

Teaching Clinic Practicum Policy

Policy Code: CLI-006 **Version:** 1.0 **Effective Date:** 10 December 2010

Purpose:

Clinic practicum is an integral part of the overall learning experience for students in Endeavour College courses. In certain courses, students can expect to spend between 25 and 40 percent of their total course hours in clinical education. The purpose of clinic practicum is to provide students with opportunities to integrate knowledge and skills at progressively higher levels of performance and responsibility during the course.

Scope:

- All clinics
- All staff and students working in Endeavour College clinics and external placements

Policy Statement:

The Endeavour College clinic practicum programs are non-paid work experience programs whereby correctly enrolled students gain clinic experience in their enrolled modality. Under the supervision of qualified clinic supervisors/practitioners, students seek to apply theories and scientific findings learned in their academic study and develop their skills through interaction with clients and practitioners. Clinic practicum also provides students with situations in which to practice interpersonal skills and develop characteristics essential to productive working relationships. It also provides an opportunity for students to develop clinical reasoning skills and management skills, as well as to master techniques that develop competence at the level of a beginning practitioner.

Clinical education provides opportunities for inter-professional learning and may also provide opportunities for international experience, for example, the internships available as part of the Acupuncture courses.

The timing and structure of clinical education will vary according to the course structure.

Students should be aware of the positioning of clinic practicum in their course as the timing and structure of clinic practicum affects the exact length of courses and vacation time.

All students normally undertake clinic practicum placements according to the schedule published in the academic/clinical calendar.

Student's Requirements Prior to Commencing Practicum

The following requirements must be organised prior to commencing clinic practicum and be recorded in the student's record before a student is able to undertake any clinic sessions:

- Relevant theory subject pre-requisites are to be successfully completed
- Criminal records check:

In many areas, students who undertake clinic practicum training are required to be subject to a criminal records check as a condition of seeing clients. If a student has a recorded criminal offence, depending on the nature of the offence for which a conviction has been recorded, Endeavour College has the right not to accept the student for clinical placement. Endeavour College is not involved in this checking process.

- *Working with Children* (WWC) check:

Endeavour College students undertaking 'child-related' placements as part of their course are also subject to the requirements of the Child Protection (Prohibited Employment) Act in each State.

Broadly, the purpose of these Acts is to regulate the employment of 'prohibited persons' in 'child-related employment'. Under the Act a 'prohibited person' is a person who has committed a serious sex offence. 'Child-related employment' means employment, paid or unpaid, which involves direct contact with children, where that contact is not directly supervised.

The Act specifically includes persons undertaking practical training as part of an educational or vocational course within its definition of employment.

The legislation aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

Endeavour College works within all national and local legislations wherever the campus is situated and a *Working with Children* check is required in all States.

The requirements vary between States and students are responsible for complying with relevant State legislation.

Prior to undertaking any clinical placement, students must return a signed copy of the relevant Child Protection Employment Declaration to Student Services where applicable. Failure to do so may jeopardise any such placement and the fulfilment of course requirements.

Refer to [Working with Children Policy](#).

For more information on *Working with Children* please refer to:

- Family Law Amendment (Child Protection Convention) Act 2002
 - The Commission for Children and Young People Act 2000 (Qld)
 - Working with Children Act 2005 (VIC)
 - Working with Children (Criminal Record Checking) Act 2004 (Western Australia)
 - The Child Protection (Prohibited Employment) Act 1998 (NSW)
 - Commission for Children and Young People Act 1998 (NSW)
 - Family and Community Services Act 1972 (South Australia)
 - Child Protection Review (Powers and Immunities) Act 2002 (South Australia)
- First Aid Certificate:
Students must hold a current recognised First Aid Certificate (including Cardiopulmonary Resuscitation) prior to commencing their first clinic practicum client contact session, and maintain its currency throughout the remainder of their course of study at Endeavour.

This First Aid qualification is to be at the level of the Unit of Competency HLTF301B Apply First Aid or equivalent, e.g. Senior First Aid, Level II First Aid, Australian Red Cross Intermediate First Aid.

See [Obtaining & Checking First Aid Certification Procedures](#).

- Immunization Requirements:
Students undertaking clinical placements in public health facilities that involve direct client contact are to provide written evidence of their immunity status and/or be vaccinated against diphtheria, tetanus, pertussis, measles, mumps, rubella, chicken pox, hepatitis B, influenza and tuberculosis before commencing a placement with government health facilities. Please refer to the [Immunisation and Vaccination Policy](#).

Enrolment & Progression through Clinic Practicum Subjects

The nature of the assessment for clinic practicum varies across modalities but usually includes a student evaluation by both the supervisor and the student, the satisfactory completion of a specified number of hours, as well as a variety of assignments including case studies, essays, verbal presentations, and practical examinations.

If a student is required to complete a deferred assessment or 'make-up' clinics for their clinic practicum, these are to be organised at the earliest possible opportunity subject to the availability of clinic places and with permission of the Clinic Supervisor. See [Clinic Handbook](#) for process

Failure in any subject of study (academic or clinical) may affect the student's progression through their course of study and potentially delay graduation. Students who have failed a clinic practicum subject may be permitted to re-enrol in the subject at non-standard times, subject to the availability of places.

The Responsibility of Students in Teaching Clinics

In all clinical situations, the welfare of the clinic client is paramount. The client's dignity and rights to privacy and confidentiality must be respected at all times. Students who do not comply with the rules governing ethical practice may be removed from the clinical placement.

Students must be fit and not impaired in any way to undertake clinical placement. Refer to [Alcohol and Other Drugs Policy - Students](#) and [Disability and Special Needs Policy - Students](#).

During clinical affiliations, the student is expected to conform to the professional conduct required by Endeavour College. Students should consult the relevant section of the [Clinic Handbook](#) for information relating to professional practice, professional attire and name badges.

Students are expected to take an active responsibility for their own education by identifying their own learning needs, assisting the clinic supervisor in planning and implementing the learning experiences, being familiar with and adhering to procedures and rules laid down by Endeavour College and in evaluating their own performance. The clinical supervisor performs the role of teacher, facilitator, coordinator and professional role model.

Counselling support for students on clinical placements

Students who feel that they have any personal or family issues which may impact

Negatively on their performance during clinic practicum should contact their Clinical Supervisor, Program Leader or Lecturer for referral to the Student Assistance Program (SAP).

Information on Infectious Diseases for Students & Clinical Supervisors

Infectious diseases are of concern to all those working in clinical settings. Whilst an understanding of the transmission of diseases such as HIV/AIDS, hepatitis and tuberculosis is particularly important, all students and clinical supervisors must acquaint themselves with information about the potential dangers of all communicable diseases likely to be experienced in Australia. They should be aware of sources of infectious micro-organisms, their modes of transmission and the ways of reducing the risk of infection to self, patients and others.

Insurance coverage for students on fieldwork

Endeavour College has in place a public liability and professional indemnity policy which extends to protect students from claims made against them which arise out of any negligent act, error or omission on the part of the student during clinic practical's.

Related Procedures:

Obtaining & Checking First Aid Certification Procedures

Definitions:

Non-standard students –

- (a) Students undertaking deferred assessments – students who did not attend the entire subject of study because of extenuating circumstances and final assessment has been deferred because of misadventure or illness
- (b) Students whose assessment is Incomplete – used for subjects commenced but not completed – e.g. days may need to be made up
- (c) Students who are repeating the subject because they have previously failed – students have completed the subject of study but have not met the requirements to a satisfactory level.

Clinic practicum - refers to the supervised practice of

professional skills and it is especially appropriate to courses which are largely clinically based. Health care professions which offer services in a more social or a non-clinical context have adopted terms such as professional experience and fieldwork to describe supervised practice.

Further Information:

Related Policies:	<u>Alcohol and Other Drugs Policy - Students</u> <u>Assessment Policy</u> <u>Disability and Special Needs Policy - Students</u> <i>Immunisation and Vaccinations Policy</i> <i>Teaching Clinic Operation Policy</i> <i>Working with Children Policy</i>
Benchmarking:	Not Applicable
Supporting Research and Analysis:	Not Applicable
Related Documents:	<u>Clinic Handbook</u>
Related Legislation:	Not Applicable
Guidelines:	<u>Immunisation Guidelines</u>

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Version Summary			
Version	Date	Author	Details
0.1		S. Jones	Original Document
0.2	18May10	M. Brydevall	Reformatting
0.3	10Nov10	N Chaperon	Changing 'unit' to 'subject'
0.4	19Nov10	N Chaperon	Incorporating feedback
0.5	26Nov10	E Feeney & G Spalding	Combining this with the Teaching Clinic Practicum Pre-Requisites Policy.
0.6	29Nov10	N Chaperon	Formatting; correction of links; sent to Council
1.0	14Dec10	N Chaperon	Final approved version.