SPTH4090 - Clinical Practice
Course Outline

Course Co-ordinator:  Dr Liz Spencer
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Ph:       4921 5161
Fax:      4921 7386
Email:    Elizabeth.Spencer@newcastle.edu.au
Consultation hours:  Mon, 10am-1pm, Tues 2-4pm, or by appointment (email or phone for appointment)

Course Coordinator
Semester  Semester 1 - 2008
Unit Weighting  10
Teaching Methods  Field Study

Brief Course Description
Students undertake supervised face-to-face clinical experience with a particular speech and language disordered caseload, i.e. across one or more of the range indicators of speech, language, voice, fluency and swallowing, with either or both child and adult populations. The clinical placements maybe in speech pathology services provided in community or hospital settings and/or the University of Newcastle Speech and Hearing Clinic, involve full day attendance (8.30am - 5pm), on a one day per week basis over the semester.

Contact Hours
Clinical for 7 Hours per Week for the Full Term

Learning Materials/Texts
Recommended text

Course Outline Issued and Correct as at:  Week 1, Semester 1 - 2008
CTS Download Date: 12 Feb 2008
Course Objectives
Upon successful completion of this course, students will:

1. Demonstrate levels of clinical competence as required to meet the Competency Based Occupational Standards for Speech Pathologists.

2. Experience (directly or indirectly) clinical management of the range of speech, language, voice, fluency, or swallowing disorders in children and adults.

3. Communicate their clinical experience and competence verbally and in writing in a professional and ethical manner.

4. Demonstrate professional and ethical behaviour appropriate to the policies and procedures of the clinical placement setting.

Course Content
This course provides clinical practice experience with paediatric, adult or mixed caseloads. The student is supervised by a qualified speech pathologist. The student has the opportunity to observe and work directly with caseloads comprising a range of communication and swallowing impairments. Students will be involved with the planning and delivery of services for assessment and treatment of individual cases, as well as having the opportunity to participate in a range of service delivery/caseload management models.

Assessment Items

<table>
<thead>
<tr>
<th>Other: (please specify)</th>
<th>1. Progress Indicators</th>
<th>Competency-based performance assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pass/Fail</td>
<td>Mid- and end of each placement</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>2. Record of Range of Experience</td>
<td>Record of supervised direct and indirect clinical hours across the range indicators</td>
<td>Ungraded requirement (when SPTH4090 is the final placement undertaken in the degree, then students are required to have recorded hours for child and adult experience across all range indicators in order to pass the course)</td>
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<tr>
<td></td>
<td></td>
<td>End of each placement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Record of Additional Clinical Experience</td>
<td>Ungraded requirement</td>
<td>End of placement</td>
</tr>
</tbody>
</table>

Assumed Knowledge
SPTH1110, SPTH1120, SPTH2080, SPTH2210, SPTH2220, SPTH3110, SPTH3120, SPTH3020, SPTH3080

Callaghan Campus Timetable
SPTH4090
CLINICAL PRACTICE
Enquiries: School of Humanities and Social Science
Semester 1 - 2008
Fieldwork

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>83:30 - 17:00</td>
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<tr>
<td>Tuesday</td>
<td>83:30 - 17:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>83:30 - 17:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>83:30 - 17:00</td>
</tr>
</tbody>
</table>

TBA, approx 15 days, concurrently or sequentially

School of Humanities and Social Science
or Friday 8:30 - 17:00  TBA, approx 15 days, concurrently or sequentially

Plagiarism

University policy prohibits students plagiarising any material under any circumstances. A student plagiarises if he or she presents the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:

- copying or paraphrasing material from any source without due acknowledgment;
- using another's ideas without due acknowledgment;
- working with others without permission and presenting the resulting work as though it was completed independently.

Plagiarism is not only related to written works, but also to material such as data, images, music, formulae, websites and computer programs.

Aiding another student to plagiarise is also a violation of the Plagiarism Policy and may invoke a penalty.

For further information on the University policy on plagiarism, please refer to the Policy on Student Academic Integrity at the following link -


The University has established a software plagiarism detection system called Turnitin. When you submit assessment items please be aware that for the purpose of assessing any assessment item the University may -

- Reproduce this assessment item and provide a copy to another member of the University; and/or
- Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the item on its database for the purpose of future plagiarism checking).
- Submit the assessment item to other forms of plagiarism checking

Written Assessment Items

Students may be required to provide written assessment items in electronic form as well as hard copy.

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations

Students are required to submit assessment items by the due date, as advised in the Course Outline, unless the Course Coordinator approves an extension of time for submission of the item. University policy is that an assessment item submitted after the due date, without an approved extension, will be penalised.

Any student:

1. who is applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or

2. whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment;

must report the circumstances, with supporting documentation, to the appropriate officer following the instructions provided in the Special Circumstances Affecting Assessment Procedure - Policy 000641.

Note: different procedures apply for minor and major assessment tasks.

Please go to the Policy at http://www.newcastle.edu.au/policylibrary/000641.html for further information,
particularly for information on the options available to you.

Students should be aware of the following important deadlines:

- **Requests for Special Consideration** must be lodged no later than 3 working days after the due date of submission or examination.

- **Requests for Extensions of Time on Assessment Items** must be lodged no later than the due date of the item.

- **Requests for Rescheduling Exams** must be received in the Student Hub no later than ten working days prior the first date of the examination period

Your application may not be accepted if it is received after the deadline. Students who are unable to meet the above deadlines due to extenuating circumstances should speak to their Program Officer in the first instance.

**Changing your Enrolment**

The last dates to withdraw without financial or academic penalty (called the HECS Census Dates) are:

For semester 1 courses: 31 March 2008
For semester 2 courses: 31 August 2008
For Trimester 1 courses: 18 February 2008
For Trimester 2 courses: 9 June 2008
For Trimester 3 courses: 22 September 2008
For Trimester 1 Singapore courses: 3 February 2008
For Trimester 2 Singapore courses: 25 May 2008

Students may withdraw from a course without academic penalty on or before the last day of semester. Any withdrawal from a course after the last day of semester will result in a fail grade.

Students cannot enrol in a new course after the second week of semester/trimester, except under exceptional circumstances. Any application to add a course after the second week of semester/trimester must be on the appropriate form, and should be discussed with staff in the Student Hubs.

To check or change your enrolment online, please refer to myHub - Self Service for Students [https://myhub.newcastle.edu.au](https://myhub.newcastle.edu.au)

**Faculty Information**

The Student Hubs are a one-stop shop for the delivery of student related services and are the first point of contact for students on campus.

The four Student Hubs are located at:

**Callaghan campus**
- Shortland Hub: Level 3, Shortland Union Building
- Hunter Hub: Student Services Centre, Hunter side of campus

**City Precinct**
- City Hub & Information Common: University House, ground floor in combination with an Information Common for the City Precinct
Ourimbah campus

• Ourimbah Hub: Administration Building

Faculty websites

Faculty of Business and Law

Faculty of Education and Arts
http://www.newcastle.edu.au/faculty/education-arts/

Faculty of Engineering and Built Environment
http://www.newcastle.edu.au/faculty/engineering/

Faculty of Health
http://www.newcastle.edu.au/faculty/health/

Faculty of Science and Information Technology
http://www.newcastle.edu.au/faculty/science-it/

Contact details

Callaghan, City and Port Macquarie
Phone: 02 4921 5000
Email: EnquiryCentre@newcastle.edu.au

Ourimbah
Phone: 02 4348 4030
Email: EnquiryCentre@newcastle.edu.au

The Dean of Students
Resolution Precinct
Phone: 02 4921 5806
Fax: 02 4921 7151
Email: resolutionprecinct@newcastle.edu.au

Deputy Dean of Students (Ourimbah)
Phone: 02 4348 4123
Fax: 02 4348 4145
Email: resolutionprecinct@newcastle.edu.au

Various services are offered by the University Student Support Unit:

Alteration of this Course Outline

No change to this course outline will be permitted after the end of the second week of the term except in exceptional circumstances and with Head of School approval. Students will be notified in advance of any approved changes to this outline.

Web Address for Rules Governing Undergraduate Academic Awards

Web Address for Rules Governing Postgraduate Academic Awards
STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS

The University is committed to providing a range of support services for students with a disability or chronic illness.

If you have a disability or chronic illness which you feel may impact on your studies, please feel free to discuss your support needs with your lecturer or course coordinator.

Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register please contact the Disability Liaison Officer on 02 4921 5766, or via email at: student-disability@newcastle.edu.au

As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester.

For more information related to confidentiality and documentation please visit the Student Support Service (Disability) website at: www.newcastle.edu.au/services/disability

Withdrawal from a Course Containing a Placement

This course contains a professional experience placement, so the official withdrawal policy is different to other University courses. In this course, students may withdraw without academic penalty one week or more before the placement is due to begin. In other words, the official final date for withdrawal is one week prior to commencement of the placement. This will allow prior notice to be given to the institution offering the placement of any student's intention to withdraw from the placement, and may allow the place to be re-allocated.

Withdrawal after the official date will usually result in an "F" grade. If there are special circumstances, students may apply to the Head of School for permission to withdraw from the course, after the official final date, without academic penalty. Permission to withdraw will not normally be given to students who have begun the placement and been placed "at risk" or advised that they are likely to fail.

Mandatory Program Component

This course is a Mandatory Program Component.

Before commencing the professional experience placement, students in this course must hold a current child protection certificate; have signed a Prohibited Employment Declaration; and a Confidentiality statement; have undergone a Criminal Record Check; must have a completed NSW Department of Health Immunisation Status Record Card and must hold a current First Aid Certificate.

Essential Criteria in Assessment

This course contains compulsory components or assessment items that must be satisfactorily completed in order for a student to receive a pass mark or better for the course. These essential elements are described in the CTS.

Pass/Fail Requirement: A completed competency-based assessment booklet (COMPASS™) must be submitted to the course co-ordinator within 2 weeks of completing a professional experience placement. A photocopy of the assessment should be kept by the student and placed in their Passport to Clinical Experience folder. The assessment must indicate that the student’s overall performance at the end of the placement is satisfactory to pass.
Ungraded requirements:  (1) A record of supervised direct and indirect clinical hours across the range indicators (Record of Range of Experience form) must be submitted to the Course Co-ordinator within 2 weeks of completing a professional experience placement. A photocopy of the form should be kept by the student and placed in their Passport to Clinical Experience folder.

(2) An Additional Clinical Experience form must be completed, signed and submitted to the course co-ordinator within 1 weeks of completing an observation visit. A photocopy of the form should be kept by the student and placed in their Passport to Clinical Experience folder.

See end of this course outline for further information.

**Studentmail and Blackboard:** Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

**Important Additional Information**

Details about the following topics are available on your course Blackboard site (where relevant). Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)
SPTH4090 - Clinical Practice
Important Additional Information

Written Assignment Presentation and Submission Details

Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

Hard copy submission:

- **Type your assignments:** All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker’s comments, use 1.5 or double spacing, and include page numbers.
- **Word length:** The word limit of all assessment items should be strictly followed – 10% above or below is acceptable, otherwise penalties may apply.
- **Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.
- **Staple the pages** of your assignment together (do not use pins or paper clips).
- **University Assessment Item Coversheet:** All assignments must be submitted with the University coversheet available at: http://www.newcastle.edu.au/study/forms/
- **By arrangement with the relevant lecturer, assignments may be submitted at any Student Hub located at:**
  - Level 3, Shortland Union, Callaghan
  - Level 2, Student Services Centre, Callaghan
  - Ground Floor, University House, City
  - Opposite Café Central, Ourimbah
- **Date-stamping assignments:** All students must date-stamp their own assignments using the machine provided at each Student Hub. If mailing an assignment, this should be address to the relevant School. Mailed assignments are accepted from the date posted, confirmed by a Post Office date-stamp; they are also date-stamped upon receipt by Schools.

**NB:** Not all of these services may apply to the Port Macquarie Campus.

- **Do not fax or email assignments:** Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse.
- **Keep a copy of all assignments:** It is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in electronic and hard copy formats.

**Online copy submission to Turnitin**

No assignments are required to be submitted through Turnitin for this course.

**Penalties for Late Assignments**

Assignments submitted after the due date, without an approved extension of time will be penalised by the reduction of 5% of the possible maximum mark for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than ten days after the due date will be awarded zero marks.


Special Circumstances

Students wishing to apply for Special Circumstances or Extension of Time should apply online. Refer - ‘Special Circumstances Affecting Assessment Items - Procedure 000641’ available @ http://www.newcastle.edu.au/policylibrary/000641.html

No Assignment Re-submission

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor, Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.

Re-marks & Moderations

A student may only request a re-mark of an assessment item before the final result - in the course to which the assessment item contributes - has been posted. If a final result in the course has been posted, the student must apply under ‘Procedures for Appeal Against a Final Result’ (Refer - http://www.newcastle.edu.au/study/forms/).

Students concerned at the mark given for an assessment item should first discuss the matter with the Course Coordinator. If subsequently requesting a re-mark, students should be aware that as a result of a re-mark the original mark may be increased or reduced. The case for a re-mark should be outlined in writing and submitted to the Course Coordinator, who determines whether a re-mark should be granted, taking into consideration all of the following:

1. whether the student had discussed the matter with the Course Coordinator
2. the case put forward by the student for a re-mark
3. the weighting of the assessment item and its potential impact on the student’s final mark or grade
4. the time required to undertake the re-mark
5. the number of original markers, that is,
   a) whether there was a single marker, or
   b) if there was more than one marker whether there was agreement or disagreement on the marks awarded.

A re-mark may also be initiated at the request of the Course Coordinator, the Head of School, the School Assessment Committee, the Faculty Progress and Appeals Committee or the Pro Vice-Chancellor. Re-marks may be undertaken by:

1. the original marker; or
2. an alternate internal marker; or
3. an alternate external marker (usually as a consequence of a grievance procedure).

Moderation may be applied when there is a major discrepancy (or perceived discrepancy) between:

1. the content of the course as against the content or nature of the assessment item(s)
2. the content or nature of the assessment item(s) as against those set out in the Course Outline
3. the marks given by a particular examiner and those given by another in the same course
4. the results in a particular course and the results in other courses undertaken by the same students.

For further detail on this University policy refer - ‘Re-marks and Moderations - Procedure 000769’ available @ http://www.newcastle.edu.au/policylibrary/000769.html

Return of Assignments

Students can collect assignments from a nominated Student Hub during office hours. Students will be informed during class which Hub to go to and the earliest date that assignments will be available for collection. Students must present their student identification card to collect their assignment.

Preferred Referencing Style

In this course, it is required that you use the use APA referencing system for referencing sources of information used in assignments. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

An in-text citation names the author of the source, gives the date of publication, and for a direct quote or specific information includes a page number, in parentheses. At the end of the paper, a list of references provides publication information about the source; the list is alphabetised by authors’ last names (or by titles for works without authors).

For information about APA – see:  
American Psychological Association.

For further information on referencing and general study skills refer - ‘Infoskills’ available @  

Student Representatives

Student Representatives are a major channel of communication between students and the School. Contact details of Student Representatives can be found on School websites.

Refer - ‘Information for Student Representatives on Committees’ available @  

Student Communication

Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

Essential Online Information for Students

Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services is available @  
Specific Course Information

Relationship of Course Objectives to Graduate Attributes, Professional & Occupational Competencies

<table>
<thead>
<tr>
<th>University of Newcastle Graduate Attributes¹</th>
<th>Community Responsiveness</th>
<th>Occupational Competencies²</th>
<th>Generic Professional Competencies³ (COMPASS™ Unit, Element)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Professionalism</td>
<td>Lifelong Learning</td>
<td>Reasoning</td>
</tr>
<tr>
<td></td>
<td>Scholarship</td>
<td>Communica</td>
<td>Reasoning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Clinical population</th>
<th>CBOS Unit, Element</th>
<th>Professionalism</th>
<th>Reasoning</th>
<th>Lifelong Learning</th>
<th>Communication</th>
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</thead>
<tbody>
<tr>
<td>1 Competence</td>
<td>Paed &amp; Adult</td>
<td>all</td>
<td>GPC 1</td>
<td>GPC 3</td>
<td></td>
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</tr>
<tr>
<td>2 Experience</td>
<td>all</td>
<td>GPC 1 GPC 3 GPC 2</td>
<td>GPC 2</td>
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<td></td>
</tr>
<tr>
<td>3 Comm.</td>
<td>2.4, 2.5, 3.7, 4.4, 5.2, 5.3</td>
<td>GPC 4</td>
<td>GPC 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Profession</td>
<td>1.4, 4.5, 5.1, 5.7, 5.9, 7</td>
<td>GPC 4</td>
<td>GPC 2</td>
<td></td>
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</tbody>
</table>

* Competency Based Occupational Standards for Speech Pathologists - Entry Level (Revised 2001, Speech Pathology Australia)

The assessment of this subject relates to the learning objectives as outlined below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Obj 1 Comp.</th>
<th>Obj 2 Exp.</th>
<th>Obj 3 Comm.</th>
<th>Obj 4 Prof.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Progress indicators</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Record of Experience</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clinic Placements:
Up to 5 days per week, as allocated*

Hours as required by individual clinics, usually between 8.00am and 5pm

*Depending of availability, clinical placements may be scheduled for any time period between January and June (for Semester 1), or between July and December (for Semester 2).

The site of delivery will vary depending on the sites of available clinical placements. For SPTH4090, clinical placements are may be situated in the on-campus clinic or situated in rural NSW or the Sydney metropolitan area, or within speech pathology services provided by other agencies (e.g. NSW Department of Health, Department of Ageing, Disability & Home Care). Students who have specific needs which preclude such placements need to discuss this with the Clinical Education Co-ordinator prior to enrolling in the course.

Tutorial support is provided by telephone, email and blackboard.

Expectations

The objective of the fourth year clinical program is to enable students to develop and consolidate their clinical competence through an intensive clinical experience, and to gain a realistic view of a speech pathologist’s workload and responsibilities.

¹ The University of Newcastle Graduate Attribute Policy (under development May 2007)
² Competency Based Occupational Standards for Speech Pathologists - Entry Level (Revised 2001, Speech Pathology Australia)
By fourth year, undergraduates will have had experience with both adult and paediatric caseloads, and with disorders of varying aetiology and complexity. The actual range of experience and clinical competence brought to this extended placement will however vary among students. We expect students to be working with increasing independence and interdependence in their ability to manage their allotted cases and caseload.

**Caseload**

The size of a student’s caseload will of course vary according to the availability of clients and complexity of cases, as well as their own level of clinical competence. It is anticipated that fourth year students will be capable of taking responsibility gradually over the course of the placement for a full caseload (after a period of initial orientation).

**Level of supervision**

As fourth year students undertake an extended clinical placement, their level of independence and clinical competence will be expected to increase significantly as part of the consolidating experience. Regardless of their increasing level of competence, they will require ongoing supervision in particular situations, e.g. bedside evaluation of dysphagia. The actual giving of food/fluids should be supervised and recommendations for management should be checked to ensure compliance with medico-legal responsibilities as stated in CBOS.

**Required Reading:**


**Recommended Texts:**


**Assessment Summary:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Weighting</th>
<th>Timing</th>
</tr>
</thead>
</table>
| 1. Progress Indicators*   | Competency-based performance assessment                                      | Pass/Fail         | Mid- and end of each placement
Due 2 wks after placement completion |
| 2. Record of Range of Experience** | Record of supervised direct and indirect clinical hours across the range indicators | Ungraded requirement (see note below) | End of each placement Due 2 wks after placement completion |
| 3. Record of Additional Experience*** | Record of supervised indirect clinical hours in a specialist clinical setting. | Ungraded requirement | End of each placement Due 2 wks after placement completion |

* You will be provided with a copy of the assessment booklet to be completed for all your placements. A PDF copy of the COMPASS™ Assessment booklet is located on SPTH4080/SPTH4090 blackboard site.
** A copy of the Record of Range of Experience and guidelines for calculating hours is located within the Speech Pathology Passport to Clinical Practice.

*** A copy of the Record of Additional Experience is located within the Speech Pathology Passport to Clinical Practice.

*Note:* The minimum requirement for students to pass their final clinical practice subject in the Bachelor of Speech Pathology (i.e. either SPTH4080 or SPTH4090) is that their cumulative Record of Range of Experience over the degree documents indirect and/or direct experience for each range indicator in all units of expected competency (CBOS, Units 1 to 4), and for at least one range indicator for all units where supervision may still be required upon graduation (CBOS, Units 5 to 7). Students who have not attained the full range of experience by the end of the semester will need additional placements.

*Students should check their Range of Experience requirements and discuss these as soon as possible with the Clinical Education Co-ordinator.*