

# FACULTY OF MEDICINE AND HEALTH - SYDNEY SCHOOL OF HEALTH SCIENCES PLACEMENT PROVISIONS 2024

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## 1 Purpose and application

- (1) These provisions prescribe:
  - (a) the requirements for participating in placements; and
  - (b) a process for managing students who do not meet the requirements for participating in placements and the required standard of performance against competencies.
- (2) These provisions apply to all School of Health Science students enrolled in a course listed in the Schedule, in respect of their participation in and assessment for any unit of study with a placement component.
- (3) These provisions do not apply to students undertaking:
  - (a) Health Sciences Abroad; or
  - (b) internships outside a unit of study.

## 2 Commencement

- (1) These provisions commence on 1 January 2024.

## 3 Definitions

- (1) In these provisions:

<b>academic coordinator</b>	means the Unit of Study Coordinator or an academic member of staff nominated to manage student placements.
<b>competencies</b>	means the competencies prescribed in the competency assessment tool for the placement.
<b>competency assessment tool</b>	means the assessment tool that is used by the placement educator to measure student performance and proficiency in a number of specified areas including, but not limited to, communication, professional behaviour, planning and delivering services.
<b>Dean and Head of School</b>	means the Dean and Head of School of the School of Health Sciences.
<b>Health Professions Education Lead</b>	an academic staff member in each discipline responsible for oversight of the placement curriculum and placements



<b>Health Sciences Abroad</b>	means an elective unit of study with an international placement experience, which may be undertaken by School of Health Sciences students as part of their award course.
<b>placement</b>	means a supervised learning experience at a workplace controlled by a placement provider, where a student's standard of performance against competencies is assessed.
<b>placement educator</b>	means the placement provider (if an individual) or an employee of the placement provider who is responsible for the work-based supervision of a student on placement. The University may also employ educators who visit the workplace. In these provisions, the placement educator refers to the person employed by the placement provider.
<b>placement provider</b>	means an individual or organisation with whom a student is undertaking a placement under these provisions.
<b>School</b>	means the School of Health Sciences.
<b>special consideration</b>	has the meaning given in clause 67 of the <a href="#">Coursework Policy 2021</a> .
<b>unit of study</b>	has the meaning given in clause 5(1) of the <a href="#">Coursework Policy 2021</a> .
<b>Student placements team</b>	means the professional staff unit within the Faculty responsible for facilitating and managing placements.

#### 4 Participation in placements

- (1) All placements are allocated by academic coordinators in collaboration with the Student Placements team.
- (2) Academic coordinators and the Student Placements team will not allocate a student a placement unless:
  - (a) the student is enrolled in the correct unit of study in the correct placement session; and
  - (b) the student has completed all pre-placement requirements at least six (6) weeks prior to each clinical placement.
- (3) Pre-placement requirements include but are not limited to:
  - (a) cardiopulmonary resuscitation qualifications;
  - (b) NSW Ministry of Health Compliance checks; and
  - (c) NSW Working with Children Check.
- (4) Students are responsible for ensuring that they remain compliant with the pre-placement requirements listed in (3) throughout their course, including that documentation shared with the Faculty is up to date. Students who are not fully compliant with pre-placement requirements six weeks prior to their scheduled clinical placement date:
  - (a) will have their placement refused; and
  - (b) may receive an Absent Fail (AF) for the clinical unit.

- (5) Regardless of a student's enrolment in a unit of study with a placement component, the academic coordinator (or delegate) may refuse to allocate the student a placement if:
- (a) the student's academic results; or
  - (b) the student's personal or professional conduct;
- do not meet the required standard, as determined by the School.

## **5 Placement assessment**

- (1) All units of study with a placement component include a placement performance assessment.
- (2) All students will be assessed and must meet the required standard of performance against the placement competencies, as relevant to their stage in the award course.

## **6 At risk of not meeting the required standard of performance**

- (1) Any of the following people may report to the academic coordinator that a student is at risk of not meeting the required standard of performance against the placement competencies:
  - (a) placement educator;
  - (b) member of School staff;
  - (c) the student.
- (2) A student who is advised by their placement educator that they are at risk of not meeting the required standard of performance against the placement competencies must immediately inform the relevant academic coordinator.
- (3) The academic coordinator will investigate any report received under subclause 6(1).
- (4) For the purposes of the investigation, WIL:
  - (a) must consult with the student; and
  - (b) may consult with any other appropriate person, including but not limited to the placement educator, and members of School staff.
- (5) Following the investigation, the School may do one or more of the following:
  - (a) take no further action, and advise the student accordingly;
  - (b) impose restrictions on the student's placement activities;
  - (c) require the student to undertake learning support;
  - (d) terminate the student's placement in accordance with clause 10.
- (6) Learning support may take the form of one or more of the following:
  - (a) a learning plan generated by the student in consultation with the placement educator and/or the academic coordinator;
  - (b) structured learning tasks;
  - (c) independent learning by the student;
  - (d) regular monitoring by the academic coordinator or their nominee;



- (e) any other measure that is appropriate to the circumstances.
- (7) Any learning support required, or restrictions on activities imposed, in accordance with subclause 6(5) must be:
  - (a) approved by the academic coordinator; and
  - (b) reasonable and proportionate to the circumstances.
- (8) The academic coordinator must make a record of:
  - (a) the report;
  - (b) the student's response to the report;
  - (c) any information provided by the placement educator, academic coordinator or member(s) of School staff;
  - (d) any restrictions on activities;
  - (e) any required learning support; and
  - (f) any decision to terminate the student's placement.
- (9) The student must act conscientiously and ensure that they undertake and complete any required learning support activities.
- (10) Failure to complete any required learning support activities may result in the student failing to meet the required standard of performance against the placement competencies.
- (11) Completion of any learning support to be undertaken by a student in accordance with subclause 6(5) does not guarantee that the student will meet the required standard of performance against the placement competencies.

## **7 Failure to meet the required standard of performance**

- (1) A student who fails to meet the required standard of performance against the placement competencies will be considered to have failed the placement.
- (2) The academic coordinator will determine the student's result for the relevant unit of study, taking into account:
  - (a) when it was first reported that the student was at risk of not meeting the required standard of performance;
  - (b) any opportunities for the student to improve their performance;
  - (c) any learning support undertaken by the student; and
  - (d) any other relevant information.
- (3) In making their decision, the academic coordinator may consult with any appropriate person, including but not limited to:
  - (a) the student;
  - (b) the placement educator;
  - (c) members of School staff.
- (4) The academic coordinator must make a record of:
  - (a) their decision; and
  - (b) any information provided by the student, placement educator or member(s) of School staff.

## 8 Failure of a unit of study

- (1) If the academic coordinator decides that the student will receive a result of Fail (FA) or Failed Requirements (FR) for the unit of study, they will write to the student:
  - (a) informing them of the decision;
  - (b) giving reasons for the decision;
  - (c) explaining the impact of the Fail result on subsequent placements and other units of study; and
  - (d) advising them of their right of appeal.
- (2) Where appropriate, the academic coordinator may require the student to undertake learning support.
- (3) The student does not have an automatic entitlement to learning support.

**Note:** In accordance with the *Satisfactory Progress* clause in the *Course Resolutions* of all Sydney School of Health Sciences courses, failure of any two units of study, or the same unit of study twice, that include(s) a placement component will result in the student being asked to show good cause as to why they should be allowed to re-enrol in their award course.

## 9 Additional and varied placements

- (1) The academic coordinator in consultation with the relevant Program Director will approve allocation to an additional or varied placement for a student only under exceptional circumstances, including but not limited to:
  - (a) where the outcome of the student's special consideration application is a new or varied placement;
  - (b) where the student's earlier placement was cancelled for reasons:
    - (i) beyond the reasonable control of the student; and
    - (ii) not relating to unprofessional conduct or failure by the student to meet the required standard of performance.
- (2) The nature and timing of any additional or varied placement, will be:
  - (a) determined by the academic coordinator in collaboration with the Health Professions Education Lead; and
  - (b) subject to the availability of a suitable placement provider.
- (3) Students must accept the next available placement offered to them.

## 10 Termination of placements

- (1) The School or the placement provider may terminate a student's placement at any time, if the academic coordinator or the placement provider considers that the student's conduct is unsafe, unprofessional, or otherwise unsatisfactory.
- (2) If the placement provider terminates the placement for any reason, the student must, within one working day:
  - (a) contact the relevant academic coordinator;
  - (b) provide the academic coordinator with all relevant information and documentation; and



- (c) if required, meet with the academic coordinator in person.
- (3) After termination of a placement, the academic coordinator will decide whether to do any one or more of the following:
  - (a) permit the student to return to the placement with the consent of the placement provider;
  - (b) assign the student a result of Fail (F) for the unit of study;
  - (c) refer the matter to the School Student Professionalism Committee.
- (4) If the academic coordinator decides to award a result of Fail (FA) or Failed Requirements (FR) for the unit of study, they will follow the requirements in clause 8.

## SCHEDULE

In accordance with clause 1(2), these provisions apply to all School of Health Science students enrolled in the following courses:

- Bachelor of Applied Science (Exercise and Sport Science)
- Bachelor of Applied Science/Bachelor of Advanced Studies (ESS)
- Bachelor of Applied Science (Exercise Physiology)
- Bachelor of Applied Science (Exercise Physiology) (Honours)
- Bachelor of Applied Science (Diagnostic Radiography)
- Bachelor of Applied Science (Diagnostic Radiography) (Honours)
- Bachelor of Applied Science (Occupational Therapy)
- Bachelor of Applied Science (Occupational Therapy) (Honours)
- Bachelor of Applied Science (Physiotherapy)
- Bachelor of Applied Science (Physiotherapy) (Honours)
- Bachelor of Applied Science (Speech Pathology)
- Bachelor of Applied Science (Speech Pathology) (Honours)
- Graduate Diploma in Rehabilitation Counselling
- Master of Exercise Physiology
- Master of Diagnostic Radiography
- Master of Exercise Physiology
- Master of Occupational Therapy
- Master of Physiotherapy
- Doctor of Physiotherapy
- Master of Rehabilitation Counselling
- Master of Speech Language Pathology

## NOTES

Faculty of Medicine and Health: Sydney School of Health Sciences - Placement Provisions 2024

Date adopted: 5 December 2023

Date commenced: 1 January 2024

Approved by: Executive Dean, Professor Robyn Ward

Signature:

Review date: 1 January 2025

Rescinded documents: *Faculty of Medicine and Health – Sydney School of Health Sciences Placement Provisions 2020*

Related documents: *University of Sydney (Coursework) Rule 2014*

*Academic Integrity Policy 2022*

*Coursework Policy 2021*

*Faculty of Medicine and Health – Professionalism Provisions 2019*

*Faculty of Medicine and Health – Professionalism Requirements Provisions 2019*

## AMENDMENT HISTORY

**Provision**    **Amendment**

**Commencing**