

EXSC322
BACHELOR OF EXERCISE AND
SPORTS SCIENCE
3rd YEAR STUDENTS

PLACEMENT SUPERVISOR HANDBOOK



SCHOOL OF SCIENCE AND TECHNOLOGY



Introduction and Contact Details

Dear Supervisor,

Welcome to the University of New England (UNE) Supervisor Handbook. We thank you for joining our practicum program as a supervisor. We appreciate your commitment to helping us produce exercise professionals of the future. We understand that your time is valuable to your clients and thank you for helping us produce quality graduates.

This document has been compiled in order to provide placement supervisors and the Clinical Placement Office with information pertinent to the undertaking and completion of the placement components embedded in the Bachelor of Exercise & Sports Science and the Bachelor of Clinical Exercise Physiology. This handbook includes information about placement requirements, expectations, behaviour, conduct and responsibilities we expect of our students, as well as examples of the paperwork to be completed by the placement supervisor.

This handbook is designed to provide a step-by step guide to supervising a student through their placement. Please don't hesitate to contact the Clinical Placement Office for further information at any point during the placement. We would welcome you to look at the Practicum Supervisor's Portal at any stage, as this page contains information we trust will be helpful to you throughout this experience.

I hope you enjoy your supervisory role and we look forward to working with you over many more placements.

Regards



Dr Kath Shorter
Course Coordinator

Practicum Supervisor's Portal

<http://www.une.edu.au/about-une/academic-schools/school-of-science-and-technology/study-areas/exercise-and-sports-science/practicum-supervisors-portal>

InPlace

<https://une-au.inplacesoftware.com/>

Clinical Placement Office

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Please note that Larissa is on maternity leave from January to December 2019

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Definition and Glossary of Terms

Accrediting body	Exercise and Sport Science Australia (ESSA) who advise the standard against which our students will be measured.
Accredited Exercise Physiologist (AEP)	An individual who is registered with the accrediting body as an Exercise Physiologist.
Accredited Exercise Scientist (AES)	An individual who is registered with the accrediting body as an Exercise Scientist.
Clinical Placement Coordinator	A UNE professional staff member who is responsible for the administration of the placement for the disciplines of Exercise and Sports Science/Clinical Exercise Physiology.
Clinical Placement Educator	A UNE academic staff member who is responsible for the organisation of students' placement in Exercise and Sports Science /Clinical Exercise Physiology.
Course Coordinator	A UNE staff member who is responsible for ensuring the academic integrity of the degree program and who is authorised to approve any changes to the program of study throughout its delivery.
Co-Supervisor	An individual who may not be identified by the accrediting body as being qualified to supervise a student, but who may be responsible for day-to-day supervision of the student.
Student	The individual currently enrolled in the Bachelor of Exercise and Sports Science or Bachelor of Clinical Exercise Physiology at the University of New England, in Armidale, New South Wales.
Supervisor	An individual who is recognised by the accrediting body who is nominated by an appropriate agency to supervise a student while undertaking placement. Where a co-supervisor is utilised, this person is responsible for approving the final outcome and certifying the competency of the student.

Course Overview

Graduates of an accredited course in Exercise and Sports Science/Clinical Exercise Physiology should be able to design safe and effective exercise interventions. This includes health and wellness interventions to affect behavioural change and increase exercise and functional capacity across diverse contexts and settings. The following Course Outcomes are those which we are asking your assistance in developing and assessing.

Unit Learning Outcomes:

Upon completion of this unit, students will be able to:

1. Demonstrate effective verbal and non-verbal communication skills in their interactions with clients, peers, colleagues, other health professionals and external stakeholders;
2. Apply specialist knowledge and evidence-based practice to accurately and efficiently collect and interpret subjective and objective assessment data;
3. Apply specialist knowledge and evidence-based practice to prescribe and deliver safe and effective health/exercise/sports interventions for individuals of varying social and/or cultural backgrounds;
4. Demonstrate a sound understanding of lifestyle modification and behavioural change and subsequently facilitate behavioural change in the prescription and delivery of their exercise interventions;
5. Demonstrate a sound understanding of the risks associated with exercise prescription and delivery and adapt strategies to minimise risk; and
6. Practice responsibly with respect for and in accordance with, Exercise and Sports Science Australia's code of Professional Conduct and Ethical Practice.

Assumed Knowledge:

On commencement of the practicum unit in Trimester 2 of 3rd year, students have successfully completed units in the following areas:

- Human Anatomy and Functional Musculoskeletal Anatomy
- Health and Sports Performance Monitoring
- Biomechanics
- Exercise Physiology
- Physical Activity and Health
- Motor Skill Acquisition and Performance
- Testing and Training for Physical Fitness
- Motor Control and Human Development
- Clinical Exercise Testing
- Exercise Prescription and Programming

As such, students should be able to conduct client interviews, perform a pre-exercise screening and risk assessment, identify need for medical clearance, assess physical capacity, apply musculoskeletal function tests, perform anthropometric measurements, interpret data, design exercise programs, instruct/cue/correct exercise and write reports.

While completing their placement, students are also completing three units in Clinical Exercise Physiology, which provide knowledge on pathophysiology and disease mechanisms for cardiovascular, metabolic, musculoskeletal, cancer, mental health, respiratory and kidney and neurological domains.

Placement Requirements

Introduction

Student placements for the Bachelor of Exercise and Sports Science and the Bachelor of Clinical Exercise Physiology at UNE are coordinated through the School of Science and Technology's Exercise and Sports Science/Clinical Exercise Physiology discipline. All student placements are organized by the Clinical Placement Office – students are not to organize placements themselves. The Clinical Placement Office uses an online placement management system known as “InPlace” to allocate and record the students' placement status. Students and supervisors can access this system and their placement information at any time providing an Internet connection is available. Supervisors can also access additional resources and documents pertaining to student supervision via the Practicum Supervisor's Portal on the UNE website. Links for InPlace and the Practicum Supervisor's Portal are provided on page 4.

Communication between the Clinical Placement Office and placement supervisors will predominantly occur via telephone and email correspondence. A Clinical Placement Office team member will visit placement sites as required when students are on placement.

EXSC322 students are completing their third year of either the Bachelor of Exercise and Sports Science, or the Bachelor of Clinical Exercise Physiology. Students participating in EXSC322 will have a sound knowledge of anatomy, nutrition, physiology, fitness assessment, exercise prescription, strength training, biomechanics of human movement, sports medicine, sport psychology, and sports training. All students will have submitted mandatory documentation to the Clinical Placement Office prior to commencement of placement. This documentation includes First Aid Certificate, CPR, and Working With Children's Check or Blue Card (relevant to State/Territory). Should you require a copy of these documents, please contact the Clinical Placement Office.

It is important that you are aware of the following:

- **A supervisor must be available to supervise and guide their assigned student/s at all times throughout the practicum. A student should not be completing any unsupervised placement hours.**
- **Students cannot count paid work towards their practicum hours. Students cannot be paid for their practicum.**
- **Please be aware that the required level of student support will be higher at the beginning of placement, but should lessen with an increase in student independence towards the end of the placement. EXSC322 is the first opportunity that 3rd year students receive to complete placement hours, so you are likely to be the first placement site that a student has attended.**

What should you expect from the student?

The Clinical Placement Office will provide the student with contact details for each placement supervisor and advise the student of a suitable time frame to call/meet with the placement supervisor prior to the commencement of their placement. The student is required to make contact with the Placement Supervisor within the advised time frame in order to confirm the following placement details:

- Placement date – start and finish;
- Placement physical address and contact details;
- Placement schedule – days, start and finish times;
- Allocated break times;
- Personal hygiene, dress standards and grooming – i.e clothing, footwear, jewelry, hair, etc. Students will be required to wear a UNE Exercise & Sports Science practicum shirt;
- Time and place of initial meeting at the start of placement;
- Additional paperwork or reading requirements; and
- Expected exposure, duties and responsibilities.

The student is also responsible for:

- The submission of all mandatory documentation (as noted above) to the Clinical Placement Office prior to commencement of placement.
- Ensuring that they complete all mandatory placement hours within the ascribed period (Trimester 2, July to October)
- Maintaining a logbook of all placement hours via Excel spreadsheet (please note that the placement supervisor is no longer required to review this logbook)
- Completing a Record of Student Engagement indicating total number of hours completed and activities undertaken for each placement site (please note that the placement supervisor is to review and sign this document)
- The completion of any required reading/familiarisation tasks set out by the placement facility prior to commencing placement
- All expenses associated with the placement (for example travel, accommodation and meal costs)
- Ensuring confidentiality of information with respect to client and placement facility records
- Informing the placement supervisor if the student feels that adequate guidance and/or opportunities for development are not being provided or they are unable to follow the placement supervisor's instructions
- Notifying the placement supervisor if they expect to be late to the placement site throughout the placement (if the student is consistently late without justification, the placement supervisor should notify the Clinical Placement Office as soon as possible)
- Notifying the placement supervisor if they are unwell during the placement. In the case of illness that extends over a period of time, the student is to notify the Clinical Placement Office as soon as possible. The Clinical Placement Office will work with the placement supervisor to identify if there is scope to make up for the missed hours/days
- Displaying enthusiasm and willingness to assist and be receptive to professional advice while undertaking placement
- Maintaining open communication with the placement supervisor and Clinical Placement Office with respect to placement expectations and outcomes
- Seeking information and feedback from the placement supervisor to assist with learning
- Ensuring the placement supervisor completes the Supervisor Feedback Report at the midway and final point of each placement; and
- Completing a Site Feedback Report at completion of all placement hours

What should the student expect from you?

The placement supervisor is responsible for the following:

- The involvement of the student in the day to day activities of the workplace as much as possible; that is, more than as an observer. Please incorporate the students as active assistants in work day tasks. This will enable them to understand the typical workload of your business and to utilise their knowledge where possible
- Providing supervision of the student while the student is undertaking placement activities, by a member of staff with appropriate qualifications
- Ensuring appropriate supervision takes place while the students are at the designated placement site. The ESSA and UNE required ratio is 5 students per 1 supervisor at any given time. More supervisors may be present however student numbers must not exceed 5 when 1 supervisor is present
- Ensuring that the student is appropriately briefed on all health and safety and emergency procedures of the work site at the commencement of placement. Such procedures may include: evacuation and emergency procedures such as medical emergency, fire, physical safety and security; reporting of hazards, incidents and accidents; infection and disease control procedures; workplace bullying and harassment policy and procedures
- Ensuring a safe placement for the student at all times
- Ensuring an appropriate and compassionate placement as this may be the student's first practical experience
- Ensuring that students are aware of the professional, safety, legal and ethical aspects of your work and the responsibilities entailed in dealing with patients or clients
- Maintaining professional and ethical conduct with regard to all placement matters
- Providing learning opportunities and resources that will assist the students' learning goals
- Assisting the student with identifying learning needs, scope and objectives for the placement
- Observing and providing feedback to the student with respect to placement matters
- The completion of the Supervisor Feedback Report at the midway point (if placement exceeds 4 weeks' duration), and completion of, the student's placement. This report should be completed in consultation with the student and forwarded to the Clinical Placement Office within one week of its completion (see Practicum Supervisor's Portal for Report template).
- Confirmation of hours completed via a Student Record of Engagement
- Notifying the Clinical Placement Office when students perform poorly or significant problems eventuate regarding placement

Please note:

Any special guidelines that apply to the student in the workplace should be put in writing with copies to the student and Clinical Placement Office via exerciseprac@une.edu.au.

Should you wish to request the student undertake any additional research or assignments, please contact the Clinical Placement Educator for approval. It should be noted that students are able to complete extra activities that are able to be counted towards their placement hours, such as reviews of journal articles, case study presentations, resource development, collection of data.

Please also note that students must never treat a client for the first time or undertake a major change of treatment. The student must request assistance if there is a change in the client's condition, or they do not feel confident about an assessment or intervention.

What should you expect from the Clinical Placement Office?

Please see timeline below for actions and communication from the Clinical Placement Office over the duration of a student's placement.

Initial communication	Phone call and email from the Clinical Placement Office requesting placement for a student
Confirmation of placement	<p>Email from the Clinical Placement Office confirming student placement start/end date, and providing the following:</p> <ul style="list-style-type: none">- Link to Practicum Supervisor Portal for access to the Placement Supervisor Handbook- UNE Placement Agreement (if applicable)- Supervisor Placement Acknowledgement Form- Supervisor Feedback Report <p>The Clinical Placement Office will then phone to ensure that you understand the information provided</p>
Completion of first week of placement	The Clinical Placement Office will contact you via phone call and/or email to see how the student's first week of placement went
Midway supervisor feedback report	The Clinical Placement Office will send a reminder to schedule and complete the student's midway supervisor feedback report (if placement exceeds 4 weeks' duration)
Final supervisor feedback report	The Clinical Placement Office will send a reminder to schedule and complete the student's final supervisor feedback report
Completion of placement	The Clinical Placement Office will provide you with the Record of Student Engagement detailing the student's logged hours and activities undertaken while on placement, which is to be signed and returned to the Office. The Clinical Placement Office will phone/email to finalise the student's placement and thank you for your support; a CPD letter confirming student supervision hours will be provided for your benefit if applicable.

Insurance and UNE Placement Agreement

UNE covers full public risk and professional indemnity insurance in relation to acts and omissions of students undertaken as part of their university program. A UNE Placement Agreement must be signed by representatives of both UNE and the placement facility prior to the commencement of any placement activity associated with the facility.

As per the UNE Placement Agreement:

UNE will effect and maintain these insurance policies throughout each Placement:

- 6.1.1 public liability and professional indemnity cover of \$10 million for students and the UNE Placement Supervisor/s;
 - 6.1.2 personal accident insurance cover for students not covered by workers' compensation insurance; and
 - 6.1.3 workers' compensation insurance as required by law.
- 6.2 UNE will, on request, provide the Placement Organisation with copies of the Certificates of Currency for the insurance policies referred to in clause 6.1.

Please contact the Clinical Placement Office if you require further information or a copy of the UNE insurance certificates.

Assessment Requirements

Students must satisfy two sets of assessment requirements in order to pass this unit.

Exercise and Sports Science Australia (ESSA) Practicum Requirements

In order to gain accreditation as an Accredited Exercise Scientist (AES), or an Accredited Exercise Physiologist (AEP) with ESSA, EXSC322 students must satisfy the following requirements:

A minimum of 140 hours of practicum is required, with the following breakdown:

- a) **At least 80 of the 140 hours must demonstrate attainment of competency in exercise assessment, prescription and delivery.** These hours must be with clients who are seen for the purpose of undertaking an exercise intervention to improve their health and fitness, wellbeing and performance, and not participating in an exercise intervention for the treatment and/or management of a clinical condition or injury. However, the service can be focused on the prevention of chronic conditions. For these 80 hours, **supervision must be by one or more of the following:**
 - Accredited Exercise Scientist
 - Accredited Exercise Physiologist
 - Accredited Sports Scientist
 - An individual with an AQF level 7 Bachelor degree in Exercise and Sports Science
 - An AQF level 7 Bachelor degree qualified Physical Education teacher with a major in physical education where the placement is in a school setting

- b) **Activities undertaken for the remaining 60 hours may be in an area that reflects the Exercise Science standards.** These hours must be supervised by a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority, such as a national association or AHPRA), for the activity they are supervising.

At completion of 140 hours, students must be able to demonstrate competency in exercise assessment, prescription and delivery.

Co-Supervision

- Professionals as described under item (b) above may also undertake a role of co-supervising students for the 80 hours in exercise assessment, prescription and delivery, however there must be oversight supervision in place by an individual who meets the qualification criteria for the 80-hour category, as listed above.
- Where a co-supervision arrangement is necessary, the UNE practicum coordinator must arrange and approve the oversight supervision plan.
- The oversight supervisor may include another practitioner, the UNE practicum coordinator, or another suitable employee of the education provider.
- Effective oversight must include constant communication and information sharing between the direct supervisor and the oversight supervisor, and the UNE practicum coordinator. Client safety must be the priority. Each involved party must have direct contact with the student such that all involved have a comprehensive understanding of the activities being delivered.
- Evidence of documented communication and information sharing between the oversight supervisor, direct supervisor, student and UNE practicum coordinator is required.

- The oversight supervisor must co-sign the student's Record of Student Engagement and Supervisor Feedback Report/s.

Acceptable Activities:

The following are examples of activities that can be undertaken as part of the **80 hours** to demonstrate competency in exercise assessment, prescription and delivery:

- Conduct client assessments
- Exercise prescription
- Conducting warm ups / cool downs
- Monitor client exercise session
- Strength and conditioning for a team or individual
- Physiological assessment of athlete
- Body composition for individual or team
- Exercise testing
- Fitness appraisals
- Performance testing
- Talent identification
- Health consultation
- Recruitment fitness testing
- Fitness testing or training for emergency services
- Workplace/corporate health and fitness programs
- Conducting lifestyle management programs

***While observation can be a valuable learning tool in developing practical skills, it must meet the following requirements to be included as logged hours:** The observation must be an active, involved, engaged and meaning learning activity for the student. Where a student is passive in observing the session or activity, it should not be included.

The following are examples of activities that can be used to demonstrate competency toward the remaining **60 hours** of the practicum to meet Exercise Science Standards:

- Coaching (from grass roots to elite level for both individuals or teams)
- Biomechanical assessment / analysis
- Sports first aid
- Sports trainer
- Match/performance analysis
- Sports drug testing
- Anti-doping activities for sport
- Skill development camps (for teams or athletes)
- Laboratory assistant
- Data collection / analysis
- Calibration of equipment
- Haematology / biochemistry
- Occupational injury risk assessment / management
- Blood tests
- Anthropometry

The following examples are activities that are **not suitable** to be claimed as hours for exercise science practicum:

- Physiotherapy
- Chiropractic treatment
- Psychological treatment (for clinical conditions)
- Clinical exercise treatment

- Massage
- Dry needling
- Urine / sweat analysis
- Research unrelated to the field
- Dietary intervention
- Child supervision
- Cleaning / maintaining gym equipment

University of New England (UNE) Practicum Requirements

In order to successfully complete EXSC322, students must satisfy the following:

- a) Completion of a logbook detailing total number of hours completed at each placement site and the activities undertaken during these hours. This logbook will be completed via Excel spreadsheet and is reviewed by the Clinical Placement Office;
- b) Completion of a Record of Student Engagement detailing total number of hours completed and activities undertaken for each placement site, to be signed by placement supervisor/s;
- c) Completion of a number of case studies that utilise the SOAP note format detailing exercise assessment, prescription and delivery for clients encountered during placement. Please note that students will benefit from familiarizing themselves with, and starting on, this assignment at the commencement of their placement/s;
- d) Submission of a supervisor feedback report midway through (if placement exceeds 4 weeks' duration), and at completion of, each placement, indicating competency in each learning outcome;
- e) Submission of a Student Feedback Report at completion of all placement hours; and
- f) Successful completion of a practical examination at the end of Trimester 2 that further assesses practical competency in exercise assessment, prescription and delivery.

Supervisor Assessment of Learning Outcomes

Students are to be evaluated against six learning outcomes, which are underpinned by the Exercise Science Standards as set by Exercise & Sports Science Australia (ESSA). We expect that students should receive a **mark of 4 = meets the required standard of an entry-level exercise scientist** by the end of their placement. It is reasonable to interpret the learning outcomes as broadly as required in order to best fit the placement experience on offer. If at the mid-point of a student's placement you feel that the student is at risk of not reaching a mark of 4 by the placement's completion, please contact the Clinical Placement Office. If a student does not receive a mark of 4 for all learning outcomes at completion of placement, they will receive a fail grade for the unit. Please refer to the EXSC322 Supervisor Feedback Report on the [Practicum Supervisor's Portal](#) for further instructions.

Continuing Professional Development (CPD) Recognition

If you are an AES, AEP, Accredited Sports Scientist or Accredited High Performance Manager, you may claim CPD points for student supervision, under Category 4: Community Service. For 40-100 hours of student supervision, you may claim 4 points; for 101-200 hours, you may claim 6 points; and for 201-300+ hours, you may claim 8 points. To do so, you will require a letter from the student or the university documenting the nature of the hours supervised. This will be provided to you by the Clinical Placement Office at completion of the student's placement.

UNE Library Access

To thank you for your support of UNE and supervision of our students, we offer our supervisors access to the UNE library. To gain access, please navigate to the [Practicum Supervisor's Portal](#) and follow the instructions under "Library Access".

Guidelines for Managing Student Issues

Under the conditions of the UNE Placement Agreement "any disputes and or grievances that arise are agreed to be resolved in good faith and within a reasonable timeframe." Where a concern is identified, the placement supervisor must first take reasonable steps to discuss the matter with the student.

Where the matter is not able to be resolved on site, the Clinical Placement Office must be notified.

Where the grievance is not of a litigious nature, the Clinical Placement Educator implements a course of action to resolve the issue. This may include, but is not limited to:

- Disciplinary action for students
- Implementing remedial learning activities for students
- Monitoring of students/supervisors activities via increased phone consultation
- Guidance on effective supervision for supervisors
- Feedback to supervisors/students
- A practicum site visit
- Termination of the practicum placement

Where the Clinical Placement Educator is not able to resolve the matter, notice is given to the Course Coordinator for resolution.

Examples of problems that may arise include:

- Irresponsible or unprofessional behavior by the student
- A personality clash between supervisor and student
- Poor performance in one or more areas
- Threatening or harassing behavior
- Poor punctuality
- Students failing to take responsibility for their actions
- Failure to adhere to business protocols
- Unprofessional appearance or failure to wear UNE practicum shirt

Discipline, Control and Welfare of Students

Welfare

- 7.1 Welfare of students is UNE's responsibility. UNE may at any time, for the welfare of a student, cancel a Placement.
- 7.2 If UNE cancels a Placement, UNE will advise the Placement Organisation Coordinator as soon as possible.
- 7.3 Discipline and control of students is UNE's responsibility. UNE acknowledges, however, that the Placement Organisation may direct a student about appropriate client care.
- 7.4 If the Placement Organisation is not satisfied that a student is competent to perform an allotted task, or that a student does not, or cannot, conduct their working practice in a safe and professional manner, then the Placement Organisation may, acting reasonably, do any or all of these things:
 - 7.4.1 restrict access by that student to clients;
 - 7.4.2 direct that student to leave the Placement Organisation's premises; or
 - 7.4.3 take any other steps the Placement Organisation considers reasonable to ensure the student complies with a direction given under clauses 7.4.1 or 7.4.2.

Work Health and Safety

During placements all students are obliged to work under the Workplace Health and Safety Act 2000 to facilitate and uphold health and safety. Students are expected to:

- Work safely at all times within the work environment
- Cooperate and follow reasonable instructions
- Wear, use and care for protective equipment where provided
- Not wilfully endanger the safety of themselves or others

Injuries and Accidents

If a student is injured during their placement they must follow the procedures set by the Health Facility in which they are located. They must also report the injury immediately to the Clinical Placement Office. If an injury is received, students should complete an incident report. Any incident report completed during the placement should be copied and provided to the Clinical Placement Office, so it can go on record for UNE Work Health and Safety (a link to the form can be found on the UNE Student and Practicum Supervisor Portal).

Working while on Placement

Due to professional and ethical responsibility, students are to be well prepared for placement, and have an obligation to be well rested prior to their placement. Being employed full or part time during the placement period does not allow students to meet this obligation, as there are work health and safety implications associated with this practice.

Students who work full or part time hours whilst attending placement are placing themselves at risk under work health and safety legislation and may also be at high risk in the event of any litigation from adverse outcomes. Students are expected to discuss any external work/family commitments that may affect their ability to engage in their placement with the Clinical Placement Office and their placement supervisor.

Professional Conduct During Placement

During the placement, students are expected to work in a professional manner and uphold the standards required. They are also ambassadors for UNE and a guest in your facility. As such, they must be aware of and display an appropriate professional appearance, attitude and conduct during each placement.

Students are required to comply with The University of New England Act of 1993 and with the University of New England Rules. It is also an expectation that all supervisors and students are aware of and follow ESSA's Code of Professional Conduct and Ethical Practice. To read the full ESSA Code of Professional Conduct and Ethical Practice - follow the link below: (please copy and paste this link into a browser)

<https://www.essa.org.au/wp-content/uploads/2011/08/Code-of-Ethics-and-Professional-Conduct.pdf>

Students have a legal and moral obligation to maintain confidentiality. The legal and ethical responsibilities to ensure privacy and confidentiality for patient/clients and agencies begin as a student and are expected to remain throughout their professional life.

