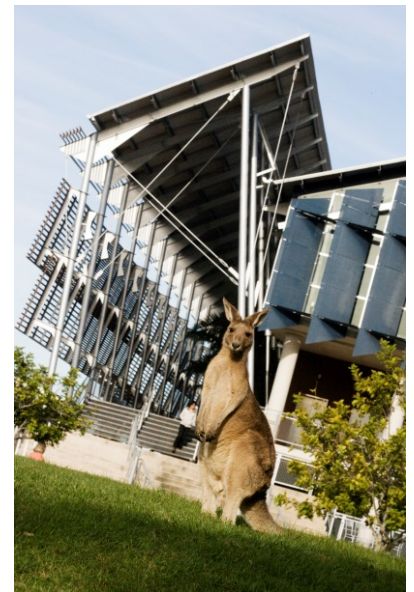




University of the  
Sunshine Coast

*HLT326*  
*Student Practicum*  
*Information Manual*

HLT326  
Health Practicum  
2016



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## Section 1: Overview of HLT326

### 1.1 Welcome to HLT326 – Health Practicum

HLT326, Health Practicum, is an opportunity to develop and apply the required knowledge, skills and competencies in your health-related discipline. You will undertake supervised work experience with a relevant health industry organisation. At the completion of your practicum you will be able to demonstrate well developed professional judgement and responsibilities in the workplace context, incorporating ethical and professional behaviour. HLT326 is currently offered in Semester 1 and 2 and Session 4 and 8.

Work practicums are best completed at the end of your program. This enables you as a student to be the most prepared you can be, ready to apply your learned theory and skills in your area of health science. The more you know, the better you can perform in the workplace and impress your host organization!

To successfully complete this course, you need to complete 75 hours of vocational practicum with a relevant host organisation. The 75 hours can be completed over the semester or session of enrolment, with days and hours to be negotiated with the supervisor in the host organisation.

### 1.2 Purpose of the Manual

This course manual provides the details regarding practicums undertaken as part of the Bachelor of Health Science Program at the University of the Sunshine Coast. It contains essential information for students, including the processes required to organise and prepare for practicum, information during practicum and supplementary information on assessment for the course. This manual is required reading for the practicum course, designed to answer the most common questions that students have regarding their practicum course. If your question is not answered in this manual, please contact the Course Coordinator for further advice.

### 1.3 Contact Information (includes roles and responsibilities)

Title and contact details	Roles and Responsibilities
<p><b>Course Coordinator</b></p> <p>Ms Kara Lilly</p> <p>Email: <a href="mailto:klilly@usc.edu.au">klilly@usc.edu.au</a></p> <p>Phone: 07 5459 4656</p> <p>Room: T3.02</p>	<p>Development of clear processes to support all aspects of practicum coordination within the USC frameworks</p> <p>Maintaining Blackboard site for the course</p> <p>Provision of course materials and placement documentation to practicum facilities</p> <p>Sourcing, confirming and allocating health promotion practicums</p> <p>Ensuring that students have adequate preparation for practicums including liaison with teaching staff, provision of student briefings, ensuring students meet practicum requirements</p> <p>Timely response to any concerns or issues raised by students and/or host organisations</p> <p>Grading of health promotion practicum</p> <p>Administration of course information and course outline</p>
<p><b>Clinical Practicum Office</b></p> <p>Ms Aileen Spalding</p> <p>Email: <a href="mailto:SHSSPracticums@usc.edu.au">SHSSPracticums@usc.edu.au</a></p> <p>Phone: 07 5456 5823</p> <p>Room: T4.34</p> <p><i>Opening Hours:</i></p> <p><i>Mon-Thurs 8.30am – 4.00pm</i></p> <p><i>Friday CLOSED</i></p> <p><i>Closed for lunch 12:30 – 1:30pm</i></p>	<p>Providing assistance with the administration associated with student’s obtaining their mandatory requirements</p> <p>Reviewing and lodging Blue Card Application forms</p> <p>Monitoring when students qualifications have expired</p> <p>Answering questions and providing information to students regarding mandatory documents</p>
<p><b>Course Support</b></p> <p>Ms Sarah Burkhart (Nutrition)</p> <p>Email: <a href="mailto:sburkhar@usc.edu.au">sburkhar@usc.edu.au</a></p> <p>Phone: 07 5456 5046</p>	<p>Support students to source, confirm and allocate Nutrition and/or Health and Community Care Management practicums</p> <p>Ensuring that students have adequate preparation for practicums including liaison with teaching staff, provision of</p>

<p><b>Course Support</b></p> <p>Ms Samantha Edwards (Health and Community Care Management)</p> <p>Email: <a href="mailto:sedwards@usc.edu.au">sedwards@usc.edu.au</a></p> <p>Phone: 07 5456 5479</p>	<p>student briefings, ensuring students meet practicum requirements</p> <p>Timely response to any concerns or issues raised by relevant students and/or host organisations</p> <p>Grading of Nutrition/Health and Community Care Management practicums</p>
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## 1.4 Frequently asked questions about work practicums

There are a number of questions that students often ask about going on practicum, including how the course works and what to expect. Some of these questions will be answered below. This manual also includes sections on preparing for practicum and what is involved during practicum.

### **Q1: Who is eligible to enrol in HLT326?**

Students in the following programs are eligible to enroll in HLT326:

SC334 Bachelor of Health Promotion

SC354 Bachelor of Nutrition

SC335 Bachelor of Health and Community Care Management

SC373 Bachelor of Health Science (Applied Health Promotion)

SC375 Bachelor of Health Science (Epidemiology and Public Health)

SC376 Bachelor of Health Science (Health Communication)

SC367 Bachelor of Health Science

*N.B. Whilst there are no course pre-requisites for HLT326, it is a third year level course and Instructor Consent is required for enrolment. The Course Coordinator will include, as part of this consent process, a review of the courses you have completed in your discipline-specific area.*

### **Q2: When can I do my practicum?**

HLT326 is offered in Semester 1, Semester 2, Session 4 and Session 8.

### **Q3: How do I find an organisation to do practicum with?**

You don't! The Course Coordinator organises practicums with various organisations and will support you whilst you arrange the details with your host site. This is often done with the support of other discipline area coordinators if needed. What you need to do is submit an 'expression of interest' form well in advance of your chosen semester/session. The Course Coordinator then arranges the practicum. See Section 2 of this manual for further advice.

### **Q4: Can I undertake paid work as part of my practicum?**

This is not encouraged. You need to inform the Course Coordinator if this is the case.

### **Q5: Can I do practicum interstate or overseas?**

Yes. Contact the Course Coordinator well in advance if you wish to do this. Overseas applications require more time to organise all of the necessary paperwork and approvals.

### **Q6: Can I do two practicums at the same time?**

No. You can only enroll in HLT326 once in a semester or session.

***Q7: I started working before the enrolment in the course; can I count this as part of my practicum?***

No. Hours can only be logged once you are enrolled in the course and the Course Coordinator has negotiated the details with you.

***Q8: How many times can I enrol in HLT326 as part of my program?***

For many students in the eligible programs, HLT326 will be a mandatory course. In addition, you may choose to do another HLT326 as an elective, subject to Program guidelines, Instructor Consent and availability of practicums at the time.

***Q9: Is there a set amount of time I have to do practicum each week?***

No. Your hours are negotiated with your host supervisor. As long as you complete the 75 hours in the required time of the Semester / Session, then you can work any days/hours that are suitable and agreed on. Eg. you may negotiate to work full time for 2 weeks, or you may do 1 day a week for 10 weeks.



## Section 2: Prior to practicum

### 2.1 Are there any pre-requisites to undertake HLT326?

Whilst there are no course pre-requisites for HLT326, it is a third year level course and Instructor Consent is required for enrolment. The Course Coordinator will include, as part of this consent process, a review of the courses you have completed in your discipline-specific area. Obviously, you want to be able to apply your theory into work practice, and your host supervisor will be expecting you to have a number of competencies already developed prior to your practicum. For this reason, you are encouraged to do your practicum in the final semester of your program, or as near to this as possible.

If you are unsure of when to complete your practicum, please check with the program advisors for advice.

Discipline	Program advisor	Suggested courses completed prior to practicum
Health Promotion	Helle Braendstrup Email: fosheprogramadvice@usc.edu.au Phone: 07 5456 5180	PUB112, PUB271, PUB252 and PUB351
Nutrition	Glenys O'Neal Email: <a href="mailto:fosheprogramadvice@usc.edu.au">fosheprogramadvice@usc.edu.au</a> Phone: 07 5459 4415	NUT201, NUT212, NUT205 and NUT202
Health and Community Care Management	Helle Braendstrup Email: fosheprogramadvice@usc.edu.au Phone: 07 5456 5180	TBC

## 2.2 How do I enrol in the course?

You cannot enrol yourself into HLT326. There is a process that you will need to follow to organise the practicum host site, prior to you being manually enrolled in the course.

The process involves 4 key steps that are outlined further below:

1. The student completes an expression of interest form (including a brief resumes) and sends this to the Course Coordinator by the due date
2. The student organizes a Blue Card (or supplies evidence of current Blue Card)
3. The Course Coordinator organises the practicum sites. Students are advised of options for practicum and commence the negotiation of starting dates etc.
4. Students complete an enrolment form and are manually enrolled into the course

### 2.2.1 Expression of interest

Expression of interest forms are to be completed and sent to the Course Coordinator ([klilly@usc.edu.au](mailto:klilly@usc.edu.au)). The expression of interest form is available on the 'Public Health Programs' or 'BNutrition; tab on Blackboard under 'USC Community' and in Appendix 1 of this manual.

The expression of interest is due well before the practicum takes place. The cut off dates for your expression of interest in 2016 are:

<b>Expected Practicum Enrolment</b>	<b>Expression of interest due</b>
Semester 1 2016	<b>31 December 2015</b>
Session 4 2016	<b>31 December 2015</b>
Semester 2 2016	<b>29 February 2016</b>
Session 8 2016	<b>29 February 2016</b>

### 2.2.2 Brief resume

When you complete the expression of interest form, you also need to send a brief resume (1-2pages). This resume will be circulated to practicum supervisors on request. Potential supervisors often use this process to decide on the most appropriate student for their project or practicum experience. The brief resume should include your contact details, a background to your education attainments, previous work history and interest areas. You may choose to include a referee though this is not a requirement.

### 2.2.3 Course Coordinator role

On receiving your expression of interest and resume, the Course Coordinator will organise suitable practicum(s) and advise you of this, or alternatively give you some options to place preferences against. Once the practicum site is confirmed, the Course Coordinator will organise for you to be manually enrolled in the course.

All communication via the Course Coordinator will be via your student email account. Please remember to check this regularly to ensure you receive timely information.

## 2.3 What else do I need to organise prior to my work practicum?

### 2.3.1 Mandatory requirements

There are mandatory requirements for any practicum to be able to proceed. These are further explained below for each discipline area. It is the responsibility of the student to have these mandatory requirements organized prior to commencement of your practicum.

Discipline area	Mandatory requirements
Health Promotion	<ul style="list-style-type: none"><li><input type="checkbox"/> Blue Card</li><li><input type="checkbox"/> Hep B (if going to a health facility such as QLD Health)</li><li><input type="checkbox"/> Pre-Place Training</li><li><input type="checkbox"/> Student Practicum Agreement</li></ul>
Nutrition	<ul style="list-style-type: none"><li><input type="checkbox"/> Blue Card</li><li><input type="checkbox"/> Hep B (if going to a health facility such as QLD Health)</li><li><input type="checkbox"/> Pre-Place Training</li><li><input type="checkbox"/> Student Practicum Agreement</li></ul>
Health and Community Care	TBC

### 2.3.2 Blue card

Blue Card Forms can be obtained from and submitted to the Administration Assistant – Clinical Practicums SHSS, Reception area, Level 4 of the Tower building. If you already hold a current Blue Card from another organisation, then an “Authorisation to Confirm a Valid Blue Card” form must be completed and submitted to the Administration Assistant – Clinical Practicums SHSS, Reception area, Level 4 of the Tower building

The Blue Card must be renewed every 3 years.

The Blue Card must be valid for the period of practicum.

A Blue Card can take up to six weeks to process, keep the timing in mind when submitting your application.

### 2.3.3 Queensland Health mandatory documents

Any practicums at Queensland Health require you to have proof of Hepatitis B immunity, usually in the form of a recent serology report. If you have not had the Hepatitis B vaccinations, please note these take six (6) months to complete.

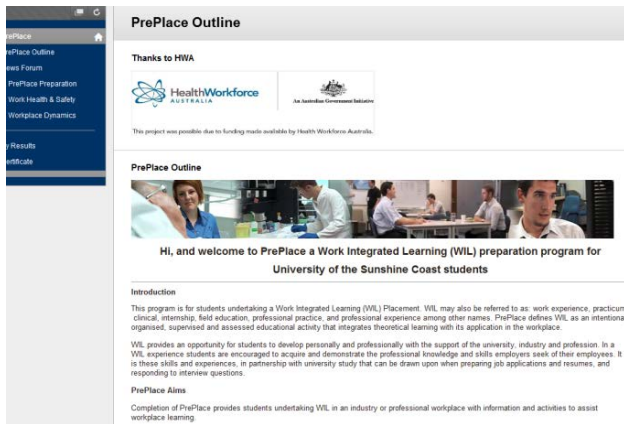
All students are required to complete the Queensland Health Student Orientation Package prior to commencing practicums. This includes completion of an on-line orientation program and reading and signing appropriate documentation. Details can be found at <http://www.health.qld.gov.au/employment/clinical-placement/requirements/student-orientation/default.asp>.

Forms that require printing out and signing are:

- Student Orientation Checklist
- Student Deed Poll (this document requires your signature to be witnessed)
- Students should retain the original forms to present on the first day of a Queensland Health practicum.

Failure to meet these requirements may result in delays in undertaking practice practicum and/or may significantly restrict practicum and employment opportunities.

### 2.3.4 PrePlace Training Modules



The PrePlace training program is mandatory for all students enrolling in HLT326. The training covers key information on USC’s policy requirements and procedures including workplace health and safety, problem solving tasks (using case study scenarios), guidance on utilizing feedback, professional attitudes and skills.

The training is available to HLT326 students through online delivery. Delivered in three modules, PrePlace addresses the following learning outcomes

through content and assessment tasks:

- **WIL Policy and Procedures:** – students identify the requirements that demonstrate fitness for practicum and criteria/reasons under which a student may be withdrawn from practicum.
- **Workplace Health and Safety (WHS):** – students identify their role and responsibility in WHS while on WIL practicum; WHS processes and equipment within a workplace; correct process for reporting an injury incurred while on practicum; and their further responsibilities and expected practices in relation to them and WHS in the workplace.
- **Thriving on Practicum:** – students recognise a variety of issues that may occur in a WIL practicum and identify appropriate methods to address these WIL related issues. Issues cover preparing for practicum, organisational culture, work-life balance, and dealing with feedback.

The Pre-Place Training Modules will be available to you on Blackboard once you are enrolled in the course. The modules are in the ‘Pre-Place’ tab under ‘USC Community’.

### 2.3.5 USC Student Agreement

This form is in electronic format and mandatory for all students to complete prior to practicum. Once you have enrolled in HLT326, you will be sent an email from the Clinical Practicum Office to inform that this agreement has been made available to you to complete via your WILS Online account (see section 2.5). As a student you must read and agree to the code of conduct and declarations prior to the commencement of your practicum. Failure to meet these requirements may result in delays in undertaking your practicum.

It is essential that any student who believes they are unable, or ineligible, to fulfil the above requirements meets with the Course Coordinator as soon as possible to discuss possible implications for completion of courses.

## 2.4 Things to consider prior to practicum

### 2.4.1 Financial and time cost of practicum

Unlike your courses to date, work practicums require you to be available to complete full days of work, plus possible travelling time. This may be considered difficult if you have current employment, family commitments or other life commitments such as caring for others. Whilst every effort is made by the Course Coordinator to allow for these commitments, it may not be possible to accommodate everyone's needs. Therefore, it is best to plan for your practicum well in advance.

Prior to enrolling (or even expressing an interest) in HLT326, consider what time and money you are able to commit to the practicum and how you will organise your practicum around your other commitments. You may need to take leave from your current employment, so consider the financial costs regarding this. You may need to organise care for children and others at an additional cost to normal. Each individual circumstance is different, so please consider these issues in light of your situation before you express an interest.



Whilst there are additional financial and time costs associated with travelling away from the Sunshine Coast for practicum, students regularly report these as being the best! Highlights from these reports generally relate to having been able to encounter a diverse range of experiences and cultural opportunities that they wouldn't be able to experience otherwise. If you can, consider travelling to a regional or remote area, or even overseas for your practicum. The Course Coordinator can discuss this with you if it is an option.

Please note that travel expenses and other incidental costs, incurred getting to and from the practicum is the student's responsibility. Accommodation (if required) is your responsibility to organise.

#### **Student loans**

If required, a student loan of up to \$500 is available through Student Support Services. Check out the USC website for more information.

<http://www.usc.edu.au/study/study-costs/student-loan-scheme>

## 2.4.2 Insurance

Whilst you are enrolled in HLT326 on practicum, the USC has the following insurance provisions in place:

- The University's Public Liability Insurance Policy indemnifies all students of the University where students are undertaking unpaid activities required by the University as part of their prescribed program of study, or approved by the Faculty as a benefit to the students in their study.
- Students are indemnified by the University's own insurance policy for any personal injury or property damage (excluding motor vehicles) to a third party caused by the student in the course of any unpaid work experience activity, and for which they would be legally liable.
- The University's Public Liability Insurance Policy applies irrespective of where the activities are conducted provided the activities are officially sanctioned.
- The University of the Sunshine Coast has a Personal Accident Policy that extends to all students of the University where the students are undertaking approved unpaid Work Experience/Community Practicum.
- Please note that these covers do not extend to the use of and/or incidents involving motor vehicles.
- Consider the cover of insurance for your practicum and your circumstances eg. the cover does not apply to pre-existing medical conditions. You may need to review your own personal insurance cover.
- Any incident that requires the University insurers, should be notified directly to the University Financial Services Department on 07 5459 4680.

If you have a pre-existing medical condition, it is advised that you obtain a doctor's clearance indicating you are fit to undertake the placement. If an insurance claim is subsequently made, the insurers will require a copy of the clearance. Please note: the lack of the clearance may adversely affect any claim made against the University's insurance while undertaking the placement.

If you have any concerns about undertaking this placement, please contact your Placement Coordinator or Placement Academic Supervisor as soon as possible for a confidential discussion.

There is further information regarding insurance during student placements on the USC website. It is recommended you read this information on the following link:

<http://www.usc.edu.au/learn/courses-and-programs/study-in-the-workplace-internships/insurance>

If you have any questions related to insurance before or whilst you are on practicum please check the insurance website referred to below. If you still have remaining questions, please contact [insurance@usc.edu.au](mailto:insurance@usc.edu.au).

<p>www.aonline.aon.com</p> <p>Username: usc_students</p> <p>Password: Coaststudent2010</p>
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## 2.5 WILS Online

### Work Integrated Learning System (WILS)

Manage your work experience placements easily through the WIL System.

Access WILS to:

- See details about upcoming work integrated learning placements
- Find your history of previous placements
- Track the progress of your checks including blue cards, immunisation and insurance

Login to WILS - select your school and click Go!

For more information or technical support  
Email: [WILS@usc.edu.au](mailto:WILS@usc.edu.au)



WILS stands for Work Integrated Learning System. The WILS Online is a system available on the USC Website that allows you as a student, and others involved in your practicum support, to :

- See details about upcoming work practicums
- Track the progress of your mandatory requirements and store records of mandatory requirements met.

It is your responsibility as a student to upload necessary documentation to WILS Online (eg,

Blue Card confirmation, PrePlace certificate and results). A guide for using the system is outlined below.

### How to log onto and use WILS online

- Log onto WILS online by going to the 'Home page' of the University of the Sunshine Coast Website.
- Click on the 'Log in' drop down box on the left hand side of the screen and select 'WILS online'. If you experience any difficulty with 'Log in' you can also log in via the following link:  
<https://wilsonline.usc.edu.au/WilsOnline/Default.aspx>
- The Home page of WILS online will open. Select '**Health Science (including Nutrition)**' from the drop down list of 'Visit Study Areas' and click on 'GO'.
- You will be taken to the **Health Science** 'School Home' page. Choose 'Student' as the 'Role' from the drop down box on the left hand side - enter your USC 'Username and Password' then click the 'Sign In' button.
- Once you have logged in - the **Health Science** 'Home page' will be activated.
- From the **Health Science** Home page select the '**My Home**' tab.
- '**My Home**' will show the following:
  - If you have any outstanding mandatory requirements/checks;
  - Any current reminders regarding practicum;
  - If your current practicum has been posted it will be displayed below '**Your practicums this year**';
  - Important dates are displayed on the right hand side of your '**My Home**' page.
- '**My History**' will show your practicum history.
- '**My Documents**' will enable you to view, add and download your mandatory documentation and other relevant documents throughout your practicum.
- To 'Log out' of WILS online click your 'Name Icon' – right hand top of screen – select 'Sign out'.



## 2.6 Conditions Preventing Students from Commencing Practicum

*The course coordinator or program leader may prevent a student from commencing practicum where mandatory pre-requisites have not been achieved. Students may be ineligible to commence a practicum where any of the following conditions are met:*

*Failure to attend compulsory orientation sessions/workshops; or failure to complete pre-practicum mandatory requirements.*

## 2.7 Student Checklist: Am I ready for Practicum?

The following checklist outlines the actions to be taken by students both prior to and after enrolment in HLT326. Meeting these requirements is essential to commencing the practicum.

### **Prior to enrolment**

- Completed the suggested courses and/or seen a program advisor regarding my study plan
- Emailed the Course Coordinator ([klilly@usc.edu.au](mailto:klilly@usc.edu.au)) a completed *Expression of Interest* form by the due date
- Emailed the Course Coordinator ([klilly@usc.edu.au](mailto:klilly@usc.edu.au)) a brief resume for circulation to interested organisations
- Applied for a Blue Card (if you don't already have one), or applied to link existing Blue Card to USC, via the Clinical Practicum Office and attach to your expression of interest form
- Obtained evidence of Hepatitis B immunity (required for Queensland Health and some health facilities *only*)
- Considered the financial and time commitments to complete practicum in nominated Semester/Session
- Notified course coordinator of any accommodations that may be required to effectively complete the practicum (eg. ongoing chronic or mental illness or musculoskeletal condition)

### **Once enrolled**

- Completed Pre-Place Training and uploaded certificate to WILS Online Account
- Read and 'signed' the electronic form – Student Practicum Agreement
- Updated emergency contacts on USC Central
- Read the relevant Workplace Integrated Learning insurance information available on Blackboard
- Contacted allocated host supervisor to negotiate the starting date and ongoing days/times of practicum etc

## Section 3: Whilst on practicum

### 3.1 What is your role as a student on practicum?

- Meet prerequisites required to commence a practicum
- Remember that you are representing yourself, as well as the University of the Sunshine Coast
- Develop and reflect on your learning objectives for each practicum
- Achieve 90% practicum attendance, and submit supporting evidence such as a medical certificate for any absences
- Attend practicum sites at required times, as negotiated with the host organisation
- Be punctual and reliable
- Be professionally presented
- Be proactive in seeking out learning opportunities
- Maintain client, staff and peer confidentiality
- Practice within defined scope of practice
- Be aware of University, Faculty and School/Discipline policies in relation to fieldwork practice (eg. Work Integrated Learning Policy)
- Be fit for undertaking fieldwork practice, including maintaining own health and ensuring adequate rest
- Comply with professional codes of ethics and professional conduct of the profession; and
- Ensure that external work commitments do not conflict with any practicums
- Communicating with the Course Coordinator if any major problems arise.

### 3.2 What is the role of your Practicum Supervisor?

In your host organisation, you will be allocated a practicum supervisor. This person is responsible for providing guidance throughout the course. The general responsibilities of supervisors include:

- Orienting the students to the rules and expectations of the workplace, including workplace health and safety induction
- Determining appropriate tasks for the student, and any skills that are needed to complete these tasks
- Supporting the student to identify appropriate learning objectives for the practicum
- Observing and supervising the student's performance and giving formal and informal feedback to the student about their performance;
- Reviewing and signing the student's practicum hours (to be completed after each working day);
- Being a role model; and
- Communicating with the Course Coordinator if any major problems arise.

## 3.3 Things you need to consider while on practicum

### 3.3.1 Workplace Health and Safety



Whilst it may not always be the case, many health practicums will be based in an office environment. Often this involves extended periods of sitting. Please give some thought to how you can incorporate regular breaks, use standing desks and opportunities to get up and walk around.

Students have a responsibility to the health and safety of themselves and of clients and staff with whom they work, and a responsibility to the organisation providing them with the experience. Your host organisation should complete a site-specific workplace health and safety induction with you at the beginning of your practicum (eg. emergency exits, incident reporting processes). It is the responsibility of the student to ensure their host organisation covers general workplace health and safety, including emergency evacuations.

USC also has an obligation to manage risks that occur at USC or as a result of USC business/activities, so far as reasonably practicable. This entails: identifying foreseeable hazards and the risks associated with these hazards; assessing the risks - determining the consequence and likelihood of the risk occurring;

controlling the risk - implementing control measures to eliminate or reduce the risks; and monitoring and reviewing the above process. A risk assessment is undertaken for each placement.

Prior to commencing this placement, you must inform the Placement Coordinator or Placement Academic Supervisor if you have a pre-existing medical condition that you believe could put yourself or others at risk or could impact on your performance or ability to complete tasks while undertaking your placement. This can then be included in the University's risk assessment of your placement and any required reasonable adjustments can be made (refer to section 5.4 of the University's [Workplace and Industry Placement – Procedures](#)).

Most sites will be considered a low risk, meaning that the risk is no higher than normal everyday life. If this is the case for your placement, you will not be given a copy of the risk assessment report, unless you request it. In the event that the risk is considered to be moderate or high, then the student will be notified by the Course Coordinator and appropriate measures put in place.

If you have concerns regarding the risks involved in your practicum, either from the exposure to risks in the workplace or physical or mental disabilities that may affect your learning experience, then please notify the course coordinator. All information is kept confidential. Often there are some simple accommodations that can be made to support a more effective practicum experience (see section 3.6).

## **Accidents whilst on placement**

Whilst all of these measures are in place to reduce any risks that you will be exposed to whilst on practicum, accidents and injuries may still occur. In the event that you injure yourself or others whilst on practicum, it is in your best interests to ensure that:

- The Course Coordinator is notified as soon as practicable
- An Incident Form from the host organisation is completed, and a copy is made and forwarded to the Course Coordinator
- A University of the Sunshine Coast Occupational Health and Safety form is to be completed by the student and returned to the Clinical Placement Office as soon as possible
- Students may be required to present their Medicare card at the time of treatment, and this should be carried on placement at all times. Seeking medical attention early is highly recommended
- Students should be aware of the scope of Student Personal Accident Insurance Policy. This information is available on the USC Portal.

### 3.3.2 Personal Safety

Students must be aware of and consider personal safety while they are on practicum, including travel to and from the practicum site. For example, if you are using public transport, consider travelling during daylight hours if possible, or ensure someone is expecting you to arrive at your destination. Alternatively, always look to find secure and safe parking. Where feasible, consider travelling with other students to regional and remote areas, or carpooling to local towns and cities.

Your safety whilst on placement is very important. Whilst the Course Coordinator has discussed any potential risks with your host organisation, some experiences may arise that are not predictable or planned. If at any time you are asked to complete tasks that you feel uncomfortable about (eg. working at night, attending facilities where there may be aggressive clients) please discuss your concerns with your host supervisor and/or raise this with the Course Coordinator.

Students who are staying away from their usual residence during practicum need to be aware that they are in an unfamiliar setting and need to familiarise themselves with the practicum location. Wherever possible, ask your local contact person for an orientation to the town and facilities. Communicate any concerns to the local contact person and the designated USC Course Coordinator immediately.

#### TRAVELLING SAFELY!

Ensure that you carry an adequate supply of food and water when travelling long distances, particularly in rural areas. Make sure that someone knows, prior to departure, where you are going and approximately what time you will get there. Remember to take a charged mobile phone with you in the event of emergency. In an emergency it is important that you do not leave your car. Contact emergency services on 000.



### 3.3.3 Communication plan

The information below outlines the communication between the Course Coordinator, Student and Host Organisations during the practicum:

- Once you have negotiated your commencement date and times for completion of the practicum, you need to advise the Course Coordinator of these dates via email. These dates are entered into WILS online for reference.
- Students are responsible for having their emergency contact details up-to-date in USC Central
- If at any time during your placement you have any issues or difficulties in the workplace, or have injured yourself or others, you need to advise the Course Coordinator as soon as possible by phone or email.
- The Course Coordinator will be in contact (usually by phone) with the host before census week of the semester / session to ensure you have settled in to the practicum site. It is important that those students commencing earlier than week 1 of the Semester / Session inform the Course Coordinator so that these calls are made at appropriate times.
- The Course Coordinator will be in contact with students via Blackboard at regular times throughout the practicum to remind you of assessments due and any relevant course information.
- If, for any reason, you are absent from the workplace and are not contactable within an hour of your expected arrival time, your host supervisor will contact the Course Coordinator. If the Course Coordinator cannot contact you, your emergency contact person will be notified. If no-one is able to reach you within a reasonable timeframe (depending on context will likely be a few hours), a Critical Incident Response will be activated. This includes the Course Coordinator contacting USC Security and appropriate action taken for the context. This may include Emergency Services looking for you! (also see 'Absences')
- If you are travelling further away than South East Queensland for your practicum, the Course Coordinator will request a more thorough communication plan to ensure your safety whilst on practicum.

### 3.3.4 Dress Code

Whilst each workplace is different, students should always dress to meet a high standard of neatness and cleanliness, consistent with their profession. The clothing should present as neat and professional, meet workplace health and safety standards, be culturally appropriate and suit local standards and climate. If your practicum is likely to involve field work you will be required to wear appropriate foot wear and sun protective clothing. Your host supervisor will be the best person to advise you on this.

For women, this may be long tailored pants or a skirt that extends to the knee. Shirts and tops should cover the shoulder and be comfortably fitted. Dresses are acceptable, with similar consideration of hemline to the knee and no shoestring straps! Avoid jeans and denim as a general rule of professional attire. Hair, whatever the style, should be professional looking and tidy.

For men, dress code is likely to be long tailored pants with a minimum of a polo shirt. A business shirt would be preferable in most cases. It is unlikely that you would need to wear a tie, though if you are in doubt, check with the host supervisor prior to your commencement day. Avoid jeans and denim as a general rule of professional attire. Hair, whatever the style, should be professional looking and tidy. Facial hair must be neatly maintained.

Examples of unacceptable dress code in the workplace includes:

- ✗ Clothing with any tears or stains
- ✗ Clothing with images or slogans that may be considered offensive
- ✗ Athletic wear, tracksuits
- ✗ Visible underwear
- ✗ See through clothing of any type
- ✗ Low cut tops or exposed back or midriff
- ✗ Casual footwear eg thongs, slippers
- ✗ Hats (Religious headwear or other culturally traditional head covers should be allowed (within reason of safety considerations

You are not expected to buy new and expensive clothes for your practicum (although you can choose to!). You may be surprised how much you can borrow from a friend or pick up at a local charity store for very little cost. Remember, it is only for a few weeks.



### **3.3.5 Absences**

All absences must be reported to the practicum supervisor or another appropriate person at the host organisation at the usual start time of that day. Since these hours contribute to meeting requirements regarding undergraduate practice practicum hours, students may be required to make up absences at another time. Students who are absent for more than two days for medical reasons must provide a medical certificate to be sighted by their supervisor and then sent to the Course Coordinator to be kept with the student's records.

Under extraordinary circumstances, students may be granted leave from their practicum for reasons other than illness at the discretion of the Course Coordinator. Arrangements for making up hours are subject to availability, and are therefore at the discretion of their Host Supervisor / Course Coordinator.

### **3.3.6 Punctuality**

Students are expected to make appropriate arrangements to arrive at the practicum setting on time. Students need to timetable commitments in a diary and inform the supervisor of any unexpected delays to arrival. In the event of unavoidable delays, students should tender their apologies immediately to their supervisor upon arrival and organise makeup time if appropriate. This is critical as the supervisor will have made a special effort to provide interesting opportunities for learning and your lateness may impact on the activities of other members of the workplace.

### **3.3.7 Overtime**

The USC Workplace Integrated Learning Program does not encourage requests for students to work overtime except in exceptional circumstances. These hours must be negotiated between the student and the supervisor well in advance, keeping in mind that many of you will have additional commitments with study, paid work, family etc.

Where necessary for you to complete overtime, these hours should be credited to your total work practicum hours, or you may be able to negotiate for time off during other scheduled days of practicum.

### **3.3.8 Site visits**

Whilst on practicum, you may receive a site visit from a representative from USC. Site visits are not formally assessed, but provide an opportunity to meet with both the supervisor and the student and discuss the student's progress and to discuss any difficulties the student may be having if necessary. Site visits will be arranged with both the student and the supervisor. In addition, the Course Coordinator will contact the supervisor by telephone or email to check on the student's progress on at least one occasion during the student's practicum.

### 3.3.9 Information Technology

A quick word on the use of technology. Different worksites will have different arrangements for use of technology. It is best to ask your host supervisor when you are negotiating your practicum dates what the situation will be for you.

Some workplaces will have access to desktop or laptop computers for students, including allocated desks. The desk space may have to be negotiated with other staff and students, meaning that your practicum days may not have much flexibility. While rare, other sites will require you to bring your own laptop with you.



Regardless, please take into account that technology, both hardware and software, is often a huge cost to the organisation you are placed with (hence why some don't have any spare!). Before you connect your external devices (eg. USB) to the servers of other organisations, please ask your host supervisor for permission. You don't want to be responsible for viruses contaminating the organisation's system! Also, some workplaces will give you access to their servers, using a password and email account. Use these wisely and abide by the conditions that you agree to as part of the organisation's code of conduct.

While this should go without saying, please only use computers on practicum for work purposes. It is not appropriate to do your banking, check up on FaceBook, read the breaking news stories, watch YouTube or livestream music or videos. If you have your mobile phone with you, refrain from taking personal calls unless you absolutely need to. Check your messages and personal emails during your work breaks!

### 3.3.10 Conditions preventing students from continuing practicum:

The Course Coordinator may consider the need to withdraw a student from a practicum in the event of unprofessional or unsafe behaviour. Unprofessional behaviour includes misconduct, unethical or unsafe behaviour, or any breach of client confidentiality. Unprofessional behaviour in this context includes, but is not limited to, the following student behaviour:

- Failure to maintain the confidentiality or privacy of the client or their relatives;
- Failure to arrive punctually at the commencement of each shift, without substantial reason for the occurrence;
- Failure to undertake the number of practicum hours, where specified in the Course outline without prior approval of the Course Coordinator;
- Failure to abide by the policies of the host organisation that apply to students undertaking practicums;
- Failure to maintain personal cleanliness according to workplace standards, policies and procedures;
- Practicing outside of own scope of practice;
- Using the organisations equipment or computer systems for unlawful practices

### **3.3.11 Counselling for Students**

Should you experience distress as the result of experiences on practicum, there is a support service available. Where appropriate, the Course Coordinator should be advised and students may be referred to Student Life and Learning services at the University for further support. Further information can be accessed at:

<http://www.usc.edu.au/university/faculties-and-divisions/administrative-areas/student-life-and-learning/>

## 3.4 Ensuring a good experience

Although as a student you have gained theoretical knowledge and some practical skills through your university degree, you may not have had experience in applying these to a work environment. Most students will need mentoring through guidance, coaching and practice. Practicum supervisors and students are encouraged to view each situation that presents itself as an opportunity to learn (even if it's learning what not to do).

Effective practicums frequently involve some of the following factors, relevant to both supervisors and students:

- Having enthusiasm and a positive attitude
- Sharing of knowledge and past experiences
- Being approachable
- Maintaining eye contact and listening without interruption and resisting external distractions
- Encouraging questions and reflective practice
- Providing a new perspective on an issue and suggesting a new course of action
- Providing opportunities for formal and informal feedback (both positive and corrective)
- Acknowledging progress and accomplishments
- Looking for mutual benefits for both parties.

## 3.5 Resolution of issues during practicum

Difficulties on practicum can and do arise. These can be for a number of reasons such as supervisor/student competence, staff/student misconduct and those that relate to other issues (including personal and medical issues). If students/supervisors have any concerns regarding issues of performance, misconduct or other personal and medical issues, and are unsure of the process, please contact the Course Coordinator as soon as possible.

Issues raised by either student or host organisation will be addressed according to the [Workplace and Industry Placement – Procedures](#) Section 6.6.

## 3.6 Accommodation for those with disabilities

'Accommodations' are adjustments to a practicum to ensure fair and equitable access to, and participation in, practicums for all students. Examples of accommodations include change to part-time practicum hours, provision of learning support, environmental adjustments or change to practicum tasks. The Disability Discrimination Act (DDA) requires reasonable adjustments to be made to accommodate students with disabilities. At times, students with unexpected changes to their personal situation and extenuating circumstances may also be eligible for accommodations to practicums. Program accreditation and registration requirements mean that accommodations must not lower the academic and performance standards required to obtain a passing grade, nor limit the breadth of practicum experiences undertaken. Accommodations will be considered in the context of what is 'reasonable', does not cause 'unjustifiable hardship' to implement and in keeping with the 'essential functions' required of the practicum.

## Section 4: Course Assessment

Assessment for this course includes the following:

<b>Learning/Assessment Tasks</b>	<b>Brief Description</b>
Learning and Development Plan	To describe the tasks and related competencies that will be required in the chosen workplace context. This includes an overview of the workplace setting and the key learning objectives for the practicum.
Critical Reflection Journal	Submission of a total of four written journal entries, critically reflecting on experiences, particularly in relation to the key learning objectives and application of theory and knowledge in the practical setting.
Code of Conduct	Submission of Placement Log of Hours.
Practicum Report	An on-line oral presentation to report on personal and professional work practicum experiences and learning.

Further detailed information regarding the assessment, including templates, is available on Blackboard.

Health Promotion students are required to align their learning objectives to either the National or Global Core Competencies in Health Promotion. Below are the references for these documents, or they are available on Blackboard.

Australian Health Promotion Association. Core Competencies for Health Promotion Practitioners. (2009) Available at: <http://www.healthpromotion.org.au/issues/91>

Dempsey, C., Batt el-Kirk, B. and Barry, M.M. The CompHP Core Competencies Framework for Health Promotion Handbook (2011) Paris: IUHPE. Available at: [http://www.nuigalway.ie/health-promotion/documents/M\\_Barry/booklet\\_comphpa57\\_3\\_final\\_version.pdf](http://www.nuigalway.ie/health-promotion/documents/M_Barry/booklet_comphpa57_3_final_version.pdf)

# Appendix 1: Expression of Interest Form 2016

## HLT326: Health Practicum

Please refer to the HLT326 Course Outline and Student Manual for more information on Health Practicum processes. You can find the manual on your discipline blackboard site.

NAME:

STUDENT ID:

DEGREE PROGRAM:

USC STUDENT E-MAIL:

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**When would you prefer to complete your health practicum? (Select only 1 per EOI form)**

- Semester 1                      22 February – 3 June 2016
- Session 4                        30 May – 22 July 2016
- Semester 2                      18 July – 28 October 2016
- Session 8                        21 November 2016 – 23 January 2017

**According to your study plan, what program (or major) do you need to complete HLT326 for?**

- Health Promotion
- Nutrition
- Other (please specify) \_\_\_\_\_

**Please indicate, in the following table, the courses you have completed / are currently completing. These courses are recommended prior to going on practicum.**

Health Promotion	<input type="checkbox"/> PUB112	<input type="checkbox"/> PUB271	<input type="checkbox"/> PUB252	<input type="checkbox"/> PUB351
Nutrition	<input type="checkbox"/> NUT201	<input type="checkbox"/> NUT212	<input type="checkbox"/> NUT205	<input type="checkbox"/> NUT202

**Please indicate your willingness to travel for your practicum (please tick or number your preferences).** *Whilst this will be taken into consideration, it is subject to availability of placement options.*

- NO Travel (stay within the Sunshine Coast Region)
- Brisbane-based practicum (i.e. local travel)
- Interstate travel (beyond Queensland)
- Regional / Remote practicum (Queensland wide)
- Prefer overseas travel (eg. Pacific Islands)

Have you read and understood the 'HLT326 Student Information Manual' (available on the Public Health Programs or BNutrition blackboard site)?

- Yes
- No

Do you have a current blue card?

- Yes

My Blue Card Number is \_\_\_\_\_ (A copy of the confirmation letter must be loaded to USC WILS Online). Your current Blue Card must be linked to USC. Please refer to WILS Online homepage for more information

<https://wilsonline.usc.edu.au/WILSONline/School.aspx>

- No

*If no*, please refer to WILS Online homepage for more information. Please note that the process can take up to 4-6 weeks. Confirmation of your application must be attached to this EOI form. <https://wilsonline.usc.edu.au/WILSONline/School.aspx>

Comments:

Use the space below to write any additional information that will need to be considered for your placement options eg. restrictions on travel, reasonable adjustments that need to be made, travel arrangements etc.

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**RETURN OF FORM**

Please email to Kara Lilly (course coordinator) at [klilly@usc.edu.au](mailto:klilly@usc.edu.au)

- this form,
- a 2 page brief resume and;
- a copy of a signed Blue Card application form, or confirmation of your blue card.

**Please note: Forms are required to be returned by the due date. If you are unable to meet these requirements, please note that practicum options may be restricted.**

**Due dates for Expression of Interest Forms**

31 December 2016 – Semester 1 and Session 4 enrolments

29 February 2016 – Semester 2 and Session 8 enrolments