



# **Physiotherapy**

**1<sup>st</sup> Year**

## **Introduction to Physiotherapy at Charles Sturt University and Workplace Learning**

**2015**

## Table of Contents

<b>Welcome to Charles Sturt University .....</b>	<b>3</b>
<b>Welcome to Physiotherapy .....</b>	<b>3</b>
<b>What will I learn? .....</b>	<b>3</b>
<b>Workplace Learning .....</b>	<b>4</b>
<b>The Importance of Workplace Learning: .....</b>	<b>4</b>
<b>Staff involved in Workplace Learning for Physiotherapy at CSU: .....</b>	<b>5</b>
<b>Workplace learning structure .....</b>	<b>6</b>
Pre Clinical Requirements .....	7
Allocation of WPL sites .....	8
Associated Costs with Workplace Learning .....	10
Attendance .....	10
Absence from Workplace Learning .....	10
Professionalism .....	10
Professional Code of Conduct .....	11
Getting the most out of your workplace learning experience .....	11
Assessment .....	11
Uploading Student Workplace Learning Forms to InPlace .....	14

## **Welcome to Charles Sturt University**

The physiotherapy program at Charles Sturt University is one of many health disciplines offered at CSU with the aim through academic and workplace learning activities to produce graduates who are:

- a. well-educated in the knowledge and skills of their discipline or profession;
- b. effective communicators who have problem-solving, analytical and critical thinking skills and can work both independently and in teams;
- c. work-ready and able to apply discipline expertise in professional practice;
- d. able to develop and apply international perspectives in their discipline or profession;
- e. able to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities;
- f. understanding of the responsibilities of global citizenship, value diversity and ethical practice;
- g. understanding of financial, social and environmental sustainability; and
- h. able to learn effectively in a range of environments including online.

Opportunities to develop these outcomes are provided throughout your studies at the University in line with our commitment to undergraduates.

## **Welcome to Physiotherapy**

### **What will I learn?**

Workplace learning experiences within the physiotherapy programme provide students with a broad a range of clinical experiences that enable them to develop capabilities and competencies that reflect the requirements to practice safely and independently as a physiotherapist in a diversity of settings and contexts.

Workplace learning is an assessable component of the physiotherapy program and occurs over the second, third and fourth years of the course. It is necessary to attend and pass the workplace learning component of the subject in which the workplace learning experience sits in order to pass the subject.

## **Workplace Learning**

Students will be required to complete over 1000 hours of clinical experience during the course. This will be undertaken in conjunction with a number of subjects through the course beginning in the second year and continuing throughout consecutive years of the degree.

Students are responsible for any travel and accommodation expenses to and from clinical placements. Students will be required to undertake clinical practice during semester time and also during holiday periods.

Workplace learning (clinical education, fieldwork, placement and/or practicum) experiences underpin development of students' professional practice capabilities and readiness to engage with contemporary healthcare environments on graduation. Contemporary healthcare environments are dynamic and rapidly changing.

The School of Community Health works collaboratively with allied health professionals to develop flexible and innovative workplace learning experiences for our allied health students. In this way students are equipped to work in these dynamic, rapidly changing and evolving healthcare environments.

Students are offered a broad range of workplace learning experiences in metropolitan, regional, rural, remote and international contexts enabling them to develop professional skills and capabilities in a diversity of settings. Through community engagement students develop their understanding of communities' health needs and workplace learning projects are built around addressing these needs.

Allied Health graduates of our programs are able to competently work in a variety of settings as they are equipped for the demands of regional, rural and remote employment, as well as working in metropolitan and international settings.

### **The Importance of Workplace Learning:**

The School of Community Health aspires to assist you to become an excellent practitioner in your chosen field of work.

In our School we value high quality, evidence-based, and reflective practice.

The Physiotherapy course is structured to ensure that your theoretical classes are integrated with your clinical education to enable you to apply the knowledge you have gained straight away in a practical clinical setting. This will enable you to develop your practical skills and knowledge at the same time.

## **Staff involved in Workplace Learning for Physiotherapy at CSU**

**Academic Workplace Learning questions, information or assistance should contact Rosie in the first instance:**

### **Dr Rosemary Corrigan**

Academic Workplace Learning Coordinator  
School of Community Health  
Gordon Beavan Building  
PO Box 789  
ALBURY NSW 2640  
02 6051 9206  
[rcorrigan@csu.edu.au](mailto:rcorrigan@csu.edu.au)

If Rosie is unavailable, please make sure that you leave a message on her phone; this will alert Rosie that you have called and if she is off campus, she can access your message and endeavour to return your call as soon as possible.

**For all general PHS100 course enquiries, please contact:**

### **Kerstin McPherson**

PHS100 Subject Coordinator  
School of Community Health  
Building 1401  
Orange Campus  
PO Box 883  
ORANGE NSW 2800  
02 6365 7655  
[kermcpherson@csu.edu.au](mailto:kermcpherson@csu.edu.au)

**For all administrative workplace learning questions, information or assistance please contact:**

### **Sandii Meade**

Workplace Learning Officer  
School of Community Health  
Building 1401  
Orange Campus  
PO Box 883  
ORANGE NSW 2800  
02 6365 7120  
[smeade@csu.edu.au](mailto:smeade@csu.edu.au)

### **Joanna Macnamara**

Workplace Learning Officer  
School of Community Health  
Albury Campus  
02 6051 9238  
[ptprac@csu.edu.au](mailto:ptprac@csu.edu.au)

**Other communication methods include:**

- WPL Interact Site
- Physio Placements Interact Site

It is important to keep up to date with changes and communication at all times.

You are required to establish and maintain email and phone communication during sessions and in the session breaks.

It is your responsibility to regularly check your emails and phone messages and if there is a change to the communication information, you are required to update this on Banner.

**Workplace learning structure**

2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year
<p>During your second year of the course you will be required to undertake <b>one four week placement</b> .The focus of this placement is ‘Enhancing Mobility “where you will able to develop basic skills in assessment, handling, client transfers, communication, and intervention</p>	<p>During your third year of the course you will be required to undertake <b>one five week placement</b> that will assess students fundamental knowledge across any core areas of physiotherapy practice</p>	<p>During your fourth year of the course you will be required to undertake <b>three, five week competency placements</b> that will assess your competency to practice in areas of paediatrics, cardiopulmonary, musculoskeletal and neurological physiotherapy practice.</p> <p><b>A final 5 week capstone placement</b> is undertaken to assess preparation for transition to graduate practice</p>

## Pre Clinical Requirements

Pre Clinical requirements for first year students include:

- National Police Check Certificate (valid for 3 years with NSW Health);
- Current Senior First Aid Certificate (valid for 3 years);
- Victorian Working with Children check (valid for 5 years);
- Screenings and Immunisations;
- In accordance with NSW Health Guidelines for health care workers, students are required to maintain a written record of immunisations against the following infectious diseases:
  - Hepatitis B
  - Measles
  - Rubella
  - Tetanus
  - Chicken pox (varicella)
  - Influenza (recommended)
  - Mumps
  - Diphtheria
  - Pertussis (whooping cough)
- NSW Health Form 2 and Form 3;
- You must sign a NSW Health Code of Conduct;
- As part of the enrolment process with the Tertiary Institution you will be required to read and sign the NSW Health Student Undertaking;

### Tuberculosis Screening Tool

Students will require TB screening if they were born in a country with a high incidence of TB, or have resided for a cumulative time of 3 months or longer in a country with a high incidence of TB as listed at:

<http://www.health.nsw.gov.au/Infectious/tuberculosis/Documents/countries-incidence.pdf>

**The cut off date for pre clinical compliance is 8<sup>th</sup> May 2015. Failure to meet this date will result in the student being unable to participate in future clinical placements; they will also fail HIP100, which will affect progression into 2nd year.**

- Student name badges will be issued when the individual student has successfully completed all the WPL Pre-Clinical documentation.
- Students must organise their WPL uniform as soon as possible at the start of Semester 1 as uniforms may be required for practical exams. Students should utilise the WPL Interact Site to locate information regarding uniform, accommodation lists and other WPL associated information. If students need assistance or have any further questions regarding pre clinical requirements and uniform, they should contact Sandra Meade.
- The Student is responsible for maintaining their pre clinical documentation and updating this as necessary. The updated information must be forwarded to the Pre-Clinical Officer at [schpreclinical@csu.edu.au](mailto:schpreclinical@csu.edu.au) as soon as it occurs.

- For all pre clinical requirements please see the WPL Interact Site, ask the Pre-Clinical Officer or refer to the subject outlines.

### **Allocation of WPL sites**

Currently students are provided with the opportunity to nominate their preferences for locations of WPL programs.

However CSU cannot guarantee that preferences will be granted, due to the limited number of sites available and the increased competition for sites with other universities. Some sites are also more popular than others due to their location and the availability of accommodation, in this instance, names will be simply drawn out of a hat.

Placement sites are non- negotiable once they have been allocated.

If students need to change their allocated placement site or timing of the placement this must be submitted via a special consideration application with supporting evidence. Financial reasons, social and work commitments do not fall under the special consideration guidelines.

Students must not source their own sites due to legal and contractual obligations with placement partners and the requirement to meet specified placements objectives.

Special Consideration circumstances can include:

- medical reasons;
- family/personal reasons - including death or severe medical or personal problems; employment related reasons - such as a substantial change to routine employment arrangements or status;
- sporting or cultural commitments - where a student has been selected to participate in a state, national or international sporting or cultural event;
- military commitments - where a student is a member of the armed forces involved in a compulsory exercise;
- legal commitments - where a student is called for jury duty or is subpoenaed to attend a court, tribunal, etc; or
- Other events that pose a major obstacle to the student proceeding satisfactorily with his or her studies.

The following circumstances would not be considered misadventure:

- routine demands of employment;
- difficulties adjusting to University life, to the self discipline needed to study effectively, and to the demands of academic work;



- stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;
- routine need for financial support;
- lack of knowledge of requirements of academic work;
- demands of sport, clubs, and social or extra-curricular activity (other than selection for state, national or international sporting or cultural events);
- difficulties with the English language during examinations.

If students are unable to participate in all or part of their WPL, due to unforeseen circumstances (as in the misadventure list above), students must contact their WPL supervisor and Andrea Sill.

In the case where illness occurs, students need to provide the site supervisor and Andrea Sill with a medical certificate within 48 hours. This will enable Andrea to adjust the WPL hours and arrange for the outstanding hours to be made up at another time.

CSU is not responsible for providing accommodation for students while they are participating in WPL programs. A link to accommodation options is available on the WPL Interact Site under the Resources Tab.

Students may ask for assistance when seeking names and locations of accommodation options from their WPL Administrative Assistant. Accommodation is usually in high demand; therefore students are encouraged to seek accommodation as soon as they are aware of their WPL location.

### Overseas Opportunities

Overseas opportunities for WPL are available generally for 4th year placements, due to the amount of time required to source a site, process visa applications if necessary and the logistics of travel and accommodation.

Locations that Physiotherapy Students have participated in overseas placements include:

- Malaysia a musculoskeletal placement experience working with elite athletes undertaking competitive bike racing at an international level
- East Timor
- Vietnam an interprofessional paediatric placement– **Chua Ky Quang Orphanage** provides care for over 300 orphan children with disabilities. The goal of this project is to establish a mutually beneficial, long term relationship between the Orphanage staff and the School of Community Health that facilitates an improved quality of life for the children living there.
- Nepal a placement experience working in a rehabilitations setting with limited resources supported by health professionals from a range of backgrounds to assist clients with a broad range of acquired neurological disorders.

Scholarships are also available for overseas placements. Further information will be provided when students approach 4<sup>th</sup> Year.

### **Associated Costs with Workplace Learning**

Are not limited to the following:

- Cost of uniform (shirt, pants, shoes);
- Food;
- Travel to and from WPL Site each day as well as travel from home town/CSU to WPL Site and return- this may be air travel, train, bus or car;
- Accommodation - please refer to the information on the WPL Interact Site for accommodation options or ask your Placement Site Supervisor for recommendations;
- Pre clinical costs – visiting doctor / immunisations / National Police Check/ Instrument pack for the internal clinic (CEW) – please see the POD203 subject outline for more information;
- Internet access;
- Costs associated with WPL may range from \$1000 to \$6000 depending on the location and distance from home.

### **Attendance**

The clinical component of this subject enables students to learn in a practice setting, to gain experience of physiotherapy practice and to develop a broad range of skills. These requirements meet the clinical placement objectives and as such, it is a requirement that students attend all of their allocated clinical placement sessions.

### **Absence from Workplace Learning**

If you are unable to attend your workplace learning experience for any reason, it is important that you:

- Contact your Workplace Learning Supervisor as soon as possible and explain that you are unable to attend.
- Contact Sandra Meade on (02) 6365 7120, so that the University is aware and can advise on how to make up missed time.
- Refer to the School of Community Health Workplace Learning Manual for full details of procedure to be followed for illness or misadventure.

### **Professionalism**

Professionalism is fundamental to being an Allied Health Practitioner and as such it is an expectation that all students, whilst on Internal and External placement, behave in a professional manner at all times. This includes:

- Attending clinical placement at the allocated time and not being late;
- Being well presented in clinical uniform (clothing must be clean and ironed);

- Not being under the influence of alcohol or other drugs;
- Not leaving clinical placement without permission from the Clinical Educator;
- Maintaining appropriate behaviour (which includes appropriate language) at all times in and around the Clinical Placement site; and
- Following all of the Placement Site's policies and procedures.

### **Professional Code of Conduct**

Students are also required to maintain a Professional Code of Conduct whilst on any Workplace Learning Activity.

This includes but not limited to:

- Maintaining professional boundaries with staff and patients/clients;
- Maintaining staff and patient/client confidentiality at all times;
- Communicating with staff and patients/clients in a professional manner;
- Behaving in a professional manner at all times; and
- Treating staff and patients/clients with respect

Any breach of professionalism whilst on Clinical Placement will result in you being given a formal warning. This will be followed by exclusion from the subject if the behaviour persists. Please see the University's exclusion policy for further details.

### **Getting the most out of your workplace learning experience**

Planning for workplace learning experiences facilitates the development of skills in self-directed learning. To prepare for your workplace learning experience you are encouraged to:

- Revise material covered in lectures at University. For some workplace learning experiences, supervisors may specify pre-reading that needs to be completed before you commence your experience. If pre-reading exists you will be notified when workplace learning allocations are posted.
- Practice skills so that you are prepared in the event that an opportunity to apply them arises.
- Think about your skills, particularly in the area of observation and communication, and complete a plan to develop these skills.
- The Student Learning Reflection Form is included to help you to reflect before and after your workplace learning experience. You may choose to use this to assist in the preparation of your Workplace Learning Reflection Assessment (Appendix 1).
- Details of the requirements for the workplace learning reflections are provided in Appendix 1.

### **Assessment**

Assessment is an important part of the learning process. It provides students with an opportunity to receive feedback on their performance. It also allows students to reflect on their performance and make changes or improvements where necessary. It may also allow students to feel more confident in their abilities. This assessment will be undertaken by the Clinical Educators.

Students will be given verbal and written feedback throughout clinical sessions via their log books.

Students must gain a satisfactory pass in order to pass the subject. This may be via the demonstration of various techniques, effective communication with staff and patients, professional behaviour and engagement with the WPL activities.

Any students not meeting the objectives will discuss these with the Clinical Educators and Subject Coordinator and written strategies to assist students to develop their skills will be documented. This will facilitate improvement in any areas of weakness prior to the final assessment for the subject.

For students who receive a non-satisfactory result for their placement, detailed information regarding their result will be documented by the site and will result in the student having to repeat the placement. Often this result means the student will need to repeat the clinical subject.

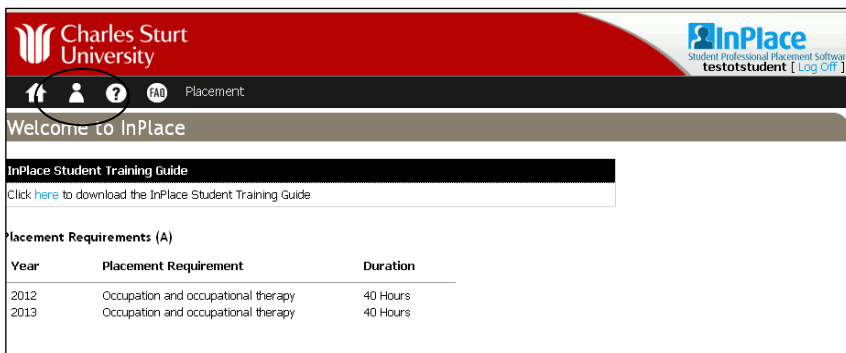
## Workplace Learning Calendar 2015

CHARLES STURT UNIVERSITY - Physiotherapy Clinical Calendar - 2015							
Dates		Block	First Year	Second Year	Third Year	Fourth Year	Block
5-Jan	Ses 3 wk 8						
12-Jan	Sess 3 wk 9						
19-Jan	Sess 3 wk 10						
26-Jan	Sess 3 wk 11						
2-Feb	Sess 3 wk 12	1				Block 1 26/01/2015 - 27/02/2015	1
9-Feb	Exams						
16-Feb	Break						
23-Feb	O'Week						
2-Mar	Sess 1 wk 1	2				Block 2 02/03/2015 - 3/04/2015	2
9-Mar	Sess 1 wk 2						
16-Mar	Sess 1 wk 3						
23-Mar	Sess 1 wk 4						
30-Mar	Sess 1 wk 5						
6-Apr	Sess 1 Wk6	3				Block 3 6/04/2015 - 8/05/2015	3
13-Apr	Res School						
20-Apr	Res School						
27-Apr	Sess 1 wk 9						
4-May	Sess 1 wk 10	4				Block 4 11/05/2015 - 12/06/2015	4
11-May	Sess 1 wk 11						
18-May	Sess 1 wk 12						
25-May	Sess 1 wk 13						
1-Jun	Sess 1 wk 14						
8-Jun	Exams	5				Block 5 15/06/2015 - 17/07/2015	5
15-Jun	Exams						
22-Jun	Break						
29-Jun	Break						
6-Jul	Break	6					6
13-Jul	Sess 2 wk 1						
20-Jul	Sess 2 wk 2						
27-Jul	Sess 2 wk 3						
3-Aug	Sess 2 wk 4						
10-Aug	Sess 2 wk 5	7					7
17-Aug	Sess 2 wk 6						
24-Aug	Res School						
31-Aug	Res School						
7-Sep	Sess 2 week 9	8					8
14-Sep	Sess 2 wk 10						
21-Sep	Sess 2 wk 11						
28-Sep	Sess 2 wk 12	9					9
5-Oct	Sess 2 wk 13						
12-Oct	Sess 2 wk 14						
19-Oct	Exams						
26-Oct	Exams	9					9
2-Nov	Break						
9-Nov	Break						
16-Nov	Sess 3 wk 1						
23-Nov	Sess 3 wk 2						
30-Nov	Sess 3 wk 3						
7-Dec	Sess 3 wk 4						
14-Dec	Sess 3 wk 5						

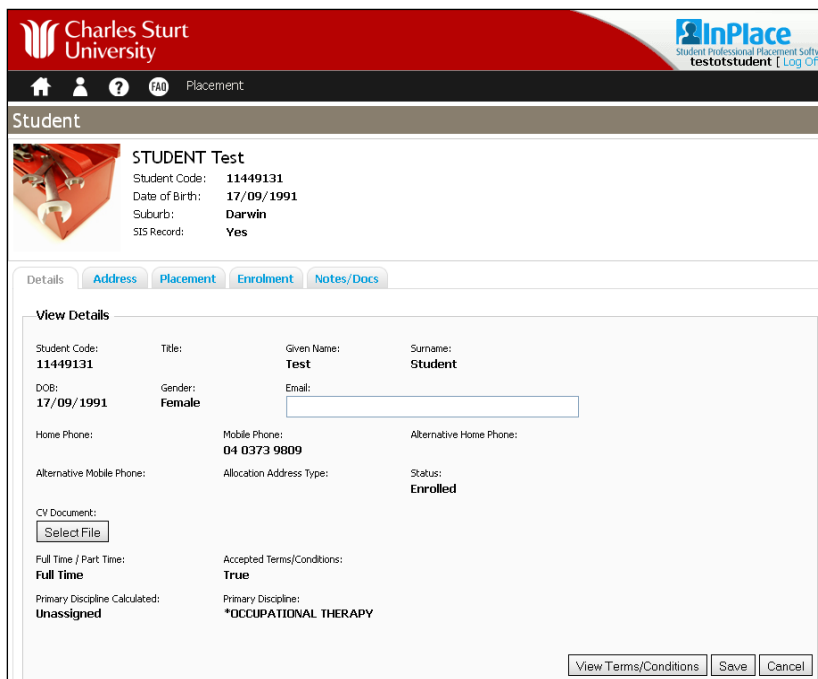
\*NOTE: Dates of workplace learning are subject to change from year to year, this calendar should be used as a guide only.

## Uploading Student Workplace Learning Forms to InPlace

1. Click on the **My Details** icon  on the top of the screen



2. The following screen will display:



3. Click on 'Switch to Classic View'.

CV Document:

Full Time / Part Time:  International / Domestic:  Accepted Terms/Conditions: **True**

Primary Discipline Calculated: **Unassigned** Primary Discipline:

Make Default [Switch to Classic View](#)

**\*PHYSIOTHERAPY (Discipline)**

4. Scroll down until you find the **Placement Assessment Forms** heading. Locate your Placement type i.e 1<sup>st</sup> Year Placement Forms or 2<sup>nd</sup> Year Placement Forms.

**PLACEMENT ASSESSMENT FORMS**

\*\*\*Please combine documentation into one file to upload under the relevant heading\*\*\*

**1ST YEAR PLACEMENT FORMS**

**Placement Assessment Forms** ▾

Attachment:  No file selected.

**Workplace Learning Evaluation Form** ▾

Attachment:  No file selected.

Please enter the total hours completed for this Placement.

**Assessment Results** ▾

**2ND YEAR PLACEMENT FORMS**

**Placement Assessment Forms** ▾

Attachment:  No file selected.

**Workplace Learning Evaluation Form** ▾

Attachment:  No file selected.

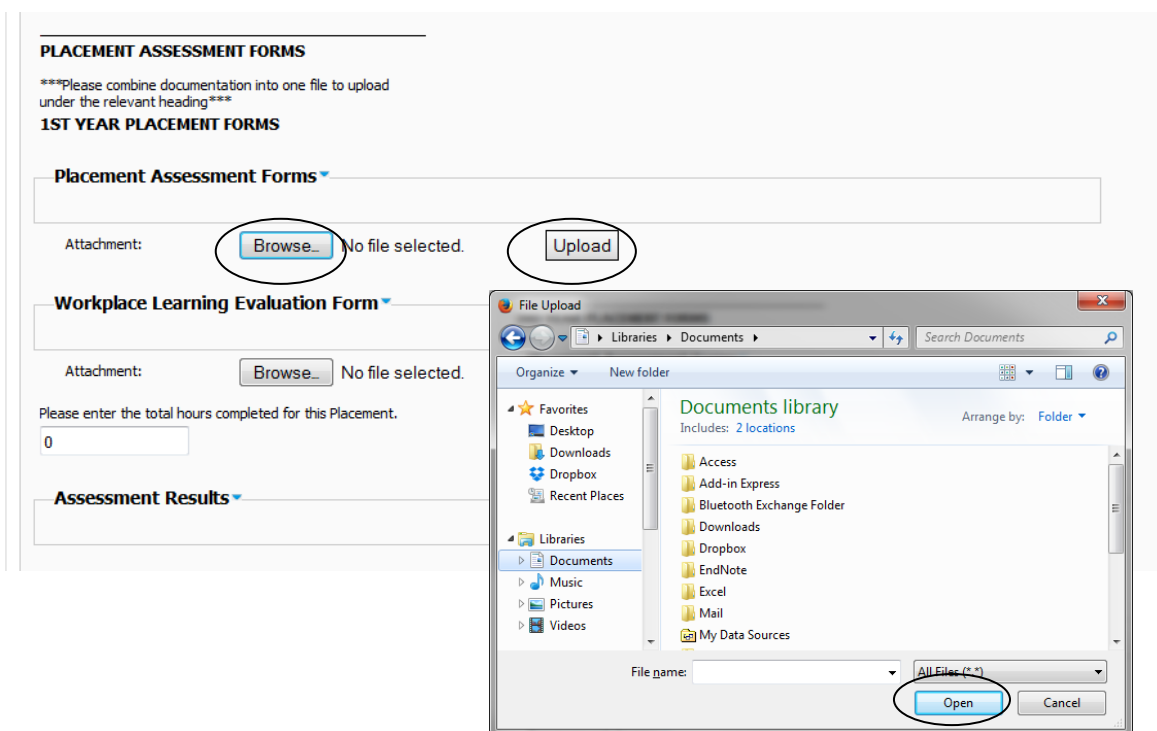
Please enter the total hours completed for this Placement

**Assessment Results** ▾

**3RD YEAR PLACEMENT FORMS**

**Assessment Forms** ▾

5. Fill out all fields for your placement using the drop down and tick boxes and upload your documentation. *Please remember that you will need to combine all documentation in to **one** file in order to upload your documents to the correct box.*
6. Click **Browse** and navigate to the relevant file and click on **Open**. Then click **Upload**. Your Placement Documents will be uploaded on your file on InPlace for the Subject Co-ordinator and Workplace Learning Officer to see.



7. **Important!** Please ensure that you scroll to the top of your profile and click on Save. If you don't click on the Save button the information and documents you have uploaded will disappear.

