

## **PHTY8305**

# **Advanced Clinical Physiotherapy Placement**II

Session 2, In person-placement, On location 2024

Department of Health Sciences

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#### Disclaimer

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## **General Information**

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Credit points

10

Prerequisites

PHTY817 or PHTY8301 or PHTY8308

Corequisites

Co-badged status

Unit description

This is the fifth five-week full time clinical placement where you will be a member of a healthcare team working with individuals or groups with a variety of health conditions. You will be able to preference the type of setting or area of physiotherapy practice providing you with an opportunity to further explore an area of physiotherapy that is of particular interest and/or provides an opportunity to further consolidate your knowledge, skills and experiences. In this unit you will deliver person-centred health care under supervision. You will build upon your previous clinical experience, along with your advanced knowledge and skills, to deliver evidence-based physiotherapy intervention. You will strengthen your understanding of healthcare systems and the impact of biopsychosocial factors on health and wellbeing, whilst enhancing your skills in the provision of socially and culturally respectful healthcare. You will be expected to demonstrate standards of professionalism, ethical behaviour and safety consistent with expectations of the physiotherapy profession. You will be required to demonstrate the development of the Macquarie DPT Graduate Capabilities: Scientist and Scholar, Clinical Practitioner, Engaged Global Citizen and Professional, and the Physiotherapy practice thresholds in Australia and Aotearoa New Zealand.

## Important Academic Dates

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

## **Learning Outcomes**

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

**ULO1:** Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation.

(Professional/Engaged Global Citizen)

**ULO2:** Use advanced skills to clearly, accurately, sensitively and effectively communicate with clients, carers and other professionals, including verbal and nonverbal forms, to support the development of trust and rapport. (Professional/Clinical Practitioner)

**ULO3:** Plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment with complex client populations. (Clinical Practitioner/ Engaged Global Citizen)

**ULO4:** Plan and implement an appropriate intervention for individuals with complex presentations based on interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/ Scientist & Scholar)

**ULO5:** Implement safe practices by identifying adverse events and near misses, and by minimising risk associated with physiotherapy practice, including recognition of situations that are outside the scope of expertise and/or competence, and by taking appropriate and timely action in the clinical setting (Clinical Practitioner/Engaged Global Citizen) **ULO6:** Accurately evaluate and communicate your own knowledge and performance including strengths and areas for improvement, using relevant professional benchmarks. (Professional/Clinical Practitioner)

## **General Assessment Information**

#### **Grading of Assessments**

Grade descriptors and other information concerning grading are contained in the <u>Macquarie University Assessment Policy</u>.

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the Assessment Procedure

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

If there is a lack of sufficient evidence demonstrating you have met the required level of achievement in all learning outcomes you will be awarded a Fail grading with an assigned mark of 49 or less.

Further details for each assessment task will be available on iLearn.

You will receive a grade for each assessment within this unit. The grades awarded will reflect a

holistic evaluation of the work against the criteria outlined within the corresponding assessment rubric. Numerical marks will be calculated for each assessment based on the following percentages, and rounded to the nearest full mark:

- High distinction (HD) 95%
- Distinction (D) 80%
- Credit (C) 70%
- Pass (P) 60%
- Pass threshold (P-) 50%
- Fail (F) 40%

Submission of an assessment task deemed by the unit convenor to be incomplete or not a serious attempt may result in the Fail (F) grade to be awarded a numerical grade below 40%.

#### **Clinical Placement Logbook Assessment**

The Clinical Placement Logbook is a hurdle assessment. A hurdle assessment is defined as an assessment task mandating a minimum level of performance as a condition of passing the unit in which it occurs. You must obtain a pass grade in this assessment as a minimum requirement for passing the unit. Should you fail to obtain a pass grade upon your initial attempt, one supplementary opportunity will be provided to demonstrate that you meet the minimum requirements for this assessment. Should you still not meet a pass standard a Fail (Hurdle) grade will be awarded, as indicated by a FH grade upon your transcript.

#### **Late Submissions**

Unless a Special Consideration request has been submitted and approved, a 5% penalty (Of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

#### For example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	-	75	0

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to

submit an application for Special Consideration.

#### **Assessment Tasks**

Name	Weighting	Hurdle	Due
Mid Unit Assessment	0%	No	Week 3 of placement
End Unit Assessment	70%	No	Week 5 of placement
Clinical Placement Logbook.	0%	Yes	Sunday 11:55pm immediately following placement
Professional Portfolio	30%	No	TBC

## Mid Unit Assessment

Assessment Type 1: Clinical performance evaluation Indicative Time on Task 2: 3 hours Due: **Week 3 of placement** Weighting: **0%** 

You will assess your own performance and behaviour in the clinical setting at the midpoint of the unit, using the Assessment of Physiotherapy Practice (APP). Your self assessment will be compared with the Clinical Educators assessment at the midpoint of the placement. The primary Clinical Educator will provide feedback on your performance and behaviour in the clinical setting at the midpoint of the unit, using a national standardised tool, the Assessment of Physiotherapy Practice (APP).

On successful completion you will be able to:

- ULO1: Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Clinical Practitioner)
- ULO2: Use clear, accurate, sensitive and effective communication, including verbal and non-verbal forms, to support the development of trust and rapport with clients, carers and other professionals. (Professional/Clinical Practitioner)
- ULO3: Apply knowledge and skills to plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment. (Engaged Global Citizen/ Clinical Practitioner)
- ULO4: Plan and implement an appropriate intervention based on analysis and interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/Scientist & Scholar)
- ULO5: Implement safe practices by identifying adverse events and near misses, and by minimising risk associated with physiotherapy practice, including recognition of situations

that are outside the scope of expertise and/or competence, and by taking appropriate and timely action (Clinical Practitioner/Engaged Global Citizen)

## **End Unit Assessment**

Assessment Type 1: Clinical performance evaluation Indicative Time on Task 2: 3 hours Due: **Week 5 of placement** Weighting: **70**%

You will assess your own performance and behaviour in the clinical setting at the completion of the unit, using the Assessment of Physiotherapy Practice (APP). Your self assessment will be compared with the Clinical Educators assessment at the completion of the unit. At the completion of the unit the primary Clinical Educator will assess your performance and behaviour in the clinical setting using the Assessment of Physiotherapy Practice (APP) which will be used to evaluate achievement of unit learning outcomes.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Clinical Practitioner)
- Use clear, accurate, sensitive and effective communication, including verbal and nonverbal forms, to support the development of trust and rapport with clients, carers and other professionals. (Professional/Clinical Practitioner)
- Apply knowledge and skills to plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment. (Engaged Global Citizen/ Clinical Practitioner)
- Plan and implement an appropriate intervention based on analysis and interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/Scientist & Scholar)
- Implement safe practices by identifying adverse events and near misses, and by
  minimising risk associated with physiotherapy practice, including recognition of situations
  that are outside the scope of expertise and/or competence, and by taking appropriate
  and timely action (Clinical Practitioner/Engaged Global Citizen)

## Clinical Placement Logbook.

Assessment Type 1: Log book Indicative Time on Task 2: 4 hours Due: Sunday 11:55pm immediately following placement Weighting: 0% This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

You will submit a Clinical Placement Logbook along with a Logbook Summary at the completion of this clinical placement.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Clinical Practitioner)
- Use clear, accurate, sensitive and effective communication, including verbal and nonverbal forms, to support the development of trust and rapport with clients, carers and other professionals. (Professional/Clinical Practitioner)
- Apply knowledge and skills to plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment. (Engaged Global Citizen/ Clinical Practitioner)
- Plan and implement an appropriate intervention based on analysis and interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/Scientist & Scholar)
- Implement safe practices by identifying adverse events and near misses, and by
  minimising risk associated with physiotherapy practice, including recognition of situations
  that are outside the scope of expertise and/or competence, and by taking appropriate
  and timely action (Clinical Practitioner/Engaged Global Citizen)

## **Professional Portfolio (Executive Summary)**

Assessment Type 1: Portfolio Indicative Time on Task 2: 20 hours Due: **TBC** Weighting: **30%** 

You will collate evidence of meeting the Physiotherapy practice thresholds of Australia and Aotearoa New Zealand.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Engaged Global Citizen)
- Use advanced skills to clearly, accurately, sensitively and effectively communicate with clients, carers and other professionals, including verbal and non-verbal forms, to support the development of trust and rapport. (Professional/Clinical Practitioner)
- Plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment with complex client populations. (Clinical Practitioner/ Engaged Global Citizen)
- Plan and implement an appropriate intervention for individuals with complex presentations based on interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/ Scientist & Scholar)
- Accurately evaluate and communicate your own knowledge and performance including strengths and areas for improvement, using relevant professional benchmarks.
   (Professional/Clinical Practitioner)

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- · the Writing Centre for academic skills support.

## **Assessment Tasks**

Name	Weighting	Hurdle	Due
Mid Unit Assessment	0%	No	Week 3 of placement
End Unit Assessment	70%	No	Week 5 of placement
Clinical Placement Logbook	0%	Yes	11:55pm, Sunday after placement
Professional Portfolio (Executive Summary)	30%	No	TBC outside of placement dates

<sup>&</sup>lt;sup>1</sup> If you need help with your assignment, please contact:

<sup>&</sup>lt;sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Mid Unit Assessment

Assessment Type 1: Clinical performance evaluation

Indicative Time on Task 2: 3 hours

Due: Week 3 of placement

Weighting: 0%

The national standardised tool, the Assessment of Physiotherapy Practice (APP), will be completed by yourself and your primary Clinical Educator to provide feedback on your performance and behaviour in the clinical setting at the midpoint of the unit.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Engaged Global Citizen)
- Use advanced skills to clearly, accurately, sensitively and effectively communicate with clients, carers and other professionals, including verbal and non-verbal forms, to support the development of trust and rapport. (Professional/Clinical Practitioner)
- Plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment with complex client populations. (Clinical Practitioner/ Engaged Global Citizen)
- Plan and implement an appropriate intervention for individuals with complex presentations based on interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/ Scientist & Scholar)
- Implement safe practices by identifying adverse events and near misses, and by
  minimising risk associated with physiotherapy practice, including recognition of situations
  that are outside the scope of expertise and/or competence, and by taking appropriate
  and timely action in the clinical setting (Clinical Practitioner/Engaged Global Citizen)
- Accurately evaluate and communicate your own knowledge and performance including strengths and areas for improvement, using relevant professional benchmarks.
   (Professional/Clinical Practitioner)

## **End Unit Assessment**

Assessment Type 1: Clinical performance evaluation

Indicative Time on Task 2: 3 hours

Due: Week 5 of placement

Weighting: 70%

The national standardised tool, the Assessment of Physiotherapy Practice (APP), will be completed by yourself and your primary Clinical Educator to provide feedback on your performance and behaviour in the clinical setting at the end point of the unit.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Engaged Global Citizen)
- Use advanced skills to clearly, accurately, sensitively and effectively communicate with clients, carers and other professionals, including verbal and non-verbal forms, to support the development of trust and rapport. (Professional/Clinical Practitioner)
- Plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment with complex client populations. (Clinical Practitioner/ Engaged Global Citizen)
- Plan and implement an appropriate intervention for individuals with complex presentations based on interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/ Scientist & Scholar)
- Implement safe practices by identifying adverse events and near misses, and by
  minimising risk associated with physiotherapy practice, including recognition of situations
  that are outside the scope of expertise and/or competence, and by taking appropriate
  and timely action in the clinical setting (Clinical Practitioner/Engaged Global Citizen)

## Clinical Placement Logbook

Assessment Type 1: Log book Indicative Time on Task 2: 4 hours

Due: 11:55pm, Sunday after placement

Weighting: 0%

This is a hurdle assessment task (see <u>assessment policy</u> for more information on hurdle assessment tasks)

You will submit a Clinical Placement Logbook along with a Logbook Summary at the completion of this clinical placement.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Engaged Global Citizen)
- Use advanced skills to clearly, accurately, sensitively and effectively communicate with clients, carers and other professionals, including verbal and non-verbal forms, to support the development of trust and rapport. (Professional/Clinical Practitioner)
- Plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment with complex client populations. (Clinical Practitioner/ Engaged Global Citizen)
- Plan and implement an appropriate intervention for individuals with complex presentations based on interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/ Scientist & Scholar)
- Implement safe practices by identifying adverse events and near misses, and by
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  and timely action in the clinical setting (Clinical Practitioner/Engaged Global Citizen)
- Accurately evaluate and communicate your own knowledge and performance including strengths and areas for improvement, using relevant professional benchmarks.
   (Professional/Clinical Practitioner)

## Professional Portfolio (Executive Summary)

Assessment Type 1: Portfolio Indicative Time on Task 2: 20 hours

Due: TBC outside of placement dates

Weighting: 30%

You will collate evidence of meeting the Physiotherapy practice thresholds of Australia and Aotearoa New Zealand.

On successful completion you will be able to:

- Demonstrate professional behaviour and appropriate communication in accordance with ethical, legal and professional standards of care when interacting with clients, clinical educators, other health professionals and the host organisation. (Professional/Engaged Global Citizen)
- Use advanced skills to clearly, accurately, sensitively and effectively communicate with clients, carers and other professionals, including verbal and non-verbal forms, to support the development of trust and rapport. (Professional/Clinical Practitioner)
- Plan and implement an efficient, effective, culturally responsive and client centred physiotherapy assessment with complex client populations. (Clinical Practitioner/ Engaged Global Citizen)
- Plan and implement an appropriate intervention for individuals with complex presentations based on interpretation of assessment findings, using evidence-based practice, and client centred principles to inform decision making. (Clinical Practitioner/ Scientist & Scholar)
- Accurately evaluate and communicate your own knowledge and performance including strengths and areas for improvement, using relevant professional benchmarks.
   (Professional/Clinical Practitioner)

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- · the Writing Centre for academic skills support.

## **Delivery and Resources**

As a student enrolled in this unit, you will engage in a range of face-to-face learning activities while on clinical placement. Details can be found on the iLearn site for this unit.

#### Assumed knowledge

This unit builds upon your learning across the previous semesters of the Doctor of Physiotherapy course, and assumes you have a sound basic knowledge on all core areas of physiotherapy including pre- requisite knowledge areas such as musculoskeletal anatomy.

<sup>&</sup>lt;sup>1</sup> If you need help with your assignment, please contact:

<sup>&</sup>lt;sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

#### Learning and teaching strategy

In this unit you will spend **25 days** on placement as a member of a healthcare team working with individuals or groups with a variety of health conditions, including complex case presentations. The placement will be in a setting relevant to the delivery of physiotherapy, including clinical settings, such as a hospital or private practice, or other relevant setting, such as a corporate or sporting organisation.

#### **Unit organisation**

This is a ten credit point unit run as a 25-day clinical placement, conducted as a 5-week block, or the equivalent. Further information is available via the DPTClinical iLearn site for your cohort. See <a href="http://ilearn.mq.edu.au">http://ilearn.mq.edu.au</a>.

#### **Attendance**

Individual clinic descriptors and clinical calendars should be used to confirm dates and times of attendance for your clinical placement. This information is available via the DPTClinical iLearn site for your cohort. See <a href="http://ilearn.mg.edu.au">http://ilearn.mg.edu.au</a>

#### Unit materials and readings

Resources used across the Doctor of Physiotherapy may be useful when completing this unit. You are encouraged to review any relevant unit iLearn sites before commencing your placement. In addition, resources specific to clinical education and to specific areas of clinical physiotherapy are available on the DPTClinical iLearn site.

#### **Technology and equipment**

Clinical sites will provide access to technology and equipment on-site as required. iPads, laptops and other patient/education-related equipment may be available to borrow from the Department of Health Sciences or the university library if required.

#### **Transport and costs**

You will need to arrange your own transport to clinical placements and will be responsible for covering all costs associated with attending placements such as vaccinations, parking, public transport and accommodation (where necessary).

#### Consultation with staff

All staff will be available for individual consultation. See iLearn for contact details.

## **Policies and Procedures**

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- · Fitness to Practice Procedure
- · Assessment Procedure
- Complaints Resolution Procedure for Students and Members of the Public
- Special Consideration Policy

Students seeking more policy resources can visit Student Policies (https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.e du.au) and use the search tool.

### **Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mg.edu.au/admin/other-resources/student-conduct

#### Results

Results published on platform other than <u>eStudent</u>, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in <u>eStudent</u>. For more information visit <u>ask.mq.edu.au</u> or if you are a Global MBA student contact <u>globalmba.support@mq.edu.au</u>

## **Academic Integrity**

At Macquarie, we believe <u>academic integrity</u> – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free <u>online writing and</u> d maths support, academic skills development and wellbeing consultations.

## Student Support

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

## **The Writing Centre**

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- · Chat with a WriteWISE peer writing leader
- Access StudyWISE
- · Upload an assignment to Studiosity
- · Complete the Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

## Student Services and Support

Macquarie University offers a range of Student Support Services including:

- IT Support
- · Accessibility and disability support with study
- Mental health support
- Safety support to respond to bullying, harassment, sexual harassment and sexual assault
- Social support including information about finances, tenancy and legal issues
- Student Advocacy provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via AskMQ, or contact Service Connect.

## IT Help

For help with University computer systems and technology, visit <a href="http://www.mq.edu.au/about\_us/">http://www.mq.edu.au/about\_us/</a> offices\_and\_units/information\_technology/help/.

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

## **Inclusion and Diversity**

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable,

diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, and a respresentative of Macquarie University while on clinical placement, you must not discriminate against or harass others based on their sex, gender, race, marital status, carers' responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy clinical learning environment for everyone.

## **Professionalism**

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses, and a pillar of the Fitness to Practice Policy.

As part of developing professionalism, students are expected to attend all clinical placement days and engage in learning activities outside placement hours (eg revision of material, preparing for treatment sessions). As an adult learner, we respect your decision to choose how you engage with your learning, but we would remind you that the learning opportunities created for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for both Macquarie University and external clinical educator staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them appropriately and in a timely fashion.

Another dimension of professionalism is having respect for others. Please arrive to clinical placements on time, and contribute to the healthcare team appropriately. Please treat all patients, other members of the healthcare team, and your fellow students with the utmost respect.

Unit information based on version 2024.03 of the Handbook