

# **HESC4611**

## **Clinical Practicum A**

Course Outline  
**Term 2, 2022**

School of Health Sciences  
Faculty of Medicine & Health

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## 1. Staff

Position	Name	Email	Consultation times	Contact Details
Course Co-Convener	Mandy Hagstrom	<a href="mailto:4611.4622.convenor@unsw.edu.au">4611.4622.convenor@unsw.edu.au</a>	9:00-9:30 Monday (Boris)	A blackboard collaborate link will be available in Moodle with staff monitoring the live link at the designated times
Course Co-Convener	Belinda Parmenter		11:30-12:00 Tuesday (Mandy)	
Course Co-Convener	Boris Bojanovic		Consultation staff may vary at times, however a staff member will always be available at the above times	
Practicum Coordinator	Caroline Fitzgerald	<a href="mailto:exphys.prac@unsw.edu.au">exphys.prac@unsw.edu.au</a>	10am-12pm and 1-4pm Wed-Fri	Please call via MS Teams during office hours

*A reminder that UNSW staff will endeavour to respond to all communication within **2-3 business days** of receipt during their office hours. We appreciate your patience.*

Please use the **Moodle discussion forum** as first port of call for questions as it is likely that if you have a question, your peers also have the same question. You may also receive a timelier response on the discussion forum as multiple staff may be monitoring this forum, alternatively your peers may also be able to provide you with the answer to your question.

## 2. Course information

Units of credit: 6

HESC4611 Pre-requisite(s): HESC3501, HESC3504, HESC3541, HESC3532, HESC3592

Teaching times and locations: [Class Details \(unsw.edu.au\)](#)

### 2.1 Course summary

This course will provide you with an opportunity to consolidate and extend clinical skills through the conduct of **≥200** clinical practicum hours at supervised placements, within an exercise science or exercise physiology workplace. Supervision will be provided by an accredited exercise scientist/physiologist or other suitably qualified health professional/s. These practicum hours are a requirement of the accrediting professional body (ESSA). Performance is monitored through a portfolio including logbooks, clinical workplace assessments (competencies), supervisor reports and placement evaluations, along with a final clinical examination.

To achieve full accreditation (by the end of your degree), you must **demonstrate attainment of competency** in exercise assessment and prescription and delivery by completing:

- Minimum 500 hours, consisting of at least:

- 140 hours Exercise Science, made up of:
  - Minimum 80 hours in exercise assessment, prescription and delivery for non-clinical populations
  - Up to 60 hours any other activities reflecting AES scope of practice.
- 360 hours Exercise Physiology, made up of:
  - Minimum 200 hours in core areas of practice
  - Remaining 160 hours in any area within AEP scope of practice ensuring:
    - ≤100 hours emerging/niche areas of practice

Further information on requirements can be found in the [ESSA Practicum resources](#).

## 2.2 Course aims

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](http://www.essa.org.au)) for registration as both an Accredited Exercise Scientist (AES) and Accredited Exercise Physiologist (AEP).

## 2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

**CLO 1.** Independently assess lifestyle behaviours and functional capacity, and perform health-risk appraisal and exercise tests, for apparently healthy and chronically ill people

**CLO 2.** Prescribe physical activity and exercise programs to maintain and promote good health for apparently healthy and chronically ill people

**CLO 3.** Implement motivational and lifestyle behaviour-change strategies to facilitate behaviour change and enhance self-management

**CLO 4.** Communicate effectively with patients from diverse backgrounds, your clinical supervisor, and other health professionals working in a multi-disciplinary team

**CLO 5.** Educate clients on the benefits of physical activity for prevention and management of disease, injury and disability

**CLO 6.** Integrate your knowledge, skills and clinical experience of exercise physiology using reflective practice

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

## 2.4 Relationship between course and program learning outcomes and assessments

Course Learning Outcome (CLO)	LO Statement	Related Tasks & Assessment
CLO 1	Independently assess lifestyle behaviours and functional capacity, and perform health-risk appraisal and exercise tests, for apparently- healthy and chronically- ill people	Practicum skills portfolio Part 1: Practicum Logbook  Practicum Skills Portfolio Part 2: Clinical Competencies Assessment
CLO 2	Prescribe physical activity and exercise programs to maintain and promote good health for apparently healthy and chronically- ill people	Practicum skills portfolio Part 1: Practicum Logbook  Viva exam  Practicum Skills Portfolio Part 2: Clinical Competencies Assessment
CLO 3	Implement motivational and lifestyle behaviour-change strategies to facilitate behaviour change and enhance self-management	Practicum skills portfolio Part 1: Practicum Logbook  Viva exam  Practicum Skills Portfolio Part 2: Clinical Competencies Assessment
CLO 4	Communicate effectively with patients from diverse backgrounds, your clinical supervisor, and other health professionals working in a multi-disciplinary team	Practicum skills portfolio Part 1: Practicum Logbook  Viva exam  Practicum Skills Portfolio Part 2: Clinical Competencies Assessment
CLO 5	Educate clients on the benefits of physical activity for prevention and management of disease, injury and disability	Practicum skills portfolio Part 1: Practicum Logbook  Viva exam  Practicum Skills Portfolio Part 2: Clinical Competencies Assessment
CLO 6	Integrate your knowledge, skills and clinical experience of exercise physiology using reflective practice	Practicum Skills Portfolio Part 2: Clinical Competencies Assessment

## 3. Strategies and approaches to learning

### 3.1 Learning and teaching activities

This course utilises a combination of learning methods. Most of your learning will be completed during your Work Integrated Learning (WIL; practicum placement), where you will apply the theoretical knowledge gained throughout Stages 1-3 of your degree to AES/AEP professional practice.

There will be an online introductory lecture during o-week to provide information on course structure, expectations and assessments. Compulsory weekly classes will begin in week 1 which will be delivered face to face\*, to aid in development of your clinical competence. Knowledge and skills learned through both your practicum placement/s and classes will assist in preparing you for your final clinical examination. \* *Adjustments will be made in line with COVID-19 as required.*

## 3.2 Expectations of students

Students are reminded that UNSW recommends that a 6 units-of-credit course should involve about 150 hours of study and learning activities. The formal learning activities total approximately 50 hours throughout the term and students are expected (and strongly recommended) to do at least the same number of hours of additional study.

This course involves study and learning activities both within UNSW and externally through clinical placements. The internal UNSW learning activities total approximately 10 hours throughout the term and students are expected (and strongly recommended) to do additional independent study.

**Face to face classes require 100% attendance as they have assessment items attached**, and as such require active engagement during each class from each student. Please **wear clothing/footwear suitable for exercise** as we will be practicing clinical skills in most classes. Please note, we cannot take into consideration any extra-curricular activities in the planning of your classes, which may include employment, voluntary work, recreational (e.g. sports) and external academic activities/courses (e.g. TAFE).

### Roles and responsibilities during your Work Integrated Learning activity

**Practicum placements** should be a positive experience for both students and employers. At the completion of this course, students should have gained competence in their clinical skills.

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

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

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

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

#### **Throughout the WIL activity you are responsible for:**

- complying with the WIL Agreement, with reasonable directions of WIL staff, as well as with UNSW policies and procedures e.g. [Student Code of Conduct](#).

- meeting all the requirements associated with the WIL activity, the WIL course as a whole, and the program of study. This includes class-based and/or online learning activities and assessment tasks.

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

- treat all University staff, other students, and visitors to the University with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace or clinical placements, fieldwork or other forms of a WIL activity.
- conduct yourself in an appropriate manner while on workplace or clinical placements, fieldwork or other forms of a WIL activity.
- ensure your actions or inactions as a student do not harm, or bring into disrepute, the University's reputation or good standing.

For more detail on all [Roles and Responsibilities in Work Integrated Learning at UNSW](#), which you can access [here](#). Leave during your clinical practicum term is only granted under exceptional circumstances and must first be approved by the course convenor and practicum coordinator.

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

**Failure to meet these basic expectations may result in termination of a placement or failure of the course.** If a placement is terminated, an appointment must be made promptly with the practicum coordinator and the course convenor. Possible outcomes include re-allocation to an alternative placement, being withdrawn from the course or failing the course. Please note, serious incidents of misconduct or unsatisfactory performance may result in immediate termination of the placement and failure of 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. Extra uniforms are available for purchase from the UNSW Grad Shop.

### **Organising placements**

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

Due to the limitations imposed by COVID-19, **students are requested to approach clinics and/or supervisors to enquire about completing hours.** However, **you must notify the Practicum Coordinator** about this and the suitability of these placements is still at the discretion of the Practicum Coordinator and Course Convenor. Moreover, **commencement at these placements can only occur once they have been approved by the Practicum Coordinator** pending the necessary risk assessment and Work Integrated Learning procedures have been met.

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

## 4. Course schedule and structure

This course consists of 10 hours of class contact hours.

Week	Starts Monday	ESSA Domain of the week	Face to face practical class	Related CLO
O-week		<i>Introductory lecture (inc. logbooks + competencies)</i>		CLO 1 – CLO 5
Week 1		Cardiovascular	Topic: Clinical communication	All CLOs
Week 2		Musculoskeletal	Competency: Clinical communication	All CLOs
Week 3		Metabolic	Topic: Anthropometry	All CLOs
Week 4		Mental Health	Competency: Anthropometry	All CLOs
Week 5		Neurological	Topic: Aerobic testing	All CLOs
Week 6		<i>Flex week (no tutes)</i>		
Week 7		Cancer	Competency: Aerobic testing	All CLOs
Week 8		Renal	Topic: Strength testing	All CLOs
Week 9		Respiratory	Competency: Strength testing	All CLOs
Week 10		<i>Practicum skills portfolio Part 1: Practicum Logbook (time/date will be scheduled closer to date)</i>		All CLOs
Study		<i>n/a</i>		
Exams		<i>Viva exam (time/date can be viewed via myUNSW)</i>		All CLOs

Note: while each Clinical Workplace Assessment (CWA) competency has been aligned with a specific ESSA domain, this does not mean that competency can only be assessed with a client matching that domain. They are structured this way to allow you practice during your classes with demonstrator feedback prior to being assessed during the following week's class. We encourage you to also practice these skills at your placement sites and seek additional feedback from your supervisors.



## 5. Assessment

### 5.1 Assessment tasks

These tasks have been chosen as tools to enhance and guide your learning as well as a way of measuring performance and are therefore a central teaching strategy in this course. The assessments for this course comprise a practicum skills portfolio (50%) and a clinical skills exam (50%).

Assessment task	Weight	Due date	
<b>Assessment 1:</b> Practicum Skills Portfolio, comprising:	50%	Deadline is 5pm on the dates noted below.	
<b>1) Practicum skills portfolio Part 1 Practicum Logbook</b>	(20%)	Initial (formative feedback only)	Friday 17/06/2022 (Week 3)
		Final submission of summary statement and complete signed logbook.	Friday 05/08/2022 (Week 10)
<b>2) Practicum Skills Portfolio Part 2: Clinical Competencies Assessment</b>	(30%)	1. Clinical communication (5%) 2. Anthropometry (5%) 3. Aerobic testing (5%) 4. Strength testing (5%)  5. Final supervisor report (10%)	Week 2 Week 4 Week 7 Week 9 (In your usual class)  Week 10
<b>Assessment 2:</b> <b>Viva exam</b>	50%	12 <sup>th</sup> to 25 <sup>th</sup> August (Check myUNSW)	

#### Further information:

UNSW grading system: <https://student.unsw.edu.au/grades>

UNSW assessment policy: <https://student.unsw.edu.au/assessment>

### 5.2 Assessment criteria and standards

#### Grading structure:

The grade outcome for this course is a **Satisfactory/Unsatisfactory grade (i.e. pass/fail with no numerical grade on your transcript)**. However, HESC4611 assessments utilise a 5-point grading scale to provide feedback on performance of key tasks to assist in your learning and development.

High Distinction	Credit	Borderline	Fail	Not done/Not attempted
90%	70%	50%	30%	0%

You must achieve 50% across all assessable items to be deemed 'satisfactory' to pass this course (30-49% is a fail). i.e., if you receive between 50 and 100% across this course, you will achieve a satisfactory outcome.

## **Assessment 1: Practicum Skills Portfolio (50%)**

**Your portfolio consists of two components:**

### **Part 1: Practicum skills portfolio Part 1 Practicum Logbook (20%)**

As an ESSA accredited program, UNSW must ensure you meet the [minimum ESSA requirements](#) and that both you (the student) and UNSW can provide evidence of this. The evidence of your experience, if required, will be provided to ESSA in the form of a logbook with summary statement. The logbook is housed within the InPlace system which is your work integrated learning software. You will complete a logbook of your hours in this system which is then verified by your placement provider. Once logged in, there is a template that you follow for each placement. You will receive a training session on InPlace prior to commencing your log books. You will receive formative feedback on your logbook prior to census date. **At the end of week 10, all hours must have been logged and submitted via InPlace.** You will also be required to complete a summary statement in InPlace capturing what you have done in your placement. More information will be provided in the introductory lecture around how to use InPlace and about the support available to you.

Your logbook and summary statements will be assessed according to a rubric that will be provided in week 1 of term.

### **Part 2: Practicum Skills Portfolio Part 2: Clinical Competencies Assessment (30%)**

The clinical competencies assessed in this course are industry standard skills which you have developed throughout your degree and will be reinforced in this course. Competencies will be assessed in your face to face classes. You will be assessed on 4 competencies throughout the term (approximately one every two weeks) in your class. If you do not pass a competency during your scheduled class time, you will be given an opportunity to sit a make-up competency assessment in the Lifestyle Clinic in week 6 and week 10. Each competency is worth 5 % and is marked according to the grading structure provided in this outline (P+ scale).

In addition, at the end of each placement your supervisor will submit a placement report where they will have rated your performance/competency throughout your placements. This component is worth 10% of your final grade. The supervisor report will be submitted by the supervisor via InPlace.

**The clinical competencies you will be assessed on are:**

1. Clinical communication (5%)
2. Anthropometry (5%)
3. Aerobic testing (5%)
4. Strength testing (5%)

Supervisor report (10%)

Your competencies will be assessed using a standardised rubric that will be provided in week 1 of term.

**IMPORTANT: Failure to submit the complete Practicum Skills Portfolio (Both part 1 and part 2) by the due date/s will result in being ineligible to sit your final clinical examination and you will therefore fail the course, unless you have applied for special consideration and this has been approved by central.**

### **Assessment 2: Viva exam (50%)**

**The Final Clinical Assessment is a hurdle requirement for successful completion of HESC4611 – you must pass this assessment (50%) to pass the course. Practice and assessment of individual competencies through the term will help you achieve overall competency in your final exam.**

ESSA requires our graduates to demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery in clinical populations (specifically, cardiovascular, metabolic and/or musculoskeletal). The Final Clinical Assessment is designed to assess students' abilities in performing various practical skills commonly used in exercise science and exercise physiology. The assessment environment will simulate clinical scenarios with simulated clients wherever possible. Students will be assessed on communication, procedural and technical abilities in a range of activities relevant to ESSA's Professional Standards.

If your performance does not demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery, you may be asked to perform a supplementary assessment. If you fail to pass this supplementary assessment, you will need to re-enrol in the course and complete all assessments again.

Failure to submit the complete Practicum Skills Portfolio by the posted due date/s will result in being ineligible to sit your final clinical examination.

**The Final Clinical Assessment is a hurdle requirement for successful completion of Clinical Practicum A– you must sit and pass this assessment to pass the course.**

There will be **3 Clinical Workplace Assessment competencies examined:**

1. Clinical communication
2. Anthropometry and
3. **Either** strength or aerobic

Student will have **5min reading time**, followed by **12min assessment with a simulated client**.

You will be assessed using the same criteria used for your Clinical Workplace Assessment competencies, however you will be expected to select and perform the most appropriate aerobic or strength test for your client's presentation on the day. Your allocated test category (i.e. aerobic or strength) will be included in your case details on the day. You must include evidence-based justification for the selected test and explain why you're using that particular test to your client. Clinical communication will be assessed throughout your examination, not as a standalone competency.

Examiners will use the existing Clinical Workplace Assessment competency marking criteria without alteration. All examinations may be recorded for assessment, quality assurance and research purposes.

## **5.3 Submission of assessment tasks**

### **Late Submission**

Late submissions will be penalised at 5% per day capped at five days (120 hours). Students will not be permitted to submit their assessments after this date.

Extracurricular activities, including work, sport or external will not be accepted as a reason.

### **Special Consideration**

If you experience a short-term event beyond your control (exceptional circumstances) that impacts your performance in a particular assessment task, you can apply for Special Considerations.

You must apply for Special Consideration **before** the start of your exam or due date for your assessment, except where your circumstances of illness or misadventure stop you from doing so.

If your circumstances stop you from applying before your exam or assessment due date, you must **apply within 3 working days** of the assessment, or the period covered by your supporting documentation.

More information can be found on the [Special Consideration website](#).

## **5.4 Feedback on assessment**

Receiving feedback is an integral part of your clinical development and responding appropriately to feedback is an important skill to develop as emerging reflective practitioners. It helps identify where you stand in developing your clinical competence while also providing input on how you can improve.

Feedback for all assessment items will be provided within 10 business days. Formative feedback will be provided on your logbooks prior to census date.

## **6. Academic integrity, referencing and plagiarism**

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

***Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.<sup>1</sup> At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.*

Further information about academic integrity and **plagiarism** can be located at:

- The Current Students site <https://student.unsw.edu.au/plagiarism>, and
- The ELISE training site <http://subjectguides.library.unsw.edu.au/elise/presenting>

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>.

## **7. Readings and resources**

### **Suggested Equipment**

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

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<sup>1</sup> International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

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

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

### **Suggested Reference Articles**

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

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

### **Suggested Reference Journals**

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

## **8. Administrative matters**

Student enquiries should be submitted via student portal <https://portal.insight.unsw.edu.au/web-forms/>

### **Check in's and Check out's**

These surveys are placement evaluations that provide us with important feedback about each of your placements, to ensure they are providing suitable learning experiences for you. You will be asked to provide feedback via [InPlace](#) on how well you think the supervisor(s)/practice(s) is facilitating your clinical learning and whether there are any issues that you need assistance in addressing. If you identify a problem, you will be contacted by a member of the WIL team to assist.

### **Preparation for placements at the UNSW Medicine Lifestyle Clinic**

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

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

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

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

## **Lifestyle Clinic Placement Suspension or Termination Procedures**

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

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

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

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

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

### **First Incident and Warning**

1. Student attends a meeting (face to face where restrictions allow) with their Clinic supervisor (AEP allocated to student for supervision) during which their poor performance is verbally discussed. This is followed up with a written summary of the discussion.
2. Student is given the opportunity to respond in writing to the written summary.
3. Incident and student response is recorded in writing on the student's file.
4. Student is warned if incident occurs again, they will receive a written warning.

### **Second Incident**

1. Student attends a meeting with their Clinic supervisor (face to face where restrictions allow), where they receive written notification of the details of the incident.
2. Student is given the opportunity to respond in writing.
3. Incident and student response are recorded in writing on the student's file.
4. Student is warned if another incident occurs, they will be suspended or terminated from the Lifestyle Clinic.

### **Third Incident and Suspension/Termination Meeting**

1. Student is given notice in writing of suspension or termination and impending meeting with Lead Practicum Convenor and Program Authority.
2. Appointment is made with student and the Lead Practicum Convenor and Program Authority.
3. In accordance with WIL procedures, this must occur within 20 days of suspension/termination of placement.
4. Student must be given 5 days notice of meeting and be told they can bring a support person to the meeting with Lead Practicum Convenor and Program Authority.
5. Student is informed the meeting is designed to give the student the chance to respond.
6. Student is provided with an explanation around the sequence of events and reasons that led to the suspension or termination of the placement.
7. Student gives their explanation of events verbally and then is given one week, during which the placement will be suspended, in which to respond in writing to the issues presented and design a plan for improvement.
8. The student's response and plan for improvement will be reviewed by their supervisor and accepted or revised in consultation with the student to arrive at a mutually agreeable plan.
9. Based on the student's response, and in consultation with Lifestyle Clinic management, a decision is made after the meeting by the Lead Practicum Convenor and Program Authority as to whether the student may return to the Lifestyle Clinic under close supervision, or if the placement is terminated.

10. Once a plan is agreed upon, the student will be either allowed to resume placement participation at reduced hours under close supervision by an AEP, or the student will be informed that their placement has been terminated.
11. If placement is resumed and the student is able to successfully implement the agreed plan for improvement, addressing the issues adequately, with no further instances of unprofessional behaviour, the student may return to a usual level of placement participation, with shadowing of AEPs as appropriate.
12. If the student returns to the Lifestyle Clinic and continues to display unprofessional behaviour, during or after undergoing the improvement plan, the student will be at risk of termination from the Lifestyle Clinic for the remainder of the term and failure of the Practicum Course.
13. It is noted, that in accordance with UNSW Medicine & Health's policy, a student's progression through the program may be halted if the issues raised are inadequately addressed.

### Following Meeting

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

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

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

## 9. Additional support for students

- The Current Students Gateway: <https://student.unsw.edu.au/>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- *Student Wellbeing and Health* <https://www.student.unsw.edu.au/wellbeing>
- UNSW IT Service Centre: <https://www.myit.unsw.edu.au/services/students>
- *UNSW Student Life Hub*: <https://student.unsw.edu.au/hub#main-content>
- *Student Support and Development*: <https://student.unsw.edu.au/support>
- *IT, eLearning and Apps*: <https://student.unsw.edu.au/elearning>
- *Student Support and Success Advisors*: <https://student.unsw.edu.au/advisors>
- *Equitable Learning Services (Formerly Disability Support Unit)*: <https://student.unsw.edu.au/els>
- *Transitioning to Online Learning* <https://www.covid19studyonline.unsw.edu.au/>
- *Guide to Online Study* <https://student.unsw.edu.au/online-study>
- *Student mentors* <https://student.unsw.edu.au/mentoring>
- [Accessing InPace for your WIL activity | Work Integrated Learning \(WIL\) - UNSW Sydney](#)
- [Students | Work Integrated Learning \(WIL\) - UNSW Sydney](#)



## 10. Health and Safety

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

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

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

### NSW Health

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

### UNSW Medicine Lifestyle Clinic

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

### **Other placements:**

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

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

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

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

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



appointment with the UNSW Health Service ([www.healthservices.unsw.edu.au](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 and mental health first aid before commencing the stage 3 clinical courses and CPR certification must be maintained throughout the remainder of the program. Current first aid (both physical and mental health) and CPR certification are required for Accredited Exercise Physiologists. See details on the program website, under clinical practicum, for further information.

### **Insurance Cover**

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

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

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