

MASTER OF EXERCISE PHYSIOLOGY

STUDENT PRACTICUM GUIDE



COLLEGE OF ENGINEERING, SCIENCE AND ENVIRONMENT

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Introduction

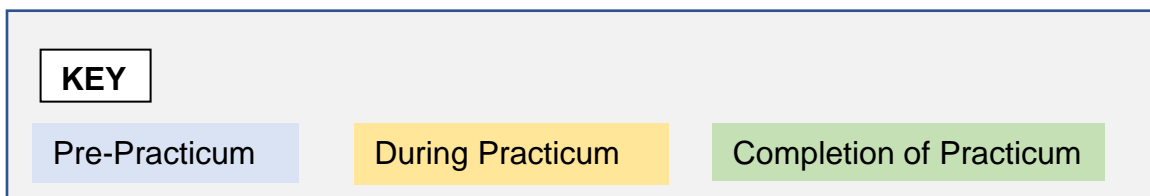
This practicum guide contains information and links to additional resources to inform you of the compulsory practicum requirements for the Master of Exercise Physiology program at the University of Newcastle.

The practicum placement provides a safe, effective, and essential opportunity for students to consolidate learning and to develop applied skills relevant to future work as an entry level practitioner. This guide is developed in accordance with the accreditation requirements of Exercise & Sports Science Australia (ESSA).

We encourage all students to join ESSA as a student member. Please [click here](#) to join. You will receive many FREE benefits such as professional resources, career guides, and networking opportunities. This will also provide you with free student insurance through Guild Insurance.

Practicum Process

Below is a schematic highlighting the key phases of the Practicum process:



- 1) Student to complete Mandatory pre-placement **Checks**
- 2) Practicum **Preferencing Period** (review hosts, select top 5 hosts, allocation to host)
- 3) Student completes **Practicum Plan & Risk Assessment** in conjunction with host
- 4) Practicum commences and student to complete fortnightly **Timesheets**
- 5) Midway through practicum student and host complete **Interim Competencies Assessment**
- 6) Student and host complete **Final Competencies Assessment**
- 7) Student and host complete **Record of Student Engagement**

Practicum Requirements

Students must complete a minimum of 360 hours of practicum to complete the Master of Exercise Physiology degree in alignment with the most recent [Exercise and Sport Science Australia Practicum Guide](#); and should be read in conjunction with the [Student Professional Experience Policy](#)

Please note:

Additional practicum hours may be required at the instruction of the Placement Coordinator to demonstrate competency as an entry level practitioner in exercise assessment, prescription, and delivery.

For examples of approved activities please refer to the [ESSA Practicum Guide](#)

Evidence of Practicum and Competency Assessments

Throughout each of the practicum courses, students will be required to submit timesheets each fortnight outlining the activities completed.

Practicum Hosts are required to provide feedback on the student's competency. An interim Competency Assessment is required to be completed by the host midway through the practicum, providing the student time to reflect on skills and professional attributes requiring further development. The interim Competency Assessment will be reviewed by the Practicum Coordinator and a Practicum Remediation Plan will be developed with any student at risk of not meeting the minimum practicum requirements.

On completion of the practicum, Practicum Hosts are required to provide a Final Competency Assessment. If the Practicum Host assesses the student as not competent, the student will be offered additional practicum experience and support under supervision of the University of Newcastle Master of Exercise Physiology Staff. If competency still cannot be achieved with additional support, the student will fail the course and will be required to re-enrol before progressing with the program.

Students will be required to submit a summary of their practicum experience via the Record of Student Engagement report. Practicum hosts are required to review and sign-off on these documents, acknowledging that the report is an accurate representation of the student's practicum experience.

SONIA

The University of Newcastle uses an online platform SONIA to manage and record all practicum placements.

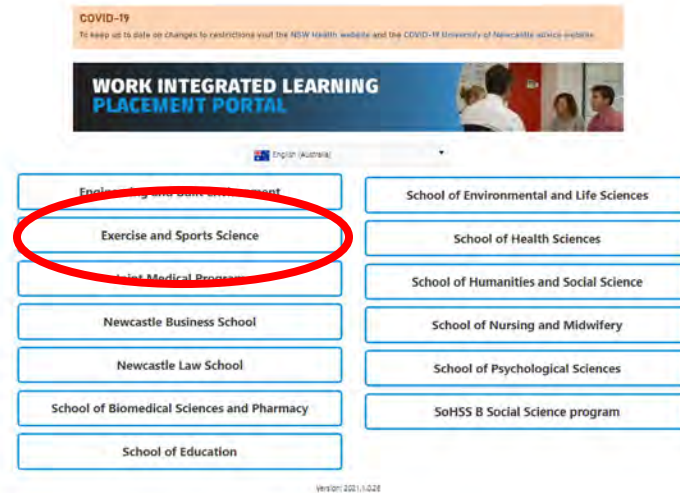
The following documents are required to be completed within the SONIA system:

- Pre-practicum Checks
- Practicum Plan (including resume & cover letter)
- Time Sheets
- Interim Competency Assessment
- Record of Student Engagement
- Final Competency Assessment

Please see below for a guide on the completion of the various actions in SONIA.

1 SONIA Log In

Log in to SONIA Online [HERE](#)



Select **Exercise Sports Science**

Select **Student** from the dropdown. Log in using your UON username and password.

Your home page in SONIA will look like this:



2 Practicum Checks

Practicum **checks** require completion prior to commencement of practicum

Select the **Checks** tab



Complete **Checks** by following the instructions under each **Check**.

Mandatory Checks include:


- First Aid Certificate
- CPR Certificate
- COVID-19 Student Self-assessment Tool
- [COVID-19 Vaccination](#)
- [Infection Prevention and Control Training](#)
- Confidentiality Undertaking
- Student ESSA Membership

Additional Checks Required (if applicable)

When you have been allocated to a Practicum Host there may be additional checks required. You will be able to view this information when the practicums have been finalised.

Please notify your Practicum Coordinator if you have any risk factors and/or reasons not to perform an activity.

Each of the uploaded **Checks** will be reviewed by practicum staff prior to practicum commencement

THIS SYMBOL  INDICATES YOU HAVE NOT PASSED THE CHECK

3 Preferecing Practicum Allocation

Practicum sites will be allocated by a Preferencing event. All critical dates will be communicated prior to and during the event.

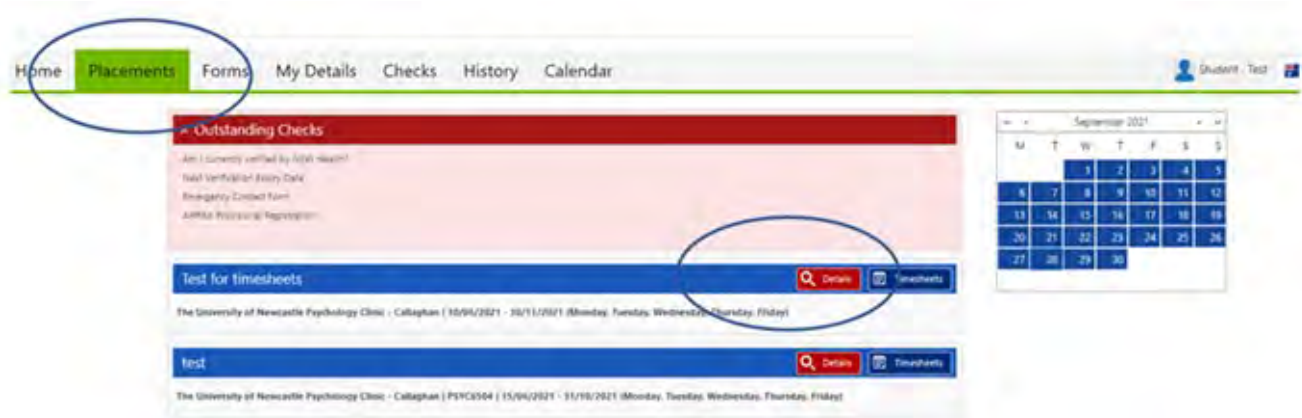
All students will be provided with ample time to review the hosts. When the preferencing event opens all students will be responsible for selecting their top 5 hosts. It is extremely important for you to check your student email account to ensure you do not miss any important communication. If you miss the preferencing event you will be automatically allocated to any remaining hosts.

4 Practicum Plan

Students should engage with their host within the first week (7days) of practicum to discuss and complete the **practicum plan**. The practicum plan outlines your previous experiences, desired focus for the practicum, agreed roles and expected practicum schedule. Additionally, the practicum plan acknowledges that a safety induction will be completed on or before the first day of practicum. If there are any additional safety requirements such as personal protective equipment, this will also be discussed during the practicum plan meeting. Your resume and a cover letter will need to be uploaded into the practicum plan so that your host is aware of your experience.

5 Timesheet Completion

You will find timesheets by clicking on the **Placements** tab. You will be able to view the Sites/Supervisors you have been allocated.



Select the Timesheets tab

Click Add new timesheet 

IMPORTANT: Ensure you submit your timesheet to the correct Site/Supervisor

a) Date – Today’s date will automatically appear. For your first “new” timesheet select the **Monday** of the week you start your practicum. Timesheets will be due Friday of every fortnight.

b) Duration- displays hours completed that fortnight.

c) Activity – From the drop-down menu select either Core OR Niche/Emerging – **do not leave this blank** or your hours will not be recorded. You can only select **one** activity per timesheet, if you conducted both core and niche activities, you will have to submit two timesheets for that fortnight.

IMPORTANT:

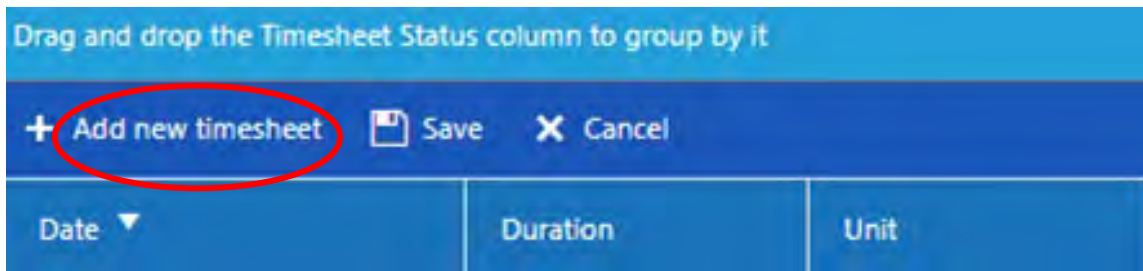
- All supervisors must be qualified and experienced relevant to the activity they are supervising.
- At least 200 hours of practicum must be supervised by an AEP, either directly or through a documented oversight supervision arrangement.
- Up to 160 hours may be supervised by a professional who holds an externally recognised formal qualification for the activity they are supervising, and relevant to the client condition they are servicing.

d) Attendance Status – this automatically displays: Attended

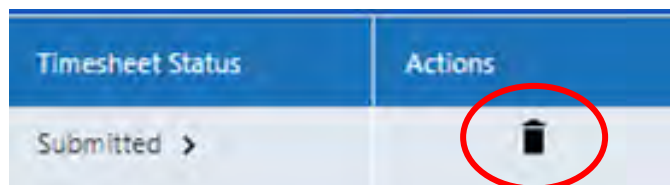
e) Comment – **This is the most important section in the timesheets.** You will need to provide enough details for activities performed on each day/shift for your Supervisor to be able to approve your hours. This information is also required for ESSA. You will have to type all of the relevant information in one very long line, or type your comments in a Word Doc first and then paste it into the comments. Please see Item 5 - Timesheet example

IMPORTANT: Do not enter the names of the Client or Supervisor in the comments

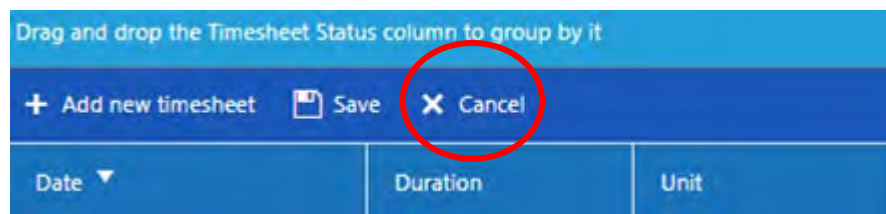
f) When ready to submit your timesheet to your Supervisor click the **Save** icon (located next to the Add new timesheet button)



If you detect errors you can delete your timesheet by clicking the “bin” icon in the **Actions** column.



If you make an incorrect entry and you have not yet submitted the timesheet, use the **Cancel** icon to cancel that timesheet.



Once submitted, your status will update to “**Submitted**”. Your timesheet will be sent to your Supervisor for approval. The totals bar at the bottom of the screen provides the status of your hours.

Your supervisor will **Approve** your timesheet or request you to **Re-Submit** if any corrections are required. If you need to re-submit, please check with your supervisor the amendments that are required, make the edits in the timesheet and click “save” to re-submit the timesheet.

Totals					
Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
40.00 Hours	40.00 Hours	0.00 Hours	40.00 Hours	0.00 Hours	0.00 Hours

6 Timesheet Example – Exercise Physiology Hours

Drag and drop the Timesheet Status column to group by it

Date ▾	Time In ▾	Break (min)	Time Out	Duration	Unit	Activity	Competency	Attendance Status	Comment
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Activity Select from the drop down menu Core or Niche/Emerging

Comments Timesheets will need to include details on the clients and activities performed, specifically a breakdown of hours in exercise Assessment (A), Prescription (P) Delivery (D), and Observation (O).

- **Assessment (A)** Assessment with clients diagnosed with health conditions. Conduct initial interview / gather pre-screen information, Health / exercise testing
- **Prescription (P)** Prescription with clients diagnosed with health conditions. Design of an exercise sessions/interventions, Selections of exercise modality, intensity, and other prescription variables
- **Delivery (D)** Delivery of an exercise-based session (in person or telehealth), Monitoring client in a session
- **Observation (O)** Observation of practice that allows active student engagement and provides a meaningful learning activity within the scope of practice can be counted towards the required practicum hours.

Examples of student engagement include: Developing mock reports, developing mock treatment plans with justification, taking own case notes, undertaking assessment and treatment tasks outside of third party funded consultations, Case conference between supervisor and student regarding consultation occurring before, during or after Simulation activities.

Please make sure you are clear in your descriptions. Good clinical documentation is required to satisfy the timesheet requirements. *For example*, the **comments** section of your timesheet submitted may look like this:

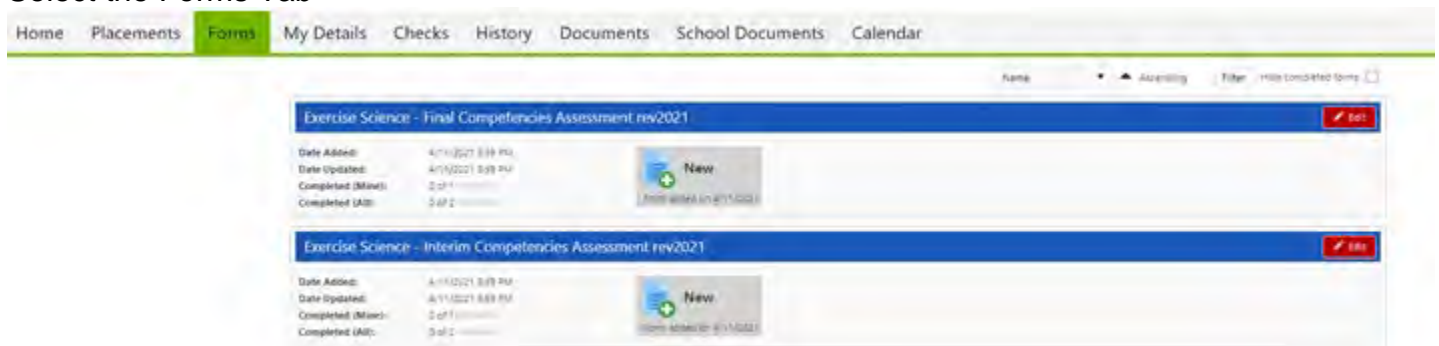
MONDAY 23/09/22 11am-4pm (5 hours EP: 1hr A, 1hr P, 2hr D, 1hr O) 1hr A: Initial assessment of client 1 (M, 57yr, chronic knee pain, OA). Completed a LEFS questionnaire to determine lower body functional capacity. Completed a PROMIS-10 questionnaire to determine mental health capacity and quality of life. Physical assessments such 5x STS, knee to wall test and TUG were conducted to receive baseline results of mobility, endurance, and strength. **1hr P:** wrote home programs for 2 clients. Exercises developed using telehab exercise program. Programming consisting of db shoulder press 2 x 8 reps, db bent over row 2 x 8 reps, res band chest press 2 x 8 reps, STS (no hand support) 2 x 14 reps, supine core activation with toe taps 2 x 6 reps, prone bird dog 2 x 6 reps. **2hr D: Client 1 Core – MSK client (22-year-old female, torn labrum on [L] hip, bilateral shoulder instability).** F-up session. Client presented well, feeling enthusiastic. Session included treadmill w/up 3min 4km/h, bicep curl 3x10x3kg + STS 3x5, DB seated calf raise 3x10x3kg + DB shoulder abduction 3x10x3kg, RB pull apart (green) 3x10, hip abduction in standing 3x8. Client advised to keep active while at home and reduce sedentary time. **Client 2 Core - MSK client (40-**

year-old female – adductor brevis partial tear) 1 hour session focused on improving hip strength and stability. Warm up- 5 mins on treadmill. Strength 3 x 10 supported squats, standing hip abductions, glute bridges, glute bridges squeezing ball, clam shells, hamstring stretch, hip flexor stretch, active ROM. **1hr O:** Observed AEP perform initial Ax for client (female, 76). Private client. PMHx: Easter 2022, went on a hike over challenging terrain and started noticing (L) ankle pain and swelling afterwards. Had two lots of ultrasounds, revealed tibialis posterior tenosynovitis and two small longitudinal tears in TP. Saw physio prior to scans and then was in moon boot for 7 weeks. Client hasn't exercised since coming out of the boot ~1 week ago. Experiences pain on the medial aspect of the ankle after standing. Pain in 8/10 after 30 minutes. No pain when sitting or lying down. Goals for treatment include increasing CRF, weight loss, lowering LDL-C, reducing pain to improve walking capacity to 4-5km.

IMPORTANT: Do not enter the names of the Client or Supervisor in the comments section

7 Required Forms

Select the Forms Tab

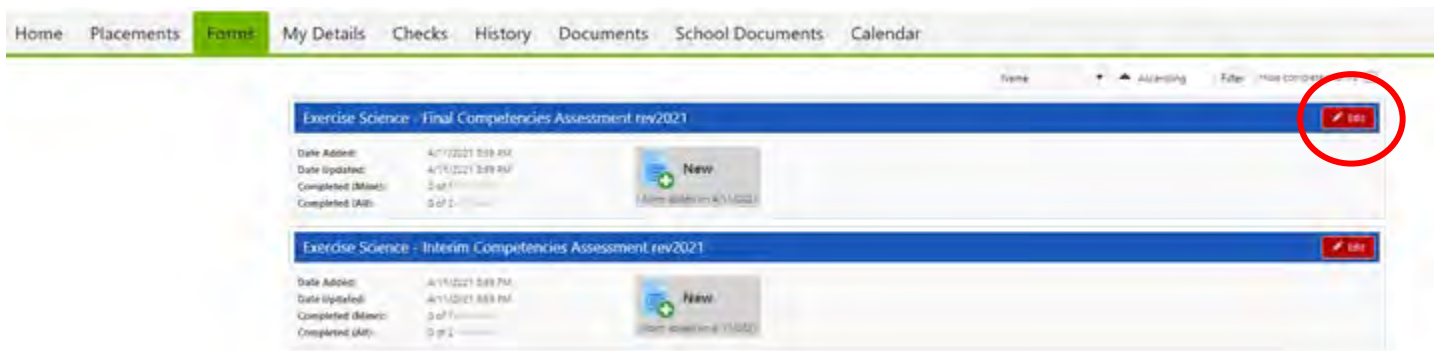


Under the Forms tab you will see any forms which have been assigned to you for completion. Forms include:

- Practicum Plan
- Interim Competencies Assessment
- Final Competencies Assessment
- Record of Student Engagement

If you are completing a practicum of 30 hours or more you will need to complete the Interim Competencies Assessment halfway through your practicum, along with the Final Competencies Assessment and Record of Student Engagement upon completion of your practicum. For each practicum you will have to complete a Record of Student Engagement & Competencies Assessment form. **Make you sure you double check that you are completing the form for the correct practicum site.**

Click the **Edit** button on the right-hand side of the relevant form to open/edit.



Complete the student section of the form. For example, in the comments section you can provide details you want your supervisor to consider.

When completing any of the forms you have the option to **Save Draft** and finish at a later stage. Once the form is completed make sure you click **Submit**, which will notify your supervisor. Your supervisor will then be able to complete their section of the form.

It is recommended that for Competency Assessments and Record of Student Engagement your supervisor completes this with you and provides you feedback on your practicum. You will receive feedback on Professional Practice, Exercise Assessment, Exercise Prescription and Exercise Delivery. If your supervisor is not able to complete the forms with you in person, then please make sure you have a close look at the form upon completion to assist you in development of your competencies.

Practicum Staff Contacts

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