



14<sup>th</sup> January 2021

Dear Clinical Supervisor,

We would like to thank you for agreeing to supervise Bachelor of Medical Radiation Science (Nuclear Medicine) students from the University of South Australia for 2021 clinical placements. The Nuclear Medicine team in 2021 is Cristina Blefari (Stream Coordinator), Katherine Guerrero and Amber Bidner. Their details can be found on this letter and within the Clinical Supervisor guide. We look forward to working together with you so that the clinical experience is educational and rewarding for both Nuclear Medicine students and Clinical Supervisors.

Clinical coordination by course for 2020 will be as follows:

*Study Period 2 (Semester 1)*

- Nuclear Medicine Clinical Practice 3 (Year 4, February to April) – Katherine Guerrero
- Nuclear Medicine Clinical Practice 4 (Year 4, May-June) – Cristina Blefari

*Study Period 5 (Semester 2)*

- Nuclear Medicine Clinical Practice 1 (Year 2, July and December) – Katherine Guerrero
- Nuclear Medicine Clinical Practice 2 (Year 3, September-October) – Cristina Blefari
- Nuclear Medicine Professional Entry Practice 1 (Year 4, July-September) – Cristina Blefari
- Nuclear Medicine Professional Entry Practice 2 (Year 4, October-November) – Cristina Blefari

Please find attached with this letter a 2021 'Guide for Clinical Supervisors'. This document has important information including the University of South Australia contacts, the role of the University of South Australia Nuclear Medicine Academic Teaching Team, the role of the Clinical Supervisor. It also details an overview of the program with detailed information relating to the schedule of teaching including when theoretical content is delivered. The guide details clinical placement policies and procedures and examples of a 'Competency Assessment' and 'Formative' and 'Clinical Reports'.

Also within the guide are 'Nuclear Medicine Clinical Practice Supervision and Performance Guidelines' these guidelines have been compiled to assist the Clinical Supervisor in the supervision and assessment of students participating on clinical placement. As the student progresses through the program, they will gradually build and maintain clinical skills by completing both academic and clinical courses. These guidelines are vital to ensure that the Clinical Supervisor is aware of the expected level of performance of a student during any clinical course and, hence, the level of supervision the student should be provided with. Following the guidelines will ensure the mentoring process for the four year program is more transparent and will provide consistency in the clinical experience for both Clinical Supervisors and students and between clinical sites.

Students participating in clinical courses are provided with the course materials including detailed information on the assessment requirements for this course. Students should, therefore, arrive to their clinical placement with a clear understanding of the course requirements and be prepared from day one.

To summarise:

- A 'Formative Clinical Report' should be completed when the student has performed half of their clinical placement. You will note that the format of the Formative Report has changed from 2021 and is now more like the Summative Report.
- A 'Summative Clinical Report' is completed at the end of a clinical placement. The student must achieve a 'Satisfactory' pass in the areas of 'Safe Practice and Duty of Care' and 'Professional and Ethical Conduct' in order to successfully pass a clinical placement.

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- Clinical Supervisors should only use black or blue pen on 'Clinical Reports' and we request that any corrections are initialled i.e. no correction fluid or pencil should be used.
- The student is required to complete 'Competency Assessments' during the clinical course in which they are participating. Before the student can attempt the assessment, they must have completed the minimum number of practice competencies shown in the shaded competency record table. The student should have contributed 70% toward these recorded examinations. (see the 'Guide for Clinical Supervisors' for more information). The student can now attempt the 'Competency Assessment' and must be deemed competent in all aspects of the examination to achieve a pass. If the student is deemed not competent in any aspect the 'Competency Assessment' should be reattempted at a later date. Clinical Supervisors should only use black or blue pen on 'Competency Assessments' and we request that any corrections are initialled i.e. no correction fluid or pencil should be used.
- The student is required to attend his/her clinical placement five days per week (7.5 hours/day) (please see the 'Guide for Clinical Supervisors'). It remains compulsory for students to have at a minimum, 30 minute break for lunch away from the Nuclear Medicine scanning area. This is for the student's welfare as well as the staff and patients at the clinical sites.
- The student is required to maintain an 'Attendance Record' so that their attendance may be monitored for each day of the placement. The student is required to record the date, actual start and finish times (even if the Clinical Supervisor allows the student to leave the clinical site earlier than anticipated), lunch breaks and total hours per day for each full day (7.5 hours) attended at the clinical placement. Total clinical hours will be calculated based on the student having a minimum 30 minute break for lunch and this 30 minute lunch break cannot be substituted for missed clinical time. It is our preference that the student is not sent home early and that she/he complete 7.5 hours in the clinical environment each day. We would like the student to have the 'complete' clinical experience i.e. not just scanning patients. So, for example, asking the student to restock consumables, attend to scanning rooms, be involved in the disposal of radiation waste, practise processing patient studies, listen to doctors reporting, reading journals and performing quality control on equipment are all acceptable in the absence of patients. The student is also required to sign the 'Attendance Record' and present it at the completion of each day to the Clinical Supervisor (or designated Technologist) to verify all information is correct by signing against 'Mentor's Signature'. We ask that you please read the 'Attendance Record' carefully before providing a signature. Please note, no correction fluid or pencil (black or blue pen only) is to be used on the 'Attendance Record'. If a student or Clinical Supervisor uses correction fluid, this section of the timesheet will be considered invalid and treated as missed clinical time. We ask that Clinical Supervisors please initial any corrections they make on the 'Attendance Record'. Please note, if a student does not present the 'Attendance Record' at the completion of each day, Clinical Supervisors are under no obligation to sign the 'Attendance Record'. It is unreasonable for the student to assume that you can recall how many hours they attended at clinical practice previously.

The University of South Australia enforces a number of policies and procedures on all students participating in clinical placements. These policies can be found in the 'Guide for Clinical Supervisors'. If the student is not complying with the policies and/or procedures of the University, please speak directly with the student in the first instance and then if required, please contact the appropriate course coordinator.

We thank you in advance for directing all clinical staff involved in mentoring and working with students to this letter and information that forms part of this clinical information pack.

Thank you again for your co-operation and assistance.

Yours sincerely

Katherine Guerrero