HLTH300

Health Placement

S2 Day 2014

Department of Health Professions

Contents

General Information

Unit convenor and teaching staff
Unit Convenor
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Lecturer
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Credit points
6

Prerequisites
39cp including (HLTH200 and (SOC224 or SOC234)) and admission to (BHlth or BA-PsychBHlth or BSc-PsychBHlth) and permission of Executive Dean of Faculty

Corequisites
HLTH310 or HLTH350

Co-badged status

Unit description
This unit provides an off-campus, work-integrated learning experience in a health-related. Placements may be undertaken in a range of areas (such as health policy, planning, promotion, research, service development, advocacy, and education) and across a range of sectors (such as government, non-profit, community-based, industry, and professional organisations). Students complete a self-contained project during their placement such as researching and writing a report on a specific issue. As far as possible, placements are arranged in accordance with each student's background, skills, experience, professional and academic interests, and career aspirations. Students must complete approximately 20 days on work placement plus attend three one-day workshops on campus. Students intending to enrol in the unit should consult with the Unit Convenor by 15 March (for S2) or 15 November (for S1 the following year).

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

> Plan, negotiate and produce a project management plan for the project
>
> Gather, organise, analyse and synthesise the background information relevant to the project
>
> Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders
>
> Judge and implement appropriate personal contribution to workplace teamwork
>
> Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor
>
> Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience
>
> Review career and study wishes and options following the placement project

General Assessment Information

Assessment/Standards

Macquarie University uses the following grades in coursework units of study:

HD	High Distinction	85-100
D	Distinction	75-84
CR	Credit	65-74
P	Pass	50-64
F	Fail	0-49

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy, which is available at: http://www.mq.edu.au/policy/docs/grading/policy.html

Further details for each assessment task will available on iLearn including marking rubrics.

All final grades in the Department of Health Professions are determined by a grading committee and are not the sole responsibility of the Unit Convenor.

Students will be awarded one of these grades plus a Standardised Numerical Grade (SNG). The SNG is not necessarily a summation of the individual assessment components. The final grade and SNG that are awarded reflect the corresponding grade descriptor in the Grading Policy.

To pass this unit, students must complete all assessments and receive a total mark of at least 50%.

Extensions for Assessment Tasks

Applications for assessment task extensions must be submitted via www.ask.mq.edu.au. For further details please refer to the Disruption to Studies Policy available at http://mq.edu.au/policy/docs/disruption_studies/policy.html

Absence from workshops

The three workshops are compulsory. Students who are absent without prior arrangement or without documentation such as medical certificates will incur a penalty of 10% of the final mark for each workshop the student misses.

Late Submission of Work

All assignments which are officially received after the due date, and where no extension has been granted by the course convenor or tutor, will incur a deduction of 10% for the first day, and 10% for each subsequent day including the actual day on which the work is received. Weekends and public holidays are included. For example:

Final Mark	Raw Mark	Deduction	Days Late	Received	Due Date
45%	e.g. 75%	30%	3	Monday, 17th	Friday, 14th

Assessment Tasks

Name	Weighting	Due
Project Management Plan	20%	mid September
Placement Project	60%	mid November
Post Placement Report	20%	end November

Project Management Plan

Due: **mid September**
Weighting: **20%**

The plan that guides the details of the project.

The student writes it, the supervisor must agree with key points such as deliverables and timelines.

The convenor marks it.

On successful completion you will be able to:
- Plan, negotiate and produce a project management plan for the project
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- Judge and implement appropriate personal contribution to workplace teamwork
- Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor

Placement Project

Due: **mid November**
Weighting: **60%**

The agreed outputs of the project.

The log of hours.

Two supervisor reports.

On successful completion you will be able to:
- Gather, organise, analyse and synthesise the background information relevant to the project
- Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders
- Judge and implement appropriate personal contribution to workplace teamwork
- Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor

Post Placement Report

Due: **end November**
Weighting: **20%**

Feedback to the workplace and host supervisor

Reflections on the placement experience

On successful completion you will be able to:
- Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders

- Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience
- Review career and study wishes and options following the placement project

Delivery and Resources

Unit organisation

This is a 6 credit point unit run over a 15 week session. The unit comprises a minimum of 20days (140 hours) placement in the workplace, three on campus workshops, self-directed project specific learning and study of material on the study unit iLearn site. Further information is available on iLearn.

Assumed knowledge

The unit assumes that you have successfully completed the pre-requisites and all required units in the degree up to and including all 200 level units. It assumes that you are completing the co-requisite options or have already done so.

Attendance

Students must complete a minimum of 20 days (140 hours) on the placement project and have their log of hours signed by their supervisor. Students must attend all three on campus workshops.

Readings

The readings for this unit will be listed on iLearn. It is your responsibility to find and read those.

Unit Schedule

Workshops:

Number 1: Friday 15 August, 9.30am till 4pm in E6B 136.

Number 2: Friday 12 September, 9.30am till 4pm in E6B 136.

Number 3: Friday 7 November, 9.30am till 4pm in E6B 136.

An agenda will be sent out about a week prior to each workshop.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Plan, negotiate and produce a project management plan for the project
- Gather, organise, analyse and synthesise the background information relevant to the project
- Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders
- Judge and implement appropriate personal contribution to workplace teamwork
- Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor
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- Review career and study wishes and options following the placement project

Assessment tasks

- Project Management Plan
- Placement Project
- Post Placement Report

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Judge and implement appropriate personal contribution to workplace teamwork
- Critique, review and reflect on the process of the placement, the health or community

issue and the student learning experience

- Review career and study wishes and options following the placement project

Assessment tasks

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Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Plan, negotiate and produce a project management plan for the project
- Gather, organise, analyse and synthesise the background information relevant to the project
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Assessment tasks

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Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Plan, negotiate and produce a project management plan for the project
- Gather, organise, analyse and synthesise the background information relevant to the project
- Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience
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Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Plan, negotiate and produce a project management plan for the project
- Gather, organise, analyse and synthesise the background information relevant to the project
- Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders
- Judge and implement appropriate personal contribution to workplace teamwork
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Assessment tasks

- Project Management Plan
- Placement Project

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We

want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Plan, negotiate and produce a project management plan for the project
- Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders
- Judge and implement appropriate personal contribution to workplace teamwork
- Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor
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Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Plan, negotiate and produce a project management plan for the project
- Gather, organise, analyse and synthesise the background information relevant to the project
- Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders
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• Placement Project

• Post Placement Report

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

• Gather, organise, analyse and synthesise the background information relevant to the project

• Distinguish and apply appropriate communication modes, verbal and written, for the project and for key stakeholders

• Judge and implement appropriate personal contribution to workplace teamwork

• Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience

• Review career and study wishes and options following the placement project

Assessment tasks

• Placement Project

• Post Placement Report

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

• Plan, negotiate and produce a project management plan for the project

• Distinguish and apply appropriate communication modes, verbal and written, for the

project and for key stakeholders

- Judge and implement appropriate personal contribution to workplace teamwork
- Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience
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Assessment task

- Placement Project

Changes from Previous Offering

No substantial changes are planned for this unit in 2014

HLTH300 is a PACE unit

- PACE stands for Professional and Community Engagement. By connecting students with partner organisations, PACE gives Macquarie students the chance to contribute their academic learning, enthusiasm and fresh perspective to the professional workplace.

- PACE is Macquarie's way of integrating practical experience into your degree so it counts for credit, gives you the chance to work with different communities, and ultimately gives you the edge in your career.

- PACE is a key component of the University's strategic direction, emphasising the University's commitment to excellence in research, learning and teaching and community engagement. It is the third pillar of the undergraduate curriculum; People, Planet and Participation.

- HLTH300 is a PACE unit. PACE units provide an academic framework through which students can engage with the community, learn through participation, develop their capabilities and build on the skills that employers value. By completing a PACE unit, students develop all these skills and capabilities, and also gain academic credit towards their degree.
  In this unit you will undertake a PACE activity – the experiential component of a PACE unit whereby students engage with the community through Participation.The activity may be carried out in a variety of modes such as block (a concentrated period) or over the

course of the whole semester (e.g. limited hours per week), depending on the design of the unit.Similarly, the timing of the PACE activity for each student or group of students may be different depending on arrangements with the community-based partner.

Workplace Health and Safety for PACE units

A PACE Activity is an experiential activity allocated to, and undertaken by, a student within a PACE unit which may take place in premises other than the University (usually the Partner Organisation's premises). When working or studying in non-University premises, the primary responsibility for the health and safety of our students becomes that of the Partner Organisation hosting the student. However, as a student, you also have a legal responsibility under the Workplace Health & Safety Act 2011 and the Macquarie University Health & Safety Policy to ensure the health and safety of yourself and of others in the workplace.

Each student has a moral and legal responsibility for ensuring that his or her work environment is conducive to good health and safety, by:

- ensuring that their work and work area is without risk to the health and safety of themselves and others

- complying with the University's and Partner Organisation's Work Health & Safety Policy and Procedures

- reporting hazards and incidents as they occur in accordance with University and Partner Organisation's policy

- actively participating in all health and safety activities and briefing sessions (eg emergency evacuation procedures, site inspections etc)

Each student is also required to advise their Unit Convenor or Faculty PACE Manager as soon as possible when:

- he/she feels unsafe at any stage during the PACE activity

- he/she did not receive a safety induction prior to the commencement of the activity covering: First aid, Fire and emergency evacuation; and Injury/incident reporting

- he/she did not receive any specialised instructions/training necessary to carry out the role

- an incident/accident happens (even when reported to the Partner Organisation/ supervisor and managed by them)

Non-compliance with the above may result in withdrawal of the student from the PACE Activity.

In addition, those students undertaking a PACE International activity should be aware of the following Risk Management procedures:

http://staff.mq.edu.au/teaching/participation_and_community_engagement/student_management/risk_management/

IN CASE OF EMERGENCIES

1. Remove yourself from any danger.

2. Call 000, if necessary.

3. Speak to your partner-based supervisor, if possible. The Organisation may have emergency procedures to follow.

THEN - if the emergency occurs in office hours (i.e. Monday - Friday 9am-5pm)

4. Contact your Unit Convenor by phone/email as soon as you can.

5. If you cannot reach your Unit Convenor, contact your Faculty PACE Manager by phone/email.

OR - if the emergency occurs outside of office hours (i.e. outside of Monday - Friday 9am-5pm)

6. Phone Campus Security Office on (02) 9850-9999 as soon as you can. This is a 24 hour, 7 days a week service and it does not matter where in Australia you are when you call. Please identify yourself as a PACE student when you call.

N.B. For any minor issues with your participation activity, please speak to your partner-based Supervisor. If the problem is more serious, please contact your Unit Convenor or your Faculty PACE Manager.

If you are experiencing difficulties and need to speak to a counsellor:

Contact the MQ Counselling Service at Campus Wellbeing on 9850-7497 (Monday - Friday, 8am-6pm)

1800 MQ CARELINE (1800-227-367) - information and referral service (24 hours, 7 days a week)

If you would like to speak to a counsellor outside of office hours, you can also contact Lifeline on 13 11 14 (24 hours, 7 days a week).

Changes since First Published

Date	Description
25/07/2014	Change to assessment task due date.