

## PODIATRY SUPERVISOR INSTRUCTIONS 2020

Thank you once again for providing a clinical placement experience for our final year podiatry students. Please find within this document some information to help you with the placement process.

### **Log books:**

The student will present to the placement with a copy of their STUDENT CLINICAL PLACEMENT LOGBOOK – REGISTER OF CLINICAL COMPETENCIES 2020.

It is the STUDENT'S role to help lead you in filling this booklet out during their placement. Please take the time however to schedule in the following activities:

1. Complete the CLINICAL OBSERVATION PROFESSIONAL BEHAVIOUR CONTRACT during the orientation session: *Metro contract page 3; Rural contract page 4.*
2. Please read pages 18-20: PLACEMENT ASSESSMENT MANUAL, to familiarise yourself with the ANZPAC competency standards from which this document is mapped.
3. Please schedule a time to complete the 'HALF WAY POINT' ASSESSMENT OF STUDENT PERFORMANCE with your student: *Metro pages 21-24; Whyalla pages 25-28 and Rural pages 29-32.* This document helps to give the student a progress report of their performance 'so far' and therefore areas to work on for the final weeks of their placement. This written proof of feedback is extremely important for the university records, so please take the time to provide the student with this information. (You do not need to send this feedback into the university, please leave it within the log book). The Clinical Placement Unit or course coordinator will send out a reminder email advising you've made it half way and need to complete the half way assessment!

All students have been given explicit instructions on how to use these logbooks. They are under no circumstances to simply to leave this book with you and plead ignorance. As per pages 18-20, this logbook is especially important for the podiatry program to be able to demonstrate eligibility of the students for registration at the completion of their program.

### **Final Assessments:**

You will be sent the final assessment form as a separate document via email to complete at the end of the student placement. This is to be sent back to the university via email or mail:

Podiatry Department University of South Australia, c/o Brendan Nettle, GPO Box 2471, Adelaide, SA, 5001; [Brendan.Nettle@unisa.edu.au](mailto:Brendan.Nettle@unisa.edu.au)

### **What do you do if there is a problem whilst on placement?**

In the first instance please follow the student placement procedures that are provided by your work site. This could include reporting to the OHSW&IM representative, your direct team leader or the appropriate emergency services.

We then encourage you to contact the university as soon as practical; Dr Ryan Causby ph: 8302 1274; [Ryan.Causby@unisa.edu.au](mailto:Ryan.Causby@unisa.edu.au); Brendan Nettle ph:8302 2589; [Brendan.Nettle@unisa.edu.au](mailto:Brendan.Nettle@unisa.edu.au);

Mrs Sharyn Martin ph:8302 2269; [sharyn.martin@unisa.edu.au](mailto:sharyn.martin@unisa.edu.au). There are a series of procedures that the university will follow once we are aware of the problem, the university will then take the lead on completing these processes.

***Why can't the university provide details about the student's health or academic performance?***

All student information including contact details, health concerns/problems and academic performance (past and present) is considered confidential information. It is not appropriate for the university (podiatry program) to provide these details to a third party. If the student wishes to voluntarily provide this information to you this will be their own choice.

***Self-assessment forms and phone calls:***

Placement supervisors will receive a self-assessment form completed by the student prior to the placement. Students are also required to make a phone call to their placement site to introduce themselves and ask questions to prepare for their placement with you. Brendan Nettle will be keeping track of the students as they complete these tasks. If you do not receive any contact from your student please don't hesitate to let Brendan know; [Brendan.Nettle@unisa.edu.au](mailto:Brendan.Nettle@unisa.edu.au)

***Contact Details:***

If you have any questions, concerns or queries at any time please don't hesitate to contact the placement coordinator Brendan Nettle on 8302 2589 or via email at [Brendan.Nettle@unisa.edu.au](mailto:Brendan.Nettle@unisa.edu.au)

We look forward to working with you in 2020

Kind regards,

University of South Australia Podiatry Department