



## GUIDELINES FOR CLINICAL PLACEMENTS

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This booklet outlines the aims, assessment and areas of responsibility for POR1CEA, POR2CEB, POR4CED/H, Clinical Education A, B and D/H. Students, Clinical Supervisors and NCPO staff are advised to read the document prior to commencement of the placement.

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### CONTENTS

<b>2007 Calendar</b> .....	<b>3</b>
<b>2008 Calendar</b> .....	<b>4</b>
<b>SUMMARY OF STUDENT AND CLINICAL SUPERVISOR RESPONSIBILITIES</b> .....	<b>5</b>
<b>Student Responsibilities: all students</b> .....	<b>5</b>
Student Responsibilities: POR1CEA and POR2CEB .....	5
Student Responsibilities: POR4CED; POR4CEH .....	6
<b>Clinical Supervisor Responsibilities: all placements</b> .....	<b>6</b>
Clinical Supervisor Responsibilities: POR1CEA, POR2CEB .....	6
Clinical Supervisor Responsibilities: POR4CED, POR4CEH.....	6
<b>AIMS &amp; OBJECTIVES</b> .....	<b>7</b>
POR1CEA Clinical Education A.....	7
POR2CEB Clinical Education B.....	8
POR4CED/H Clinical Education D/H .....	9
<b>ASSESSMENT</b> .....	<b>10</b>
Minimum Requirements.....	10
Clinical Performance .....	10
Unsatisfactory grades.....	11
<b>POLICY FOR AWARDING GRADES.</b> .....	<b>11</b>
<b>GRADING FOR CLINICAL EXAMS</b> .....	<b>12</b>
Patient consultation: .....	12
Written Case Scenario:.....	12
<b>PROGRESS REPORTS</b> .....	<b>13</b>
<b>PREFERENCES</b> .....	<b>13</b>
<b>INSURANCE</b> .....	<b>13</b>
<b>PAYMENT OF STUDENT</b> .....	<b>13</b>
<b>HOURS OF ATTENDANCE</b> .....	<b>14</b>
<b>ABSENTEEISM</b> .....	<b>14</b>
<b>SPECIAL REQUIREMENTS</b> .....	<b>14</b>
<b>ISSUES OF CONCERN</b> .....	<b>15</b>
<b>TERMINATION OF PLACEMENT</b> .....	<b>15</b>
<b>STUDENT PRESENTATION AND BEHAVIOUR</b> .....	<b>16</b>
Apparel .....	16
Behaviour and responsibilities .....	16

Professional ethics: confidentiality .....	16
<b>CONFIDENTIALITY AGREEMENT</b> .....	<b>17</b>
<b>FACULTY OF HEALTH SCIENCES HEALTH PROCEDURES POLICY</b> .....	<b>19</b>
<b>FACULTY OF HEALTH SCIENCES POLICE CHECK PROCEDURES</b> .....	<b>20</b>
<b>FACULTY OF HEALTH SCIENCE WITHDRAWAL FROM CLINICAL PLACEMENT</b> .....	<b>22</b>
<b>POR1CEA CLINICAL EDUCATION A</b> .....	<b>24</b>
AIMS & OBJECTIVES .....	24
POR1CEA Logbook.....	24
POR1CEA Assessment Forms .....	25
<b>POR2CEB CLINICAL EDUCATION B</b> .....	<b>29</b>
AIMS & OBJECTIVES .....	29
POR2CEB Assignment.....	29
POR2CEB Assessment Forms .....	30
<b>POR4CED CLINICAL EDUCATION D</b> .....	<b>36</b>
AIMS & OBJECTIVES .....	36
POR4CED/H Clinical Education Symposium Days.....	36
Overseas Placements.....	36
POR4CED/H Clinical Examinations .....	37
Definitions of Satisfactory .....	39
Example Referral used in POR4CED/H Clinical Exams Part 1 .....	40
POR4CED/H Assessment Forms .....	41
<b>POR4CEH CLINICAL EDUCATION H</b> .....	<b>47</b>
AIMS & OBJECTIVES .....	47
POR4CED/H Clinical Examinations .....	47
POR4CED/H Clinical Education Symposium Day.....	47
Overseas Placements.....	47
Example Referral used in POR4CED/H Clinical Exams .....	47
POR4CED/H Assessment sheets.....	47

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## 2007 CALENDAR

Week starting		University dates	Clinical Education dates	Placement weeks
1-Jan				
8-Jan				
15-Jan				
22-Jan				
29-Jan				
5-Feb			<b>Pre-placement Symposium Day this week.</b>	
12-Feb			<b>4th Year Block 1 Placements and Honours Placement start (8 weeks)</b>	1
19-Feb		Orientation		2
26-Feb	1	Semester 1 (13 weeks)		3
5-Mar	2		4th Year Progress Reports Wed 7	4
12-Mar	3			5
19-Mar	4		Clinical Supervisors & Examiners Meeting during Mar/Apr	6
26-Mar	5			7
2-Apr	6			8
9-Apr	7		<b>Symposium Day this week</b>	
16-Apr	7		<b>4th Year Block 2 Placements start (8 weeks)</b>	1
23-Apr	8			2
30-Apr	9			3
7-May	10		4th Year Progress Reports Wed 9	4
14-May	11			5
21-May	12			6
28-May	13			7
4-Jun		Study Vac 4-7, Exams 8		8
11-Jun		Exams (3 weeks)		
18-Jun			<b>Clinical Exams 2-3 days this week; Symposium Day following exams</b>	Clinical Exams
25-Jun				
2-Jul		Mid-year vacation (3 weeks)	<b>1st Year Block 1 Placements (1 week)</b>	1
9-Jul			<b>1st Year Block 2 Placements (1 week)</b>	1
16-Jul				
23-Jul	1	Semester 2 (13 weeks)		
30-Jul	2			
6-Aug	3			
13-Aug	4			
20-Aug	5			
27-Aug	6			
3-Sep	7			
10-Sep	8			
17-Sep	9			
24-Sep	10	Mid-semester vacation (1 week)		
1-Oct	11		Clinical Supervisors Meeting during Oct	
8-Oct	12			
15-Oct	13			
22-Oct	13			
29-Oct		Study Vac 29 - Nov 1, Exams 2		
5-Nov		Exams (3 weeks)	2nd year exams to be held in 1st week	
12-Nov			<b>2nd Year Block 1 Placements start (3 weeks)</b>	1
19-Nov			2nd Year Progress Reports Wed 23	2
26-Nov				3
3-Dec			<b>2nd Year Block 2 Placements start (3 weeks)</b>	1
10-Dec			2nd Year Progress Reports Wed 14	2
17-Dec				3
24-Dec				

## 2008 CALENDAR

Week starting	University dates	Clinical Education dates	Placement weeks
31-Dec			
7-Jan			
14-Jan			
21-Jan		<b>Pre-placement Symposium Day this week.</b>	
28-Jan		<b>4th Year Block 1 Placements and Honours Placement start (8 weeks)</b>	1
4-Feb			2
11-Feb			3
18-Feb	Orientation		4
25-Feb	1 Semester 1 (13 weeks)	4 <sup>th</sup> Year Progress Reports Wed 27	5
3-Mar	2		6
10-Mar	3		7
17-Mar	4	Clinical Supervisors & Examiners Meeting during Mar/Apr	8
24-Mar		<b>Symposium Day this week</b>	
31-Mar	5	<b>4th Year Block 2 Placements start (8 weeks)</b>	1
7-Apr	6		2
14-Apr	7		3
21-Apr	8		4
28-Apr	9	4 <sup>th</sup> Year Progress Reports Wed 30	5
5-May	10		6
12-May	11		7
19-May	12		8
26-May	13		
2-Jun	Study Vac 4-7, Exams 8	<b>Clinical Exams 2-3 days this week; Symposium Day following exams</b>	Clinical Exams
9-Jun	Exams (3 weeks)		
16-Jun			
23-Jun			
30-Jun	Mid-year vacation	<b>1st Year Block 1 Placements (1 week)</b>	1
7-Jul		<b>1st Year Block 2 Placements (1 week)</b>	2
14-Jul			
21-Jul	1 Semester 2 (13 weeks)		
28-Jul	2		
4-Aug	3		
11-Aug	4		
18-Aug	5		
25-Aug	6		
1-Sep	7		
8-Sep	8		
15-Sep	9		
22-Sep	10		
29-Sep	Mid-semester vacation (1 week)	Clinical Supervisors Meeting during Oct	
6-Oct	11		
13-Oct	12		
20-Oct	13		
27-Oct	Study Vac 29 - Nov 1, Exams 2		
3-Nov	Exams (3 weeks)	2nd year exams to be held in 1st week	
10-Nov		<b>2nd Year Block 1 Placements start (3 weeks)</b>	1
17-Nov		2nd Year Progress Reports Wed 23	2
24-Nov			3
1-Dec		<b>2nd Year Block 2 Placements start (3 weeks)</b>	1
8-Dec		2nd Year Progress Reports Wed 14	2
15-Dec			3
22-Dec			
29-Dec			

## SUMMARY OF STUDENT AND CLINICAL SUPERVISOR RESPONSIBILITIES

The following is a list of student and Clinical Supervisor responsibilities. This list may be used as a checklist to ensure that all requirements for the smooth organisation of placements are met.

### Student Responsibilities: all students

- Attend an introductory and pre-placement tutorial (notice via WebCT).
- Complete and submit to the Clinical Education Coordinator the Preferences Form (handed out during introductory tutorial).
- Complete and submit to the Clinical Education Coordinator the *Faculty of Health Sciences Confidentiality Agreement Form* (see page 17).
- Following allocation of placements, complete and submit a Victorian police check application if required. Application forms are available from the External Placements Officer reception.
- Complete a NSW Health Working With Children Check if required.
- Prior to commencing a placement, ensure that all nominated special requirements are met. Students will be advised if facilities have any special requirements (eg police check, vaccinations, etc.) when placements are allocated.
- At least two weeks prior to commencing a placement or undertaking travel in order to commence a placement**, contact the facility and confirm starting date, hours of attendance, etc. Alternative arrangements cannot be guaranteed by the NCPO or the Clinical Facility, where a student contacts the facility with less than two weeks prior to the placement (this includes reimbursement of travel expenses).
- Where a student is travelling by transport other than car to attend a clinical placement, the student is responsible for ensuring that all tickets are insured in the event of a clinical placement becoming unavailable due to unforeseen circumstances.

### Student Responsibilities: POR1CEA and POR2CEB

- At end of placement complete and submit written work and *Minimum Requirements Record Form* (located within the year specific Guidelines) to the Clinical Supervisor.
- POR2CEB students must also submit an electronic copy of their written work via WebCT.
- Review and sign assessment form and leave with the Clinical Supervisor.
- On resumption of the University year, attend an evaluation tutorial (notice via WebCT).

### **Student Responsibilities: POR4CED; POR4CEH**

- If intending to undertake a placement overseas, provide the Clinical Education Coordinator with all the information described in the section on Overseas Placements when submitting your Preferences Form.
- If allocated a NSW placement, complete and submit to the Clinical Education Coordinator a NSW Health Department Travel Bursaries Application Form. Application forms are available on request from the Clinical Education Coordinator.
- If allocated a TAS placement complete and submit to the University Department of Rural Health a Tasmanian Travel Bursaries Application Form. Application forms are available on request from the Clinical Education Coordinator.
- At end of placement, complete and submit *Minimum Requirements Record Form* (located within the year specific Guidelines) to the Clinical Supervisor.
- On completion of NSW placement, recipients of a NSW Health Department Travel Bursary must complete and submit to the Clinical Education Coordinator a Report within two weeks of completion of the placement.

### **Clinical Supervisor Responsibilities: all placements**

- During the allocation process, notify the Clinical Education Coordinator of any special requirements (eg. vaccinations, police check) the student must meet in order to complete their clinical placement at your facility.
- During the placement, notify the Clinical Education Coordinator of any difficulties or changes to the placement as they arise.
- At the end of the placement complete all necessary assessment (located within the year specific sections) and send to the Clinical Education Coordinator within two weeks of completion of the placement.
- Where possible, attend the biannual Clinical Supervisors Meetings (refer to the Clinical Education Calendar included in these Guidelines).

### **Clinical Supervisor Responsibilities: POR1CEA, POR2CEB**

- At the end of the placement, read the written work and forward to the Clinical Education Coordinator along with assessment forms within two weeks of the completion of the placement.

### **Clinical Supervisor Responsibilities: POR4CED, POR4CEH**

## **The Nature and Extent of Supervision Required for La Trobe University Bachelor of Prosthetics and Orthotics Students on Fourth Year Clinical Placements**

It is expected that the nature and extent of supervision will change over the duration of the clinical placement. Initially, supervisors should work closely with the student until the supervisor is satisfied that the student can work independently, safely and competently. It is expected that, by the completion of the placement, the student will be able to perform as an independent clinician with a minimum of supervision.

The supervisor is expected to work with the student to ensure that, during the placement, the student will meet the minimum requirements for the placement as set out in the attached POR4CED Clinical Education Student Record.

The supervisor is expected to monitor the student's progress according to the attached POR4CED Clinical Education Clinical Performance Assessment Form, to alert the student about aspects of their performance that are unsatisfactory and to guide the student's activity to rectify unsatisfactory aspects of performance.

## **AIMS & OBJECTIVES**

### **POR1CEA Clinical Education A**

#### **The aims of Clinical Education in first year are to:**

Orient students to clinical settings relevant to the prosthetist/orthotist.

Provide students with an opportunity to observe prosthetic and orthotic practice.

Allow students to observe the multidisciplinary team approach to health care.

Provide an opportunity for students to begin applying their theoretical knowledge and practical skills by setting simple clinical and technical tasks specific to the placement.

Introduce students to the clinical and organisational procedures necessary for appropriate prosthetic and orthotic client management.

Provide students with feedback on their individual placement performance.

#### **On completion of the placement it is expected that students will have:**

Observed typical prosthetic and orthotic practice.

Gained an understanding of the role of the prosthetist/orthotist in client care.

Initiated an understanding of the relationship between the prosthetic/orthotic staff and other health team members.

Demonstrated knowledge of basic prosthetic concepts.

Demonstrated basic practical skills in simple prosthetic and orthotic procedures when under supervision and with direction.

Gained an understanding of the fabrication processes used for a variety of devices in the facility.

Demonstrated an understanding of the code of conduct applicable to the facility and the professional standards expected.

Received constructive comments regarding their individual performance during the placement.

## **POR2CEB Clinical Education B**

### **The aims of Clinical Education in second year are to:**

Provide an opportunity for students to observe prosthetist/orthotists and other health professionals evaluating and treating clients requiring prostheses or orthoses.

Provide students with an opportunity to gain an appreciation of the interdisciplinary team approach to health care.

Provide an opportunity for students to reinforce their theoretical knowledge and practical skills by setting them clinical and practical tasks specific to the level of learning and the placement.

Familiarise students with clinical and organisational procedures necessary for appropriate orthotic/prosthetic client management.

Allow students, under guided clinical supervision, to undertake client treatment programs so that an expansion of practical and clinical skills can occur.

Provide students with constructive critical analysis of their clinical and practical skills and thereby provide them with feedback on their individual placement performance.

### **On completion of the placement it is expected that students will have:**

Gained knowledge of most of the prosthetic or orthotic devices provided within the facility.

Understood the philosophy of the facility clinical team and the relationship between the prosthetic and orthotic staff and other health team members.

Demonstrated knowledge of the rehabilitation management processes used for client treatment.

Demonstrated understanding of the differences between management of acute clients and rehabilitation clients.

Become familiar with the tools, equipment, techniques and processes that are used to fabricate, fit and align orthoses and prostheses.

Understood and implemented the code of conduct applicable to the facility so that professional standards are maintained.

Received constructive comments regarding their individual performance during the placement.

## **POR4CED/H Clinical Education D/H**

### **The aims of Clinical Education in fourth year are to:**

Enhance student skills and knowledge of prosthetic and orthotic activities in preparation for graduate practice.

Provide students with an opportunity to gain an appreciation of the interdisciplinary team approach to health care and to participate as a team member.

Provide an opportunity for students to reinforce their theoretical knowledge and practical skills by setting them clinical and practical tasks specific to the placement.

Familiarise students with clinical and organisational procedures necessary for appropriate prosthetic and orthotic client management.

Allow students, under guided clinical supervision, to undertake client treatment programs so that an expansion of practical and clinical skills can occur.

Provide students with constructive critical analysis of their clinical and practical skills and thereby provide them with feedback on their individual placement performance.

Provide students with an opportunity to gain an appreciation of the implications of cost on prescription and payment for treatment.

### **On completion of the placement it is expected that students will have:**

Gained knowledge of most of the prosthetic and/or orthotic devices provided within the facility.

Understood the fabrication processes used for the various devices in the facility.

Understood the philosophy of the facility clinical team and understand the relationship between the prosthetic/orthotic staff and other health team members.

Participated in the rehabilitation management processes used for client treatment.

Gained an appreciation of the differences between acute clients and rehabilitation clients.

Demonstrated sound clinical skills including assessment, prosthetic/orthotic prescription, casting, measuring and modifying techniques.

Demonstrated familiarity with the tools, equipment, techniques and processes that are used to fabricate, fit and align prostheses and orthoses.

Demonstrated an understanding of the code of conduct applicable to the facility and the professional standards expected.

Gained an appreciation of the principles and application of quality management in prosthetics and orthotics.

Gained an understanding of the implications of cost on prescription and prosthetic/orthotic treatment planning.

## ASSESSMENT

Assessment for all clinical education subjects will include assessment of:

- clinical performance and written work (POR1CEA and POR2CEB) by the Clinical Supervisor as nominated by the Clinical Facility

### AND

- written work by NCPO staff OR
- a clinical exam by NCPO staff and external Prosthetic and Orthotic clinician.

The Clinical Supervisor may choose to consider assessment completed by other Prosthetic and Orthotic clinicians as part of their final assessment of a student's clinical performance however the grading given by the nominated Clinical Supervisor will be accepted as the outcome of the placement.

The student must pass all components to complete the subject.

POR1CEA	POR2CEB	POR4CED	POR4CEH
1 placement of 35 hours	1 placement of 105 hours	2 placements of 280 hours each (total 560 hours)	1 placement of 280 hours
1 written logbook (See <b>POR1CEA Logbook located in the year specific Guidelines</b> )	1 written assignment (See <b>POR2CEB Assignment located in the year specific Guidelines</b> )	1 clinical examination (See <b>POR4CED/H Clinical Examinations located in the year specific Guidelines</b> )	1 clinical examination (See <b>POR4CED/H Clinical Examinations located in the year specific Guidelines</b> )

All students must for each placement:

- achieve at least the minimum requirement for each activity, as detailed on the *Minimum Requirements Record Form*; and
- achieve a satisfactory grade for Clinical Performance for each placement

**AND**, as required,

students must:

- achieve a satisfactory grade for the written logbook; or
- achieve a satisfactory grade for the written assignment; or
- achieve a satisfactory grade for the clinical examination.

### Minimum Requirements

See appropriate *Minimum Requirements Record Form* (located in the year specific Guidelines). The Clinical Supervisor should notify the University promptly if placement progress suggests that the requirements detailed on the form may not be met.

### Clinical Performance

It is the responsibility of the Clinical Supervisor to assess the student for performance in the following clinical areas:

POR1CEA	POR2CEB	POR4CED/H
Communication skills Work practices Prosthetic / orthotic processes Behaviour with staff and clients Observation skills	Communication skills Work practices Prosthetic / orthotic processes Behaviour with staff and clients Observation skills Physical assessment skills	Communication skills Work practices Prosthetic / orthotic processes  Physical assessment skills Prosthetic / orthotic prescription

The *Clinical Performance Assessment Form* should be used to document student performance and should be completed at the conclusion of the placement. The form should be signed by the student and the Clinical Supervisor to certify that both have read the completed form.

### **Unsatisfactory grades.**

Should the Clinical Supervisor deem the student's placement unsatisfactory (clinical performance or written logbook or assignment) this should be noted on the assessment forms returned to the Clinical Education Coordinator. The University, noting the Clinical Supervisor's assessment, assesses the logbook or assignment. Where either party, following discussion between the Clinical Education Coordinator and Clinical Supervisor, deems the assignment unsatisfactory the student may be given the opportunity to resubmit the assignment. This opportunity is dependent on the outcome of the Chief Examiner's Meeting held at the end of each Semester.

### **POLICY FOR AWARDING GRADES.**

Clinical Education subjects are graded on a Satisfactory/Unsatisfactory (P/N) basis.

#### **Satisfactory (P) Grade**

Students must obtain a satisfactory grade on all components of assessment to achieve an overall satisfactory grade (P) in the subject.

#### **Supplementary Assessment Hurdle (SAH) Grade**

All Clinical Education subjects have at least two components of assessment. Where a student receives an unsatisfactory grade on any component of a Clinical Education subject, the student may receive supplementary assessment (hurdle) (SAH) for the subject. A SAH may be awarded where the student has passed at least half of the assessment components for the subject and is deemed eligible for supplementary assessment at the Chief Examiner's Meeting.

For POR4CED, where a student receives an unsatisfactory grading for one of the two placements, that student will be advised to not sit the clinical examination at the completion of the Block 2 clinical placement. The student may be offered a Withheld result at the mid-year Chief Examiners meeting and may be offered a supplementary placement. Following satisfactory completion of the supplementary placement the student will be eligible to sit the clinical examination. A student may still choose to sit the clinical examination at the completion of the Block 2 clinical placement recognising that an unsatisfactory grade will result in failure of the subject.

For POR4CEH, where a student received an unsatisfactory grading for the placement that student will be advised to not sit the sit the clinical examination at the completion of the Block 2 clinical placement. The student may be offered a Withheld result at the mid-year Chief Examiners meeting and may be offered a supplementary placement. Following satisfactory completion of the supplementary placement the student will be eligible to sit the clinical examination.

In all cases, supplementary assessment will consist of repeating the components of assessment, which were unsatisfactory. If a clinical placement was assessed as unsatisfactory, the entire placement will be repeated. If an assignment or clinical examination was unsatisfactory, the assignment or clinical examination will be repeated

## **Unsatisfactory (N) Grade**

If a student: fails more than half of the components of assessment in a Clinical Education subject, receives an unsatisfactory grade in supplementary assessment or is deemed ineligible for supplementary assessment by the Chief Examiner's meeting, a fail (N) grade for the subject will be recorded. The student will be required to re-enrol and repeat the entire subject. In repeating the subject, partial credit will not be allowed for assessment components, which were satisfactorily completed, in earlier attempts.

## **GRADING FOR CLINICAL EXAMS**

Each POR4CED/H student must satisfactorily complete one clinical examination, which examines both prosthetics and orthotics. This examination consists of two parts:

Part 1: Patient consultation and

Part 2: Written Case Scenario.

In order to pass the clinical examination, a student must achieve a pass for both parts i.e. a pass for the Patient Consultation **AND** a pass for the Written Case Scenario. **Marks from each part are not combined for an overall mark.**

### **Patient consultation:**

Two examiners assess each student during the clinical examination in POR4CED/H Clinical Education D/H. Each examiner grades the student's performance on the form provided. A score of at least 50% (20/40 on the form currently in use) is required for the award of a satisfactory grade. The overall grade for the exam is established as follows:

### **Satisfactory**

A satisfactory grade is awarded if both examiners award a Satisfactory grade.

### **Unsatisfactory**

If both examiners grade the examination as unsatisfactory, the student receives an Unsatisfactory grade.

### **Borderline**

If one examiner awards an unsatisfactory grade and one examiner awards a satisfactory grade, the student will be advised that the result was Borderline. The student will be asked to attend a Confirmation of Results (COR) meeting within three working days of the examination. Two examiners will be present at the COR meeting and at least one of these will be from the original panel of examiners. At the COR meeting, the student will answer verbal questions regarding aspects of his / her clinical exam performance. These questions will specifically address areas in which the student's performance was considered unsatisfactory but may cover other areas as well. No details of the assessment will be provided to the student prior to the COR meeting. On the basis of the COR meeting, the examiners involved will award either a Satisfactory or an Unsatisfactory grade.

### **Written Case Scenario:**

Will be assessed as per University guidelines for examination assessment.

## **PROGRESS REPORTS**

Regular communication between the Clinical Supervisor and the student should occur to enable progress to be monitored and constructive comments to be given.

A verbal progress report should be provided to the University liaison staff member approximately half way through the placement. A University staff member will phone the facility and talk independently with the Clinical Supervisor and the student about the progress of the placement. Each facility will be notified of dates for the progress report when placements are confirmed.

## **PREFERENCES**

Students are given the opportunity to indicate where they would prefer to complete their clinical placements. Although preferences are taken into account when allocating placements, no guarantees can be made that preferences will be accommodated in all cases.

When indicating preferences students should note that by the end of the course they must have completed at least one orthotic, one prosthetic, one public and one private placement. Students cannot undertake a placement at a facility at which they do volunteer or paid work, or to which they have been to in a previous placement.

Since there are more students than facilities in Victoria, students can expect to be allocated placements interstate. The University can and will allocate students interstate placements whenever necessary.

When indicating preferences, fourth year students must nominate four Victorian facilities in one block and four interstate/overseas facilities in the other block at which to complete their placement. Students considering undertaking Honours should nominate their most preferred placements in the second block.

First and second year students are required to indicate three different preferences for one placement and are encouraged to nominate interstate facilities where possible.

## **INSURANCE**

While on clinical placement, the student is covered by the La Trobe University professional indemnity insurance policy for a limit of A\$10 million (A\$2 million for North America). A copy of the policy is available on the University home page:

<http://www.latrobe.edu.au/www/insurance/register/index.htm>

## **PAYMENT OF STUDENT**

It is not appropriate for the student to be paid by the facility while on clinical placement. Payment of the student will invalidate the Insurance cover provided by the University. Sponsorship of the student, through the provision of travel or accommodation assistance, is welcome. For example, some facilities provide accommodation to students of any year level whenever possible.

## TRAVEL BURSARIES

Travel bursaries are available to:

- Fourth year students undertaking a clinical placement in NSW. For further information, refer to the *NSW Health Department Travel Bursaries Information for Applicants*.
- Students completing placements in TAS. For further information, contact the Clinical Education Coordinator.
- Students completing placements at Whyalla Hospital and Health Services Inc.
- Students undertaking a placement more than 50 kms from their semester residence, who **do not** relocate to any residence of their parents, a relative, a friend or de facto partner in the area in which they undertake their placement are ineligible and who can demonstrate financial need are eligible to apply for the Faculty of Health Sciences, Clinical or Fieldwork Placement Scholarship Program.

## HOURS OF ATTENDANCE

POR1CEA	POR2CEB	POR4CED	POR4CEH
one placement of 35 hours over one week	one placement of 105 hours over three weeks	two placements each 280 hours over eight weeks	one placement of 280 hours over eight weeks

Daily hours of attendance will vary between facilities. The student and the Clinical Supervisor should negotiate an agreement for required work hours that suits the facility and ensures the placement duration requirement is met. **Students should phone the facility two weeks prior to beginning their placement to arrange hours to be worked.**

## ABSENTEEISM

The student must notify the Clinical Supervisor if he / she is unable to attend the placement and the absence must be documented on the *Clinical Performance Assessment Form*. Absence due to illness for more than:

**POR1CEA** 3 hours

**POR2CEB** 2 days

**POR4CED/H** 3 days

must be documented on a medical certificate.

For all students, at the discretion of the Clinical Supervisor, absences totalling more than:

**POR1CEA** 2 hours

**POR2CEB** 2 days

**POR4CED/H** 3 days

may be made up through the extension of work hours or through time added to the end of the placement.

## SPECIAL REQUIREMENTS

Students should note that an increasing number of facilities have special requirements that must be met prior to the commencement of the clinical placement. Special requirements may include a Police Check, proof of vaccination against Hepatitis B or other infectious diseases or provision of student's own safety gear e.g. respirator mask. While the Clinical Education Coordinator will endeavour to inform students of any special requirements, students should check with individual facilities upon confirmation of placement. A student attending a facility that requires a police check should refer to the attached *Faculty of Health Sciences Police Check Procedures* (located with these Guidelines)

## **ISSUES OF CONCERN**

The Clinical Education Coordinator should be contacted immediately if issues of concern arise during a placement. Other University staff may be contacted if the Coordinator is unavailable or if the involvement of other staff is warranted. Contact may be made by the Clinical Supervisor or by the student.

## **TERMINATION OF PLACEMENT**

If a student or Clinical Supervisor wishes for any reason to terminate placement, University procedures should be adhered to and the Clinical Education Coordinator informed immediately. For further information on procedures refer to the *Faculty of Health Sciences Withdrawal from Placement Procedures* (located within these Guidelines).

## STUDENT PRESENTATION AND BEHAVIOUR

### Apparel

Students are expected to wear their NCPO Clinical Uniform whilst on clinical placements. The required uniform is a blue and white shirt embodied with the NCPO logo, name badge, sand coloured pants, skirt or culottes and black closed toe shoes. This will ensure that the student dresses to convey respect for those with whom they will work and for their clients. Students are to be aware that dress standards may vary from facility to facility e.g. some facilities may require male students to wear a tie when consulting with patients. Students are expected to maintain a high level of personal hygiene and to be aware of safety requirements for clothing and footwear.

### Behaviour and responsibilities

Students are expected to conduct themselves in a courteous and respectful manner to supervisors, clients, student colleagues and other personnel with whom they will be in contact.

Students will probably be responsible to a particular person (eg. Clinical Supervisor) and should check with this person if uncertain of what is expected.

Students must be punctual and are expected to tidy up after working in a particular area.

The student should observe the formalities of the facility. For example, in some facilities:

- it may not be acceptable to address senior staff by their given names;
- staff members may stand back to allow senior staff to first enter a room or ward;
- it may be customary to check with the person responsible for a department or ward before entering.

### Professional ethics: confidentiality

Prior to their first clinical placement, students are provided with a handout and tuition on professional ethics and given the opportunity to discuss the topic.

Students are reminded that clients' records and much other information obtained during a placement are strictly confidential and should not be discussed with anyone outside the facility.

***The student must maintain the confidentiality codes of the facility, including client care and business affairs, in written work and in discussion during and after the placement.***

If the student is unsure about the status of some information, he or she should refrain from discussing that information.

Students are required by the University to sign a confidentiality agreement prior to commencing their placement. A copy of the agreement is included with these Guidelines: *Faculty of Health Sciences Confidentiality Agreement*. Students will be requested to read and complete the agreement and during the pre-placement tutorial held shortly before beginning their placement.

# CONFIDENTIALITY AGREEMENT



## Definitions

For the purposes of this agreement, the following definitions apply:

'Placement' means a clinical or work placement, fieldwork, internship or other professional placement that is undertaken as part of your course requirements, or the requirements for a subject in which you are enrolled.

'Agency' means a Hospital, Company, Local Council, Community Centre or other institution or organisation including one within the University at which the student is undertaking the placement. In the Confidentiality Undertaking, the expression, 'the Agency', refers to any Agency at which the student is undertaking a placement.

'Confidential information' means:

- (a) personal information or an opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion whether true or not. That is, information which allows an individual to be identified; or
- (b) any information that the Agency specifies as confidential; or
- (c) any information not on the public record and not available upon request that allows an individual or Agency to be identified.

This means material that can either be immediately identifiable (that is, an individual's or Agency's identity is immediately apparent from the information) or potentially identifiable (where further processes are required to determine the identity of an individual or Agency). Confidential information is not limited to written or electronic records or information conveyed verbally. It can appear in any form and be recorded on any medium. It may include such things as photographs, video recordings, x-rays or finger prints.

'Placement Coordinator' means the University staff member nominated to coordinate the placement activities of the student.

## Introduction

Privacy and the protection of confidential information is a serious issue and one of which all students need to be aware when undertaking a placement. Failure to do so can have legal ramifications. Students also need to be aware that confidentiality still applies after the placement has been completed. Confidential information learned whilst on placement should not be divulged at any time including during university based learning, without prior permission of the Agency.

Students are required to abide by the confidentiality procedures of the Agency at which the placement is being undertaken. Therefore, the following agreement has been developed to ensure students are aware of their responsibilities with regard to maintaining confidentiality of materials. Students should also be aware of any Code of Ethics or Code of Conduct governing their discipline. In some cases there are specific legislative requirements of which students should be aware; for example, section 141 of the Health Services Act 1988 governing confidentiality and the Legal Practice Act 1996 and relevant Practice Rules.

This agreement has been developed as a means by which the University may ensure that you understand your responsibilities. If you do not understand any part of this document or if you have uncertainties about its interpretation or application during the placement, you should discuss the matter with your Placement Coordinator. **Please read the Confidentiality Undertakings carefully.**

## CONFIDENTIALITY UNDERTAKINGS

- (i) I will seek out and comply with the laws, regulations, procedures and policies of the Agency relating to confidentiality.
- (ii) I will not disclose confidential information to any third party without the prior permission of the Agency.
- (iii) I will not use confidential information for any purpose other than the placement unless advised by my Placement Coordinator that ethics approval has been obtained for other specified uses.
- (iv) I will not remove original files, test booklets, forms or other confidential documents from the Agency without the written permission of the Agency.
- (v) I understand that I must obtain permission from the Agency in order to make copies of information required for the purpose of the placement.
- (vi) Unless I receive permission from the Agency to do otherwise, I will delete confidential information from **ALL** materials before they are removed from the Agency. This includes informal notes, transcripts of sessions, videos, tape recordings and any other material in any form recorded on any medium.
- (vii) I will remove all confidential details before transmitting information via electronic means such as facsimile, internet and email transmissions. I understand that information may only be transmitted after obtaining permission from the Agency.
- (viii) I understand that I must obtain permission from my Placement Coordinator to forward documents containing personal information to the Agency and to do this only via Certified Mail.
- (ix) I understand that my obligations under this Agreement continue to have full force and effect when I am no longer an enrolled student of La Trobe University.

**THIS AGREEMENT** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**BETWEEN**

**LA TROBE UNIVERSITY**

**AND** \_\_\_\_\_

*(Insert Student Number)*

*(Print Student Name)*

**SIGNED** for and on behalf of **LA TROBE UNIVERSITY**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Placement Coordinator. Please print name and title)*

### Declaration

I declare that I have read this confidentiality agreement and understand my responsibilities regarding the privacy and the protection of confidential information. I understand that a breach of this agreement may impact on the right to privacy of an individual or Agency and may lead to legal and/or disciplinary proceedings.

**SIGNED** by \_\_\_\_\_  
*(Signature of Student)*

\_\_\_\_\_  
*(Date)*

In the presence of

\_\_\_\_\_  
*(Signature of Witness)*

\_\_\_\_\_  
*(Date)*

## **FACULTY OF HEALTH SCIENCES HEALTH PROCEDURES POLICY**

This policy is currently under review by the Clinical and Professional Education Committee and applies primarily to students enrolled in courses that involve clinical or similar activities in which abnormal health risks are present.

It is suggested that students undergo a regular physical examination with a view to preventing or detecting disease.

To further reduce health risks, all students are strongly advised to comply with the recommendations of the Department of Health Tuberculosis Branch, as follows:

- (a) tuberculin testing prior to attending hospital clinics;
- (b) if the tuberculin test is naturally positive (that is positive with no previous BCG), this indicates previous infection with TB. In this case, for a positive reaction of less than 10 mm, a chest X-ray is recommended and, if normal, no further action, or for a positive reaction of 10 mm or over, a chest X-ray or referral to a chest clinic;
- (c) if the tuberculin test is positive and previous BCG vaccination has been given, a chest X-ray is recommended for a reaction of 10 mm or over;
- (d) if the tuberculin test is negative, a BCG vaccination is recommended. The tuberculin test should be repeated after six weeks. If it is still negative, a repeat BCG vaccination is recommended; and
- (e) the individual may have a routine chest X-ray for TB. The decision to have such an X-ray is at the discretion of the individual.
  - It is recommended that all students be immunised against hepatitis B.
  - It is recommended that all students be immunised against rubella, measles and mumps.
  - It is recommended that all students be up to date in their immunisation against poliomyelitis, diphtheria and tetanus. Students should check that these were given at the time of leaving secondary school.
  - Students with an infectious condition, such as HIV or HBV, should take every reasonable precaution to ensure that no other person is placed at risk of infection.

### **Emergency first aid training**

It is recommended that students undertake a course in emergency first aid during their course. Some Schools may have their own requirements.

**Reviewed October 1999**

## FACULTY OF HEALTH SCIENCES POLICE CHECK PROCEDURES

A number of agencies require students who undertake professional placement to be safety screened. The safety screening process applies where staff, volunteers or students are required to have contact with clients who are vulnerable. Clients who fall into the vulnerable category can be broadly defined as children, the elderly or the disabled.

The procedures for gaining a Police clearance vary between Victoria and New South Wales. The policy and procedures for both States are outlined below. Questions related to this policy and procedures should be directed in the first instance to the School Placement Coordinator who is the School representative on the Faculty Clinical and Professional Education Committee. Further questions should be directed to the Academic Officer.

### Victorian Placements

Safety screening is a records check conducted by the Victoria Police and can only be done with the consent of the individual in the case where the information is being released to an organisation outside the sphere of law enforcement.

Victoria Police does not usually conduct interstate or international checks. Interstate and International Checks are subject to the legislation of the state, territory or country where the person was or is a resident. Schools should ensure that students from interstate or overseas are made aware that they must obtain a Police Security Check from the relevant police force in their state, territory or country.

The Victoria Police charge a fee for the Police Security Check at a subsidised volunteer rate (approximately \$12.70 as of March 2005). **This fee will be paid by the student.** Students who undertake a placement in a Protection and Care program within the Department of Human Services (DHS) will normally be reimbursed by the DHS for the cost of the Police Security Check. Students should seek reimbursement from the appropriate region at the time of commencing their placement. Students who undertake a placement in an agency funded by Protection and Care will need to negotiate with the agency regarding possible reimbursement. Reimbursement of the fee will be at the discretion of the agency.

### Policy

1. Students will be responsible for making direct payment to the Victorian Police.
2. Schools/Departments will not receive money from students for Police Checks but may collate forms and payments to be sent to the Victoria Police *en masse*.
3. Students may refuse to give consent for a Police Security Check in which case they will need to discuss alternative placement arrangements with the School Placement Coordinator. Refusal may be for personal or financial reasons.
4. Students will be advised if safety screening is necessary to meet mandatory course requirements through the *University Course Handbook* and School Noticeboards.
5. A list of agencies used for student placements and those that require Police Security Check clearance will be compiled annually and will be available at the beginning of each academic year at each School Office.
6. Agencies requiring Police Security Checks will be identified on the Clinical Education Database.
7. As the responsibility and cost of obtaining a Police Security Check is incurred by the student, Schools should ensure that students are only requested to obtain a Police Security Check when it is necessary.
8. Administration of the safety screening process will be conducted by the Schools of the Faculty.
9. Staff who sign the *Consent to Check and Release Police Record* forms must be nominated signatories whose signatures are on record at the Victoria Police. Schools/Departments who wish to update their nominees should contact the Academic Officer.
10. Students will nominate themselves as the person nominated to receive the results of the Police Check.
11. The School Placement Coordinator will:
  - (a) inform the agency of the name(s) of the student(s) who will be undertaking a placement;
  - (b) inform the agency that each student has been requested to obtain a Police Security Check;
  - (c) inform the agency that each student should present the original copy of the result of the Police Security Check to a nominated member of staff of the agency.
  - (d) ascertain from the agency who the nominated staff member is to whom the student should present the original copy of the result of the Police Security Check
  - (e) inform the student of the name of this person prior to the student undertaking the placement

- (f) inform the agency that it is the decision of the agency as to whether or not to allow a student to commence the professional placement if the original copy of the Police Security Check is not presented

### Procedure

1. When students are required to undertake a placement where a safety check is necessary, the School will request the student to complete a Victoria Police *Consent to Check and Release Police Record* form supplied by the School.
2. The School Placement Coordinator will distribute the forms to the student who will complete the form nominating themselves as the person to whom the result is to be sent.
3. The student will return the form in person to the staff member of the School who has been nominated by the School to witness consent forms. The student must produce photographic proof of identity and a photocopy of this identification is required to be included with the submission to the Victoria Police
4. The staff member who witnesses the students *Consent to Check and Release Police Record* form will sign the form and provide the student with the Declaration of Volunteer/Student Status (CVF) number that will entitle the student to pay the reduced fee for the Police Security Check.
5. The student should attach payment made out to the Victoria Police and photocopied proof of identification to the *Consent to Check and Release Police Record* form and forward the form **directly to the Victoria Police.**
6. Schools/Departments may choose to collect and collate all completed forms and forward them directly to the Victoria police *en masse*, however payment should never be made out to the University by the students.
7. Victoria Police will conduct the security clearance check and forward the result to the nominated address on each *Consent to Check and Release Police Record* form. The check will take **approximately ten working days** regardless of whether the form is posted or hand delivered to the Victoria Police.
8. Upon receipt of the clearance result, the student must present the original copy of the result of their Police Security Check to a nominated staff member of the Agency on the first day of the placement or at a time prior to the placement nominated by the Agency. A photocopy of this certificate should not be made and the certificate is to remain the property of the student.
9. If the Agency refuses the student permission to commence the placement, the Agency must immediately notify the School Placement Coordinator.
10. Where a student does not gain security clearance, and an alternative placement is not available or all of a certain type of placement requires a Police Security Check clearance (e.g., a paediatric placement), the student should discuss alternative arrangements for satisfying the requirements of that particular placement with the School Placement Coordinator.

If a student refuses to undergo or fails a Police Security Check, and in the opinion of the School Placement Coordinator, the Head of School and the Dean that course requirements cannot be satisfied without placement in a setting requiring a Police Security Check clearance, the student will be notified in writing and will be advised of the consequences of being unable to undertake the placement, in terms of subject requirements, course requirements and registration requirements.

**Revised November 1999**

## **FACULTY OF HEALTH SCIENCE WITHDRAWAL FROM CLINICAL PLACEMENT**

### **Interpretation**

For the purposes of this policy and the procedures herein, the following definitions apply:

'Placement' is the placement of a student into an Agency as part of the course requirements in order to gain experience from a workplace environment.

'Agency' is the facility or workplace environment in which the student undertakes professional placement and is deemed to be part of the Faculty.

'Supervisor' is the person or persons entrusted by the Faculty to oversee the professional placement according to the educational outcomes negotiated between the Faculty and the Agency. This person is able to give lawful direction to the student and is authorised by the University to ensure the safety of any person, the preservation of any property and the maintenance of good order.

'Placement Coordinator' is the person nominated by the School or Department to coordinate the student placement activities of that School or Department. Normally this person would be the academic course representative on the Faculty Clinical and Professional Education Committee.

'Placement Supervisor' is a person nominated by the School or Department to supervise student placements.

'Student' is defined as a person who is enrolled at the time of the placement and is placed at the Agency for the purpose of gaining experience in a workplace environment as part of course requirements. These procedures do not apply to volunteer work experience negotiated by the student outside of approved course requirements.

These procedures cover situations involving unsafe or unsatisfactory student performance in such professional placements. Decisions taken under this section are subject to any special arrangements or agreements made between the Faculty and the relevant Agency.

### **Reasons for Withdrawal from Placement**

A student may be withdrawn from a placement where:

1. the student is consistently unable, after due instruction and guidance, to perform in a professional situation without an inappropriate or an unattainable degree of supervision from the Supervisor in relation to:
  - professional skills involving patient/client comfort or safety;
  - the performance of technical procedures already taught, demonstrated and practised in a prior professional or practical situation;
2. the student performs in a manner detrimental to the learning experience of other students;
3. the student breaches the legal, ethical or professional codes relative to professional work;
4. the student demonstrates gross negligence in the performance of an assigned duty.

### **Procedures**

Where the Supervisor is of the opinion that a student should be withdrawn from a placement, the procedures to be followed are:

1. The Supervisor will inform the School Placement Coordinator of the student performance necessitating withdrawal as soon as possible within 24 hours of the Agency requesting a student to leave the clinical setting or the Agency's premises.
2. The School Placement Coordinator should make arrangements for a second and independent report or assessment to be made concerning the student. This second report or assessment should be made by a School Placement Supervisor. The report should be submitted to the Head of School for consideration within one week of being notified of the student's withdrawal from placement.
3. Where the Supervisor is also the Placement Coordinator, the matter should be referred directly to the Head of School who should arrange for a second and independent report or assessment to be made concerning the student and for the report to be submitted to the Head of School for consideration.
4. On the recommendation of the School Placement Coordinator, the Head of School may:
  - (a) negotiate with the Agency for the student to resume the placement under such conditions as the Agency deems necessary without academic penalty to the student;

- (b) negotiate for the student to undertake a placement at another Agency without academic penalty to the student;
  - (c) deem that the student fails the placement at which time the result becomes part of the student's academic record to be considered at the Chief Examiners Meeting.
5. The student should be kept fully informed of the reasons for being withdrawn from placement and be given the opportunity to submit a written statement for consideration by the Head of School in determining the outcome. The student should be notified in writing of the reasons for being withdrawn and should be asked to submit a written statement to the Head of School within two weeks of the despatch of this notification.
  6. The outcome should be determined and conveyed in writing to the student within one week of the Head of School receiving all statements. The School Placement Coordinator should also arrange for a meeting with the student to explain the decision and offer counselling if required.

**Revised October 1999**

## POR1CEA CLINICAL EDUCATION A

### AIMS & OBJECTIVES

(located within these Guidelines)

### POR1CEA Logbook

The student is expected to keep a written record of the placement experience.

#### Content

The logbook should provide day by day detail of specific experiences and observations. When describing client management, the description should include an indication of pathology, aims of prosthetic/orthotic treatment and the steps taken to complete the procedure. If meetings, ward rounds, etc. are attended, the logbook should indicate the type of meeting attended and generally describe the business of the meeting and the input of the prosthetist/orthotist. The student should record observations made and is welcome to write about his/her reactions to experiences.

#### Format

The logbook may be presented in handwritten or word-processed format. Although the length of the logbook will vary according to the placement, at least one page per day (~300 words per day) is usual.

The title page should include the subject name and code, the student's name and student number, the name of the facility, the name of the Clinical Supervisor, the name of the Subject Coordinator and the dates of the placement. Each day should be indicated as a separate section through the use of headings. Experiences within each day may be divided according to activity or time.

Language appropriate for a first year student in a clinical setting should be used. If unsure of terminology, the student may refer to the prosthetics and orthotics manuals, reference books or ask the Clinical Supervisor for assistance. A description of the situation, rather than precise terminology, is acceptable. For example: "a transfemoral amputation because of bone cancer" is acceptable as a less precise description of "a transfemoral amputation because of osteosarcoma in the proximal tibia".

#### Confidentiality

***The student must maintain the confidentiality codes of the facility, including client care and business affairs, in written work and in discussion during and after the placement.***

It is ***not appropriate*** to write names of persons in the logbook or to allow the identification of individuals in any way. Initials, an abbreviation or a description may be used.

Some acceptable examples are:

- SP, an 87 year old man...
- Miss P, a young woman who had a transtibial amputation six weeks ago...
- the Orthotist decided...
- a client with an ulcerated right foot...
- an 18 year old athlete...

It is ***not appropriate*** to write about particular aspects of the facility business in a way that compromises the confidentiality of the business. The student should seek advice from the Clinical Supervisor before writing about such issues. If the student is unsure about the status of some information, he or she should refrain from discussing that information.

#### Submission

The logbook must be submitted to the Clinical Supervisor prior to the end of the placement (ie. by the final day of placement). The Clinical Supervisor will check the logbook for factual and appropriate clinical content and make comments on the logbook where required. They should forward the assignment and other assessment documents to the Clinical Education Coordinator for final assessment within two weeks of the completion of the placement. The University, noting the Clinical Supervisor's notations, will assess the logbook. Where the logbook is deemed unsatisfactory the student may be offered the opportunity to resubmit the assignment.



**POR1CEA CLINICAL EDUCATION A  
CLINICAL PERFORMANCE ASSESSMENT FORM**

	Unsatisfactory	Poor	Satisfactory	Good	Excellent	COMMENTS
	0	1	2	3	4	
<b>COMMUNICATION SKILLS (WRITTEN &amp; VERBAL)</b>						
* with clients						
* with staff						
<b>BEHAVIOUR</b>						
* demonstration of appropriate behaviour with clients						
* demonstration of courteous, respectful and appropriate behaviour with P&O & other staff						
* appropriateness of apparel						
<b>INITIATIVE &amp; MOTIVATION</b>						
* punctuality						
* appropriate use of time throughout the day						
* ability to ask relevant questions						
* ability to follow instructions						
<b>PROSTHETIC/ORTHOTIC PROCESSES</b>						
* performance of basic clinical tasks: assisting with casting, measurement, modification						
* performance of simple technical tasks						
<b>WORK PRACTICES</b>						
* ability to adapt to the facility i.e. moderating behaviour to suit the workplace						
* use of safe work techniques						
* neatness and attention to detail						
<b>TOTAL</b>						/ 56 (pass = sum of satisfactory column i.e. 28 / 56 (50%))

**POR1CEA CLINICAL EDUCATION 1 MINIMUM REQUIREMENT RECORD**

Minimum requirements for one placement of 35 hours (1 week).

**STUDENT NAME:** \_\_\_\_\_ **PLACEMENT DATE:** \_\_\_\_\_ **TO** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_ **CLINICAL SUPERVISOR:** \_\_\_\_\_

REQUIREMENT	BRIEF DESCRIPTION OF ACTIVITIES DONE BY STUDENT	TOTAL (aim)
<p><b>OBSERVE OR ASSIST IN ASSESSMENT</b> The student should observe and assist in assessment of at least three clients. Assessment techniques may be introduced by the Clinical Supervisor or instructor.</p>	<p>eg: 35yo man, LL asst AFO; 6yo boy, UL asst; TR myo prosth</p>	<p><b>(at least 3)</b></p>
<p><b>OBSERVE RECORD KEEPING</b> The student should observe treatment information being recorded for at least three separate occasions or service. Records should be in the format usually kept by the facility and may be collated within the medical record or within P&amp;O records.</p>	<p>eg: asst in P&amp;O files; adjust to prosthesis in med record</p>	<p><b>(at least 3)</b></p>
<p><b>OBSERVE AND ASSIST IN CASTING OR MEASURING OR MOULDING</b> The student should observe and assist in at least three of: * A cast being taken, * Measurements for an orthosis or a prosthesis being taken, * Moulding of a material directly on a client. Casting and measurement techniques may be introduced by the Clinical Supervisor or instructor.</p>	<p>eg: measurement for metal d.flex AFO; cast &amp; measure for TT pros</p>	<p><b>(at least 3)</b></p>
<p><b>OBSERVE MODIFICATION OF CAST OR TRACING</b> The student should observe at least one modification of a cast or tracing. Modification techniques may be introduced by the Clinical Supervisor or instructor.</p>	<p>eg: boston spinal cast; TF ischial containment cast; KAFO tracing</p>	<p><b>(at least 1)</b></p>
<p><b>OBSERVE FABRICATION</b> The student should observe fabrication of at least one orthosis or prosthesis. Fabrication techniques may be introduced by the Clinical Supervisor or instructor.</p>	<p>eg: EVA FOs; endoskeletal TT pros; Gillette AFO</p>	<p><b>(at least 1)</b></p>

<p><b>PARTICIPATE IN FABRICATION</b> The student should assist in the fabrication of at least one orthosis or prosthesis by completing basic practical tasks. Fabrication techniques may be introduced by the Clinical Supervisor or instructor.</p>	<p>eg: moulded AFO, polypropylene; assist with lamination of TF socket</p>	<p><b>(at least 1)</b></p>
<p><b>OBSERVE AND ASSIST IN FITTING AND ADJUSTMENTS</b> The student should observe and assist in the fitting and adjustment of an orthosis or prosthesis for at least three clients. Fitting and adjustment techniques may be introduced by the Clinical Supervisor or instructor.</p>	<p>eg: fitting of lumbosacral corset; adjust &amp; packing of TT socket</p>	<p><b>(at least 3)</b></p>
<p><b>MEETINGS</b> If possible, the student should attend at least one of the following: * Team meeting (eg: ward round, Xray meeting, case conference, outpatient clinic, prosthetic and/or orthotic prescription clinic) * Meeting between facility staff that relates to service provision (eg: tech. liaison, store keeping) The meeting may be formal or informal.</p>		<p><b>(at least 1)</b></p>
<p><b>OTHER</b> Additional activities undertaken during the placement should be recorded here. eg: attend a surgical procedure, home visit, external clinic etc.</p>		

**STUDENT:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please sign the form at the completion of the placement, to indicate that it is an accurate record of placement activity.**

**Return to:** Miss Angela Scardamaglia  
Clinical Education Coordinator  
NCPO, Division of Allied Health  
La Trobe University VIC 3086 Australia  
Phone: +61 (0) 3 9479 5037  
Fax: +61 (0) 3 9479 5036  
Email: A.Scardamaglia@latrobe.edu.au

## POR2CEB CLINICAL EDUCATION B

### AIMS & OBJECTIVES

(located within these Guidelines)

### POR2CEB Assignment

The student is expected to write an assignment of 1500 - 1750 words.

### Topic

During the first week of placement, the student and Clinical Supervisor should agree on an appropriate topic for the assignment. Examples of topics include: orthotic treatment of a particular pathology, the application and fabrication of an orthosis or a management issue relevant to that facility. The topic should involve a subject that is new to the student.

### Format

The title page should include the subject name and code, the student's number, the name of the facility, the name of the Clinical Supervisor, the name of the Subject Coordinator and the dates of the placement. A 'statement of authorship' page must be included to verify the originality of the student's work. Failure to include a 'statement of authorship' will result in the assignment being returned with a fail (N) grade.

Language appropriate for a second year student in a clinical setting should be used. If unsure of terminology, the student may refer to the lecture notes, reference books or ask the Clinical Supervisor for assistance.

### Confidentiality

***The student must maintain the confidentiality codes of the facility, including client care and business affairs, in written work and in discussion during and after the placement.***

It is ***not appropriate*** to write names of persons in the assignment or to allow the identification of individuals in any way. Initials, an abbreviation or a description may be used.

Some acceptable examples are:

- SP, an 87 year old man...
- Miss P, a young woman who had a transtibial amputation six weeks ago...
- the Orthotist decided...
- a client with an ulcerated right foot...
- an 18 year old athlete...

It is ***not appropriate*** to write about particular aspects of the facility business in a way that compromises the confidentiality of the business. The student should seek advice from the Clinical Supervisor before writing about such issues. If the student is unsure about the status of some information, he or she should refrain from discussing that information.

### Submission

The written copy of the assignment must be submitted to the Clinical Supervisor prior to the end of the placement (ie. by the final day of placement). An electronic copy must also be submitted via WebCT by the end of the placement. If the assignment is not submitted as outlined, it will be awarded a fail (N) grade.

The Clinical Supervisor will check the assignment for factual and appropriate clinical content and make comments on the assignment where required. They should forward the assignment and other assessment documents to the Clinical Education Coordinator for final assessment within two weeks of the completion of the placement. The University, noting the Clinical Supervisor's notations, will assess the assignment according to the NCPO assignment marking criteria. Where the assignment is deemed unsatisfactory the student may be offered the opportunity to resubmit the assignment.



**POR2CEB CLINICAL EDUCATION B  
CLINICAL PERFORMANCE ASSESSMENT FORM**

	Unsatisfactory	Poor	Satisfactory	Good	Excellent	
	0	1	2	3	4	COMMENTS
<b>COMMUNICATION SKILLS (WRITTEN &amp; VERBAL)</b>						
* with clients						
* with staff						
* use of professional language with health professionals						
<b>BEHAVIOUR</b>						
* demonstration of appropriate behaviour with clients, P&O staff & other staff						
<b>OBSERVATION SKILLS &amp; MOTIVATION</b>						
* ability to ask relevant questions & follow instructions						
* demonstration of initiative in seeking experience, offering assistance						
<b>PHYSICAL ASSESSMENT SKILLS</b>						
* use of safe techniques for patient & self						
* measurement of muscle strengths, joint ranges of movement, neurological status, gait analysis						
<b>PROSTHETIC/ORTHOTIC PROCESSES</b>						
* performance of clinical tasks: casting, measurement, modification						
* performance of clinical tasks (ability to fit, adjust and evaluate orthoses)						
* performance of technical tasks						
<b>WORK PRACTICES</b>						
* ability to adapt to the facility						
* ability to work efficiently when performing tasks under supervision						
* use of safe work techniques						
* neatness and attention to detail						
<b>TOTAL</b>						/ 60 (pass = sum of satisfactory column i.e. 30 / 60 (50%))



**NATIONAL CENTRE FOR PROSTHETICS AND ORTHOTICS  
LA TROBE UNIVERSITY**

**POR2CEB CLINICAL EDUCATION B ORTHOTIC MINIMUM REQUIREMENT RECORD**  
Minimum requirements for one placement of 105 hours (3 weeks) where predominately or all consultations are orthotic management.

**STUDENT NAME:** \_\_\_\_\_ **PLACEMENT DATE:** \_\_\_\_\_ **TO** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_ **CLINICAL SUPERVISOR:** \_\_\_\_\_

REQUIREMENT	BRIEF DESCRIPTION OF ACTIVITIES DONE BY STUDENT	TOTAL (aim)
<p><b>PROVIDE TOTAL TREATMENT</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least two clients requiring <u>custom made</u> orthoses. Treatment should include: assessment, prescription, casting or measuring, manufacturing when appropriate, fitting, instruction regarding use, record keeping and review when possible.</p>		<b>(at least 2)</b>
<p><b>PROVIDE ADJUSTMENTS OR PREFABRICATED ORTHOSES</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least three clients requiring: * Adjustments to an orthosis. or * A prefabricated orthosis. Treatment should include: assessment, prescription, measurement, fitting, instruction regarding use and review when possible.</p>		<b>(at least 3)</b>
<p><b>RECORD KEEPING</b> The student should keep appropriate records for the treatment provided for at least five separate occasions of service. Records should be in the format usually kept by the facility and may be collated within the medical record or within P&amp;O records. These would usually relate to treatment provided as described above.</p>		<b>(at least 5)</b>
<p><b>PRESENTATION OF A CLIENT CASE HISTORY &amp; TREATMENT</b> The student should prepare and present a client case history and treatment report to a small group within the facility. This may be formal or informal and would usually relate to treatment provided as described above.</p>		<b>(at least 1)</b>

<p><b>MEETINGS</b>          If possible, the student should attend a variety of at least three of the following:          * Team meeting (eg: ward round, Xray meeting, case conference, outpatient clinic, prosthetic and/or orthotic prescription clinic)          * Meeting between facility staff that relates to service provision (eg: tech. liaison, store keeping)          The meeting may be formal or informal.</p>		<b>(at least 3)</b>
<p><b>OBSERVE AND ASSIST IN ASSESSMENT</b>          The student should observe and assist in assessment and information recording of at least four clients.          Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 4)</b>
<p><b>OBSERVE AND ASSIST IN CASTING OR MEASURING OR MOULDING</b>          The student should observe and assist in at least four of:          * A cast being taken,          * Measurements being taken for an orthosis,          * Moulding of a material directly on a client.          Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 4)</b>
<p><b>OBSERVE MODIFICATION OF CAST OR TRACING</b>          The student should observe at least one modification of a cast or tracing.          Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 1)</b>
<p><b>OTHER</b>          Additional activities undertaken during the placement should be recorded here.          eg: attend a surgical procedure, home visit, external clinic etc.</p>		

**STUDENT:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please sign the form at the completion of the placement, to indicate that it is an accurate record of placement activity.**

**Return to:** Miss Angela Scardamaglia  
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**NATIONAL CENTRE FOR PROSTHETICS AND ORTHOTICS  
LA TROBE UNIVERSITY**

**POR2CEB CLINICAL EDUCATION B PROSTHETIC MINIMUM REQUIREMENT RECORD**

Minimum requirements for one placement of 105 hours (3 weeks) where predominately or all consultations are prosthetic management.

**STUDENT NAME:** \_\_\_\_\_ **PLACEMENT DATE:** \_\_\_\_\_ **TO** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_ **CLINICAL SUPERVISOR:** \_\_\_\_\_

REQUIREMENT	BRIEF DESCRIPTION OF ACTIVITIES DONE BY STUDENT	TOTAL (aim)
<p><b>PROVIDE TOTAL TREATMENT</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least one client requiring a prosthesis or check socket. Treatment should include: assessment, prescription, casting, manufacturing when appropriate, fitting, alignment, instruction regarding use, record keeping and review when possible.</p>		<b>(at least 1)</b>
<p><b>PROVIDE ADJUSTMENTS TO EXISTING PROSTHESES</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least three clients requiring: * Adjustments to a prosthesis or check socket. ie: fit, alignment, componentry</p>		<b>(at least 3)</b>
<p><b>RECORD KEEPING</b> The student should keep appropriate records for the treatment provided for at least five separate occasions of service. Records should be in the format usually kept by the facility and may be collated within the medical record or within P&amp;O records. These would usually relate to treatment provided as described above.</p>		<b>(at least 5)</b>
<p><b>PRESENTATION OF A CLIENT CASE HISTORY &amp; TREATMENT</b> The student should prepare and present a client case history and treatment report to a small group within the facility. This may be formal or informal and would usually relate to treatment provided as described above.</p>		<b>(at least 1)</b>

<p><b>MEETINGS</b>  If possible, the student should attend a variety of at least three of the following:  * Team meeting (eg: ward round, X-ray meeting, case conference, outpatient clinic, prosthetic and/or orthotic prescription clinic)  * Meeting between facility staff that relates to service provision (eg: tech. liaison, store keeping)  The meeting may be formal or informal.</p>		<b>(at least 3)</b>
<p><b>OBSERVE AND ASSIST IN ASSESSMENT</b>  The student should observe and assist in assessment and information recording of at least four clients. Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 4)</b>
<p><b>OBSERVE AND ASSIST IN CASTING OR MEASURING</b>  The student should observe and assist in at least four of:  * A cast being taken,  * Measurements being taken for a prosthesis,  Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 4)</b>
<p><b>OBSERVE MODIFICATION OF CAST</b>  The student should observe at least one modification of a cast . Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 1)</b>
<p><b>OTHER</b>  Additional activities undertaken during the placement should be recorded here. eg: attend a surgical procedure, home visit, external clinic etc.</p>		

**STUDENT:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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## POR4CED CLINICAL EDUCATION D

### AIMS & OBJECTIVES

(located within these Guidelines)

### POR4CED/H Clinical Education Symposium Days

A symposium day at La Trobe University will be held prior to the commencement of Block 1 placements and at the conclusion of each placement block. All students are expected to attend each Symposium Day. Students on overseas placement may choose to attend if it is convenient or may negotiate special attendance requirements in advance of the scheduled date.

### Overseas Placements

Fourth year students who are contemplating overseas placements should be aware of the following information:

- Each student must sit the clinical examination in Australia, in the scheduled exam period.
- The student must provide contact details for overseas facilities and Clinical Supervisor (address, phone, fax, e-mail) when preference selection is made. Contact person must speak English.
- The student should ensure that the facility can offer clinical experience and provide supervision at a professional level (ie. the Clinical Supervisor should be eligible for AOPA membership).
- Prior to the end of second semester third year, students must provide the Clinical Education Coordinator with their own contact details for the summer, the duration of the placement and for a minimum of two weeks prior to and after the placement.
- Prior to leaving students must take out travel insurance. The Clinical Education Coordinator must be given a copy of the insurance policy for the Clinical Education Files.
- Students on overseas placements must maintain weekly e-mail or phone contact with the Clinical Education Coordinator throughout the duration of the placement and return messages when received from the Clinical Education Coordinator or other La Trobe staff member.
- Should it be necessary to terminate the placement, students and Clinical Supervisors should follow the *Faculty of Health Sciences Withdrawal from Placement Procedures* (located within these Guidelines) and inform the Clinical Education Coordinator immediately.

## **POR4CED/H Clinical Examinations**

Each POR4CED/H student must satisfactorily complete one clinical examination (two parts covering both prosthetics and orthotics) at the completion of the Block 2 clinical placement. (see Clinical Examination Grading elsewhere in the Guidelines) All clinical examinations will be conducted at the La Trobe University Bundoora Campus. The University will notify Clinical Supervisors, examiners and students of their allocated exam date.

The Clinical Supervisor should discuss the exam with the student prior to the exam date, to ensure the student understands the process and assist the student in preparing for the clinical exam.

### **Unsatisfactory grading for a placement**

For POR4CED, where a student receives an unsatisfactory grading for one of the two placements, that student will be advised to not sit the clinical examination at the completion of the Block 2 clinical placement. The student may be offered a Withheld result at the mid-year Chief Examiners meeting and may be offered a supplementary placement. Following satisfactory completion of the supplementary placement the student will be eligible to sit the clinical examination.

For POR4CEH, where a student received an unsatisfactory grading for the placement that student will be advised to not sit the sit the clinical examination at the completion of the Block 2 clinical placement. The student may be offered a Withheld result at the mid-year Chief Examiners meeting and may be offered a supplementary placement. Following satisfactory completion of the supplementary placement the student will be eligible to sit the clinical examination.

A student may still choose to sit the clinical examination at the completion of the Block 2 clinical placement recognising that an unsatisfactory grade will result in failure of the subject.

### **Confidentiality**

Students and examiners are expected to keep exam content confidential so that patient and student confidentiality are respected. In addition, patients may be involved in more than one exam. Discussion of exam content should be restricted so that no student is advantaged by prior knowledge of the patient condition.

## Examination Format

### Part 1: Patient consultation:

(either orthotic or prosthetic 'pathology' – random selection)

Format:

- 5 mins – reading time
- 30 mins – assessment – subjective and objective (documentation taken submitted and assessed)
- 5 mins – formulation of treatment plan (documentation submitted but not assessed)
- 10mins – questions by examiners (verbal)

### Part 2: Written Case Scenario:

(opposite pathology to part 1 of the exam i.e. if a student assesses an 'orthotic' patient, this case scenario will be related to a 'prosthetic' patient and vice versa)

NCPO assessment forms and other relevant information are provided to student, fully or partially completed. From these forms the student must:

1. Answer standardised written questions (these questions may include information on assessment techniques, prescription, treatment plans, etc)

Format:

- 10 mins reading time
- 30 mins 5 written questions (standardised)
  - 4 questions worth 4 marks
  - 1 question worth 6 marks

### Total Examination Time : 1 hour 5 mins (excluding reading time)

- Students must pass both components of exam (part 1 and part 2) according to guidelines.

## Procedures

Scheduled: During the week of the 2 – June, following Block 2 placements.

Location: A room within the Health Sciences Clinic that offers visual and auditory privacy and contains necessary equipment.

### Part 1: Patient Consultation:

Examiners:

Two examiners will assess Part 1 of the clinical exam. They should include:

- \* a University staff member (chair)
- \* one clinician with relevant experience in clinical examination

Skills assessed:

Communication skills.

Physical assessment skills including safe practice.

Prescription and treatment plan/s.

Clinical examination performance must be recorded on *the Clinical Examination Assessment Form* (located within these Guidelines). An average of the marks given by the examiners will be taken to give the overall result. Performance will be rated on a satisfactory/unsatisfactory basis.

### Part 2: Written Case Scenario:

Will be assessed as per University guidelines for examination assessment.

# Definitions of Satisfactory



NATIONAL CENTRE FOR PROSTHETICS AND ORTHOTICS  
LA TROBE UNIVERSITY

## POR4CED/H CLINICAL EDUCATION CLINICAL EXAM ASSESSMENT FORM

STUDENT NAME: \_\_\_\_\_

EXAMINATION DATE: \_\_\_\_\_

FACILITY: \_\_\_\_\_

EXAMINER: \_\_\_\_\_

	Unsatisfactory	Poor	Satisfactory	Good	Excellent	COMMENTS
	0	1	2	3	4	
<b>COMMUNICATION SKILLS</b>						
* with client			* keep client informed * listening skills * establishing rapport * explanation of assessment procedures * eye contact, smiling, open ended questions * confident			
* use of professional language and communication with staff			* use of appropriate language with client * use of appropriate language with examiners			
* documentation of client treatment			* able to be understood by someone else at a later date			
<b>PHYSICAL ASSESSMENT SKILLS</b>						
* use of safe techniques for patient & self	* 2 interventions by examiners stopped immediately	* 1 intervention & shaky performance * 1 intervention, no other problems, no critique	* positions for patient & self considered * no examiner intervention * 1 intervention, no other problems, critiqued			
* measurement of muscle strengths & joint ranges of movement			* pt & student positions appropriate * UL & spine cleared * bilat. LL - jt. above & below - graded strength, ROM & end feel * structured for easy comparison * accurate measurement of abnormal ROM * technique approp. - stabilise prox. section, hand/equip p			
* observation, palpation, neurological evaluation			* structured, ordered & appropriate testing			
* analysis of posture & gait			* structured, ordered & appropriate testing			
<b>PROSTHETIC/ORTHOTIC PRESCRIPTION</b>						
* prosthetic/orthotic diagnosis & application of biomechanical theory			* identification of mechanical deficit/s * application of biomechanical theory			
* formulation & justification of an appropriate prosthetic/orthotic prescription that specifies components & materials			* knowledge of componentry & application * multiple prescriptions & justification of at least one			
* ability to formulate an appropriate short term & long term treatment plans			* team approach * referral to others where required * prosthetic/orthotic reviews			
<b>TOTAL</b>						/ 40 (pass = sum of satisfactory column i.e. 20 / 40 (50%))

The student's performance in this exam was:

SATISFACTORY \_\_\_\_\_

UNSATISFACTORY \_\_\_\_\_

**Example Referral used in POR4CED/H Clinical Exams Part 1**

**La Trobe Medical Health Clinic  
La Trobe University  
Vic 3086**

To: Orthotist/Prosthetist

RE: Ms [REDACTED]  
[REDACTED]  
Elwood 3184

Ms [REDACTED] is a 62 year old retired nurse with a long history of polyarthritis. In 1990-91 she had bilateral Tib. post. tendon grafts in an attempt to correct gross medial collapse of her feet. Unfortunately, the grafts failed and her feet remain in planovalgus. They are painful and limit function.

Please review Ms [REDACTED] and make recommendations regarding immediate and ongoing orthotic management of her feet.

Mr Gerald Jones  
Orthopaedic Unit



**POR4CED/H CLINICAL EDUCATION  
CLINICAL PERFORMANCE ASSESSMENT FORM**

	Unsatisfactory	Poor	Satisfactory	Good	Excellent	COMMENTS
	0	1	2	3	4	
<b>COMMUNICATION SKILLS (WRITTEN &amp; VERBAL)</b>						
* with clients						
* use of professional language and communication with staff						
* documentation of client treatment						
<b>PHYSICAL ASSESSMENT SKILLS</b>						
* use of safe patient assessment techniques						
* measurement of muscle strengths and joint ranges of movement						
* observation, palpation, neurological evaluation & gait analysis						
<b>PROSTHETIC/ORTHOTIC PRESCRIPTION</b>						
* application of biomechanical theory, formulation of appropriate prosthetic/orthotic prescription						
* knowledge of components and materials						
* ability to formulate appropriate treatment plans						
<b>PROSTHETIC/ORTHOTIC PROCESSES</b>						
* performance of clinical tasks: casting, measurement, modification						
* performance of clinical tasks: ability to fit, adjust and evaluate prostheses and/or orthoses						
* performance of technical tasks						
<b>WORK PRACTICES</b>						
* ability to behave in a professional manner						
* ability to work independently and efficiently						
* neatness and attention to detail						
<b>TOTAL</b>						/ 60 (pass = sum of satisfactory column i.e. 30 / 60)



**POR4CED/H CLINICAL EDUCATION D PROSTHETIC MINIMUM REQUIREMENT RECORD**

Minimum requirements for one placement of 280 hours (8 weeks) where predominately or all consultations are prosthetic management.

**STUDENT NAME:** \_\_\_\_\_ **PLACEMENT DATE:** \_\_\_\_\_ **TO** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_ **CLINICAL SUPERVISOR:** \_\_\_\_\_

REQUIREMENT	BRIEF DESCRIPTION OF ACTIVITIES DONE BY STUDENT	TOTAL (aim)
<p><b>PROVIDE TOTAL TREATMENT</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least eight clients requiring prostheses. Treatment should include: assessment, prescription, casting or measuring, manufacturing when appropriate, fitting, instruction regarding use, record keeping and review when possible.</p>		(at least 7)
<p><b>PROVIDE ADJUSTMENTS TO PROSTHESES</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least eight clients requiring: * Adjustment to a prosthesis.  Treatment should include: assessment, prescription, measurement, fitting, instruction regarding use and review when possible.</p>		(at least 8)
<p><b>RECORD KEEPING</b> The student should keep appropriate records for the treatment provided for at least sixteen separate occasions of service. Records should be in the format usually kept by the facility and may be collated within the medical record or within P&amp;O records. These would usually relate to treatment provided as described above.</p>		(at least 14)
<p><b>ORAL PRESENTATION OF A CLIENT CASE HISTORY &amp; TREATMENT</b> The student should prepare and present a client case history and treatment report to a small group within the facility. This may be formal or informal and would usually relate to treatment provided as described above.</p>		(at least 1)

<p><b>MEETINGS</b>          If possible, the student should attend a variety of at least eight of the following:          * Team meeting (eg: ward round, X-ray meeting, case conference, outpatient clinic, prosthetic prescription clinic)          * Meeting between facility staff that relates to service provision (eg: tech. liaison, store keeping)          The meeting may be formal or informal.</p>		<b>(at least 8)</b>
<p><b>OBSERVE AND ASSIST IN ASSESSMENT</b>          The student should observe and assist in assessment and information recording of at least eight clients.          Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 8)</b>
<p><b>OBSERVE AND ASSIST IN CASTING OR MEASURING OR MOULDING</b>          The student should observe and assist in at least four of:          * A cast being taken          * Measurements being taken for an prosthesis          * Moulding of a material directly on a client          Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 4)</b>
<p><b>OBSERVE MODIFICATION OF CAST OR TRACING</b>          The student should observe at least one modification of a cast or tracing.          Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 1)</b>
<p><b>OTHER</b>          Additional activities undertaken during the placement should be recorded here.          eg: attend a surgical procedure, home visit, external clinic etc.</p>		

**STUDENT:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please sign the form at the completion of the placement, to indicate that it is an accurate record of placement activity.**

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**POR4CED/H CLINICAL EDUCATION D ORTHOTIC MINIMUM REQUIREMENT RECORD**  
Minimum requirements for one placement of 280 hours (8 weeks) where predominately or all consultations are orthotic management.

**STUDENT NAME:** \_\_\_\_\_ **PLACEMENT DATE:** \_\_\_\_\_ **TO** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_ **CLINICAL SUPERVISOR:** \_\_\_\_\_

REQUIREMENT	BRIEF DESCRIPTION OF ACTIVITIES DONE BY STUDENT	TOTAL (aim)
<p><b>PROVIDE TOTAL TREATMENT</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least eight clients requiring <u>custom made</u> orthoses. Treatment should include: assessment, prescription, casting or measuring, manufacturing when appropriate, fitting, instruction regarding use, record keeping and review when possible.</p>		(at least 7)
<p><b>PROVIDE ADJUSTMENTS TO ORTHOSES OR FIT PREFABRICATED ORTHOSES</b> Under the guidance of the Clinical Supervisor, the student should provide treatment to at least eight clients requiring: * Adjustment to an orthosis. or * A prefabricated orthosis. Treatment should include: assessment, prescription, measurement, fitting, instruction regarding use and review when possible.</p>		(at least 8)
<p><b>RECORD KEEPING</b> The student should keep appropriate records for the treatment provided for at least sixteen separate occasions of service. Records should be in the format usually kept by the facility and may be collated within the medical record or within P&amp;O records. These would usually relate to treatment provided as described above.</p>		(at least 14)
<p><b>ORAL PRESENTATION OF A CLIENT CASE HISTORY &amp; TREATMENT</b> The student should prepare and present a client case history and treatment report to a small group within the facility. This may be formal or informal and would usually relate to treatment provided as described above.</p>		(at least 1)

<p><b>MEETINGS</b>  If possible, the student should attend a variety of at least eight of the following:  * Team meeting (eg: ward round, X-ray meeting, case conference, outpatient clinic, prosthetic and/or orthotic prescription clinic)  * Meeting between facility staff that relates to service provision (eg: tech. liaison, store keeping)  The meeting may be formal or informal.</p>		<b>(at least 8)</b>
<p><b>OBSERVE AND ASSIST IN ASSESSMENT</b>  The student should observe and assist in assessment and information recording of at least eight clients.  Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 8)</b>
<p><b>OBSERVE AND ASSIST IN CASTING OR MEASURING OR MOULDING</b>  The student should observe and assist in at least four of:  * A cast being taken  * Measurements being taken for an orthosis  * Moulding of a material directly on a client  Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 4)</b>
<p><b>OBSERVE MODIFICATION OF CAST OR TRACING</b>  The student should observe at least one modification of a cast or tracing.  Alternative techniques may be introduced by the Clinical Supervisor.</p>		<b>(at least 1)</b>
<p><b>OTHER</b>  Additional activities undertaken during the placement should be recorded here.  eg: attend a surgical procedure, home visit, external clinic etc.</p>		

**STUDENT:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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## **POR4CEH CLINICAL EDUCATION H**

### **AIMS & OBJECTIVES**

(located within these Guidelines)

### **POR4CED/H Clinical Examinations**

See POR4CED requirements

### **POR4CED/H Clinical Education Symposium Day**

See POR4CED requirements

### **Overseas Placements**

See POR4CED requirements

### **Example Referral used in POR4CED/H Clinical Exams**

See POR4CED requirements

### **POR4CED/H Assessment sheets**

See POR4CED assessment sheets