Clinical Supervisor Support Program (CSSP)
Discussion Paper Submission Template

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Date of Submission:

Submission Process:
Interested parties are requested to provide a submission addressing each of the policy options raised in the CSSP Discussion Paper. Submissions should be emailed to cssp@hwa.gov.au in Word format only by COB 3 September 2010.

CSSP Discussion Paper Policy Options and Questions:

<table>
<thead>
<tr>
<th>Clarity</th>
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<tbody>
<tr>
<td>Policy Option 1: Develop national principles for education and training in the health sector.</td>
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<tr>
<td>Do you support this policy option?</td>
<td>Yes ☒</td>
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Question 1:
Does your organisation have clinical education and training principles that could be applied to health services nationally?

➢ If yes, please include in your submission.
➢ If no, what are the key action areas that you would like included in national principles developed for clinical education and training in Australia?
Response:
The University of Sydney Faculty of Dentistry assesses the ‘exit level outcomes’ of students at the end of their studies. These outcomes, which align with the Australian Dental Council's (ADC) recently-established “Professional attributes and competencies for the newly qualified dentist”, could be applied nationally for the training of professional-entry dental students. In addition, semester and year outcomes for the various stages of the course can be offered, which would provide an indication to clinical supervisors of the level of knowledge and clinical competence that can be expected of students at the various stages of the course.

Key areas of clinical competence that should be included in national principles would be the same as the 6 domains outlined in “Professional attributes and competencies for the newly qualified dentist”, namely:

• Professionalism (Ethics, Professional Development, etc)
• Communication and Social Skills
• Critical Thinking
• Health Promotion
• Scientific and Clinical Knowledge
• Patient Care, divided into:
  - Clinical information gathering
  - Diagnosis and treatment planning
  - Clinical treatment and Evaluation
### Policy Option 2:
**Develop a nationally agreed statement of role and function supervisor/supervision.**

| Do you support this policy option? | Yes ☒ | No □ |

#### Question 2:
Does your organisation have agreed terminology and definitions for the role and function of “clinical supervisor” or “clinical supervision”?

- If yes, please include the definitions in your submission.
- If no, what terminology does your organisation use to describe these functions? What cross-profession terminology do you think should be used in the National Clinical Supervision Support Strategy and Framework?

#### Response:
The term ‘clinical tutor’ is historical and still widely used in Dentistry. It refers to overseeing the development of professional/clinical skills, while at the same time being responsible for patient safety and wellbeing. It is proposed that the term 'clinical supervisor' be used, referring to the majority of dentists, on casual or part-time appointment, and who supervise students in a clinical setting. There is significant scope to provide enhanced support for clinicians in these roles, through training programs that cover the clinical competency domains outlined above. The term ‘clinical educator’ is more appropriately suited to those clinicians in full-time academic positions and who have a variety of administrative and educational responsibilities, including ‘tutor’ training, and not limited to clinical supervision.
Policy Option 3:
Develop an agreed competency framework that defines the knowledge, skills and attributes necessary for quality supervision.

| Do you support this policy option? | Yes ☒ | No ☐ |

**Question 3:**
Are there core generic competencies you would like added/deleted? If so, please provide details.

**Response:**
The competencies of a clinical supervisor as listed in the Discussion Paper are considered sufficient. They could be strengthened, however, by giving greater emphasis to the need for clinical supervisors to enact ‘professionalism’ by being role models for their profession at all times.

**Question 4:**
For organisations delivering professional entry training or other curricula, to what extent are the skills already included in current curricula? Do you support greater coverage of these skills in entry to practice courses? To what extent could this replace post-entry to practice supervision skills development?

**Response:**
The competencies set out under Question 1 are included in the professional-entry training for dentists. While currently directed at patient care and patient education, these could be expanded to include student or peer education. Implicit in the competencies are ‘outreach’, as a requisite for practice readiness and establishing a wider cultural understanding and awareness.

It is also important that dentistry students undergo extensive training in the areas of personal and professional development to enhance their communication skills within different environments and with patients from diverse cultural and socio-economic backgrounds.

**Question 5:**
For professional associations and registration boards, does education and training form part of the current CPD program?

**Response:**
National registration, as opposed to state-based registration, has only recently commenced with the establishment of the Dental Board of Australia (DBA). There is a requirement for 80% of the minimum CPD requirements to be clinically or scientifically based (ie relate to the scientific, clinical or technical aspects of oral health care). We would welcome the inclusion of courses covering core clinical supervision competencies as part of the remaining 20%. We recommend that HWA engage with DBA and dental schools nationally about the desirability of doing this and about how such programs might be developed and introduced most effectively.
<table>
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<tr>
<th>Policy Option 4: Develop best practice guidelines and templates for clinical placement agreements between health services and university.</th>
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<tbody>
<tr>
<td>Do you support this policy option?</td>
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</table>

**Question 6:**
Do you currently have clinical placement agreements in place?  
➢ If yes, please include a copy with your submission.  
➢ If no please indicate what should be included in the best practice guidelines.

**Response:**
NSW Health has generic agreements for clinical placements and the faculty has entered into such agreements. One example of an agreement with the area health service of Hunter New England is attached (Appendix A: NSW Health Hunter New England Student Placement Agreement). Agreements with community clinics in Dubbo and Ballina have also been established.

**Question 7:**
Do you currently have agreements in place in relation to student documentation?  
➢ If yes, please include a copy with your submission.  
➢ If no please indicate what should be included in the best practice guidelines.
Response:

University of Sydney dental students are on clinical placement for the greater part of the 4 year duration of the course. This occurs primarily at two major dental hospitals—-the Westmead Centre for Oral Health (WCOH) and the Sydney Dental Hospital (SDH). Extensive documentation exists in both hospitals on the rules and regulations with which students must comply.

When students go on clinical placement outside these two hospitals, they are briefed on the requirement of the settings in which they will be performing their clinical training. In most cases orientation sessions are also provided at the commencement of the placement. Students provide their supervisors with assessment documentation, which is the same as that used in the major dental hospitals. Examples of these are attached (Appendix B: Student Clinical Assessment Forms). These forms serve a dual purpose; they record student performance, but also assist supervisors by clarifying the competencies against which students are assessed. On their return from a placement of 4 weeks, students submit these forms to an academic supervisor. They are then debriefed to assist in their re-integration into the in-house training program.

Students also complete pre-placement and post placement evaluation to determine how their experience compared to their expectations. The Faculty uses data from these evaluations to continually improve its clinical outplacement program (Appendix C: Pre- and post-placement questionnaires).

Having the above forms online would greatly facilitate the process of assessment and evaluation. Work is in progress to have student assessment aligned to the Electronic Oral Health Record (EOHR) of NSW. Once in place this will represent a significant advance in the monitoring of student progress and development. It will also assist with tracking patient treatment to ensure that treatment is completed.
### Policy Option 5:
**Develop a generic training program aligned to agreed core competencies.**

| Do you support this policy option? | Yes ☒ | No ☐ |

**Question 8:**
Do you provide, or are you aware of, courses that are currently available that address some or all of the generic skills outline above? If so, please provide details.

**Yes ☒  No ☐**

**Response:**
The Faculty annually, on a Saturday, provides an update to clinical supervisors on
- the level of clinical competence the students are at for the various stages of the course,
- the techniques/procedures that students are being taught at Sydney,
- the criteria for assessment of students’ clinical performance and progress.
Accompanying documentation is also provided for clinical supervisors that encompasses the expectations, curriculum coverage and teaching policies from different dentistry disciplines (e.g. Clinical Teaching Handbook and Tooth Conservation; Current Teaching Policies). A one-day training program is also provided specifically to clinical supervisors from rural and remote settings to inform them of the above in the context of rural and remote clinical supervision including Faculty expectations of supervision. This day also includes an opportunity for the staff to shadow an experienced clinical tutor for at least half a day whilst the students treat patients.
A member of the faculty participates in the development of a Masters course in Health Professional Education that will be presented from 2011 by the Faculty of Education and Social Work. This course, and/or its precursors of a graduate certificate and graduate diploma, would enable clinical supervisors to obtain formal qualifications in fulfilment of ‘awards’ requirements for career advancement. More specifically this course is directed at generic teaching skills in the various health care disciplines and does not enter into the specifics of curriculum development, educational or health care management.
In terms of providing generic teaching skills or non-formal training “Teaching on the Run” is a good program.

| Question 9: | Are you aware of a course that could be adapted to align to agreed core competencies that should be considered as part of this project? If so, please provide details. | Yes ☒  No ☐ |

**Response:**
The Masters in Education (Health Professional Education) is designed for this purpose and will be on offer from 2011 through the Faculty of Education and Social Work, University of Sydney.
Policy Option 6:
Support health services to deliver training locally that builds capacity.

Do you support this policy option?  Yes ☒ No ☐

Question 10:
Does your organisation have “dedicated clinical educator” positions? If yes, how is this position funded?

Response:
The majority of academic positions in the faculty have a generic requirement of clinical training.
The BDent3 Clinical Mentors perform as dedicated clinical educator positions. This is the only program of its kind in the Australian Dental Schools and involves staff specifically chosen to provide both clinical supervision and an education role. This staff generally has more extensive experience in general practice dentistry and qualifications (FRACDS or clinical Master’s degrees) than the majority of the clinical tutors. This staff is also selected because of their positive attitude towards student education. The appointments are 0.2 to 0.4 FTE and time is spent with the students in both the clinics treating patients as well as in a tutorial environment discussing patient-related problems and solutions to provide treatment following evidence-based principles.
The majority of ‘clinical supervisors/tutors’ are clinicians in private practice who are appointed as honorary, 0.2 to 0.4 FTE on fixed term contract, or in casual positions with the University/Faculty. They dedicate all of their time to chair-side clinical training and assessment of students.

Question 11:
Are there other strategies that build local capacity that you would like HWA to consider? If so, please provide details.

Response:
Sydney South West Area Health Services (SSWAHS) and Sydney West Area Health Service (SWAHS) have a mentoring program for International Dental Graduates (IDGs) that merits consideration. For more information Associate Professor Sameer Bhole, Area Clinical Director, SSWAHS and Dr Tony Skapetis, Clinical Director of Education, Oral Health, SWAHS can be contacted.
See the BDent Mentor Program described in Question 10.
**Policy Option 7:**
**Develop consistent clinical placement assessment tools within disciplines.**

<table>
<thead>
<tr>
<th>Do you support this policy option?</th>
<th>Yes ☑️</th>
<th>No ☐</th>
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**Question 12:**
Are there consistent clinical placement assessment tools in place for your discipline? If so, please provide details.

**Response:**
Student clinical performance and patient management skills are assessed in a consistent format on the forms supplied in Appendix B. Also, as described in the final paragraph under Question 7, an electronic format of the clinical assessments is in progress. In terms of evaluating students’ experience while on clinical outplacements, they complete pre- and post-outplacement evaluation questionnaires (Appendix C) (Question 8).

**Question 13:**
What education and training activity would you like to see measured in health services?

**Response:**
Successful completion of
- an education course in clinical supervision skills, such as a graduate certificate/diploma in Health Professional Education or 'Teaching on the Run',
- proof of regular professional skills enhancement through attendance of discipline specific courses/workshops/CPD courses.
## Culture

### Policy Option 8: Implement a reward and recognition program.

| Do you support this policy option? | Yes ☑ | No ☐ |

#### Question 14:

Does a national award program exist for supervisors in your profession? If so, please provide details.

#### Response:

No. However the Centre for Oral Health Strategy (COHS) in NSW is well advanced in the development of an awards system for this purpose. Dr Bill Cowie, COHS, I Mons Road, Westmead, Sydney, can be contacted in this regard.

| Question 15: For universities, is there scope to standardise supervisor supports in your organisation? If so, please provide details. | Yes ☑ | No ☐ |

#### Response:

- The University has guidelines on the advancement and academic titles of clinical supervisors which are the same for all clinical disciplines.
- The faculty recognises teaching excellence through the evaluation of nominated candidates according to set criteria.
- The Office of the Dean also issues certificates in recognition of service.
- Students recognise excellent clinical tutors at their final prize-giving ceremony each year.
- A formal program to provide educational training and enhancement of clinical skills is in progress.
**Policy Option 9:**
**Integrate and recognise supervision as a core component of the clinical role.**

| Do you support this policy option? | Yes ☑ | No ☐ |

**Question 16:**
Does your organisation currently include education and training as a core function within position descriptions?

| Yes ☑ | No ☐ |

Does your organisation explicitly recognise the philosophy that education is a part of health practitioner roles? Please provide details below.

**Response:**
NR
**Policy Option 10:**
**Integrate and recognise supervision as a core component of the clinical role.**

<table>
<thead>
<tr>
<th>Do you support this policy option?</th>
<th>Yes ☒</th>
<th>No ☐</th>
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**Question 17:**
As a supervisor do you see benefit in developing an online resource to support supervisors? If yes, what information would you like made available online to assist with this role?

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<th>Yes ☒</th>
<th>No ☐</th>
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**Response:**
Yes. The development of a website, similar to that available to students is under development at Sydney dentistry. It is anticipated that supervisors will not only have access to student training material (course guides, recorded lectures and video material on clinical procedures), but also library and other personal and professional development resources. This will assist in bringing supervisors on par with what is expected of students. In addition it will be organised that proof of access by supervisors could count, in part, towards CPD points for professional registration.
<table>
<thead>
<tr>
<th>General Comments</th>
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<tbody>
<tr>
<td>It is intended that the strategies contained in the CSSP National Clinical Supervision Support Framework will be applicable across professions and throughout the education and training learning continuum. Do you have any comments or issues that you would like taken into consideration in the development of this framework that have not been covered in previous sections?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Any other general comments</th>
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<tbody>
<tr>
<td>The expansion of clinical supervision beyond the traditional training hospitals has become imperative. While it expands the human, patient and physical resource base of training institutions, it places a significant responsibility on the training institutions to ensure that clinical supervisors are will supported, patients receive the quality of care to which they are entitled and students are provided with a safe and educationally sound learning environment.</td>
</tr>
<tr>
<td>• Those who volunteer to be clinical supervisors need to be supported in terms of information of what is expected of them, deserve recognition and offered opportunities to advance their careers as clinical supervisors.</td>
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<tr>
<td>• Patients who volunteer to be treated by students need the assurance that their safety and quality of care are paramount.</td>
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<tr>
<td>• Students deserve to be treated in a consistent and fair manner, including their continuous clinical assessment and development.</td>
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NSW HEALTH

Hunter New England

STUDENT PLACEMENT AGREEMENT FOR ENTRY INTO A HEALTH OCCUPATION
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THIS AGREEMENT is made on the 15th day of April 2010.

BETWEEN

THE (name) , a statutory corporation established pursuant to the Health Services Act 1997, of (address) , ("the Public Health Organisation");

ABN

The (name) Faculty of Dentistry, University of Sydney, ABN ABN 1521 1513 464 of (address) 1 Mons Road, Westmead NSW 2145, ("the Institution")

RECITALS

A The Institution delivers education and training for any or all of the health-related occupations that are employed within the NSW public health system.

B The Public Health Organisation provides Students of the Institution with placements in the NSW public health system, wherever possible, for the purpose of supervised practical experience for their education and learning.

C.1 The parties enter into this Agreement for the purposes of:

(a) Specifying the terms and conditions under which Students of the Institution may be placed in the NSW public health system for the purpose of supervised practical experience for their education and learning;

(b) Working collaboratively for mutual benefit;

(c) Specifying areas of engagement between them, and

(d) Providing a mechanism for resolving any disputes which may arise concerning the matters dealt with in this Agreement.

C.2 The parties subscribe to the philosophy of educating Students in health-related occupation qualifications and recognise the importance of practical experience in this area, and in particular note that:

(a) A primary role of the Public Health Organisation is to provide health services in a safe and appropriate manner;

(b) A primary role of the Institution is to provide education and research, and

(c) All parties have responsibility for education and research to support the development of a sustainable health workforce.

C.3 The parties recognise the benefits that Students can bring to the NSW public
health system, including the identification of opportunities to improve the quality of patient care and service delivery.

C.4 The parties further acknowledge the contribution made by the Public Health Organisation through the supervision of Students during placements and the provision of access to facilities in which such Students are placed.

1 SCOPE OF THIS AGREEMENT

1.1 This Agreement applies to Student placements required for entry into a health occupation and includes placements for:

(a) Undergraduate and graduate qualifications leading to entry into a health-related occupation;

(b) Post-secondary school Vocational Education Training qualifications under Australian Qualifications Framework (AQF) Training Packages required for health-related occupations.

1.2 Notwithstanding clause 1.1, this Agreement does not apply to:

a) A person who is employed by the Public Health Organisation while continuing training e.g. any Registrar, or any Pharmacist in their registration year, or a person on a Reconnect program;

b) Trainees who are employed by the Public Health Organisation;

c) Students undertaking research which is not part of an entry into a health-related occupation training course.

2 DEFINITIONS AND INTERPRETATION

2.1 For the purpose of this Agreement:

Agreement means this agreement and includes any Schedules annexed to it.

Authorised Officer means, for the:
(a) Public Health Organisation, the Chief Executive or delegate
(b) Institution, when it is a university, the Vice-Chancellor or delegate,
(c) Institution, when it is an Institute of Technical and Further Education (TAFE), the Institute Director or delegate,
(d) Institute, when it is a Registered Training Organisation other than an Institute of Technical and Further Education, the Chief Executive/Managing Director or delegate.

Clinical Education means the delivery of education or training to Students in a NSW Public Health Organisation Facility in a clinical environment. It includes supervised research being undertaken in a public health system laboratory.
Code of Conduct means the policy concerning the standard of conduct expected of Public Health Organisation and Institution Staff and Students during employment and Student Placement, respectively, issued from time to time by the NSW Department of Health which as at the date of this Agreement is embodied in Policy Directive PD2005_626 as amended from time to time.

Confidential Information means information of a Party whether verbal, written or in electronic form or some other form that:

(a) is confidential to either Party by its nature, including Patient Data;
(b) is designated by either Party as confidential; or
(c) the recipient of the information knows or ought to know is confidential to either Party, its agents or its advisers.

But does not include information that:

(d) Is or becomes public knowledge, other than by breach of this Agreement or by any unlawful means; or
(e) is ascertainable through independent enquiries;
(f) may be or is required to be disclosed pursuant to Memorandum No. 2007-01 Public Disclosure of Information arising from NSW Government Tenders and Contracts dated 8 January 2007 and section 15A of the Freedom of Information Act 1989 (NSW), as amended or updated from time to time; or
(g) is required to be disclosed pursuant to law, regulation, legal process or a regulatory authority.

Course means a course of study leading to a qualification required for a health-related occupation offered by the Institution as set out in Part A of Schedule 1, of which education in a clinical setting or non-clinical setting forms a part.

Discipline Representative means the Staff members nominated by the Institution and the Public Health Organisation to administer each Student Placement for a Course pursuant to clause 9.5.

Facility means each hospital facility site or service of the Public Health Organisation specified in Schedule 1 Part A and any amendments to the Schedule made in accordance with clause 10.4.

Facility Manager means the manager of a Facility or authorised delegate

Institution means the individual university, registered training organisation or TAFE NSW College responsible for the delivery of education or training

Institution Staff means a person employed or contracted by the Institution who fulfils the role of Student Supervisor or who provides support and consultation to Students or the Student Supervisor and whose details have been notified to the Public Health Organisation in accordance with Schedule 1 Part B.
Intellectual Property Rights means all present and future registered and unregistered rights in relation to patents, copyright, designs, trademarks, inventions, trade secrets, Confidential Information and all other intellectual property.

Joint Committee means the committee established by the Parties pursuant of Clause 28.1 to discuss a dispute with the view to achieving a resolution of a dispute.

Liaison Officer means the person nominated as such by a Party pursuant to Clause 9.1.

Orientation means any document or process intended to familiarise the Student with the various aspects of the workplace in which the placement is being undertaken, including occupational health and safety requirements.

Patient (or client) means a person or persons who receive (s) a health care service provided by a Facility, including persons receiving health care services at a location other than the facility, including without limitation, at a person's home.

Patient Data means personal information about a current or former Patient of the Public Health Organisation that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or genetic information of an individual and includes all information collected to provide, or in providing a health service and any other Personal Information about an individual collected in connection with the donation, or intended donation of an individual's body parts, organs or substances.

Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Program means education in a health context forming part of a formal health-related occupation education or training Course.

Public Health Organisation means the organisation responsible for the operation of a hospital Facility site or service where a Student Placement might occur.

Public Health Organisation Staff means persons employed or contracted by the Public Health Organisation.

Registered Training Organisation (RTO) means an organisation that is registered to provide vocational education and training.

Student means a person enrolled at the Institution in a post-secondary school training qualification required for a health-related occupation (refer clause 1.1 'Scope of this Agreement').
Student Supervisor means a person nominated, engaged by and reporting to the Institution and approved by the Public Health Organisation pursuant to Clause 5.1 to provide education, supervision and assessment of Students on Student Placement.

Student Workplace Supervisor means a person nominated and employed by the Public Health Organisation pursuant to Clause 5.1 to provide work based supervision to Students on Student Placement. In practice and as agreed between the parties, the Student Supervisor and Student Workplace Supervisor may be the same person.

Student Placement (also known as clinical placement) means the provision of supervised education and research opportunities for Students.

The supervised education must be:

1. A requirement of the Student’s Course; or

2. A requirement for registration into a profession or discipline, or a requirement to be eligible for licensing as a professional association member.

Student Placement Governance Committee means the committee formed pursuant to clause 8.

Student Year means the academic year at the Institution in which the Student is enrolled.

Supervision means the organised and approved mentoring or preceptor (on-the-spot) education by a qualified person in a clinical setting or non-clinical setting for Students in training or education courses required for a health-related occupation.

Vocational Education and Training (VET) means for the purposes of the Agreement post-secondary school Vocational Education and Training program leading to a qualification within the Australian Qualifications Framework in a health-related vocational area.

2.2 Except where the context otherwise requires:

(a) clause headings are for convenience only and are not intended to affect the interpretation of this Agreement;

(b) where any word or phrase has a defined meaning, any other form of that word or phrase has a corresponding meaning;

(c) words in the singular include the plural and vice versa;

(d) all the provisions in any Schedule to this Agreement are incorporated in, and form part of, this Agreement and bind the Parties; and
(e) the terms of this Agreement prevail to the extent of any inconsistency between that term and any Schedule to this Agreement;

(f) if a period of time is specified and dates from a given day or the day of an act or event, it is to be calculated inclusive of that day.

3 TERM

3.1 This Agreement commences on 15th April 2010, and continues for a period of five years unless terminated earlier in accordance with clauses 29.1 or 29.2.

Renewal Terms

3.2 No later than ninety (90) days prior to the expiration of the Agreement, the Parties may agree in writing to extend the Agreement for a further term (‘Renewal Term’), and the terms of this Agreement, which may be modified by the parties by agreement in writing, will apply to any such Renewal Term.

4 RESPONSIBILITIES OF THE PUBLIC HEALTH ORGANISATION

Access to Patients, Facilities and Equipment

4.1. It is the responsibility of the Public Health Organisation to provide access to facilities to support Student Placement, wherever practicable.

4.2 The Public Health Organisation will make available to Students and Institution Staff:

(a) reasonable access to Patients for the purpose of the completion of the Student Placement, subject to the authority of the Student Workplace Supervisor and Patient or guardian consent (in accordance with privacy legislation and any Public Health Organisation policies) and the treatment needs of the Patient;

(b) such access to current and archival Patient clinical records as is reasonably necessary for the completion of the Student Placement, provided such access is consistent with any NSW Department of Health and/or Public Health Organisation confidentiality guidelines, privacy policies and legislation;

(c) such materials and equipment as reasonably required to undertake the Student Placement and amenities at each Facility sufficient to enable Institution Staff to conduct Student Placement discussions, debriefings and conferences with their Students as and when available;

(d) access to library, internet and other reference materials, where practicable; and

(e) locker, change room, dining facilities and parking, where practicable.

4.3 In making available the access, facilities and equipment provided under clauses 4.1 and 4.2, the Public Health Organisation may impose such conditions as it considers reasonably appropriate.
Appendix A

Orientation and Induction

4.4 The Public Health Organisation will provide Students and Student Supervisors with an Orientation to the workplace where the Student will be undertaking the Student Placement and an induction to the procedures of the Public Health Organisation.

Policies and Procedures

4.5 The Public Health Organisation will make available to Students and Institution Staff access to its own and all relevant NSW Department of Health policies, guidelines and procedures, including those related to privacy, open disclosure, occupational health and safety, security, code of conduct, record keeping, immunisation and infection control, and Staff health as supplemented and amended from time to time. Such policies, guidelines and procedure are available online at http://www.health.nsw.gov.au.

5 RESPONSIBILITIES OF THE INSTITUTION

Supervision and Teaching

5.1 The amount and nature of Supervision to be provided to each Student will be co-operatively determined between the Institution and the Public Health Organisation. This will take into account the individual educational needs of Students and the respective roles, where applicable, of Student Supervisors and Student Workplace Supervisors noting the responsibility of the Institution for oversight of the education, including clinical education, of its Students.

5.2 Arrangements for Supervision are to be agreed between the Parties in operational Schedule 1 Part B or otherwise in writing in accordance with the timeframes specified in clauses 10.3 to 10.5.

5.3 If the objectives of any Program are altered, or if the level of Student competence varies, the Institution may review the level of supervision required, and submit any changes for approval to the relevant Liaison Officer, who may refer the matter to the Student Placement Governance Committee if required, in accordance with clause 9.2.

5.4 The Institution will make available to Public Health Organisation Staff who are providing elements of Supervision in terms of clause 5.1, reasonable access to Institution facilities such as library resources and internet access and any other privileges accorded to its own academic Staff which may assist Public Health Organisation Staff in their supervision of Students and contribute to their professional development. Provided however, such access will be subject to the Institution's usual rules, requirements, policies and procedures applying to the access and use by the Institution staff of such facilities and to any restrictions required by law/or agreements with third parties as to use of and access to such facilities.
5.5 The Institution may, from time to time and subject to available resources, provide access to training to all Public Health Organisation Staff who have been appointed to act as Student Workplace Supervisors, who have an interest in or have been identified as having the potential to act as Supervisors. Provided however, any such training shall be subject to all applicable Institution policies and procedures.

5.6 The Institution upon request of the Public Health Organisation will provide written and verbal feedback to Public Health Organisation Staff who have been appointed to act as Student Supervisors so as to assist them in improving their supervision of Students and in recognition of their knowledge skills and contribution to the supervision of Students.

Student Assessment

5.7 The Institution is responsible for the clinical and other education of Students on Student Placement, including all learning outcomes and assessments.

5.8 (a) Notwithstanding clause 5.7, Public Health Organisation Staff who have been appointed to act as Student Supervisors, may report on a Student’s performance, practical skills, learning, knowledge and/or development against learning objectives of the student placement;

(b) Other relevant Public Health Organisation Staff may also provide feedback or input on the Student, where required.

Administration and Conduct of the Course during Student Placement

5.9 Subject to any provisions of this Agreement to the contrary, the Institution will be responsible for the administration and conduct of the Course, including Student guidance, counselling and discipline and, where necessary, the exclusion of Students or Institution Staff from the Student Placement.

5.10 The Institution is responsible for ensuring that Institution Staff have appropriate qualifications and experience to fulfil their obligations under this Agreement.

5.11 The Institution acknowledges and agrees that:

(a) a Student’s access to Patients/Clients and Patient/Client medical records is, and remains, subject to the Public Health Organisation’s duty of care to its Patients/Clients;

(b) a Student may only participate in the delivery of health care or treatment as instructed by their Student Supervisor at levels commensurate with the stage of preparation and progress in their Course;

(c) a Student’s practice must be supervised by the Student Supervisor or an appropriately appointed nominee in accordance with this Agreement at the level determined by such Student Supervisor or delegate to be
necessary to ensure that the care offered to patients is safe and at an adequate standard; and

(d) the management, control and treatment of Patients in the care of a Facility will at all times take priority over the supervision, education and training of Students. This will include the Public Health Organisation ensuring adequate privacy and supervision for all interviews and examinations conducted by a Student (in line with the NSW Health Policy Directive concerning Student Training And Rights of Patients - PD 2005_548 as amended from time to time) and providing students with guidance on compliance with this Policy Directive;

(e) a Patient/client may refuse to have a Student participate in their care, regardless of whether the activity is part of, or additional to, the normal requirement of care. This right of Patients/Clients must be respected at all times; and

(f) Patients/clients must be treated with respect and should not be placed in situations that may cause them to feel embarrassed, harassed or offended - this includes ensuring adequate personal privacy.

5.12 The Institution will take all reasonable steps to ensure that Students and Institution Staff are aware they must not represent that they are employed, act or communicate either directly or indirectly on behalf of the Public Health Organisation.

Preconditions for Students Undertaking Student Placements

5.13 The Institution represents and warrants that it will notify those Students who are not Australian citizens that it is a condition of their participation in the Student Placement that they hold and continue to maintain all the required passport and visa documents legally necessary to reside and study in Australia.

5.14 The Institution acknowledges that the Public Health Organisation will not be responsible for arranging registration of Students where any such registration is a requirement of a professional registration body.

National Criminal Record Checks (NCRC) and Prohibited Employment Declaration

5.15 The Institution and Public Health Organisation will comply with the procedures and requirements outlined under NSW Health Policy Directive PD2008_029, as amended from time to time.

Immunisation and Infection Control

5.16 The Institution will advise all its Students and Institution Staff in writing prior to enrolment, about the risks of contracting infectious diseases during a Student Placement, and the Students and Institution Staff of their respective responsibilities to comply with the NSW Department of Health Policy Directive.
PD 2007_006 Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases, as amended from time to time.

Policies and Procedures

5.17 The Institution will take reasonable steps to ensure that all Students and Institution Staff observe the regulations, policies, guidelines and procedures referred to in clause 4.5.

5.18 The Institution agrees to take all reasonable steps to ensure that all Students and Institution Staff are aware of and understand their rights and responsibilities under NSW Department of Health Policy Directive PD2005_626 NSW Health Code of Conduct, as amended from time to time, a copy of which will be provided to the Institution by the Public Health Organisation. Further, the Institution will take all reasonable steps so as to ensure that each Student is informed that it is a condition of the Student Placement that each Student signs a declaration to the effect that the Student has reads, understands and will abide by the NSW Health Code of Conduct.

Responsibility for Teaching Aids

5.19 Unless the Parties otherwise agree, the Institution is responsible for the insurance and safe custody of teaching aids and equipment in its care, custody or control whilst at the Facility, as required for the purpose of Student Placements.

Student Dress and Identification

5.20 The Institution will advise its Students and Institution Staff that they are to be dressed and to maintain their appearance in a manner that is acceptable to the Public Health Organisation.

5.21 The Institution will provide its Students and Institution Staff with suitable Institution identification to be worn when attending Facilities.

Student Illness and Absenteeism

5.22 The Institution will notify the Public Health Organisation of Student illness or absenteeism where attendance is anticipated. Similarly, the Public Health Organisation will notify the Institution if absenteeism occurs.

6 RESPONSIBILITIES OF PERSONS NOT BOUND BY THIS AGREEMENT

6.1 The Institution will ensure that Students and Institution Staff are informed of and agree to abide by the terms of this Agreement.

6.2 The Public Health Organisation will ensure that Public Health Organisation Staff that participate in Student Placements are informed of and agree to abide by the terms of this Agreement.
7 GOVERNANCE

7.1.1 Governance issues are jointly the responsibility of the Chief Executive of the Public Health Organisation and the Vice Chancellor or Director of the Institution or their delegate. For practical reasons, accountability for establishing the governance processes will rest with the Public Health Organisation. As a matter of course, this will be undertaken in a collaborative and consultative manner.

8 STUDENT PLACEMENT GOVERNANCE COMMITTEE

8.1 The Public Health Organisation may establish a Student Placement Governance Committee that includes all Institutions with Student Placements in its Facilities.

8.2 The purpose of the Student Placement Governance Committee is to provide a high-level forum for the Public Health Organisation and Institutions to discuss and address matters relating to Student Placements.

8.3 The functions of the Student Placement Governance Committee are as follows:

a) to provide high level oversight of the organisation and management of Student Placements operating under this Agreement and any equivalent Agreements with other Institutions;

b) management of any governance issues associated with Student Placements;

c) monitoring and assessing any trends related to Student Placements and their impact on educational outcomes and provision of care to patients;

d) the provision of advice to the Institution and the Public Health Organisation on issues arising in connection with this Agreement, where requested by the Liaison Officer for either party; and

e) such other functions as agreed between the parties.

8.4 Membership of Student Placement Governance Committee may include, but not be limited to:

a) Chief Executive Officer of the Public Health Organisation, or nominee, who will be the Chair of the Committee;

b) Vice Chancellor or Institute Director or their representative of each Institution with Student Placements in the Public Health Organisation;

c) Director of Clinical Operations of the Public Health Organisation, or nominee;
8.5 Further members may be added by agreement between the parties.

8.6 Sub-Committees of the Student Placement Governance Committee may be formed as required.

8.7 Membership of sub-committees of the Student Placement Governance Committee will include the Public Health Organisation Liaison Officer.

8.8 The Student Placement Governance Committee will meet at least two times each Student Year.

8.9 The Student Placement Governance Committee will report annually on its activities to the Chief Executive of the Public Health Organisation and the Vice-Chancellor or Institute Director or equivalent of the Institution.

9 COMMUNICATION BETWEEN PARTIES

9.1 Each party will nominate a Liaison Officer, as set out in Schedule 2 Part A.

9.2 The role of the Liaison Officer is to:

a) provide a central point of contact between the Parties, in particular for addressing matters where coordination across disciplines and/or facilities is required

b) support the central coordination of Student placements for all health professions/disciplines between the Public Health Organisation and the Institution within agreed timeframes;

c) liaise with Discipline Representatives to monitor the Student placement process;

d) be a member of any sub-committees of the Student Placement Governance Committee;

e) advise their Authorised Officer of any issues requiring attention regarding Student Placements; and

f) report to the Student Placement Governance Committee on Student placements across the Public Health Organisation.
9.3 Either Party may substitute its Liaison Officer with another person by notifying the other Party in writing.

9.4 Unless this Agreement specifies otherwise, all communications between the Parties relating to this Agreement or matters that arise out of this Agreement shall be given to or sent by the Liaison Officer.

9.5 Each Party will nominate a Discipline Representative for each Course, to administer Student Placements relating to the Course. The Liaison Officer will be notified in writing of each Discipline Representative prior to the commencement of each academic year.

9.6 Either Party may substitute its Discipline Representative with another person by notifying the Liaison Officer in writing.

9.7 The Public Health Organisation Discipline Representative will, in consultation with the Institution Discipline Representative and Liaison Officers:

   a) identify Student Placements and appropriately qualified Supervisors in terms of Clause 10 across the public health system

   b) coordinate the placement process for their discipline; and

   c) maintain details of Student Placements in their discipline as per Schedule 1 (Part A and B) to this Agreement.

10 OPERATIONAL SCHEDULE

10.1 The Parties will co-operatively develop and complete an operational Schedule in the form attached at Schedule 1 Part B, or similar as negotiated between the Parties but including all areas of detail outlined in the attached Schedule 1 Part B, for each Course in accordance with the requirements of this Clause 10.

10.2 The components of the operational Schedule will be completed by the Party in accordance with applicable time periods specified in the operational Schedule.

10.3 The Institution will notify the Public Health Organisation in writing as soon as reasonably possible of any changes to the information provided by it in the operational Schedule.

10.4 The Institution will notify the Public Health Organisation in writing when changes are made to the Course that may reasonably affect the Student Placement, or if the level of knowledge or competence of Students who have been placed or will be placed in the future is likely to vary.

10.5 The Parties may vary the content of the Schedule from time to time by written agreement.
11 NUMBER OF STUDENT PLACEMENTS

11.1 The number of Students to be placed with each Facility at any given time will be determined at the absolute discretion of the Public Health Organisation and will be based on the policy directions and priorities of the Public Health Organisation. The Public Health Organisation will undertake to consult with and to provide notice to the Institution regarding the number of student placements, in particular, where there is a variation in the number of student placements in any given year/semester.

12 DEFERRAL OR CANCELLATION OF STUDENT PLACEMENT

12.1 Where unforeseen circumstances or causes beyond the control of the Public Health Organisation cause or threaten major disruption to Patient services or provision of any Student Placement(s), including without limitation, industrial disputes or implementation of disaster plans, the Public Health Organisation may, in its absolute discretion, defer, suspend, vary or cancel agreed any Student Placement(s). The Public Health Organisation's decision is final and may be implemented immediately.

12.2 The Public Health Organisation agrees, as far as it is practicable, to notify the Institution of its intention to defer, suspend, vary or terminate Student Placements under clause 12.1.

12.3 The Institution agrees to notify the Public Health Organisation of any cancellation or deferral of agreed Student Placements within a timeframe defined between both parties.

13 DISCIPLINE

13.1 Subject to the rights retained to the Public Health Organisation in clause 13, the ultimate responsibility for the discipline and control of Students and Institution Staff lies with the Institution.

13.2 The Public Health Organisation retains the right to instruct a Student in connection with patient care or treatment or generally acceptable practice in relation to the Student Placement.

13.3 The Public Health Organisation will:

   i. notify the Institution when in its opinion or action is required to be taken in respect of a Student or Institution Staff member; and

   ii. the Public Health Organisation shall give to the Institution in writing:

       a) the Student’s or Institution Staff member’s name;
       b) the reasons why action is to be taken; and
       c) the recommended or required action to be taken.

13.4 Once the Public Health Organisation has notified the Institution under clause 13.3 above the matter is the responsibility of the Institution.
13.5 The Institution will advise the Public Health Organisation action taken by the Institution with respect to the Student or Institution Staff member.

13.6 The Public Health Organisation retains the right to remove any Student or any Institution Staff Member from its facilities or services at any time. The parties acknowledge that grounds for removal include:

a) unsuitability to undertake or continue with a Placement because of unacceptable risk to either the provision of satisfactory patient care or patient/Staff/Student safety; or

b) disciplinary matters in terms of the Code of Conduct.

13.7 The Public Health Organisation is entitled to satisfy itself that Students and Institution Staff are competent to perform their allotted tasks, that they conduct themselves in a safe and professional manner, and that they comply with the Code of Conduct. If the Public Health Organisation is not so satisfied, it may do any or all of the following:

(a) restrict or limit access by a Student or Institution Staff to Patients;

(b) direct a Student or Institution Staff to leave the premises of the Facility; or

(c) take all reasonable steps necessary to ensure that a Student or Institution Staff complies with a direction given under clauses 13.6 (a) or 13.6 (b).

13.8 The Public Health Organisation will use its best endeavours to notify the Institution of its intention to give a direction under clause 13.6 within twenty four (24) hours and will provide written notification to the Institution Liaison Officer of the direction and the reasons for the direction within three (3) working days of its being given.

13.9 If the Institution notifies the Public Health Organisation within three (3) working days of receiving a notice under clause 13.7 that it disagrees with the Public Health Organisation’s direction, the Public Health Organisation will notify the Student Placement Governance Committee who will establish a Sub-Committee consisting of two representatives appointed by the Public Health Organisation and two representatives appointed by the Institution. The Sub-Committee will then consider the matter and make a final decision.

13.10 Notwithstanding the foregoing provisions, the Public Health Organisation retains the right in its absolute discretion to refuse or suspend a Student Placement if it considers on reasonable grounds that such action is necessary to protect the health and safety of Patients.

14 OCCUPATIONAL HEALTH AND SAFETY

14.1 The Institution will make all its Students and Institution Staff on placement aware that they must abide by and comply with the NSW Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001, together with all guidelines on manual handling and working with hazardous substances and dangerous goods.
15 **OPEN DISCLOSURE**

15.1 All Students and Institution Staff on placement will be made aware by the Institution of the NSW Department of Health GL 2007_007 Open Disclosure Guidelines as amended from time to time and NSW Department of Health Policy Directive PD 2006_30 Incident Management Policy as amended from time to time or any successor policy.

16 **ACCOMMODATION**

16.1 The Institution and/or the Students are responsible for organising accommodation for Students while on Student Placement.

16.2 The Public Health Organisation may, at its discretion, make available residential accommodation to Students and Institution Staff subject to such terms and conditions as the Public Health Organisation considers appropriate, but it is not under any obligation to do so.

16.3 All costs for accommodation will be met by the Student or by the Institution (for Institution Staff) unless other prior arrangements have been made with the relevant Facility Manager.

16.4 The Public Health Organisation will abide by NSW Health Policy Accommodation Charges – Students from Universities and Colleges of Advanced Education (PD2005_030) as amended from time to time, regarding accommodation charges. Any changes to the policy will be notified to the Institution three (3) months prior to implementation, or as soon as reasonably possible.

17 **TRAVEL**

17.1 All costs of travel to the Public Health facility will be met by the Student or by the Institution (for Institution Staff).

18 **USE OF MOTOR VEHICLES**

18.1 The Institution acknowledges and agrees that whilst on Student Placement Students may not use Facility vehicles other than to accompany a Facility or Institution staff member who is the driver.

18.2 Institution Staff may only use Facility vehicles in accordance with the following conditions:

(a) Institution Staff hold a current appropriate NSW Licence or other State or Territory equivalent, a copy to be provided to the relevant Facility Manager;

(b) Institution Staff have read the NSW Department of Health Policy Directive concerning motor vehicle usage titled Motor Vehicles - Use of Within NSW Health PD2007 – 029 as amended from time to time;
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(c) The vehicle is used for activities related to the Student Placement, such as home visits and meetings;

18.3 The use of fleet motor vehicles is subject to availability and priority of access will be given to Public Health Organisation Staff.

18.4 When no alternative is available, Students/Institution Staff may use their own private vehicle for teaching and educational activities undertaken as a part of their Student Placement only if they possess a current appropriate NSW Licence or other State or Territory equivalent, and compulsory levels of insurance related to the driving of their vehicle.

19 DISCLOSURE OF INFORMATION PERTAINING TO STUDENTS

19.1 Provided the Institution receives a Student's written consent to do so, the Institution will disclose to the Public Health Organisation through its Liaison Officer any information concerning the Student which, in its reasonable opinion, would assist Supervisors and the Facility to accommodate any special needs of the Student.

19.2 The Public Health Organisation will make Student Supervisors aware of their obligation to keep all information disclosed under clause 19.1 strictly confidential.

20 USE AND DISCLOSURE OF PATIENT DATA

20.1 The Institution acknowledges and agrees that all Patient Data will remain the property of the Public Health Organisation and be acknowledged as the property of the Public Health Organisation.

20.2 Upon request by the Public Health Organisation, the Institution must immediately deliver or arrange for the delivery to Public Health Organisation all Patient Data in the possession of the Institution, Institution Staff or Students.

20.3 The Institution will ensure that Institution Staff and Students are aware of their responsibility to not, directly or indirectly, use any Patient Data without the prior written consent of the Patient and the approval of the Public Health Organisation. The Public Health Organisation will ensure that its Patient admission process enables Patients to consent to the Patient Data being used for the purposes of education.

20.4 The Institution will take all reasonable measures to ensure that Patient Data in the possession of the Institution, Institution Staff or Students is protected from unauthorised access from any source and by any means.

21 INTELLECTUAL PROPERTY

21.1 In accordance with NSW Health Policy Directive 2005.370, Intellectual Property Arising from Health Research as amended from time to time, the Public Health Organisation may assert rights over any Intellectual Property
created by Students during their Student Placement where each or any of the following circumstances apply:

(a) the Intellectual Property has been created utilising substantial resources of the Public Health Organisation;

(b) the Intellectual Property is created as a result of pre-existing Intellectual Property owned by the Public Health Organisation;

(c) the Intellectual Property has been created by a Public Health Organisation team of which the Student is a member; or

(d) the Intellectual Property has been created as a result of funding provided by, or obtained by, the Public Health Organisation.

22 PRIVACY AND CONFIDENTIALITY ISSUES

22.1 Subject to clause 22.2, the Institution must advise its Students and Institution Staff that they must not, in any circumstances give access to or disclose Confidential Information to any person.

22.2 The obligation of confidentiality set out in this clause 22 does not extend to Confidential Information that is required to be disclosed by the operation of law but only to the extent that such disclosure is necessary by law.

22.3 The Institution acknowledges that Patient Data is “Personal Information” as defined in the Privacy and Personal Information Protection Act (NSW) 1998 and “Personal Health Information” as defined in the Health Records and Information Privacy Act 2002 and that a breach of either Act will constitute a breach of this Agreement.

22.4 The Public Health Organisation agrees to:

(a) use Personal Information of Students or Institution Staff held or controlled by it in connection with this Agreement only for the purposes of fulfilling its obligations under this Agreement;

(b) take all reasonable measures to ensure that Personal Information of Students or Institution Staff in its possession or control in connection with this Agreement is protected against loss and unauthorised access, use, modification or disclosure;

(c) comply with the Information Protection Principles in the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002 to the extent that the content of those principles apply to the types of activities the Public Health Organisation is undertaking under this Agreement, as if the Public Health Organisation were an agency as defined in that Act; and

(d) co-operate with any reasonable demands or inquiries made by the Institution on the basis of the exercise of the functions of the Privacy Commissioner under the Privacy and Personal Information Protection...
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Act 1998 including, but not limited to, a request from the Institution to comply with a guideline concerning the handling of Personal Information of Students or Institution Staff.

(e) ensure that any person who has an access level which would enable that person to obtain access to any Personal Information of Students or Institution Staff is made aware of, and undertakes in writing, to observe the Information Protection Principles and other obligations referred to in this clause.

23 INDEMNITY

23.1 (a) The Institution indemnifies the Public Health Organisation, its employees and agents against liability in respect of all actions, claims, costs and expenses and for all loss, damage to property or personal injury or death to persons caused by any unlawful or negligent act or omission of the Institution, its employees, agents or Students whilst undertaking a Student Placement except to the extent that the Public Health Organisation, its employees or agents caused the relevant loss, damage or injury.

(b) The Institution’s liability to indemnify the Public Health Organisation under clause 23.1 (a) shall be reduced proportionately to the extent that an act, error or omission of the Public Health Organisation contributed to the loss, liability or expense.

23.2 The Institution agrees and acknowledges that all rights, obligations and liabilities under, or in connection with this Agreement are to apply, even where the relevant circumstances involve a failure to take reasonable care and the existence of concurrent wrongdoers (as that term is defined in section 34(2) of the Civil Liability Act 2002 (NSW)), unlimited and otherwise unaffected by anything that, but for this Clause 3.8(f), may by virtue of the provisions of the Civil Liability Act 2002 (NSW) have limited or otherwise affected those rights, obligations and liabilities.

24 INSURANCE

24.1 The Institution must effect and maintain the following insurance policies during the term of this agreement:

(a) public liability insurance in the amount of not less than $20,000,000.00 in respect of each and every occurrence;

(b) professional indemnity insurance in the amount of not less than $15,000,000.00 in respect of each and every occurrence; and

(c) workers' compensation insurance for an amount required by law.

24.2 The Institution must, on request, provide to the Public Health Organisation satisfactory evidence that the Institution has effected and renewed the insurance policies referred to in clause 24.
25 AMENDMENTS

25.1 This Agreement once signed by both Parties may be amended only by a written document signed by the Authorised Officer for each Party, unless that variation is to the Operational Schedule.

25.2 Variations to the Operational Schedule may be agreed in writing between the Liaison Officers, on advice from the Discipline Representatives.

26 WAIVERS

26.1 A waiver of a provision of this Agreement or a right or remedy arising under this Agreement, including this clause, must be in writing and signed by the Party granting the waiver.

26.2 A waiver is only effective in the specific instance and for the specific purpose for which it is given.

27 NOTICES

27.1 A notice, consent, approval or other communication (each a notice) under this Agreement must be:

(a) delivered to the Authorised Officer’s address;

(b) sent by pre-paid mail to the Authorised Officer’s address; or

(c) transmitted by facsimile or electronic means to the Authorised Officer’s address.

27.2 A notice given by a Party in accordance with this Clause is treated as having been given and received:

(a) if delivered to the Authorised Officer’s address, on the day of delivery if a business day, otherwise on the next business day;

(b) if sent by pre-paid mail, on the third business day after posting;

(c) if transmitted by facsimile or electronic means to the Authorised Officer’s address and a correct and complete transmission report is received, on the day of transmission if a business day, otherwise on the next business day.

28 DISPUTE RESOLUTION

28.1 If a dispute arises in connection with this Agreement, or any matter covered by this Agreement, then the Parties agree to the following dispute resolution process:

a) the Parties shall attempt to settle any dispute using the dispute resolution and mediation processes provided for in this Agreement before resorting to court proceedings, provided howsoever, nothing in this clause will preclude either Party from seeking urgent interlocutory
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relief;

b) either Party claiming that a dispute has arisen gives written notice to the other Party stating details of the matter in dispute and requiring that the matter be resolved by a meeting between the Parties;

c) within five (5) business days of the receipt of such notice the Parties are to establish a Joint Committee of two (2) representatives of each Party (the ‘Joint Committee’). The Joint Committee will within a period of ten (10) business days following its establishment use its best endeavours to discuss the dispute with the view to achieving a resolution of the dispute;

d) if the dispute remains unresolved the Parties must within a period of ten (10) business days following the expiration of the period stipulated in clause 28.1 (c) refer the dispute respectively to the Student Placement Governance Committee for resolution and who will within fifteen (15) business days meet and discuss the dispute with a view to achieving resolution;

e) if the dispute is not resolved after the Parties have followed the process in clause 28.1 c) and d), or within such further period as the Parties may agree in writing, the dispute shall be referred to the Australian Commercial Disputes Centre ("ACDC") for mediation in accordance with the ACDC’s ‘Mediation Guidelines for Commercial Mediation’ which are operating at the time the matter is referred to the ACDC. The ACDC’s mediation guidelines set out the procedures to be adopted, the process of selection of the mediator and the costs involved. The terms of the ACDC’s mediation guidelines are hereby deemed incorporated into this Agreement;

f) the Parties shall do all things reasonably required to refer the dispute to mediation by ACDC;

g) in the event that the dispute has not been settled within twenty (20) business days (or such other period as agreed to in writing between the Parties) after the appointment of a mediator, or if no mediator is appointed within twenty (20) business days of the referral of the dispute to mediation, the Parties are free to pursue any other procedures available at law for the resolution of the dispute.

29 TERMINATION

29.1 Termination for Convenience

29.1.1 The Parties may terminate this Agreement for convenience by giving not less than three (3) month’s notice in writing, with such termination being effective upon the expiry of this three (3) month period.

29.1.2 Settlement of outstanding monies

If either Party terminates this Agreement for convenience:
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(a) the Party terminating the Agreement may reimburse the other Party for any unavoidable costs and expenses directly incurred as a result of termination provided that any claim:

(i) is supported by satisfactory written evidence of the costs claimed; and

(ii) will be in total satisfaction of the liability of each Party in respect of this Agreement and its termination.

(b) the Parties must do everything reasonably possible to prevent or otherwise mitigate any losses resulting from the termination.

29.2 Termination For Cause

29.2.1 This Agreement may be terminated immediately by written notice by either party for material breach of this Agreement where such breach has failed to be rectified within thirty (30) days of written notification of the breach by the other party.

29.3 Effect of Termination

29.3.1 In the event of any termination of this Agreement:

a) the Parties will use their best endeavours to avoid any adverse consequence of termination on the academic progress or provision for any Student of the Institution;

b) the Parties will use their best endeavors to reduce the impact of termination on Students affected by implementing an effective strategy to complete the Student Placement.

c) The Public Health Organisation agrees that it will continue to allow Student Placements for a period of 18 months after the termination date so that each such Student has the opportunity to complete the Course for which the Student was enrolled immediately prior to the date of termination.

29.4 Prior Rights not Affected

29.4.1.1 Termination of this Agreement for any reason shall not extinguish, prejudice or affect any antecedent rights that may have accrued to a party prior to the date of termination.

29.4.1.2 Notwithstanding any other provision of this Agreement, the covenants provided by either party shall survive the expiration or earlier determination of this Agreement.

25
30 GOVERNING LAW

30.1 The laws in force in the State of New South Wales govern this Agreement.

30.2 Each Party submits to the exclusive jurisdiction of the courts of the State of New South Wales and the courts of appeal from those courts.

30.3 If any provision of this Agreement is or becomes illegal, invalid or unenforceable ("Ineffective"), it will be read down to the extent necessary to ensure it is not ineffective. If the offending provision cannot be so read down, it will be severed. In any event, the remainder of this Agreement will be construed so as to ensure it remains effective to the greatest extent possible.

31 ENTIRE AGREEMENT

31.1 This Agreement constitutes the entire agreement between the Parties and supersedes all prior representations, agreements, statements and understandings, whether verbal or in writing.

32 COUNTERPARTS

32.1 This Agreement may be executed in counterparts and all such counterparts taken together will be deemed to constitute one and the same Agreement.

33 ASSIGNMENT

33.1 Except with the prior written consent of the Public Health Organisation, the Institution may not assign the whole or any part of the Institution's obligations under this Agreement. Consent is not to be unreasonably withheld.
EXECUTED as an Agreement.

SIGNED by .......................................................... [insert full name]

As authorised signatory for the Public Health Organisation:

.................................................................
Signature of Authorised Person

in the presence of:

.................................................................
Signature of witness

.................................................................
Name of Witness (Print)

SIGNED on behalf of the Faculty of Dentistry, University of Sydney Institution by:

.................................................................
Its duly authorised officer

in the presence of:

.................................................................
Signature of witness

RAMONA GRIMM
Name of Witness (Print)

453 WENTWORTH AVE, TOONGABBIE 2146 (NSW)
Address of witness
OPERATIONAL SCHEDULE (SCHEDULE 1) PART A

1. Public Health Organisation

2. Institution
   Faculty of Dentistry, University of Sydney

3. Disciplines covered by this Agreement
   Bachelor of Dentistry

4. Qualifications to be delivered
   None
OPERATIONAL SCHEDULE (SCHEDULE 1) PART B

PLACEMENT DETAILS

To be completed by the Parties in accordance with Clause 5 of the Agreement

No later than sixteen (16) weeks* prior to the commencement of each Student Year or Semester (whichever is applicable) the Institution will complete and provide sections 1-6, below, to the Public Health Organisation:

1. Qualification Type and Length

   VET Entry   □
   Undergraduate Entry □
   Graduate Entry   ☑

   (Please tick the appropriate box)

2. Type of Placement and Area of Clinical or Other Practice

   Clinical placement to undertake dental care.

3. Learning Objectives of the Student Placement, including the procedures/activities in which Students should be trained

   1. Gain more experience in routine dental care.
   2. Treatment planning experience.

4. Learning Assessment Tools to be used

   Follow up questionnaire by University staff.

   (Where relevant, specify any of these provided/ performed by the Institution)

   (Where relevant, specify any of these that will be provided/performed by the Public Health Organisation)

5. Placement Timetable

   (Complete Clinical Placement Map, Schedule 1 (Part C – an example included for guidance purposes only))

6. Names of Student Supervisor(s) and Clinical Academics/Institution Staff nominated by the Institution who will act as Student Supervisors:

   1. None
2.

3.

No later than eight (8) weeks* prior to the commencement of each Student Year or Semester (whichever is applicable) the Public Health Organisation will complete and provide to the Institution:

7. Number of places available in its facilities

2

No later than four (4) weeks* prior to the commencement of each Student Year or Semester (whichever is applicable) the Institution will complete and provide sections 8 - 13, below, to the Public Health Organisation:

8. Final number of Students per cohort

4

(Refer to Clinical Placement Map, Schedule 1 (Part C) - C – an example included for guidance purposes only)

9. Student names (where possible)

AHS will be advised

10. Type of Clinical Education to be provided by the Public Health Organisation

Clinical oral health care of patient.

11. Area of clinical practice or other practice in which the Student(s) is to be placed

Dentistry

12. Skill level and past experience of each Student

Final year students.

13. Education Prerequisites Required Prior to this Placement

Professor F E Martin vets all students and only allows those who have completed a satisfactory level of clinical training to be considered for placement.
As soon as possible, each Party will notify the other in writing of any changes to the information provided under this Schedule. Notifications shall include:

a. additional Students requiring Student placement during the academic year, and

b. Placements that will not be required

SIGNED by [insert full name] .................................................................

As authorised signatory for the Public Health Organisation

.................................................................
Signature of Authorised Person

in the presence of:

.................................................................
Signature of witness

.................................................................
Name of Witness (Print)

SIGNED on behalf of the Institution by:

.................................................................
its duly authorised officer

in the presence of:

.................................................................
Signature of witness

.................................................................
Name of Witness (Print)

453 Wentworth Ave Toongabbie NSW 2146
Address of witness

* Vocational Education and Training sector Registered Training Organisations, including those offering qualifications via a flexible delivery mode, may, as required, negotiate directly with the Public Health Organisation on the timeframes contained in Schedule 1, Part B of this Agreement
(EXAMPLE ONLY) CLINICAL PLACEMENT MAP (SCHEDULE 1) PART C

To be co-operatively developed and completed by the Parties in accordance with Clause 5 of the Agreement

STUDENT PLACEMENTS WITH (Insert Public Health Organisation) DURING THE YEAR COMMENCING 1 JANUARY (Insert Year)

EDUCATION PROVIDER:
DISCIPLINE / QUALIFICATION:
ENTRY LEVEL:

<table>
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<th>Semester</th>
<th>Year of Course</th>
<th>Placement period/s</th>
<th>TOTAL Number of Students in cohort</th>
<th>TOTAL Period of Placement Per Student in Hours on the ward</th>
<th>TOTAL No. Hours</th>
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DESIGNATED OFFICERS (SCHEDULE 2) PART A

To be completed by the Parties in accordance with Clause 5 of the Agreement
### Public Health Organisation

<table>
<thead>
<tr>
<th>Authorised Officer</th>
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<tbody>
<tr>
<td>Registered Office Details</td>
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<tr>
<td>Liaison Officer</td>
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</tr>
<tr>
<td>Discipline Representatives</td>
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### Institution

<table>
<thead>
<tr>
<th>Authorised Officer</th>
<th>Professor Anthony Blinkhorn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Office Details</td>
<td>1 Mons Road, Westmead NSW 2145</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Mr George Johnson</td>
</tr>
<tr>
<td>Discipline Representatives</td>
<td>Ms Ramona Grimm</td>
</tr>
</tbody>
</table>
CONFIRMATION OF COVER

In connection with this insurance, we act as Insurance Brokers on behalf of the below named Insured.

We confirm the below named insurer has issued a policy of insurance subject to their usual terms and conditions for this class of business. Unless otherwise indicated below, this certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type: Public & Products Liability

Insured: The University of Sydney, all Affiliated Bodies and others as policy.

Business: Principally Educational and Research

Period: From 4.00 pm on 31st October 2009
        To 4.00 pm on 31st October 2010

Interest: The Insured's legal liability for personal injury, property damage, advertising liability and pollution liability caused by an occurrence within the territorial limits, in connection with the Insured's business

Limits of Indemnity: $20,000,000 each occurrence and in the aggregate separately, $20,000,000 each period of insurance in respect of Products Liability including Advertising Liability and Pollution Liability

Sub-Limits of Liability as per policy

Situation: Anywhere in the World but excluding the Insured's operations domiciled in the USA or Canada other than the Sydney University Graduates Union in North America and its Chapters".

Insurer: Lloyds of London

Ref. No: 08GCOM0401

Notes:
1. Nothing herein shall be construed to alter in any way the scope of the Contract between insurers and the insured.

2. Should the abovementioned contract of insurance be cancelled, assigned or changed during the above policy period in such a manner to affect this document, no obligation to inform the holder of this certificate is accepted by OAMPS Consulting.

[Signature]

FOR AND ON BEHALF OF
OAMPS CONSULTING
CONFIRMATION OF COVER

In connection with this insurance, we act as Insurance Brokers on behalf of the below named Insured.

We confirm the below named Insurer has issued a policy of insurance subject to their usual terms and conditions for this class of business. Unless otherwise indicated below this certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type: Professional Indemnity including Vets’ Malpractice and Medical Malpractice

Insured: The University of Sydney and others as per policy

Professional Services:
The provision of educational and research and all affiliated activities whether for research or commercial purposes, including providers of student services and all recognised student activities, researcher, tester, developer, consultant, product and process tester, manufacturer, publisher, property owner, occupier and developer, producer, trustee, provider of veterinary, dental, medical, nursing and scientific services, and any other occupation incidental to Universities or similar Educational Institutions or their Affiliated Bodies including staff and student amenities and social clubs and including provision of Healthcare Services.

Healthcare Services shall be limited to the provision of education, training, supervision, treatment, and research within the fields of human dentistry, physiotherapy, psychology, pharmacy, occupational therapy, medical radiation sciences, health informatics, orthoptics, exercise and sports science, rehabilitation counselling and speech pathology.

Period: From 4.00 pm on 31st October 2009
           To 4.00 pm on 31st October 2010

Interest: The Insurer will indemnify the Insured against civil liability for compensation and claimant’s costs and expenses in respect of any Claim or Claims first made against the Insured and notified to the Insurer during the Period of Insurance resulting from the conduct of the Professional Services but not in respect of any such Claim or claims resulting from any act, error or omission occurring or committed prior to the Retroactive Date.

Insured’s costs and expenses incurred with the consent of the insurer are in addition to the Limits of Indemnity

Limits of Indemnity: $50,000,000 any one claim and in the aggregate, plus costs and expenses, plus one reinstatement, with inner limit for Medical Malpractice of $10,000,000 any one claim and in the aggregate, plus costs and expenses, plus one reinstatement

Situation: Worldwide

Insurer: Vero Insurance Limited

Policy No: LPP012226352

Notes: 1. Nothing herein shall be construed to alter in any way the scope of the Contract between insurers and the insured.

2. Should the abovementioned contract of insurance be cancelled, assigned or changed during the above policy period in such a manner to affect this document, no obligation to inform the holder of this certificate is accepted by OAMPS Consulting.

O Barker

FOR AND ON BEHALF OF
OAMPS CONSULTING
APPOINTMENT PLAN

Student ___________________________ Date / /

Patient ___________________________________ am / pm

Updated medical history ____________________________

Planned achievements ____________________________

____________________________________________________________________________________

Major steps ____________________________

____________________________________________________________________________________

Diagrams

Occlusion check (tick) __________ Staff initials ____________

(Plan, Diagram, Occlusion check)

SWA-1024 10/06
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<th>AM / PM</th>
<th>Location: SDH / WCOH / other</th>
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<th>Summary of Session / Main Treatment Provided:</th>
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<th>Tutor / Staff (print):</th>
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## Appendix B

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<th>Location: SDH / WCOH / other</th>
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<td>Integrated clinic</td>
<td>MOS</td>
<td>Clinic C</td>
<td>Radiology</td>
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### Circle Grade

- **Student Grade**
  - P/S/B/U/N

### Associate Grade

- **Associate Grade**
  - P/S/B/U/N

### Tutor Grade

- **Tutor Grade**
  - P/S/B/U/N

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## Self Assessment

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<td>Clinic C</td>
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### Circle Grade

- **Student Grade**
  - P/S/B/U/N

### Associate Grade

- **Associate Grade**
  - P/S/B/U/N

### Tutor Grade

- **Tutor Grade**
  - P/S/B/U/N

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## Self Assessment

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<td>Clinic C</td>
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</table>

### Circle Grade

- **Student Grade**
  - P/S/B/U/N

### Associate Grade

- **Associate Grade**
  - P/S/B/U/N

### Tutor Grade

- **Tutor Grade**
  - P/S/B/U/N

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**Tutor / Staff (print):**

**Staff signature:**
## Appendix B

### CONTROL/CONSERVATION

(Affix patient sticker here)

---

**INTEGRATED CLINIC COMPLETED WORKSHEET**

**STUDENT'S NAME:**

New Sheet required for each patient

### RESTORATIVE & ENDODONTIC PROCEDURES

<table>
<thead>
<tr>
<th>Date</th>
<th>Tooth</th>
<th>Item Numbers</th>
<th>Description of Procedure, Class, Surfaces &amp; Material</th>
<th>ONE LINE PER PROCEDURE</th>
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<tr>
<td></td>
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<td>TREATMENT PLAN</td>
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<tr>
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<th>Lining/Matrix</th>
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<th>Restoration Finished</th>
<th>Grade (P/S/B/U)</th>
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<th>Treatment Plan/Other Items</th>
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### PERIO & PREVENTIVE PROCEDURES

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<th>Item Numbers</th>
<th>Description of Procedure, 6 point perio chart</th>
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<td></td>
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<td>Debridement (114 / 115) [max 2 per course of treatment]</td>
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<tr>
<td></td>
<td></td>
<td>Root planing by quadrant (222) [max 4 per course of treatment]</td>
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<td></td>
<td>Surgical perio treatment</td>
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<td>ONE LINE PER PROCEDURE</td>
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</table>
**INTEGRATED CLINIC**
**COMPLETED WORKSHEET**

**RECONSTRUCTION PHASE**

(Affix patient sticker here)

**STUDENT'S NAME:**
New Sheet required for each patient

### REMOVABLE PROSTHODONTIC PROCEDURES

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<th>1° imps</th>
<th>MMR study</th>
<th>Denture Design</th>
<th>2° imps</th>
<th>MMR Final</th>
<th>Casting Try-in</th>
<th>Wax Try-in</th>
<th>1° issue</th>
<th>2° issue / Case Complete</th>
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<tbody>
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<td>Sig</td>
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<tr>
<td>Upper Acrylic CoCr Full</td>
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<td>Lower Acrylic CoCr Full</td>
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### FIXED PROSTHODONTIC PROCEDURES

<table>
<thead>
<tr>
<th>Type of Restoration (incl cast post/abut)</th>
<th>Case Assessment (Study Cast/Tx Plan)</th>
<th>Special tray</th>
<th>“Shade” Selection</th>
<th>Preparation Complete</th>
<th>Temporary Coverage</th>
<th>Impression</th>
<th>Try-In</th>
<th>Cemented/Bonded G1 / ZrP04 / Resin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sig/Date Grade</td>
<td>Sig/Date Grade</td>
<td>Sig/Date Grade</td>
<td>Sig/Date Grade</td>
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<td>Sig/Date Grade</td>
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<td>Sig/Date Grade</td>
<td>Sig/Date Grade</td>
</tr>
</tbody>
</table>

Note: “Assessment for Fixed Prosthodontic Treatment” Form to be completed prior to treatment
# Acute Care Patient Treatment

**STUDENT'S NAME:**  
*New line required for each patient. Patient's name and DRN must be recorded.*

**EMERGENCY TREATMENT/ RESTORATIONS PLACED FOR ACUTE CARE PATIENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Patient's Name</th>
<th>Patient's DRN</th>
<th>Emergency Exam &amp; Treatment Plan Grade (PS/BU)</th>
<th>Tooth</th>
<th>Item No.</th>
<th>Description of Procedure eg.</th>
<th>Other Grade (PS/BU)</th>
<th>Cavity Complete Grade (PS/BU)</th>
<th>Lining/Matrix Grade (PS/BU)</th>
<th>Restoration Placed Grade (PS/BU)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Emergency extirpation Restoration type</td>
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<td>Extraction</td>
<td>Cl III M CR</td>
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<td></td>
<td>Acute perio treatment Restoration type</td>
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<td></td>
<td></td>
<td>MODB Am (MB+DB cusps)</td>
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</tbody>
</table>

*One line per patient*
# ENDODONTIC CLINICAL CHECKSHEET

**Student:** ..................................................  
**Tooth (FDI No.):** ................................

## PRE-ENDODONTIC ASSESSMENT/RESTORABILITY

<table>
<thead>
<tr>
<th>Rubber Dam – Cuff Isolation</th>
<th>Staff Signature</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>All restoration is removed and caries free: Yes ☐ No ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the tooth still restorable: Yes ☐ No ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Probable final restoration (circle)
- Amalgam
- Composite
- Cusp Capped Restoration
- Post/ Core/Crown

<table>
<thead>
<tr>
<th>Banding necessary:</th>
<th>Yes ☐ No ☐ Band No:</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Anticipated length:</th>
<th>mm</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Access Cavity (Rubber Dam Isolation):</th>
<th>Clamp No:</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Condition of pulp, if different from diagnosis. Describe →</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Initial Working Length</th>
<th>TubeShift</th>
<th>Yes ☐ Direction</th>
<th>No ☐</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

## Determination of Preparation Zones

### Canal Points (Ref.PL.)

<table>
<thead>
<tr>
<th>Radiographs (measured length of instruments) – for IWL</th>
<th>Initial Working Length (IWL)</th>
<th>Finalised Working Length (FWL)</th>
<th>First Working Size**</th>
<th>Target MAF Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>L/D Film 1</td>
<td>L/D Film 2</td>
<td>K-file Size</td>
<td>mm</td>
<td>+/−</td>
</tr>
</tbody>
</table>

### Determination of Preparation Zones

<table>
<thead>
<tr>
<th>Canal</th>
<th>Initial Working Length (IWL)</th>
<th>Finalised Working Length (FWL)</th>
<th>Finalised Working Length (FWL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>mm</td>
<td>mm</td>
<td>mm</td>
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</tbody>
</table>

### Coronal Zone Length (IWL – 8 mm)

### Middle Zone Length (IWL – 4 mm)

### Coronal and Middle Zone Preparations

<table>
<thead>
<tr>
<th>Staff Signature</th>
<th>Date</th>
<th>Grade</th>
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<tbody>
<tr>
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</table>

### Finalised Working Length, FWS, Target MAF Size

<table>
<thead>
<tr>
<th>Staff Signature</th>
<th>Date</th>
<th>Grade</th>
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<tbody>
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</table>

### Instrumentation Complete

<table>
<thead>
<tr>
<th>Canal</th>
<th>Size</th>
</tr>
</thead>
</table>

- MAF Stage
- Clinical Check
- Radiographic Check

<table>
<thead>
<tr>
<th>Canal(s) Ready to Fill</th>
<th>Size</th>
<th>Trimmed (mm)</th>
</tr>
</thead>
</table>

- MGP Points fitted
- Clinical Check
- Spreader Check
- Radiographic Check

<table>
<thead>
<tr>
<th>* Record sizes in Clinical Notes</th>
</tr>
</thead>
</table>

### Obturation Radiograph***

- (With accessories placed & rubber dam still on)

### Completed Case

- (Temporary restoration placed & rubber dam removed)

### Final Assessment - Radiograph of restored tooth (if possible)

* Students must ensure that Final Grade is transferred to the Control/Conservation Completed Worksheet

---

** Prognosis: (Student’s appraisal) .................................................................

---

* Second L/D Film: Only to be taken if the first L/D Film shows that file is short OR long by > 2 mm.

** First Working Size: Only to be completed if using Modified Crown Down Hand Instrumentation

*** Obturation Radiograph: is NOT necessary in every case, only take this if: you feel the MGP may have moved, you are unsure if you need to add more accessory points, OR if advised by staff
## CLINICAL ENDODONTICS ---- DIAGNOSTIC ASSESSMENT SHEET

(Use a separate sheet for each tooth)

<table>
<thead>
<tr>
<th>Findings</th>
<th>YES</th>
<th>NO</th>
<th>DESCRIPTIVES</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swelling</strong></td>
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<tr>
<td>- Location:</td>
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<tr>
<td><strong>Sinus Tract</strong></td>
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<tr>
<td>- Tract traceable - GP point</td>
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<tr>
<td>- Size of GP Point:</td>
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<tr>
<td><strong>Discolouration</strong></td>
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<tr>
<td>- Location:</td>
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<tr>
<td><strong>Transillumination (Cracks)</strong></td>
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<tr>
<td>- Location:</td>
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<tr>
<td><strong>Bruxism/Clenching</strong></td>
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<tr>
<td>- Location:</td>
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<tr>
<td>Periodontal Status</td>
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<tr>
<td>- Localised</td>
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<tr>
<td>- Generalised</td>
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<tr>
<td><strong>Radiographic Assessment</strong></td>
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<tr>
<td>- Chamber Patency:</td>
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<tr>
<td>- Canal Neglectibility:</td>
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<tr>
<td>- Root --- Resorption:</td>
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<tr>
<td>- Apex --- Dentine bulk:</td>
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<tr>
<td>- Foramen --- Closed or Open</td>
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<tr>
<td>- Resorbed or Intact:</td>
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<tr>
<td>Radiographic Changes (Bone)</td>
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<tr>
<td>- WNL</td>
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<tr>
<td>- Lamina dura disruption</td>
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<tr>
<td>- PDL expansion</td>
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<tr>
<td>- Radiolucency ___ mm diam.</td>
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<td>Location of lucency:</td>
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<tr>
<td><strong>RESULTS:</strong></td>
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<td>WNL</td>
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<td><strong>FDI Tooth No:</strong></td>
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<td>- CO₂</td>
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<td>- EPT</td>
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<tr>
<td>- HOT</td>
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</tr>
<tr>
<td>- PERCUSSION</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- PALPATION</td>
<td></td>
<td></td>
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<tr>
<td>- BITING</td>
<td></td>
<td></td>
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<tr>
<td>- PROBING</td>
<td></td>
<td></td>
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<tr>
<td>- MOBILITY</td>
<td></td>
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</tbody>
</table>

### DIAGNOSIS: (may be more than one)

**PULPAL**
- □ Normal pulp
- □ Reversible pulpitis
- □ Symptomatic irreversible pulpitis
- □ Asymptomatic irreversible pulpitis
- □ Pulp necrosis
- □ Previously treated
- □ Previously initiated therapy

**PERiapical**
- □ Normal apical tissues
- □ Symptomatic apical periodontitis
- □ Asymptomatic apical periodontitis
- □ Acute apical abscess
- □ Chronic apical abscess
- □ Condensing osteitis

Staff Signature: ..................................................  Date: ..../..../.....

Grade:  

---

UNIVERSITY OF SYDNEY - FACULTY OF DENTISTRY

Appendix B

Feb 2010
ASSESSMENT FOR FIXED PROSTHODONTIC TREATMENT

Student

Patient

Authority to proceed with "work-up" (Sig) (Date)

Description of clinical problem
By patient:
By clinician:
Relevant previous treatment:

Clinical assessment
Periodontal status (general/local):

Pulp status of tooth/teeth to be treated:
CO₂ test Control Date
EPT test Control Date

Occlusal considerations (mobility, loading, guidance etc):

Aesthetic considerations:

Structural considerations (Remaining tooth structure, existing restorations):

Other:

Radiographic assessment (Bone loss, apical pathology, bone density, crown:root ratio etc)

Treatment alternatives (Onlay, full coverage (type), bridge, other)

Treatment Plan Option 1:
Treatment Plan Option 2:
Treatment Plan Option 3:

Discussion with patient:

Finalized Treatment Plan:

Staff: Name (print) Sig. Date
Questionnaire for Pre-Rural Placement Volunteers

Research Title: An evaluation of a clinical rural placement scheme for dental undergraduates in NSW

Dear colleague,

Please would you take the time to fill out the following questionnaire before you depart for your rural placement. The information is being gathered to reflect your perspective on the experience. Your opinions and thoughts are greatly valued by the Dental school and we encourage you to express them fully. We are very interested in your views which will shape how the rural clinical placement program is developed in the new curriculum. Please complete the Questionnaire in the question order provided.

Your name is needed to follow the questions through, however all data will be de-identified and hence confidentiality maintained.

ID NUMBER: 0103

Name:
.............................................................................................................................
1. Please tick the appropriate gender box:

Male ☐ Female ☐

2. How old are you? Years .......... Months ...........

3. Please indicate on the scale with an “x” your current level of confidence in preparing treatment plans:

Very low               Low                  Medium                 High             Very High

4. On the scale could you please mark with an “x” what you believe is the most accurate description of your time management skills:

Very Poor            Poor                   Satisfactory                Good                  Excellent

5. Please indicate with an “x” on the scale what you believe is your current ability to communicate with patients:

Excellent              Good                 Satisfactory                 Poor                Very Poor
6. Please indicate on the scale with an “x” what you believe to be your current clinical ability:

|                      | Very poor | Poor     | Satisfactory | Good | Excellent |

7. Please indicate with an “x” on the scale what you perceive to be your current skill level in treating patients:

|                      | Very High | High     | Medium     | Low  | Very Low |

8. Please indicate on the scale with an “x” your current likelihood of working in a rural location after graduation?

|                      | Very low  | Low      | Medium     | High | Very High |

9. Please tick the appropriate box to represent the locality of your upbringing.

(Note – Raised is representative of where you spent most of your childhood and early teenage years.)

- Raised in a very remote rural setting
- Raised in a relatively remote rural setting, with a town in the locality
- Raised in a town
- Raised in a city or very urban setting
10. Please note down and explain any rural experience you have completed? (e.g a prior rural placement at the University or an extended period of time spent in a rural setting.)

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11. Please indicate if any of the following factors influenced your decision to join the rural program? (Please tick all appropriate boxes)

The clinical experience offered

Opportunity to experience a rural location

Personal relationships encouraged you to participate

Like working in a rural setting

Lecturers suggested you attend

To increase knowledge

The experience of new patients

Other:-

…………………………………………………………………………………………

…………………………………………………………………………………………
12. What are you looking forward to regarding your placement experience?

13. What are you least looking forward to regarding your placement experience?

14. How do you hope to benefit from the experience?
15. What do you expect your daily clinical tasks to include?

16. What activities and dental procedures are you ideally hoping to complete during your rural placement?
17. Do you feel prepared for the rural placement?

If yes, what has prepared you?

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If no, what concerns you?

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18. As a dental student, what do you feel are your current strengths?

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19. As a dental student, what do you feel are your current weaknesses?

20. Do you have any concerns or anxieties prior to your rural placement? (Please explain)
21. Do you have a current plan for after graduation in terms of where you would like to work, the setting and practice type? (Please explain your answer)

22. Are you interested in pursuing a career in a rural based location when you have completed your studies? (Please give reasons for your answer)
Thank you for taking the time to complete this questionnaire.
Dear colleague,

Please would you take the time to fill out the following questionnaire after you have completed your rural placement. The information is being gathered to reflect your perspective on the experience. Your opinions and thoughts are greatly valued by the Dental school and we encourage you to express them fully. We are very interested in your views which will shape how the rural clinical placement program is developed in the new curriculum.

Your name is needed to follow the questions through, however all data will be de-identified and hence confidentiality maintained.

ID NUMBER: 0201

Name:

..........................................................
1. Please indicate on the scale with an “x” your current level of confidence in preparing treatment plans.

```
Very low               Low                  Medium                High             Very High
```

2. On the scale could you please mark with an “x” what you believe is the most accurate description of your time management skills.

```
Very Poor            Poor                    Satisfactory            Good                  Excellent
```

3. Please indicate what you believe is your current level of communication skills with patients?

```
Excellent              Good                Satisfactory               Poor                Very Poor
```

4. Please indicate on the scale with an “x” what you believe to be your current clinical ability:

```
Very poor               Poor                Satisfactory            Good              Excellent
```

5. Please indicate with an “x” on the scale what you perceive to be your current skill level in dealing with and treating patients

```
Very High          High                Medium                  Low              Very Low
```
6. Please indicate on the scale with an “x” your current likelihood of working in a rural location after graduation?

<table>
<thead>
<tr>
<th>x</th>
<th>x</th>
<th>x</th>
<th>x</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Very High</td>
</tr>
</tbody>
</table>

7. Please indicate on the scale with an “x” how much you valued the rural placement as part of your course?

<table>
<thead>
<tr>
<th>x</th>
<th>x</th>
<th>x</th>
<th>x</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Very High</td>
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</table>

8. What did you like about your rural placement experience?

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9. What did you dislike about your rural placement experience?

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10. Did the experience benefit you, and if so how?

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11. Did you complete the activities and dental procedures you wanted to during your rural placement?

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12. Was the accommodation provided appropriate?

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13. How did you deal with any concerns or anxieties during your placement?
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14. What specific personal and dental skills did you acquire or improve upon during the placement?
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15. How would you describe your relationship with your onsite clinical supervisor?
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16. Was your relationship with your onsite supervisor better or worse than with academic staff in the dental school? (Please explain)
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17. Did you get the opportunity to meet any other dental clinician’s in the rural area? If yes, did you learn from anything from them?
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18. What were the three most challenging aspects of your placement experience?
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Questionnaire For Pre-Rural Placement Volunteers

Appendix C
19. What were the three most rewarding aspects of your placement?
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20. Did the rural placement test or support any of your dental strengths? (Please explain how)
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21. Has the rural placement addressed any of your dental weaknesses? (Please explain how)
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22. How has the experience affected you professionally?
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23. Are you more or less likely to work in a rural setting now you have completed the rural placement? (Please explain your answer)
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24. Having experienced rural working life, what key factors would influence you to work in a rural setting after graduation?
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25. What key factors may reduce your likelihood of working in a rural location post graduation?

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26. Would you recommend the rural placement to future students? (Please give reasons for your answer)

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Thank you for taking the time to complete this questionnaire.