HESC4611

Clinical Practicum A

Course Outline

Term 3, 2024

School of Health Sciences

Faculty of Medicine & Health

CRICOS Provider Code 00098G

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1. Staff

Position	Name	Email	Consultation times and locations
Course Convenor	Boris Bojanovic (AEP) Dr Chris Maloney	4611.4622.convenor@unsw.edu.au	By appointment, Teams or on campus
Student Wellbeing	Dr Chris Maloney	chris.maloney@unsw.edu.au	By appointment, Teams or on campus
Work Integrated Learning		mh.sohswil@unsw.edu.au	By appointment, Teams
InPlace Assistance		inplace@unsw.edu.au	By appointment, Teams
Clinical Practice Lead	Dr Alexander Engel (AEP)	alexander.engel@unsw.edu.au	By appointment, Teams or on campus

2. Course information

Units of credit: 6

Pre-requisite(s): Completed all Stage 3 courses.

Teaching times and locations: https://timetable.unsw.edu.au/2024/HESC4611.html

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 by your supervisor and tracked through logbooks (along with a summary towards the end of your placement called a “record of student engagement”). You will have a responsibility to fill in your logbooks and record of student’s engagement forms. There will be a final clinical assessment on your clinical judgement and decision making.

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 a **minimum of 500 hours**, consisting of at least:

- **140 hours Exercise Science** (min. 80 hours in assessment, prescription and delivery for nonclinical populations and up to 60 hours in any other activities reflecting AES scope of practice or supervised by a non-ESSA accredited professional with appropriate qualifications and co-supervision)

- **360 hours Exercise Physiology** min. 200 hours spread across AEP core areas of practice – (see ESSA Website); the remaining 160 hours may be in any area across the AEP scope of practice ensuring no more than 100 hours across the emerging or niche areas of practice

Further information on requirements can be found in the ESSA Practicum Resources (noting that the EP hours are new in the 2023 Practicum Standards).

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/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).

2.3 Course learning outcomes (CLO)

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

1. Independently assess lifestyle behaviours and functional capacity, and perform health-risk appraisal and exercise tests, for apparently healthy and chronically ill people.
2. Prescribe physical activity and exercise programs to maintain and promote good health for apparently healthy and chronically ill people.
3. Implement motivational and lifestyle behaviour-change strategies to facilitate behaviour change and enhance self-management.
4. Communicate effectively with patients from diverse backgrounds, your clinical supervisor, and other health professionals working in a multi-disciplinary team.
5. Educate clients on the benefits of physical activity for prevention and management of disease, injury, and disability.
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.	Logbook and RSE Case Handover Supervisor Report and Clinical Competencies
CLO 2	Prescribe physical activity and exercise programs to maintain and promote good health for apparently healthy and chronically ill people.	Logbook and RSE Case Handover Supervisor Report and Clinical Competencies
CLO 3	Implement motivational and lifestyle behaviour-change strategies to facilitate behaviour change and enhance self-management.	Logbook and RSE Case Handover Supervisor Report and Clinical Competencies
CLO 4	Communicate effectively with patients from diverse backgrounds, your clinical supervisor, and other health professionals working in a multi-disciplinary team.	Logbook and RSE Case Handover Supervisor Report and Clinical Competencies
CLO 5	Educate clients on the benefits of physical activity for prevention and management of disease, injury, and disability.	Logbook and RSE Case Handover Supervisor Report and Clinical Competencies
CLO 6	Integrate your knowledge, skills and clinical experience of exercise physiology using reflective practice.	Logbook and RSE Case Handover Supervisor Report and Clinical Competencies

3. Strategies and approaches to learning

3.1 Learning and teaching activities

This course utilises a combination of learning methods. Most learning will be completed during your Work Integrated Learning ('WIL' which is your practicum placement/s), where you will apply the

theoretical knowledge and practical skills gained throughout Stages 1-3 of your degree to AES/AEP professional practice.

You will also need to complete self-directed learning throughout your placement experience. Online content will be made available throughout the term on the course Moodle page to help with your self-directed learning. Knowledge and skills learned through both your practicum placement/s and classes will assist in preparing you for your final clinical examination.

There will be an online introductory lecture during practicum week 1 (Tuesday 20 August 2024) to provide information on course structure, expectations, and assessments. **It is highly recommended that you attend this session.**

There will be an in person practical workshop in O-Week (Wednesday 4 September 2024) which will prepare you for placement in terms of professionalism, logbooks, reflection, case file preparation, and how to find clinical information. **Attendance is mandatory.**

3.2 Expectations of students

Students are reminded that this course involves study and learning activities both within UNSW and externally through their clinical placements. Practicum placements will contribute to meeting ESSA requirements and will also involve additional study, as indicated through your own reflective practice and in addition to any supervisor feedback on areas to improve.

Please wear professional clothing/footwear suitable for exercise as we will be practicing clinical skills in on campus classes, with real clients used where possible.

Please note, we cannot take into consideration any extra-curricular activities in the planning of your learning, which may include employment, voluntary work, recreational (e.g. sports, holidays) and external academic activities/courses (e.g. TAFE). **Students are expected to communicate clearly, promptly, and frequently with their supervisor(s) and the practicum team regarding changes in their availability.** This is a usual standard practice for all workplace activities.

You are required to advise your placement supervisor with as much lead in time as possible of any unavailability due to attendance at university commitments (assessments etc.).

Roles and responsibilities during your WIL activities (practicum placement):

Practicum placements should be a positive experience for both students and staff at placement sites. 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 and practicum placement 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 employment/caring responsibilities, or travel and accommodation where necessary.
- reading and signing 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 of your placement.

Throughout the WIL activity you are responsible for:

- complying with reasonable directions from the WIL staff and practicum team, 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, 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 you 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.

More detail on all Roles and Responsibilities in Work Integrated Learning at UNSW, can be accessed here.

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

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 and/or failure of the course.
If a placement is terminated, it is the student's responsibility to make an appointment with the clinical placement lead and the course convenor. This meeting will discuss possible outcomes including reallocation 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/or failure of the course**.

Uniforms
Ensure you always wear the UNSW Exercise Physiology practicum uniform 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 Health Sciences WIL Team.

The suitability of self-sourced placements is at the discretion of the WIL Team. Moreover, **commencement at these placements can only occur once they have been approved by the WIL Team,** pending the necessary risk assessment and Work Integrated Learning procedures have been met.

Students cannot start any 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.

3.3 Attendance requirements

As per the School of Health Science Attendance Policy: "Students are expected to attend all scheduled clinical, laboratory and tutorial classes. An Unsatisfactory Fail (UF) may be recorded as the final grade for the course if students fail to meet the minimum requirement of 80% attendance for clinical, laboratory and tutorial classes (unless otherwise specified on Moodle). Course attendance expectations are determined by the requirements of the program accrediting body. Where a student is unable to attend, they are advised to inform the course convenor as soon as possible but no later than 3 days after the scheduled class and, where possible, provide written documentation (e.g. medical certificate) to support their absence."

100% attendance is required as all learning activities (including your placement hours), have assessment items attached. As such all learning activities (including your placement hours) require active engagement from each student. Each placement is arranged for a fixed term negotiated with the supervisor and the WIL team. Any adjustment to this needs to be firstly discussed with the supervisor and then approved by the practicum team.

4. Course schedule and structure

Week	Activity	Related CLO
Practicum Week 1 Tuesday, 20 August	Practicum Information Session - Online	1-6
O-week Wednesday, 4 September	Workshop – in Person	1-6
Week 3 Friday, 27 September	Initial logbooks due for formative feedback	1-6
Week 7 Friday, 25 October	Case file submission due	1-6
Week 9 Friday, 8 November	Record of Student Engagement due	1-6
Week 10 Friday, 15 November	Final logbooks & supervisor report due	1-6
UNSW Exam Period	Case handover delivered	1-6

Practicum period: 19 Aug – 29 Nov 2024
Teaching period: 9 Sep – 15 Nov 2024
Exam Period: 22 Nov – 5 Dec 2024
Supplementary Exam Period: 6 Jan – 10 Jan 2025

5. Assessment

5.1 Assessment tasks

Assessment task	Weight	Due date and time
Assessment 1: Logbook and Record of Student Engagement (RSE)	10%	Initial logbook: Week 3 Friday, 27 September 2024 11.59pm RSE: Week 9 Friday, 8 November 2024 11:59pm Final logbook: Week 10 Friday, 15 November 2024 11:59pm

Assessment 2: Case Handover	40%	Case Submission: Week 7 Friday, 25 October 11.59pm Presentation: UNSW Exam Period (22 November – 5 December 2024)
Assessment 3: Supervisor Report and Clinical Competencies (Submitted to InPlace by the supervisor)	50%	Week 10: Friday, 15 November 2024 11:59pm

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

Below is an outline of this course's assessments

Assessment 1: Logbook and Record of Student Engagement (RSE) (10%)

As an ESSA accredited program, UNSW must ensure you meet the minimum ESSA requirements for experiential learning 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 or Record of Student Engagement (RSE).

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. You will receive formative feedback on your logbook prior to census date. **At the end of week 10, all hours must have been submitted AND approved by your supervisor via InPlace**.

Your RSE is also submitted via InPlace. The RSE includes six questions relating to your experiences during practicum. Therefore, it is imperative you maintain a record of your activities and experiences, reflecting on how these helped you to develop as an Exercise Physiologist.

Your logbook and RSE will be assessed according to the standardised rubric available on Moodle.

Further information on how to use InPlace is available via Moodle and via UNSW WIL Central Portal.

IMPORTANT: Failure to submit the logbook and RSE by the due date/s may result in you being ineligible to sit your case handover and you will therefore fail the course (unless special consideration has been approved by UNSW Student Case Reviews Team).

Use of generative artificial intelligence in this assignment – Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You may use standard editing and referencing software, but not Generative AI. You are permitted to use the full capabilities of the standard software to answer the question (e.g. you may wish to specify particular software such as Microsoft Office suite, Grammarly, etc.). You must not use any functions that generate, paraphrase, or translate passages of text, whether based on your own work or not.

If the use of generative AI such as ChatGPT is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion

Assessment 2: Case Handover (40%)

In this assessment you are required to perform a case handover for a real-life client that you have been seeing during your placement. You will need to prepare and submit a de-identified case file (due in week 7). The submitted case file will be viewed by your marker prior to the oral presentation during the exam period.

The late submission policy (see section 5.3 below) applies to the submission of your de-identified case file in week 7 but the penalty will be applied to your case handover mark during the exam period as these are both components of the same assessment.

Use of generative artificial intelligence in this assignment – Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You may use standard editing and referencing software, but not Generative AI. You are permitted to use the full capabilities of the standard software to answer the question (e.g. you may wish to specify particular software such as Microsoft Office suite, Grammarly, etc.). You must not use any functions that generate, paraphrase, or translate passages of text, whether based on your own work or not.

If the use of generative AI such as ChatGPT is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion

Assessment 3: Supervisor Report & Clinical Competencies (50%)

Throughout placement you will be assessed on a variety of clinical competencies in the workplace by your supervisor. The competencies align to ESSA's professional standards for Exercise Science and Exercise Physiology including aspects of client management, professionalism, and communication. Client management includes your clinical skills and decision making. At the end of your placement, your supervisor will submit a supervisor report detailing your level of performance.

Use of generative artificial intelligence in this assignment – Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You may use standard editing and referencing software, but not Generative AI. You are permitted to use the full capabilities of the standard software to answer the question (e.g. you may wish to specify particular software such as Microsoft Office suite, Grammarly, etc.). You must not use any functions that generate, paraphrase, or translate passages of text, whether based on your own work or not.

If the use of generative AI such as ChatGPT is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion

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.

Unsatisfactory	Early Development	Appropriate Development	Expected Competency	Exceed Expected Competency
0%	25%	50%	75%	100%

You must achieve 50% across all assessable items to be deemed 'satisfactory' to pass this course (i.e., if you receive between 50 and 100% across this course, you will achieve a satisfactory outcome; 0-49% is a failure).

5.3 Submission of assessment tasks

Late Submission

UNSW has standard late submission penalties as outlined in the UNSW Assessment Implementation Procedure, with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per day (including Saturday, Sunday, and public holidays). For example, if an assessment task is worth 30 marks, then 1.5 marks will be lost per day (5% of 30) for each day it is late. So, if the grade earnt is 24/30 and the task is two days late the student receives a grade of 24 – 3 marks = 21 marks.

Late submission is capped at 5 days (120 hours). This means that a student cannot submit an assessment more than 5 days (120 hours) after the due date for that assessment.

Short Extension

UNSW has introduced a short extension procedure for submission of individual assessment tasks. This does not include timed assessments, exams, quizzes, group tasks, presentations, clinical skills assessments or practical assessments. Students must check the availability of a short extension in the individual assessment task information for their courses. Additional information on Short Extensions is available via this link Special Consideration | Short Extensions.

Short extensions do not require supporting documentation. They must be submitted before the assessment task deadline. No late applications will be accepted. Late penalties apply to submission of assessment tasks without approved extension.

Special Consideration

In cases where short term events beyond your control (exceptional circumstances) will affect your performance in a specific assessment task, you may formally apply for Special Consideration through myUNSW.

UNSW has a Fit to Sit rule, which means that by sitting an examination on the scheduled date, you are declaring that you are fit to do so and cannot later apply for Special Consideration. Examinations include centrally timetabled examinations and scheduled, timed examinations, tests and practical assessments managed by your School.

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.

All feedback for assessment items will be provided within 10 business days. Formative feedback (feedback without a mark and subsequent opportunity to resubmit your work) will be provided on your logbooks prior to census date via InPlace. Feedback will also be provided on your final logbook submissions as needed if they do not meet the marking criteria for a pass. Feedback for RSEs will be provided via email. Feedback for the Case Handover will be provided via email.

Students are encouraged to seek feedback from their supervisors on their clinical and professional knowledge and skills, as they relate to their Supervisor Report & Clinical Competencies.

Students may also contact the course convenors for a meeting to further discuss feedback.

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.

Please use Vancouver or APA referencing style for this course. Change to referencing style used in your course

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.*[1] *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* https://subjectguides.library.unsw.edu.au/elise

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.

- Tape measure to measure circumferences

[1] International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

- 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/Public/Advocacy/Position_Statements.aspx
- ACSM: https://www.acsm.org/education-resources/pronouncements-scientific-communications/position-stands

There is also a curated collection of library resources in Moodle, under the section titled "Course Resource & Reading List".

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

Late enrolment

Each request will be escalated to the course convenor and considered on a case-by-case basis.

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

Welfare Check

At UNSW, we have a duty of care for your wellbeing on campus as well as while you are on a WIL activity. That is why we ask you to digitally check-in mid-placement and check-out on completion of your placement. 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. These surveys provide us with important feedback about each of your placements, to ensure they are providing suitable learning experiences for you. If you identify a problem, you will be contacted by a member of the WIL team to assist.

To ensure you have a successful transition to placement the practicum team will organise an individual meeting with you in the weeks leading up to week 4 and if required in the latter weeks of the term. This meeting can be conducted either face to face or online.

Placements allocations

A number of placement sites are preferential stage 4 clinical practicum. To maintain our relationship with these sites requires a minimum number of student allocations and thus the WIL and Practicum team will preferentially direct students towards these placements, for example Prince of Wales Hospital.

These placement sites will require a minimum number of weeks and a minimum availability per week.

A number of placements are competitive and pre-screen applicants prior to acceptance of students. These sites fill quickly and thus students are advised to put in their placement nominations promptly.

The WIL team will ensure that all students are given equal opportunity to apply to these sites.

Early termination of a WIL activity due to student conduct or performance

Prior to commencing placement students are required to read the Student Code of Conduct and ESSA Code of Professional Conduct and Ethical Practice.

Note: a number of placements e.g. UNSW Lifestyle Clinic have an inhouse code of conduct that will need to be read and signed (often digitally) to say students have read and understood these documents and understand the consequences of unprofessional behaviour or poor performance.

The UNSW *Student Code of Conduct* and *Sexual Misconduct Prevention and Response Policy* set out the University's expectations of student conduct, which includes their conduct during the course of a WIL activity. A students' behaviour while undertaking a WIL activity might also be covered by requirements of the partner organisation (for example the *NSW Health Code of Conduct*). In all cases, the management of issues pertaining to student conduct should be expressly addressed in the WIL Agreement.

A student's conduct and/or performance during a WIL activity may lead to the partner organisation, or WIL staff, deciding that the activity should end early. Possible reasons for such decisions in relation to conduct may include, but are not limited to, the student's failure to follow processes required for safety, breach of client or patient confidentiality, failure to comply with the instructions of supervisors, or other unprofessional behaviour. Possible reasons in relation to performance may include a student's failure to complete tasks required under their WIL Agreement.

If the partner organisation decides that a WIL activity should end early due to student conduct or performance issues, WIL staff will ask the partner organisation to provide a written explanation of the reasons for the decision and to provide an opportunity for the student to respond.

A meeting between the WIL staff member and student (in person or by phone/digital device) will be held within 20 working days of a partner organisation's decision to terminate the WIL activity to discuss the sequence of events and explain to the student the reasons for the early termination. The student must receive at least five working days' notice of the meeting and be entitled to have a support person in attendance at the meeting. The meeting provides an opportunity for the student to give their side of the events. Following the meeting, the WIL staff member (and any other UNSW staff required in the circumstances) will:

- Decide whether a WIL activity with another partner organisation can be sought for or by the student; and, if not, what alternative assessment method may be available
- Decide what reasons for the early termination of the placement will be documented and kept in the student's file
- Document the early termination of the WIL activity (and reasons), and the outcome of the decision as to an alternative WIL activity/assessment (and the reasons) and inform the student of these matters in writing within 10 working days of the meeting.

Where the WIL staff member considers that the student's conduct is potentially misconduct under the

Student Misconduct Procedure, the matter will be referred to the Student Conduct and Integrity Unit.

Where it is decided that the WIL staff or student will approach other partner organisations to arrange an alternative WIL activity, the student may be asked to consent in writing to the WIL staff or student informing the organisations of the circumstances of the early termination of the student's previous WIL activity (and if the student does not consent it may not be possible to continue seeking an alternative WIL activity) . In circumstances when the student has been permitted by the WIL staff (in consultation with the Program or Course Authority) to self-source an approved replacement WIL activity, the student must attend an advisory session with WIL staff prior to sourcing the replacement WIL activity to ensure it meets the criteria of a WIL activity in accordance with this Procedure.

It may be necessary for the student to undertake the new WIL activity in a subsequent term or semester.

In the case of a for-credit WIL activity:

- Where no new WIL activity is found, it may not be possible for the student to complete the course. In such circumstances, students may withdraw from the WIL course in accordance with the *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.* Students may be permitted to repeat the WIL course in accordance with the *Academic Progression Procedure.*
- Where no replacement activity is found, students can repeat

the WIL activity within the limitations of the *Academic Progression Procedure.*

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

10. Health and Safety

Activities must comply with the NSW Work and Heath 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/

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 Heath placements and interact with patients.

UNSW Medicine Lifestyle Clinic

The Lifestyle Clinic performs a thorough induction process 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.

Other placements

Other placements include private exercise physiology clinics, physiotherapy businesses, workers' compensation businesses, aged care facilities, corporate health, sports facilities 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 within the first few days of placement commencement. 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, first aid (physical and mental), CPR, 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.

Teaching support staff will contact students by email regarding NSW Health ClinConnect requirements. 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 courses and mental health first aid before stage 3 courses and before stage 4 clinical courses. First aid certification must be maintained throughout the remainder of the program.

See details on the Exercise Physiology Moodle page completed, 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 WIL Team 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 public is maintained at all times. In the situation that such an event occurs, the Practicum Coordinator or Program Authority should be immediately informed.