Work Integrated Learning (WIL) - Practitioner Observation: Industry Host Handbook

Industry handbook for:
PCS207 Pre-Clinical Studies 1

Bachelor of Health Science (Clinical Nutrition)
Bachelor of Health Science (Naturopathy)
Bachelor of Health Science (Western Herbal Medicine)
# What’s Inside

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS207 Pre-Clinical Studies 1</td>
<td>1</td>
</tr>
<tr>
<td>What’s Inside</td>
<td>2</td>
</tr>
<tr>
<td>Torrens University</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to WIL</td>
<td>3</td>
</tr>
<tr>
<td>What is Work Integrated Learning (WIL)?</td>
<td>3</td>
</tr>
<tr>
<td>What You Can Expect</td>
<td>3</td>
</tr>
<tr>
<td>Your Role and Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Role of the Industry Consultant</td>
<td>4</td>
</tr>
<tr>
<td>Objectives of the Placement</td>
<td>5</td>
</tr>
<tr>
<td>Practitioner Observation Activities</td>
<td>5</td>
</tr>
<tr>
<td>Managing a Student in Clinic</td>
<td>5</td>
</tr>
<tr>
<td>End of Placement</td>
<td>6</td>
</tr>
<tr>
<td>Policies and Legalities</td>
<td>6</td>
</tr>
<tr>
<td>Legislative Requirements</td>
<td>6</td>
</tr>
<tr>
<td>The Work Integrated Learning (WIL) Agreement</td>
<td>6</td>
</tr>
<tr>
<td>Thank You</td>
<td>7</td>
</tr>
</tbody>
</table>
The industry experience we share with our students can make a significant difference on their path to success and prepare them for a rich and fulfilling career in Complementary Medicine.

Torrens University

Torrens University Australia is part of Laureate International Universities, the largest global network of higher education institutions. We offer undergraduate and postgraduate courses in a variety of disciplines. These courses are delivered through our incredible family of schools and a prestigious array of collaborations. Our campuses span across Sydney, Adelaide, Melbourne and Brisbane. Wherever possible, we also offer courses online and via blended learning to provide convenient access to students.

The health science courses are offered at our colleges, historically known as ACNT (Sydney or Brisbane) and SSNT (Melbourne) which have nearly 100 years of combined history between them. Torrens University philosophy is “here for good”. Our institutions are providing the critical skills, knowledge and support to help make this happen. Learn from industry experts in state-of-the art facilities, and gain real practice experience working in our customised student clinics.

Our commitment is to also ensure graduates are dedicated to help patients achieve optimal health results through the careful and diligent selection of appropriate holistic and evidence-based treatments and best practice standards.

Introduction to WIL

What is Work Integrated Learning (WIL)?

Work Integrated Learning (WIL) is a term used to describe learning activities that use your academic learning in a ‘real life’ situation with a real industry or community partner.

Work Integrated Learning through practitioner observation allows the Torrens University student to:

- observe and gain professional industry knowledge of how a qualified natural health care practitioner effectively utilises communication and counselling skills, case-taking techniques and aligns professional ethics and codes of conduct within their clinical practice.
- academically reflect upon their practitioner observation experience
- develop professional rapport with industry practitioners
- further engage with industry practitioners to increase their chances of successful employment.

What you can Expect

During the WIL placement, the Practitioner can expect:

During the WIL placement, the industry host can expect:

- A student who is enthusiastic, motivated and ready to learn
- Student compliance with the Student Conduct Policy
- The student to be covered by the Torrens University Australia insurance policy. Please note: if a student sustains injury while on your premises, please contact the university immediately.
- No obligation of employment beyond the completion of the practitioner observation
- The ability to terminate work experience. You have no obligation to keep the student on and you should contact the college immediately as needed

You may be able to claim CPE points dependent on your professional association.
Your Role and Responsibilities

The host Practitioner will be expected to:

- provide the student with the opportunity to observe real-life patient cases (with the patient’s explicit consent).
- share your comprehensive knowledge of your modality/ies and share your passion for the work.
- provide informed consent from the patient for the student to observe consultations (for both face-to-face and online/telephone consultations).
- maintain appropriate workplace policies and practices to assist the student to develop work ethics that reflect the professional requirements of the industry.
- provide constructive feedback as appropriate to the student.
- complete and sign-off any relevant paperwork for the student practitioner observation placement, including the student attendance form and WIL placement agreement with the Certificate of Currency (insurance).

Role of Our Industry Consultant

The host practitioner is supported by an Industry Consultant in your relevant state. If you have any questions, please contact them: industry@laureate.net.au

The Industry Consultant is responsible for:

- processing and managing completed WIL agreements
- validating the practitioner observation placement
- being the point of contact for the industry practitioner host

The Work Integrated Learning Agreement

The Work Integrated Learning Agreement sets the terms between Industry Host, student and Torrens University Australia.

Prior to the commencement of work experience, the student and industry host complete the Work Integrated Learning Agreement, which must then also be signed by an authorised Torrens representative. The WIL must be approved by Torrens University Australia before Day 1 of the work experience.
Objectives of the Placement

PCS207 Pre-Clinical Studies 1 is a 12-week subject that incorporates classroom-based lessons, online learning and WIL. The student is expected to spend a minimum of 25 hours in a natural health care practice and observe 15 health consultations.

A student is required to observe the practitioner’s communication and counselling style, case-taking skills and professional code of conduct. A student may wish to document their observations in a confidential and de-identified manner. Please collaborate advise with the student on what is appropriate for your clinic setting.

The student’s observation is aligned to several assessment tasks, including a two-part Observation Report due in Week 8 and Week 11 of the academic calendar. The Observation Report is worth 60 per cent of the student’s overall grade.

The range of activities and work that a student can do during their time with you includes:

- observing patient consultations
- observing record keeping or prescription dispensing
- reception and housekeeping duties.

Practitioner Observation Activities

The learning outcomes we would like you to focus on are:

- observe approaches to clinical practice and its day-to-day operation
- to identify and discuss the role of practitioners, including scope of practice, limitations and working with diverse population
- to observe effective communication and counselling techniques in a variety of patient cases
- to observe basic case-taking techniques, including recording case information and detailed systems reviews
- to identify when it is appropriate to refer a patient to other health care professionals
- to observe professional and ethical behaviour
- to observe the integration of evidence based-practice with the philosophies of natural medicine.

Managing a Student on Practitioner Observation Experience

Attendance

Please treat students like new employees. They should comply with the same requirements as other workers. The Industry Consultant should be notified at any instance of their non-attendance or late arrival.

Please ensure that you progressively sign the Student Attendance Record Form.

Payment

According to our policies, students are not permitted to receive payment or gifts over the value of $50, for their work experience.

What if the Student Gets Injured?

Please ensure the student receives either first aid or medical attention.

Please contact the Torrens Industry Consultant and the student’s emergency contact (listed on the WIL Agreement Form).

Insurance

The Torrens University Australia insurance policy covers all students for workplace injury and a copy of this will be provided to the establishment prior to the start of the student’s work experience along with the WIL agreement.
Placement Policy Statement

The Work-Based Learning Policy ensures that whenever students are required to complete practitioner observation experience that all the parties involved (the student, the host employer and Torrens University Australia) are fully aware of, agree with and agree to meet all rights and responsibilities, both academic and other to achieve a successful WIL work experience.

Legislative Requirements

Privacy

All parties are bound by state and commonwealth laws regarding privacy.

You may require a student to sign a confidentiality agreement with you if they are going to be exposed to sensitive information.

Working with Children Check / Blue Card

Where applicable, students can be required to hold a current Working With Children Check number / Blue Card prior to commencing the placement.

Additional Requirements

If your workplace has additional requirements that students will need to undertake work experience, please contact the Industry Consultant prior to the student’s commencement.

End of Placement

At the end of placement, we request that the industry host:

- Provides an opportunity for students to receive constructive feedback, outlining their strengths and areas for improvement
- Asks the student how they feel about their performance
- Review their observation notes
- Ensures that all appropriate forms have been signed and provided to the student

We welcome your feedback. Our industry team will provide you with a survey to gain further feedback regarding the work experience placement.
On behalf of Torrens University and our students, we would like to thank you again for your generous contribution of knowledge and experience, and your commitment in assisting our students on the journey to achieve their goal of becoming a qualified complementary medicine practitioner.