

Sport and Exercise Professional Placement Handbook 2021

STUDENTS

Bachelor of Sport and Exercise Science
Bachelor of Sport and Exercise Science (Honours) (Clinical Exercise Physiology)

Faculty of Health, Engineering and Sciences
School of Health and Wellbeing

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University of Southern Queensland Student Equity
https://www.usq.edu.au/current-students/support/student-equity

University of Southern Queensland Student Support Services
https://www.usq.edu.au/current-students/support

PREFACE

This document has been compiled in order to provide students with information pertinent to undertaking and completing professional placement components embedded in the Sport and Exercise discipline. The handbook includes information about professional placement requirements, expectations, behaviour, conduct and responsibilities, as well as examples of the paperwork to be completed by both students and placement supervisors.

DEFINITIONS AND GLOSSARY OF TERMS

Student	The individual currently enrolled in either the Bachelor of Sport and Exercise Science (BSES), or Bachelor of Sport and Exercise Science (Honours) (Clinical Exercise Physiology) (BSEH[CEP]) at the University of Southern Queensland (USQ) as either Ipswich or Toowoomba on-campus or External.
Supervisor	The appropriately qualified individual who has been nominated by an appropriate agency to supervise the student while undertaking professional placement.
Placement Coordinator	The individual currently employed by USQ, who is responsible for the organisation of student Sport and Exercise professional placement.
Professional Experience Placement Office	The Professional Experience Placement (PEP) Office consists of Placement Officers and Professional Experience staff in Toowoomba and Ipswich. This team allocates the placements and can help you with any questions about preparing for and attending a placement.
InPlace	Online platform for placement-related information (mandatory documents, placement allocation details, student log books), accessed via inplace.usq.edu.au
Accredited Exercise Scientist (AES)	An individual who has current ESSA AES credentialing.
Accredited Exercise Physiologist (AEP)	An individual who has current ESSA AEP credentialing.
Accredited Sport Scientist (ASpS)	An individual who has current ESSA ASpS credentialing.

INTRODUCTION

Professional placement is an integral part of the Sport and Exercise degree and is a co-operative effort between the agency to which the student has been allocated and the University of Southern Queensland (USQ).

Professional placement is designed to augment USQ coursework and to provide students with the opportunities to develop their personal skills and professional understandings. Professional placement also allows the student to demonstrate their competence and to translate theory and example into placement.

Students who are enrolled in the Bachelor of Sport and Exercise Science or Bachelor of Sport and Exercise Science (Honours) (Clinical Exercise Physiology), and who follow the Exercise and Sports Science Australia (ESSA) placement guidelines (see **Appendix A**), are eligible for accreditation with ESSA.

To reflect the standards required by the profession, students must be given opportunities for high-quality work experience in multiple settings directly relevant to the placement of sport and exercise. It is necessary that when students are undertaking professional placement that they are **actively engaged** within the placement. Supervisors of placement students are not solely responsible for ensuring that students have the necessary knowledge and skill base to meet industry requirements. The Placement Coordinator will play a significant role in organising professional placements for the students in conjunction with the Professional Experience Placement Office.

On completion of professional placement, the student will be able to:

- Confidently participate in the daily activities of the agency within the scope of practice
- Integrate theoretical concepts with professional placement within the area and interact in a professional manner with other professionals and clients
- Undertake effective and safe sport and exercise assessment and prescription
- Implement and evaluate programs appropriate to sport and exercise

PART A: PRE - PROFESSIONAL PLACEMENT REQUIREMENTS

See **Appendix B** for a sample checklist of activities and forms to complete prior, during and after placement. As of 30 March 2020, pre-placement requirements have been extended, with all sport and exercise students of all year levels now required to show immunisation evidence.

Mandatory documents for all Sport and Exercise students, prior to commencing ANY placements:

- Cardiopulmonary Resuscitation Certificate (valid for 1 year) (must be nationally accredited face to face training course)
- First Aid Certificate (valid for 3 years) (must be nationally accredited face to face training course)
- Blue Card or Working with Children check (valid for 3 years unless suspended or cancelled)
- Hepatitis B seroconversion
- Measles, Mumps, and Rubella immunisation evidence
- Varicella immunisation evidence
- Influenza immunisation evidence (must be obtained at the start of flu season each year, usually April)
- Student Declaration (see **Appendix C**) (to be renewed for each placement course)
- COVID-19 Infection control training (online module)
- COVID-19 Student Placement Declaration

All Sport and Exercise students (undergraduate and postgraduate) must submit the above documents via InPlace.usq.edu.au prior to commencing any placement. For any following placement course/s, it is the student's responsibility to ensure all documents are maintained current, i.e. renewed prior to expiring. For any student unable to obtain a Blue Card or Working with Children Check, an Australian Police Certificate will be required instead. Students who are unable to provide evidence of full vaccination may have limited placement options.

Additional mandatory documents for Clinical Exercise Physiology (BSEH(CEP)) students, prior to commencing any placements with Queensland Health or Southern Queensland Rural Health (SQRH):

To be eligible for a Queensland Health or Southern Queensland Rural Health placement in 4th year, Clinical Exercise Physiology students must also show evidence of the following:

- Tuberculosis Risk Assessment
  Please see Queensland Health for more details:
  https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/
- Queensland Health Student Orientation checklist
- Queensland Health Student Deed Poll
- Queensland Health Student iLearn modules.

PART B: PROFESSIONAL PLACEMENT STRUCTURE AT USQ

Professional placement hours for Bachelor Sport and Exercise Science students

At USQ, 140 hours of exercise science apparently healthy placement are undertaken across SES1299, SES2299, and SES3299. Students are advised to enrol in SES1299 in first year, SES2299 in second year and SES3299 in third year. Please see **Appendix D** for supervisor expectations for each course.

1. **SES1299 Professional Placement 1** - The student must complete **20 hours** of observational placement. All students are required to attend a 4-hour introductory placement session prior to any further placement. Students within a 150 km radius of the Ipswich and Toowoomba campuses are required to attend in person, while students outside this radius, or under extenuating circumstances, will be able to attend the session live via zoom. The remaining 16 hours of placement will be undertaken within their enrolled semester at an approved site, as assigned by the USQ Placement Office. SES1299 is offered in semester 1 and 2. Students must submit all mandatory documents by 14 March 2021 for placement in semester 1, or by 1 August 2021 for placement in semester 2.

2. **SES2299 Professional Placement 2** - The student must complete **20 hours** of sport and exercise science scope of professional placement at an approved placement site, performing activities commensurate with knowledge and skills acquired in their program thus far. Full-time students will undertake SES2299 in 2nd year semester 2, after having completed all year 1 courses as per recommended enrolment pattern.

3. **SES3299 Professional Placement 3*** - The student must complete **100 hours** of sport and exercise science scope of professional placement at an approved placement site. While SES3299 is only offered for enrolment in semester 1, placements may be offered in blocks across the year, subject to the need of the placement site. Placement opportunities may be available before semester 1 start (e.g. placement with a sporting team, commencing December 2020, or January 2021). Prior to undertaking SES3299, students must have completed all year 2 courses as per recommended enrolment pattern.

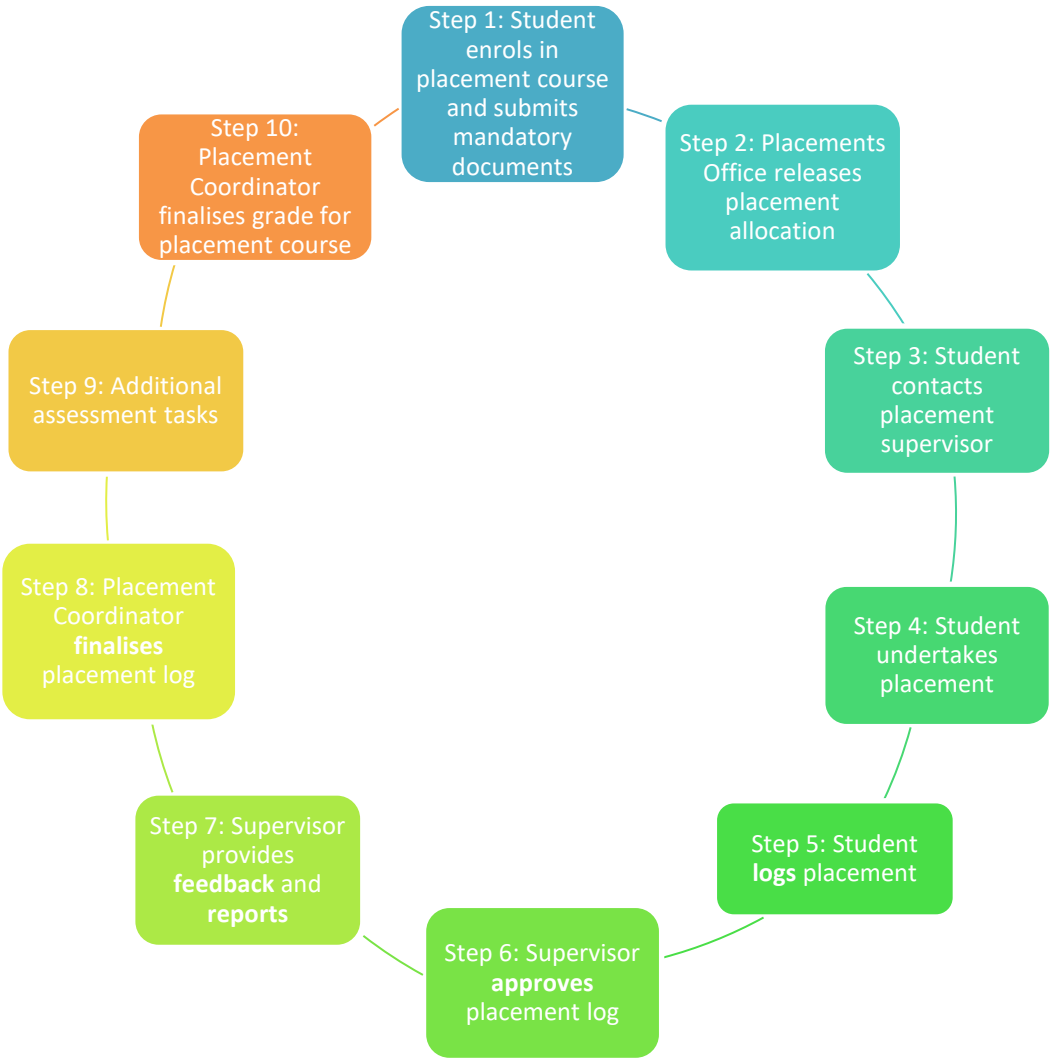
Additional professional placement hours for BSEH(CEP) students

1. **SES4199 Clinical Professional Placement 1*** - The student must complete **180 hours** of clinical exercise physiology scope of professional placement at approved external or internal sites. Students will undertake SES4199 in 1st semester 4th year. This placement will include 20 hours of simulated learning in the USQ Sport and Exercise Clinic at the Ipswich campus.

2. **SES4299 Clinical Professional Placement 2*** - The student must complete **180 hours** of clinical exercise physiology scope of professional placement at approved external or internal sites. Students will undertake SES4299 in 2nd semester 4th year. This placement will include 20 hours of simulated learning in the USQ Sport and Exercise Clinic at the Ipswich campus.

3. Students will be required to return to the university for objective, structured clinical examinations (OSCEs) at the end of each semester in year 4 (i.e. SES4199 and SES4299). OSCEs will be conducted across each of the eight AEP pathology domains: cardiovascular, metabolic, musculoskeletal, pulmonary, neurological, cancer, renal, and mental health. Time allocated to OSCEs (4 hours) will form part of students' clinical placements, and will be used as assessment of student competency.

PART C: PLACEMENT PROCEDURES CYCLE



Requirements at each step

Step 1: Student enrols in placement course and submits mandatory documents

- Placement courses are: SES1299, SES2299, SES3299, SES4199, and SES4299.
- Mandatory documents are requested and checked by the USQ Placements Office.
- Students are invited to bring any placement needs or preferences to the attention of the Placement Coordinator.

Please note:

*SES 3299, SES4199 and / or SES4299 placement opportunities may be available prior to semester start, **provided the student is enrolled in the course and has met all pre-requisites**. Students who are not enrolled are not insured and therefore cannot be allocated to a placement. The Placement Coordinator or Course Examiner will inform the respective placement cohort about these opportunities in advance.*

Step 2: Placements Office releases placement allocation

- Students' preferences and needs are considered in discussion with the Placement Coordinator prior to placements being released to students.

Step 3: Student contacts placement supervisor

- Students are required to make contact with their placement supervisors prior to commencing placement to ensure that they are fully informed of the requirements and expectations of that placement. These conversations are often brief, but are essential for ensuring that placement begins well and on time.

Step 4: Student undertakes placement

- Placements may be on or off campus, close to USQ or a long way away.
- All students are required to complete placements across several sites to gain a breadth of experience.

Step 5: Student logs placement tasks

- Placement logs must be maintained regularly. Logbooks are required to be contemporaneous, detailed, and accurate. Most log books are recorded electronically using InPlace.
- Students: Ensure that your placement records are clearly linked to your scope of practice (exercise science or exercise physiology). Be sure to distinguish between tasks you undertook yourself, tasks where you assisted someone else, and tasks you observed.

Step 6: Supervisor approves placement log

- Placement supervisors are allocated login details for InPlace.
- Supervisors: Please check and approve, or request revision of, each of a student's placement logs. Add comments to these logs as you see fit.
- Students: You must revise any log when requested. Logs that are not approved cannot progress to step 7.
- InPlace logbooks can be annotated, and approved / returned for revision electronically. Manual logbooks must be signed.

Step 7: Supervisor provides feedback and reports

- Supervisors are provided with standardised reporting templates to provide feedback for students during, and at the end, of placement.
- Supervisors: Please discuss each report with the relevant student, then provide a hard copy of the report for the student to submit to the practicum coordinator for review.
- Students: You must scan and load signed supervisors' reports to InPlace.

Step 8: Placement Coordinator finalises placement log

- Placement Coordinator reviews, and approves or returns for revision all log books.
- Placement Coordinator can authorise logbooks on behalf of a supervisor.
- Placement is complete when all required documents, including logbooks and records of student engagement are submitted, reviewed, and approved by the Placement Coordinator.

Step 9: Additional assessment tasks

- All placement courses require additional tasks.
- Placement for SES1299, SES2299, and SES3299 include reflective writing tasks. Placement for SES4199 and SES4299 include Objective Structured Clinical Exams (OSCEs).
- Students must complete and pass these tasks to pass the relevant placement courses.

Step 10: Placement Coordinator finalises grade for placement course

- Placement courses are graded pass / fail.
- All elements (logbook, supervisors' reports, written assessments, and OSCEs) are included in determining students' grades.
- Most placement courses are sequential. That is, students must complete and pass SES1299 to progress to SES2299.

PART D: GENERAL PROFESSIONAL PLACEMENT GUIDELINES

Insurance and Agreement

A student professional placement agreement must be signed by representatives of both USQ and the professional placement facility, prior to the commencement of any professional placement activity associated with the facility.

All students on professional placement must be covered by insurance. USQ covers full public risk and professional indemnity insurance in relation to acts and omissions of students undertaken as part of their university program, and university staff while acting for and on behalf of USQ. The student will be covered by USQ indemnity insurance as long as the student is receiving an appropriate level of supervision.

Placement allocation and attendance

Once the student is enrolled in the placement course and the student's mandatory documents have been verified as current and complete, the Placement Office will allocate the student to an appropriate placement site. The student's place of residence will be taken into account when placement is allocated, however all students need to be aware that they may need to travel. At times, a student may reside in an area where no placement site has been established yet. The student may provide placement site suggestions to the Placement Coordinator, but **must not** contact the site themselves, unless the Placement Coordinator provides written approval to be allowed to do so. The Placement Coordinator or Office will source a suitable site and organise all necessary formalities as soon as practical and will inform the student of the outcome.

Students are expected to accept any reasonable placement opportunity as allocated by the Placement Office. Where a local placement is not available, students are required to travel and attend rural placements provided by the university. Placement allocation changes will only be considered if you can provide evidence in line with the USQ Compassionate and Compelling Circumstances Policy (https://policy.usq.edu.au/documents/131150PL), or if the Placement Office or Placement Coordinator deem it necessary to re-allocate the student for a valid reason.

Placement hours must be completed within the allocated placement time frame. Students are responsible for ensuring they are available to attend placement as scheduled by the supervisor, in line with the site's usual hours of operation. This may mean students may need to organise any child-minding, transport to and from the placement, accommodation, or re-arrange private work commitments. If you do not feel this is reasonably achievable given your personal circumstances, you must advise the Placement Coordinator as soon as possible, and submit a request for consideration, providing supporting documentation as outlined in the USQ Compassionate and Compelling Circumstances Procedure. Students must accept that when a placement is rejected due to other external commitments, the placement is returned to the pool of placements, and the student will be considered for re-allocation once all other students have been offered first placement. In case your circumstances change while on placement, you must also notify the Placement Coordinator as soon as possible, so a suitable plan of action can be discussed.

Student contact with the Placement Supervisor

The USQ Placement Office will provide the student with contact details for each Placement Supervisor. The student is required to contact the Placement Supervisor prior to the commencement of professional placement in order to confirm the following details:

- Placement date - start and finish
- Placement physical address, supervisor name and contact details
- Time and place of initial meeting at the start of professional placement
- Additional pre-placement paperwork or reading requirements
- Placement schedule - days, start and finish times, allocated break times *(this may be discussed on the first day of placement)*
- Expected exposure, duties and responsibilities *(this can also be discussed on the first day of placement)*
- Any special dress code relevant to the placement site
- Confirmation that the Placement Supervisor will complete an evaluation form, which is shared with the student and Placement Coordinator.

Student presentation

Students will be required to wear a USQ Sport and Exercise shirt (see **Appendix E**) and carry or display their USQ student ID card at all times during professional placement. Students need to wear long black pants or shorts, and footwear appropriate for the placement site. In a corporate environment, suit pants and dress shoes may be required. Hair must be tidy, with long hair tied back. Minimal jewellery may be worn. Students are encouraged to be aware of their own personal hygiene. Alcohol consumption, tobacco, other recreational or illicit drug use immediately before or during placement attendance is prohibited.

Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the supervisor for placement activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor.

Code of conduct

Students on placement are expected to behave and act in a professional and honorable manner in their relations with clients, the public and other members of the university and profession. Students must comply with the code of conduct as outlined in this document, the USQ Student Code of Conduct (https://policy.usq.edu.au/documents/142753PL), adhere to workplace procedures, and follow all reasonable directions by professional placement supervisors. Students need to be familiar with the scope of practice of an Exercise Scientist, Exercise Physiologist and Sports Scientist (https://www.essa.org.au/Public/Professional_Standards/ESSA_Scope_of_Practice_documents.aspx), and follow ESSA's Code of Professional Conduct and Ethical Practice (https://www.essa.org.au/Public/Professional_Standards/ESSA_Code_of_Professional_Conduct__Ethical_Practice.aspx). It is the duty of students not to abuse the trust afforded to them by clients. Students should at all times ensure that the information received and the advice given is as accurate and unambiguous as possible. Students must maintain clear comprehensive records of all interventions and communication concerning their clients. Students should not enter into any discussions relating to the ability or standing of another practitioner with a client, or in a client's hearing.

Confidentiality

Any information related to clients must be presumed confidential unless stated otherwise. Students must maintain confidentiality at all times and never discuss clients using identifying information at home, in the classroom or online, including via Facebook, Twitter or other social media sites. Confidential information also includes intellectual property pertaining to the particular site.

Conflict of interest

Students must notify the Placement Office and Placement Coordinator of any real, perceived or potential conflict of interest, which includes the student being allocated to a site

a) where the student currently works and the only suitably qualified supervisor available is the student's colleague or superior;
b) where the student has a previous or current relationship with the supervisor;
c) where the student is an active athlete of the team/at the site; or
d) which is a direct competitor of the student's current site of employment.

Working and Payment while on placement

Due to professional and ethical responsibility, students are expected to be well rested and well prepared for placement. Any students working full or part time hours while on placement may be placing themselves at risk under work health and safety legislation and may need to consider taking leave from work to achieve placement requirements. It is recommended that students work maximum 55 hours per week, inclusive of placement time and other occupation. Students may choose to continue working while on placement, provided students understand that, except for compassionate or compelling circumstances, a new or current job is not an acceptable reason for requesting a placement extension. Please refer to the respective USQ Policy to determine whether you qualify for such an extension.

As placements are required to be a learning experience with a teacher/student relationship, free from expectations of payment and the employer/employee relationship, students cannot be paid for their placement hours.

Student absence and Fitness for placement

Students who are absent from placement for health or compassionate reasons need to inform the Placement Supervisor before 9:00 am on the day of absence. For any absences exceeding three (3) days of scheduled placement attendance, the student needs to provide the Placement Coordinator and Placement Supervisor with a Doctor's Certificate. If a student experiences a prolonged period of absence due to illness, injury or surgery, the student must, prior to recommencing placement, provide a medical certificate confirming he/she is fit to return to placement.

Students who are aware of any chronic or acute injury, illness or condition that may affect them during their placement, will need to notify the USQ Placement Office and Placement Coordinator, and provide a Fitness for Practice certificate (signed by a medical practitioner) prior to placement start.

Placement termination and failing placement

Placement can be **terminated** if the site cannot continue to accommodate a student or deliver the placement as per its agreement with USQ. Where the supervisor or site terminates the student's placement for reasons unrelated to student performance, and before all required placement hours have been completed, every reasonable effort will be made to re-allocate the student in a timely manner, however it may lead to a delay in course and/or program completion.

Placement may be **failed** if a student does not perform at the expected standard for their level of study. Feedback will be provided periodically during placement. The frequency of feedback placement will depend on overall placement duration.

Other reasons for failing a placement course:

- Student does not upload current mandatory documents on InPlace by prescribed deadline, therefore does not meet pre-placement requirements, and cannot be allocated to a placement;
- Student ceases or withdraws from a placement without providing appropriate documentation or evidence. Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement. (E.g. student fails to inform Placement Coordinator and Office of any injury or illness which renders the student unable to attend placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, the student must inform the Placement Coordinator and Office, provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend placement);
- Student does not show any progress or learning following formative or mid-point feedback, or performance remains unsatisfactory at the end of placement, as indicated by supervisor's evaluation;
- Student does not abide by relevant Codes of Conduct (USQ Student Code of Conduct, ESSA Code of Conduct), relevant laws of the land and workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive or unreasonably embarrassing to others;
- Student fails to finalise all placement-related assessments and paperwork within the prescribed timeframe, which is usually 14 days post placement completion.

PART E: RESPONSIBILITIES DURING PROFESSIONAL PLACEMENT

The Student is responsible for:

- The completion and submission of all required documentation (Blue Card, First Aid, CPR, Student declaration, vaccination evidence, and COVID-19 student placement declaration) via InPlace prior to commencing any professional placement.
- The completion of any required reading/familiarisation tasks set out by the professional placement facility prior to commencing professional placement.
- The completion of all required hours of professional placement within the ascribed period and documentation of all hours as required within the professional placement log book via Inplace (see **Appendix F**). If the electronic log book is not available, a hard copy may be used as a substitute. The student is responsible for the safekeeping of their original hardcopy log book/s for his/her own records. Students seeking to become accredited with ESSA need to be aware that ESSA may request log books to be submitted together with the student's application for accreditation or may randomly audit log books.
- **The completion and submission of all placement related assessment items** (such as Log books, Final Evaluation forms, Record of Engagement) **within 2 weeks of placement end date.**
- All expenses associated with sport and exercise professional placement (for example, Sport and Exercise shirt, travel, accommodation and meal costs).
- Ensuring confidentiality of information with respect to client and professional placement facility records.
- Understanding and following the principles set out in the USQ Student Code of Conduct and ESSA Code of Professional Conduct and Ethical Practice.
- Understanding the scope of practice for an exercise scientist, a sports scientist and an exercise physiologist.
- Displaying enthusiasm and willingness to assist and be receptive to professional advice while undertaking professional placement.
- Maintaining open communication with the Placement Supervisor and Placement Coordinator with respect to professional placement expectations and outcomes.
- Seeking information and feedback from the Placement Supervisor to assist with learning.
- Informing the Placement Supervisor if the student feels that adequate guidance and/or opportunities for development are not being provided or they are unable to follow the Placement Supervisor's instructions.

The Placement Supervisor is responsible for:

- The involvement of the student in the day to day activities of the workplace as much as possible; that is, more than as an observer. Please incorporate the students as active assistants in work tasks, enabling them to understand the typical workload of your business, using their knowledge where possible.
- Providing supervision of the student at all times while the student is undertaking professional placement activities. The ESSA and USQ required ratio is 5 students per 1 supervisor at any given time. More supervisors may be present however, student numbers must not exceed 5 when 1 supervisor is present.
- Ensuring that the student is appropriately briefed on all health and safety, and emergency procedures of the work site at the commencement of professional placement. Such procedures include: evacuation and emergency procedures such as medical emergency, fire, bomb threat and gas leak; physical safety and security; reporting of hazards, incidents and accidents; infection and disease control procedures; workplace bullying and harassment policy and procedures.
- Any special guidelines that apply to the student in the workplace should be put in writing with copies to the student and Placement Coordinator.
- Ensuring a safe placement for the student at all times.
- Ensuring an appropriate and compassionate placement as this may be the student's first practical experience.
- Maintaining professional and ethical conduct with regard to all sport and exercise professional placement matters.
- Providing learning opportunities and resources that will assist the student's learning goals.
- Assisting the student with identifying learning needs, scope and objectives for the professional placement.
- Observing and providing feedback to the student with respect to professional placement matters.
- Reviewing student's electronic Log book entries* for authenticity and accuracy of information, and approving if satisfactory. Supervisors must approve log book entries relating to the activities they directly supervised only.
- The accurate completion of the student Evaluation form*.
- Reviewing student's Record of Engagement* for authenticity and accuracy of information, and signing if satisfactory.
- Notifying the Placement Coordinator, as per the Sport and Exercise grievance policy (**Appendix G**), when students perform poorly or significant problems eventuate regarding professional placement.
- Provide details to the Placement Office about their own qualifications and experience to confirm they are a suitable supervisor.

***Please note** that students are required to submit all placement documentation and have all logbooks approved **within 2 weeks of placement completion**.

The USQ Placement Office is responsible for:

The USQ Placement Office is responsible for:

- Ensuring that the student has submitted all appropriate documentation prior to commencing professional placement.
- Managing students' compliances on InPlace.
- Ensuring that a student professional placement agreement, signed by representatives of both USQ and the professional placement facility, is in place prior to the commencement of any professional placement activity associated with the facility.
- Assisting Placement Coordinator to source suitable placement sites.
- Developing contemporary fieldwork resources (for example, Important Dates Document).
- Building and managing placement sites, and placement supervisors' access on Inplace to ensure best practice in fieldwork placement.
- The allocation of an appropriate student to a professional placement agency.
- Attending to queries from students, placement facilities and Placement Coordinator.
- The compilation and maintenance of records associated with professional placement facility contacts, student professional placement allocations and hours, and assessment items (for example, students' log books).

The Placement Coordinator is responsible for:

- Sourcing appropriate professional placement facilities for the student, where all students receive authentic high quality experiences of sufficient scope and depth to ensure program outcomes are met. This is achieved with the assistance of the Placement Office.
- Liaising with professional placement facilities in order to schedule appropriate professional placement dates.
- Approving placement allocations initiated by the Placement Office.
- Providing support to the student and Placement Supervisor with respect to professional placement expectations.
- Liaising with the student and Placement Supervisor with respect to matters of grievance and/or conflict.
- Random review of student activities at the professional placement facility during the allocated professional placement, with the permission of the Placement Supervisor prior to the visit.
- Adequately preparing all students for each placement experience, giving due consideration to their stage of learning and expected learning outcomes.
- Aligning student assessment to the learning outcomes associated with the placement program, designed to facilitate student learning.
- The review, assessment, and maintenance of records associated with professional placement (including log books, evaluation forms and placement reports).
- Annually reviewing and updating the Professional Placement Handbook.
- Preparing placement checklists to assist students to remain organised throughout their placement course.
- Preparing evaluation forms to obtain Placement Supervisor feedback regarding the student's performance during and/or at the end of the professional placement.

PART F: LOG BOOK & RECORD OF ENGAGEMENT

Each student must complete a log book for each day on placement. The log book can be accessed via Inplace.usq.edu.au (see **Appendix F**). If the electronic log book is not available, a hard copy may be used as a substitute.

Hours can be 'bulked' together only if the same work task was performed for multiple clients. For example, if the same assessment session was performed on multiple clients on the same day, a detailed description of the assessment protocols and a brief description of the client's results can be grouped together. All other entries need to be individual. The description of activities must reflect the time being claimed.

For timely record keeping purposes, students on placement need to submit their log books (via InPlace) weekly by 9:00 am the following Monday of each week of placement.

Students enrolled in SES3299, SES4199 and SES4299 must, in addition to maintaining logbooks, also complete a Record of Student Engagement for each site, ask the supervisor to sign this form and then upload it in the relevant section on InPlace.

PART G: EVALUATION

Each placement course has its own evaluation form which is broken down into three key areas:

- Professional behaviour
- Communication
- Knowledge & skills

Placement supervisors are requested to complete an evaluation form regarding the student's performance at the following intervals:

- SES1299 – Final student performance
- SES2299 – Final student performance
- SES3299 – Interim and final student performance
- SES4199 – Interim and final student performance
- SES4299 – Interim and final student performance

Supervisors are encouraged to discuss the evaluation form with the student. Evaluation of the student's performance will range from 'Well below expectations' to "Well above expectations". Definitions for these terms can be found in **Appendix H**. Students require a minimum rating of "At expected standard" (2 out of 4) across all items in their final evaluation form to be able to pass the course. **The student is responsible for submitting the form via InPlace by the due date**, for review by the Course Coordinator.

APPENDIX A: ESSA PROFESSIONAL PLACEMENT REQUIREMENTS

For **exercise science accreditation**, a minimum of **140 hours** of placement is required.

- At least 80 of the 140 hours must demonstrate attainment of competency in exercise assessment, and prescription and delivery. Exercise assessment and prescription hours must be with clients who are seen for the purpose of undertaking an exercise intervention to improve their health and fitness, wellbeing or performance, and not participating in an exercise intervention for the treatment and/or management of a clinical condition or injury. Note that exercise assessment and prescription hours can be focused on the prevention of chronic conditions, and that exercise delivery only hours can be completed with a patient with a clinical pathology where the exercise prescription is completed by an appropriate professional.

- For these **80 hours**, supervision must be by one or more of the following:
    - Accredited Exercise Scientist
    - Accredited Exercise Physiologist
    - Accredited Sports Scientist
    - An individual with a Bachelor level degree or higher in Exercise and Sports Science
    - An individual with an ASCA level 3 qualification where the placement is in a strength and conditioning context
    - A Bachelor level or higher qualified physical education teacher with a major in physical education where the placement is in a school setting.
    - A qualified (recognised or endorsed by a regulating authority, such as a national association or AHPRA) and experienced professional relative to the activity they are supervising, however there must be oversight supervision in place by an individual who is qualified as specified above. (Without oversight supervision, the hours completed count towards the remaining 60 hours. Please alert the Placement Coordinator if there has been a change in supervision during your placement).

- Examples of **suitable activities** that can be undertaken as part of the 80 hours to demonstrate competency in exercise assessment, prescription and delivery include:
    - Assessment: Exercise testing, performance testing, talent identification, fitness appraisals, physiological assessment of athlete, body composition for individual or team, health consultation, biomechanical assessment/analysis for the purpose of exercise prescription, client health assessment, recruitment fitness testing or fitness testing for emergency services.
    - Prescription: exercise program design for an individual or a team, goal setting.
    - Delivery: conducting exercise session (warm up, cool down, endurance, flexibility, mobility, speed, strength and conditioning), teaching correct technique, monitoring client exercise session, delivery of exercise programs for clients with a clinical pathology (programs must be prescribed by an AEP or appropriate professional), workplace/corporate health and fitness programs, conducting lifestyle management programs, fitness training for emergency services.

- Activities undertaken for the **remaining 60 hours** may be in any area that reflects the Exercise Science professional standards. These hours must be supervised by a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority, such as a national association or Australian Health Practitioner Regulation Agency), for the activity they are supervising.

- Examples of activities that can be used to demonstrate competency towards the remaining **60 hours** of the placement to meet Exercise Science Standards include
    - Coaching, sports first aid, sports trainer, match/performance analysis, education/health promotion, sports drug testing, anti-doping activities for sport, skill development camps for teams or athletes, laboratory assistant, data collection/analysis, calibration of equipment, haematology/biochemistry, blood tests, urine/sweat analysis, occupational injury risk assessment/management, anthropometry.

- Note: no more than **15 hours** can be undertaken in a simulated learning environment (SLE).

- The following examples are activities that are **not suitable** to be claimed as hours for exercise science placement:
    - Physiotherapy, chiropractic treatment, psychological treatment, exercise assessment or prescription for clinical clients, massage, dry needling, research unrelated to the field, dietary intervention, child supervision, cleaning / maintaining of gym equipment.

A ratio of up to 1:5 is acceptable for supervising students provided there is capacity for one-on-one contact with each student.

For **exercise physiology accreditation**, a minimum of **360 hours** of placement is required to be undertaken in a range of activities relevant to the AEP professional standards. This must include activities to demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery as demonstrated through effective assessment methods, and determined by an AEP, including:

- At least **200 hours** spread across the areas of cardiovascular, musculoskeletal and metabolic domains to allow students to demonstrate capability as an entry level practitioner. The two key criteria:
    1. A minimum of 200 total hours in these three pathology domains
    2. The student is competent in each of these pathology domains

    Note: The hours do not need to be evenly split between domains

- At least **100 hours** in any of the other AEP pathology domains as specified in the AEP professional standards i.e. cancer, renal, mental health, neurological, pulmonary.

    Note: Students do not need to obtain hours in all domains.

- **60 hours** in any of the AEP pathology domains or in any other activities relevant to the AEP professional standards.

- Note: No more than **40 hours** can be undertaken in a simulated learning environment (SLE). Simulation programs must be high-fidelity, evidence-based and include an ongoing review and evaluation process. At USQ we have made a decision to provide all of the allowed simulated learning in 4th year within the university environment. Simulated learning in external placement sites may be undertaken in addition to other placement activities, but may not replace them.

- Examples of **acceptable activities** include exercise assessment and prescription and delivery / intervention for clients with a diagnosed condition (allocated according to pathology), diagnostic procedures (e.g. cardiac, respiratory or other clinical investigations or procedures such as ECG and stress testing); reviewing or developing clinical case notes, client report writing, case conferences/team meetings, education delivery for a specific pathology (e.g. cancer education session), research with an exercise intervention for a special population (e.g. conducting a weekly Type 2 Diabetes group exercise class).

- Examples of **unacceptable activities** include activities outside the AEP scope of practice, or when clients are seen for the purpose of improving health and wellbeing with no identified pathology (apparently healthy), or being a participant in a PhD study.

Supervision **must** be by:

a) An AEP for **at least 200** of the 360 hours.

b) An AEP **or** a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority such as a national association or APHRA) for the activity they are supervising, and relevant to the client condition they are servicing, for the remaining 160 hours.

APPENDIX B: PLACEMENT CHECKLIST - *SAMPLE*

Each placement course has its own checklist. Please visit the respective placement course StudyDesk to obtain a copy of the relevant checklist. This is a sample checklist:

Activities / Documents to complete before placement:

☐ Read the current Sport & Exercise Professional Placement Handbook for Students

☐ Print and sign Student Declaration (Appendix C)

☐ Apply online for (or renew) Blue Card/Working with Children Check

☐ Book and attend nationally accredited, face to face, First Aid and CPR course

☐ Ask GP to complete VPD form

☐ Complete COVID-19 Infection control training course (online module)

☐ Print and sign COVID-19 Student Placement Declaration

☐ Ensure all Mandatory documents are uploaded on InPlace

☐ Purchase your USQ Sport & Exercise placement shirt

☐ View ESSA scopes of practice for AES, AEP, ASpS

☐ View ESSA Code of Conduct

☐ Inform Placement Office and Placement Coordinator about any illness/condition if applicable

Once placement is released:

☐ Inform Placement Coordinator of any conflict of interest, if applicable

☐ Print and sign COVID-19 Student Placement Declaration, and upload on InPlace

☐ Contact site and confirm start date, location, placement days and times

Activities / Documents to complete during placement:

☐ Attend placement as discussed with Placement Supervisor, and perform placement activities as appropriate for your level of study

☐ Complete online log books via InPlace, and submit weekly by 9:00am the following Monday of each week of placement

☐ Inform Placement Office and Placement Coordinator of any issue/s as they arise

Activities / Documents to complete within 2 weeks of finishing placement:

☐ Ensure all submitted logbooks have been approved by your supervisor

☐ Ensure supervisor returns completed evaluation form to you so you can upload it on InPlace

☐ Complete any other assessment associated with the respective placement course

APPENDIX C: STUDENT DECLARATION

This declaration forms part of the pre-placement mandatory requirements for all University of Southern Queensland Sport and Exercise students.

Every student must complete and submit the following student declaration via InPlace prior to commencing placement**. Students must submit a current declaration for each placement course.**

- I declare I have read and understood the contents of the Professional Placement Handbook for Sport and Exercise students.
- I understand that I must abide by the standards described within the Professional Placement Handbook for Sport and Exercise students, including the USQ Student Code of Conduct and ESSA Code of Conduct.
- I understand and accept my student responsibilities as outlined in the Professional Placement Handbook for Sport and Exercise students, and I agree to

    - ✓ Submit all mandatory documents by the prescribed deadlines and ensure all mandatory documents remain current during my entire placement timeframe, i.e. I will renew all mandatory documents prior to expiry;
    - ✓ Declare any conflict of interest;
    - ✓ Wear the USQ Sport and Exercise shirt to identify me as a placement student;
    - ✓ Attend and participate in placement as negotiated by USQ;
    - ✓ Accept that when I reject and return a placement due to other external commitments, I may not be able to complete placement within the desired time frame;
    - ✓ Complete my logbooks by 9.00 am on the Monday following each week of placement; and
    - ✓ Submit all placement-related assessment items by the due date, which is generally 14 days post placement completion;

- I understand that I need to contact the Professional Placements Office if I am unable to meet the obligations for placement at any stage of my course progression.
- I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement agencies as necessary for placement purposes only.
- I declare I will refrain from plagiarising another student's log book or Record of Student Engagement content, even if another student is attending the same placement site at the same time as I am.
- I have read and accept the reasons for failing placement.

Student Name: _____

Student Signature:_____Date:_____/___/_____

Witness Name: _____

Witness Signature: _____ Date:_____/ _/_____

APPENDIX D: WHAT CAN SUPERVISORS EXPECT FROM STUDENTS?

General expectations: **All students**	✓ Before placement start, students will contact site to confirm location, supervisor name, start date and time. ✓ Attend in uniform (USQ Sport & Exercise shirt, black pants or shorts, worksite appropriate footwear). ✓ Attend on time. Notify supervisor if unavoidably delayed. ✓ Notify supervisor by 9:00am on the day of absence if sick or unable to attend for compassionate reasons. ✓ Display a year level appropriate understanding of the scope of practice of an exercise scientist, sports scientist, and exercise physiologist, and acts within appropriate student scope. ✓ Understand and adhere to ESSA Code of Professional Conduct and Ethical Practice, including confidentiality and professionalism. ✓ Adhere to all workplace procedures, directions and expectations, including risk management practices.
What students cannot be asked to do	X Provide services outside scope of practice. X Provide services outside their knowledge and skills acquired at the respective year level. X Deliver any services without appropriate supervision. X Perform any activity which contravenes Australian law or USQ policy.
Bachelor Year 1 (course code SES1299)	✓ Students are in their **first year** of the Sport & Exercise degree, and are gaining a basic overview of sport and exercise science, professional roles, and career options. ✓ Can be expected to make and answer telephone calls from clients, make appointments, respond to basic queries, be inquisitive and polite, and inform supervisors of any matters requiring supervisor input. ✓ Can identify personal and professional interests related to the sport and exercise profession. ✓ Can be involved in observational learning, research assistance, data collection, administration tasks and exercise program delivery (e.g. conducting warm up/cool down) as directed and demonstrated by supervisor.
Bachelor Year 2 (course code SES2299)	In addition to SES1299: ✓ Students are in **year 2** and have foundational knowledge in Anatomy, Physiology, Growth and development across the lifespan, Foundation psychology, Nutrition, Health and wellbeing, and Physical activity and health. Full-time students who followed the recommended enrolment pattern should also have completed Motor control and learning, Functional anatomy, Exercise physiology, and Introduction to research methods and statistics. *> Continued on next page*

	✓ May be concurrently studying and developing skills related to Health assessments, Exercise program delivery, Sports administration, coaching and officiating; and Biomechanics. ✓ Due to recent program changes, **students have not yet completed the Exercise prescription course, and therefore cannot yet prescribe individualised programs.** ✓ Able to conduct basic pre-exercise screening and assessments under supervisor's guidance and instructions; deliver exercise programs for apparently healthy clientele which have been developed by an appropriately qualified professional; and monitor client's exercise sessions under supervisor's guidance and instructions. ✓ Learn how to maintain records of exercise interventions provided (i.e. exercise programs), develop or consolidate skills in rapport building with clients, maintain open communication with supervisor regarding any exercise assessment and delivery, and seek and accept constructive feedback. NB: Students at year 2 do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.
Bachelor Year 3 (course code SES3299)	In addition to SES1299 and SES2299: ✓ Students are in **year 3** and have developed knowledge and skills related to Anatomy, Physiology, Growth and development across the lifespan, Nutrition, Motor control, Functional anatomy, Exercise physiology, Health assessment, Exercise program delivery, Biomechanics, and Sports administration and coaching. ✓ Full time students are concurrently studying and developing skills related to Exercise prescription, Principles of sports medicine and rehabilitation, and Pharmacology and pathophysiology in health in semester 1 2021. ✓ **Students are yet to complete the course Strength and conditioning in semester 2 of this year.** ✓ Able to conduct pre-exercise screening and assessments, begin to design and independently deliver exercise programs for apparently healthy clientele; and monitor client's exercise sessions and progress. ✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement. ✓ Are refining client-centred approach. ✓ Communicate effectively, or are improving communication skills, with all individuals relevant to worksite. ✓ Increased awareness of own strengths and weaknesses, reflect on practice and modify as appropriate / necessary. NB: Students at year 3 do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.

Bachelor Year 4 Course code SES4199 (Year 4 semester 1) Course code SES4299 (Year 4 semester 2)	✓ Students in year 4 have completed all of their apparently healthy placement (SES1299, SES2299, SES3299). ✓ Most 4th year students complete SES4199 (semester 1 offer) before SES4299 (semester 2 offer), with the exception of students who commenced their degree mid-year, and who will complete these courses in the reverse order. ✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement. Across SES4199 and SES4299, students will: ✓ Complete 360 hours of exercise physiology placement. ✓ Progress their skills in clinical history taking, and corresponding physical examination. ✓ Have developed sound skills in exercise testing and assessment. ✓ Demonstrate sound skills in reporting and interpreting exercise test results. ✓ Progress their skills in clinical record keeping, reporting, and correspondence. Specifically, in SES4199: ✓ Students are concurrently completing some simulated clinical placement in musculoskeletal, metabolic, pulmonary and cardiovascular disease. Specifically, in SES4299: ✓ Students are concurrently completing some simulated clinical placement in neurological, renal, cancer and mental health.

APPENDIX E: SPORT & EXERCISE SHIRT



Instructions how to purchase the Sport and Exercise shirts:

1. Please go to www.whatsinaname.net.au
2. Register you own individual account by clicking on the little person icon in the top right hand corner
3. Enter your details. In the Company* field, type ‘USQ Sport & Exercise’. Click ‘Register’.
4. Once your account has been approved, you will receive an email with your username and password. Log in and click on the ‘Shop’ tab in the menu bar.
5. Go to USQ Sport & Exercise.

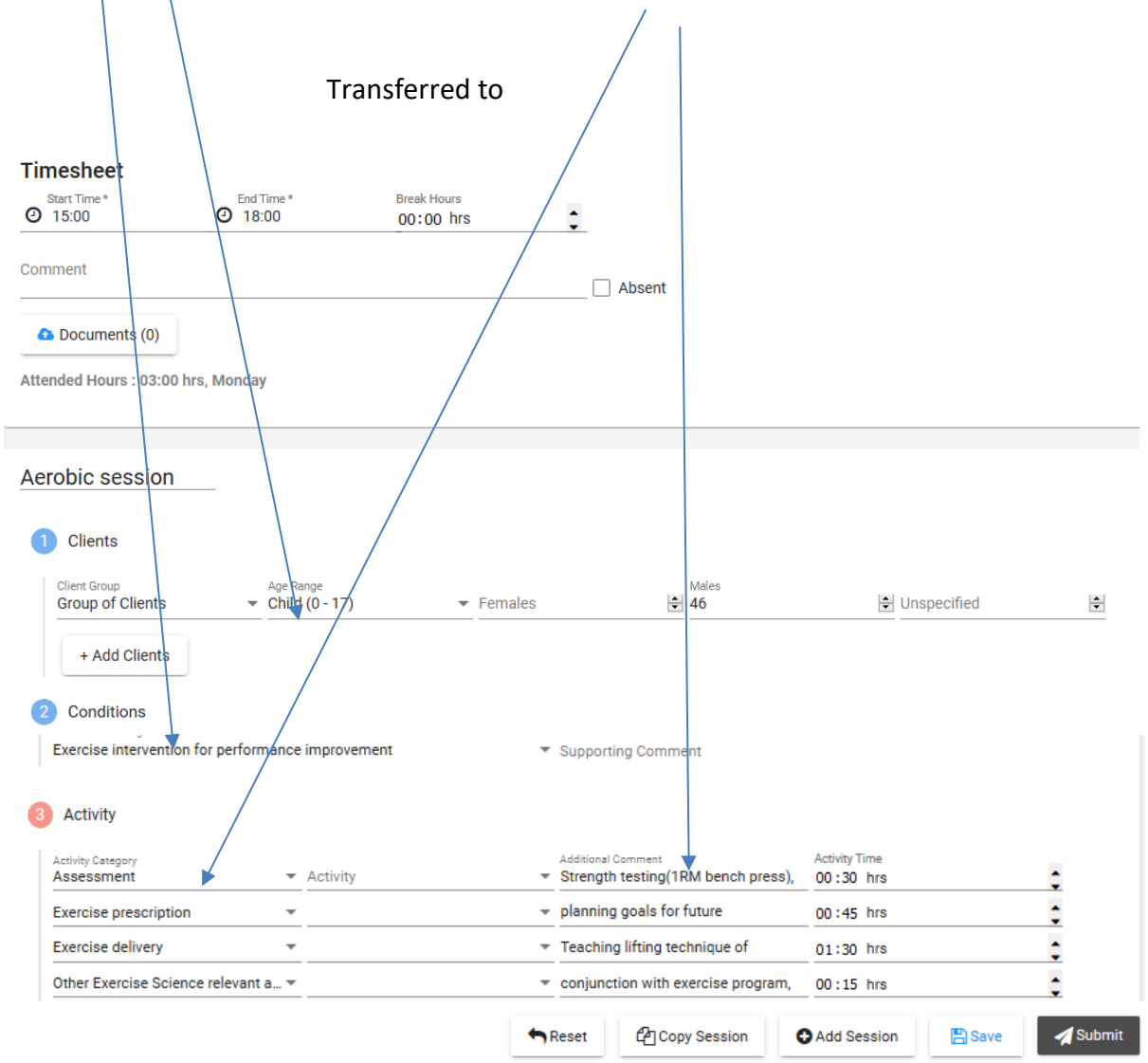
The uniform - Sport and Exercise Polo - Men's and Women’s shirt will appear.

4. Select your size and the desired quantity
5. Click 'ADD TO CART'
6. Click 'View Cart'
7. If you are happy with the order click 'PROCEED TO CHECKOUT'
8. Enter all relevant information plus billing details
9. Read and agree to the terms and conditions. Click 'PLACE ORDER'
10. Orders will be sent to you directly

APPENDIX F: LOG BOOK EXAMPLE

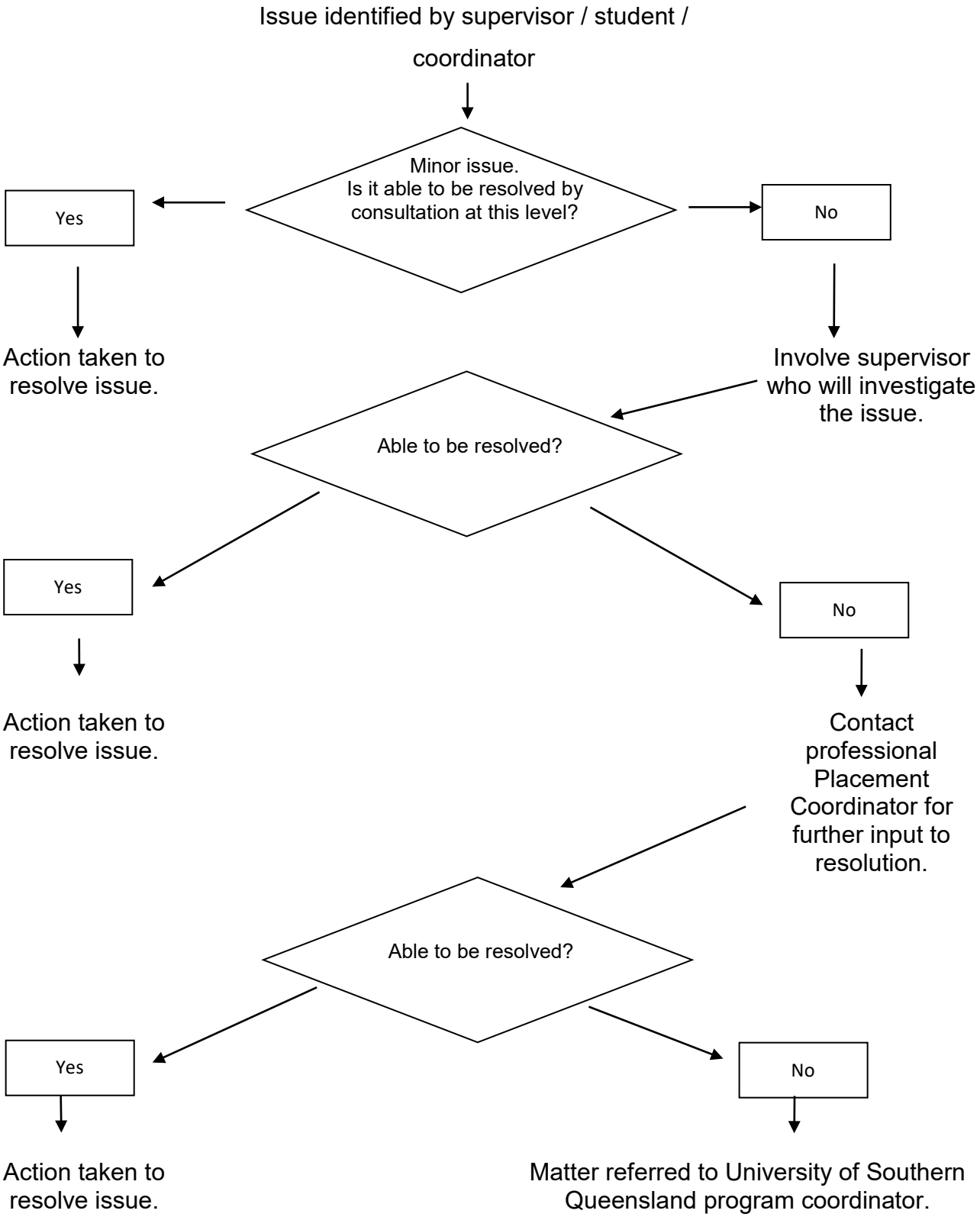
Example of appropriate log book wording

Case description (keywords)	Description of services (keywords)
46 x 12-16 yr old boys rugby league players Exercise for performance improvement	Conducting coaching clinic, strength testing via 1-RM Bench Press, endurance testing via push-ups in 60-secs, teaching lifting technique of clean/jerk, squat, etc., delivering NRL skills sessions, speed and fitness sessions. Discussion with client on nutrition in conjunction with exercise program. Planning goals for future improvements in agility, power and flexibility.



Please refer to the InPlace Log book Guide for further instructions.

APPENDIX G: GRIEVANCE POLICY



<u>If an event or series of events occurs involving a USQ student while on professional placement, which in the opinion of the Supervisor requires intervention, the following options are available.</u>

- **Verbal warning**
    - The supervisor documents the preceding events and his/her concerns, addressing the program requirements.
    - The supervisor informally discusses with the student their concerns about specific behaviours that are considered unsafe, unprofessional or unacceptable.
    - The student is informed that this is a verbal warning and a formal process may follow if unsatisfactory behaviour continues.
    - A specific time frame is established with the student for demonstration of altered behaviour(s).
    - A time is set for a follow-up discussion with the student at the end of the time frame.
    - If correction of behaviour(s) has not occurred, the process proceeds to **Step 2.**

- **Formal grievance procedure**

A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.

- The supervisor documents an objective account of the circumstances or incident.
- Following a formal, confidential dialogue between the supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
- The **Placement Coordinator** is informed of the incident and the formal grievance process, and is sent a copy of all relevant documentation.
- The Placement Coordinator will contact the student to discuss the situation.
- The Placement Coordinator will advise the **Sport and Exercise Program Coordinator.**
- The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the behaviours of concern.
- If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident is closed.
    - If the student fails to redeem the contract, the **Sport and Exercise Program Coordinator** will then determine the appropriate course of action (e.g., removal of the student from the professional placement).

APPENDIX H: EVALUATION FORMS

Each placement course has its own evaluation form, which is broken down into three key areas:

- Professional behaviour
- Communication
- Knowledge & skills

Please visit the respective placement course StudyDesk to obtain a copy of the relevant evaluation form.

Table 1. Marking schema for interim and final assessment of placement course learning outcomes

Descriptor	Definition	Behavioural descriptors
Well below expectations (0)	No progress towards meeting this outcome as evidenced by lacking or inappropriate response to prompting.	• Does not meet outcome/s • Demonstrates poor or unsatisfactory level of knowledge or professional behaviour • Does not follow instructions • Lacks insight • Unable to work independently • Not responsive to feedback • Little evidence of improvement, or evidence of improvement but not to required standard
Below expectations (1)	Limited progress towards meeting this outcome as evidenced by inappropriate response to prompting.	
At expected standard (2)	Achieving the outcome as evidenced by the need for occasional prompting in challenging situations.	• Consistently meets outcomes • Able to apply knowledge to routine practical situations • Shows insight • Works independently on routine tasks • Uses own self-appraisal and supervisor feedback constructively • Consistently shows initiative
Above expectations (3)	Achieving the outcome in challenging situations with little prompting.	At a high or exceptional level: • Consistently meets outcomes • Able to apply knowledge to more complex practical situations • Shows insight • Works independently on more challenging tasks • Uses own self-appraisal and supervisor feedback constructively, consistently improves own performance/knowledge • Always shows initiative and problem-solving approach
Well above expectations (4)	Achieving the outcome at an exceptional standard or in challenging situations without prompting.	