supervisor qualification	Categories of conditions	Categories of activity	Case Description (do not enter the name of any patient)	Description of services
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 – OSCE EXAM

The OSCE is an authentic performance exam designed to assess students' abilities in performing various practical skills commonly used in exercise physiology. Where possible, the assessment environment will simulate clinical scenarios. Each student will be required to perform a range of competencies under the supervision of an examiner. Students will be assessed on communication, technical and procedural skills. A passing grade of 70% must be achieved by all students in order to pass the OSCE and the course. Remedial action and possible supplementary examination will be discussed if required.

Assessment Task 3 – SUPERVISOR REPORTS

Your clinical supervisors will also submit their evaluation of your performance towards the end of your placement directly to the practicum co-ordinators and convenors. You may not receive a copy of this evaluation directly, but supervisors are encouraged to discuss performance with students in advance of submitting their reports. The practicum coordinator and the academic staff will review these reports and will contact students to discuss any unsatisfactory elements.

Marking Criteria is as follows

- [P+] Outstanding performance
- [P] Meets expectations
- [P-] Borderline performance
- [F] Well below expectations

Professionalism

- Presentation
- Attendance
- Operational procedures
- Legal and ethical competency
- Administrative and business skills
- Risk management and emergency procedures
- Personal organisation

Communication

- Supervisor/Staff communication
- Group communication (either client or within team)
- General client communication

Clinical Skills

- Procedural (e.g. following assessment protocol/s, progression/regression)
- Technical (e.g. proficient in use of equipment, technique instruction/demonstration)
- Clinical rationale (e.g. appropriate assessment/exercise/education for clinical presentation)

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

- Feedback or comments on any given case studies during placement (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.
- Any Additional comments

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. All clinical competencies must be achieved to gain a Satisfactory grade in this course. The OSCE requires a 70% pass mark.

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

Practicum	2019
Placements commence	29 Jan
Placements conclude	24 May
Verified attendance records (Logbook checks)	
Early	18 Feb
Mid	28 Apr
Final	28 May
Checkpoints - competencies	25 Mar 20 May
Placement Evaluation	28 Apr
OSCE	16 May
Supervisor reports	29 May

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

A minimum of 200hrs total attendance is required. Specific attendance requirements will be individual depending on the placement undertaken. Please consult the specific placement information for individual attendance requirements.

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). 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.

Resources for students

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.
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Suggested Reference Articles

ESSA and ACSM each have a range of position statements online covering a wide range of chronic illnesses;

ESSA: <https://www.essa.org.au/>

ACSM: <https://www.acsm.org/>

Suggested Reference Journals

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

Health and Safety

Class activities must comply with the NSW Occupational Health & Safety Act 2011 and the Occupational Health & Safety (OHS) Regulations 2017. 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: safety.unsw.edu.au/

All placements must comply with the NSW Occupational Health & Safety Act 2011 and the Occupational Health & Safety Regulations 2017. 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.

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) 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

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

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

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.