

Supervisor Handbook

Doctor of Medicine Elective Placement 2023



MMED9450_9451 Doctor of Medicine: Clinical Performance Elective Placement –
Supervisor Requirements

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What is an Elective Placement?

Flinders University is an accredited provider of the Doctor of Medicine program by the Australian Medical Council (AMC). The MD aims to develop the elements of knowledge, understanding and skill central to varied areas of medical practice. Students will focus on acquiring important knowledge and principles in all clinical disciplines and developing their ability to diagnose and manage common clinical problems, producing graduates well prepared to act as hospital interns.

In Year 4 students undertake an Elective term, where they can seek out a learning experience of their own choosing.

Students may seek Elective placements in Flinders Medical Centre and/or placements managed by Flinders University (Flinders Axis), elsewhere in Australia or anywhere in the world provided that the term is considered to be appropriate for the student's professional development.

An Elective may be carried out in either a clinical or a non-clinical discipline and may be used for research. From past experience most students seek external clinical options, interstate and overseas, but occasionally a student will use these blocks for research. Students are expected to work on a full-time basis for each of the Elective terms. Students undertaking clinical Electives will be expected to take responsibilities which approximate those of an intern.

Placement Requirements

1. An elective placement must be a minimum of 4 weeks and a maximum of 6 weeks in duration
2. Travel to and from the elective placement must not encroach on placement time
3. Elective placements can only be undertaken when all placement arrangements are agreed and in place
4. Students are expected to attend the placement on a full-time capacity
5. Students must be aware of and comply with the compliance requirements as directed by the host organisation
6. Students are representatives of Flinders University and are expected to always behave in a professional manner

Flinders Medical Elective Conditions of Placement

The Host Organisation must:

Placement

- a. Have the capacity to provide a placement as described in this Handbook

Supervision

- b. Provide appropriate supervision as described in this Handbook.

WHS

- c. Provide students with a safe placement workplace, including:
 - i. taking all reasonable precautions in respect of the health safety and welfare of students in a non-discriminatory and harassment free work environment;
 - ii. ensuring students are informed of relevant host organisation work health and safety requirements and procedures;
 - iii. contacting the nominated University staff member in the event of a student having an accident, sustaining an injury or being involved in a safety incident whilst on placement;

Insurance

- d. Have adequate public liability insurance cover in relation to loss, damage or injury suffered by students and/or university staff as a result of acts or omissions by the host organisation, its employees or third parties.

Role and Responsibilities of Elective Placement Supervisor

- Arrange students orientation and induction to the primary placement facility location and acquaint students with relevant host organisation staff at that primary facility
- Ensure students are aware of appropriate host organisation rules, regulations, policies, and procedures.
- Ensure that if students are required to attend a placement facility other than the primary placement facility then that other placement facility is notified of the student's proposed attendance at that other facility and approval is obtained for the students to attend that other facility prior to commencement of their placement at that other facility.
- Ensure the consent of any third party or patient involved in a placement activity in which students are participating including but not limited to patient's being observed, supervised, diagnosed or cared for by students, is obtained prior to the commencement of that placement activity.
- Actively facilitate learning opportunities relevant to student and unit learning objectives
- Select appropriate learning experiences based on:
 - i) objectives to be achieved
 - ii) level of student development
 - iii) learning opportunities available
 - iv) skills list.
- Arrange and notify students of all relevant placement work hours and rosters including on call and out of hours rosters.
- Liaising with health facility /service staff to provide opportunities for the students to contribute to the relevant facility
- Respond positively to the immediate concerns and needs of the students and the health care facility/ service if unforeseen problems arise during the placement experience and advise students to contact the University for advice if you are unable to resolve matters with students.
- Promoting the safety of both patients/ clients and students through the selection and negotiation of appropriate learning experiences

The University must:

Placement

- Provide advice to host organisations and students as to the requirements of the placement;
- Provide advice to students as to student responsibilities in the workplace including expected standards of behaviour and performance;
- Provide adequate support to students before, during and after placement;
- Advise students as to provisions for suspension or withdrawal from placement.

Supervision

- Provide the student and the host organisation with the contact details of staff members responsible for the co-ordination of the placement and university supervision of students;
- In consultation with the nominated placement supervisor, provide appropriate supervision in relation to the students on placement.

WHS

- Provide students with appropriate general WHS preparation before placement.

Insurance

- Advise students and the host organisation of the relevant provisions of any applicable university insurance policy.

The student must:

Placement

- Arrange for the host organisation supervisor to sign a Placement Provider Application Form.
- Sign that same Application Form declaring his/her fitness to undertake the placement and agreeing to comply with all placement conditions.
- Provide any additional compliance documentation required by the Host placement organisation above the requirements required for enrolment to MMED9450/9451
- Communicate with the nominated placement supervisor and/or University staff member in relation to any matters of concern within the placement.

Supervision

- Act in accordance with:
 - The reasonable instructions of his or her placement supervisor
 - The policies and procedures of the host organisation
 - The principles of professional responsibility and conduct
- Negotiate strategies to meet the required tasks as set out in this Handbook -
- Ensure that all placement assessment documentation is completed as required, and that final verification signatures are obtained from the nominated placement supervisor.

WHS

- Participate in pre-placement training required by the university which includes general WHS training;
- Comply with any reasonable safety instructions, rules or procedures of the host organisation;
- Notify the host organisation and the university placement co-ordinator in the event of having an accident, sustaining an injury or being involved in a safety incident whilst on placement.

Insurance

- Be aware of and comply with the relevant provisions of the university's Insurance policy.

Term dates for 2023

Term Dates	SA
Term 1	January 16
Term 2	February 27
Term 3	April 10
Intensives	May 22
Semester Break	June 5
Term 4	June 19
Term 5	July 31
Term 6	September 11

Students are allocated to an Elective term as part of their core placement program in the final year of the Doctor of Medicine program.

An elective placement must be a minimum of four weeks up to a maximum of 6 weeks in duration.

For a six-week placement, travel time should not encroach on the placement.

Students are expected to undertake a full-time placement and can have opportunities for on call, after hours or weekend clinical experiences.

Assessment

The elective component of the final year is not graded but we place particular value on your comments on performance, and we usually allow students to see these comments.

The student will provide the Elective Assessment Form, please can you complete this form during the last week of the placement and hand to the student.

Governance and Risk

Compliance

Medical students are required to supply the university with verifiable evidence that they meet the compliance requirements of our University, State, Commonwealth and Accreditation requirements. This documentation is provided to the university to ensure that we have verified the documentation meets those requirements. Students can only attend placement when their compliance status has been confirmed.

These compliance attributes include the following:

- Immunisation compliance certification
 - Diphtheria, Tetanus and Pertussis
 - Measles, Mumps Rubella
 - Varicella – Zoster
 - Hep B
 - Poliomyelitis
 - In some cases Hep A (WIL/Supervisor will advise)
 - COVID
 - Influenza
 - Tuberculosis

- Department of Human Services clearances for South Australia based students (or equivalent)
 - Working With Children Clearance
 - Vulnerable Persons
 - Aged Care
 - Ochre Card for Northern Territory students

- National Police Clearance

- Hand Hygiene

- Manual Handling

Students undertake Basic Life Support in Year 1 of the MD, Intermediate Life Support in Year 2 and Advanced Life Support in Year 4.

Insurance

Flinders University's Malpractice and General & Product Liability Policies provide limited cover to enrolled students undertaking elective placements anywhere in the world. Students are advised to seek confirmation from the placement provider about expectations in relation to insurance coverage before accepting an offer of a placement.

Intellectual Property

Under the University's Intellectual Property Policy, the University may require an enrolled student to assign to the University ownership of any IP, except for student thesis or assessment work, in circumstances where there is a placement agreement between the University and a third-party placement provider/organisation.

Most placement organisations reasonably require as a pre-condition for accepting a student to participate in a Work Integrated Learning (WIL) placement with them that IP in materials created by students while participating in that placement vest in the placement organisation. Flinders can facilitate this vesting by way of assignment of the student's IP to the placement host organisation.

For a student, while the Placement Organisation will own the IP that they may create while on placement with it, the student will retain a broad license to use this IP in any assessment, teaching, educational, academic or research materials.

Confidentiality and Privacy

Our students are required to sign a Deed Poll where they acknowledge the high importance on maintaining patient confidentiality and protecting privacy. While on placement students will have access to a wide range of confidential information and need to be familiar and understand the relevant requirements of maintaining confidentiality.

If the placement host organisation has its own Confidentiality and Privacy documentation which it requires students to complete and comply with then, please provide it to students prior to commencement of placement.

Third Party Facility Placement detail

If as Supervisor you will be providing the student with observational and/or clinical placement opportunities and activities at a third-party facility location other than the primary placement facility location specified in the Placement Provider Application Form, you will need to ensure the following:

- The third-party facility owner/operator is aware that the student will be attending prior to commencement of placement at that third party facility.
- The third-party facility owner/operator has approved the student attendance at that facility for the purposes of participating in a placement opportunity or activity at that facility *(and if that third party facility would like to enter into a formal agreement with the University, please contact cmph.placements@flinders.edu.au)*

Contact Information

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