



BACHELOR OF PHYSIOTHERAPY

STUDENT HANDBOOK

2018

JAMES COOK UNIVERSITY

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Welcome

Dear Students,

Welcome to the Physiotherapy Program at James Cook University and congratulations on your choice of profession!

The Physiotherapy course at James Cook University began in 2005 and has already contributed to an increased Physiotherapy workforce and services in Queensland. The JCU Physiotherapy program has full accreditation with the Australian Physiotherapy Council. This guarantees that you will be able to register as a Physiotherapist upon graduation from the program.

This course will provide you with the professional capacity to work in any chosen area of Physiotherapy practice, including acute and community health settings, industry or private enterprise. Your training will however have a particular focus on preparation for Physiotherapy in rural and remote settings.

We have an excellent team of professional staff to teach the program and assist you with your studies. Some staff members are working part time as tutors at JCU and also in clinical practice; other staff members are full-time and may be undertaking research and administrative tasks as well as teaching.

We look forward to working with you all as undergraduates and future professional colleagues.

Yours sincerely,

The Physiotherapy Team

SECTION 1 Course Overview

The Discipline of Physiotherapy is located in the Rehabilitation Sciences building (43) at the Douglas campus. Physiotherapy offers students an integrated four year degree course leading to the award of Bachelor of Physiotherapy or Bachelor of Physiotherapy (Honours).

This handbook provides you with general information and guidelines which pertain to the Physiotherapy course at JCU. Please ensure that you keep it and use it during the year. The handbook is reviewed annually and is also available from the Physiotherapy website <https://www.jcu.edu.au/college-of-healthcare-sciences/student-resources>

Relevant subject information will be issued separately at the beginning of each subject.

Physiotherapy Staff

Facsimile number 47251289

Website <https://www.jcu.edu.au/college-of-healthcare-sciences/physiotherapy>

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Clinic Staff – Musculoskeletal Clinic			
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Support Staff			
Tech Officer	4781 4635	43.041	
Reception	4781 4121	43.005	
Year Co-ordinators and Academic Advisors			
1st Year Co-ordinator & Academic Advisor			Sue Barrs
2nd Year Co-ordinator & Academic Advisor			Carol Flavell
3 rd and 4 th Year Co-ordinator & Academic Advisor			Dr Anne Jones
Bachelor of Physiotherapy co-ordinator			Sue Barrs
Research degree Coordinator			Dr Anne Jones
Post graduate coursework coordinator			Moira Smith

Bachelor of Physiotherapy 2017

Year 1

Study Period 1	Pre-requisites	Subject Name	Co-ordinator
BM1041:03		Anatomy and Physiology for Physiotherapy 1	Alex Trollope
PS1001:03		Introduction to Physiotherapy	Sue Barrs
RH1002:03		Communication Skills for Therapy	Marianne Bonassi
RH1004:03		Foundations of Allied Health Professional Practice	Rachel Pappas Michael Pang
Study Period 2			
BM1042:03		Anatomy and Physiology for Physiotherapy 2	Pam Megaw
HS1003:03		Lifespan Development for Health A	Elizabeth Browne Broch Cook
HS1401:03		Health and Health Care in Australia	
PS1002:03	BM1041 & PS1001	Introduction to Physiotherapy Applications	Sue Barrs

Year 2

Study Period 4	Pre-requisites	Subject Name	Co-ordinator
HS2402:03** (SP4)		Health Professional Research 1	Julie Parison
Study Period 1			
HS2403:03	HS1401	Health Promotion for Health Professionals	Sue Devine
HS2405:03	HS2402	Health Professional Research 2	Felicity Smith
PS2004:03	All year 1 subjects	Neuroscience in Physiotherapy	Moira Smith
Study Period 2			
PS2002:03	All year 2 SP1 subjects	Physiotherapy 1	Anne Jones
PS2003:03	All year 2 SP1 subjects	Physiotherapy 2	Carol Flavell
PS2005:03	All year 2 SP1 subjects	Physiotherapy Applications across the Lifespan	Moira Smith
RH2002:03	BM1041 & BM1042	Clinical Medicine for Therapy	Louise Myles

Year 3

Teaching Period 1	Pre-requisites	Subject Name	Co-ordinator
PS3001:03 **	All year 2 subjects	Physiotherapy 3	Anne Jones
PS3002:03 **	All year 2 subjects	Physiotherapy 4	Carol Flavell
PS3003:03 **	All year 2 subjects	Physiotherapy 5	Moira Smith
PS3006:03 **	All year 2 subjects	Complex Cases in Rural, Remote & Indigenous Communities	Anne Jones
Study Period 2			
PS3007:12 **	PS3001/PS3002/PS3003/ PS3006	Physiotherapy Theory and Application 1	Carla Dyson

Year 4

Study Period 1	Pre-requisites	Subject Name	Co-ordinator
PS4001:12 **	PS3007	Physiotherapy Theory and Application II	Carla Dyson
Study Period 2			
PS4002:03	PS4001	Contemporary Issues for Physiotherapists	Anne Jones
PS4003:03	PS4001	Physiotherapy Health Law and Ethics (SP9)	Sue Barrs
PS4004:03	PS4001	Advanced Topics in Physiotherapy	Carol Flavell
TM4401:03	All 3 rd year subjects	Health Policy and Planning (SP8)	

Note ** have different face to face dates. Go to <https://www.jcu.edu.au/courses-and-study/courses/bachelor-of-physiotherapy> Bachelor of Physiotherapy to see the program outline.

Bachelor of Physiotherapy (Honours)

The first two years of the Bachelor of Physiotherapy (Honours) are identical to the Bachelor of Physiotherapy program. At the end of year two students will be encouraged to consider applying for Honours if they are interested in research. Offers of places in the Honours course are made to students, based on their GPA being above 5, not having failed a subject in previous years, a review of their Expression of Interest application and the availability of staff to supervise suitable topics.

Year 3

Teaching Period 1	Pre-requisites	Subject Name	Co-ordinator
PS3001:03	All year 2 subjects	Physiotherapy 3	Anne Jones
PS3002:03	All year 2 subjects	Physiotherapy 4	Carol Flavell
PS3003:03	All year 2 subjects	Physiotherapy 5	Moirra Smith
PS3006:03	All year 2 subjects	Complex Cases in Rural, Remote & Indigenous Communities	Anne Jones
Study Period 2			
PS3007:12	PS3001/PS3002/PS3003/PS3006	Physiotherapy Theory and Application 1	Carla Dyson
PS3110:03	PS3001/PS3002/PS3003	Physiotherapy Independent Study	Anne Jones

Year 4

Study Period 1	Pre-requisites	Subject Name	Co-ordinator
PS4101:12	PS3107	Physiotherapy Theory and Application II	Carla Dyson
PS4102:03	PS3107/PS3110	Physiotherapy Honours Thesis 1	Anne Jones
Study Period 2			
PS4103:03	PS4102	Physiotherapy Honours Thesis 2	Anne Jones
PS4003:03	PS4001	Physiotherapy Health Law and Ethics	Sue Barrs
PS4004:03	PS4001	Advanced Topics in Physiotherapy	Carol Flavell
TM4401:03	All 3 rd year subjects	Health Policy and Planning (SP8)	

Postgraduate Honours in Physiotherapy

The postgraduate honours program follows the traditional format of one year full-time or two years part time study post-graduation. It is available to recently graduated and experienced physiotherapists who have not already completed an in-course honours degree. The program develops research skills, as students develop and complete a research project under expert supervision. Normally the program is completed within 12 months if studied full time, or two years part time, and may be undertaken wholly or partly on-campus.

Level 4	FULL-TIME COURSE STRUCTURE		
	Teaching period 1	PS4051:12	Physiotherapy Honours Part 1 of 2
	Teaching period 2	PS4052:12	Physiotherapy Honours Part 2 of 2
Level 4	PART-TIME COURSE STRUCTURE		
	Teaching period 1	PS4511:06	Physiotherapy Honours Part 1 of 4
	Teaching period 2	PS4512:06	Physiotherapy Honours Part 2 of 4
	Teaching period 1	PS4513:06	Physiotherapy Honours Part 3 of 4
	Teaching period 2	PS4514:06	Physiotherapy Honours Part 4 of 4

Program Objectives

Learning Outcomes for Physiotherapy Bachelor degree

On successful completion of the James Cook University Physiotherapy Bachelor degree program, graduates will be able to:

1. Integrate and adapt a coherent and broad body of theoretical knowledge and technical competencies in diverse contexts as an entry level physiotherapist.
2. Review professional and ethical frameworks, and underlying principles and concepts, to inform professional behaviours and responsibilities.
3. Retrieve, critically evaluate and apply established and evolving evidence and concepts to physiotherapy practice.
4. Formulate, implement and evaluate physiotherapy management plans, across the lifespan, for culturally and demographically diverse peoples, especially in tropical, rural, remote and Indigenous communities.
5. Demonstrate effective oral and written English language and numerical skills that enable clear, coherent and appropriate communication of theoretical or therapy concepts, treatment options and professional decisions, with clients, families, communities and other professionals.
6. Apply physiotherapy based health assessment, promotion, prevention and self-management strategies to individuals and populations.
7. Deliver and facilitate safe, sustainable and effective collaborative client centred healthcare within a clearly defined and accepted scope of practice for a physiotherapist.
8. Reflect on current skills, knowledge and attitudes to determine future professional development requirements.

Learning Outcomes for Physiotherapy Bachelor Honours embedded degree

On successful completion of the James Cook University Physiotherapy Bachelor Honours degree program graduates will be able to:

1. Integrate and adapt a coherent and advanced body of theoretical knowledge and technical competencies in diverse contexts as an entry level physiotherapist.
2. Review professional and ethical frameworks, and underlying principles and concepts, to inform professional behaviours and responsibilities.
3. Retrieve, critically evaluate and apply established and evolving evidence and concepts to advanced physiotherapy practice.
4. Demonstrate advanced oral and written English language and numerical skills that enable clear, coherent and appropriate communication of theoretical or therapy concepts, treatment options and professional decisions, with clients, families, communities and other professionals.
5. Formulate, implement and evaluate physiotherapy management plans, across the lifespan, for culturally and demographically diverse peoples, especially in tropical, rural, remote and Indigenous communities.
6. Apply physiotherapy based health assessment, promotion, prevention and self-management strategies to individuals and populations.
7. Deliver and facilitate safe, sustainable and effective collaborative client centred healthcare within a clearly defined and accepted scope of practice for a physiotherapist.
8. Reflect on current skills, knowledge and attitudes to determine future professional development requirements.
9. Apply knowledge of research principles and methods to plan and execute a piece of research and scholarship with some independence.

Clinical Education

Clinical education occurs throughout the course and is an essential part of professional training as it offers students the opportunity to develop clinical and professional skills across a range of settings.

During first and second year students are required to complete a number of clinical observations and experiences. In first year these include observation at health care facilities in Townsville and hands on experience at the student lead Massage Clinic. In second year they include clinical experience in an acute hospital setting, further experience at the massage clinic and placements that will prepare students for neuro-rehabilitation experience. In third year prior to commencing full-time clinical placement students will shadow fourth year students on placement at the musculoskeletal clinic and run programs in aged care facilities. The types of activity will vary from year to year. These experiences count towards your clinical hours and you will be required to complete a log of these experiences and gather supporting documents for a clinical portfolio. This electronic portfolio (ePortfolio) will be reviewed each year and is linked to subjects throughout the program.

The greatest proportion of clinical education occurs in third and fourth year when students undertake supervised core clinical placements. Three, five-week placements are undertaken in the second semester of third year and another three five-week placements are undertaken in the first semester of fourth year of the course. Placements are sited in metropolitan, regional and rural locations throughout Queensland. Interstate placements are available in some circumstances.

Placements within Queensland Health facilities are shared among all Universities in Queensland via a central allocation process. Students must complete clinical placements in accordance with course accreditation requirements. They are aligned with the scope of experience required for graduate entry to the physiotherapy profession. Failure to complete clinical placements will result in failure to graduate. **All students must complete a rural clinical placement. The cost of travel and accommodation for clinical placements is the student's responsibility.** The Clinical Education Co-ordinator will provide information on scholarships and subsidies for this purpose.

STUDENTS SHOULD NOT EXPECT ALL PLACEMENTS TO BE IN TOWNSVILLE.

You will be required to live away from Townsville for some placements and you will have to plan your work and other commitments accordingly. Your clinical placements take priority over all other commitments.

Students are allocated placements by the Clinical Education Co-ordinator. The assurance of a clinical education program of appropriate depth and breadth for each and every student will take precedence over any one student's preference for a placement. Students from rural and remote areas may wish to do a clinical placement/s in a facility in or close to their home town. Rural students wishing to do this will be required to liaise with the Clinical Education team at the start of third year. Students and/ or families or partners **must not** seek their own placement without prior discussion with the Clinical Education team.

Clinical Education placements occur in a range of settings including Queensland Health, Education Queensland, and various non-government and private organisations. The agreements held with these organisations necessitate that **all** students comply with the following requirements;

- Observe and maintain patient and personnel confidentiality requirements
- Hold a current first aid certificate and CPR for the duration of the program (see section on first aid certificates)
- Wear their student ID card at all times (see section on ID badges)
- Wear a uniform (as advised by JCU Physiotherapy)
- Provide evidence of at least Heb B, Measles, Mumps, Rubella, Varicella, Pertussis vaccination and immunity (see Infectious Diseases Policy) and other immunisations as required
- Obtain a 'Working with Children' certification ('Blue Card'), and some organisations require a 'criminal record check'. This may also include other state or organisation certification
- Obtain a National Police Certificate
- Complete all Queensland Health eLearning modules and other orientation requirements for organisations outside of Queensland Health
- Complete all Clinical Practice building requirements
- Inform the Physiotherapy clinical education team of personal health issues (eg pregnancy, disability etc) which may impact on your ability to complete clinical placements.

A student clinical education manual and a short series of lectures will be provided in the semester prior to commencing placements to inform you of the placement requirements. If you misplace or lose this manual, or your ID badge, a fee will be charged for replacement.

SECTION 2 Course Requirements

Student Registration

As of March 2011 students enrolled in physiotherapy courses must be registered with the Australian Health Practitioner Regulation Agency (AHPRA). This is the national agency charged with implementation of the registration of 14 health professions, including physiotherapy. This notification is done by the University. It is important that JCU physiotherapy students know they have a responsibility to notify AHPRA if there are factors which may impact on the students ability to safely practice physiotherapy.

Relevant information for physiotherapy is found at

<http://www.physiotherapyboard.gov.au/Registration/Student-Registrations.aspx>

Under the National Law, information about students will be entered on the Student Register. This information is **not** published online and is **not** publicly available. The information AHPRA requests from education providers include:

- a) name of Education Provider
- b) student's name
- c) student ID number
- d) student's date of birth
- e) student's sex
- f) student's mailing address in Australia and email details
- g) name of the approved program of study or clinical training being undertaken by the student
- h) the date on which the student started the approved program of study or clinical training
- i) the date on which the student is expected to complete the approved program of study or clinical training
- j) for students that have completed or otherwise ceased to be enrolled in the approved program of study or clinical training, the date of the completion or cessation, and
- k) the reason why the student completed or otherwise ceased to be enrolled in the approved program of study or clinical training.

No fee applies to student registration.

Each Board's role is focused on registering students and managing notifications about students:

- whose health is impaired to such a degree that there may be substantial risk of harm to the public, or
- who have been found guilty of an offence punishable by 12 months imprisonment or more, or
- who have a conviction of, or are the subject of, a finding of guilt for an offence punishable by imprisonment, or
- who have contravened an existing condition or undertaking.

Notifications may be received by AHPRA from either:

- an education provider who is required under the National Law to report students whose health is impaired to such a degree that there may be substantial risk of harm to the public, or
- a person or organisation who voluntarily reports the student for a health impairment or criminal matter and/or a contravention of an existing condition or undertaking.

Student Obligations

Under the National Law, students enrolled in an approved program of study or undertaking clinical training must notify AHPRA through the local office within seven days of becoming aware that:

- they have been charged with an offence punishable by 12 months imprisonment or more or
- they have been convicted of, or are the subject of, a finding of guilt for an offence punishable by imprisonment or
- their registration under the law of another country that provides for the registration of students has been suspended or cancelled.

Mandatory Notification

Education providers are also required, under s.143 of the National Law, to make mandatory notifications in relation to students, if the provider reasonably believes:

- a) a student enrolled with the provider has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm
- b) a student for whom the provider has arranged clinical training has an impairment that, in the course of the student undertaking the clinical training, may place the public at substantial risk of harm.

Practitioners are required to make a mandatory notification in relation to a student if the practitioner reasonably believes that a student has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm (s.141(1)(b)). In all cases, the student's impairment must place the public at substantial, or considerable, risk of harm in the course of clinical training.

In relation to a student, 'impairment' is defined under s. 5 of the National Law to mean the student 'has a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect the student's capacity to undertake clinical training –

- a) as part of the approved program of study in which the student is enrolled; or
- b) arranged by an education provider.

All students are encouraged to read and understand the Physiotherapy Board of Australia's Guidelines on Mandatory Notification, available at their website.

Blue Card

All JCU Physiotherapy students are required to hold a current Blue Card for the **duration of their course**. The blue card allows the student to participate in any clinical experience that involves or has the potential to involve children as clients, subjects or participants. Under the *Commission for Children and Young People and Child Guardian Act 2000* a blue card remains current for three years. The website is www.bluecard.qld.gov.au phone number 1800 113 611. You need to apply for renewal at least 30 days prior to its expiry date. Existing card holders will be notified by the Commission sixteen weeks before their cards expire.

Failure to hold a current Blue Card will result in exclusion from any participation in clinical experience.

Failure to obtain a Blue Card before week 13 of study period one in first year will result in exclusion from the program.

Vaccinations

Hepatitis B

Students must provide evidence of being immune to Hepatitis B (sero conversion) within the first teaching period of their studies.

Measles, Mumps and Rubella

Students must provide documented evidence of **each** antibody (IgG) on serology or documented evidence of 2 measles vaccinations at least one month apart.

Varicella

Documented evidence of varicella antibody (IgG) on serology or documented evidence of varicella vaccination.

Pertussis

Documented evidence of pertussis booster vaccination in the previous 10 years.

A blood-borne viral disease may result in a student's inability to obtain a placement in a Queensland Health facility and consequently may result in their inability to complete the requirements of the course as accredited by the relevant professional accrediting body. If a student does not sero convert they will be required to meet academic staff to discuss the implications. **If a student has not complied with the above requirement before commencing their first clinical experience or by the last day of the first teaching period of their studies (whichever comes first), their enrolment will be terminated immediately.**

First Aid and CPR Certificate

It is a requirement of Clinical Education, that each student has up-to-date Senior First Aid and CPR Certificates. It is the student's responsibility to obtain Senior First Aid and CPR certificates. Several options for first aid courses exist (St John Ambulance, Royal Lifesavers, Red Cross etc). A copy of your First Aid and CRP Certificates must be handed to the Professional placement unit by the end of lectures in Study Period 1, first year.

It is your responsibility to ensure your certificates remains current through the course as it is a requirement of placement. Note that CPR certificates are valid for ONE (1) year only and Senior First Aid Certificates for three (3) years.

Please provide a photocopy of your refresher course certificate each year to the professional placement unit.

See <https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/physiotherapy> for all preplacement requirements

Enrolment and pre-placement requirements

Failure to provide evidence of:

- A current blue card
- Immunisations
- Current CPR certificate
- Current first aid certificate
- National police check

will result in exclusion from the program.

Costs associated with the Program

Information about university fees such as Commonwealth supported students and International fees can be found at <https://www.jcu.edu.au/students/fees-and-financial-support>

Student Services and Amenities Fee (SSA fee) is charged at \$44.70 per 3 credit points (2018), to a maximum of \$298 for calendar year. This can be paid up front or deferred by obtaining a SA-HELP loan. See <https://www.jcu.edu.au/students/fees-and-financial-support/student-services-and-amenities-fee-ssa-fee>

In addition students will need to pay for such items as textbooks, stationery and photocopying etc. Textbooks vary considerably in price. Good reference books, particularly those related to the foundations of clinical practice, like anatomy and physiology and key physiotherapy texts are resources you will refer to over and over again as a student and clinician. Investment in good resources during your undergraduate training will advantage you throughout your professional career.

Students will also have costs associated with purchasing equipment such as a physiotherapy uniform, a lab coat, goniometer, tape measure and stethoscope. There may be other costs associated with some subjects and these will be specified in the subject outlines.

Costs associated with clinical education placements in third and fourth year may require considerable expenditure for students. Students will also be required to pay for a student clinical ID card which costs \$15.00.

Housekeeping Details

Notices are posted on the web - checking the Physiotherapy subject pages within Learn JCU regularly will help you to stay informed of any changes. **Students are expected to check their emails on a daily basis**, as this is the preferred form of communication between the university and students. Notice boards are located within the Rehabilitation Science building (43). These notice boards are provided to keep students informed, and should be checked regularly for official notices. The general notice board is also available for students to display their notices and should become a valuable tool for communication within the unit. Please check with the Rehabilitation Sciences Reception before placing your notice.

Lost property which is found in the building may be held in the Rehabilitation Sciences Reception area for approximately two (2) months.

Students are responsible for updating their current addresses via e-student. All students are required to fill out a student information form which will be distributed in Orientation week.

Students must inform the Physiotherapy Office of any change in address or mobile phone for emergency contact and also for clinical education placement notification.

ID Badges

All students are required to have an ID badge for clinical placements, official visits and observation experiences. You will need to wear this card in a plastic badge holder. This will be ordered through the Professional Placement Unit and costs \$15.00.

Student ID cards are used for borrowing books, printing and photocopying on campus, identification for written examinations and computer labs.

If students misplace or lose ID badges they must purchase a new badge and incur the costs themselves. Replacement ID badges can be obtained from Student enquiry centre Monday to Friday 9.00am - 4.45pm. This does not include O week or the first week of study period 1 and 2 in which case view the orientation program for details.

Further information on ID cards can be found at: <https://www.jcu.edu.au/students/student-forms/student-id-card>

Lecture Notes

Students should note that lecturers are **not compelled** to place lecture notes or podcasts up on Learn JCU. Some lecturers will place their lecture slides up whilst others may place only notes or none at all. Therefore you should ensure you take your own adequate notes.

NB: Notes from the WWW are NOT openly accessible on the JCU campus. You will need your JCU computer user number and password to retrieve them.

Staff Availability

To see a staff member, students must make a prior appointment with the staff member concerned by email or phone by leaving them a message on their voice mail. If you are trying to contact a staff member you may also contact them through the phone at Rehabilitation Sciences reception.

Student Representatives

Two student representatives from each year level of the program will be elected by the year cohort. The student representatives will meet with the year level co-ordinator and/or head of discipline at least once each study period. At times Physiotherapy student representatives may be called upon to attend specific meetings on campus. These representatives act as a communication channel for the year level.

Physiotherapy Practical Groups

Students are allocated to practical timeslots. You will be advised in the O week session for first years and via email for all other year levels. Practicals are not open to persons other than group members. Should you wish to change groups you must find someone to swap with and then **both parties** must email the Subject Co-ordinator (see the course overview page for contact details) to confirm the request.

Students are required to wear the prescribed physiotherapy uniform to all PS subject practicals. Failure to comply with these requirements may result in your exclusion from the practical.

Attendance

It is expected that students attend all learning experiences made available to them. These learning experiences lead to the development of safe and effective skills as a beginning Physiotherapy practitioner.

At **least 80%** attendance at tutorials, practicals and/ or workshops is required unless otherwise stated in subject outlines. Failure to meet these requirements will prevent a student from being eligible to sit practical or viva exams. You are expected to attend **100%** of all clinical education experiences.

In the rare instance of the student being unable to attend or being late to these learning experiences (e.g. illness, death of family member), the following procedures are to be followed:

- 1 Notify the subject co-ordinator as soon as possible
- OR**
- 2 Notify the Rehabilitation Sciences Administrative team, phone 4781 2121

If a tutorial, practical and/ or workshop are missed, a medical certificate will be required. A student who is prevented from meeting a minimum attendance or participation requirement may apply for approval to undertake a substitute activity, at the subject coordinators discretion, following the procedure outlined in the guideline on Applying for Special Consideration, Extension of Time, Deferred Assessment or Substitute Assessment. See section 3 Assessment for more details.

If the application is approved, the subject coordinator will negotiate with the student a time and substitute learning activity which in the opinion of the subject coordinator is more or less equivalent to the learning experience which the student missed.

Student Behaviour

Students in the Bachelor of Physiotherapy degree program are being prepared for a professional future as a Registered Physiotherapist. As part of being a professional, it is expected that students behave in a professional manner **on** and **off** campus. At any time when a student is wearing the JCU physiotherapy uniform they will be seen to be representing the JCU physiotherapy program, even if the student is not on clinical placement. Thus professional behaviour is expected at all times. Any allegation of inappropriate behaviour whilst wearing the JCU physiotherapy uniform will result in action being taken as per the Student code of conduct policy. <https://www.jcu.edu.au/policy/student-services/student-code-of-conduct>

As professionals it is expected that students will respect the rights of other students and staff, and rude or insulting behaviour of others will not be tolerated. Respect is important in lectures, and talking in lectures, especially when guest lecturers are invited, will be seen as unprofessional. Students must **turn off their mobile phones** during lectures, tutorials, workshops and practicals. Please read the JCU student code of conduct policy at <https://www.jcu.edu.au/policy/student-services/student-code-of-conduct> and the student academic misconduct policy <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>

Inappropriate student conduct includes, but is not limited to:

- disrupting any teaching, study, assessment or research activities or the administration of the University;
- threatening, intimidating or disorderly behaviour;
- endangering the health or safety of a person;
- verbal abuse, offensive behaviour or physical or sexual assault or any harassment as outlined in the Harassment Policy

Where students breach the student code of conduct or any student policy the student will be asked to attend a meeting with the appropriate academic staff member. The content of the discussion will be documented and both the academic staff member and the student will sign the documentation. If a student has three documented breaches they will be considered for review according to the Student's Suitability to Continue a Course Involving Placement policy: <https://www.jcu.edu.au/policy/learning-and-teaching/review-of-a-students-suitability-to-continue-a-course-involving-placement>

There is a Smoke-Free policy within the University and therefore smoking is not permitted in **any** building. It is unacceptable for students to smoke in **uniform** in a public place.

Children older than breast-fed babies are not allowed in lectures unless **prior** permission has been gained from the lecturer involved.

Professional Language and behaviour

Swearing, abusive or offensive language is unacceptable in any circumstance. This is part of professional behavior and is expected of student health professionals. Also the level of language used must be understandable and appropriate in the context of the situation. For example no scientific terminology should be used during patient or patient simulated activities. Scientific terminology should always be used in communication with academic staff, clinical staff and peers.

Students should be aware of their non-verbal communication. Eye contact, facial expressions and body language are all important components of professional behaviour.

Informed consent cannot be informed unless your patient or simulated patient has been provided with adequate understandable information. This includes an appropriate warning. In certain areas of physiotherapy clinical practice the requirements for informed consent will differ. Your specific subject outline will provide the requirements for practical exams, vivas and clinical placement.

Professional behaviour includes being calm in stressful situations. It is important as a health professional that patients are assured of your competency. All practical exams have as must pass criteria informed consent and professional behavior. This includes no swearing, abusive or offensive language. If you are unsure what constitutes swearing, offensive or abusive language please contact the head of physiotherapy.

The discipline of physiotherapy takes professional behavior very seriously. It is important as your behaviour can impact on your patients as well as the reputation of James Cook University and the physiotherapy program. Complaints of inappropriate behavior from staff, clinicians, the public and fellow students will be taken seriously. Penalties may include, but are not limited to, failure of a practical exam, removal from placement, or penalties as per the student code of conduct dependent on where the inappropriate behavior occurs. See <https://www.jcu.edu.au/policy/student-services/student-code-of-conduct> for the student code of conduct.

Social Media

Social Media can be a wonderful opportunity to build community, participate in developments, and to progress and promote our profession. However, as many are aware, social media also has potential dangers and pitfalls. As you embark and continue on your professional journey it is important to be aware of how you present yourself and others online. Be aware that social media can be viewed by the public and inappropriate behaviour on social media is covered in the student code of conduct. Here are some tips taken from the AHPRA social media policy found at <https://www.ahpra.gov.au/News/2014-02-13-revised-guidelines-code-and-policy.aspx>:

- Maintain confidentiality online (a carryover from the Acknowledgment/ Confidentiality form you sign in first year).

- The *Code of conduct* also articulates standards of professional conduct in relation to privacy and confidentiality of patient information, including when using social media.
- Complying with professional obligations
- Complying with confidentiality and privacy obligations (such as by not discussing patients or posting pictures of procedures, case studies, patients, or sensitive material which may enable patients to be identified without having obtained consent in appropriate situations). For example, posting unauthorised photographs of patients in any medium is a breach of the patient's privacy and confidentiality, including on a personal Facebook site or group even if the privacy settings are set at the highest setting (such as for a closed, 'invisible' group).
- Presenting information in an unbiased, evidence-based context, and
- Not making unsubstantiated claims.
- Maintain professional online boundaries - 'therapeutic relationships' differ from social relationships. Therapeutic relationships are intended to meet the needs ONLY of the patient/client.
- Think about how you present yourself online.

Checklist: Go back to all your social media sites and ask yourself the following questions:

- Do the comments or posts reflect who you are as a professional?
- Can these posts be taken out of context?
- Are the photos of a nature that reflects how you want to be seen?
- Are your privacy settings suitable? Who can see your profile?
- Do your friends have any photos of you on their sites that you may be 'tagged' in? Do these photos reflect how you want to be seen?
- Have you Google searched your own name? Does the search result reflect how you want to be seen?

Maintain Online Privacy:

- Use built-in privacy and safety features
- Use passwords and keep them secret
- Report any concerns you have

Physiotherapy is on facebook: JCU Physio and twitter: JCUPhysio

Anatomy Laboratories

Some anatomy laboratory sessions will involve learning experiences using cadaver material (donated human remains). Students will be briefed on specific issues of behaviour as they relate to the use of cadaver material prior to the sessions. Students should remain mindful that the use of cadaver specimens is a privilege and appropriate respect should be shown at all times. Failure to demonstrate appropriate behaviour in the anatomy laboratory represents unprofessional conduct and may lead to academic penalty.

Punctuality and Time Management

As a part of professional behaviour, punctuality is **expected** at all learning experiences (lectures, tutorials, skills laboratories and clinical placement). Students who are repeatedly late in attending learning experiences will be asked to meet with the year co-ordinator and explain their behaviour.

Practical Sessions

It is part of your professional responsibility to your fellow students to ensure they have adequate opportunity for learning. Most practical sessions will require all students to act as “patients” such that fellow students can practice manual skills such as massage. This will require some degree of disrobing. Students are required to wear their clinical uniform to all practical sessions. Appropriate undergarments include crop tops/bras and briefs or two-piece swimwear for women and briefs, swimmers, running shorts or short boxers for men are sufficient for most purposes. If there is any reason why you are unable to act as a patient you must inform the subject coordinator immediately. Students who refuse to act as patients will be referred to the program coordinator. Students who act inappropriately towards another student whilst in these situations will be dealt with in accordance with the Student code of conduct policy.

<https://www.jcu.edu.au/policy/student-services/student-code-of-conduct>

Personal Hygiene

The following aspects of personal hygiene, personal presentation and communication skills will be included in the assessment of your professional behaviour during clinical experiences, practical classes, practical examinations and vivas for PS coded subjects.

Professional Hygiene and Presentation

As Physiotherapists we work in close physical proximity to our patients and colleagues and therefore, we should have a conscious awareness of all aspects of personal hygiene. It is important to present in a professional manner which reflects respect for yourself, your colleagues and the patients.

1. Finger nails are clean and do not extend beyond the fingertips
2. Maintain a high standard of oral and body hygiene, including use of deodorant
3. Hair must be clean, neat and tied back off the face so that it does not extend below the shoulders or interfere with patient techniques by coming in contact with patients
4. Some placement providers will not allow dreadlocks in the workplace without the hair being covered
5. Some placement providers will require tattoos to be covered
6. No jewellery is to be worn except a wedding ring
7. Watches must be removed when performing any practical techniques or skills
8. Eyebrow, nose, lip and tongue piercings should be removed for practical exams and clinical placement
9. A single or pair of ear studs can be worn

Uniform

You must wear your JCU physiotherapy student uniform for clinical experiences, practical classes, practical examinations, student presentations and vivas.

- When you are in uniform you are clearly identified as a JCU Physiotherapy student and it is important to remember that your actions reflect on the University, the Discipline and the Physiotherapy profession. Students consequently must always strive to present themselves professionally.

The uniform should not be worn at any other time. Only prescribed uniforms may be worn and there are expectations regarding general presentation as set out below. Failure to meet these guidelines will result in you not being able to attend the class, exam and/ or clinical experience.

Students have a range of uniform options as set out by JCU Physiotherapy:

- Physiotherapy polo shirt or chambray shirt.
- Shirts must be long enough that the midriff or back are not exposed when arms are fully extended above the head or when squatting or bending over - these positions are common in physiotherapy practice
- Uniforms are to be purchased from Georgio Clothing in Hugh Ryan Drive, Garbutt. These have to be paid for at the time of ordering. There is a cost to these which will be given to you in your clinical education information session. First year students are to purchase a polo shirt and these are to be purchased by week 4 of study period 1. This is the only time during the year that the polo shirts will be ordered. You will be notified via email when the uniform shirts are ready to be collected and where to collect them.
- Black knee length dress shorts or long pants (plain fabric - not pin stripes -with no external pockets; no hipsters, short shorts, jeans, denim, active wear, tight pants, tracksuit pants or cargo trousers are allowed. A range of suitable shorts or long pants are available from Georgio clothing
- Black, closed in, flat sole shoes which are lace up or T-bar
- Shoes must be clean and maintained in good repair. If it is necessary to wear a jacket over the JCU shirt or a long sleeve T-shirt underneath the JCU Physiotherapy polo it must be a similar colour to the JCU uniform top.
- If a belt is worn the buckle should be small and non-injurious to patients
- Facial makeup should be natural and not overstated.
- Perfume and aftershave should not be worn

When on clinical placement name ID tags must be worn visibly, unless a centre requests they are not to be worn. These will be issued to you prior to the placement and will last throughout the course. Replacement cards will be at a cost to you.

Student Feedback

The University welcomes all forms of feedback and has a formal feedback process. Your JCU Student Evaluation of Learning and Teaching (SELT) Surveys are university processes which allow students to provide feedback regarding the teaching and running of the subjects which they are enrolled in. Feedback can also be provided via your year level student representatives who meet with the year level co-ordinator twice per study period. Any issue should be raised with either the subject coordinator, clinical education coordinator (if its related to clinical education), the head of the undergraduate program or the head of physiotherapy.

At the end of the physiotherapy program you will be asked to provide contact details so that we may contact you to fill out our graduate/employee survey. This information is used by the physiotherapy course to improve the program and also to provide information to the physiotherapy program accreditation body. Course experience questionnaires (CEQ) are anonymous university run questionnaires which you will be asked to complete following graduation.

If during the program you have a complaint or would like to provide feedback which falls outside of the processes listed above please go to the feedback and complaints webpage – <http://www.jcu.edu.au/student/complaints/index.htm>

Students/ families/ partners contacting therapists or other professionals

It is **not appropriate** for students or their families/ partners to make direct contact with therapists and other professionals in the community for the purposes of assistance with assignments, to gather resources for assignments or organise clinical experiences/ placements. Subject coordinators for some third and fourth year subjects may allow students to make contact with community therapists but they would initiate contact and correspondence with that therapist not the student. Numerous calls from students to therapists to help with or supply resources for assignments or placements is unreasonable and unprofessional. JCU values the local community of health workers and appreciates the time they already give to JCU and its courses and placements. JCU physiotherapy does not wish to jeopardise this situation. Any student who misrepresents the basis for their request (such as leaving the inference or suggesting that they are a professional in the field or a person with a disability/illness or family in need of information) **will be subject to a disciplinary process and dealt with by the Head of Physiotherapy.**

SECTION 3 Assessment

Students should familiarise themselves with the JCU policies:

- Learning, Teaching and Assessment policy
<https://www.jcu.edu.au/policy/learning-and-teaching/learning-teaching-and-assessment-policy>
- Examination requirements
<https://www.jcu.edu.au/policy/student-services/examination-requirements-policy>
- Review of assessment and student access to scripts
<https://www.jcu.edu.au/policy/student-services/review-of-assessment-and-student-access-to-scripts-and-materials-policy>
- Special consideration, supplementary, deferred and special examination requirements
<https://www.jcu.edu.au/policy/student-services/special-consideration,-supplementary,-deferred-and-special-examinations-policy>
- Student academic misconduct requirements policy
<https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>

These are important overriding policies of the university and can be found in the JCU Student Handbook <https://www.jcu.edu.au/course-and-subject-handbook>

Please be aware that students have been found guilty of academic misconduct not only in assignments, for example plagiarism, but also in examinations by bringing into exams unauthorised material. A range of penalties can apply including but not limited to: no penalty, receiving no marks for the assessment, completing another assessment item, a fail grade for the subject or termination of a student's enrolment. See <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>

It is imperative that students read and thoroughly understand the physiotherapy assessment procedures. Specific assessment requirements for each subject are provided by subject co-ordinators and are available in the subject outlines.

Assessment during the lecture program is always subject to final ratification following the examination period and that no single result represents a final grade in a subject.

No marks can be given for attendance in course activities alone. Students should note the requirements for attendance in the Physiotherapy Student Handbook and subject outlines. A student's preparation for and participation in learning experiences in a subject may be recorded and used to inform the lecturers' judgement about a student's overall grade in a subject. Failure to meet the requirements of the above clauses will result in a final grade of X or N for the subject.

Supplementary and Deferred Examinations

Supplementary and deferred examinations for Study Period 1, PS coded subjects are managed by the Physiotherapy discipline. This means that students who are granted a supplementary or deferred examination will be required to sit the examination during the semester break.

In 2018, Study Period 1, supplementary/deferred examinations for first and second year PS coded subjects will be conducted in the week commencing Monday 9th July, 2018. Third year SP 1 supplementary/deferred examinations will be held the week of the 11th June.

Notification of Assessment Requirements

Guidelines specifying the assessment criteria of each assessable element are provided in the first weeks of study period by the Subject Coordinator of each subject. Students will be given sufficient information to be aware, in advance of undertaking an assessable activity, of the performance required to demonstrate their learning.

Other than in exceptional circumstances, assessment items as specified in the Subject Outline, must not be changed without negotiation with students. Timely written notification of assessment changes will be communicated to all students by the Subject Co-ordinator. Amendments must be approved by the Dean of College.

Unless otherwise stated in the subject outline, students are required to complete all assessable elements in the subject by the time specified. Students must complete all assessable activities and do so in accordance with the minimum expectations prescribed in the subject manual. Failure to complete any such assessment requirement will automatically lead to a grade of X. The failure to submit any assessable activity and the submission of a partially completed assessable activity will automatically lead to a grade of X.

Submission of Assessable Materials

The Physiotherapy Discipline assesses students on the basis of the grades accumulated for the various forms and/or items of assessment set in each subject. Since this is the case it is unfair to allow any student without substantial grounds to gain an extra advantage over other students by being permitted to submit a late assessable activity without penalty.

All written assignments will be submitted electronically via LearnJCU unless otherwise stated in the subject outline. Electronic copies are submitted via an Assignment drop box on LearnJCU or via wikis. Students should be aware that the date and time of submission of the assignment is automatically recorded by Assignment drop box/ wikis. Students should also be aware that when an assignment is submitted via these methods a check is made on the extent to which the assignment is similar to (a) other assignments submitted at JCU and (b) a large number of web pages (the so-called “plagiarism checking” function). Students on submission of their assignment will have agreed that they have met the student declaration:

1. This assignment is my/our original work and no part has been copied/ reproduced from any other person’s work or from any other source, except where acknowledgement has been made (see *Learning, Teaching and Assessment Policy 5.1*).
2. This work has not been submitted for any other course/subject (see *Learning, Teaching and Assessment Policy 5.9*).
3. This assignment has not been written for me/ us.
4. I/ we hold a copy of this assignment and can produce a copy if requested.
5. This work may be used for the purposes of moderation and identifying plagiarism.
6. I/ we give permission for a copy of this marked assignment to be retained by the College for benchmarking and course review and accreditation purposes.

With permission from the Subject Coordinator concerned, completed assignments may be emailed or posted via Express Post to the subject coordinator. The date and time of the email or the postmark on the envelope will be treated as the date and time of submission.

Students are expected to keep a copy or photocopy of all work submitted for assessment (other than tests or examinations). Students preparing assessment work using computers should keep a master copy and a back-up copy. In the unlikely event of a student's written work being misplaced, the student will have 24 hours to produce a photocopy of the written work.

No responsibility will be accepted for assessable activities which are not delivered as directed. Assessable activities which are not delivered correctly will be treated as late submissions and the relevant penalties will apply.

Students with temporary or permanent disability, injury, illness or health conditions.

The year coordinator should be contacted by a student if they can demonstrate that they are systemically or structurally disadvantaged by factors of disability, ill-health, culture and similar factors. If a student is having problems in only one subject, then the student must contact the subject coordinator for that subject.

JCU AccessAbility Services <https://www.jcu.edu.au/accessability-services> as the main agency within JCU for supporting students (and staff) who have any disability, should also be contacted to discuss support strategies.

Inherent requirements

JCU has developed inherent requirements for its programs. Physiotherapy has a set of inherent requirements are the fundamental parts of a course that must be met by all students. They are the fundamental abilities, behaviour and skills needed to complete the course. See <https://www.jcu.edu.au/learning-and-teaching/resources/inherent-requirements> Students should carefully consider the inherent requirement statements and think about whether they may experience challenges in meeting these requirements during the course. See <https://www.jcu.edu.au/learning-and-teaching/resources/inherent-requirements/bachelor-of-physiotherapy> If you think you may experience challenges related to your disability, chronic health condition or any other reason, you should discuss your concerns with physiotherapy academic staff.

Students with a disability or chronic health condition will be able to have reasonable adjustments made to enable them to meet the inherent requirements. There may also be other considerations, such as cultural or religious considerations, that may impact your capacity to meet an inherent requirement and may require adjustments. However, any adjustments must not fundamentally change the nature of the inherent requirement. In many cases, health conditions and disabilities will not be a concern, provided the student receives the appropriate care and reasonable adjustments necessary to study and work safely in a clinical environment. Indeed, many students with a wide range of impairments, illnesses and health conditions successfully achieve the required standards of knowledge, skills and behaviours to become a physiotherapist and practise at the high level required to ensure patient safety.

Some prospective students and some existing students may not be able to progress with their studies, even with an appropriate range of adjustments and support in place. Reasonable adjustments may be made to the way that standards are assessed or performed (except where the method of performance is part of the competence to be attained), and to how curricula and clinical placements are delivered.

However, all adjustments must:

- be consistent with legislative and regulatory requirements, and not compromise codes, guidelines and policies
- not result in unethical or unprofessional behaviour
- meet the necessary standards of timeliness, accuracy and functional effectiveness to ensure that self and patient care, treatment or safety is not compromised
- address the need to perform the full range of tasks involved in clinical practice
- ensure that performance is consistent and sustained over a given period

Reasonable adjustments will be made in consultation with academic staff and AccessAbility staff.

Extensions, deferring or special consideration for assessment not including exams

This guide applies to students who have extenuating circumstances that prevents the student from completing teaching/ learning and or assessment tasks and applies to assessment other than final examinations in coursework subjects.

A student may then seek to apply for:

- special consideration in respect of an assessment item other than a final examination (please tick the extension box and discuss with the subject coordinator), or
- an extension of time for an assignment or similar assessment item, or
- a deferred assessment for an assessment item other than a final examination, or
- a substitute activity in lieu of a compulsory attendance or participation requirement

The student must apply in writing to the subject coordinator requesting an extension, deferral or special consideration and must attach the appropriate supporting documentation. Please use the form found at https://www.jcu.edu.au/_data/assets/pdf_file/0007/261808/CHS-Form-for-request-of-extension-late-assignment-submission-or-missed-class-2016-1.pdf .

An application should be lodged with the subject coordinator:

- For an assessment item scheduled to occur on a particular date (such as a test, class presentation, a compulsory participation requirement etc.): before the scheduled date if possible, but in any case no later than two days after the scheduled date of the assessment item;
- For an assessment item due by a particular date and time (such as an assignment): before the due date and time.

An application lodged later than specified above will not normally be considered. However where the circumstances material to the application preclude lodging the application until a later time, an application submitted as soon as reasonably possible will be considered.

Applications must provide sufficient information on which to make a determination. Examples of supporting documentation include: a medical certificate, counsellor certificate, a funeral notice or a statutory declaration.

Approval of an application is at the discretion of the relevant coordinator. Approval (including approval of an extension of time for submitting an assessment item) is not automatic. See <https://www.jcu.edu.au/college-of-healthcare-sciences/student-resources/process-for-students-requesting-an-extension-late-assignment-submission-or-missed-class> for the College guide.

The Physiotherapy Clinical Education Handbook specifies procedures students should follow regarding absences from assessable clinical education activities and these must be adhered to.

Late Submission Penalties

Assessable activities which are overdue must be submitted. All late assessable activities for which no extension has been granted (or where the approval is not attached to the assignment) will be graded as regular assessable activities, but the final mark awarded will be reduced as follows:

5% of the total mark available per day including part-days, weekends and public holidays.

All such late assessable activities shall still be submitted via LearnJCU. No other method of submission is acceptable unless approved by the subject coordinator.

See <https://www.jcu.edu.au/policy/learning-and-teaching/subject-outlines-policy>

Other Penalties

Penalties will also be imposed for the following:

- Plagiarism including the following:
 - misuse, intentionally or otherwise of another student's work,
 - quoting word for word without clear acknowledgement of another person's work
 - cutting and pasting direct from another source including the internet,
 - inaccurate referencing or citation
 - collusion or unauthorised collaboration with other students
 - using someone else to produce your work. See <https://www.jcu.edu.au/students/exams-and-results/what-is-plagiarism> This constitutes academic misconduct <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>
- Submission of one assessable activity to fulfil requirements of two subjects. This constitutes academic misconduct <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>
- Submission of previous assessable activities done in the subject or representing the assessable activity of any other student or person as one's own. This constitutes academic misconduct <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>

Marking and Return of Assessable Material

Marking

Marking will be conducted by appropriately qualified professionals in line with the outlined marking criteria for the Assessment. The standard university grading system is used (i.e. HD, D, C and P) though staff **may** provide a numerical mark on the work.

Material Return

Material submitted for assessment during study period will be returned to the student within a reasonable period of time. Typically this is three weeks and prior to the date for submission of assessable items dependent on the initial assessment (eg Stage 2 of a 2 stage assignment). Marked material will include the comments of the assessor or general comments will be given to all students. Subject coordinators will provide individual feedback if requested. The only exceptions to this are the formal University Examinations and written tests which are available to students for discussion with staff on individual requests being made to the Subject Coordinator.

Assignments will be handed back either in class or electronically. Assignments will be held in the Physiotherapy department for six months after final grades are released. Written examination scripts will be held in the Physiotherapy department for 12 months after final grades are released. Electronically submitted assignments marked in electronic form may be returned electronically to the students JCU email address or via learnJCU.

Appeals against Grades for Assessable Material

Students may request a remark of any piece of assessable work within two weeks of the mark for that work being provided to the student. To request a remark, the student must provide in writing to the Dean of College a substantial case to show how the mark awarded does not reflect their performance with respect to the published assessment criteria for that assessment. In the case of oral presentation if the value of the presentation is over 20% of the overall mark for the subject staff must provide the means by which a remark is possible eg by AV recording or including 2 markers at the initial presentation. Where the oral presentation is 20% or less of the aggregate mark for the subject these review procedures are advisory only.

Prior to requesting a remark the student must have sought and received feedback about their performance for the assessment from the subject coordinator or lecturer concerned. In considering a request for a remark, the Dean of College will be mindful of equity matters relating to other students in the subject. The Dean of College will determine if grounds for a remark exist, and, where a request is granted, will nominate an alternative qualified person to mark the assessment.

Remarking is done only under exceptional circumstances. Where a remark is granted, in all cases the remark will replace the original mark in the calculation of the final grade, which may result in the grade going up, down or remaining the same as the original grade.

See <https://www.jcu.edu.au/policy/student-services/review-of-assessment-and-student-access-to-scripts-and-materials-policy>

Please note that in order to complete a Bachelor of Physiotherapy, subjects failed must be repeated and passed with no more than one failure in any core subject. Failure of a subject will result in the physiotherapy course taking a minimum of five years instead of four and a maximum of six years is allowed to complete the degree.

Please see the Academic progression policy for further detail.

<https://www.jcu.edu.au/policy/student-services/academic-progression-policy>

Plagiarism

Under the University's regulations students must ensure that any coursework submitted for assessment is genuinely their own and is not plagiarised (borrowed or copied, without specific acknowledgement, or stolen from other published or unpublished work) see <https://www.jcu.edu.au/students/exams-and-results/what-is-plagiarism>. If you are quoting actual words from a published or unpublished source - or even from work of your own - you must acknowledge that fact each time you do it by using quotation marks and citing your source in the text of your coursework. See the Student Academic Misconduct Policy <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>

There are correct academic conventions for how you should do this which you must follow; go to <https://www.jcu.edu.au/students/exams-and-results/what-is-plagiarism> and your tutor can also help you. It is not enough just to list sources in a reference list at the end of your essay or dissertation if you do not acknowledge the actual words in the text. Neither is it acceptable to change some of the words or the order of sentences if you give the impression that it is your own work by failing to acknowledge the source properly.

Assessment items which contain unacknowledged phrases, sentences and/or paragraphs found in another text, including the assessable activities submitted by other students, is plagiarism.

Penalties

In the event of assessable items being submitted which are identical or very similar in part or whole, **all parties involved** may be liable to be penalised. Instances of suspected plagiarism will be dealt with in accordance with the procedures set out in the Student Academic Misconduct Requirements <https://www.jcu.edu.au/policy/student-services/student-academic-misconduct-requirements-policy>

Plagiarism may lead to one or more of the following penalties for all offending parties involved, including peers:

Where the allegation is proved, and the University records do not establish previous proven academic misconduct, the Academic Head shall decide that the student shall either:

- a) receive no penalty; or
- b) complete an equivalent alternative assessment, with or without penalty; or
- c) receive, as a penalty, no marks for the assessment concerned; or
- d) receive another appropriate penalty.

Where the allegation is proved, and the University records establish previous proven academic misconduct, the Academic Head shall within seven days of making the decision, notify the Committee of the repeat offence and shall make a recommendation to the Committee as per above. Within 14 days of receipt of notification of a repeat offence, the Committee shall meet and shall:

- a) consider the penalty recommended by the Academic Head; and
- b) provide an opportunity for the student to make an oral and/or written representation in relation to the penalty only;

and shall decide either that:

- a) the penalty recommended by the Academic Head shall apply; or
- b) another penalty provided for under Clause 7.3.3.2 shall apply; or

- c) the student be awarded a fail for the subject in which they have most recently been proved guilty of academic misconduct; or
- d) the student be awarded a fail for the subject in which they have most recently been proved guilty of academic misconduct and not be permitted to re-enrol in that subject for a defined period of time; or
- e) the student's enrolment at the University be cancelled and the student not be permitted to re-enrol for a defined period of time; or
- f) the student's enrolment at the University be cancelled and the student be excluded permanently from enrolment at the University.

You must also take care that, unless you are specifically instructed that a piece of work for assessment is to be produced jointly with other students, the work you submit **MUST** be prepared by you alone. If you collude with other students to prepare a piece of work jointly, or copy each other's work, and pass it off as an individual effort, it is plagiarism and is against the university's regulations and will be penalised.

SECTION 4 Resources

Student Support Services

At times, many students experience stresses from work or family pressures which may interfere with their progression. The University offers free support services that many students find valuable, such as the Counsellors, AccessAbility Services, Study Skills Advisors and Welfare Officers. We strongly encourage students to utilise these services.

The Student Services Unit was established to assist students in many aspects of campus life. The following services among others are provided:

- JCU student association (JCUSA): <http://www.jcusa.edu.au/> ph:1800 330 021
- Child Care : Unicampus kids-47815934, Unicare- 47815633
- Legal advisory service- JCUSA ph:1800 330 021
- Accommodation: <http://www.jcu.edu.au/accommodation/>
- Student Advocacy and Welfare Officer ph:1800 330 021
- Sport <https://www.jcusa.edu.au/tsv-sport/>
- Gym <https://www.jcusa.edu.au/tsv-gym/>
- JCU Multifaith Chaplaincy Service. <https://www.jcu.edu.au/student-wellbeing-and-equity/multifaith-chaplaincy>

JCU provides insurance for students who are injured in the course of performing University associated activities such as Clinical Education placement. This is limited liability coverage - for further information contact the Clinical Education Co-ordinator.

Computing, email and eStudent

Once officially enrolled you will receive your personal JCU login ID and password to access restricted online services available to students only. Services requiring login and password are:

JCU Email

All JCU students are issued with their own JCU email address at enrolment. All email messages generated from JCU are sent to your JCU email address -not to your personal home email address. Staff will contact students via email about matters related to their subjects. You are expected to read your email daily, as this is the primary means of communication with students used by staff. Failure to read your email is not an adequate excuse for being unaware of changes to student requirements. Please send all emails to JCU staff via your JCU email account. Emails sent from other accounts will not be read or actioned.

Email Etiquette

When sending emails via a JCU email address, you are representing James Cook University. You are behaving on behalf of JCU as if you were driving a JCU branded vehicle. How you behave can reflect on the university. Please ensure that you comply with the best practice guidelines for writing emails and more. <https://www.jcu.edu.au/information-and-communications-technology/secure-it/email-safety/email-best-practice-guide>

eStudent

eStudent is a service for JCU students that enables you to view your enrolment, library and other personal details online. You may also change some of your personal information online and pay your fees and charges.

LearnJCU

Subject resources for physiotherapy students are available via the LearnJCU online learning system utilised by JCU. Each subject has its own website which will include announcements from lecturers, additional readings and study materials for downloading. You will have access to each subject site that you are enrolled in.

The JCU Information communication technology acceptable use policy can be viewed at <https://www.jcu.edu.au/policy/information-and-communications-technology/information-communication-technology-acceptable-use-policy>

All students have agreed, as a condition of enrolment, to abide by these conditions. It is strongly urged that all users become familiar with these conditions, as breaches will be dealt with by suspension of right of access to the facilities.

These conditions, among other things, define uses which are permitted and those which are not permitted. Some of these conditions of specific application to students are:

- 2.5 Authorised Users of ICT Services are not permitted to provide others with their Authentication Credentials. It is the responsibility of Authorised Users to ensure that their Authentication credentials are securely stored as they are responsible for all activity initiated from their account or with their Authentication Credentials.
- 1.5 University ICT Services must not be used in any manner, which the University considers to be inappropriate, this may include, but is not limited to:-
 - i. accessing pornography;
 - ii. unauthorised monitoring of electronic communications;
 - iii. knowingly downloading, storing, distributing or viewing of offensive, obscene, indecent, or menacing material. This could include, but is not limited to, defamatory material, material that could constitute racial or religious vilification, discriminatory material, material that incorporates gratuitous violence or frequent and highlighted bad language;
 - iv. stalking, blackmailing or engaging in otherwise threatening behaviour;
 - v. any use which breaches a law, including copyright breaches, fraudulent activity, computer crimes and other computer offences;
 - vi. transmitting spam or other unsolicited communications; or
 - vii. the introduction or distribution of security threats, including a virus or other harmful malware

Your account codes and passwords are for your personal use and should be treated as private and confidential. Any distribution of these is considered misuse and will result in an immediate withdrawal of account privileges. Should you believe that the security of your account has been compromised you should report it to InfoHelp.

Any form of harassment using electronic means such as email, will be treated as a breach of University policy or of the law, as appropriate, and may result in disciplinary proceedings under the Student Code of Conduct policy.

Infohelp Services

InfoHelp is JCU's 'one-stop information shop' for assistance with resolving computer problems; locating information for essays and assignments; developing information literacy and research skills. See <https://www.jcu.edu.au/library/about/library-contact-details/contact-infohelp>

JCU Library

A Physiotherapy collection is held in the James Cook University (Douglas) Library. Essential texts are held in Closed Reserve. You are expected, as part of your academic development, to purchase required textbooks and to read widely within the literature. The library web page will provide information regarding library resources and databases useful for Physiotherapy students. Please see the Library Use Policy at <https://www.jcu.edu.au/policy/student-services/library-use-policy>

Library Resources – <https://www.jcu.edu.au/library>

Many of the online resources available through the JCU library (access to databases, ejournals, etc.) are restricted to students with a JCU user ID & password.

SECTION 5 Policies and Procedures

Progression, Withdrawal and Deferring Study

It is advisable that prior to withdrawal, deferral or leave of absence from any subject or the program that students meet with their year level Academic Advisor (see the course overview page for contact details).

Progression

Strict rules govern students' progression through the Bachelor of Physiotherapy and Bachelor of Physiotherapy (Honours) courses. Many subjects will have **pre-requisite subjects** which you will be required to complete successfully before enrolling in the following semester. Details of pre-requisites and enrolment details can be found at <https://www.jcu.edu.au/courses-and-study/courses/bachelor-of-physiotherapy> click on subject the click on the subject code and scroll down to pre-requisites.

Failure of a subject will result in an extra year of study.

A student may not enrol in any third year subject of the course until all prescribed first and second year subjects have been satisfactorily completed and a student may not enrol in any fourth year subject of the course until all third year subjects have been satisfactorily completed. A student has a maximum time of six years to complete the degree.

Withdrawal

Withdrawal can be managed through eStudent. See <https://www.jcu.edu.au/students/enrolment/withdraw-from-subjects> for information regarding withdrawal from subjects. You must withdraw from a subject prior to the 22nd March 2018 for study period 1 or 23rd August 2018 study period 2 or you will be charged for the subject. Last date for withdrawal without academic penalty is 13th April 2017 for study period 1 and 14th September 2018 study period 2. See <https://www.jcu.edu.au/students/important-dates> for all important dates regarding enrolments.

Leave of Absence

Please refer to <https://www.jcu.edu.au/students/enrolment/taking-a-break-from-study-leave-of-absence> for information related to taking a break from study.

Advanced Standing

Advanced standing refers to recognition granted towards meeting the requirements of an award of the University, either on the basis of prior formal study or recognised prior learning. The purpose of advanced standing is to establish the equivalence of academic achievement regardless of the similarity or differences of the education processes involved. Eligibility for advanced standing does not guarantee automatic admission to a course. Please refer to <https://www.jcu.edu.au/students/enrolment/credit-for-previous-study-advanced-standing> for information related to advanced standing.

Applications for advanced standing must be submitted using the appropriate form see https://www.jcu.edu.au/data/assets/pdf_file/0019/122293/Advanced-Standing-161015.pdf.

Advanced standing will only be granted on a yearly basis as subjects may change. Advanced standing will be applied on an individual basis and will take into account the time since completion of previous study, the learning outcomes of the subjects and changes that have occurred within subjects.

Employment

It is *only* when students are on a JCU initiated clinical experience, that students are covered by JCU insurance and are eligible to undertake physiotherapeutic techniques under the supervision of a suitably qualified physiotherapist.

A student who works in a health business, not organised by the JCU Physiotherapy program, in which they are asked to use therapeutic modalities e.g. massage, ultrasound, exercise; and for which the student may or may not be paid by the employer, the student will NOT be covered by any JCU insurance.

In addition unless the student is qualified and works as an allied health assistant under supervision, the student risk breaching Federal Law relating to practicing as a physiotherapist when not qualified and registered. There are legal penalties for this.

You may *only* work in areas for which you may have training e.g.

First aider / Life saver (with appropriate certificates),

Care worker/ allied health assistant / Physiotherapy assistant (after appropriate certification or training)

Sports Trainer (with ASM or appropriate certification)

Workplace, Health & Safety

James Cook University operates under current Queensland legislation for Workplace Health & Safety. Consequently there are rules that ALL people at JCU must observe. It is YOUR responsibility to note requirements of clothing or safety equipment for certain rooms or classes.

- All laboratories such as anatomy will have set rules which must be met by users.
- If you are having a class in a laboratory you MUST wear closed in shoes.

Practical rooms are not available to students without supervision. Food/drinks are not to be taken into any lecture theatre or practical rooms.

Infectious Diseases Policy

Healthcare worker students are likely to come in contact with infectious diseases or fresh samples from these patients, both during their studies and after graduation. Many of these diseases are preventable through either immunisation or risk-limiting behaviour. Students have a responsibility to protect their patients, their colleagues and themselves. See

https://www.jcu.edu.au/_data/assets/pdf_file/0003/443865/Procedure-for-Infectious-Disease-for-Students-within-the-Division-of-Tropical-Health-and-Medicine-September-2016-version-1.7.pdf

The Infectious Diseases Procedure for the Division of Tropical Health and Medicine, is mandatory for all students enrolling for the first time in a relevant health professional degree. This includes all students who transfer into a health professional degree from another degree of the University or from another institution.

Clinical education providers have a range of requirements that JCU has to ensure that all students who attend facilities have met attendance requirements. Many health facilities require that all health care worker students are immunised against Hepatitis B, Measles, Mumps, Rubella, Pertussis and Varicella prior to their first clinical placement within their facility. Therefore, it is a condition of enrolment that all students provide evidence of immunisation prior to their first placement or the end of their first teaching period.

Responsibilities of Health Care Worker Students

- All health care worker students must be familiar with information about the risks of acquiring and transmitting preventable infectious diseases.
- Health care worker students have an ethical duty to be aware of their immunity or infectious status to ensure they do not place others at risk of infection.
- It is a responsibility of health care worker students to understand and practice infection control practices, including standard and additional precautions, in their clinical experiences.
- Students who fail to seroconvert following Hepatitis B immunisation will be required to have a blood test prior to their first clinical placement for each academic year, to determine their Hepatitis B status. Non-seroconverters and those who test positive for a blood-borne virus should see their GP for further advice on protecting themselves and their patients from infectious diseases.
- Students who engage in at-risk behaviour and/or suspect they may have been infected with a blood-borne virus during their course have an ethical duty to seek testing and counselling.
- Prior to their first clinical placement, students must provide written confirmation to the professional placement unit of having completed the schedule of vaccinations, or of having commenced that process. Failure to comply with this requirement will result in the students enrolment being terminated immediately.
- Students infected with blood-borne viruses should exclude themselves from exposure-prone procedures as a standard precaution.

Confidentiality

Students have a legal right to confidentiality and cannot be compelled to disclose their immunity or infectious status to others. However, students infected with a blood-borne virus are strongly recommended to inform the relevant Academic Head to ensure that:

- Appropriate steps can be taken to ensure that the duty of care to patients within any clinical placement facility is not breached; and
- The health and safety of the student and their colleagues in the clinical placement facility can be maximised.

Health Care Program Responsibilities

- All health care worker students will be provided with comprehensive information regarding infectious diseases, blood-borne viruses, exposure-prone procedures and infection control practices prior to their first clinical placement.
- It is the responsibility of the Academic Head to provide information and counselling for students infected with blood-borne viruses including:
- An explanation of the concept of exposure-prone procedures and a list of procedures which must not be undertaken by an infected student;
- Academic counselling as to the implications for the successful completion of the course and possible alternative career options; and
- Information on where an infected student can seek further counselling.

See also the university infectious disease policy <https://www.jcu.edu.au/policy/hr-staff-development/infectious-diseases-policy-and-immunisation-guidelines>

Overseas Placements

Students who wish to undertake a period of study overseas should seek advice from an appropriate travel medicine facility to ensure they are aware of any specific health risks and that they obtain any relevant chemoprophylaxis. Students must provide written documentation that they have obtained such advice to the designated coordinator for each relevant program of the Division, prior to their departure for their overseas placement.



INDIVIDUAL TASK COVER SHEET

<p><i>Student</i></p> <p><i>Please sign, date and attach cover sheet to front of written assessment task OR submit as a separate document for non-written assessment task.</i></p> <p><i>A cover sheet is to be completed for <u>each</u> assessment task.</i></p>										
SUBJECT CODE										
STUDENT FAMILY NAME			Student Given Name				JCU Student Number			
ASSESSMENT TITLE										
DUE DATE										
LECTURER NAME										
TUTOR NAME										
<p><u>Student Declaration</u></p> <p>7. This assignment is my original work and no part has been copied/ reproduced from any other person’s work or from any other source, except where acknowledgement has been made (see <i>Learning, Teaching and Assessment Policy 5.1</i>).</p> <p>8. This work has not been submitted for any other course/subject (see <i>Learning, Teaching and Assessment Policy 5.9</i>).</p> <p>9. This assignment has not been written <u>for</u> me.</p> <p>10. I hold a copy of this assignment and can produce a copy if requested.</p> <p>11. This work may be used for the purposes of moderation and identifying plagiarism.</p> <p>12. I give permission for a copy of this marked assignment to be retained by the College for benchmarking and course review and accreditation purposes.</p> <p>Learning, Teaching and Assessment Policy 5.1. A student who submits work containing plagiarised material for assessment will be subject to the provisions of the Student Academic Misconduct Requirements.</p> <p>Note definition of plagiarism and self plagiarism in Learning, Teaching and Assessment Policy:</p> <p>Plagiarism: reproduction without acknowledgement of another person’s words, work or expressed thoughts from any source. The definition of words, works and thoughts includes such representations as diagrams, drawings, sketches, pictures, objects, text, lecture hand-outs, artistic works and other such expressions of ideas, but hereafter the term ‘work’ is used to embrace all of these. Plagiarism comprises not only direct copying of aspects of another person’s work but also the reproduction, even if slightly rewritten or adapted, of someone else’s ideas. In both cases, someone else’s work is presented as the student’s own. Under the Australian <i>Copyright Act 1968</i> a copyright owner can take legal action in the courts against a party who has infringed their copyright.</p> <p>Self Plagiarism: the use of one’s own previously assessed material being resubmitted without acknowledgement or citing of the original.</p>										
<p><u>Student Signature</u></p> <p>..... Submission date/...../ 201</p>										



GROUP TASK COVER SHEET

<p><i>Students</i></p> <p><i>Please sign, date and attach cover sheet to front of written assessment task OR submit as a separate document for non-written assessment task.</i></p> <p><i>A cover sheet is to be completed for <u>each</u> assessment task.</i></p>									
SUBJECT CODE									
STUDENT FAMILY NAME	Student Given Name	JCU Student Number							
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ASSESSMENT TITLE									
DUE DATE									
LECTURER NAME									
TUTOR NAME									
<u>Student Declaration</u>									
<ol style="list-style-type: none"> 1. This assignment is our original work and no part has been copied/ reproduced from any other person’s work or from any other source, except where acknowledgement has been made (see <i>Learning, Teaching and Assessment Policy 5.1</i>). 2. This work has not been submitted for any other course/subject (see <i>Learning, Teaching and Assessment Policy 5.9</i>). 3. This assignment has not been written <u>for</u> us. 4. We hold a copy of this assignment and can produce a copy if requested. 5. This work may be used for the purposes of moderation and identifying plagiarism. 6. We give permission for a copy of this marked assignment to be retained by the College for benchmarking and course review and accreditation purposes. <p>Learning, Teaching and Assessment Policy 5.1. A student who submits work containing plagiarised material for assessment will be subject to the provisions of the Student Academic Misconduct Requirements.</p> <p>Note definition of plagiarism and self plagiarism in Learning, Teaching and Assessment Policy:</p> <p>Plagiarism: reproduction without acknowledgement of another person’s words, work or expressed thoughts from any source. The definition of words, works and thoughts includes such representations as diagrams, drawings, sketches, pictures, objects, text, lecture hand-outs, artistic works and other such expressions of ideas, but hereafter the term ‘work’ is used to embrace all of these. Plagiarism comprises not only direct copying of aspects of another person’s work but also the reproduction, even if slightly rewritten or adapted, of someone else’s ideas. In both cases, someone else’s work is presented as the student’s own. Under the Australian <i>Copyright Act 1968</i> a copyright owner can take legal action in the courts against a party who has infringed their copyright.</p> <p>Self Plagiarism: the use of one’s own previously assessed material being resubmitted without acknowledgement or citing of the original.</p>									
<u>Student signature(s)</u>									
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ii.....	Submission date/...../ 2016	v.....	Submission date/...../ 2016				
iii.....	Submission date/...../ 2016	vi.....	Submission date/...../ 2016				