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While all reasonable efforts have been made to ensure that the information contained herein is correct at the time of going to press, matters covered by this publication are subject to change.

Exercise and Sports Science reserves the right to introduce such changes (including addition, withdrawal or restructuring of papers and programmes) as it may judge to be necessary or desirable.
Welcome

Dear Supervisor,

Thank you for joining our practicum program as a supervisor. We very much appreciate your time and effort.

This handbook contains all the information and links to additional resources a supervisor in our practicum program needs to successfully supervise UNE students in their workplace.

This handbook is focused on providing you a step-by-step guide to supervising a student placement to completion. Don't hesitate to contact the practicum staff for further information at any point during the placement.

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

Kind Regards

Dr Adrian Gray
Clinical Placement Educator
UNE Practicum Program Overview

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Practicum Program Units (by course and year of study)
Supervising a Placement - Process Map

Review
• The hours and experiences needed by the student
• HETI resources

Understand
• Your responsibilities and your students!
• What knowledge and skills the student will present with

Discuss
• Site specific expectations of with your student
• Placement logistics

Commence
• Start the student placement
• Use supervisor resources to supervise effectively - via UNE Supervisor Portal http://www.une.edu.au/about-une/academic-schools/school-of-science-and-technology/study-areas/exercise-and-sports-science/practicum-supervisors-portal

Monitor
• Monitor student progress and conduct- contact practicum staff immediately if there are any concerns

Assess
• Assess student's work and provide feedback via InPlace at halfway and at conclusion of placement.

Sign
• Confirm logbook entries at halfway and conclusion of placement
• Complete and sign reference forms at conclusion of placement

Finished!
• The placement is finished. THANK YOU!

EXSC380 Unit Requirements

**Hours needed:** A minimum of 140 hours

**Student experience needed:**

<table>
<thead>
<tr>
<th>Exercise Delivery (&gt;60% of time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Conduct client assessments</td>
</tr>
<tr>
<td>• Exercise planning &amp; prescription with client</td>
</tr>
<tr>
<td>• Exercise leadership e.g. client exercise session monitoring and program management</td>
</tr>
<tr>
<td>• Exercise plan evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation/Observation (&lt;35% of time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Case preparation and planning (without client)</td>
</tr>
<tr>
<td>• Reading/research to prepare for a client service</td>
</tr>
<tr>
<td>• Participation in case meetings/conferencing</td>
</tr>
<tr>
<td>• Observing practitioner providing services + discussion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration (&lt;5% of time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Record keeping and data input</td>
</tr>
<tr>
<td>• Using client management software</td>
</tr>
<tr>
<td>• Billing</td>
</tr>
<tr>
<td>• Education workshops not specific to a clients treatment plan</td>
</tr>
</tbody>
</table>

**Working with:**

<table>
<thead>
<tr>
<th>Apparently Healthy Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clients have no known pathologies</td>
</tr>
<tr>
<td>• Clients not participating in an exercise intervention for a specific purpose (e.g. to manage a condition or injury)</td>
</tr>
<tr>
<td>• Clients exercising to prevent chronic disease/injury</td>
</tr>
<tr>
<td>• Clients training for sports/athletic performance</td>
</tr>
</tbody>
</table>

**Notes:**

- Supervisor: student ratios may be up to 1:5, however at least some supervision must be 1:1.
The Health Education and Training Institute (HETI) undertakes a core role in supporting the NSW Health system in its education and training requirements.

HETI works closely with local health districts (LHDs), specialty health networks (SNs), other public health organisations and health education and training providers to ensure the development and delivery of health education and training across the NSW Health System.

The Allied Health Portfolio of HETI aims to develop clinical education and training through innovation and collaboration, build partnerships to promote excellence in clinical education and training and be open and transparent in conducting our work through knowledge and information exchange.

HETI has produced two comprehensive guides on workplace learning and supervision in allied health. These are also largely applicable to sports/performance based workplaces also.

To ensure you have a good understanding of what it means to be a supervisor and “how to supervise”, please read through these guides in preparation for your upcoming student placement. They will also serve as useful resources during your placement. Use the links below to access these resources.


**The Superguide** - The Superguide: a handbook for supervising allied health professionals.


**Note** - as these documents are updated regularly, please check following the links above to download the latest version.
Supervisor Responsibilities

In addition to the responsibilities outlined in the ‘Placement Agreement’ the supervisor should aim to:

• Serve as a role model, instilling professional values and attitudes
• Serve as a learning resource for the student
• Interview the student to assess their knowledge and experience at the beginning of the training period and discuss strengths and weaknesses openly with the student
• Discuss the learning objectives of the student and create a basic plan
• Meet on a regular basis to discuss issues, review progress, discuss learning topics in the training plan
• Attempt to expose the student to a full range of professional services
• Provide positive, developmental feedback during the learning process.

Student Responsibilities

On practicum, students are responsible for:

• Contacting their supervisor to discuss start/finish times and any other requirements necessary in the workplace at least a week before commencing the placement
• Arriving at the practicum site on time and completing the required hours
• Informing their supervisor promptly of any anticipated change to your arrival/departure times
• Reporting to their supervisor immediately if unwell and unable to attend the workplace
• Displaying their identification/name badge at all times whilst in working hours
• Dressing in a professional manner and wearing their UNE Exercise & Sports Science shirt
• Behaving professionally and cooperatively with their supervisor, other staff and clients
• Obeying their legal responsibilities as specified by UNE
• Abiding by the ESSA Code of Professional Conduct and Ethical Practice
• Confidentiality of patients, staff and business
• Being thoughtful, responsible and respectful
• Getting the most out of their practicum!

Code of conduct

It is an expectation that all supervisors and students, are aware of, and follow ESSA’s code of professional conduct.

To read the full ESSA Code of Professional Conduct and Ethical Practice – follow the link below: (paste the link into a new browser window)

Students Current Knowledge and Skills

All students will be required to hold First Aid/CPR certificates and a Working with Children Check that will remain current for the duration of the trimester/placement.

Students commencing practicum in EXSC380 should be able to:

1. Understand basic anatomical and physiological concepts central to health and performance related physical fitness;
2. Determine an individuals' readiness to participate in exercise testing or training, by selecting and performing appropriate pre-exercise screening and risk stratification procedures;
3. Prepare, perform and interpret measurements of health and performance related physical fitness components, including: resting and exercising CV measures, body composition, muscular strength/power/endurance, flexibility and ROM, cardio respiratory fitness (sub maximal), high intensity exercise capacity and functional performance;
4. Prepare and perform a clinical exercise test, including interpretation of common ECG rhythms;
5. Critique health and fitness assessment protocols and equipment, based on physiological/anatomical assumptions, and the concepts of validity, reliability, standardization, verification and calibration;
6. Use physiological and performance measures to guide exercise prescription;
7. Understand the types/modes of exercise used to improve components of health, fitness and athletic performance;
8. Apply principles of exercise prescription to develop evidence based exercise interventions;
9. Lead individuals and groups through exercise training sessions/programs, through observation and facilitation of correct movement patterns;
10. Monitor and manipulate long term exercise interventions in response to client goals, chronic adaptations and barriers to exercise; and
11. Identify when client needs exceed their level of training and refer on to appropriate professionals.
Preparing the student for practicum

Once the placement agreement has been executed, expect a phone call from your student wanting to plan their placement

Students have been advised to ask the following questions of their supervisors:

- What type of tasks/responsibilities could I expect to be given?
- To help me plan transport/accommodation, where will I conduct this work? Is it all in the one place?
- To help me plan transport/accommodation, what can I expect the hours of work be? E.g. shift start and finish times/days per week?
- How many hours do you think I would be able to complete with you?
- In order to complete these hours, what would be a good date to start the placement? When would I finish?
- What is the dress code at your workplace? I have a UNE Polo shirt, would it be acceptable to wear this with…?
- Do you require me to wear a name badge?
- I have my First Aid, CPR, “…” certifications. Is there anything else I must have before commencing a placement with you?
- My supervisor would be required to "sign off" the hours I complete in a logbook, would the supervisor be OK with this?

** The student will need to provide practicum staff with your estimated start/finish dates prior to commencing the placement.**

In addition to any questions the student has, this is your opportunity to ask the student any questions you may have of them e.g. what are your career aspirations and to outline any specific requirements they need to be aware of whilst working at your site.
Commence the placement

Getting Started

Placement start dates and times are to be arranged between you and the student. In the unlikely event that the student does not arrive onsite on the agreed start date please contact the Clinical Placement Coordinator.
Student Progress and Conduct (Grievances)

Under the conditions of the 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 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 Educator 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 Head of School (HOS), and the Academic Registrar (as per placement agreement) for resolution. For further information refer to UNE’s Grievance Mediation Policy and Procedure

Initially the problem will be discussed and if not resolved, escalation will be as follows:

1. Contact UNE Clinical Staff
2. Contact Clinical Placement Coordinator
3. Contact Head of School
4. Contact Registrar

• Resolved
Assessment and Student Evaluation
(To be completed on InPlace)

Throughout the clinical placement of your student/s, you will be required to complete tasks on InPlace, our online clinical placement management system. This tool will be used to manage placement and student details, confirm student practicum logbooks electronically, halfway through the placement and at its completion, and complete halfway and final supervisor reports.

Your InPlace login details will be emailed to you prior to commencement of student placements.

To access the website go to:
(copys and paste into a browser window if required)

You will be required to:

a) Complete Supervisor Feedback Report halfway through and at completion of, each student placement. This is found via the InSight tab on your InPlace home page. Please see appendix for further instructions.

b) Confirm Student Logbook entries halfway through and at completion of each student placement. This will be done via InPlace. Please see appendix for further instructions.

c) Sign completed logbook and reference forms at completion of placement (physically or electronically). Your placement student/s will be responsible for ensuring that this is completed.

Supervisors have two assessment duties:

1. CHECK and SIGN LOGBOOKS

Students are required to keep a logbook of all hours completed under your supervision to successfully pass the practicum unit. The presentation and content of this handbook is the student's responsibility. Your role is essentially to confirm that the hours and experiences logged are true and correct. The Supervisor Portal will show examples of how they should be completed. Please sign each entry of the logbook.

Logbooks should be checked and signed at two time points:

- Half way through the placement
- At the conclusion of the placement
2. SIGN THE SUPERVISOR REFERENCE FORM

Students must provide a summary of their hours. This is known as the ‘supervisor reference form’. It is the student’s responsibility to enter the summary of hours. Your role is to confirm that the hours and experiences claimed are true and correct. You must indicate that a student is “competent” by checking the box for them to pass the unit. If you do not feel a student is competent please contact the Clinical Placement Educator. Students must have this completed and signed by their supervisor in order to pass the unit.

*Supervisor reference forms only need to be completed at the conclusion of the placement.*
APPENDIX A – InPlace Overview

a) Logbook Approval

This is your InPlace home screen as an Agency Supervisor. The top task bar contains a Home page link, a Personal Details link, an FAQ link, a Calendar link and a Placement link. The Placement link provides details on upcoming placements.

The first ‘widget’ on your home page contains information regarding submitted logbook entries. As you can see, this image details the number of submitted logbooks for a test student.

The second ‘widget’ provides a snapshot of upcoming placements.

By clicking on the number of submitted logbooks in the first widget above, you are taken to the Log Book Detail List screen. This provides further detail about the log book entries to be approved. This image lists one log book entry that needs to be approved by the student’s supervisor.
By clicking on the Date of the logbook entry above, you are taken to this screen. This allows you to review the logbook entry and make any necessary comments. You are then able to approve, or revise, the logbook entry. If you select revise, the student will receive a notification of this and will need to edit the logbook entry.

By selecting Approved, the student’s entry will disappear from the Log Book Detail List on your return. The ‘widget’ on the top left section of the screen allows you to filter the log book entries according to status. By filtering those ‘approved’, you will see the logbook entry that you have approved.

If you need to approve a number of logbook entries, you can simply select all from the list and ‘Choose an Action’, selecting the action required.

b) Supervisor Feedback Reports
On your home screen, you will see a ‘widget’ entitled ‘Response Required’. These links are the Supervisor Feedback Reports that require submission midway through and at completion of student placement/s.

By clicking on one of the links, you are taken to the survey screen. There are a number of questions as you scroll down, and you are required to select the most appropriate response, then click Submit.