



Introduction

Welcome

Welcome back to the first of your year four clinical courses in the Bachelor of Medical Radiation Science program.

Teaching and learning arrangement

This clinical course is seven weeks in duration.

- A preclinical workshop week at the end of February
- a six week (30 days in clinical placement (including approved leave/ concession days and public holidays) clinical placement block in March and April.

Please note: Attendance and participation in the pre-clinical workshop week is compulsory. Compensation is required for any missing time in order to complete the course.

Clinical competency

At the end of this course you will be expected to have accomplished a minimum of 31 clinical competencies in your workbook. When each table has been filled for each examination, the student can be assessed for competency by undergoing a clinical competency assessment. You are encouraged to take every opportunity to sign off as many as competencies as you can.

Communication

Please note that communication with students during this course will primarily be through the online forum on your course learnonline page and your student email address. Please try to use the online forum in preference to emails as your question/concern may also be common to others. I am happy to answer emails relating to individual private concerns. I may also communicate to you via your student email so please check this at regular intervals (i.e. every 2 days). Do make sure there is always space in your outlook so you can receive emails.

Assessments

Alongside the clinical experience there will also be a number of assessment tasks to be completed. Please read the assessment instructions within this outline in conjunction with information on the course page to ensure you understand the requirements.

I trust you enjoy this time in the clinical setting and use the placements and course work to evolve and hone your professional and personal skills. This course, and this final year is about preparing your to commence your future as a competent health professional. I look forward to working with you all during this course.

Academic Work Definitions

Internal mode includes face to face/in person components such as lectures, tutorials, practicals, workshops or seminars that may be offered at a University campus or delivered at another location. Courses delivered in internal mode may also be offered intensively allowing them to be completed in a shorter period of time. There is an expectation that students will be physically present for the delivery of face to face/in person teaching and learning activities.

Lecture

Student information

A lecture is delivery of course content either in person, or online in a virtual classroom, that builds on the course readings and pre-lecture requirements for you and other students in the course. The primary purpose of the lecture is to comprehensively describe and explain course content, ideas or skills to provide a foundation on which students build understanding through extended study. Lectures may also be pre-recorded and embedded in online courses.

All students are expected to have undertaken required readings and assigned activities prior to the lecture.

Workshop

Student information

A workshop is a structured activity, delivered either in person or online in a virtual classroom in which the student is required to actively contribute. Your instructor will facilitate guided activities that relate to course content previously covered in a lecture and/or seminar and/or tutorial.

All students are expected to be familiar with relevant lecture seminar and/or tutorial content prior to a workshop in preparation for undertaking the activities in the workshop.

Demonstration/Practical class

Student information

A demonstration/practical class is a session with the primary purpose of demonstrating skills and practising those skills in a supported and guided environment. These classes are critical in developing skills through the application of theory and acquired knowledge in a practical setting.

All students are expected to be familiar with prerequisite knowledge from their program of study, relevant lecture and/or seminar and/or tutorial content, and materials provided and assessments relevant to the demonstration, prior to a demonstration/practical class. All students are expected to actively participate and contribute to the demonstration/practical class where required.

Course Teaching Staff

Course Coordinator: Dr Anson Chau
Location: UniSA Allied Health & Human Performance
BJ1-26
Telephone: +61 8 8302 2475
Email: Anson.Chau@unisa.edu.au
Staff Home Page: people.unisa.edu.au/Anson.Chau

* Please refer to your Course homepage for the most up to date list of course teaching staff.

Contact Details

UniSA Allied Health & Human Performance

Physical Address: Level 8, Centenary Building
UniSA City East Campus
Adelaide 5000
Website: <https://www.unisa.edu.au/about-unisa/academic-units/allied-health-and-human-performance/>

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Course Overview

Prerequisite(s)

Individual Compulsory Courses

RADY 3012 Medical Imaging Studies 4
RADY 4023 Specialised Medical Radiation
RADY 3032 CT and PET Imaging
RADY 3036 Medical Imaging Clinical Practice 2

Prerequisite Comments

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Corequisite(s)

There are no corequisite courses to be completed in conjunction with this course.

Course Aim

To develop practical and professional skills in Medical Imaging at an approaching new graduate level.

Course Objectives

On completion of this course, students should be able to:

CO1. Demonstrate an advanced knowledge of scope of clinical skills and practice underpinning Medical Imaging including principles, clinical application, procedures, participation with other health care members, information management, confidentiality, scope of practice, and role within team.

CO2. Use reflection to assess own performances and departmental practices against professional standards and suggest modifications for further practice at an approaching new graduate level.

CO3. Apply problem solving skills in the clinical setting to maintain quality outcomes and implement quality assurance procedures for the clinical site and the patient, and to maximise time and resource utilisation at an approaching new graduate level.

CO4. Act ethically, professionally and in a safe manner by adhering to relevant codes of conduct, radiation safety guidelines and legislation, University of South Australia's clinical policies and the National Safety and Quality Health Service (NSQHS) standards (where applicable to clinical practice).

CO5. Operate effectively as a responsible practitioner to demonstrate knowledge of radiographic practice, radiographic projections, radiographic equipment and image appraisal for a broad range of examination and perform radiographic examinations of class 1 & 2 difficulty.

CO6. Fulfil duty of care and communicate and act with respect to individuals, carers, and colleagues in clinical practice at an approaching new graduate level.

Upon completion of this course, students will have achieved the following combination of Graduate Qualities and Course Objectives:

Graduate Qualities being assessed through the course							
	GQ1	GQ2	GQ3	GQ4	GQ5	GQ6	GQ7
CO1	•						
CO2	•	•					
CO3	•		•				
CO4	•	•	•	•	•	•	
CO5	•			•			
CO6	•	•	•	•	•	•	

Graduate Qualities

A graduate of UniSA:

GQ1. operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice

GQ2. is prepared for life-long learning in pursuit of personal development and excellence in professional practice

GQ3. is an effective problem solver, capable of applying logical, critical, and creative thinking to a range of problems

GQ4. can work both autonomously and collaboratively as a professional

GQ5. is committed to ethical action and social responsibility as a professional and citizen

GQ6. communicates effectively in professional practice and as a member of the community

GQ7. demonstrates international perspectives as a professional and as a citizen

Course Content

Clinical skills development to a level of thorough knowledge and understanding of the technical skills; patient care and communication; safety; professional behaviour; team work; self motivation; self directed learning; quality assurance; legal and ethical issues, quality assurance, resource utilisation.

Teaching and Learning Arrangements

Workshop	22.5 hours
Clinical	225 hours

Unit Value

9 units

Student recording of learning activities

Students must seek permission prior to recording any UniSA learning activity. See [A-56 Policy Student recording of learning activities](https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/academic/a56_student-recording-of-learning-activities.pdf) (https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/academic/a56_student-recording-of-learning-activities.pdf)

Breaches of this Policy contravene the principles of academic integrity, and attract the penalties provided in the [Academic Integrity Procedure](https://i.unisa.edu.au/policies-and-procedures/university-policies/) (https://i.unisa.edu.au/policies-and-procedures/university-policies/).

Placement Information

CLINICAL ATTENDANCE

It is a compulsory component of this course that you attend the required number of clinical days according to the Clinical Placement Attendance policy (see further assessment information and for more details). Students are expected to be punctual at all times and are not to leave early unless directed to do so by the clinical supervisor (or delegated mentor). Quiet times without patients are an ideal time for students to familiarise themselves with protocols, equipment and image review as well as restock consumables, attend to scanning rooms, practice image processing, listening to doctors reporting, review journals and performing quality control on equipment. Personal appointments are to be made outside of clinical workshop, placement hours and during university scheduled breaks.

CLINICAL PLACEMENT POLICIES AND PROCEDURES

It is the student's responsibility to be aware of and adhere to all clinical policies. Refusal to do so may be considered a breach of professional behaviour and, hence, academic misconduct. The link for these policies can be accessed via: <https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/cpu/#policies-forms>

CONDITIONAL EVIDENCE AND PASSPORT TO PLACEMENT

All students are to complete the 'Student Checklist - UniSA Allied Health and Performance' and place original

documents in their Passport to Placement (PTP) folder. Conditional evidence documents are required to be presented to venue staff on the first day of orientation and are required to be current for the full duration of clinical placement. Students can view submitted evidence in the My Current Studies/myPlacement section of their student portal.

A copy of the 'Student Checklist' - UniSA Allied Health and Performance' is available through the Clinical Placement Unit (CPU) website: https://study.unisa.edu.au/contentassets/4ef6f879478f44bda979816dc143e401/medical_radiation_science_unisa_passporttoplacement_checklist.pdf

VARIATION TO CLINICAL PLACEMENT

Changes to the clinical roster will only be made for extenuating circumstances. A formal request must be submitted for consideration to the Clinical Placement Unit, School of Health Sciences, prior to the commencement of the course. The request for variation to clinical placement form can be found via: <https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/cpu/#policies-forms>

PRE-CLINICAL INFORMATION

Important course and clinical information will be provided in the mandatory pre-clinical workshop timetabled the week prior to clinical placement. These sessions are provided to assist in your understanding of the theoretical content and required expectations for the clinical component of CP3.

SAFE PRACTICE AND DUTY OF CARE AND PROFESSIONAL AND ETHICAL CONDUCT

'Safe Practice and Duty of Care' and 'Professional and Ethical Conduct' are essential components of clinical practice. A satisfactory grade in both of the Summative components of 'Safe Practice and Duty of Care' and 'Professional and Ethical Conduct' is essential to pass this course. If a student is deemed unsafe or unprofessional at any time during clinical practice, the student may be removed from the clinical placement, subject to a review to assess their suitability to participate in the clinical practice course as per the 'Assessment Policy and Procedures 2023'. Please refer to Section 4 of 'Practice based learning' found at <https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

MOBILE PHONE OR INTERNET ACCESS

The use of mobile phones is only permitted during scheduled breaks. Internet access in the clinical department is only with the clinical supervisor's/mentor's permission.

LUXEL POLICY AND PROCEDURE

Please note that radiation workers must wear monitors at all times. You are not permitted to attend or remain on clinical placement without wearing your Luxel. This makes the Luxel an important item for you to manage securely. If your Luxel is lost, you must collect a replacement at C8 immediately. If you can determine where it may have been lost, contact any relevant lost property department. When travelling with a Luxel through an airport, keep it on your person and hand it over to security before walking through the security detector. It should not go through with your carry-on or registered luggage. Students need to foster extra care around Luxels, track and manage them like you would your keys, or mobile phone or jewellery item. Please refer to the UniSA Luxel policy found at <https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/cpu/#policies-forms>

OHS&W

In the case of an incident while a student is on clinical placement, students must complete an FS24 form, and submit it to UniSA. Students are also covered by UniSA insurance whilst travelling to and from work. This will inform insurance claims and help to review the risk.

Please also inform your Clinical Supervisor.

Once the form is completed send the original copy to the Insurance Office Level 3, 101 Currie St, Adelaide 5000.

Please also send a copy to the Program Director, as well as the Clinical Placement Coordinator.

Further Course Information

PRE-CLINICAL WORKSHOP

The pre-clinical workshop is scheduled between Monday Feb 20th to Friday 25th. The workshop is compulsory and attendance is counted towards your clinical time in the Medical Imaging program. Attendance during this workshop is designed to give additional clinical skills to prepare you for your CP3 clinical placement, thus attendance is required and the same conditions as clinical placement are in place. If days are missed during the workshop, then days and time will need to be made up during the CP3 6 week clinical placement.

CLINICAL CONFIDENTIALITY

Information concerning patients and staff from your placement site is confidential. The student must hold in strictest confidence any personal information gained from any source concerning patients and/or staff members. The student must not identify a patient or staff member in any way in any teaching strategy i.e. oral presentation, assignment, case report, clinical record or online discussion. All information (including digital format) taken from clinical placement must not have patient or site identification details present and only taken with supervisors permission. For hard copy data, it is unacceptable to cover the patient details with any kind of marker or white out. Doctors' reports or request forms must not be reproduced, but in instances where this information is required for an assessment, this information may be summarised and transcribed. Permission must always be sought from the patient and clinical mentor or delegated technologist to access patient records for the purpose of an assessment. Instances where clinical confidentiality has not been observed will be penalised with a '0' mark for that assessment and may result in a fail grade for this course.

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Learning Resources

Textbook(s)

There are no textbooks listed for this course.

Reference(s)

MRPBA Code of conduct: <https://www.medicalradiationpracticeboard.gov.au/Registration-Standards.aspx>

ASMIRT Code of Professional Conduct and Ethics: <https://www.asmirt.org/australian-society-of-medical-imaging-and-radiation-therapy-asmirt/policies-and-position-papers/>

National safety and Quality Health Service Standards: <https://www.safetyandquality.gov.au/standards/nsqhs-standards>

UniSA CPU policies: <https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/cpu/#policies-forms>

Ballinger P W & Frank E D 2011, Merrill's atlas of radiographic positions and radiologic procedures, 12th edn., Mosby, St Louis.

Eisenberg, RL & Johnson, NM 2010, Comprehensive radiographic pathology, 4th edn., Mosby, St Louis.

learnonline course site

All course related materials are available on your learnonline course site which you will be able to access from the 'my Current Studies' section in myUniSA (<https://my.unisa.edu.au>).

Access to Previous Courses

You will have access to your previous course sites for a period of 4 years. After this time, the course sites will be archived and will be unavailable.

Note: Course readings provided via the University Library are only made available to current students and staff due to licensing and copyright restrictions. Students may download their course readings while they are enrolled in the course for their personal research purposes only.

Assessment

Academic Integrity

Academic integrity is the foundation of university life and is fundamental to the reputation of UniSA and its staff and students. Academic integrity means a commitment by all staff and students to act with honesty, trustworthiness, fairness, respect and responsibility in all academic work.

An important part of practising integrity in academic work is showing respect for other people's ideas and being honest about how they have contributed to your work. This means taking care not to represent the work of others as your own. Using another person's work without proper acknowledgement is considered Academic Misconduct, and the University takes this very seriously.

The University of South Australia expects students to demonstrate the highest standards of academic integrity so that its qualifications are earned honestly and are trusted and valued by its students and their employers. To ensure this happens, the University has policies and procedures in place to promote academic integrity and manage academic misconduct. For example, work submitted electronically by students for assessment will be examined for copied and un-referenced text using the text comparison software Turnitin <http://www.turnitin.com>.

It is an offence for any person or company to provide academic cheating services to students of Australian universities, irrespective of whether the service is provided by an Australian or overseas operator (see [Tertiary Education Quality and Standards Agency Amendment \(Prohibiting Academic Cheating Services\) Bill 2019](https://www.legislation.gov.au/Details/C2020A00078) - <https://www.legislation.gov.au/Details/C2020A00078>). "Academic cheating services" includes providing or undertaking work for students, where that work forms a substantial part of an assessment task.

More information about academic integrity and what constitutes academic misconduct can be found in the [Academic Integrity Policy and Procedure](https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/ab-69) (<https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/ab-69>).

To learn more on academic integrity and how to avoid academic misconduct, please refer to the Academic Integrity Module: <https://lo.unisa.edu.au/mod/book/view.php?id=252142>

Important information about all assessment

All students must adhere to the University of South Australia's [procedures about assessment](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/): <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>.

Assessment Details

Details of assessment submission and return are listed under each assessment task. Assessment tasks will be returned to you within 15 working days of submission.

Cover sheets

A cover sheet is not required for assessment tasks submitted via learnonline, as the system automatically generates one.

If the Course Coordinator allows submissions in hard copy format, you will be required to attach an Assignment Cover Sheet which is available on the learnonline student help (https://asklearnonline.unisa.edu.au/app/answers/detail/a_id/2222/kw/cover-sheet) and in myUniSA.

Assessment Descriptions

Multiple		50% of Course Total			Objectives being assessed: CO1, CO2, CO3, CO4, CO5, CO6				
Title	Group work	Length	Duration	Sub-weighting	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking	
Summative report	No	-	-	80%	6 Apr 2023, 11:59 PM	Supervisor email to university	No	No	
Competencies	No	-	-	10%	11 Apr 2023, 3:30 PM	In person	No	No	
Attendance	No	-	-	10%	11 Apr 2023, 3:30 PM	In person	No	No	

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Summative report

In order to achieve a pass for this course, for your summative report(s), you are required to gain: A minimum of 50% in the summative report and A satisfactory grade in the summative section of the 'Safe practice and duty of care' and 'Professional and Ethical Conduct' sections.

The summative report must be received by the Course Coordinator via email from your clinical supervisor directly, who will forward feedback to the student along with grading. Summative report submitted by students will not be accepted. Summative report can be submitted in format of photo or scanned copied or pdf.

Students must provide the clinical supervisor the correct and latest summative report to fill in. The report is available on the course's Learnonline site. It is your responsibility and to your advantage, to provide the supervisors with the summative report file early, and to supply the course expectations documents, so that your performance can be judged against realistic and shared expectations.

Mid-way through CP3 you and your clinical supervisor should complete the Formative report as a performance indicator for the student. This Formative Report is an important assessment of student progress and provides an opportunity to identify learning needs and goals for the remainder of the placement. This mid-placement assessment should provide the foundation for the Summative Report and should NOT be omitted without prior consultation with the Course Coordinator. It is expected that this Formative Report will be discussed with the student, highlighting their strengths and weaknesses and used as a means to assist the student to continue to improve their clinical skills and attitudes. Formative report will not contribute to the grade of the course.

Competencies and Attendance

At the end of this course you will be expected to have accomplished a minimum of 31 clinical competencies and document a six week attendance of placement in your workbook. Students must meet the competency and attendance requirements in order to pass this course.

- **Competencies**
A total of 31 competencies are required by the completion of this course. A weighting of 10% (6% of the entire course grade) will be devoted to the successful achievement of these competencies and the associated clinical workbook documentation. Competency evidence which is incorrect, incomplete or illegible will be penalised according to the attached rubric. Students must ensure their competencies are completed with the necessary signatures, line-codes and reflections where applicable.
- **Attendance**
A weighting of 10% (6% of the entire course grade) will be allocated to the satisfactory completion of required clinical days and the associated clinical workbook documentation. Attendance evidence

which is incorrect, incomplete or illegible will be penalised according to the attached rubric. Students must ensure their attendance record are completed with the necessary signatures and line-codes.

The clinical workbooks will return to student at CP4 pre-clinical workshop. Competencies that are successfully achieved in CP3 will be signed by the course coordinator.

Single		30% of Course Total			Objectives being assessed:CO1, CO2, CO3		
Title	Group work	Length	Duration	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking
Learning commentary	No	2000 words	-	8 Apr 2023, 11:59 PM	learnonline	Yes	Yes

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Assessment description

This assessment aims to raise your awareness of your developing clinical skills against course objectives 1, 2 and 3.

Aims

This learning commentary is a reflective account of how your clinical skills are developing against the course objectives 1, 2 and 3. You will need to write your commentary in a personal reflective style, explaining how you addressed those three learning objectives. The learning commentary will allow you to look back at what you have achieved in this course, and look forward to how that information and your learning process can assist your clinical development.

By completing this assessment, you will be able to:

CO1. Demonstrate an advanced knowledge of scope of clinical skills and practice underpinning Medical Imaging including principles, clinical application, procedures, participation with other health care members, information management, confidentiality, scope of practice, and role within team.

CO2. Use reflection to assess own performances and departmental practices against professional standards and suggest modifications for further practice at an approaching new graduate level.

CO3. Apply problem solving skills in the clinical setting to maintain quality outcomes and implement quality assurance procedures for the clinical site and the patient, and to maximise time and resource utilisation at an approaching new graduate level.

Criteria

1. Introduction and conclusion

Your commentary must include a clear introduction and a conclusion. Within the introduction explain clearly how you refer to the nominated course objectives, and your evidence.

2. Body of the commentary

Your commentary should focus on how you have addressed each of the required course objectives. The commentary is the link that brings together your learning and makes sense of your learning experiences for the reader. You have three course objectives to address within this commentary. The focus of the learning commentary will be the learning method rather than the outcomes of that.

3. Evidence

You must include evidence to support your learning claims. Evidence can take any form and will vary according to the activities undertaken to assist you with your learning. The key test is that, to qualify as evidence you need to show conscious interaction with the material. Simply including photocopied or downloaded material is not considered evidence. How you interacted with that material converts resource to evidence of learning.

Whilst not exhaustive this list demonstrates the variety of evidence possible. You will note that all examples involve you interacting with the material or information in some way.

IMPORTANT

All evidence must be de-identified to honour your professional obligations, and the terms of the Privacy & Confidentiality documents for the course. You must not include patient, clinical site, clinician details or peer names in your evidence. Failure to comply with this will result in a fail grade for the assessment as a

minimum penalty. If you are unsure please check with your course co-ordinator.

4. Appendices

For the learning commentary you are advised to arrange the comprehensive and detailed evidence into an appendix, or appendices. You will refer the reader to specific items identified in the appendices, using a code system.

Place the full evidence in the appendices. You will summarise it within the commentary as necessary. The appendices must be limited to a maximum of 15 pages. Include only the evidence material relevant to your use of it in the learning commentary text.

A single piece of evidence may be referred to more than once within your commentary, as it may demonstrate different aspects of your learning or experiences.

Organise the evidence in a logical sequence, and identify items unambiguously.

Remember: Appendices are not included within your word count. They don't contribute directly to your grade, but the way you choose to cite and use them in the learning commentary does contribute to the grade.

5. References

References are needed in your learning commentary to support ideas that you are presenting but you might not have as many as you would in a formal report. **The required referencing style is APA 7** (<https://lo.unisa.edu.au/course/view.php?id=3839>)

6. Format

The assignment should follow the formatting guidelines of 1.5 spacing, 12 size font, 2.5 cm margins all round. The commentary and the appendices should be submitted as one file.

7. Word count

The word limit is 2000 words. Word limit will include all text and excludes reference list. Assessors will only review up to the word limit. Any parts of the assessment that exceeds the word limit will not be assessed.

8. Returning of assignment

Marked assignment and marking rubric will be available on course Learnonline.

Single		20% of Course Total			Objectives being assessed:CO1, CO2, CO3		
Title	Group work	Length	Duration	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking
Quality assurance assignment	No	1500 words	-	24 Mar 2023, 11:59 PM	learnonline	Yes	Yes

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Assessment description

This assessment aims to raise your awareness of quality assurance procedures performed by clinical service providers and individual medical imaging technologist (MIT) to meet statutory and ethical health and safety requirements.

Aims

This assessment has specified criteria which allow students to report which and how statutory and ethical health and safety requirements are met by the clinical site. After that, students are asked to formulate their own quality assurance activities as part of their continuing professional development plans when they become a clinical practitioner next year.

By completing this assessment, you will be able to:

CO1. Demonstrate an advanced knowledge of scope of clinical skills and practice underpinning Medical Imaging including principles, clinical application, procedures, participation with other health care members, information management, confidentiality, scope of practice, and role within team.

CO2. Use reflection to assess own performances and departmental practices against professional standards

and suggest modifications for further practice at an approaching new graduate level.
CO3. Apply problem solving skills in the clinical setting to maintain quality outcomes and implement quality assurance procedures for the clinical site and the patient, and to maximise time and resource utilisation at an approaching new graduate level.

Criteria

1. Accreditation

Write a paragraph of approximately 400 words of the accreditation scheme that your CP3 clinical site has currently obtained. Interpret the importance of obtaining that accreditation. Explain the roles/ contribution of each level of MITs required in obtaining the accreditation.

2. Quality assurance activities

Choose TWO activities from the following list to demonstrate your strategy in implementing quality assurance processes in the capacity of a graduate entry MIT in your annual performance development with your employer. Give reasons as to why you chose the activities and details on how you are going to undertake the activities.

List of activities:

1. Being a national assessor
2. Undertaking a clinical audit
3. Completing a quality assurance/ quality improvement activity
4. Conducting medical records audits and reporting on the results
5. Conducting risk management activities
6. Undertaking a critical incident analysis
7. Undertaking patient safety improvement (protocols, equipment)
8. Participating mandatory safety training
9. Participating in clinical meetings
10. Undertaking performance appraisals

3. References

References are needed in your assignment to support ideas that you are presenting where necessary. **The required referencing style is APA 7 (<https://lo.unisa.edu.au/course/view.php?id=3839>)**

4. Format

The assignment should follow the formatting guidelines of 1.5 spacing, 12 size font, 2.5 cm margins all round.

5. Word count and late penalties

The word limit is 1500 words. Word limit will include all text and excludes reference list. Assessors will only review up to the word limit. Any parts of the assessment that exceeds the word limit will not be assessed.

6. Returning of assignment

Marked assignment and marking rubric will be available on course Learnonline.

Feedback proformas

The feedback proforma is available on your course site.

Further Assessment Information

Important information relating to assessment components:

General assessment information

All assignments submitted in hard copy must use the Assignment cover sheet (available from myUniSA).

If assignments are being handed in using the assignment boxes, located at the School office C8, they will be emptied each business day at 3.30pm. If an assignment is handed in after this time, it will not be date stamped until the next day.

If *submitting electronically* please do not use an Assignment cover sheet.

Within submitted work you must not mention patient names, clinical sites, peers or other clinician by name or in a manner that may lead to them being identified. This also applies to your appendices. Failure to comply with this will result in a fail grade for the assessment as a minimum penalty.

Assignment Layout

Unless otherwise stated in the assignment instructions, all assignments are to use the following layout – 1.5 spacing, 12 size font, 2.5cms margins all round. Assignments not meeting these criteria will lose 10%.

If a word count is identified the word count will include all in-text referencing, but not the reference lists. Appendices are not included in the word count. There is no 10% rule. Staff will not consider the additional words.

Referencing style

The Allied Health and Human Performance uses APA 7 for all referencing by staff and students. <https://lo.unisa.edu.au/course/view.php?id=3839§ionid=555859>

Assessment extensions

Students may request an extension of time to complete an assessment task on the basis of unexpected or exceptional circumstances (see section G <https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/app/ab-68-p2-variations-to-assessments-procedure.pdf?1676002898892>).

Students must lodge an application for an extension via learnonline before the due date for the assessment task, and attach supporting documents. Students may be asked for justification of the impact of their circumstances on their academic participation. The Course Coordinator, or nominee, will respond via learnonline, normally within two working days. All correspondence will be stored within learnonline.

Additional assessment requirements

Students must attend all scheduled clinical days (subject to the clinical attendance policy of this program), meet all requirements of the placement, participate in all pre-clinical workshops, and pass the placement to pass this course.

Penalties for late submission

Late submission of assessment tasks policy

Late submission of assessment tasks in this course will result in a penalty unless an extension has been granted or the student can provide evidence of unexpected or exceptional circumstances.

The penalty for late submissions will be:

1. a deduction of 10% of the available marks, for each day (or part thereof) that the assignment is late up to a maximum of 5 days.

Thus, for an assessment item that is one day late the maximum mark available will be 90%, and for two days late 80% etc. By way of example, if a student achieved a mark of 65% for an assignment that was submitted one day late, their adjusted mark would be 65% of a total available mark of 90%, so the mark would be adjusted to 58.5%.

2. assignments which are more than 5 days late may not be assessed and will be assigned a zero grade inclusive of non-graded pass work. Whether or not an assignment that is more than 5 days late will be assessed will be at the discretion of the Course Coordinator.

Rationale for Late submission of assessment tasks policy

If unexpected or exceptional circumstances occur that result in late submission, or if an extension has been granted for an assessment item, there will be no penalty.

However, where no extension has been granted, and there were no unexpected or exceptional circumstances that resulted in late submission a penalty will be applied. This is to prevent students from seeking to obtain an unfair advantage, compared with their peers, by having more time to complete an assessment item.

It was considered that if a student were to work on an assessment item for one day they might be able to improve their mark by 10%, so a 10% penalty has been applied to offset any such advantage that might be gained.

The 10% deduction will be from the available mark rather than the achieved mark to ensure equity between students. By way of example:

1) If a student achieved a mark of 77 (Distinction), but the assessment item was submitted two days late, their grade becomes 77% of 80 = 61.6 which is a true 20% reduction. If the 20% deduction were applied to the achieved mark this would be $77\% - 20\% = 57\%$, which would actually represent a 26% reduction of their achieved grade.

2) If a student achieves a mark of 54 (P2) and is 2 days late in submitting the assessment item, their grade becomes 54% of 80 = 43.2 which is a true 20% reduction. If the 20% deduction were applied to the achieved mark this would be $54\% - 20\% = 34\%$ which represents an actual 37% reduction of their achieved grade.

Thus, if the deduction were applied to the achieved mark both students would experience a different real deduction depending on the actual mark they achieved. Thus, in the interest of student equity the deduction will be taken from the available mark.

Exam Arrangements

This course does not have an exam.

Deferred Assessment or Examination

Deferred assessment or examination is not available for this course. See the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) (<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>).

Supplementary Assessment

Supplementary assessment or examination has not been approved for this course.

Special Consideration

Special consideration is not available for this course. See the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) (http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/).

Variations to assessment tasks

Details for which variation may be considered are discussed in the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) (http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/). Variation to assessment in unexpected or exceptional circumstances should be discussed with your course coordinator as soon as possible.

More information about variation to assessment is available in the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) (http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/).

Students with disabilities or medical conditions please refer to **Students with disabilities or medical conditions**.

Students with disabilities or medical conditions

Students with disabilities or medical conditions or students who are carers of a person with a disability may be entitled to a variation or modification to standard assessment arrangements. See the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) at: <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/> and Policy C7 [Students with Disability](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/) at: <https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/>

Students who require variations or modifications to standard assessment arrangements must first register for an Access Plan with the UniSA Access & Inclusion Service. It is important to contact the Access & Inclusion service early to ensure that appropriate support can be implemented or arranged in a timely manner.

Students who wish to apply for an Access Plan must book an appointment with a UniSA Access & Inclusion Advisor by contacting Campus Central or via the Online Booking System in the Student Portal. For more information about Access Plans please visit: <https://i.unisa.edu.au/students/student-support-services/access-inclusion/>

Once an Access Plan has been approved, students must advise their Course Coordinator as early as possible to ensure that appropriate supports can be implemented or arranged in a timely manner.

Students are advised there are also strict deadlines to finalise Access Plan arrangements prior to examinations. Further information is available at: http://i.unisa.edu.au/campus-central/Exams_R/Before-the-Exam/Alternative-exam-arrangements/

Action from previous evaluations

More practical time to get familiar with x-ray machines after a long break.

Unplanned learnonline outages

less than 1 hour outage. No impact on either assessment or examination

1 to 4 hour outage. **Assessment** - Consider an extension.

4 to 24 hour outage. **Assessment** - 24 hour extension.

Over 24 hour outage. Assessment - 48 hour extension.

DRAFT

Course Calendar

Study Period 2 - 2023

Weeks	Topic	Assessment Details (Adelaide Time)	Additional information	Public Holidays
1 20 - 26 February	Pre-clinical workshop			
2 27 February - 5 March	Placement week 1			
3 06 - 12 March	Placement week 2			
4 13 - 19 March	Placement week 3			Adelaide Cup Day 13 Mar 2023
5 20 - 26 March	Placement week 4	Quality assurance assignment due 24 Mar 2023, 11:59 PM		
6 27 March - 2 April	Placement week 5			
7 03 - 9 April	Placement week 6	Summative report due 06 Apr 2023, 11:59 PM Learning commentary due 08 Apr 2023, 11:59 PM		Good Friday 07 Apr 2023
8 10 - 16 April		Competencies due 11 Apr 2023, 3:30 PM Attendance due 11 Apr 2023, 3:30 PM		Easter Monday 10 Apr 2023
9 17 - 23 April				
10 24 - 30 April			CP4 pre-clinical workshop	Anzac Day 25 Apr 2023