The University of Newcastle

FACULTY OF MEDICINE
HANDBOOK
THE UNIVERSITY OF NEWCASTLE New South Wales

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Volume 1 — Legislation
Volume 2 — University Bodies and Staff
Volume 3 — Faculty of Architecture Handbook
Volume 4 — Faculty of Art, Design and Communication Handbook
Volume 5 — Faculty of Arts
Volume 6 — Faculty of Economics and Commerce Handbook
Volume 7 — Faculty of Education Handbook
Volume 8 — Faculty of Engineering Handbook
Volume 9 — Faculty of Health Sciences
Volume 10 — Faculty of Medicine Handbook
Volume 11 — Faculty of Music
Volume 12 — Faculty of Nursing
Volume 13 — Faculty of Science and Mathematics Handbook
Volume 14 — Faculty of Social Science

This volume is intended as a reference handbook for students enrolling in courses conducted by the Faculty of Medicine.

The colour band, Rhodochrosite BCC14, on the cover is the lining colour of the hood of Bachelors of Medicine of this University.

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THE DEAN'S FOREWORD

Welcome to the Faculty of Medicine. The Faculty provides an increasing range of courses and this welcome is extended to everybody who will be studying with us.

For those entering undergraduate medicine, you are the fifteenth class so to do. I shall look forward to welcoming you on your first day and will tell you something about the history of the Medical School, its different approach to curriculum and how that has now indeed provided a substantial leadership to many medical schools within Australia. Many of our graduates are now in practice and we hear good reports of the care that they are providing for their patients.

We have a particular responsibility to relate to our local community in Newcastle and much of your undergraduate experience will take that into account. It will include contact with patients right from the first term and will involve you in their troubles, to you and the courtesy they are paying you in allowing you to see them. None is obliged to contribute their time, and insights into their troubles, to you. We would not be able to provide a medical training if the patients and population generally were not willing to contribute their time, and insights into their troubles, to you as students. Make sure that you respect the trust they have put in you and the courtesy they are paying you in allowing you to see them. None is obliged to be seen, but almost never do we have a refusal. Most positively enjoy meeting students and you will have contact with some over a long period to get to know the impact of illness upon their life and family.

Over the last several years we have had an increasing enrolment of students in the programs run by the Centre for Clinical Epidemiology and Biostatistics. Some of you come from overseas and others from local areas or at distance through the newly introduced Distance Learning Program. This education and education for research is an important development in the new approach to public health and many of you will extend your own careers as a result. We welcome the interaction that this provides for us with the health service in particular.

Following the amalgamation of the previous University and the Hunter Institute of Higher Education, the Faculty took over responsibility for training in Occupational Health and Safety. This is a most welcome addition and we are pleased to have a wide range of students already well established in their careers. We particularly value the close link that this permits us to industry.

Many others of you will be enrolling in Masters or PhD degrees making your way into a career in research. Some of you will be studying basic mechanisms of the biology of disease and others studying epidemiology and the application of behavioural science and clinical disciplines to public health or the care of patients. Those of you enrolled in the Centre for Clinical Epidemiology and Biostatistics will be developing protocols for your later research in your own working setting and concentrating especially upon issues in the care of a population's health, a theme very prominent in the Faculty's activities. Through your own research activities you will be advancing knowledge and also contributing to the increasingly robust research of the Faculty.
So far I have spoken only about the Faculty but of course this is not in isolation from the rest of the University. Because of our hospital and health services associations, it is very easy to be drawn away from the University but this would be a great pity. Many of you will in your time here experience the benefit of interaction with other faculties and I encourage all of you to play some part in the life of the University as a whole.

From time to time during your studies you might be in need of some extra help, either personal or academic. Please do not hesitate to seek out that help. I am very happy always to see students and so are other members of Faculty. They may be busy but they are not too busy to help. Above all, do not sit on a problem that you cannot solve.

Welcome to the Faculty. I hope you enjoy your time here. We are certainly delighted to have you with us.

JOHN HAMILTON
Dean
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SECTION ONE

FACULTY OF MEDICINE STAFF

PRINCIPAL OFFICERS
Vice-Chancellor and Principal Professor K.J. Morgan, BSc, MA, DPhil(Oxf)
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Deputy Vice-Chancellor (Administration) L.F. Hennessy, BA(Syd)
Deputy Vice-Chancellor (Planning) R.I. MacDonald, BSc, PhD(NSW), FAIP
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Dean for Research Professor R.J. Macdonald, BSc, PhD(NSW), PAIP

FACULTY OF MEDICINE STAFF
Dean J.D. Hamilton, MB, BS(Lond), FRCP, FRCPCan
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A.L.A. Reid, MB, BS(Lond), FRACP (General Practice)
Senior Lecturers
H.N. Higginbotham, BA(US International), MA, PhD(Hawaii) (Health Social Science)
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L. Lim, BSc(Hons)(WA), MSc(Oxf), PhD(Reading) (Biostatistics)
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Clinical Senior Lecturer R.W. Raffan, MB, BS(Syd), FRACP (General Practice)
Lecturer
R.J. Kemp, BA(Creighton), PhD(Nebraska) (Health Economics)
Clinical Lecturer H.N. Rose, MB, BS(Syd), MRACGP, DObst RACOG (General Practice)
Tutors
B. Pikarsky, BSc(Hons)(Flinders) (Health Economics)
A. Sprogis, MB, BS, DRCOG, MRACGP (Clinical Epidemiology)
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Education Officer J. Kir, BA, MEd.Std, DipEd
### SECTION ONE

#### Clinical Lecturers

- S. Ackland, MB BS(Melb), FRACP
- R.A. Adams, MB BS(Syd), MRCP
- B. Bastian, MB BS(Syd), FRACP
- J.D. Blackie, MB BS(NSW), FRACP
- G.C. Booth, MB BS(Melb), DPRM, FACRM, FACOM
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- K. Burton, MB BS(Syd), FRACP
- B. Chapman, MB BS(Syd), FRACP
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- M. Deacon, MB BS(Syd), FRACP
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### FACULTY OF MEDICINE STAFF

### DISCIPLINE OF PATHOLOGY

**Professor**

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**Professor of Anatomical Pathology**

- K. Donald, MB BS(Adel), FRCPA, MRCPath, FRACMA, FRACS

**Clinical Professor**

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**Professorial Fellow**

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**Associate Professors**

- R.D. Barry, BSc(Vet)(Syd), PhD(ANU), MA, ScD(Camb) (Microbiology)
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- A. Price, MB BS(Syd), FRCPA (Anatomical Pathology)
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SECTION ONE

FACULTY OF MEDICINE STAFF

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DISCIPLINE OF PSYCHIATRY

Professor V.J. Carr, MB, BS, MD(Adel), FRCPCan, FRANZCP

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DISCIPLINE OF REPRODUCTIVE MEDICINE

Professor W.A. Waiters, MB, BS(Adel), PhD(Lond), FRCOG, FRACOG

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G. Kerridge, AM, MB, BS(Syd), FRCS(Ed), FRACS, FACRS, FACRM (Orthopaedics)

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M.V. Agrez, MB, BS, MS(W Aust), FRCS, FRACS
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H. Foster, BSc, MB BS(Melb), FRACS, FRCS, FRCS
J.E. Sage, MB BS(Syd), FRCS, FRACO(Orthopaedics)

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J. Beckett-Wood, MB, BS(Syd), DA(Lond), FFARACS(Anaesthetics)
P. Byth, MB BS(Qld), FFARACS(Anaesthetics & Intensive Care)
P.S. Dusemann, MB, BS, DLOL now), FRCS, FRCS(Ed) (Ear Nose and Throat)
C. Dunlop, BSc(Med), MB, BS(Syd), FRACO, FRACS(Ophthalmology)
L. Kleinman, MB, BS(CapeTown), FRCS(Can), FACS, FRAC(Ophthalmology)
K. Ousting, MB, BS(Syd), FRCS, FRACOG (Orthopaedics)
W.T. Porter, MB BS(DoLond), FRACO (Ophthalmology)
I. Simpson, MB BS(Syd), FFARACS(Anaesthetics)
J.S. Taylor, MB BS(Syd), FRCS(Ed), FRCS(Eng), FRACS(Urology)

Professional Officer T.C. Smart, BSc, MSc(W Aust), PhD

NBN TELETHON CANCER RESEARCH UNIT

NBN Professor of Cancer Research G.F. Burns, BSc(Heriot-Watt), PhD(Camb), DipRadiat(Mano), MRCPath

Lecturer J.L. Scott, BSc(Hons)(Flinders), PhD(Adel)

DEAN'S UNIT

Dean and Professor of Medicine J.D. Hamilton, MB, BS(Lond), FRCP, FRCPCan

Honorary Professor D.B. Allbrook, MB, BS(Lond)

Senior Lecturer - Medical Education L.B. Murphy, BA, MA(Sus), DipEd

Assistant University Secretary B.J. Kelleher, BE BCam

Aboriginal Student Liaison Officer K.D. Lambert, BMed

Senior Tutor Aboriginal Student Liaison Office R.E. Gibson, BSc(UQ), DipEd(HHIE)

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R. Cameron, BA (Program Evaluation)
S. Maatstraat, BVetSc(Melb) (Animal House)
K. Wilson, BSc (Laboratory Manager)

Computer Systems Officers
L.S. Ben, BSc(Warwick)
FACULTY INFORMATION

The Faculty

The Faculty Board, Faculty of Medicine is charged with conducting the affairs of the Faculty. The membership of the Board is as follows:

- the Vice-Chancellor;
- the Dean of the Faculty;
- the full-time academic staff of the Faculty;
- Members elected by the Senate from the academic staff of the University other than the Faculty of Medicine;
- Members elected by and from the part-time academic staff of the Faculty;
- The Professor of Biostatistics of the University;
- The University Librarian or the nominee of the Librarian;
- A member nominated by the Hunter Medical Association;
- A member nominated by the Hunter Postgraduate Medical Institute;
- Representatives of the Hunter Area Health Service;
- Student members.

The Dean is Chairman and the executive officer of the Faculty Board. In addition as the Dean of the Faculty of Medicine is an appointed dean, rather than an elected dean, he is responsible for the allocation of resources within the Faculty.

The responsibilities of Faculty Boards are set out in the University's By-law and Rules made under that By-law.

Awards

The awards which can be conferred as a result of studies undertaken within the Faculty of Medicine are listed below:

Associate Diploma in Occupational Health and Safety
Bachelor of Medicine
Graduate Diploma in Biomedical Science
Graduate Diploma in Biomedical Science (Occupational Health and Safety)
Graduate Diploma in Epidemiology
Graduate Diploma in Health Social Science
Graduate Diploma in Medical Statistics
Master of Medical Science

The University has established a Board of Studies in Clinical Epidemiology and Biostatistics responsible to the Faculty Board, Faculty of Medicine for the academic administration of the Graduate Diploma in Epidemiology, the Graduate Diploma in Health Social Science, the Graduate Diploma in Medical Statistics, the Master of Medical Statistics Degree and the Master of Medical Science Degree in the following options: Clinical Epidemiology, Health Promotion, Medical Social Science, Occupational Epidemiology, Pharmacoepidemiology, and Psychiatric Epidemiology. The membership of the Board of Studies is set out in Schedule 4 of the Rules Governing Boards of
Facilities: Academic and Clinical

It was originally thought that a new hospital would not be built in Newcastle. Consequently, teaching and research facilities were built on the University campus at Shortland and are associated in the two main hospitals, the Royal Newcastle Hospital (RNH) and the Newcastle Mater Misericordiae Hospital (MHH). In recent years however, the physical deterioration of RNH has led to the building of a new teaching hospital, the John Hunter Hospital (JHH). This opened in 1991. The Faculty has been closely involved in the planning of this hospital and the State government has provided for academic facilities to be built into it in exchange for some facilities previously located at RNH. The main facilities are as follows:

Buildings

Medical Sciences Building (MSB). Located on the Shortland campus, it houses the Disciplines of Anatomy, Behavioural Sciences, Pathology, Radiography and Radiological Sciences, Biomedical Science, Physiology and Medical Biochemistry and has large animal research facilities, support staff for the undergraduate education program, the bioengineering workshop, the Dean's Office and educational facilities.

David Maddison Clinical Sciences Building (DMMB). Also located on the Shortland campus, it houses the Disciplines of Community Medicine, Pathology, Orthopaedics and the NBB Telethon Cancer Research Unit and also has massive laboratory facilities, educational facilities, the Medical Communication Unit and a branch of the Gardiner Medical Library. Department of Health staff specialists and some service laboratories have also been accommodated in this building.

Clinical Sciences Building - Newcastle Mater Misericordiae Hospital (also called NEWMED II). The Faculty occupies one floor. Other facilities are accommodated to the railway line and service laboratories for the hospital. It is the academic base for the disciplines of Environmental and Occupational Health.

Studies and is as follows:

- the Dean of the Faculty of Medicine;
- the Director of the Centre for Clinical Epidemiology and Biostatistics;
- the Professor of Biostatistics;
- one student member elected annually by and from the students enrolled in each degree and diploma for which the Board has responsibilities;
- up to six members of the full-time academic staff of the Faculty of Medicine involved in teaching subjects in the degrees or diplomas for which the Board has responsibilities, nominated by the Director of the Centre for Clinical Epidemiology and Biostatistics;
- members of the full-time academic staff of the Department of Statistics or other full-time academic staff of the University involved in coursework or supervision in the degrees or diplomas for which the Board has responsibilities, nominated by the Professor of Biostatistics; and
- three members of the full-time academic staff of the Faculty of Medicine involved in coursework or supervision in the degrees or diplomas for which the Board has responsibilities, nominated by the Head of the Faculty of Medicine.

- Up to two members of the full-time academic staff of the Department of Sociology involved in coursework or supervision in the degrees or diplomas for which the Board has responsibilities, nominated by the Head of that Department.
- The Head of the Department of Sociology.

The responsibilities of the Board of Studies are set out in the regulations governing the degrees and diplomas for which the Board is responsible.

Board of Studies in Occupational Health and Safety

The University has established a Board of Studies in Occupational Health and Safety responsible to the Faculty Board, Faculty of Medicine for the conduct of matters pertaining to the Associate Diploma in Occupational Health and Safety, the Graduate Certificate in Applied Science (Occupational Health and Safety) and the Graduate Diploma in Applied Science (Occupational Health and Safety). The membership of the Board is set out in Schedule 6 of the Rules Governing Boards of Studies and is as follows:

(a) the Dean of the Faculty of Medicine;
(b) the Head of the Discipline of Environmental and Occupational Health;
(c) the Head of the Department of Applied Life Sciences;
(d) the Head of the Department of Management;
(e) up to three members of the full-time academic staff of the University involved in or associated with the teaching of subjects in the courses for which the Board has responsibility, nominated by the Head of the Discipline of Environmental and Occupational Health;
(f) up to two members of the full-time academic staff of the University involved in or associated with the teaching of subjects in the courses for which the Board has responsibility, nominated by the Head of the Department of Applied Life Sciences;
(g) up to two members of the full-time academic staff of the University involved in or associated with the teaching of subjects in the courses for which the Board has responsibility, nominated by the Head of the Department of Management;
(h) up to two members nominated by the Dean of the Faculty of Medicine;
(i) one member nominated by the Dean of the Faculty of Engineering;
(j) one member nominated by the Dean of the Faculty of Nursing;
(k) one student member from each course for which the Board has responsibility, elected annually by and from the students enrolled in each course.

Libraries. The University medical library is located in the Aschmidt Library on the Shortland campus. Together with the Royal Newcastle Hospital and the Department of Health, the University contributes to the Gardiner Library located in DMB. The role of the Gardiner Library has been extended to that of a resource for the entire Hunter Area Health Service with branches located at Royal Newcastle Hospital, the Mater Hospital and the John Hunter Hospital.

Building Medical Communication Unit - graphic, video, film and audio-visual capacity. Main facilities are in DMB with small units at MMH and some planned for the John Hunter Hospital.

Other Facilities

The Centre for Clinical Epidemiology and Biostatistics was established in 1987 to provide a focus for the development of postgraduate teaching in research in clinical epidemiology and biostatistics both within Australia and overseas. The objectives of the Centre are:

- to foster the pursuit of studies at the postgraduate level in the University of Newcastle in the subject areas of clinical epidemiology and biostatistics;
- to encourage the growth of clinical epidemiology locally, nationally and internationally by assisting clinical doctors in their preparation to develop skills in critical evaluation of clinical measurement, diagnostic and therapeutic procedures and research methodology with emphasis on research into the Jacobs of medical practice and the understanding and prevention of health problems of high priority to the population;
- to encourage the growth of biostatistics locally, nationally and internationally in order to provide an underpinning for the development of clinical epidemiology and thus contributing to an improvement in the standards of medical research;
- to encourage and develop in the medical profession a population perspective in health, including consideration of economic as well as medical issues, and the use of official statistics in the provision of health services and health prevention;
- to seek funding for local, national and international students to enable them to undertake studies in clinical epidemiology and biostatistics at postgraduate coursework and research degree levels; and
- to seek funding to support teaching and research staff to assist in these developments.

The activities of the Centre have been funded by a grant from the Rockefeller Foundation in the United States under the INCLEN Program and also by a grant from the Commonwealth Department of Health under the recommendations of the Kerr White Report.

Private Practices

Several hundred specialists and general practitioners regularly teach students in their private offices. This provides a valuable opportunity for students to see a wider range of patients, closer to when they will be working at an earlier stage of their training. It also provides a valuable insight into patterns of practice not accessible within the teaching hospitals.
The Centre is located in the David Maddison Clinical Sciences Building adjacent to the Royal Newcastle Hospital. It provides facilities for students enrolled in the Graduate Diploma in Epidemiology, the Graduate Diploma in Health Social Science, the Graduate Diploma in Medical Statistics, the Degree of Master of Medical Statistics and the Degree of Master of Medical Science in the following options: Clinical Epidemiology, Health Promotion, Health Social Science, Occupational Epidemiology and Pharmacoepidemiology.

Participants in the academic activities of the Centre include:

K. Boyle, Tutor in Biostatistics
A.M. Brown, Senior Lecturer in Environmental and Occupational Health
D. Christie, Professor of Environmental and Occupational Health
L.H. Connor, Senior Lecturer in Sociology
A.J. Dobson, Professor of Biostatistics and Deputy Director of the Centre
R.W. Gibberd, Associate Professor of Statistics
G. Harde, Director of Health Service Development, Hunter Area Health Service
R.P. Heller, Professor of Community Medicine, Director of the Centre and Co-ordinator in Clinical Epidemiology
M.J. Hensley, Associate Professor in Clinical Epidemiology
D. Henry, Senior Lecturer in Clinical Pharmacology
R.L. Henry, Senior Lecturer in Paediatrics
H.N. Higginbothom, Senior Lecturer in Health Social Sciences and Co-ordinator in Health Social Science
R.J. Kemp, Lecturer in Health Economics
E.M.C. Lau, Senior Lecturer in Clinical Epidemiology and Orthopaedics
L. Lim, Senior Lecturer in Biostatistics
D.L. O’Connell, Senior Lecturer in Biostatistics and Co-ordinator in Medical Statistics
B. Pekarsky, Tutor in Health Economics
S. Redman, Senior Lecturer in Behavioural Science in Relation to Medicine and Co-ordinator in Health Promotion
K.M. Robinson, Senior Lecturer in Sociology
S. Ryan, Tutor in Biostatistics
R. Sanson-Fisher, Professor of Behavioural Science in Relation to Medicine
A. Sprogis, Tutor in Clinical Epidemiology
J.E. Stuart, Senior Lecturer in Community Medicine and Paediatrics
L. Lau, Senior Lecturer in Biostatistics
L. Lim, Senior Lecturer in Biostatistics
D.L. O’Connell, Senior Lecturer in Biostatistics and Co-ordinator in Medical Statistics
B. Pekarsky, Tutor in Health Economics
S. Redman, Senior Lecturer in Behavioural Science in Relation to Medicine and Co-ordinator in Health Promotion
K.M. Robinson, Senior Lecturer in Sociology
S. Ryan, Tutor in Biostatistics
R. Sanson-Fisher, Professor of Behavioural Science in Relation to Medicine
A. Sprogis, Tutor in Clinical Epidemiology
J.E. Stuart, Senior Lecturer in Community Medicine and Paediatrics

RULES GOVERNING ACADEMIC AWARDS

Rules Governing Academic Awards

Application of Rules

1. These Rules shall apply to all the academic awards of the University other than the degrees of Doctor and Master.

Interpretation

2. (1) In these Rules, unless the context or subject matter otherwise indicates or requires:

   “award” means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;
   “course” means the total requirements of the program of study approved by the Academic Senate to qualify a candidate for the award as set out in the schedule;
   “Dean” means the Dean of a Faculty;
   “department” means the department offering a particular subject and includes any other body so doing;
   “Faculty” means the Faculty responsible for the course;
   “Faculty Board” means the Faculty Board of the Faculty;
   “schedule” means the schedule to these Rules relevant to the award listed under the name of the Faculty;
   “subject” means any part of a course for which a result may be recorded.

3. An applicant for admission to candidacy for an award shall satisfy the requirements of the University governing admission and enrolment in a course and any other additional requirements as may be prescribed in the schedule for that award.

4. (1) For the purposes of a course, a subject may be classified otherwise than as set out in the schedule:

   (2) Each subject shall be allotted a credit point value by the Academic Senate after considering the advice of the Faculty Board of the Faculty in which the department is located.

   (3) The Academic Senate, after considering a request from a Faculty Board, may determine that a subject be not offered during a particular academic year.

   (4) The Faculty Board shall approve the subjects for the award. Any change in the list of approved subjects which will have effect in the following year shall be approved by a date determined by the Academic Senate.

   (5) Where there is any change in the list of approved subjects, the Faculty Board shall make all reasonable provision to permit students already enrolled in the course to progress normally.

Enrolment

5. (1) A candidate may not enrol in any year in a combination of subjects which is incompatible with the requirements of the timetable for that year.

   (2) Except with the permission of the Dean and subject to any contrary provision in the schedule.
SECTION THREE
RULES GOVERNING ACADEMIC AWARDS

Combined Degree Programs

12. (1) Where so prescribed for a particular course, a candidate may complete the requirements for one Bachelor degree in conjunction with another Bachelor degree by completing a combined degree program approved by the Academic Senate on the advice of the Faculty Board and, where the other Bachelor degree is offered in another Faculty, the Faculty Board of that Faculty.

(2) Admission to a combined degree program shall be restricted to candidates who have achieved a standard of performance deemed satisfactory for the purposes of admission to the specific combined degree course by the Faculty Board(s).

(3) The work undertaken by a candidate in a combined degree program shall be no less in quantity and quality than if the two courses were taken separately.

(4) To qualify for admission to the two degrees a candidate shall satisfy the requirements for both degrees, except as may be otherwise provided.

Relaxing Provision

13. In order to provide for exceptional circumstances arising in a particular case, the Academic Senate on the recommendation of the Faculty Board may relax any provision of these Rules.

SCHEDULE — ASSOCIATE DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

Interpretation

1. In this Schedule unless the context or subject matter otherwise indicates or requires:

"Board" means "Board of Studies in Occupational Health and Safety".

Admission

2. Applications for admission to candidature will not be accepted unless the candidate has satisfactorily passed a Higher Education Contribution Scheme census date for that academic year.

(3) Except as otherwise permitted by the Head of Department, any material presented by a candidate for assessment shall be the work of the candidate and not have been previously submitted for assessment.

To complete a subject a candidate shall satisfy published departmental requirements and gain a satisfactory result in such assessments and examinations as the Faculty Board shall require.

Withdrawal

9. (1) A candidate may withdraw from a subject or the course only by informing the Academic Registrar in writing and the withdrawal shall take effect from the date of receipt of such notification.

(2) A student shall be deemed not to have enrolled in a subject if that student withdraws from the subject:

(a) in the case of a semester length subject, before the Higher Education Contribution Scheme census date for that semester; or

(b) in the case of a full year subject, before the first Higher Education Contribution Scheme census date for that academic year.

(3) Except with the permission of the Dean, a candidate will not have satisfied a pre-requisite if the pre-requisite subject has not been completed in the preceding eight calendar years.

A candidate attaining a Terminating Pass in a subject shall be deemed not to have passed that subject for pre-requisite purposes.

Credit

7.1 A Faculty Board may grant credit to a candidate in specified and unspecified subjects, on such conditions as may be specified in the schedule.

(2) A candidate shall not be permitted to enrol in a subject which has been counted towards a completed course.

(3) Except with the permission of the Dean, a candidate may not enrol in a course of part of a course for another award in this University unless consent has first been obtained from the Dean and, if another Faculty is responsible for the course, that Dean has been so notified.

(4) A candidate who enrols in the Bachelor of Medical Science degree shall not be deemed to be absent from the course and shall not have satisfied a pre-requisite if the pre-requisite subject has not been completed in the preceding eight calendar years.

A candidate shall not enrol in a subject which does not count towards the award and a candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which has been previously counted towards a degree or diploma.

A candidate for an award shall not enrol in a course of part of a course for another award in this University unless consent has first been obtained from the Dean and, if another Faculty is responsible for the course, that Dean has been so notified.

A candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which has previously been counted towards a degree or diploma.

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A candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which has previously been counted towards a degree or diploma.

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A candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which has previously been counted towards a degree or diploma.

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A candidate for an award shall not enrol in a course of part of a course for another award in this University unless consent has first been obtained from the Dean and, if another Faculty is responsible for the course, that Dean has been so notified.

A candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which has previously been counted towards a degree or diploma.

A candidate shall not enrol in a subject which does not count towards the award and a candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which has previously been counted towards a degree or diploma.
SECTION THREE

RULES GOVERNING ACADEMIC AWARDS

Admission

4. (1) Applicants shall nominate the specialisation in which they wish to pursue the course.

(2) To be eligible for admission to candidature an applicant shall:

(a) have satisfied the requirements for admission to the degree of Bachelor of Medicine in the University; or

(b) have other qualifications approved by the Board.

(3) A student permitted to enrol as a candidate for the Diploma under the provisions of sub-clause (1) may count any subjects passed while enrolled as a candidate for the Master Degree towards the Diploma.

(4) The period of time spent by the student enrolled as a candidate for the Master Degree shall be counted towards meeting the time requirements for the Diploma.

SCHEDULE — GRADUATE DIPLOMA IN HEALTH SOCIAL SCIENCE

Interpretation

1. In this Schedule unless the context or subject matter otherwise indicates or requires:

"Board" means the "Board of Studies in Clinical Epidemiology and Biostatistics";

"co-ordinator" means the co-ordinator for the specialisation concerned.

Specialisations Offered

2. The program of studies for the Diploma shall be pursued in one of the following specialisations:

Health Promotion

Medical Social Science

Appointment of Co-ordinator

3. The Board shall appoint one of its members, who is a member of full-time academic staff as co-ordinator.

Admission

4. (1) To be eligible for admission to candidature an applicant shall:

(a) have satisfied the requirements for admission to a Bachelor degree in the University or another university recognised for this purpose by the Board;

(b) have other qualifications approved for this purpose by the Board.

(2) To be eligible for admission to candidature an applicant shall:

(a) have satisfied the requirements for admission to the degree of Bachelor of Medicine in the University or an equivalent degree in another university recognised for this purpose by the Board; or

(b) have satisfied the requirements for admission to the degree of Bachelor of Pharmacy in a university recognised for this purpose by the Board; or

(c) have satisfied the requirements for admission to the degree of Bachelor of Science in the University or another university recognised for this purpose by the Board; or

(d) have satisfied the requirements for admission to the degree of Bachelor of Applied Science in the University in a health related discipline in a tertiary institution recognised for this purpose by the Board; or

(e) have other qualifications approved for this purpose by the Board.

(3) Notwithstanding sub-clause (2), the Board shall consider each application and if it is of the opinion that the applicant's academic background is not of sufficient standard to enable the satisfactory completion of the course the Board may:

(a) on the recommendation of the co-ordinator require the applicant to complete such prerequisite and/or corequisite studies as it may prescribe;

(b) reject the application.

Qualification for Graduate Diploma

4. To qualify for the Graduate Diploma a candidate shall pass the program of subjects approved by the Board, totalling 80 credit points.

Credit

5. The credit granted to candidates shall not exceed 40 credit points.

Time Requirement

6. The course shall be completed in not less than one year and not more than five years of study.

SCHEDULE — GRADUATE DIPLOMA IN EPIDEMIOLOGY

Interpretation

1. In this Schedule unless the context or subject matter otherwise indicates or requires:

"Board" means the "Board of Studies in Clinical Epidemiology and Biostatistics";

"co-ordinator" means the co-ordinator for the specialisation concerned.

Specialisations Offered

2. The program of studies for the Diploma shall be pursued in one of the following specialisations:

Clinical Epidemiology;

Occupational Epidemiology;

Pharmacoeconomics;

Psychiatric Epidemiology.

Appointment of Co-ordinator

3. The Board shall appoint one of its members, who is a member of full-time academic staff as co-ordinator.

Admission

3. (1) To be eligible for admission to candidature an applicant shall:

(a) have satisfied the requirements for admission to a Bachelor degree in the University or another university recognised for this purpose by the Board; or

(b) have other qualifications approved for this purpose by the Board.

(2) To be eligible for admission to candidature an applicant shall:

(a) have satisfied the requirements for admission to the degree of Bachelor of Medicine in the University or an equivalent degree in another university recognised for this purpose by the Board; or

(b) have satisfied the requirements for admission to the degree of Bachelor of Pharmacy in a university recognised for this purpose by the Board; or

(c) have satisfied the requirements for admission to the degree of Bachelor of Science in the University or another university recognised for this purpose by the Board; or

(d) have satisfied the requirements for admission to the degree of Bachelor of Applied Science in the University in a health related discipline in a tertiary institution recognised for this purpose by the Board; or

(3) Notwithstanding sub-clause (2), the Board shall consider each application and if it is of the opinion that the
applicant's academic preparation is not sufficient to enable the satisfactory completion of the course in the nominated specialisation may:
(a) on the recommendation of the co-ordinator require the applicant to complete such prerequisite and/or corequisite studies as it may prescribe; or
(b) reject the application.

Qualification for the Diploma
5. To qualify for the award of the Diploma a candidate shall complete the program of studies for the specialisation concerned approved by the Board totalling 80 credit points.

Time Requirements
6. The course shall be completed in not less than one year and not more than five years of study.

Transfer of Candidacy from Related Master Degree Program
7. (1) A student enrolled as a candidate for the Master of Medical Science degree in one of the following recognised options namely:
   Health Promotion
   Medical Social Science
who is permitted to withdraw from the degree course under Rule 13 of the Master Degrees Rules or whose candidature is terminated under Rule 11 of those Rules may be permitted by the Board to enrol as a candidate for the Diploma in the specialisation concerned.

(2) A student who wishes to enrol as a candidate for the Diploma under sub-clause (1) shall apply in writing, addressed to the Academic Registrar for permission to do so.

(3) A student permitted to enrol as a candidate for the Diploma under the provisions of sub-clause (1) may count any subjects passed while enrolled as a candidate for the Master Degree towards the Diploma.

(4) The period of time spent by the student enrolled as a candidate for the Master degree shall be counted towards meeting the time requirements for the Diploma.

SCHEDULE — GRADUATE DIPLOMA IN MEDICAL STATISTICS

Interpretation
1. In this Schedule unless the context or subject matter otherwise indicates or requires:
   "Board" means the "Board of Studies in Clinical Epidemiology and Biostatistics".
   "co-ordinator" means the person appointed to co-ordinate the program.

Appointment of Co-ordinator
2. The Board shall appoint one of its members, who is a member of full-time academic staff as course co-ordinator.

Admission
3. (1) To be eligible for admission to candidacy as an applicant shall:
   (a) have satisfied the requirements for admission to a Bachelor's degree with a major sequence of study in mathematics or statistics in the University or another university recognised for this purpose by the Board; or
   (b) have such other qualifications as may be approved for this purpose by the Board.

(2) Notwithstanding sub-clause (1), the Board shall consider each application and if it is of the opinion that the applicant's academic preparation is not sufficient to enable the satisfactory completion of the course may:
   (a) on the recommendation of the co-ordinator require the applicant to complete such prerequisite and/or corequisite studies as it may prescribe; or
   (b) reject the application.

Qualification for the Diploma
4. To qualify for the award of the Diploma a candidate shall complete the program of study approved by the Board totalling 80 credit points.

Transfer of Candidacy from Related Master Degree Program
5. (1) A student enrolled as a candidate for the Master of Medical Statistics who is permitted to withdraw from the degree course under Rule 13 of the Master Degrees Rules or whose candidature is terminated under Rule 11 of those Rules may be permitted by the Board to enrol as a candidate for the Diploma.

(2) A student who wishes to enrol as a candidate for the Diploma under sub-clause (1) shall apply in writing, addressed to the Academic Registrar for permission to do so.

(3) A student permitted to enrol as a candidate for the Diploma under the provisions of sub-clause (1) may count any subjects passed while enrolled as a candidate for the Master degree towards the Diploma.

(4) The period of time spent by the student enrolled as a candidate for the Master degree shall be counted towards meeting the time requirements for the Diploma.

Rules Governing Master Degrees
The Rules Governing Master Degrees are currently being redrafted. Further information about these Rules may be obtained from the Faculty Office.

Rules Governing Doctoral Degrees
The Rules Governing Doctoral Degrees are currently being redrafted. Further information about the Rules relating to the Doctor of Philosophy and Doctor of Medicine degrees may be obtained from the Faculty Office.
OCCUPATIONAL HEALTH AND SAFETY PROGRAMS

Increasing community concern for the human and economic cost of occupationally-related injury and ill health has led to a drive for better education in the field of occupational health and safety. The Faculty of Medicine currently offers two courses approved by the Board of Studies in Occupational Health and Safety leading to the award of:
- the Associate Diploma in Occupational Health and Safety
- the Graduate Diploma in Applied Science (Occupational Health and Safety).

Course Descriptions

**Associate Diploma in Occupational Health and Safety**

This program of study is normally completed part time over 3 or 4 years and is designed to meet the demand for trained professionals against a background of increasing concern for occupational safety in the workplace. It is intended that students will gain the necessary understanding of technology, science and behavioural sciences in order to meet the needs of employers, unions and government agencies in the development and implementation of sound occupational health and safety practices. Specific aims of the course are:
- to provide a body of knowledge which is of theoretical and practical importance in occupational health and safety;
- to integrate basic disciplines, for example technology (design, manufacturing, transport) and human sciences (anatomy, physiology, psychology, ergonomics) with social sciences (law, economics, sociology, education) in the field of occupational health and safety;
- to promote understanding of the principles of health and safety, and to develop skills in the application of these principles to human and social problems arising from risk and danger in the workplace (both in the present and in the future);
- to develop problem solving approach to occupational health and safety issues;
- to increase the desire and ability to promote the health, safety and well-being of workers.

Generally, holders of the award of Associate Diploma in Occupational Health and Safety will be working in co-operation with management, safety committees, employees and other health and safety personnel. They will prepare and implement training programs for employees, disseminate information concerning safety problems and solutions, make employees aware of how they can minimize hazards, and promote safety consciousness within their organizations.

The approved program of study for the Associate Diploma is:

<table>
<thead>
<tr>
<th>Subject Description</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>OS101S</td>
<td>Occupational Health and Hygiene 12</td>
</tr>
<tr>
<td>OS102S</td>
<td>Occupational Safety Technology 12</td>
</tr>
<tr>
<td>OS103B</td>
<td>Academic Support IA* 6</td>
</tr>
<tr>
<td>OS104B</td>
<td>Work Experience IA* 10</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>OS105B</td>
<td>Ergonomics and Environmental Systems 12</td>
</tr>
<tr>
<td>OS106W</td>
<td>Social Dimensions of Occupational Health and Safety 12</td>
</tr>
<tr>
<td>OS107B</td>
<td>Academic Support II* 6</td>
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<tr>
<td>OS108B</td>
<td>Work Experience IIA* 10</td>
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<tr>
<td>Year 3</td>
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<tr>
<td>OS201B</td>
<td>Overview Problems in Occupational Health and Safety 18</td>
</tr>
<tr>
<td>OS202B</td>
<td>Academic Support II* 12</td>
</tr>
<tr>
<td>OS203B</td>
<td>Work Experience Occupational Health and Safety IIIA* 10</td>
</tr>
</tbody>
</table>

**Graduate Diploma in Applied Science (Occupational Health and Safety)**

This program of study is offered as a 1 year full time or 2 year part time course. It is designed to prepare graduates for work in the preparation and implementation of occupational health and safety programs. In most cases students enrolled in this course will be in positions of managerial or professional responsibility, through which they are required to develop policies and strategies in response to the occupational health and safety needs of their organizations.

The scope of such work would include the dissemination of information regarding health and safety issues, increasing employee awareness of how hazards to themselves and others can be minimized, and the general promotion of safety consciousness. Employee training would also be an important component of a graduate's work.

The major aims of the course are:
- to develop the theoretical and practical application of occupational health and safety principles;
- to extend each student’s skill in communicating an understanding of occupational health and safety to others and in dealing with risk and danger in the workplace;
- to encourage the desire to promote the health, safety and well-being of others;
- to develop a problem-solving approach to occupational health and safety issues;
- to encourage and enhance skills which form the basis of continuing learning.

The approved program of study for the Graduate Diploma is:

<table>
<thead>
<tr>
<th>Subject Description</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>Year 1</td>
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<td>OHS101</td>
<td>Occupational Health 10</td>
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<tr>
<td>OHS102</td>
<td>Occupational Hygiene and Toxicology 10</td>
</tr>
<tr>
<td>OHS103</td>
<td>Safety Technology 10</td>
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<tr>
<td>OHS104</td>
<td>Ergonomics 10</td>
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<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>OHS105</td>
<td>Occupational Health and Safety Management and Law 20</td>
</tr>
<tr>
<td>OHS106</td>
<td>Special Study 20</td>
</tr>
</tbody>
</table>

**Subject Descriptions Associate Diploma in Occupational Health and Safety**

OS101S OCCUPATIONAL HEALTH AND HYGIENE

This subject is broken into two parts, the first being an introduction to occupational health and hygiene and the second part concerning environmental measures.

The first part is designed to introduce the major areas of study encompassed by occupational health and hygiene and will form a base for the proper integration of occupational health and hygiene into the general sphere of occupational health and safety.

The second part is designed to provide a practical training in the use of sampling equipment for the measuring of noise, dust, mist, gases and vapours to provide demonstrations of the use and limitations of a range of analytical instruments and to provide practical experience in methods of medical monitoring.

OS102S OCCUPATIONAL SAFETY TECHNOLOGY

This subject is broken into two parts, the first part being an introduction to occupational safety technology and the second part concerning safety measures.

Objectives of the first part are for students to be able to:
- describe the basic nature safety factors, associated with given situations; comprehend literature describing potentially hazardous situations and use the information to make safety recommendations in safety procedure; accurately describe and report risk situations; and communicate in appropriate technical terms, with workers, management and technical personnel.

The second part is designed to develop the students' understanding of safety measures which can be taken to minimize the risk of injury.

OS103B ACADEMIC SUPPORT IA 6cp

This subject will help the student devise strategies for achieving academic success in the areas of:
- personal preparation;
- basic study skills;
- essay and written requirements.

It will also introduce the student to the skills of:
- information gathering;
- information analysis, storage and retrieval;
- information representation in graphic form.

OS104B WORK EXPERIENCE IA 10cp

The work experience throughout this course is designed to enable the student to apply course work to the occupational situation. This starts at a task reporting level in OS104B and develops in depth and complexity throughout the remaining work experience subjects. This process culminates in OS206B where the student will present an analysis capable of being immediately used by a workplace manager as a detailed action plan.
### Occupational Health and Safety Programs

#### OS1055 Ergonomics and Environmental Systems 12cp
This subject is an introduction to ergonomics and work design, and systems measurement and control. The first part will enable the student to:
- describe the various methods by which data is gathered for biomechanical analysis of the work situation;
- plan the composition of a multidisciplinary team;
- recognise possible sources of injury and inefficiency which arise from the neglect of the application of sound ergonomic principles.

The second part will enable students to:
- classify and describe the various types of environmental systems;
- identify ergonomically undesirable characteristics of the work environment - (a) vibration and noise (b) heat (c) level of illumination (d) motion (e) humidity;
- use correctly measuring devices (within their expected range of expertise) associated with assessment of such qualities as noise level, temperature, light intensity, vibration, humidity and air pressure;
- propose solutions, within the limits of the student's expertise, to problems of the work situation associated with the phenomena described above.

#### OS1068 Academic Support II 12cp
The objectives of this subject are:
- to assist the student in the development of personal skills and professional skills, in the interpersonal communications area;
- to enhance information presentation skills in both large and small groups;
- to understand and be able to use basic curriculum development skills for seminar and course planning;
- to become familiar with the utilisation of computer assisted procedures for handling information.

Work treated in this subject is designed to give direct assistance to students while undertaking the overview problems and project.

#### OS203B Work Experience Occupational Health and Safety II 10cp
The student will commence a synthesis of elements involved in workplace safety, using personal practical experience as the basis.

#### OS204B Project in Occupational Health and Safety 18cp
Students will review an area of occupational health and safety. This will lead to a project proposal being submitted for approval. The proposal will then be developed under supervision.

The project includes:
- a thorough investigation into the area selected, including methodology;
- drawing appropriate conclusions or clarification of the issues based on the findings;
- application of the findings to the improvement of knowledge in the area, or in related areas of concern;
- description and discussion of a range of possible alternative solutions to the problem;
- a comprehensive bibliography.

The project is to be submitted in a standardised format, and will be retained by the University.

#### OS205B Legal Studies in Occupational Health and Safety 12cp
This subject is broken into two parts. The first part is designed to promote the understanding of the standards of legal responsibility in the workplace while in the second part students will examine in detail the legal standards relating to safety in the workplace and the remedies available from a breach of these standards.

#### Occupational Health and Safety Programs

#### OS206B Work Experience Occupational Health and Safety III 10cp
Development and presentation of an action plan on a workplace issue, including careful analysis of the problems and the thorough synthesis of favourite directions for progress.

#### Graduate Diploma in Applied Science (Occupational Health & Safety)

#### OHS501 Occupational Health 10cp
- Historical background to occupational health.
- Occupational health practitioners in Australia.
- National and international organisations. Information sources.
- Mortality and morbidity in Australia; changes over time.
- Occupational mortality and morbidity in Australia.
- Diseases of lung and musculoskeletal system attributable to occupation; general overview of relevant anatomy and physiology.
- Carcinogenesis; asbestos and vinyl chloride monomer.
- Diseases of the skin attributable to work.
- Principles of epidemiology and biostatistics.
- Screening: pre-employment medicals, surveillance systems.
- Biological monitoring; lead, agricultural chemicals.
- Ethical issues.
- Epidemiology and Biostatistics: applications.
- Psychological factors and work: stress, shifts; sickness absence.
- Non-occupationally induced disorders in the workplace.
- Women at work: - general overview of relevant anatomy and physiology; - the reproductive system and occupational factors.
- Establishment and management of an Occupational Health and Safety Program.
- Health promotion.

#### OHS502 Occupational Hygiene and Toxicology 10cp
- Role of occupational hygiene and toxicology in improving health and safety at work.
- Nature of environmental pollutants (physical, chemical and biological).
- Anatomy and physiology pertaining to routes of entry, transport, distribution, metabolism and elimination of toxic materials and body defence mechanisms.
- Dysfunction resulting from exposure to environmental pollutants, e.g. occupational deafness; electric shock; altered sensitivity; mutagens; carcinogens; teratogens and reproductive organ toxicity, neurotoxicity.
- Principles of occupational toxicology: types of study, dose-effect and dose-response relationships; dose rate dependency.
- Metabolic interactions e.g. synergy.
- Outline of toxicological testing regimens, e.g. oral/ inhalation lethality; dermal/local irritation; sensitisation; mutagenicity and carcinogenicity testing; reproductive and developmental toxicity testing; neurological and behavioural toxicity testing.
- Toxic effects of selected examples of chemicals in the workplace (metals, solvents, gases).
- Approaches to setting hygiene standards.
- Types of and applicability of hygiene standards with particular reference to ACGIH threshold limit values (TLVs).
- Limitations of hygiene standards.
- Roles of environmental, biological and medical monitoring.
- Methods and units of noise measurement.
- Methods and limitations of sampling dusts, mists and vapours.
- Strategies for conducting hygiene surveys.

#### OHS503 Safety Technology 10cp
- The variety of chemical substances - metal/non-metals, inorganic/organic. Sources and effects of various industrial examples.
- Classifications and hazard indicators. Meaning of terms e.g. oxidising agent, cryogenic, frequently used in warnings and labels. The IIAZCHEM and NFPA systems.
- Sources of data - researching industrial/hazardous materials.
- Handling and storage problems. Clean-up problems.
- Overview of detection and analysis.
- Chemical characteristics of hazardous situations including fire, explosion, polymerisation, pyrolysis.

#### Physical Hazards
- Overview of the components of physical hazards, e.g. velocity, acceleration, momentum, energy.
- Safety aspects of static situations - forces in equilibrium.
- Types of materials including metals, polymers, ceramics, and the characteristic properties of each (including elastic and failure properties).
- Overview of fundamental concepts in electricity, particularly as they apply to safety issues.
- Radiation: nature, effects and safety aspects of ionising and non-ionising radiation.

#### OHS504 Ergonomics 10cp
- Definition of ergonomics and objectives of the course.
- Biomechanical plans of ergonomics: anatomical lever system.
- Application of kinesiology to workplace layout.
SECTION FOUR

- Human activities, their nature and effects.
- Physiological measurements such as metabolic and quasi-metabolic measurements. Electromyography. Body temperature and heat loss from the body.
- Prerequisites of biomechanical work tolerance.
- Engineering of the non-equipment interface.
- Development of kinesiologically effective modes of behaviour.
- Manual materials handling and lifting.
- Functional anatomy of forearm and hand.
- Tool evaluation.
- Chairs and sitting posture - anatomical, anthropometric and biomechanical considerations.
- Ergonomic evaluation of work situations.
- Displays and controls.
- Measurement skills.
- Systems of units.
- Measurements associated with: (1) noise: protection against noise, noise level standards, other vibrations, measuring hearing, handling of noise problems, protection devices; (2) light and colour in surroundings: daylight, colour in the workroom, lighting standards, discomfort, glare, visibility; (3) climate: thermal regulation in man, dryness of the air during heating periods, heat-stress index, measures of insulation.

OHS505 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT AND LAW 20cp

Management:
- Administration theory and systems.
- Individuals and groups in organisations.
- Life span and work.
- Workers at risk.
- Human resource management and strategies.
- Total Quality Management.
- Risk management and loss control.
- Economic factors - budgets, cost benefit analysis, controls.
- Industrial Relations.
- Structure and design of health promotion activities.
- Workplace based rehabilitation.

Legal Aspects:
- Structure of the Law. An analysis of statute and common law.
- Introduction to legal concepts: duty of care, liability, causation.
- Relationship between legal principles and public opinion.
- Stare Decisis - how the common law evolves and the structure of legal decisions. Analysis of case law.
- Contracts - the legalities of employment.

SECTION FIVE

- Accidents at work: an examination of employer liability.
- Overview of Occupational Health and Safety legislation. An examination of what is a safe system of work.
- Negligence - an examination of the principle of the duty of care.
- The nature and extent of employers' liability to safeguard against hazards in the workplace. Common law and statutory breaches to be examined.
- Defences and remedies available.

OHS506 SPECIAL STUDY 20cp

This subject provides opportunity for the student to select one of the following:
- further in depth specialisation in Occupational Health and Safety Management, including Occupational Health Nursing;
- a workplace-based Project;
- development of a research protocol up to and including the pilot study phase.

A preparation phase which includes an introduction to statistics and statistical procedures, and research methodology consisting of approximately 30 hours tuition, is included in first semester.

BACHELOR OF MEDICINE PROGRAM

This section contains information on the Bachelor of Medicine degree as follows:
- The approved program of study
- Policies with respect to - part-time enrolment, leave of absence, re-enrolment
- Student dress and appearance
- Undergraduate Program Objectives by Domain
- Learning methods upon which the course is based
- Course description - Years 1 to 5
- Assessment guidelines - General Summative Assessment Guidelines followed by the Assessment Guidelines for each subject of the course.
- Text and reference books used during the course
- Prizes and grants-in-aid available to students enrolled in the course.
The Program of Study

The program of study approved by the Faculty Board for the degree of Bachelor of Medicine is as follows:

**Medicine I**
This program is normally undertaken over five years of full-time study.

In exceptional circumstances arising in individual cases, students may be permitted to enrol in "part-subjects." The "part-subjects" approved for this purpose are:

<table>
<thead>
<tr>
<th>Credit Points</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED101 Medicine I 80</td>
<td>-</td>
</tr>
<tr>
<td>MED201 Medicine II 80</td>
<td>MED101</td>
</tr>
<tr>
<td>MED321 Medicine III 80</td>
<td>MED201</td>
</tr>
<tr>
<td>MED401 Medicine IV 80</td>
<td>MED321</td>
</tr>
<tr>
<td>MED521 Medicine V 80</td>
<td>MED401</td>
</tr>
</tbody>
</table>

This program is normally undertaken over five years of full-time study.

**Policy with Respect to Leave of Absence**

The Rules covering the degree of Bachelor of Medicine make provision for students enrolled in the Bachelor of Medicine course to take a period of leave of absence from the course. A student granted leave of absence is given permission to take a year out of the course with a guarantee that he/she will be permitted to re-enrol in the course in the academic year immediately following the expiration of the period of leave with standing in all subjects passed in the course prior to the period of leave. However, as the Bachelor of Medicine course is a highly integrated full-time course, taking leave of absence may disrupt a student's learning significantly. Furthermore, large numbers of students taking leave of absence in any one year may result in large class sizes the following year. Because Faculty resources are limited, group sizes may have to be increased resulting in an unsatisfactory educational experience for the year as a whole.

Accordingly, the Faculty Board under Rules governing the degree of Bachelor of Medicine has adopted the following policy with respect to leave of absence.

1. Leave of absence will only be granted to a student for one year.
2. Leave of absence will only be granted to a student who, in the academic year prior to the year in which he/she wishes to take leave, has passed all subjects in which he/she has been enrolled.
3. Leave of absence will only be granted to any particular student once during the course.
4. Leave of absence will normally be granted to students who have just completed the first year, the fourth year of the course, or the Bachelor of Medical Science degree. That is, leave of absence will not normally be granted to students immediately upon completion of Medicine I or Medicine IV.
5. Leave of absence will not normally be granted to more than five students from any one year of the course.
6. Applications for leave of absence must be in writing giving full reasons why leave is required and must be submitted to the Faculty Secretary by the first Friday in January each year.
7. Applications for leave of absence will be determined by the Faculty Board, who in reaching the decision will give priority to students seeking leave for reasons of health, financial problems or family problems.

**Policy with Respect to Re-enrolment**

1. Re-enrolment after successful completion of a year

Students who pass a year of the B. Med. course shall be permitted to enrol in the next year of the course in the academic year immediately following. For example, a student who has passed Medicine II in one year will be permitted to enrol in Medicine III in the following academic year.

2. Re-enrolment after failure in a subject

A student who fails a subject in the B. Med. course is deemed to have made unsatisfactory progress. The cases of such students are reviewed under the Regulations governing Unsatisfactory Progress by the Faculty Students Progress Committee which may decide to:

(a) permit the student to continue;
(b) permit the student to continue subject to certain conditions;
(c) exclude the student from the course; or
(d) refer the case to the University's Admissions Committee.

3. Re-enrolment after a period of leave of absence

A student who has completed a period of approved leave of absence may re-enrol in the B. Med. course in the academic year immediately following the leave period with standing in all subjects passed in the course prior to the period of leave of absence. For example, a student who has been granted leave of absence in 1991 may re-enrol in the course in 1992 with standing in all subjects passed prior to the period of leave of absence.

4. Re-enrolment after one year out of the course to take the B. Med. Sc. degree

A student who has taken one year out of the B. Med. course to enrol in the B. Med. Sc. program will be permitted to re-enrol in the B. Med. course in the academic year immediately following the B. Med. Sc. year with standing in all subjects passed in the course prior to the B. Med. Sc. year. For example a student who enrols in the B. Med. Sc. degree in 1991 after passing the third year of the B. Med. course in 1990 will be permitted to re-enrol in 1992 in the fourth year of the B. Med. course.

5. Re-enrolment after one year out of the course without leave of absence nor B. Med. Sc. enrolment

A student who does not re-enrol in the course in one academic year and who is not granted leave of absence nor has enrolled in the B.B. Med. Sc. degree will be permitted to re-enrol in the course if:

(i) the student will be required to re-sit Domain I - Professional Skills assessments in the Medicine subject last passed in the course before the period of absence (see (v) below);
(ii) if the student passes this re-assessment he/she will be permitted to re-enrol in the course with standing in all but the last medicine subject passed before the period of absence;
(iii) if the student is found Not Satisfactory at this re-assessment he/she will be permitted to re-enrol in the course with standing in all but the last medicine subject passed before the period of absence;
(iv) the re-assessment will be scheduled to take place during the normal assessment period prior to the academic year in which re-enrolment is sought. The student will be required to take first, second and final assessment if necessary;
(v) the Domain I assessment for the various years of the course that re-enrolling students will be required to take will be:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Assessment Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine I</td>
<td>2 cases in the format used for Medicine I</td>
</tr>
<tr>
<td>Medicine II</td>
<td>2 cases in the format used for Medicine II</td>
</tr>
<tr>
<td>Medicine III</td>
<td>The long and short cases specified for Medicine III</td>
</tr>
</tbody>
</table>
Students who are in this position are advised to contact the Chair of Domain I to discuss ways in which they can refresh their skills prior to assessment.

6. Re-enrolment after more than one year out of the course.

(a) A student who has not been enrolled in the B. Med. course for two consecutive years (the two years may include a one year period of leave of absence or a one year period enrolled in the M. Med. Sc. program) will be treated in the same way as students in section 5 above, except that he/she will be required to sit an assessment in Domain III as well as in Domain I. The student will be expected to take these assessments in parallel with the student enrolled in the course which precedes the year the student wishes to enter, and will be entitled to the same number of attempts at assessment. The components of Domains I and III to be assessed are detailed in Schedule I.

An example is: a student who was last enrolled in the course in 1989 and who had passed Medicine II in that year. The student did not re-enrol in 1990 and 1991 but wished to re-enrol in 1992. This student would be required to sit the Domain I and Domain III assessments of Medicine II. If the student passes the assessment he/she will be permitted to re-enrol in the course with standing in Medicine I and Medicine II, that is enrolled in 1992 in Medicine III. If the student fails the assessment the student fails the assessment he/she will be permitted to re-enrol in the course with standing in Medicine I only. That is, this student will be required to repeat the subject Medicine II in 1992.

(b) A student who has not been enrolled in the B. Med. course for three or more consecutive academic years (the three or more years out of the course may include a period of leave of absence or a B. Med. Sc. year) will be treated in the same way as students in section 6(a) above except that he/she will be required to re-sit assessment from all Domains for the Medicine subject last taken prior to the period of absence from the course. The specific requirements will vary from year to year (refer to Schedule I). As a general guide, the assessment will include all instruments except (i) those specifically linked to group work (eg. the Group Task in Year I) and (ii) those of a long term nature in which the candidate could not be expected to have participated (eg. Population Medicine in Year I).

Re-assessment will be permitted in parallel with students already enrolled in the year immediately preceding the year in which enrolment is sought.

If the student passes the re-assessment he/she will be granted standing in all subjects in the course passed prior to the period of absence. If the student fails the re-assessment he/she will be granted standing in all Medicine subjects except the last one completed before the period of absence. That is, the student would be required to re-enrol in the Medicine subject last taken prior to the period of absence.

7. Re-enrolment after withdrawal partway through an academic year.

(a) Except where the withdrawal is from Medicine I, a student will be permitted to re-enrol in the course in the next academic year in the subject(s) from which he/she withdrew.

(b) A student who has withdrawn from Medicine I without passing must apply to the Faculty Board for permission to re-enrol in the course. The Faculty Board may permit the student to re-enrol in Medicine I or require him/her to apply for re-admission to the course under the Rules Governing Admission to the Bachelor of Medicine course. Such a student would be required to undertake the Personal Qualities Assessment and be ranked for admission with all other applicants for admission in that year in question.

Schedule 1 — Assessment for Re-Admission to The Bachelor of Medicine

Students who have not been enrolled for two consecutive years will be required to sit assessment in Domains I and III. Those who have not been enrolled for three or more consecutive years will be required to re-sit assessment in all Domains. As indicated in paragraphs 6(a) and 6(b) there are modifications from full assessment. In paragraph (b) there are modifications from full assessment: precise requirements are outlined below.

In order to enter a particular Year, the student will be required to sit a modification of the previous Year's assessment.

To enter Year 2: Modified Year 1 assessment:

Domain I Long Case assessment as specified but without pre-requisites.

Domain II Nil

Domain III Written assessment as specified.

Domain IV Nil

Domain V A 24-hr. Student Own Learning Task derived from the Long Case assessment in Domain I.

To enter Year 3: Modified Year 2 Assessment:

Domain I Long Case assessment as specified but without pre-requisites. No General Practice.

Domain II Analysis of a research paper as specified.

Domain III Written assessment as specified.

Domain IV Nil

Domain V A 24-hr. Student Own Learning Task derived from the Long Case assessment in Domain I.

To enter Year 4: Modified Year 3 assessment:

Domain I 2 Short Cases + 1 Long Case, but without pre-requisites. No Country TennLogbook, Distributor Survey or Referral Letter.

Domain II Written assessment as specified.

To enter Year 5: Modified Year 4 Assessment:

Domain I 1 Long Case in each of either Medicine/Surgery and Paediatrics/Reproductive Medicine but without pre-requisites.

Domain II Written assessment as specified.

Domain III Written assessment as specified.

Domain IV Nil

Domain V A M.L.I.E. based on the Long Case in Domain I.

Student Dress and Appearance

In all professional settings, the general appearance and dress of students should be appropriate. This is so that the image which students present to patients and relatives facilitates communication between them, so that students are easily recognised as members of the profession by health professionals and other staff, and so that students themselves develop a sense of professional identity.

In some clinical settings (eg wards, clinics, etc) it will be appropriate to wear a white coat at the discretion of the tutor. The Faculty will make available a supply of such coats for purchase by students, who will be responsible for laundering them. These should be worn in hospital or other professional surroundings. Each student should possess two coats.

In some cases it may be more appropriate not to wear a white coat (eg private rooms, some surgeries). Advance consultation with the person in charge will establish whether or not a white coat should be worn.

For laboratory work, protective clothing (when required) will be provided by the Faculty, and should be worn.

Students will be expected to wear a name badge in the clinical setting, and on some occasions which will again be identified by consultation with the person in charge. The badge will bear the student's given name and surname only, and will be provided by the Faculty. In some hospitals, further identification will be necessary; this should be worn or carried at all times, and may be useful identification outside the hospital.

For obvious reasons, a high standard of cleanliness will be required in all clinical settings.

General appearance and dress should be socially acceptable and appropriate to the occasion. Students will quickly learn by experience what standards are acceptable in different circumstances, not only, for example, on the wards or in private rooms, but also in 'off duty' professional settings, eg hospital dining rooms.

Supervisors will notify students whose dress and appearance is inappropriate and such students may be refused access to the facilities for which their appearance is deemed inappropriate.

Coats of the approved pattern which cost approximately $50.00 each will be available for purchase by students during the first week of first term.

Graduate Program Objectives

The Program Objectives act as:

- a basis for curriculum development by the Faculty, and a yardstick for decisions about inclusion or exclusion of particular activities in/from the curriculum;
- an overall statement of goals for students, and a framework within which to set their own efforts;
- the overt basis for the assessment of student progress and achievement;
- one of the yardsticks for evaluation of the program.

However, they do not specify the full range of curriculum development. Responsibility rests with the Faculty to develop a learning environment of acceptable quality and to choose relevant educational content. The notion that the learning environment should be happy and constructive cannot be expressed easily in objective form. In addition there are several assumptions which the Faculty holds which cannot be monitored. Thus the Faculty may wish to maintain a range of values and attitudes such as caring, willingness to help, and dedication, but it is not possible to insist upon these values and yet consistently adhere to a liberal educational philosophy. This is not to say that performance, but rather to distinguish them from performance which is the concern of behavioural objectives. In this sense the UPOs identify the behaviour expected of students in the way they carry out the performance of their intellectual and clinical responsibilities (eg 1.1).

The Objectives

They are designed to ensure that, at the conclusion of the course, the graduate demonstrates the ability to:

- engage in productive professional relationships and maintain those relationships to acquire, evaluate and communicate information;
- apply the processes of critical reasoning to medical care;
- apply his or her understanding of illness to its prevention, identification and management and to the promotion and maintenance of health;
- apply his or her understanding of the practice of medicine in a community or population context;
- take responsibility for evaluating his or her own performance and implementing his or her own education.

These objectives assume a dynamic environment in which medicine will be practised. In consequence the graduating student should be able to participate in change and to adapt to change.

Domain 1 — PROFESSIONAL SKILLS

1. By the time of graduation students demonstrate ability to relate to, and function in an effective fashion with, patients and their families as well as fellow professionals by:
SECTION FIVE
BACHELOR OF MEDICINE PROGRAM

1.1 manifesting those personal characteristics essential for the practice of excellent medicine, including (i) an awareness of their own assets, limitations and responsiveness,
(ii) responsibility, thoroughness, reliability and confidentiality, (iii) sensitivity to the needs of others and concern for other persons;
1.2 consistently displaying a deep regard for others, thereby showing that caring and comforting are held to be amongst the appropriate tasks for a medical practitioner;
1.3 showing that their approach to all patients reflects an understanding that the person who is ill is all in all is more important than the illness from which he or she suffers;
1.4 applying in an observable way both an understanding of the importance of the doctor/patient relationship, and its place in the provision of medical care at all levels;
1.5 showing, (i) an enlightened involvement with patients, free from undue interference with communication created by the excessive use of psychological defence mechanisms, thus avoiding the demonstration of aloof and unfeeling detachment, undue aggression and other unhelpful behaviours, (ii) a recognition of those patients who display dependency or hostility to an extent which affects patient management and patient co-operation, and interacting appropriately with them, (iii) an awareness of how their own personality affects their interaction with their patients and how their own anxieties and prejudices may alter patient attitudes and behaviour, (iv) a capacity to accord with ethical principles which restrain practitioners from taking advantage of patients;
1.6 applying an awareness of the role of the physician in health welfare professional teams and working co-operatively within them;
1.7 showing the establishment of effective communication and co-operation with a wide variety of patients, healthy members of the community and other professionals;
1.8 applying an awareness of the potential conflicts imposed upon them by their obligations to themselves and their family, to their patients and the community they serve;
1.9 applying an understanding of the ethical basis of medical practice;
1.10 applying a logical and probabilistic approach to clinical problems, and displaying a tolerance for ambiguous situations by coping with uncertainty in the clinical context;
1.11 applying skills in interacting with patients to increase the importance of the doctor/patient relationship, and its place in the provision of medical care at all levels;
1.12 obtaining a clinical history from a wide variety of patients, and eliciting clinical signs through the conduct of physical examination - these skills should be demonstrated with both adults and children;
1.13 writing an accurate clinical record on the basis of their own observations, recognizing and defining a clinical problem,
DOMIAN IV — POPULATION MEDICINE

A year long program providing contact with, and insight into, the needs and resources of individuals and society. This is arranged through role playing of disability and through visits within the community, including a family visit, visits to facilities and self-help agencies, and exploration of alternative health systems. An introduction to the basic concepts of epidemiology and biostatistics is linked to the experiences in Domain II.

DOMIAN V — SELF-DIRECTED LEARNING

There are three parts:
1. Learning topics are identified from a clinical problem considered by the students as part of Domain I assessment. Each student selects a topic as their "own learning task", for individual study and research based on literature and consultation.
2. A year long program in medical informatics provides an introduction to the basics and concepts of computer applications in medicine.
3. A "mini-elective". This elective is based upon a field of interest identified by the student during the year. A program is arranged in consultation with a Faculty supervisor and a report is written.

Timetable Commitments

Typical weekly timetables for each block are shown below.

Block 1 — Homeostasis Under Stress

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Microscopy</td>
<td>Medical</td>
<td>Microscopy</td>
<td>Microscopy</td>
</tr>
<tr>
<td>Student</td>
<td>Interviewing</td>
<td>Working</td>
<td>Problem</td>
<td>Tutorial</td>
</tr>
<tr>
<td>Fixed</td>
<td>Resource</td>
<td>Sessions</td>
<td>Working</td>
<td>Problem</td>
</tr>
<tr>
<td>Session</td>
<td>Tutorial</td>
<td>Medical</td>
<td>Interviewing</td>
<td>Problem</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Working</td>
<td>Problem</td>
<td>Tutorial</td>
<td></td>
</tr>
</tbody>
</table>

In addition, this block includes critical reasoning tutorials, paediatric ward experience, adult ward experience, community visits, computer training and sessions with ambulance officers.

Block 2 — Homeostasis Under Stress

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Microscopy</td>
<td>Medical</td>
<td>Microscopy</td>
<td>Microscopy</td>
<td>Microscopy</td>
</tr>
<tr>
<td>Student</td>
<td>Interviewing</td>
<td>Working</td>
<td>Problem</td>
<td>Tutorial</td>
<td>Microscopy</td>
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<tr>
<td>Fixed</td>
<td>Resource</td>
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<td>Tutorial</td>
</tr>
<tr>
<td>Session</td>
<td>Tutorial</td>
<td>Medical</td>
<td>Interviewing</td>
<td>Problem</td>
<td>Problem</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Working</td>
<td>Problem</td>
<td>Tutorial</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition, students in this block have CD-ROM training sessions, anatomy sessions, professional skills sessions in the hospital and on campus, and critical reasoning tutorials.

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BACHELOR OF MEDICINE PROGRAM

Course and Subject Descriptions

Detailed documentation of activities in each Year and within each Domain will be distributed from time to time. This account provides a general overview with brief comment on assessment.

Year 1

YEAR 1 consists of the subject MEDICINE I. The year is divided into three blocks, each of approximately 10 weeks' duration.

MEDICINE I

Week one consists of an overall introduction to the medical school, the curriculum, learning methods and learning objectives. The remainder of the year is organized by Domain as described below.

DOMAIN I — PROFESSIONAL SKILLS

Block 1: This provides a broad introduction to the health care system with adult and paediatric ward experience linked to activities in Domain III. An introduction to clinical supervision is provided in the setting of the small group tutorials of Domain III.

Block 2: Medical consultation skills are expanded. The techniques of history taking and physical examination are introduced under the guidance of a clinical tutor in the group setting and in the wards.

DOMIAN II — CRITICAL REASONING

Topics related to the topics of Domain II are chosen for study with tutors experienced in the techniques of critical reasoning. The main activity is critical appraisal of publications and the quantitative and qualitative validity of the evidence presented.

DOMIAN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS

Blocks 1 & 2: Through the study of clinical problems, students learn the mechanisms of homeostasis under stress and the mechanisms of abnormality and damage. Eight systems are considered: genetic, nutritional, psychological, traumatic, infective, toxic, vascular and neoplastic. In subsequent Blocks, these mechanisms are further explored in relation to each body system and to clinical mechanisms.

Block 3: The kidney, urinary tract and gastrointestinal system. The study goes through the clinical problems of normal structure and function and control mechanisms, and of the mechanisms and manifestations of disorders resulting from selected stresses and disease mechanisms.

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BACHELOR OF MEDICINE PROGRAM

Block 3 — Organ Systems: Renal, Urinary Tract and Gastrointestinal

In addition, students in this block have regular sessions with physicians and surgeons, and post-mortem tutorials. Detailed timetables are distributed to students at the beginning of each block.

Year 2

YEAR 2 consists of the subject MEDICINE II. The year is divided into three blocks, each of approximately 10 weeks' duration.

MEDICINE II

DOMIAN I — PROFESSIONAL SKILLS

Clinical skills are further practised and strengthened under supervision of clinical tutors in hospitals and private rooms. Students are also attached to a general practice where the special basic skills relevant to general practice are developed. Clinical tutors relate to the successive body systems under study in Domain III; the cardiovascular, respiratory, neurological, psychiatric, endocrine and haematological systems.

DOMIAN II — CRITICAL REASONING

Students pursue a number of literature research projects linked to the activities of Domain III. These all have a special emphasis on evidence of causation and association, the efficacy of health care systems, and modes of intervention in acute and chronic disease.

DOMIAN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS

The sequence of study through successive body systems commenced in Block 3 of Year 1 is now continued as follows:

Block 4: Cardiovascular and respiratory systems

Block 5: neurology and psychiatry

Block 6: endocrinology and haematology

DOMIAN IV — POPULATION MEDICINE

The entire class studies a single topic of broad community significance. The study is divided into separate fields, each the responsibility of an individual tutorial group. A research protocol is drawn up, an investigation is carried out and a report is written by each group.

DOMIAN V — SELF-DIRECTED LEARNING

Extended "own learning tasks" will be identified in relation to Domain III. This may be based on an area of difficulty from Year 1, providing an opportunity for remediation. Alternatively, students may select a topic of particular interest from Year 1 or anticipate an area of study in Year 2. This task is carried out under academic supervision and a written report is required.

Additionally, a topic will be identified in the course of a long case (clinical skills) assessment and this will form the basis of a 45 hour learning task based upon literature, research and consultation.

At the end of the year a two-week mini-elective will be undertaken based upon a topic of the student's choice, as in Year 1.

Timetable Commitments

Typical weekly timetables for each block are shown below.

Block 4 — Organ Systems: Cardiovascular and Respiratory

Block 5 — Organ Systems: Neurology and Psychiatry

Block 6 — Organ Systems: Endocrinology & Haematology

Students in this block have regular neurology professional skills tutorials, general practice attachments, psychiatric hospital attachments and CD-ROM training sessions.

Students in this block have regular neurology professional skills tutorials, general practice attachments, psychiatric hospital attachments, and CD-ROM training sessions.

Year 3

YEAR 3 consists of the subject MEDICINE III. The year is divided into four Blocks, one of 11 and three of 8 weeks' duration. The first two 8 week Blocks are run twice in parallel, for each half of the class. The third 8 week Block is an elective.
MEDICINE III

DOMAIN I — PROFESSIONAL SKILLS
Clinical skills are further refined, linking with the various earlier experiences. In the program of human sexuality the foundation of counselling skills is laid down. The write-up of histories, referral and discharge letters is included in professional skills training.

DOMAIN II — CRITICAL REASONING
Further reinforcement of the skills of critical appraisal through the study of published papers dealing with the effects of treatment, prognosis, the efficiency of diagnostic tests and issues in occupational medicine.

DOMAIN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS
The learning of Years 1 and 2 is consolidated in two Blocks and extended to the special considerations of individual sub-specialties. These two Blocks are undertaken in Newcastle. For the first Block all students are in Newcastle together. For the second Block half the students study in Newcastle and the other half are allocated to the country hospitals. In the third Block the country group returns to complete their second Newcastle Block, and the other half go to the country.

Block 7: (First Newcastle block)
Understanding of the mechanisms and manifestations of normal and disturbed structure and function are consolidated and extended through further clinical problems of the respiratory, cardiology and gastrointestinal system. In addition, problems in ear, nose and throat, ophthalmology, rheumatology, orthopaedics, and immunology are considered, and appropriate clinical experiences are provided in these areas.

Block 8: (Second Newcastle block)
Further problems in relation to neurosurgery, psychiatry, dermatology, vascular/hypertension, and the renal systems and diabetes are considered. In addition, there is a segment on human sexuality together with gynaeco-urinary medicine.

Block 9: (Country block)
The understanding of basic mechanisms and the manifestations of disease is now applied in direct clinical clerking of patients in a variety of country hospital postings. Students are attached to members of staff of those hospitals, and particular emphasis is placed on general medicine, general surgery, casualty and emergency care, and general practice. Further clinical experience is obtained in sub-specialties.

DOMAIN IV — POPULATION MEDICINE
Topics are based upon the problems of Domain III, as they apply to a given population. In addition, special studies focus upon methods and value of assessing the quality of care and health economics.

DOMAIN V — SELF-DIRECTED LEARNING
An extended own learning task is pursued, either on a student’s topic of choice or as remediation for a previously identified deficiency from Year 2. In addition, students are required to undertake an eight week elective at the end of Year 3. This elective is student oriented both in content and process.

Preparation for the elective period starts long before the elective itself. Elective topics may be proposed either by Faculty staff or by students. However, the ones so far selecting a topic rests with the student. The student must find a member of Faculty staff, or an individual approved by the Faculty, who is prepared to supervise study of the chosen topic. The location for the elective is not restricted and may be anywhere in Australia or overseas. The student, in consultation with the supervisor, is required to draw up a set of objectives to be achieved during the elective. These objectives are then included in an “elective study contract” which must be submitted to the Faculty for approval before the elective is begun. Students are then required to submit a report of at least 1000 words in length on their elective experience. The supervisor is also required to report on the student’s performance during the elective.

Time Table Commitments

<table>
<thead>
<tr>
<th>Block 7 - Newcastle Block</th>
<th>Ear Nose and Throat and Ophthalmology (in parallel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Respiratory</td>
</tr>
<tr>
<td>Week 6</td>
<td>Cardiology</td>
</tr>
<tr>
<td>Week 7</td>
<td>Liver</td>
</tr>
<tr>
<td>Week 8</td>
<td>Immunology</td>
</tr>
<tr>
<td>Weeks 9 &amp; 10</td>
<td>Orthopaedics</td>
</tr>
<tr>
<td>Week 11</td>
<td>Rheumatology</td>
</tr>
</tbody>
</table>

Students in this Block rotate through three professional skills attachments: surgery, ENT clinic, and ophthalmology rooms. There are also extra sessions for orthopaedic clinical skills, ear, nose and throat skills, ophthalmoscope tutorial, and female pelvic examination.

Block 8 - Newcastle Block

<table>
<thead>
<tr>
<th>Weeks 1 &amp; 2 Sexuality</th>
<th>Weeks 3 &amp; 4 Dermatology</th>
<th>Week 5 Neurosurgery and Psychiatry</th>
<th>Week 6 Vascular/Hypertension</th>
<th>Week 7 Diabetes</th>
<th>Week 8 Renal</th>
</tr>
</thead>
</table>

**Notes:**
- Block One consists of Block One (20 weeks) and 7 weeks of Block Two.
- Block Two consists of the remaining 3 weeks of Block Two, all of Block Three (10 weeks), and Blocks 1 (1 week).
- Students returning to complete their second Newcastle Block, and the other half go to the country.
- These two Blocks are undertaken in Newcastle. For the second Block half the students study in Newcastle and the other half are allocated to the country hospitals. In the third Block the country group returns to complete their second Newcastle Block, and the other half go to the country.
- Understanding of the mechanisms and manifestations of normal and disturbed structure and function are consolidated and extended through further clinical problems of the respiratory, cardiology and gastrointestinal system. In addition, problems in ear, nose and throat, ophthalmology, rheumatology, orthopaedics, and immunology are considered, and appropriate clinical experiences are provided in these areas.

**General Information**

**Principal Dates 1992**

- **January**: Monday 1992
- **February**: Monday 1992
- **March**: Monday 1992
- **April**: Monday 1992
- **May**: Monday 1992
- **June**: Monday 1992
- **July**: Monday 1992
- **August**: Monday 1992
- **September**: Monday 1992

**Dates for the 1993 Academic Year for the Bachelor of Medicine Program**

- Year I
  - Semester 1: Monday 2 March, 1992
  - Semester 2: Monday 20 September, 1992

**Notes:**
- Semester One consists of Block One (20 weeks) and 7 weeks of Block Two.
- Block Two consists of the remaining 3 weeks of Block Two, all of Block Three (10 weeks), and Blocks 1 (1 week).

**Course Content**

-**Preclinical Skills**: Monday 1992
-**Clinical Skills**: Monday 1992
-**Population Medicine**: Monday 1992
-**Self-Directed Learning**: Monday 1992

**Academic Year Dates**

- **January**: Monday 1992
- **February**: Monday 1992
- **March**: Monday 1992
- **April**: Monday 1992
- **May**: Monday 1992
- **June**: Monday 1992
- **July**: Monday 1992

**Examinations**

- Monday 1992
- Monday 1992
- Monday 1992
- Monday 1992
- Monday 1992
- Monday 1992
Advice and Information

Advice and information on matters concerning the Faculties of the University can be obtained from a number of people.

Faculty Secretaries
For general enquiries about University regulations, Faculty rules and policies, students within the University and so on, students may consult the relevant Faculty Secretaries.

Admissions
Admissions is responsible for the administration of undergraduate and postgraduate admissions to the University. The University has a wide range of undergraduate and postgraduate programmes and subjects available. To obtain a free copy of the University's full prospectus or a copy of the Undergraduate Course Index, students should contact the Admissions Office.

STUDENT SERVICES
Student Services offers a wide range of services to students, including academic advice, personal and financial assistance, and health and counselling services. Students can obtain further information by contacting the Student Services Office.

Transfer of Enrolment
Transfer of enrolment is the process of transferring from one course to another within the University. Students must apply for transfer of enrolment through the University's Academic Records Office. The application must be submitted in writing to the appropriate Academic Records Office. The application must be complete and include all relevant documentation. The application will be reviewed by the relevant Academic Records Officer. The decision will be made by the Dean of the Faculty in which the student is enrolled.
machine readable lettering for use when borrowing books from the University Library, and contains the student's interim password for access to facilities of the Computing Centre. Please note that the Student Card will not be activated until the General Service Charge has been paid.

Students are urged to take good care of their Student Card. If the Card is lost or destroyed, there is a service charge of $5 payable before the Card will be replaced.

A student who withdraws completely from studies should return the Student Card to the Student Division Office.

RE-ADMISSION AFTER ABSENCE

A person wishing to resume an undergraduate degree course who has been enrolled previously at the University of Newcastle, but not enrolled in 1991, is required to apply for admission again through the Universities Admissions Centre, Locked Bag 500, Lithgow 2790. Application forms may be obtained from the UAC or from the Student Division Office and closed with the UAC on 30 September each year. There is a $50.00 fee for late applications.

ATTENDANCE STATUS

A candidate for any qualification other than a postgraduate qualification who is enrolled in three quarters or more of a normal full-time program shall be considered to be a full-time student. In the case of a part-time student enrolled in either a part-time course or less than three-quarters of a full-time program shall be deemed to be a part-time student.

A candidate for a postgraduate qualification shall enrol as a full-time or a part-time student as determined by the Faculty Board.

CHANGE OF ADDRESS

The University holds on record both an address for correspondence and a home address. Students are responsible for notifying the Student Division Office in writing of any change in their address. A Change of Address form should be used and is available from the Student Division Office.

Failure to notify changes to your correspondence address could lead to important correspondence or course information not reaching you. The University cannot accept responsibility if official communications fail to reach a student who has not notified the Student Division Office of a change of address.

CHANGE OF NAME

Students who change their name should advise the Student Division Office. A marriage or deed poll certificate should be presented for sighting in order that the change can be noted on University records.

CHANGE OF PROGRAM

Approval must be sought for any changes to the program for which a student has enrolled. This includes adding or withdrawing subjects. All promotions of charges should be entered on the Program Variation section on the reverse side of your Confirmation of Program form. Reasons for changes and where appropriate documentary evidence in the form of medical or other appropriate certificates must be submitted.

WITHDRAWAL

Application to withdraw from a subject should be made on the Program Variation section on the reverse side of your Confirmation of Program form and lodged at the Student Division Office or mailed to the Academic Registrar.

Applications received by the appropriate date listed below will be approved for withdrawal without a failure being recorded against the subject or subjects in question.

Withdrawal Dates
- First Semester: 12 June 1992
- Second Semester: 6 November 1992

Except with permission of the Dean:
- (a) a candidate shall not be permitted to withdraw from a subject after the dates listed above,
- (b) a candidate shall not be permitted to withdraw from a subject on more than two occasions.

If a student believes that a failure should not be recorded because of the circumstances leading to his or her withdrawal, it is important that full details of these circumstances be provided with the application to withdraw.

ENROLMENT CONFIRMATION

Students should ensure that all details on their Confirmation of Program form are correct. Failure to check this information could create problems at examination time. Please note that it is the student's responsibility to:
- (i) ensure that all enrolment details are correct,
- (ii) withdraw from a Semester II subject if a failure has occurred in the Prerequisities Semester I subject.

FAILURE TO PAY OVERDUE DEBTS

Any student who has been indebted to the University by reason of non-payment of any fee or charge, non-payment of any fine imposed, or has failed to pay any overdue debts shall not be permitted to:
- complete enrolment in a following year;
- receive a transcript of academic record;
- graduate or be awarded a Diploma;
- receive a replacement Student ID Card until such debts are paid.

Students are requested to pay any debts incurred without delay.

LEAVE OF ABSENCE

Subject to any provision concerning your course (as set out in the schedule), a candidate in good academic standing in the course:
- (a) may take leave of absence of one year from the course;
- (b) with the permission of the Dean, may take leave of absence of two consecutive years from the course with prejudice to any right of the candidate to re-enrol in the course following such absence.

Please consult your Faculty Secretary for further information. To re-enrol in your course after leave of absence, you must re-apply through the Universities Admissions Centre (UAC), Locked Bag 500, Lithgow NSW 2790.

The UAC closing date is 30 September each year.

ATTENDANCE AT CLASSES

Where a student's attendance or progress has not been satisfactory, action may be taken under the Regulations Governing Unsatisfactory Progress.

In the case of illness or absence for some other unavoidable cause, a student may be excused for one attendance at classes.

All applications for exceptions from attendance at classes must be made in writing to the Head of the Department offering the subject. Where tests or term examinations have been missed, this fact should be noted in the absence record.

The granting of an exemption from attendance at classes does not carry with it any waiver of the General Services Charge.

GENERAL CONDUCT

In accepting membership of the University, students undertake to observe the by-laws and other requirements of the University.

Students are expected to conduct themselves at all times in a seemly fashion. Smoking is not permitted during lectures, in examination rooms or in the University Library. Gambling is forbidden.

Members of the academic staff of the University, senior administrative officers, and other persons authorised for the purpose have authority to report on disorderly or improper conduct occurring in the University.

NOTICES

Official University notices are displayed on the notice boards and published in the University Gazette and are available from Student Life. Notices may be displayed on the notice boards or mailed to the Registrar.

EXAMINATIONS

Tests and assessments may be held in any subject from time to time. If the assessment of a student's progress in an University course, consideration will be given to laboratory work, tutorials and assignments, and to any term or other tests conducted throughout the year. The results of such examinations or class work may be incorporated with those of formal written examinations.

EXAMINATION PERIODS

Formal written examinations take place on prescribed dates within the following periods, Saturdays may be included:

Mid Year: 15 June - 3 July 1992
End of Year: 9 to 27 November, 1992

Timetables showing the time and place at which individual examinations will be held will be posted on the examinations notice board at the Great Hall and other prominent locations on campus.

Misreading of the timetable will not under any circumstances be accepted as an excuse for failure to attend an examination.

SITTING FOR EXAMINATIONS

Formal examinations, when prescribed, are compulsory. Students should consult the final timetables in advance to find out the time, date and place of their examinations and should allow themselves plenty of time to get to the examination room so that they can take advantage of the 15 minutes reading time that is allowed before the examination commences.

Normally, entry into the examination room will be permitted from 15 minutes before the actual commencement of the examination writing time. It is the responsibility of the student to ensure that he/she arrives at the allocated seat and completes the necessary attendance slip and any related registration details before the commencement of reading time. During reading time no writing will be permitted. The seat allocation list for each examination will be placed on the noticeboard of the Department running the subject, and on a noticeboard outside the examination room. Materials which may be taken into each examination will also be displayed and examination advice advanced to examinees. A complete day test will also be displayed in the Great Hall foyer and Hunter Building foyer. Students can take into any examination any writing instrument, drawing instrument or eraser. Logistical tables may not be taken into the examination room. Calculators may not be allowed into the examination room unless the Examinations Officer has instructed on the examination paper that the calculator specified is a permitted one. Calculators must be hand-held, battery-operated and non-programmable and students should note that no concession will be made.

RULES FOR EXAMINATIONS

1. In these rules, unless the context or subject matter otherwise indicates or requires:

   "award" means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;
   "Department" means the department assigned responsibility for a particular subject and includes any other body so responsible;
   "Departmental Examinations Committee" means the Departmental Examinations Committee of the academic department; and, in the case of any other examination, by the Head of Department;
   "degree" means an examination conducted by a Department or the degree of Doctor of Philosophy. The examination of those degrees or the assessment of published works submitted for Higher Doctoral Degrees shall be conducted in accordance with the requirements for the degree.

   Interpretation

   2. In these rules, unless the context or subject matter otherwise indicates or requires:

   (a) "subject" means an examination conducted by a Department or the degree of Doctor of Philosophy. The examination of those degrees or the assessment of published works submitted for Higher Doctoral Degrees shall be conducted in accordance with the requirements for the degree.

   Interpretation

   2. In these rules, unless the context or subject matter otherwise indicates or requires:

   "award" means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;
   "Department" means the department assigned responsibility for a particular subject and includes any other body so responsible;
   "Departmental Examinations Committee" means the Departmental Examinations Committee of the academic department; and, in the case of any other examination, by the Head of Department;
   "degree" means an examination conducted by a Department or the degree of Doctor of Philosophy. The examination of those degrees or the assessment of published works submitted for Higher Doctoral Degrees shall be conducted in accordance with the requirements for the degree.

   Interpretation

   2. In these rules, unless the context or subject matter otherwise indicates or requires:

   "award" means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;
   "Department" means the department assigned responsibility for a particular subject and includes any other body so responsible;
   "Departmental Examinations Committee" means the Departmental Examinations Committee of the academic department; and, in the case of any other examination, by the Head of Department;
   "degree" means an examination conducted by a Department or the degree of Doctor of Philosophy. The examination of those degrees or the assessment of published works submitted for Higher Doctoral Degrees shall be conducted in accordance with the requirements for the degree.
EXAMINATIONS

"supplementary examination" means an examination administered to a candidate in respect of which any doubt exists as to the results that are to be recorded in an examination return.

PART 2 - GENERAL

Examinations other than in single department

3. (1) Where a Faculty is not composed of Departments, the functions and responsibilities of the Head of a Department and the Departmental Examinations Committee shall be undertaken respectively by the person or body in that Faculty approved for the purpose of these Rules by the Academic Senate.

(2) Where a subject is not the responsibility of a single Department, the person or body responsible for the functions and responsibilities of the Head of a Department and the Departmental Examinations Committee in respect of that subject shall be decided by the Faculty Board concerned or, where Departments from more than one Faculty are involved, by the Academic Senate.

Determination of nature and extent of examining

4. Each Faculty Board shall determine the nature and extent of examining in the subjects in the awards for which the Faculty is responsible and each examining may be written, oral, clinical or practical or any combination of these.

Publication of requirements

5. The Head of Department shall ensure the publication of the Department's examination requirements in each subject in the end of the second week of the semester in which the subject commences including the weight and timing of each task comprising the total assessment to be applied in determining the final grade.

Penalties

6. An infringement of any of the rules set out in Rule 16(1), other than pursuant to Rule 16(2), or the instruction referred to in Rule 19 shall constitute an offence against discipline.

PART 3 - PROCEDURES

External Examiners

7. (1) The Academic Senate may, on the recommendation of a Faculty Board made on the recommendation of a Head of Department appoint one or more external examiners for the Department. Such appointment shall be for a term of one year except with the approval of the Academic Senate, no external examiner for the Department shall be reappointed for more than four consecutive terms of office.

(2) Where the appointment of an external examiner for a candidate is prescribed by the Rules for an award, or where the Faculty Board considers it appropriate that an external examiner for a candidate be appointed, such appointment shall be made by the Faculty Board or as otherwise prescribed in the Rules for that award.

Examining

8. The Head of each Department shall arrange for the members or members of the academic staff responsible for each of the subjects offered by the Department:

(a) to prepare the examination papers in the subjects;

(b) in consultation with any other members of staff involved in the tuition or supervision of the candidates, to assess the scripts and other work submitted by candidates and, if required, prescribe a further or supplementary examination for any candidate; and

(c) to record in an examination return a judgment in respect of each candidate for submission to the Departmental Examinations Committee.

Departmental recommendations of results

9. The Departmental Examinations Committee shall consider the judgments recorded for candidates and shall make recommendations to the Faculty Board as to the result in the subject for each candidate.

Determination of results in subjects

10. (1) The recommendations of the Departmental Examinations Committee shall be presented to the Faculty Board by the Head of the Department or the representative of that Head, who shall be entitled to vary any recommended result if of the view that it is appropriate to do so on the recommendation of the Faculty Board.

(2) The Dean shall ensure that in making its recommendations the Departmental Examinations Committee has considered any request for special consideration made by a candidate pursuant to Rule 13.

(3) Each Faculty Board shall consider the recommendations of the Departmental Examinations Committee and, taking into account any change to a recommendation under sub-rules (1) or (2), shall either:

(a) confirm the results; or

(b) defer the decision pending the outcome of any other action as the Academic Senate deems appropriate.

Grading of results in subjects

11. The result awarded in a subject to a candidate shall be one of those in the list of approved results determined by the Academic Senate from time to time.

Review of results in subject

12. (1) A candidate may apply for a review of any result awarded in a subject to that candidate.

(2) An application made under sub-rule (1) shall be made to the Academic Registrar on the prescribed form and shall be accompanied by the prescribed fee.

(3) A review of the result shall include a check:

(a) that all required parts of the assessment have been included in the final determination of the result;

(b) that the content of examination scripts has been fairly considered, including, where possible, a review of marks awarded by the candidates; and

(c) that all marks contributing to the final grade have been correctly weighted and their total accurately obtained but shall not include any review of earlier assessments which have been made available to the candidate on a continuing basis throughout the subject.

(4) If the Faculty Board, on the recommendation of the Head of the Department concerned or the representative of that Head, changes the result following review, the fee shall be refunded to the candidate.

Special Consideration

13. (1) A candidate who claims that:

(a) study during the year or preparation for an examination;

(b) attendance at performance in an examination has been influenced by illness, disability or other serious cause, may report the circumstances in writing, supported by medical or other appropriate evidence to the Academic Registrar and request that they be taken into account in the assessment of the examination results of that candidate. Such request shall be made on the prescribed form.

A request made pursuant to sub-rule (1)(a) shall be submitted by the candidate within thirty days after any illness arising from the illness or even on which the request is based, or such longer period as the Dean of the Faculty in which the candidate is enrolled may permit.

A request made pursuant to sub-rule (1)(b) shall be submitted by the candidate no later than three days after the date of the examination or within such further period as the Dean of the Faculty in which the candidate is enrolled may permit.

Where a candidate is personally unable to take the action prescribed under this Rule, some other person may take such action on behalf of that candidate.

The Academic Registrar may call for such other evidence in respect of the candidate's request as she may reasonably require.

A candidate who is granted special consideration may be required to attend a further examination or to undertake further assessment to determine a result.

PART 4 - FORMAL WRITTEN EXAMINATIONS

Responsibility

14. The Academic Registrar shall be responsible for the administration and supervision of the formal written examinations of the University.

Timetable for formal written examinations

15. (1) The Academic Registrar shall publish a timetable showing when and where formal written examinations will be held and shall either:

(a) call the responsibility of candidates to attend in those examinations prescribed for the subjects in which they are enrolled.

(b) provide the timetables, in accordance with the provisions of Rule 15(1), where the Academic Registrar considers it justifies on religious, conscientious or other grounds, special arrangements may be made to allow a candidate to attend a prescribed examination for a subject at a time and place different from that published in the examination timetable.

(2) Subject to the provision of Rule 13(1)(b), candidates who fail to attend the examinations paper until granted permission by the Academic Registrar immediately following the conclusion of the examination shall not be permitted to sit for and failed examination.

Rules for formal written examinations

16. (1) Formal written examinations shall be conducted in accordance with the following rules:

(a) candidates shall comply with any instructions given by a supervisor relating to the conduct of the examination;

(b) before the examination begins candidates shall not read the examination paper until granted permission by the supervisor who shall be given ten minutes before the start of the examination;

(c) no candidate shall enter the examination room after thirty minutes from the time the examination has begun;

(d) no candidate shall leave the examination room during the first thirty minutes or the last ten minutes of the examination;

(e) no candidate shall re-enter the examination room after having left it during the examination, unless on the examination paper which has been under approved supervision;

(f) no candidate shall bring into the examination room any such as may be specified for the particular examination;

(g) no candidate shall not by any means obtain or endeavour to obtain improper assistance, give or endeavour to give assistance to any other candidate, or commit any breach of good order;

(h) no candidate shall take from the examination room any examination papers, mark sheets, or any examination paper marked, graph paper, drawing paper or other materials issued for use during the examination;

(i) no candidate may smoke in the examination room.

(2) The provisions of sub-rule (1) may be relaxed:

(a) by the Academic Registrar;

(b) by the exception of paragraphs (c), (f), (g) and (h) by the supervisor upon the direction of the Academic Registrar or at the discretion of the supervisor, provided that the circumstances of any case in which discretion has been exercised shall be reported in writing to the Academic Registrar immediately following the conclusion of the examination.

PART 5 - OTHER EXAMINATIONS

Responsibility

17. The Head of Department shall be responsible for the administration and supervision of the examinations of the University, other than formal written examinations, in the subjects offered by the Department.

Timetable

18. (1) Where appropriate, the Head of Department shall publish a timetable showing when and where examinations will be held and it shall be the responsibility of candidates to attend in those examinations prescribed for the subjects in which they are enrolled.

(2) Notwithstanding the provisions of Rule 18(1), where the Head of Department considers it justifies on religious, conscientious or other grounds, special arrangements may be made to allow a candidate to attend a prescribed examination for a subject at a time and place different from that published in the examination timetable.

Compliance with instructions

19. Candidates shall comply with any instructions given by the Head of Department or the supervisor relating to an examination.

Any infringement of these rules constitutes an offence against discipline.

EXAMINATION RESULTS

End of year examination results will be released by last December. Examination results for Semester 1 subjects will be released by the end of July.

No results will be given by telephone.

After the release of both Semester 1 and end of year examination results a student may apply to have a result reviewed by the Academic Registrar. There is a charge per submission, which is refundable in the event of an error being discovered. However, it should be noted that examination results are released only after careful assessment of students' performances and that, among other things, marginal results are reviewed before results are released.
SPECIAL CONSIDERATION REQUESTS

All applications for special consideration should be made on the Application for Special Consideration form. The granting of Special Consideration could involve a further examination or assessment held shortly after the formal examination. Students who become liable for action as the Faculty Board considers appropriate are notified. Any decision not notified by the Department that offered the subject. Consequently you must therefore check with the Department that offered the subject to ascertain that Department's requirements. You should also watch the Department's noticeboard for further advice concerning Special Consideration.

Application Forms may be obtained from your Faculty Office, Student Services, Counselling Services, Student Counselling Unit and Examination & Services, Hunter Building.

Part 3 of the University's Examination Rules specifies procedures relating to Special Consideration Requests, for details see page (x) and the necessary application form. You should read the instructions on the form before applying for Special Consideration.

STATIONS OF ACADEMIC RECORD

If you wish to be issued with a statement of your academic record, you must complete the appropriate application form and lodge it with the University Cashier along with the appropriate fee (see page x). The statement will be mailed out as soon as it becomes available, to the nominated address. Applicants should allow adequate time for this to occur. Computer produced statements can normally be mailed within a week. Statements involving pre 1970 records might be expected to take longer to produce. Indebted applicants must clearly state in their application what information is required.

Applications may be obtained from the Student Division Equity Counter, Counsellor Building and the Examination and Services Counter, Hunter Building.

UNSATISFACTORY PROGRESS

The University has adopted Regulations Governing Unsatisfactory Progress, which are set out below.

Students who become liable for action under the Regulations will be notified. Appeals against exclusion must be lodged together with Enrolment Application forms by Friday 4 January 1991.

The Faculty's progress requirements are set out elsewhere in this volume.

Regulations Governing Unsatisfactory Progress

1. (1) These Regulations are made in accordance with the powers vested in the Council under By-law 5.1.2.

(2) These Regulations shall apply to all students of the University except those who are candidates for a degree of Master or Doctor.

(3) In these Regulations, unless the context or subject matter otherwise indicates or requires:

**Admissions Committee** means the Admissions Committee of the Senate constituted under By-law 2.3.5.

**Dean** means the Dean of a Faculty in which a student is enrolled.

**Faculty Board** means the Faculty Board of a Faculty in which a student is enrolled.

2. (1) A student's enrolment in a subject may be terminated by the Head of the Department in circumstances where:

a) the student has not made satisfactory progress or has not maintained a rate of progress considered satisfactory by the Head of Department in determining whether a student is failing to maintain satisfactory progress that subject of that student does not previously raised and may seek such information as it thinks fit concerning the academic record of the applicant and the making of the determination by the Faculty Board. Neither the Head of Faculty Board shall act as a member of the Admissions Committee on the hearing of any such appeal.

b) the appellant and the Dean of the Dean's remit will have the right to be heard in person by the Admissions Committee.

(2) The Admissions Committee may confirm or change any decision made by the Faculty Board or may substitute for it any other decision which the Faculty Board is empowered to make pursuant to these Regulations.

(3) If the Admissions Committee considers a student is not fit to continue the course subject to the making of a recommendation to the Vice-Chancellor for action as the Faculty Board considers appropriate.

The Admissions Committee shall consider all cases referred to it by a Faculty Board and may:

(a) make any decision which the Faculty Board itself could have made pursuant to regulation 3 (a), (b) or (c) of these Regulations;

(b) exclude the student from enrolment in such other subjects, courses, or Faculties as it thinks fit;

(c) exclude the student from the University.

The Committee shall not make any decision pursuant to regulation 3 (b) or (c) of these Regulations unless it has first given to the student the opportunity to be heard in person by the Committee.

(3) A student may appeal against any decision made by the Admissions Committee under this Regulation 3.

(4) The Council may confirm the decision of the Admissions Committee or substitute for it any other decision which the Admissions Committee is empowered to make pursuant to these Regulations.

(5) A student who has been excluded from further enrolment in a Faculty Board may make an application for enrolment in another Faculty to the Vice-Chancellor against any decision made by the Admissions Committee under this Regulation.

8. (1) A student who has been excluded from further enrolment in a Faculty Board may make an application for enrolment in another Faculty to the Vice-Chancellor against any decision made by the Admissions Committee under this Regulation 3.

(2) The Council shall not make any decision pursuant to regulation 3 (b) or (c) of these Regulations unless it has first given to the student the opportunity to be heard in person by the Committee.

(3) A student may appeal against any decision made by the Admissions Committee under this Regulation 3.

(4) The Council may confirm the decision of the Admissions Committee or substitute for it any other decision which the Admissions Committee is empowered to make pursuant to these Regulations.

9. (1) A student whose enrolment is terminated under regulation 3 (b) or (c) of these Regulations shall be entitled to refund the following:

(a) by the Faculty Board, the student who has been excluded from a single course or a single Faculty;

(b) by the Admissions Committee, in any other case.

(2) In hearing an appeal the Admissions Committee may take into consideration any circumstances whatever which it considers to be relevant, including but not limited to:

(a) unsatisfactory attendance at lectures, tutorials, seminars, laboratory classes or field work;

(b) failure to complete laboratory work;

(c) failure to complete written work or other assignments;

(d) failure to complete field work.

(2) The enrolment of a student may not be terminated under regulation 2 (1) of these Regulations unless that student has been given prior written notice of the basis on which the student is to be considered the student with particular focus on the grounds for so doing and has also been given reasonable opportunity to make representations either in person or in writing or both.

(3) A student's enrolment in a subject is terminated under regulation 2 (3) of these Regulations may appeal to the Faculty Board which shall determine the matter.

(4) A student whose enrolment in a subject is terminated under this Regulation shall be deemed to have failed the subject.

3. (1) A Faculty Board may review the academic performance of a student who does not maintain a rate of progress considered satisfactory by the Faculty Board and may determine:

(a) that the student be permitted to continue the course;

(b) that the student be permitted to continue the course subject to such conditions as the Faculty Board may determine;

(c) that the student be excluded from further enrolment:

(i) in the course;

(ii) in the course and any other courses offered in the Faculty;

(iii) in the Faculty;

(d) if the Faculty Board considers its powers to deal with the case are inadequate, that the case be referred to the Admissions Committee together with a recommendation for such action as the Faculty Board considers appropriate.

(2) Before a decision is made under regulation 3 (1) (b) or (c) of these Regulations the student shall be given an opportunity to represent those matters to the student with respect to the matter either in person or in writing or both.

(3) A student may appeal against any decision made under regulation 3 (1) (b) or (c) of these Regulations to the Admissions Committee which shall determine the matter.

Where the Fees and Charges Notice is lodged with the University, must be paid to the Vice-Chancellor against any decision made by the Admissions Committee under these Regulations. or in the Faculty; or in the Faculty; or in the Faculty; or in the Faculty;

4. (1) Where the Fees and Charges Notice is lodged with the University, must be paid to the Vice-Chancellor against any decision made by the Admissions Committee under these Regulations.

(2) The Council may confirm the decision of the Admissions Committee or substitute for it any other decision which the Admissions Committee is empowered to make pursuant to these Regulations.

8. (1) A student who has been excluded from further enrolment in a Faculty Board may make an application for enrolment in another Faculty to the Vice-Chancellor against any decision made by the Admissions Committee under this Regulation 3.

(2) A student who has been excluded from further enrolment in any course, Faculty or the University under these Regulations may apply for permission to enrol therein again provided that to in case shall such re-enrolment commence before the expiration of two academic years from the date of the exclusion. A decision on such application shall be made:

(a) by the Faculty Board, the student who has been excluded from a single course or a single Faculty;

(b) by the Admissions Committee, in any other case.

(9) Additional copy

Note that in (c) Graduates will be provided with two copies of their statement free upon notification of eligibility to graduate.

(10) Statement will be issued on request free of charge to other tertiary education institutions.

(11) In (d) Indebted students, all charges, including debts owing to the University, must be paid before or upon enrolment — payment of total amount due will not be accepted.

METHOD OF PAYMENT

Students are requested to pay charges due at Westpac Bank up to and including 28 February 1992. After 28 February 1992, payment of charges must still be paid at any Westpac Bank but a $50.00 late fee will also apply.

HIGHER EDUCATION CONTRIBUTION SCHEME (H.E.C.S.)

The Higher Education Contribution Scheme (HECS) requires students to contribute towards the cost of their higher education. Each Semester a student is enrolled in a HECS eligible course according to the following table.

<table>
<thead>
<tr>
<th>Course Load</th>
<th>Weekly Fee</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Load</td>
<td>$258</td>
<td>$1340</td>
</tr>
<tr>
<td>Part Load</td>
<td>$258</td>
<td>$1340</td>
</tr>
<tr>
<td>Reduced Load</td>
<td>$258</td>
<td>$1340</td>
</tr>
</tbody>
</table>

The General Services Charge (details below) is payable by all students. New undergraduate students are required to pay all charges when they enrol or at the start of the year.

Re-enroling students receive in October each year, as part of their re-enrolment kit, a Fees and Charges Notice. Students are expected to pay charges in advance of re-enrolment at any Westpac Bank. The last date for payment of charges is 8 March 1991.

1. General Services Charge Per Annum

(a) Students proceeding to a Degree or Diploma $258

(b) Non-Degree Students Newcastle University Union for the first time $35

(c) External Students Newcastle University Union Charge $134

(d) University Student Services $37

The exact amount must be paid in full by the prescribed date.

2. Late Charges Where the Fees and Charges Notice is lodged with all charges payable after the 28 February 1992 $50

3. Other Charges

(a) Examination under special supervision per paper $15

(b) Replacement of examination results, per subject $25

(c) Replacement of Enrolment Kit $10

(d) Replacement of Student Card $5

(e) Statement of Matriculation or Degree for the University $10

(f) Statement of Academic Record, minimum 2 copies $10

(g) Each additional copy $1

Note

(i) Graduates will be provided with two copies of their statement free upon notification of eligibility to graduate.

(ii) Statement will be issued on request free of charge to other tertiary education institutions.

(iii) Indebted Students, all charges, including debts owing to the University, must be paid before or upon enrolment — payment of total amount due will not be accepted.

METHO
SCHOLARSHIP HOLDERS AND SPONSORED STUDENTS

Some courses are exempt from H.E.C.S. charges and some students are entitled to exemption. Exemption from payment of the Higher Education Contribution (HEC) applies to:

- a fee-paying student in a "fees-approved postgraduate award course"
- a student in a "basic nurse education course"
- a "full-fee-paying overseas student"
- a "student who has paid the Overseas Student Charge"
- a "sponsored overseas student"
- a student in an "enabling course"
- a student in a "non-award course"
- a student who has been awarded a "HECS postgraduate scholarship"

Basic Nurse education courses will not be exempt form H.E.C.S. after 1993. Currently enrolled students continuing their studies in such a course will also be liable for H.E.C.S. in 1994 and in subsequent years. H.E.C.S is administered as part of the enrolment process. Students commencing a new course must select one of three sections on the HEC5 Payment Options form.

On enrolment students must do one of the following:

(a) Elect to pay up-front which would require payment of 85% of the contribution for the course, with the balance to be paid by the Commonwealth. Students electing to pay up-front will be asked to pay at the commencement of each semester.
(b) Deferr their HEC and elect to pay through the taxation system, in which case they must either provide a tax file number or apply for a tax file number as part of their enrolment. Institutions are required to ensure that the information given by students of their taxation system are not required to make a payment before the 28 February, 1992 to avoid the addition of a late fee. Student loan funds are available for other essential needs. Contact the Student Loans Officer, Ms Anne Lang, phone (049) 21 5599 or Student Support Officer, Mr Annette Ricketts, phone (049) 21 5766 to arrange an appointment.

REFUND OF CHARGES

A refund of the fees charged on enrolment will be made when the student notifies the Student Division of a complete withdrawal from studies by the following dates:

- Semester 1: HEC5 Census Date
- Semester 2: HEC5 Census Date
- Semester 2: HEC5 Census Date
- Semester 1: HEC5 Census Date
- Semester 1: HEC5 Census Date
- Semester 2: HEC5 Census Date
- Semester 2: HEC5 Census Date

No refund is payable after the completion of the above dates.

If the H.E.C.S. application is refused, no refund will be made before 31 March.

The HEC5 Census Dates are 31 March and 31 August.

CAMPUS TRAFFIC AND PARKING

Persons wishing to bring motor vehicles (including motor cycles) on to the campus are required to complete a parking registration form for each vehicle. Completed forms may be lodged either with the Attendent (Patrol) Office located in the foyer of the Great Court or with the Property Services Office located in the Hunter Building. All persons must comply with the University's Traffic and Parking Regulations including parking in approved parking areas, complying with road signs and not exceeding 35 k.p.h. on the campus.

CASHIER

The cashiers' office on-campus is located in First Floor, Chancellory Building.

BANKING

The Co-op Bookshop is located within the Shortland Student Unit. It stocks textbooks, general publications, computer discs and other software, audio-visual cassette. Discounts are available to Co-op members.

COMPUTER SERVICES

The Chappell's offices are located in the temporary buildings adjacent to the Computer Teaching Building and also in C69 in the Hunter Building.

PASTORAL CARE

Counselling is available at both the University and the Conservatorium of Music from the following denominations:

- Anglican
- Catholic
- Baptist
- Presbyterian
- Uniting Church

The main branch of the Universities Credit Union is located within the Chancellory. The main branch of the Newcastle and Hunter regions is located at the Student Centre in the Chancellory Building.

CONVOCATION

The Student Finance Officer is located in the Lower Level of the Chancellory Building. The General Manager of the University Credit Union is located in Room V31, Ground Floor of the Chancellory Building. Only students who have regular access to the University are allowed to use the facilities of the Credit Union.

* Subject to alteration in early 1992.
Computers are widely used in teaching whenever this is appropriate. Some of these are managed by the teaching departments while others are unmanaged and supported by University Computing Services in publicly available locations.

The central computer and many other computers are connected to the campus Local Area Network (LAN) which in turn is connected to the Australian Academic and Research Network (AARNet) and to the worldwide Internet.

University Computing Services provides and supports computing services for all activities of the University: for academic departments, for administrative divisions and for service units. Services are provided through central computers, through a campus network with local links, and through assistance to users of both the central computers and distributed desktop computers.

There are more than 900 terminal connections directly to the campus network, allowing connection to various computers, both in University Computing Services and in University departments. A number of School and Departmental computers and networks are also connected to the campus network.

Students are given access to central VAX/VMS and UNIX computers and centrally located microcomputers (Apple Macintosh and IBM PCs or 'clones') and to departmental and special purpose computers as appropriate to their course of study. Many packages are available such as the NAG numerical library, statistical programs such as MINITAB, SAP, SPS-X and IMSLP and word processing. All students are free to use the electronic News and Mail services.

Students enrolling in a subject for which a computer contact-time quota has been determined are automatically given access to the central computing facilities. Research students (Research Masters and PhD) are not limited on contact-time and are allocated disk quotas appropriate to their work.

The computers normally operate continuously, with terminal room open from 08.00 to 21.00 on weekdays (and in the Computing and Information Sciences building from 09.00 to 17.00 at weekends for most of the academic year).

University Computing Services aim to provide a high quality modern computing environment for students. Use of this computer centred curriculum is strictly controlled to ensure that students graduate with acquired broad and valuable computing experience.

Students are encouraged to seek general advice and computer instruction from their lecturers, but the UCD HelpDesk also offers assistance to all users.

Conditions of Use

The University accepts no responsibility for any damage to or loss of data arising directly or indirectly from use of these facilities or for any commercial loss or damage. The University makes no warranty, express or implied regarding the computing services offered, or their fitness for any particular purpose.

The University cannot guarantee the confidentiality of any information stored or any University computer or transmitted through its network. For the purpose of managing the resources, it may be necessary for the University to monitor files and usage.

The University's liability in the event of any loss or damage shall be limited to the fees and charges to the University for the use of the computing facilities which resulted in the loss or damage.

You may use only those facilities which have been authorised for your use. If access is protected by a password, you are not to make this password known to others. You may not use any account set up for another user, nor may you attempt to find out the password of another user. This applies both to facilities within the University and to any accessible using the University's network.

The Biomedical Library houses monographs, serials, pamphlets and reference material in Biological Sciences and Medicine; it is within the classification range Q16.47-16.419 and 570.619. It also includes a special collection of books on a selected range of subjects and equipment supporting the Faculty of Medicine's innovative and highly resource-dependent curriculum.

Collections of resources are also maintained in seven country centre libraries for the use of students in clinical learning settings: Tamworth, Tweed, Gosford, Maitland, Orange, Lismore and Dubbo. There is a formal agreement between the University and the Area Health Board on the provision of the Health Library Service under which registered users of the Auchmuty and Goulburn Libraries enjoy complete reciprocity.

Huntley Library

Located in the Hunter building, this Library supports the teaching requirements of the Faculty of Science, Nursing, Education and Art. It contains a diverse range of subject collections, which include scientific and professional libraries for the Faculty of Arts and Social Sciences.

The Huntley Library supports a number of specialist collections, which include the University's Music Library, the University's Australian Art Library, the University's Special Collections, the University's Special Collections, and the University's Special Collections Library.

The Library contains a special music collection of books, serials, scores and sound recordings. The Library also contains a special collection of books on the City of Newcastle, and a special collection of books on the City of Newcastle. There is a special collection of books on Newcastle, and a special collection of books on Newcastle. There is a special collection of books on Newcastle, and a special collection of books on Newcastle. There is a special collection of books on Newcastle, and a special collection of books on Newcastle.
find will increase by 50 cents per day per item until the material is returned. If library material is lost or damaged, the replacement cost plus a processing fee will be charged.

**Borrowing Rights**

The following loan conditions apply at the Auchmuty and Huxley Libraries.

**Undergraduates**

- 12 books overall for 2 weeks
- 2 journals for 1 week
- Some heavy demand material will be available on 3 day loans only to all staff and students.

**Graduate Diploma/Postgraduate Diploma (Pass or Honours)**

- 12 books overall for 2 weeks
- 50 books overall for 12 weeks
- 6 journals for 1 week
- Some heavy demand material will be available on 3 day loans only to all staff and students.

**Postgraduate Qualifying/Bachelors Honours/Masters by Coursework**

- 12 books overall for 2 weeks
- 2 journals for 1 week
- Most journals in the classification range 610-619 are not available for loan.

**Staff/Higher Doctorate/PhD and Masters by research**

- 50 books overall for 12 weeks
- 6 journals for 1 week
- Some heavy demand material will be available on 3 day loans only to all staff and students.

**Access to Information**

Library facilities include the computerised catalogue, ALLEYCAT, which provides direct access to information about materials held in the Auchmuty, Huxley, Central Coast and Gladior Libraries. The Auchmuty and Huxley Libraries also hold databases on CD-ROM to enable students and staff to find journal articles in their subject areas. The print version of other indexes will be available in the Reference Collection for manual searching. Some will be available as computerised databases available via telecommunication networks. AARNET, the Australian academic network will provide access to others.

**Photocopying**

Photocopying facilities are available in all University Libraries. The machines are operated by magnetic strip cards which can be purchased for $2.00. Credit for the photocopying can be added to these cards from a dispenser as many times as needed. Users must observe the relevant Copyright Act provisions which are on display near the photocopying machines.

**Inter-Library Services**

Material not held in the University of Newcastle Libraries may be obtained from other libraries within Australia or overseas. This service is available to academic staff, higher degree and honours/final year students. Books and serials readily available within Australia should arrive within two weeks. A Fast Track Service is available, at extra cost, for urgent requests.

**Disabled Persons**

Both Auchmuty and Huxley Libraries cater for the needs of physically disabled and visually impaired library users. Contact librarians in each Library will hold information about the library, parking, lift keys and other facilities like the Braille Library and the Kurzweil machine which reads aloud from English printed text. Toilet facilities for disabled persons are located near the entrances in Reading Rooms 2 and 4 of the Auchmuty Library, whilst similar facilities exist in the foyer areas outside the Huxley Library.

**Hours of Opening**

<table>
<thead>
<tr>
<th>Library</th>
<th>Term Hours</th>
<th>Semester Breaks</th>
<th>Long Vacation</th>
<th>Library Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Auchmuty Library</td>
<td>Monday to Thursday</td>
<td>Monday to Friday</td>
<td>Monday to Friday</td>
<td>Monday to Friday</td>
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<tr>
<td></td>
<td>9.30am to 12.00pm</td>
<td>9.30am to 12.00pm</td>
<td>9.30am to 12.00pm</td>
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<td></td>
<td>1.00pm to 5.00pm</td>
<td>1.00pm to 5.00pm</td>
<td>1.00pm to 5.00pm</td>
<td>2.00pm to 6.00pm</td>
</tr>
</tbody>
</table>

**Huxley Library**

<table>
<thead>
<tr>
<th>(i) Term Hours</th>
<th>Monday to Thursday</th>
<th>Monday to Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am to 12.00pm</td>
<td>9.30am to 12.00pm</td>
<td>9.30am to 12.00pm</td>
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<td>1.00pm to 5.00pm</td>
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<td>1.00pm to 5.00pm</td>
<td>2.00pm to 6.00pm</td>
</tr>
</tbody>
</table>

**Conservatorium Library**

<table>
<thead>
<tr>
<th>(i) Monday to Friday</th>
<th>9.00am to 1.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00pm to 5.00pm</td>
<td></td>
</tr>
</tbody>
</table>

Closed for four weeks over Christmas/New Year vacation period.
Students in this Block have professional skills attachments with medical registrars and the dermatology clinic.

**Block 9 - Country Block**

Country hospital attachments include Tamworth, Taree, Orange, Gosford, Maitland and Lismore.

Following the second rotation of Blocks 8 and 9 there is a one week period in Newcastle for consolidation and review.

**Block 10 - Elective**

This 8 week Block concludes Year 3.

**YEAR 4**

**YEAR 4** consists of the subject **MEDICINE IV**. The year is divided into three clinical attachments of twelve weeks, rotating through major clinical specialties. Each group of students undertakes these attachments in a different order.

**MEDICINE IV**

**DOMAIN I — PROFESSIONAL SKILLS**

Clinical skills are now strengthened in the course of the clinical rotations. In addition, a program of video role-playing and discussion to develop skills in patient education and counselling is provided with special emphasis on problems of childhood, manipulation of diet and avoidance of alcoholism. These activities have links to population medicine.

**DOMAIN II — CRITICAL REASONING**

Previously developed skills in critical reasoning are applied to the care of patients on the wards.

**DOMAIN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS**

Students undertake three clinical rotations, each group of students in a different order. The attachments are as follows:

- **Attachment 1:** Paediatrics and Reproductive Medicine
- **Attachment 2a:** Surgery 1 (Orthopaedics and Urology) and Surgery 2 (General Surgery)
- **Attachment 3a:** Medicine 1 (Ageing, and Respiratory or Gastroenterology Haematology) and Medicine 2 (Cardiology, and Endocrinology or Nephrology or Rheumatology)

A ten day General Practice workshop is held at the end of these rotations.

**DOMAIN IV — POPULATION MEDICINE**

A sequence of activities integrated with those of Domain III and Domain I with particular emphasis on strategies for the prevention of cancer, paediatric screening, and additional selected topics.

**DOMAIN V — SELF-DIRECTED LEARNING**

Students gain experience with the arrival of a baby in a family and submit a "baby in the family" report.

Students also undertake a Medical Independent Learning Exercise (MILE) related to a patient problem which is determined by the clinical attachment being undertaken at the time of assessment. The exercise is designed to evaluate how well students can formulate questions relating to their patient problem, use available resources systematically and interpret that information for the benefit of the patient. Students are encouraged to practise these skills during all of their attachments.

**Timetable Commitments**

The timetable for Medicine IV is organized in a similar fashion to that for Medicine V with clinical attachments and tutorials on Mondays, Tuesdays, Fridays and Wednesday and Thursday mornings, and Fixed Resource Sessions organized for Wednesday and Thursday afternoons.

**YEAR 5**

**YEAR 5** consists of the subject **MEDICINE V**. This year is divided into four clinical attachments of seven weeks, followed by an eight week elective attachment. Rotations through major specialties continue.

**MEDICINE V**

**DOMAIN I — PROFESSIONAL SKILLS**

Clinical skills are consolidated in each of the clinical rotations. In addition, there is a program to develop skills in the education of patients with respect to their disease and their treatment with a view to improving understanding and compliance; in the breaking of bad news and the explanation of the implications of investigations and treatment; in counselling for smoking prevention.

**DOMAIN II — CRITICAL REASONING**

A particular emphasis on the assessment of the effectiveness of diagnostic tests and regimens for the management of illness.

**DOMAIN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS**

Students undertake four clinical rotations, each group of students in a different order. During the general practice component of the fourth attachment, students are attached to individual general practitioners outside the Newcastle region to consolidate their skills in managing problems in a primary care setting.

- **Attachment 1:** Medicine
- **Attachment 2:** Paediatrics/Reproductive Medicine
- **Attachment 3:** Surgery (Oncology and Anesthesia/Intensive Care)
- **Attachment 4:** General Practice (2 weeks) Psychiatry (5 weeks)
General Summative Assessment Guidelines

1. Assessment is by Domain. All Domains rank equally in regard to student progress.

2. Summative assessment is subject to the same general conditions of examinations and unsatisfactory progress as any other examination in the University. Students should refer to the University’s By-laws and Rules for details. (Volume 1, Part 2, of the University of Newcastle Calendar).

3. Attendance at Prescribed First and Final Assessments is Compulsory:
   (i) Failure to attend first assessment will result in a mark of Not Satisfactory, unless there are extenuating circumstances. Students who do not attend first assessment will be permitted one final assessment in the final assessment period.
   (ii) Failure to attend final assessment will result in a final result of Not Satisfactory for that assessment, unless there are extenuating circumstances; i.e., no further assessment will be permitted.
   (iii) Misreading of the timetable will not be accepted under any circumstances as an excuse for failure to attend an assessment.

   (iv) For short cases and long cases only, students who attend first assessment but are deemed Not Satisfactory will be permitted a second assessment in that instrument in the second assessment period. Students found Not Satisfactory at second assessment will be permitted one final assessment in that instrument in the final assessment period. Students may choose not to undertake second assessment and sit for final assessment only. In this case, students MUST notify the Faculty in writing prior to the schedule assessment period. An alternative second assessment date will not be available.

   (v) For Medicine I Group Task and Critical Reasoning only, student groups Not Satisfactory at first assessment will be permitted a second assessment in the relevant instrument. Student groups found Not Satisfactory at second assessment will be permitted one final assessment in that instrument. Attendance at second assessment for these group assessments is compulsory.

4. Submission of Reports by a Stipulated Date is Compulsory:
   (a) If the report is a pre-condition for assessment in a Domain (for example, Certifications in Domain E) then:
      (i) Failure to submit the appropriate document(s) by the stipulated date will result in a mark of Not Satisfactory at first assessment for that certification and for the dependent instrument in that Domain, unless there are extenuating circumstances. The appropriate and satisfactory certification must be submitted prior to the relevant final assessment period. Students will then be permitted to undertake final assessment in the dependent instrument.
   (b) If the report is itself assessment and sit for final assessment only. In this case, students MUST notify the Faculty in writing prior to the schedule assessment period. An alternative second assessment date will not be available.

   (i) Failure to submit the report by the stipulated date will result in a mark of Not Satisfactory at first assessment, unless there are extenuating circumstances. Students will be permitted one final assessment in that instrument, to be submitted by the final assessment period as detailed in the relevant Year Assessment Guidelines.
   (ii) Failure to submit the report by the stipulated date for final assessment will result in a final mark of Not Satisfactory for that instrument; i.e. no further assessment will be permitted.

Notes for (a) and (b): Misreading of the stipulated date will not be accepted under any circumstances as an excuse for failure to submit a report. All reports and certifications must be lodged in the appropriate box on Level 6, Medical Sciences Building or in the Student Common Room in the John Hunter Hospital by 5:00 p.m. on the date stipulated, except for:
   (i) 48 Hour Task, Years 2 and 4: to be submitted to the Clinical Attachment Supervisor or Administrative Officer by the date and time specified at the time of the assessment.
   (ii) Clinical Supervisors’ Report Forms, Years 4 and 5: to be submitted to the relevant Discipline Secretary by 5:00 p.m. on the Monday following the end of each rotation.

5. All formal written assessments will be conducted on a closed book basis unless otherwise specified, i.e., students may not take into the assessment room any bag, paper, book, written material, device or aid other than any that may be specified for the particular assessment.

6. Rating forms to be used in assessments will be made available to students at appropriate times prior to the assessments. It is the student's responsibility to be familiar with them.

7. A specific timetable for each assessment will be published at least one week in advance of the assessment. Locations of assessment notice boards are: Level 6, Medical Sciences Building; the Student Common Room, John Hunter Hospital and Level 2, David Maddison Clinical Sciences Building.

Assessment notices will not be posted on general notice boards. It is the student's responsibility to ensure they are aware of all assessment requirements, dates, locations and so on.
8. Assessment results will be posted on the assessment noticeboards (see Item 7). It is the student’s responsibility to check these notice boards in time for final assessments. An official result letter will be sent to students for confirmation of final results.

9. Enquiries concerning the nature of the assessments should be directed to the appropriate Year Assessment Co-ordinator. Enquiries concerning the administration of the assessments (e.g., timetabling) should be directed to the Professional Officer (Assessment).

10. Students who feel that their study during the year or preparation for assessment was affected by illness, disability or other serious cause may apply for Special Consideration. The application, supported by medical or other appropriate evidence, must be made on the prescribed form addressed to the Academic Registrar and lodged with the Faculty Office within seven days after any absence arising from the illness or event on which the request is based.

11. Students who feel that attendance or performance in an assessment has been affected by illness, disability or other serious cause may apply for Special Consideration. The application, supported by medical or other appropriate evidence, must be made on the prescribed form addressed to the Academic Registrar and lodged with the Faculty Office not later than three days after the date of the examination.

12. After the release of final results a student may apply to have a result reviewed. There is a charge for each review, which is refundable in the event of a change of result. Applications for review must be submitted on the appropriate form, together with the prescribed review charge. However, it should be noted that assessment results are released only after careful consideration of students’ performances and that, amongst other things, marginal failures are reviewed before results are released.

Students who wish to request a review of their results will only be permitted access to their scripts under supervision. Supervised access times and dates will be displayed on assessment noticeboards at the time results are released. Requests for review must be lodged within one week of the release of the relevant results. For educational purposes, students may take their scripts with them for an extended period, but by so doing they forego the right to request a review.

Assessment Guidelines 1992

MEDICINE I

DOMAIN I — PROFESSIONAL SKILLS

1. Certification

Each student must submit a completed certification sheet by the date specified on the Year 1 schedule of key dates, on which tutors certify that the student has attended and can satisfactorily carry out the prescribed tasks. This is a prerequisite to being permitted to undertake the Long Case. (The certification sheet is at the end of the Block 3 Professional Skills handbook.)

2. Long Case

Each student will undertake a long case assessment, over a 65 minute period. The student will be given 10 minutes initial planning time, up to 30 minutes with the simulated patient, a further 10 minutes to plan the case presentation and 15 minutes for the case presentation and viva voice (oral) assessment.

3. Group Task

Each student group will deal with a “practice problem” in a given three hour period. The first 1½ hours will be observed by the assessors. The Group Task assesses the ability of the group to interact together, to generate hypotheses, to plan an enquiry strategy, and to define learning goals. The group must submit a written report at the end of the Task.

DOMAIN II — CRITICAL REASONING

Each student group will be given two hours to consider and prepare a written report on a given problem.

DOMAIN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS

Students will undertake up to 12 hours of written assessments. The following assessment instruments may be used:

(i) Modified Essay Questions (MEQs) - a series of short, integrated and sequential questions relating to a particular patient problem.

(ii) Short Answer Questions (SAQs) - a series of short independent questions each relating to important concepts studied during the course of the year.

(iii) Short Essay Questions - independent short essays on given topics.

(iv) Multiple Choice Questions (MCQs) - a series of short questions and answers from which the correct answer(s) is/are selected.

(v) Objective Structured Clinical Assessments (OSCA) - a series of separate problems, requiring observation and interpretation of some practical resource or the performance of some practical task using medically relevant equipment; the assessment for this instrument may, in some cases, be in the form of a viva.

SECTION V

BACHELOR OF MEDICINE PROGRAM

DOMAIN IV — POPULATION MEDICINE

1. Reports

Each student will be required to submit two reports during the year. Each report must be no longer than 3,500 words. This word limit does not include references and tables, but these should be limited to another three A4 pages only. References and tables must not be included in the body of the report text but appended in a separate section at the end.

2. Written Assessment

Each student will undertake an individual written assessment of up to two hours and one half hours duration. They will be required to answer four out of a choice of seven essay format questions. Students will not be permitted to answer a question on the topic their group studied in detail during the year.

3. Group Task

If a group is considered Not Satisfactory on the Group Task assessment it will be required to undertake second assessment Group Task. If the group is still Not Satisfactory it will be required to undertake one final Group Task.

DOMAIN II

Any student group found Not Satisfactory in the Critical Reasoning assessment will be required to undertake second assessment in a format similar to the first assessment. If the group is still Not Satisfactory it will be required to undertake one final assessment in a format similar to the first assessment.

DOMAIN III

Students considered Not Satisfactory in the Domain III assessments will be required to undertake final assessment of up to 12 hours, in the same format as first assessment.

DOMAIN IV

1. Reports

Students who do not submit a report by the due date will be deemed Not Satisfactory at first assessment and will be required to submit the relevant report(s) for one final assessment by the final assessment date.

Students who submit a report that exceeds the stipulated length will be judged Not Satisfactory at the first assessment and will be required to reduce the length of the report and resubmit the report for one final assessment by the final assessment date.

Students found Not Satisfactory in one or both of the reports will be required to re-submit the amended appropriate report(s) for one final assessment by the final assessment date.

2. Written Assessment

Students considered Not Satisfactory in the Domain IV written assessments will be required to undertake one final assessment by written instruments.

DOMAIN V

1. Students’ Own Learning Viva

Students found Not Satisfactory will be required to undertake one final assessment in the same format as first assessment.

2. Medical Informatics Skills Task

Students found Not Satisfactory in Medical Informatics will be required to undertake one final assessment in the same format as first assessment.
MEDEICNE II

DOMAIN I -- PROFESSIONAL SKILLS

1. Certification

Students must be certified by clinicians as having certain professional skills:

(i) Block 4 - Cardiovascular and Respiratory systems
(ii) Block 5 - Neurology and Psychiatry
(iii) Block 6 - Endocrinology and Hematology
(iv) General Practice - Logbook of attendance

Appropriate documents are to be found in the Professional Skills handouts relating to each Block. Students must submit the appropriate document by the dates nominated in the schedule of key dates for Year 2. This is a pre-requisite to being permitted to undertake the Long Case.

2. Long Case

Each student will be required to take a history from, and examine a patient during a 30 minute period. The student will be observed and will be required to make a short case presentation summarising the patient's problem. The supervisor should seek clarification of clinical points relevant to the particular patient, but should not explore detailed knowledge of the specific disorders, or issues of management. Discussion should not exceed 10 minutes duration and should be followed by 5 minutes feedback.

3. General Practice

Each student must submit the nominated case 8 tasks as described in the General Practice document distributed to students prior to commencement of the General Practice attachment. These tasks will assess understanding of the process of general practice.

DOMAIN II -- CRITICAL REASOnING

Each student will undertake a written assessment of up to 3 hours in which they will analyse given research literature.

DOMAIN III -- IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS

Students will undertake up to 13 hours of written assessments. The following assessment instruments may be used:

(i) ModifiedEssay Questions (MEQs)
(ii) Short Answer Questions (SAQs)
(iii) Essay Assignments
(iv) Multiple Choice Questions (MCQs)
(v) Objective Structured Clinical Assessments (OSCEs)

DOMAIN IV -- POPULATION MEDICINE

1. Group Report

Each group will be required to submit a report of not more than the equivalent of 15 A4 pages, typed and single spaced.

2. Group Presentation

Each group will be required to make a 15 minute presentation, followed by 5 minutes of question time.

3. Individual Viva Assessment

Each student will be required to undertake a 10 minute viva.

DOMAIN V -- SELF-DIRECTED LEARNING

1. 48 Hour Task

Each student will identify an own-learning task immediately following their Long Case. 48 hours later students will be required to submit a 1,000 word report, plus a list of the resources consulted during the 48 hours (including books, journals and people). Students may also be required to present for a supplementary viva to clarify any aspect of the report, at the discretion of the assessor. Full details of the format of the 48 hour task report are contained in a separate document.

2. Extended Own Learning Task

By the end of week 4 of Block 4 students will be required to have registered with the Chair, Domain V, atopic or topics for independent study. The topic of the task will be decided in consultation with the Domain V Chair, but may include remediation in specific areas of the curriculum. A suitably qualified person must be nominated as the supervisor for each report, and the learning contract must be signed both by the student and the supervisor(s). Students will be then required to submit by the specified date a written report (minimum 1,000 words) together with a confirmation from their supervisor (on the appropriate contracts) that they have undertaken the task satisfactorily (i.e. students must submit both the marked report and contract by the specified date).

Criteria For Competence And Details Of Second and Final Assessments

Compliance is determined by instrument. That is, students must be Satisfactory in each component of each Domain.

DOMAIN I

1. Certification

Students who do not submit the required certification(s) by the due dates will not be permitted to undertake the first assessment Long Case unless there are extenuating circumstances. The appropriate and satisfactory certification(s) must be submitted prior to the Long Case first assessment period. Students will then be permitted to undertake second assessment Long Case in the first assessment period.

Students whose certification is submitted by the due date but is deemed Not Satisfactory will not be permitted to undertake the Long Case first assessment and will be required to repeat the process of certification so that it is Satisfactory prior to the first assessment period. Students will then be permitted to undertake second assessment Long Case in the first assessment period.

Students deemed Not Satisfactory at second assessment in the Long Case during the first assessment period, may choose to attempt final assessment in the Long Case during the second assessment period, provided that the student informs the year co-ordinator of this decision in writing at least one week before the commencement of the second assessment period.

If the student was also deemed Not Satisfactory in the 48 hour task, the final assessment in this instrument must be attempted at the same time as the final assessment in the Long Case.

A student who does not produce the appropriate evidence of attendance in General Practice will be required to make his/her own arrangements to attend a General Practice to enable the attendance record to be completed.

2. Long Case

Students found Not Satisfactory in the Long Case will be required to undertake second and, if necessary, final assessment. These assessments will be in the same format as the first assessment.

3 General Practice

A student whose tasks are considered to be Not Satisfactory will be required either to amend and re-submit the task book or to submit new material as prescribed by the assessor(s), for one final assessment.

Students who do not submit the task book by the nominated date should refer to the General Summative Assessment Guidelines, paragraph 4, Section (b). The General Practice Logbook must be completed and submitted by the specified date for final assessment.

DOMAIN II

Students considered Not Satisfactory in the Critical Reasoning assessment will be required to undertake one final assessment of up to 3 hours, in the same format as first assessment.

DOMAIN III

Students considered Not Satisfactory in the Domain III assessments will be required to undertake one final assessment of up to 13 hours, in the same format as first assessment.

DOMAIN IV

1. Group Report

Student groups found Not Satisfactory on their group report will be required to submit one further report by the final assessment date. No further assessment will be permitted.

2. Group Presentation

Student groups found Not Satisfactory on their group presentation will be required to re-present within one month of the first presentation. No further assessment will be permitted.

3. Individual Viva Assessment

Students found Not Satisfactory in the viva assessment will be required to undertake one final assessment in the same format as the first assessment.
Final Assessment
Final assessments will be held in the period 4/1/93 - 8/1/93, except for:
(i) Extended Own Learning Task: Date to be set by the Chair, Domain V.
(ii) Domain IV Group Report: to be submitted by 4/1/93
(iii) Long Case and 48 hour task where students elect to undertake final assessment in the second assessment period (7/12/92 - 11/12/92).
(iv) Task book (General Practice): due by 4/1/93.

Medicine III

1. Certification
   Is required for:
   (a) Ophthalmology, R.N.T., Dermatology, Theatre Scrubbing.
   (b) Specified procedures
   (c) Specified observations
   (d) Short cases
   Each case student must submit a complete and approved certification for these items as specified in the Year 3 Logbook of Professional Skills.

2. Country Term Logbook
   The logbook itself must be submitted for summative assessment a discharge summary and referral letter as described in the country term handbook.

3. Discharge Summary and Referral Letter
   Students are required to submit for summative assessment a discharge summary and referral letter as described in the country term handbook.

4. Short Cases
   Students will be summatively assessed in two short cases (additional to the certification that they have satisfactorily completed three short case examinations).
   The short case assessments will be of 20 minutes duration and students will be asked to demonstrate a limited examination of a patient and present the findings to the assessor, who will ask questions about the rationale for the examination undertaken, the pathological or physiological events which are being observed, and the pathophysiology of the specific patient's condition.
   Summative short case assessments will be held in two of the seven specified systems. Whether this will occur in Newcastle or the country will vary between blocks and country centres.

5. Long Case
   Each student will be required to undertake a long case. Up to 60 minutes will be allowed with a patient, the first 15 - 20 minutes of which will be observed. After a further 20 minutes the student will undertake a 30 minute case presentation (Viva).

6. Specific Counselling

6.1 Certification
   Each student will be required to submit a form signed by their tutor indicating completion of four specified videotapes during their second Newcastle Block. This is a pre-requisite for being permitted to undertake summative assessment in specific counselling.

6.2 Assessment
   Summative assessment will be with a simulated patient and will be videotaped. The duration of the interview will be up to 20 minutes.
DOMAIN V
1. Extended Own Learning Task
Students who do not have an Extended Own Learning Task topic approved by the due date or do not submit the report by the due date, if not Satisfactory at first assessment, will be deemed Not Satisfactory at second assessment. Students will be permitted one final assessment to be completed by the due date set by the Chair, Domain V.

2. Elective
Students who do not submit an elective contract and/or report, which is deemed Not Satisfactory, will be asked to re-submit by a set date. Unless there are exceptional circumstances, students who do not meet this date, or who submit a second Not Satisfactory contract or report, will be considered to have failed the elective requirements.

MEDICINE III KEY DATES, 1992

**First Assessment**

<table>
<thead>
<tr>
<th>Domain</th>
<th>Instrument</th>
<th>Due Date</th>
<th>Assessment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Certification: Specialties, Procedures, Observations and Short Cases</td>
<td>17/1/92 or 11/1/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>II</td>
<td>Country Term Logbook</td>
<td>17/1/92 or 11/1/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>III</td>
<td>Discharge Summary and Referral Letter</td>
<td>17/1/92 or 11/1/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>IV</td>
<td>Short Cases</td>
<td>During Country Block</td>
<td>21/9/92 to 9/10/92</td>
</tr>
<tr>
<td>V</td>
<td>Long Case Certification: Specific Counselling</td>
<td>5/8/92 or 14/8/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>IV</td>
<td>Specific Counselling Interview</td>
<td>11/6/92 or 20/6/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>II</td>
<td>Written Assessment</td>
<td>21/9/92 to 9/10/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>III</td>
<td>Written Assessments</td>
<td>21/9/92 to 9/10/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>IV</td>
<td>Trauma Report</td>
<td>17/1/92 or 11/1/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>IV</td>
<td>Chronic Disability Presentation</td>
<td>During Country Block</td>
<td>21/9/92 to 9/10/92</td>
</tr>
<tr>
<td>V</td>
<td>Extended Own Learning Task</td>
<td>21/9/92 - 9/10/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>V</td>
<td>Topic Registration and Approval</td>
<td>6/3/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>V</td>
<td>Written Report</td>
<td>17/1/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>V</td>
<td>Elective Contract</td>
<td>21/9/92</td>
<td>14/12/92</td>
</tr>
<tr>
<td>V</td>
<td>Reports</td>
<td>8/1/93</td>
<td>14/12/92</td>
</tr>
</tbody>
</table>

Note: Students who do not submit the Trauma Report by the stipulated date will be deemed unsatisfactory at first assessment. Time allowed for the Trauma Report will be extended if there are exceptional circumstances (a minimum 14 days). Unsuccessful students will be asked to re-submit a report by the re-assessment period.

Extensions may be made in the case of exceptional circumstances but only in exceptional circumstances and only for one attempt.
**SECTION FIVE**

**BACHELOR OF MEDICINE PROGRAM**

**Medicine IV**

**DOMAIN I — PROFESSIONAL SKILLS**

1. Certification

1.1 Clinical Supervisors' Reports (C.S.R.)

Students are required to submit clinical supervisors' reports on the forms provided for EACH clinical attachment, i.e., 4 medicine, 3 surgery, 1 paediatrics, and 1 reproductive medicine. These must be submitted to the discipline concerned by the times specified in the relevant documents. Students are advised to discuss their progress with their clinical supervisors during their attachments so that any problems seen by the supervisor can be addressed.

1.2 Doctor/Patient Interactions

Students will be required to carry out information transfer exercises on video tape for discussion in group tutorials. Tutors will not be required to certify on the appropriate form that this has been done.

Note: There will be no formal summative assessment of interactions skills in Year 4. The content of these exercises will be available for assessment when these students are assessed in Doctor/Patient Interactions in Year 5.

**2. Long Cases**

Each student will undertake four long cases during the year. These cases will relate to the student's clinical attachments (Medicine, Surgery, Paediatrics and Reproductive Medicine). The first long case of the year will be observed and will assess history taking, physical examination, case presentation and discussion, and case write-up. For the remaining three long cases, students who have been deemed Satisfactory at the first long case will have an assessment which will centre around case presentation and discussion. Assessments reserve the right to observe students but this will not be the major component of the assessment.

**DOMAIN II — CRITICAL REASONING**

Each student will undertake written assessment of up to 3 hours.

**DOMAIN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS**

Students will undertake up to 10 hours of written assessments in the basic and clinical sciences. The following assessment instruments may be used:

(i) Modified Essay Questions (MEQs)

(ii) Short Answer Questions (SAQs)

(iii) Short Essay Questions

(iv) Multiple Choice Questions (MCQs)

(v) Objective Structured Clinical Assessments (OSCA).

The summative assessment topics will be a reflection of topics covered throughout the year and included in handouts such as the enabling objectives. They will not necessarily be identical, however, with formative assessment items or enabling objectives.

**DOMAIN IV — POPULATION MEDICINE**

Assessment will be by a twenty minute viva.

**DOMAIN V — SELF-DIRECTED LEARNING**

1. Baby in the Family Report

Students are required to submit a "Baby in the Family" Report which should not exceed 3,000 words. Details are contained in the Paediatrics and Reproductive Medicine handbooks and will be elaborated at the start of the Paediatrics/Reproductive Medicine term.

2. Medical Independent Learning Exercise (MILE) Report

This is designed to test how well the student can formulate relevant questions in relation to a patient problem, use available resources in a systematic and sensible fashion and interpret that information for direct benefit to the patient. A task relating to the clinical attachment through which the student is rotasining at the time will be distributed to each student. Students will be kept under supervision for 1 hour while they complete the first part of the task (refining their questions and recording their initial enquiry strategies). They then have 48 hours to submit the report. The report should be no more than 2,000 words in length.

**Criteria For Competence and Details of Second and Final Assessments**

Competence is determined by instrument. That is, students must be Satisfactory in each component of each Domain.

**DOMAIN I**

1. Certification

Students who do not submit the certification by the due dates should refer to the General Summative Assessment Guidelines, paragraph 4, section (b).

1.1 Clinical Supervisors’ Reports (C.S.R.)

Medicine and Surgery

There are 3 attachments in surgery and 4 in medicine. For each discipline:

(a) A student who is Satisfactory in all attachments will proceed through the prescribed assessment process.

(b) A student with one Not Satisfactory result will be interviewed by the appropriate discipline representative, and may be required to sit for an additional observed long case.

(c) A student with 2 or 3 Not Satisfactory results will be reviewed by the discipline representative(s), in consultation with the Year Co-ordinator, and will be required to sit for additional observed long case assessment(s) in the discipline concerned.

(d) A student with 4 or more Not Satisfactory results will be deemed to be Not Satisfactory in Domain I, First Assessment. She/he will proceed through the other rotations of the year if this has not already been done, but will be required to undertake second assessment by long case in the disciplines found to be Not Satisfactory.

**DOMAIN IV — PAEDIATRICS AND REPRODUCTIVE MEDICINE**

Students who are Not Satisfactory in Paediatrics or Reproductive Medicine will be reviewed in consultation with the Year Co-ordinator and the student may be required to undertake the observed long case assessment. The Faculty reserves the right to require a student to undertake a specific in a discipline in which they are Not Satisfactory.

1.2 Doctor/Patient Interactions

Students are required to carry out the prescribed video tape exercises and attend tutorials. Tutors will certify to this effect on the appropriate form, found with the Clinical Supervisors Reports forms. Students who do not submit this certification by the due date will be required to complete video tapes and discuss their content to the satisfaction of the Department Chair (or another). This must be done before the final assessment period.

2. Long Cases

Students must be Satisfactory in the observed component of one long case. Once a student has been noted Satisfactory in this component he/she will not be rated summatively for history taking and physical examination in subsequent long cases. If a student is Not Satisfactory in the observed component at first attempt, a long case at the end of the next term will be observed. This will be regarded as a Second Assessment. Any student who is still Not Satisfactory will have a final summative assessment at the end of the final term of the year. If a student is Not Satisfactory on all three summative observed components of the four long cases will be permitted.

A case write-up will be required as part of the first long case of the year. The format should be to a standard hospital or general practice format, and will comprise history taking, physical examination, and plan of management. A NS result on this first case write-up will lead to reassessment by case write-up in a long case at the end of the next term. Final assessment (if necessary) will occur in the last long case of the year. If a student is Not Satisfactory on all long case write-ups no further assessment will be permitted.

The minimum level of competence for the long cases is a Satisfactory performance in three or more of them. The criteria for Satisfactory in each long case is an S performance in all components assessed. In the instance of the observed long cases, the components are history taking, physical examination, interactional skills, case presentation, case discussion + case write-up, if required. In the unobserved long cases the components are case presentation, case discussion + case write-up, if required.

The performance of students Not Satisfactory in one of the four long cases will be reviewed, and the student may, taking other results and Supervisor's Reports into account, be required to undertake second, and if necessary, final assessment by long case in the discipline concerned. If the student is Not Satisfactory in two of the four long cases, he/she may be required to undertake second and, if necessary, final assessment by long case in one or other of the disciplines concerned. The decision will be determined on a case by case basis by the...
**MEDECINE IV : KEY DATES 1992**

### First Assessment

<table>
<thead>
<tr>
<th>Domain</th>
<th>Instrument</th>
<th>Due Date/Assessment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Certification (i) C.S.R.</td>
<td>5:00 p.m. on the Monday following the end of each attachment.</td>
</tr>
<tr>
<td></td>
<td>Doctor/Patient Interactions Long Case</td>
<td>Assessed on 4 occasions during the following 3 periods: 27/4/92 - 1/5/92, 21/5/92 - 31/7/92, 2/8/92 - 6/10/92</td>
</tr>
<tr>
<td>II</td>
<td>Written Assessments</td>
<td>30/11/92 - 8/12/92</td>
</tr>
<tr>
<td>III</td>
<td>Written Assessments</td>
<td>30/11/92 - 8/12/92</td>
</tr>
<tr>
<td>IV</td>
<td>Viva</td>
<td>30/11/92 - 8/12/92</td>
</tr>
<tr>
<td>V</td>
<td>Baby in the Family Report</td>
<td>Due 10 days prior to the end of the combined Paediatrics/Reproductive Medicine attachment.</td>
</tr>
<tr>
<td></td>
<td>M.I.I.E.</td>
<td>Paediatrics/Reproductive Medicine 1/6/92 - 5/6/92, Medicine 8/6/92 - 12/6/92, Surgery 15/6/92 - 19/6/92</td>
</tr>
<tr>
<td></td>
<td>Second Assessment (Long Case only)</td>
<td>A thirty minute viva assessment will be held in the final week of the student’s Psychiatry attachment. Students are required to interview a psychiatric patient and present that case in some detail to the assessor(s). The case presentation and discussion of relevant Psychiatric issues forms the basis of the viva.</td>
</tr>
</tbody>
</table>

**MEDICINE V**

### DOMAIN I — PROFESSIONAL SKILLS

1. Certification

   1.1 Clinical Supervisors’ Reports (C.S.R.)

   Students are required to submit clinical supervisors’ reports on the forms provided for each clinical attachment. These forms must be submitted to the discipline(s) concerned by the due date specified in the relevant documents.

2. Doctor/Patient Interactions

   Students are required to carry out the prescribed video tape exercises and submit tutorials when not absent on attachment in the country. Tutors will certify to this effect using the appropriate form to be found at the back of the Interactions Skills booklet.

### DOMAIN II — CRITICAL REASONING

Each student will undertake a written assessment of up to 3 hours.

### DOMAIN III — IDENTIFICATION, PREVENTION AND MANAGEMENT OF ILLNESS

Each student will undertake up to 12 hours of written assessments. The following instruments may be used:

   - (i) Modified Essay Questions (M.E.Qs)
   - (ii) Short Answer Questions (S.A.Qs)
   - (iii) Objective Structured Clinical Assessments (O.S.C.A.s)
   - (iv) Short Essays

### DOMAIN IV — POPULATION MEDICINE

Each student will undertake a written assessment of up to 3 hours.

**MEDECINE V KEY DATES 1992**

### First Assessment

<table>
<thead>
<tr>
<th>Domain</th>
<th>Instrument</th>
<th>Due Date/Assessment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Certification (i) C.S.R.</td>
<td>5 p.m. on the Monday following the end of each attachment.</td>
</tr>
<tr>
<td></td>
<td>General Practice Supervisor’s Report</td>
<td>Within 2 weeks of completion of attachment.</td>
</tr>
<tr>
<td></td>
<td>Doctor/Patient Interactions Long Case</td>
<td>3/5/92</td>
</tr>
<tr>
<td></td>
<td>Psychiatry Long Case</td>
<td>7/6/92 - 18/6/92</td>
</tr>
<tr>
<td></td>
<td>Doctor/Patient Interactions Interview</td>
<td>11/5/92 - 15/5/92</td>
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### Elective:

<table>
<thead>
<tr>
<th>Domain</th>
<th>Instrument</th>
<th>Due Date/Assessment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Written Assessment</td>
<td>11/5/92 - 15/5/92</td>
</tr>
<tr>
<td>III</td>
<td>Written Assessment</td>
<td>7/9/92 - 18/9/92</td>
</tr>
<tr>
<td>IV</td>
<td>Written Assessment</td>
<td>11/5/92 - 15/5/92</td>
</tr>
<tr>
<td>V</td>
<td>Elective: Contract</td>
<td>31/8/92</td>
</tr>
<tr>
<td></td>
<td>Reports</td>
<td>13/11/92</td>
</tr>
</tbody>
</table>

**Second Assessment (Long Cases only):**
- Long Case second assessment and Psychiatry Long Case second assessment will be held in the period 21/9/92 - 25/9/92.

**Final Assessment**
- All Final Assessments will be held in the period 23/11/92 - 27/11/92, except for:
  - Certification for Doctor/Patient Interactions: to be submitted by 23/11/92.
  - Elective: Contract due 14/9/92; reports due 20/11/92.

### Texts and Reference Books

#### Year 1 Book Collection
In the first year of the course the following books are provided on loan to each tutorial group. DO NOT purchase any books before the course commences.

**Anatomical Pathology and Histopathology**
- Robbins, S.L. and Kumar, V. 1987, Basic pathology, 4th edn, Saunders.

**Anatomy**

**Behavioural Science in Relation to Medicine**
- Bloom, B.L. 1987, Health psychology: a psychosocial perspective, Prentice Hall.

**Clinical Pharmacology**

**Community Medicine**

**Medical Biochemistry**

**Medicine**
- Smith, K. 1980, Fluids and electrolytes: a conceptual approach, ed. E. Brain, Churchill Livingstone, (A very basic introduction to an area many students find difficult.)

**Microbiology/Infectious Diseases**

**Professional Skills**

### Notes For Students

This list of text and reference books has been prepared as a guide for your learning in the undergraduate medical curriculum. You will note that books have been listed in two categories: standard and reference texts. The standard texts are those which have been found to be most suitable overall for student use. You are advised, however, not to buy any textbook until you are certain that you need a book on the subject and that it is the best book for your particular needs. Most students do not find it necessary to purchase reference texts, and you should consider purchase of introductory texts only if you have difficulty with the subject or find you have inadequate access to the introductory texts provided in the first year student's collection and the Medical Reserve. If in doubt consult discipline staff. The texts in the Medical Reserve are students' in later years. Cheap student editions of some texts are available. Consult the student bookshop about availability of these.

- Health, Law and Ethics
- Dix, A. et al 1988, Law for the medical profession, Butterworths.
- Human Physiology
- Young, J. A. et al, ed. 1991, Gastrointestinal physiology, Laboratory of Exocrine Physiology and Biophysics.
- Immunology
- Medical Biochemistry
- Medicine
- Smith, K. 1980, Fluids and electrolytes: a conceptual approach, ed. E. Brain, Churchill Livingstone, (A very basic introduction to an area many students find difficult.)
- Microbiology/Infectious Diseases
- Professional Skills
### Reference Texts

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Authors</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Stites et al. 1989, <em>Clinical pathology</em>.</td>
<td></td>
<td></td>
</tr>
</tbody>
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### BACHELOR OF MEDICINE PROGRAM

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<thead>
<tr>
<th>Section</th>
<th>Title</th>
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### Texts and References

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<tr>
<td>2</td>
<td>Anatomical Pathology/Histopathology</td>
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<td>Geriatrics/Ageing</td>
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### BACHELOR OF MEDICINE PROGRAM

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<td>4</td>
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<td>Blackwell Scientific.</td>
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<td>5</td>
<td>Otorhinolaryngology</td>
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<td>6</td>
<td>Pathology</td>
<td>General Practice</td>
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Bachelor of Medicine Prizes

There are ten Bachelor of Medicine prizes. Details follow:

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<thead>
<tr>
<th>Prize</th>
<th>Value $</th>
<th>Qualifications</th>
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</table>
| Australian Medical Association Prize | 300 OR Books or Medical Equipment to that value | Awarded to the graduate(s) who, in the final two years of the course, demonstrated the highest overall ability and capacity in the following program objectives prescribed by the Faculty Board, Faculty of Medicine, namely:
- a. Objectives related to Professional Skills, and
- b. Objectives related to Population Medicine, if of sufficient merit. |
| CIMA-GERGY Prize | CIMA Collection of Medical Illustrations by Dr Frank H. Netter | Awarded to the graduate who in the fourth and fifth years of the course, demonstrated the highest overall ability and capacity over all domains assessed, if of sufficient merit. |

Grants-In-Aid for Electives

Note: Eligible students must apply to be considered for the following prizes, at the time of submission of the Elective contract.

- The Linda and John James Gentle Mother and Son Prize in Paediatrics
  - Prize: Approx 350
  - Awarded to the medical student who completes the best protocol for an elective project in Paediatrics in either Block 10 of Medicine III or the elective attachment of Medicine V, if of sufficient merit.
  - A student who has been awarded the prize shall not be eligible to be considered for its award a second time.
  - The prize shall be presented to the student upon completion of the elective and the submission of a satisfactory elective report.

- The Steele Douglas Prize in Pathology
  - Prize: Approx 200
  - Awarded to the medical student who completes the best protocol for an elective project in Pathology in either Block 10 of Medicine III or the elective attachment of Medicine V, if of sufficient merit.
  - A student who has been awarded the prize shall not be eligible to be considered for its award a second time.
  - The prize shall be presented upon the completion of the elective and the submission of a satisfactory elective report.

- Margaret Auchmury Prize for Women Medical Students
  - Prize: Approx 150
  - Awarded to the medical student who completes the best protocol for an elective project in Aboriginal health for either Block 10 of Medicine III or the elective attachment of Medicine V, if of sufficient merit.
  - A student who has been awarded the prize shall not be eligible to be considered for its award a second time.
  - The prize shall be presented upon the completion of the elective and the submission of a satisfactory elective report.

- Andrew Lawson Memorial Prize in Oncology
  - Prize: Approx 500
  - Awarded to the medical student who completes the best protocol for an elective project in Oncology in either Block 10 of Medicine III or the elective attachment of Medicine V, if of sufficient merit.
  - A student who has been awarded the prize shall not be eligible to be considered for its award a second time.
  - The prize shall be presented upon the completion of the elective and the submission of a satisfactory elective report.

- NSW Department of Health Rural Health Bursary
  - Prize: 1000
  - Awarded to the medical student who completes the best protocol for an elective project in rural general practice in Australia in either Block 10 of Medicine III or the elective attachment of Medicine V, if of sufficient merit.
  - A student who has been awarded the prize shall not be eligible to be considered for its award a second time.
  - The prize shall be presented upon the completion of the elective and the submission of a satisfactory elective report.

- Australian College of Occupational Medicine Prize in Occupational Health
  - Prize: 200
  - Awarded to the fourth or fifth year student who completes the best essay written additional to curricular requirements in the field of occupational medicine, if of sufficient merit.

- NSW Department of Health Rural Health Essay Prize
  - Prize: 500
  - Awarded to the student who completes the best essay written additional to curricular requirements on a rural general practice theme in Australia, if of sufficient merit.

- Welch Allyn Diagnostic Set Prize
  - Prize: Approx 500 in the form of a Welch Allyn 3.5 volt Halogen Diagnostic Set
  - Awarded to the third year student who completes the best essay written additional to curricular requirements in the fields of eye, ear, nose and throat, if of sufficient merit.
SECTION SIX

Further Information

For further information on enrolment procedures, students should contact the Faculty Secretary. Students wishing to discuss matters such as the suitability of research programs or the availability of projects should contact the Program Co-ordinator, Associate Professor L.A. Chahl.

BACHELOR OF MEDICAL SCIENCE PROGRAM

The Bachelor of Medical Science degree is comparable to the additional Honours year taken by candidates for the BSc Honours degree or the BA Honours degree in the Faculty of Science or the Faculty of Arts. It is designed to provide students with training in scientific method and in the verbal and written communication of scientific results.

Students take this degree for a variety of reasons. Some see it because of a genuine desire to obtain some research training and to gain an insight into their ability to do research, as they see their future career in medical science, and others because they wish to concentrate on just one problem or aspect of a discipline for a year, so as to gain indepth understanding and mastery of the subject.

The degree consists of a one year program of supervised research in any of the disciplines represented in the Faculty of Medicine, subject to the availability of adequate supervision. Students wishing to enrol for this degree must have passed the subject Medicine III in the Bachelor of Medicine course. As part of the enrolment procedure, students are required to nominate the research project they wish to pursue and obtain approval for it from the proposed supervisor. Before work on the project can commence, the approval of the Faculty Research Committee, which has been authorised to act on behalf of the Faculty Board with respect to BMedSc degree matters, is required.

Course Requirements

Students are required to enrol in the subject MED411 Thesis which involves a program of research which, on completion, is written up in the form of a thesis. Students are also required to present their research findings at seminars during the year. These seminars are attended by Faculty staff. A further requirement is that students must submit a fully referenced literature review on their field of study by mid-year. Students are advised of the exact dates for seminars and the submission of the literature review and thesis early in the year.

Assessment

The thesis is the major component of the assessment for the degree and is given a weighting of 60%. It is assessed by two examiners appointed by the Faculty Research Committee. Neither examiner can be the student’s supervisor.

The final seminar presentation is also assessed by two assessors neither of whom is the student’s supervisor. The seminar counts 10% towards the student’s final result.

Students are also assessed by their supervisors. The supervisor’s assessment counts 30% towards the student’s final result.

The literature review (which normally comprises the first chapter of the thesis) is not formally assessed at the time of submission. Similarly the first two seminar presentations, which are really progress reports are not formally assessed. However, the submission of the literature review and the presentation of the first two seminars are used as opportunities to give students guidance in the form of a critical evaluation of their ability to present their work and to defend the scientific basis of their project.

Prizes

There are two Bachelor of Medical Science prizes known as the McGraw-Hill Prizes in Medicine. The prizes consist of sets of books as provided for the purpose by the donor. The prizes are awarded annually to the BMedSc students who obtain the highest and second highest results in the subject MED411 Thesis, if of sufficient merit.
SECTION SEVEN

The approved program for the Clinical Epidemiology specialty is:

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<tr>
<th>Subject</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>MED601 Epidemiology I</td>
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<td>MED611 Biostatistics I</td>
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<tr>
<td>MED661 Research Protocol Design</td>
<td>10</td>
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<tr>
<td>MED621 Social Health Science I</td>
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<tr>
<td>MED631 Health Economics I</td>
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<td>MED641 Clinical Epidemiology</td>
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<tr>
<td>MED632 Health Economics II</td>
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SECTION SEVEN

The approved program for the Pharmacoeconomics specialty is:

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<td>MED621 Social and Economic Pharmacoeconomics</td>
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<tr>
<td>MED641 Drug Evaluation</td>
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<td>MED642 Clinical Pharmacoeconomics</td>
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GRADUATE DIPLOMA/MASTER DEGREE PROGRAMS OF STUDY IN EPIDEMIOLOGY, BIOSTATISTICS, HEALTH SOCIAL SCIENCE AND HEALTH PROMOTION

A series of formal graduate diploma/master degree programs of study are available in the following areas:

- Clinical Epidemiology
- Occupational Epidemiology
- Pharmacoeconomics
- Psychiatric Epidemiology
- Health Promotion
- Medical Social Science
- Medical Statistics

The graduate diplomas consist of a series of subjects totalling 80 credit points taken over one year of full-time study or two years of part-time study. Students enrolling in a master degree program in a specific area are required to complete the subjects comprising the program of study for the related graduate diploma and, in addition, complete a major research project and thesis totaling at least one further year of full time or its equivalent in part-time study. The programs in Clinical Epidemiology, Pharmacoeconomics, Medical Social Science and Medical Statistics are also available in an external studies or distance learning format. Students taking a graduate diploma or master degree by distance learning will be required to pay full tuition fees. Policy with Respect to Standing Granted to Candidates who Enroll in the Master Degree Program after Completion of the Related Diploma

A person permitted to enrol as a candidate for a Master degree after completion of the related Graduate Diploma shall be granted standing in all subjects comprising the coursework component of the Master degree subject to the following:

1. Standing will not be granted to a candidate who:
   a. Is admitted to candidature in the Master degree program before 1992 and who has completed the requirements for the award of the related Diploma more than eight years prior to enrolment for the Master degree; or
   b. Is admitted to candidature in the Master degree program in 1992 or after and who has completed the requirements for the award of the related Diploma more than five years prior to enrolment for the Master degree.

2. With respect to the Master of Medical Statistics degree, standing will only be granted in cases where the candidate has completed subjects offered by the Department of Statistics totaling at least 30 credit points at the 400 level.

3. Such standing is granted on condition that upon completion of the requirements for admission to the Master degree, the candidate will surrender the Diploma testamur to the University.

In dealing with such cases, candidates will be advised in writing that they have been granted standing in the coursework component of the Master degree course subject to the condition that upon completion of the requirements for admission to the degree, they will surrender the Diploma testamur to the University and that their academic record will include a statement to this effect. Upon completion of the requirements for admission to the degree, the candidate will be requested in writing to return the Diploma testamur to the University for destruction.

CLINICAL EPIDEMIOLOGY

Students wishing to pursue the program of study in Clinical Epidemiology will enrol in either the Graduate Diploma in Epidemiology (Clinical Epidemiology specialty) or the Master of Medical Science Degree (Clinical Epidemiology option).

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PHARMACOECONOMICS

This program of study is designed to prepare students for work in agencies responsible for the regulation and evaluation of therapeutic drugs. The coursework will be directed particularly at the needs of developing countries.

Developing countries are confronted with enormous problems. Their health budgets barely cover the costs of essential drugs needed for the treatment of endemic infectious diseases and increasingly their governments are being faced with requests to license and subsidise the use of expensive drugs needed for long-term management of degenerative diseases. Professionals who confront these problems must have a breadth of expertise which allows them to consider such disparate factors as disease epidemiology, clinical pharmacology, determination of efficacy, the standards required for evaluation, quality control, the likely patterns of drug use and adverse effects, cost-effectiveness and subsidisation policies and the social implications of different levels of drug distribution.

Our aim is to bring these subjects into one program as they are not dealt with in existing undergraduate or postgraduate courses offered in Australia or elsewhere. In future it is likely that the Drug Evaluation Section of the Commonwealth Government will see an advantage in putting their trainees through such a program.

It is expected that students who complete this program will go on to occupy senior positions in national agencies responsible for the evaluation, licensing and subsidisation of therapeutic drugs.

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PSYCHIATRIC EPIDEMIOLOGY

This program is designed to prepare candidates for careers in:

a. Mental health administration, health care policy and program development, mental health service evaluation.

b. Research in social psychiatry and community mental health.

For qualified psychiatrists, in addition to the above, a knowledge of the principles and methods of clinical epidemiology will enhance their abilities as clinicians and teachers.

GRADUATE DIPLOMA/MASTER DEGREE PROGRAMS

Students wishing to pursue this program will enrol in either the Graduate Diploma in Epidemiology (Pharmacoeconomics specialty) or the Master of Medical Science Degree (Pharmacoeconomics option).

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HEALTH PROMOTION

This program will prepare students in the development, implementation and evaluation of health promotional activities. Students will be introduced to health promotional efforts on an individual, micro and macro basis. It is expected that they will emerge with both conceptual, practical and evaluative skills in health promotion using a multi-disciplinary framework.

Students wishing to pursue this program will enrol in either the Graduate Diploma in Health Social Science (Health Promotion specialty) or the Master of Medical Science Degree (Health Promotion option).
Students emerging with a Master Degree will have similar skills to those who obtain a Diploma, but will be able to function as health educators or health promotional officers in the fields of health promotion, health evaluation research and policy analysis. Such individuals would have opportunity for employment in government or community health settings. They will be able to conceptualise and measure sociocultural variables, evaluate program structure process and impact, and will be able to advise on ethical matters related to research design and implementation.

Policy with Respect to Admission to Candidature of Arts Graduates

Persons who have satisfied the requirements for admission to the degree of Bachelor of Arts in the University of Newcastle or to an equivalent degree in another University approved for the purpose of admission to candidature, shall be eligible for admission to candidature in the Master of Medical Science degree program in Medical Social Science if their Arts degree is with Honours Class I or Class II in the Disciplines of Sociology or Psychology.

MEDICAL STATISTICS

Students wishing to pursue this program will enrol in either the Graduate Diploma in Medical Statistics or the Master of Medical Statistics Degree.

The approved programs in Medical Statistics is:

Subject | Credit points
---|---
MED601 Epidemiology I | 20
MED611 Biostatistics I | 20
MED612 Biostatistics II | 10
MED622 Research Protocol Design | 10

Subjects offered by the Faculty of Medicine

MED613 BASIC BIOSTATISTICS

The aim of this subject is to enhance critical appraisal skills especially with respect to the understanding of the statistical methods used by the authors and the interpretation of the results. At the completion of the subject the students should be able to critique the statistical methods used and draw their own conclusions about the quality of the evidence presented in the article. Topics to be covered are:

- Scales of measurement
- Data description and summarisation
- Statistical inference - estimation and confidence intervals
- Hypothesis testing
- Comparison of two means - paired and unpaired data
- Comparison of two proportions
- Chi-square statistic
- Introduction to ANOVA
- Introduction to non-parametric methods
- Measures of association - relative risk, odds ratio, attributable risk
- Introduction to multivariable techniques - linear regression, Mantel-Haenszel, logistic regression
- Data description and simple analyses using a statistical package (eg Minitab)
- Word Processing.

MED611 BIOSTATISTICS I

An introduction to biostatistics and statistical computing relevant to the analysis of epidemiological data. Topics to be covered are:

- Presentation of data
- Summarising data
- Probability
- Binomial and Poisson Distributions
- Normal Distribution
- Sampling Distributions
- Confidence Intervals
- Hypothesis testing and Sample Size
- Regression and Correlation
- Non-Parametric methods
- Analysis of Categorical data and the Chi-Square distribution
- 2 x 2 tables and Mantel-Haenszel
- ANOVA and multiple comparisons
- Logistic Regression
- Survival Analysis
- Summary - choosing appropriate statistical techniques
This subject provides students with skills in undertaking MED675 handles and responds to drugs in health and in disease. The Evaluation of Health Services Screening Determining Priorities ConlenJ both the individual and population levels. Nonnality and Diagnostic Tests Time Requirement Approximately 75 hours Assessment Written assessment Text Blund, M. 1987, An Introduction to Medical Statistics, Oxford U.P.

MED642 BIOSTATISTICS II 10cp Statistical computing and biostatistical techniques relevant to epidemiological data. The course will consist of specified topics taken from Biostatistics involving statistical computing and the more advanced statistical methods.

Tone Requirement Approximately 30 hours Assessment Written assessment

MED604 CLINICAL EPIDEMIOLOGY 10cp An introduction to assessing health and intervention outcomes at both the individual and population levels. Content Normality and Diagnostic Tests Screening Clinical Disagreement By the Bedside Natural History and Prognosis Evaluation of Health Services Determining Priorities Ethics Tone Requirement Approximately 30 hours Assessment Written and/or oral assessment

MED641 DRUG EVALUATION 10cp This subject is concerned with all those processes which are necessary for a balanced evaluation of new drugs. This is mainly a consideration of data collected prior to marketing of new drugs and includes assessment of efficacy, evaluation of animal pharmacology and toxicology data, evaluation of human pharmacological and pharmacokinetic data; methods for processing drug applications; quality control; biological standards; good manufacturing practices; determination of need; stock control policies; substitution policies and adverse reaction monitoring.

Time Requirement Approximately 30 hours Assessment Written and/or oral assessment

MED610 EPIDEMIOLOGY I 20cp An introduction to methods used in Clinical Epidemiology.

Content Health Indicators Research Strategies Risk, Cause and Bias Epidemic Investigation Critical Appraisal Cross-Sectional Studies Case-Control Studies Case-Control Studies Longitudinal Studies Randomised Controlled Trials Synthesis of Research Data

Time Requirement Approximately 63 hours Assessment Written and/or oral assessment

MED675 COMMUNITY HEALTH PROMOTION 10cp This subject provides students with skills in undertaking community wide health promotion programs. At the completion of the course, students will be able to develop, and have some skills in implementing programmes based on the following strategies: community action, mass media, legislative change, modifying the availability of a health related product and adapting a program for use by a disadvantaged group. The course focuses on developing an understanding of the role and effectiveness of community wide health promotion programmes and practical skills in their implementation. Exercises include those designed to develop skills in the following areas: the identification of community opinion leaders and formation and liaison with a community committee; preparing reports of scientific findings for a lay audience; briefs for an advertising agency and skills in interacting with the mass media; planning a shopping centre intervention and developing an understanding of retain organisations and marketing strategies; modification of health promotion materials to meet the needs of disadvantaged groups.

Time Requirement Approximately 30 hours Assessment Written assessment

MED632 HEALTH ECONOMICS II 10cp This semester long course is designed to illustrate how the tools of economic analysis can be applied to general health care issues. The focus is both within the clinical setting considered in Clinical Economics I. This course introduces traditional health economics and many of the readings that are regarded as classics in the field.

Time Requirement Approximately 30 hours Assessment Written assessment

MED631 HEALTH ECONOMICS I 10cp An introduction to Clinical Economics.

Content The cost of illness Economic costs and discounting Cost and cost analysis Cost minimization analysis Cost effectiveness analysis Cost utility analysis Cost benefit analysis Sensitivity analysis, inflation and critical appraisal Clinical decision analysis

Time Requirement Approximately 30 hours Assessment Written assessment

MED644 HEALTH PROMOTION PROJECT 10cp This subject involves the development of a health promotion programme. At the end of the project, students will be able to integrate the skills they have acquired in other components of the Diploma to design a health promotion programme. Students will be able to develop a programme from initial conceptualisation through to evaluation and monitoring. Students will work on an individual basis with a designated supervisor to develop a health promotion programme in an area of their own interest.

Assessment The health promotion programme will be assessed by someone other than the student's supervisor. The project will be assessed using a rating scale covering the above areas. Assessment of the project will contribute 20% of the final grade.

MED645 HEALTH PROMOTION RESEARCH PROTOCOL 10cp This subject is designed to provide students with skills in planning a research project to evaluate the impact of a health promotion programme. At the end of the course, students will have developed a research protocol suitable for implementation in the following year. The protocol will include description of the steps in designing and evaluating the health promotion programme as well as strategies for evaluating its implementation, outcome and cost effectiveness. Students will work on an individual basis with a designated supervisor from Behavioural Science to develop a research protocol to evaluate a health promotion programme in an area of their own interest.

Assessment The research protocol will be assessed by an independent assessor. Assessment of the protocol will contribute 20% of the final grade.
MED73 INTRODUCTION TO HEALTH PROMOTION
The aim of this subject is to provide students with an introduction to health promotion. At the completion of the course, students will be able to: critically explain the rationale for health promotion; determine the health needs of a population group; assess the scientific evidence supporting health promotion and critically appraise existing health promotion programmes. Students are introduced to aspects of the theory and history of health promotion, including the Staged Approach to Health Promotion. A range of practical exercises are undertaken including the design and administration of a perceived needs survey and in-depth critical appraisal of specific health promotion programmes. A prepared module consisting of objectives, exercises, references and assessment is provided for each of the four major topic areas.

Assessment: consists of four 2,500-3,000 word assignments each of which contributes between 20 and 30% of final grade. Assignments are graded according to rating scales which are provided to the students at the outset of each module.

MED621 HEALTH SOCIAL SCIENCE I 10cp
An introduction to Health Social Science and Behaviour Change.

Content:
Social, cultural and psychological determinants of disease
Social, cultural and psychological determinants of health behaviour
The use of qualitative field methods in questionnaire design
Questionnaire construction
Planning interventions based on cultural beliefs and health practices
Behaviour change strategies
Utilisation and dissemination of research findings

Time Requirement: Approximately 30 hours
Assessment: Small group research project; essays on selected topics

MED622 HEALTH SOCIAL SCIENCE II 10cp

Content:
1. The following topics from Health Social Science I:
   - Social, cultural and psychological determinants of disease
   - Social, cultural and psychological determinants of health behaviour
   - Use of qualitative field methods in questionnaire design
   - Questionnaire construction
   - 2. The following topics from Health Economics I:
      - Introduction to clinical economics
      - Cost of illness, including economic costs and discounting
      - Cost analysis
      - Cost minimisation analysis
      - Cost effectiveness analysis

Time Requirement: Approximately 30 hours
Assessment: Small group research project

MED624 SOCIAL PSYCHIATRY 10cp
This subject will deal with the concepts and methods of social psychiatry with particular reference to epidemiologically-based knowledge about mental illness, the role of environmental events in the onset and course of mental illness, social treatments and preventative strategies and their evaluation.

Topics to be covered:
- Methods of measurement
- Sociodemography of mental illness
- Genetic and biological factors
- Formative experiences in childhood
- Concepts of stress
- Adverse life events
- Adverse environmental influences
- Social consequences of mental illness
- Primary care services
- Specialist psychiatric services
- Social management
- Preventive strategies
- Service evaluation

Time Requirement: 30 hours
Assessment: Critical Appraisal Exercise; Written and/or oral assessment

References:

MED625 SOCIOCULTURAL STUDIES I 10cp

Foundations of a Transdisciplinary Perspective in Health Social Science.

Topics covered include:
- Part I: The Transdisciplinary Perspective
  - Definition, rationale and need for transdisciplinary research
  - Constructing a transdisciplinary framework
- Part II: Transdisciplinary Thinking
  - Examples of transdisciplinary thinking
  - The transdisciplinary team and creation of knowledge

Time Requirement: 30 hours
Assessment: Group research project

MED626 SOCIOCULTURAL STUDIES II 10cp

Topics and applications of transdisciplinary research in Health Social Science.

Topics covered include:
- Part I: Health Program Evaluation
  - Models and stages of evaluation
  - Diagnostic procedures
  - Community sampling procedures
  - Monitoring health programmes
  - Impact assessment
- Part II: Specific Techniques and Methods
  - Causal modelling
  - Rapid ethnographic appraisal techniques
  - Community participation
  - Cognitive laboratory techniques
  - Factor analysis and reliability analysis
  - Focus groups
  - Measurement of social class/status
  - Applied ethics

Time Requirement: Approximately 30 hours
Assessment: Group research project

STAT201 MATHEMATICAL STATISTICS 10cp
Prerequisite: Either MATH103 or Introductory Statistics (STAT101) and MATH112 (or a level of mathematics equivalent to MATH112).

Hours: 3 lecture hours and 1 laboratory/tutorial hour per week for one semester.

Content:
Random variables, density and distribution functions, expectation, likelihood, point and interval estimation, tests of significance.

Text:

Reference:

STAT202 REGRESSION ANALYSIS 10cp
Prerequisite: Mathematical Statistics (STAT201) or Introductory Statistics (STAT101) and MATH112 (or equivalent).

Hours: 2 lecture hours, 1 laboratory and 1 tutorial hour per week for one semester.

Content:

This course covers the practical and theoretical aspects of multiple regression analysis, including the assumptions underlying standard linear models, use of matrix notation, prediction and confidence intervals, stepwise methods and examination of the adequacy of models. The statistical computer packages MINITAB and SAS are used.

Text:

Reference:
Bowerman, B.L., O'Connor, R.T. et al., 1986, Linear Statistical Models—an applied approach, Duxbury
Weisberg, S. 1985, Applied Linear Regression, 2nd edn, Wiley

STAT203 QUERIES & SIMULATION 5cp
Prerequisite: MATH112 or equivalent.

Hours: 2 lecture/labouratory hours per week for one semester.
STAT204 NON-PARAMETRIC STATISTICS 5cp
Prerequisite Mathematical Statistics (STAT201) or Introductory Statistics (STAT101) and MATH112 (or equivalent).

Hours 2 lecture/laboratory hours per week for one semester

Content
Methods for analysing categorical and ranked data, Randomization tests.

References

STAT301 STATISTICAL INFERENCE 10cp
Prerequisite Mathematical Statistics (STAT201), Regression Analysis (STAT202) and MATH201 (or a level of mathematics equivalent to MATH210, in multivariable calculus).

Hours 3 hours per week for one semester

Content
Statistical inference is the drawing of conclusions from data and this course is concerned with the theory and practice of that process. The main emphasis is on likelihood-based methods of estimation and hypothesis testing, but other topics to be covered may include: special distributions, transformed variables, some re-sampling and other computer-based techniques.

References
Kalbfleisch, J.G. 1979, Probability and Statistical Inference II, Springer
Silvey, S.D. 1978, Statistical Inference, Chapman & Hall

STAT302 STUDY DESIGN 10cp
Prerequisite Mathematical Statistics (STAT201) and Regression Analysis (STAT202)

Hours 3 hours per week for one semester

Content
This course contrasts two methods for collecting and analysing data experimental studies and observational studies including surveys. The topics included to illustrate the principles of experimental design are completely randomised designs, randomised block designs and factorial designs. For surveys the topics include: simple random sampling, stratified and cluster sampling, ratio and regression estimators. Case studies are used to illustrate practical problems and the statistical packages BMDP and SAS are used to carry out analyses.

Text
Barnett, V. 1986, Elements of sampling theory, Hodder & Stoughton

Reference

STAT303 GENERALISED LINEAR MODELS 10cp
Prerequisite STAT201 Mathematical Statistics and STAT202 Regression Analysis.

Advisory Co-requisite: STAT301

Hours 3 hours per week

Content
The course covers the theory of generalised linear models and illustrates the ways in which methods for analysing continuous, binary, and categorical data fit into this framework. Topics include the exponential family of distributions, maximum likelihood estimation, sampling distributions for goodness-of-fit statistics, linear models for continuous data (regression and analysis of variance), logistic regression, and log-linear models. Students will implement these methods using various computer packages, including GLIM.

Text
Dobson, A.J. 1990, An Introduction to Generalised Linear Modelling, Chapman & Hall

Reference

STAT402 ANALYSIS OF CATEGORICAL DATA 10cp
The course will discuss the analysis of categorical data. It will begin with a thorough coverage of 2x2 tables before moving on to larger (nxn) contingency tables. Topics to be covered include probability models for categorical data, measures of association, measures of agreement, the Mantel-Haenszel method for combining tables, applications of logistic regression and loglinear models.

References
Agresti, A. 1990, Categorical data analysis, Wiley

STAT404 ROBUST REGRESSION AND SMOOTHING
The main theme is the use of the computer to fit models to data when the assumptions of traditional models may not be satisfied or when it is not known in advance what form of model is appropriate. Topics to be covered include: concepts of robustness, M- and high breakdown estimation in linear regression, scatterplot smoothers (e.g. ACE, LOESS and splines), kernel regression and methods for choosing the amount of smoothing, and radical approaches (e.g. CART and projection pursuit).

References
Eubank, R.L. 1988, Spline Smoothing and Nonparametric Regression, Dekker
Rousseeuw, P.J. & Leroy, A.M. 1987, Robust Regression and Outlier Detection, Wiley

STAT406 METHODS FOR QUALITY
The aim of this course is to develop both the statistical and non-statistical skills required for a successful consultant. The course includes a study of the consulting literature, a review of commonly-used statistical procedures, problem formulation and solving, analysis of data sets, report writing and oral presentation, role-playing and consulting with actual clients.

References
Fuller, W.A. 1976, Introduction to Statistical Time Series, Wiley

STAT403 DEMOGRAPHY AND SURVIVAL ANALYSIS 10cp
This course presents a mathematical treatment of the techniques used in population projections, manpower studies, and the survival models used in demography and biostatistics.

Text
Lawless, J. 1982, Statistical Models and Methods for Lifetime Data, Wiley

References
Keyfitz, N. 1977, Applied Mathematical Demography, Wiley
Keyfitz, N. 1968, Introduction to the Mathematics of Population, Addison-Wesley
STAT407 ADVANCED TOPICS IN STATISTICS

This will be a full year subject. The subject will include topics such as: multivariate methods; randomisation; bootstrapping and other computer-intensive methods; analysis of repeated measures; sample size estimation.

References
To be decided.

SUBJECT COMPUTER NUMBERS

MEDICINE SUBJECT COMPUTER NUMBERS

Computer numbers must be shown on enrolment and course variation forms.

ASSOCIATE DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

OIS103B Academic Support IA
OIS107B Academic Support IB
OIS303B Academic Support II
OIS105B Ergonomics and Environmental Systems
OIS205B Legal Studies in Occupational Health & Safety
OIS101S Occupational Health and Hygiene
OIS102S Occupational Safety Technology
OIS201B Overview Problems in Occupational Health & Safety
OIS204B Project in Occupational Health and Safety
OIS106W Social Dimensions of Occupational Health & Safety
OIS104B Work Experience IA
OIS108B Work Experience IB
OIS203B Work Experience Occupational Health and Safety IIA
OIS206B Work Experience Occupational Health and Safety IIIB

BACHELOR OF MEDICINE

MED101 Medicine I
MED201 Medicine II
MED321 Medicine III

MEd501 Medicine IV
MED521 Medicine V

GRADUATE DIPLOMA IN APPLIED SCIENCE (OCCUPATIONAL HEALTH & SAFETY)

OHS504 Ergonomics
OHS501 Occupational Health
OHS505 Occupational Health and Safety Management and Law
OHS502 Occupational Hygiene and Toxicology
OHS503 Safety Technology
OHS506 Special Study

GRADUATE DIPLOMA/MASTER DEGREE IN EPIDEMIOLOGY, BIOSTATISTICS, HEALTH SOCIAL SCIENCE AND HEALTH PROMOTION

Subjects offered by the Faculty of Medicine:

MED613 Basic Biostatistics
MED631 Biostatistics I
MED612 Biostatistics II
MED604 Clinical Epidemiology
MED642 Clinical Pharmacology
MED675 Community Health Promotion
MED641 Drug Evaluation
MED601 Epidemiology
MED631 Health Economics I
MED632 Health Economics II
Subjects offered by the Department of Statistics:

**STAT407** Advanced Topics in Statistics
**STAT402** Analysis of Categorical Data
**STAT403** Demography and Survival Analysis
**STAT303** Generalised Linear Models
**STAT201** Mathematical Statistics
**STAT406** Methods for Quality Improvement
**STAT204** Non-parametric Statistics
**STAT401** Probability Theory
**STAT203** Queues and Simulation
**STAT202** Regression Analysis
**STAT404** Robust Regression and Smoothing
**STAT405** Statistical Consulting
**STAT301** Statistical Inference
**STAT302** Study Design
**STAT304** Time Series Analysis