



Faculty of Medicine
School of Medical Sciences

HESC4611

CLINICAL PRACTICUM A

TERM 1, 2020

COURSE OUTLINE

Table of Contents

Table of Contents	2
Staff Contact Details	3
Who to contact if you have issues.....	3
Course details.....	4
Credit Points	4
Course Prerequisites / Assumed Knowledge	4
Course Description	4
Aims of the Course	4
Student Learning Outcomes	5
Structure of Placements.....	6
Key Course Dates.....	8
Assessments	11
Assessment Task 1 – Portfolio.....	11
Assessment Task 2: Written Tasks – Reflection task	15
Assessment Task 3 – Viva exam	16
Penalties for late submission of Assessments.....	17
Applications for Special Consideration and Leave	18
Applying for Special Consideration.....	18
Applying for Leave	18
Resources for students	18
Suggested Reference Textbooks	18
Suggested Reference Articles.....	19
Suggested Reference Journals	19
Example logbook entry.....	20
Health and Safety	21
NSW Health	21
UNSW Medicine Lifestyle Clinic	21
Course evaluation and development.....	22

Staff Contact Details

Convenors:

- (Yearly contact) **Amanda Burdett**
School of Medical Sciences exphys.prac@unsw.edu.au
Office: Rm 205, Level 2, Wallace Wurth
Phone: 9385 8712
- (T1) **Nancy van Doorn**
School of Medical Sciences
Office: Rm 205, Level 2, Wallace Wurth
Phone: 9385 8375
- (T2) **Dr Natalie Kwai**
School of Medical Sciences
Office: Rm 202, Level 2, Wallace Wurth
Phone: 9385 3375
- (T3) **Dr Matthew Jones**
School of Medical Sciences
Office: Rm 202, Level 2, Wallace Wurth
Phone: 9385 3375

Practicum Coordinator:

Lauren Marcos exphys.prac@unsw.edu.au

Exercise Physiology Coordinator/Program Officer:

Ina Ismail <http://unsw.to/webforms>

Who to contact if you have issues

- If you have a query, it is easiest to email the Clinical Practicum team at exphys.prac@unsw.edu.au and the relevant staff member will be able to assist you.
- 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 and managing clinical logs and supervisor's reports
- The *program officer* will assist students with enrolment difficulties verifying that non-academic course requirements are met (e.g. first aid certification, criminal record checks), and practicum uniforms.
- The *practicum co-ordinator* is your primary contact for any issues affecting your ability to attend and complete your placements.
- *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

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 a Portfolio (which includes a checklist of log-book hours, clinical workplace competencies and reports from your clinical supervisors in addition to placement evaluations), a self-reflection task, and a *viva* exam.

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. Client groups encountered during these placements will include exercise science hours with apparently healthy populations as well as those with chronic disease (i.e. cardiovascular, metabolic, respiratory, musculoskeletal, neurological, mental health, kidney, cancer and other conditions). The 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
- 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](#)

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 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. "Co-supervision" arrangements will be made where there is not an appropriately qualified professional.

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 completed record provided by the student
- 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. .

Key Course Dates

Practicum	2020
O-week	28 th – 31 st Jan
Lifestyle Clinic Placements commence	28 th Jan
All other placements commence	3 rd Feb
Placements conclude	22 nd May
Verified attendance records (Logbook checks)	
Check 1	17 th Feb
Check 2	13 th Apr
Final Submission	22 nd May
Written Task (ie. Self Reflection)	13 th Apr
Competencies	
Midway Check	30 th Mar
Final Submission (at least 3 Competencies uploaded)	22 nd May
Placement Evaluation	11 th May
Viva*	25-29 th May
<i>*All paperwork (Logbook summaries & competencies) must be submitted by May 22nd or you cannot sit the Viva</i>	(exact session TBA)
Viva Supplementary Date	16 th June
Supervisor reports	22 nd May

How to begin placement

1. Submit placement preference

Submit your placement request via the *EPPrac Placement System*: epprac.med.unsw.edu.au. Please refer to the “Clinical Practicum” section of the program Moodle site to retrieve instructions on using the EPPrac Placement System.

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 placements that remain 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.

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. **Your attention to these details is critical for satisfactory allocation of placements.**

Some useful details to consider regarding availability for placements are:

- 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 placement days/meetings for a given placement (e.g. Strength Clinic meetings at the Lifestyle Clinic) clash with your course contact hours?

2. Contact your clinical supervisor once you have been allocated placement.

You will need to contact your clinical supervisor to confirm the placement and to determine the dates and times to attend the clinical service in addition to any preparation required e.g. if you need to attend an induction before commencing placement at the site. 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. Include in your email a CV (1-2 pages) and be sure to indicate your previous clinical 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.*

It will be important to plan a pattern of attendance to complete >100 hours at each assigned placement keeping in mind the hours you need to complete across the different pathologies. 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.

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.*

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 term commencement, in addition to shadowing experienced student EP's before you can conduct any independent supervision of patients. You must be available for these induction sessions to commence a placement at the Lifestyle Clinic.

NOTE: induction is only required for your first instance of placement at the Lifestyle Clinic and is not required if you are not allocated this placement.

Students will be expected to complete their 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. These extra-curricular activities include anything relating to employment, voluntary work recreational (sports, music) and external academic activities (conferences, courses etc.).

The Lifestyle Clinic runs several different programs and you should be sure to seek involvement across these.

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

Arrangements with supervisors will dictate the conclusion of a placement, which does not cease as soon as you reach 100 hours at a specific placement.

It is your responsibility to ensure that you reach all necessary hours required for ESSA accreditation and completion of the required 200 hours for Practicum A.

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.

Assessments

These tasks have been chosen as tools to enhance and guide your learning as well as a way of measuring performance and are therefore a central teaching strategy in this course.

There are **three Assessment tasks** which are summarised below.

Assessment Task 1 – Portfolio

Your portfolio consists of **Three Components** with **different due dates as listed in the Key Dates section**.

Component 1: Logbooks and completion of hours

You are required to complete the logbook in the preferred template for all practical hours completed in the course. You will submit your logs at **three different times** throughout the practicum term and formative feedback will be provided.

Final Logbook submission must be a hard copy of your completed Logbook Summary page (for both Exercise Physiology and Exercise Science domains), filled correctly and signed by your Supervisor for both placements.

These must be dropped off at within business hours:

Education Support Office
Rm 260
Wallace Wurth Building
UNSW Sydney

Penalties will apply for late submission of complete logbooks including refused entry to the Viva and deferment of HESC4622 enrolment.

How to log your hours

1. Create a **separate attendance record for each Placement** using the excel spreadsheet provided on Moodle
2. For each record provide enough detail regarding the patient presentation. A great reference template to use are **S.O.A.P.** notes:

S-SUBJECTIVE The patient's emotions or attitudes Complaint(s) Verbal response about treatment Client goals Lifestyle or home situation Reports from staff / team members

O-OBJECTIVE What assessments, exercises or activities did you do with your client (specifics of exercises, number of repetitions, modifications necessary, education given etc.)

A-ASSESSMENT *Identify whether the exercises/what you did with your patient were successful/appropriate or needed to be changed or if there are discrepancies between what you noted for your subjective and objective entries. Comment on potential for further intervention if applicable.*

P-PLAN What have you organised for the client for future sessions? Will they continue with the exercises you have prescribed? Will they undertake new home exercises? Remember to be specific down to the frequency/reps and sets for your descriptions.

Adapted from the Ballarat Allied Health Services - Allied Health Clinical Documentation Guidelines (2015).

(For an example logbook record see *Example logbook entry on page 20*)

How many hours you need to complete:

In order to successfully complete HESC4611 you must complete a minimum of 200 hours in total, with a minimum of 100 hours at each allocated practicum placement during the term.

Breakdown of hours you need to complete:

At completion of both HESC4611 and HESC4622 you should have completed all hours required for ESSA accreditation as an AEP (100 of which you would have completed in Stages 1-3 of the degree).

Through Stages 1-3 in addition to Clinical Practicum A and B you should have accrued:

- **≥140 hours in Exercise Science:**
 - At least 80 hours where student must be assessed as 'competent' in assessment/prescription/delivery to improve health/fitness/wellbeing/performance or to prevent chronic disease.
 - Remaining 60 hours in any area relevant to AES Professional Standards (refer to ESSA Practicum Guide)

- **≥360 hours in clinical populations with:**
 - At least 200 hours in any combination of CV/musculoskeletal/metabolic (student must be assessed as 'competent' in assessment/prescription/delivery in each domain).
 - 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 Standards (refer to ESSA Practicum Guide)

It is common for more than one of these categories to be encountered in individual patients with chronic disease. However, **you can only choose one disease category per client**, so you must decide which is the most appropriate (i.e. their primary pathology).

If you find that you accrue more hours in a particular domain during HESC4611, your aim is to complete the remaining hours in other domains during HESC4622 to meet accreditation standards

To do this:

- 1. Monitor hours you are accruing across the domains/activities during HESC4611**
- 2. Determine which and how many hours you are in deficit of**
- 3. Pick placement preferences for HESC4622 that will ensure you meet all the required hours for accreditation (broken down above)**

If you need assistance with planning your hours or if you feel as if you will be in deficit of hours, contact the Practicum Co-ordinator and Course Convenor early.

Component 2: Competencies and Supervisor Reports

Clinical Workplace Assessment Competencies

By the end of HESC4611 you will need to have mastered at least **3/10 of the practical skills via the Clinical Competency Checklist** (available via Moodle). 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. It is important you **discuss** these competencies **with your supervisor at the beginning of your placement** to see which ones are realistic for you to be assessed at that placement.

Competencies will be checked midway through the term to ensure you are on track for completion and final submission occurring towards the end of the term.

Supervisor Reports

Reports will be submitted directly to course convenors by your clinical supervisors by the due date of your final Competencies list. **Please remind your supervisors to fill out and send these back during your final meeting with them.** These will be an evaluation of your performance throughout the duration of your practicum placement with that supervisor. You may not receive a copy of this evaluation directly, but supervisors are encouraged to discuss performance with students whilst of submitting their reports.

Supervisors will evaluate you on the following criteria:

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

Component 3: Evaluation of clinical placement

You will need to submit an evaluation of your clinical placement (due 9am May 11th via the Form in Moodle)

Assessment Task 2: Written Tasks – Reflection task

Your Written Tasks should be submitted by the **9am 13th April via Moodle** at the same time as your second logbook check.

This submission consists of a **Reflection task**.

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 with allocating the most appropriate clinical placements to supplement your learning.

Assessment Task 3 – Viva exam

What is it?

The *Viva* is a practical exam, performed individually by each student. Students will be randomly assigned a case study from which they will be expected to perform an assessable skill and exercise and justify its use to the examiner. Where possible, the assessment environment will simulate clinical scenarios.

How is it assessed?

Under the supervision of an examiner, students will be assessed on their communication, procedural and technical abilities related to their assigned case as per below:

Viva marking criteria

1. Communication skills
 - Greeting client
 - Explaining the purpose of the consult
 - Explaining the procedures of the consult
 - Explaining the results of testing (if required)
 - Overall rapport with client; active listening; using open-ended questions; clear and concise
 - Language using terms suitable for the patient's level of knowledge
2. Exercise Physiology procedural skills
 - Conducting assessments/tests in a logical order
 - Monitoring the patient during testing (if required)
 - Checking for patient understanding of your instructions / asking permission to run tests/perform exercises
 - Taking a thorough medical history (if required)
 - Prescribing exercises or applying tests that are appropriate for the patient (e.g. prescribing appropriate exercises for a patient with shoulder instability; applying appropriate falls risk tests for an elderly patient)
3. Technical skills
 - Ability to conduct tests and use the equipment appropriately e.g. good technique when taking exercising BP or manually palpating HR; correctly calculating key measures such as APMHR or BMI; setting a client up on a bike or treadmill for aerobic testing; setting a client up on resistance machine for strength testing
 - Exercise demonstration and delivery including correction of technique if required
4. Knowledge and understanding
 - Role of exercise in the management of various chronic diseases, including type and dose exercise most appropriate based on client's presentation
 - Special considerations and contraindications to exercise
 - Other education relevant to the client (e.g. lifestyle factors such as diet, stress and sedentary behaviour)

For each category, you will be scored as P+ (outstanding performance), P (meets expectations), P- (borderline performance) or F (well below expectations).

The *Viva* examination is a hurdle requirement for successful completion of Practicum and the Degree. You must pass the *Viva* in order to pass Practicum A.

Minimum mark to pass the *Viva*

To pass the *Viva* you will need to achieve a minimum 70% in the exam

What will happen if you do not achieve the 70% in the *Viva*?

If your mark is between 66 and 69% inclusive, the Course Convenor and Practicum Co-ordinator, in conjunction with the Exercise Physiology Program Authority will refer to your supervisor reports regarding your performance over the term.

If your *viva* mark is below 66% you will be required to re-enrol in HESC4611, resitting the *Viva* in the T2 or T3. Please note, the supplementary *Viva* is for those who were absent on the day of the original exam, not a 2nd chance for those who did not achieve a pass.

What further Practicum learning opportunities are available?

If you feel that you require extra assistance, please make contact with the **Course Convenor** responsible for the term you are undertaking Practicum.

Penalties for late submission of Assessments

Anyone who has not submitted their Portfolio (Logbooks including signed summary pages, competencies, Self reflection, and Supervisor Report) on time, **will not be** permitted to sit the *viva* exam.

Assignments **must** be submitted to pass the unit. Failure to submit any of the prescribed assessment tasks will result in withheld marks that can affect graduation status.

Applications for Special Consideration and Leave

Applying for Special Consideration

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

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.

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.

Applying for Leave

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

Resources for students

Suggested Reference Textbooks

- American College of Sports Medicine (2014). *ACSM's Guidelines for Exercise Testing and Prescription*. Philadelphia: Lippincott Williams and Wilkins, 9th ed.
- American College of Sports Medicine (2014). *ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription*. Philadelphia: Lippincott Williams & Wilkins, 7th ed.
- American College of Sports Medicine (2009). *ACSM's Exercise Management for Persons with Chronic Diseases and Disabilities*. Philadelphia: Lippincott Williams and Wilkins, 3rd ed.
- American College of Sports Medicine (2010). *ACSM's resources for clinical exercise physiology: musculoskeletal, neuromuscular, neoplastic, immunologic, and hematologic conditions*. Philadelphia: Lippincott Williams & Wilkins, 2nd 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. (2019). *Clinical Exercise Physiology*. Champaign, Illinois: Human Kinetics, 4th ed.
- Darcy Umphred, Connie Carlson ed. (2014). *Neurorehabilitation for the physical therapist assistant*. Thorofare, NJ: SLACK. 2nd ed.
- McGill, S (2016). *Low back disorders*. Champaign, Illinois: Human Kinetics, 3rd ed.
- Voight, ML. (2014). *Musculoskeletal interventions: techniques for therapeutic exercise*. McGraw-Hill Medical.

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

Example logbook entry

Date	Hours	Supervisor name	Supervisor qualification	Primary Pathology Domain	Primary Condition	Activity Category	Case Description	Description of services
1/12/2018	1	Amanda Burdett	AEP	Cardiovascular	Cardiac ischaemia	Exercise assessment	68yo male, 5 stents Nov 2015, 1 stent March 2016, cardiac rehab POWH. Co-morbidities: hypertension (HT), hypercholesterolaemia (HC), central adiposity. Medications: Prasugrel, aspirin, rosuvastatin	Initial assessment performed including medical history, resting CV measures, anthropometry, 6MWT, ROM
2/12/2018	1	Amanda Burdett	AEP	Musculoskeletal	Osteoporosis (OP)	Exercise delivery	65yo female, OP diagnosed 2 years ago (BMD: -2.5 hip, -2.6 lumbar). Co-morbidities: breast cancer 2005 (full remission). Medications: fosamax	80%10RM progressive resistance training (PRT): supported row (SR), horizontal squat (HS), chest press (CP), lat pulldown (LPD). Functional exercises: tandem walk and tandem single leg balance (SLB). Impact exercises: heel drops. Goal: maintain/improve BMD and functional fitness, and improve mobility/balance. Provided education on benefits of completing impact exercises daily.
3/12/2018	1	Amanda Burdett	AEP	Mental health	Schizophrenia	Exercise delivery	38yo male, schizophrenia diagnosed 1997, currently well managed. Co-morbidities: overweight (BMI: 28.9, waist circumference (WC): 108cm). Medications:	100%10RM progressive resistance training (PRT): supported row (SR), horizontal squat (HS), chest press (CP), lat pulldown (LPD), lower back extension (LBE). Functional exercises: squat-to-lift. Goal: maintain/improve mood, increase aerobic capacity and functional fitness. Motivational interviewing: discussed strategies to increase aerobic exercise outside clinic.
4/12/2018	1	Amanda Burdett	AEP	Exercise Science	Lifestyle Plus program - lifestyle modification and behaviour change counselling	Professional standards	32yo female, overweight (BMI: 27.5, WC: 90cm)	Prep for initial consultation - review pre-activity screening questionnaire, set up consult room for testing
5/12/2018	1	Amanda Burdett	AEP	Exercise Science	Lifestyle Plus program - lifestyle modification and behaviour change counselling	Exercise assessment	32yo female, overweight (BMI: 27.5, WC: 90cm)	Initial consultation: full history (medical, physical activity, lifestyle), goal setting, physical assessments (height, weight, WC, YMCA submax (predicted VO2max 28ml/kg/min), 10RM upper and lower body.
6/12/2018	0.25	Amanda Burdett	AEP	Exercise Science	Lifestyle Plus program - lifestyle modification and behaviour change counselling	Professional standards	32yo female, overweight (BMI: 27.5, WC: 90cm)	Write report to GP with results and research
6/12/2018	1	Amanda Burdett	AEP	Exercise Science	Lifestyle Plus program - lifestyle modification and behaviour change counselling	Exercise prescription	32yo female, overweight (BMI: 27.5, WC: 90cm), predicted VO2max 28ml/kg/min	Prepare exercise program, provide program/exercise description to client, demonstrate, monitor and correct technique, adjusted program to suit client capabilities

You must ensure your logbook entries are accurate and sufficiently detailed to meet ESSA's standards.

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 are 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.

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 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 such as Microsoft Forms are being used in place. More frequent checking of student logbooks is now 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. As requested by previous student cohorts, more face to face time with staff has been timetabled into a weekly tutorial on campus to cover relevant clinical content and allow for discussion and feedback about assessment items such as logbooks and competencies.

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.