

# MD Observership Guidelines 2020



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## 1. Definitions

**Clinical School:** a formal organisational unit within the Faculty of Medicine, comprising of teaching hospitals and other relevant medical teaching sites within a geographical region.

**Clinical Unit:** a designated organisational subunit of a UQ Clinical School, including hospitals or other relevant medical teaching sites. Clinical Units can include both major and peripheral teaching hospitals, which are listed below:

Clinical Units	Hospitals
<b>School of Clinical Medicine</b>	
Northside	The Prince Charles Hospital, Caboolture Hospital, Redcliffe Hospital, St Vincent's Hospital, Northside
PA/Southside	Princess Alexandra Hospital, Redlands Hospital, Queen Elizabeth II Hospital, Queensland Children's Hospital
RBWH	Royal Brisbane & Women's Hospital, Queensland Children's Hospital, Toowong Private Hospital, New Farm Clinic
Mater	Mater Hospital, Queensland Children's Hospital
Greenslopes	Greenslopes Hospital, Queensland Children's Hospital, The Park Centre for Mental Health
Ipswich	Ipswich Hospital, Queensland Children's Hospital
Primary Care	Various General Practices throughout South-East Queensland
<b>Rural Clinical School</b>	
Bundaberg	Bundaberg Hospital
Hervey Bay	Hervey Bay Hospital
Toowoomba	Toowoomba Hospital
Rockhampton	Rockhampton Hospital

**MD:** Doctor of Medicine Program at The University of Queensland.

**MD-Onshore:** Doctor of Medicine Program at The University of Queensland in which students are required to undertake Phase 2 at the School of Clinical Medicine or Rural Clinical School in Queensland, Australia.

**MD-Ochsner:** Doctor of Medicine Program at The University of Queensland in which students are required to undertake Phase 2 at the Ochsner Clinical School (OCS) operating in New Orleans, USA.

**MOOC:** Massive Open Online Course

**Observership:** Year 1 MD Observership placement

**Student:** A student enrolled in or undertaking courses in the MD Program

**Supervisor:** A suitably qualified clinician or allied health professional who is responsible for day-to-day supervision and evaluation of the Student whilst on placement

## 2. Overview

The Observership normally (see 3.2 below) takes place at the end of Year 1, after the examinations period. The Observership offers students the opportunity to gain exposure to the practice of medicine in a variety of settings, prior to the clinical placement phase of the program in Years 3 and 4. It allows students to further their personal and professional development, gain insight into health service provision, work alongside medical specialists from both health and community agencies, and develop lasting friendships, mentorships and networks.

**In 2020, because of the impact of the COVID 19 Pandemic in travel and on clinical placements availability, modifications to the Observership Program have been necessary**

## 3. Program Requirement and Eligibility

- 3.1 The Observership is a compulsory requirement of the MD program. Failure to successfully complete the Observership will prevent progression to year 2 of the MD Program. For further information, please refer to the [MD-Ochsner](#) and [MD-Onshore](#) Program Rules.
- 3.2 Students must successfully complete #8 units, including Clinical Science 1 and Clinical Practice 1, before commencing their Observership. Students will be required to delay their Observership until they have successfully completed these courses.
- 3.3 Students are required to attend their Observership five days per week and for a minimum of four hours each day over the entire period. Students are unable to shorten the duration by completing additional hours per day except in exceptional circumstances.
- 3.4 In order to meet AMC requirements, Observership placements must be clinical in nature. That is, placements are defined by being in an Observership environment where their Supervisor is involved with patient care (noting the exception of the MOOC – see section 4.7).
- 3.5 Students must adhere to the [MD Program Participation Guidelines](#) whilst undertaking their Observership placement. Students should notify the Faculty of any absence in as soon as they are aware that they will not be participating, by completing the online [Absence Notification form](#).
- 3.6 Students are required to complete their Observership prior to Year 2 Orientation day in the following year.
- 3.7 Students are not permitted to commence their Observership prior to the completion of the Semester 2 examination period.
- 3.8 Students are unable to use the 'Summer Research Program' as credit towards their Observership placement.
- 3.9 Students' behaviour during the Observership must meet the [standards](#) expected of the MD program.
- 3.10 Students should be dressed in suitable attire that complies with the dress codes applicable to their placement. If no dress code is available, students should follow the [Medical Student Dress Code](#).

## MD-Onshore Students

- 3.11 MD-Onshore students may complete an observership (self-arranged, at a UQ Clinical Unit, the Rural Clinical School or through TROHPIQ) or undertake the MOOC.
- 3.12 The Observership must be for a minimum duration of four weeks, noting 3.3 above and noting that, for 2020, completion of a two week full-time placement through TROHPIQ's TREES program, or at the Rural Clinical School, or the MOOC is considered equivalent of a 4 week placement.
- 3.13 MD-Onshore students may complete the Observership at a UQ Clinical Unit or other location within Australia or overseas if government travel restrictions permit and travel is approved by the Faculty.
- 3.14 Observership placements cannot be undertaken in a destination with a DFAT advice level 3, 4 or countries where no advice is issued, or in Low-Middle Income Countries (LMIC), as defined by the [Organisation for Economic Co-operation and Development \(OECD\)](#).
- 3.15 The Faculty reserves the right to rescind approval should the DFAT travel advice change.

## MD-Ochsner Students

- 3.16 MD-Ochsner students must complete their Observership in Australia.
- 3.17 For MD-Ochsner students the Observership must be for a minimum duration of eight weeks, with four weeks being in a clinical setting, noting 3.3 above, and noting as in 4.7, that completion of the MOOC is considered equivalent of a 4 week placement.

## 4. Observership Placement

- 4.1 Students are responsible for arranging their own Observership placement in a suitable health-related setting and according to the guidelines below.
- 4.2 Students will be provided with the opportunity to preference from a limited number of Observership placements offered at UQ Clinical Units (in Queensland, Australia). These placements are subject to availability will be allocated first to MD-Ochsner students. The Faculty cannot guarantee an Observership at a UQ Clinical Unit for MD-Onshore students.
- 4.3 Students are not permitted to organise their own Observership at sites associated with UQ Clinical Units, or Rural Clinical Schools with the exception of those sites listed in Section 4.4 below.
- 4.4 Students are permitted to organise their own Clinical Observership placement at New Farm Clinic, Toowong Private Hospital, The Park Centre for Mental Health and St Vincent's Hospital, Northside. Students who wish to undertake their Observership placement at one of these sites will need to gain approval from the supervising clinician, followed by approval from the relevant Head of that Clinical Unit before submitting an application to the Faculty. Approval will be at the discretion of the Clinical Unit Head and subject to approval of the Academic Coordinator.
- 4.5 Students must be supervised by a qualified clinician or allied health professional.
- 4.6 Students who undertake their Observership at a location external to a UQ Clinical Unit may divide their Observership into two blocks. If the Observership is divided, the blocks do not need to be in consecutive weeks.

- 4.7 For 2020, students may undertake the UQ x MOOC Understanding the Australian Health Care System, which is considered equivalent to a four week Observership placement. If a MD-Ochsner student completes the MOOC, they are then required to complete the remaining four weeks in a clinical setting in Australia to meet AMC requirements. In this case the MOOC may be completed concurrently with the placement requirement.
- 4.8 Students who wish to self-arrange their Observership placement at a General Practice will need to obtain confirmation from the Primary Care Clinical Unit that the practice is not associated with UQ, prior to submitting an application to the Faculty. Students are not permitted to contact clinicians at a General Practice associated with the UQ Primary Care Clinical Unit regarding Observership opportunities, to avoid putting undue administrative burden on those practices.
- 4.9 Students are only permitted to undertake the 'Summer Research Program' alongside their Observership placement if their Observership placement does not exceed 4 hours per day.
- 4.10 Students are responsible for all costs related to the Observership (e.g. travel, accommodation).

### Application – UQ Clinical Unit or Rural Clinical Schools

- 4.11 Preferencing for Observerships offered by a UQ Clinical Units (excluding Primary Care) must be made in accordance with the published [guidelines and timeline](#).
- 4.12 Students will be provided the opportunity to rank order their preferred Observership at UQ Clinical Units, through the Placement Management System, [Placements](#).
- 4.13 Priority will be given to MD-Ochsner students for Observerships offered by the UQ Clinical Units.
- 4.14 Students who wish to undertake an Observership placement at a General Practice associated with the UQ Primary Care Clinical Unit should email their Expression of Interest to [med.gp@uq.edu.au](mailto:med.gp@uq.edu.au), in accordance with the published [guidelines and timeline](#).
- 4.15 Domestic students wishing to apply for an Observership placement offered by a UQ Rural Clinical School, should email their Expression of Interest to [michelle.wright@uq.edu.au](mailto:michelle.wright@uq.edu.au), in accordance with the published [guidelines and timeline](#).
- 4.16 MD-Onshore students wishing to apply for an Observership placement through the TREES program run by TROHPIQ, need to apply in accordance with the published [guidelines and timeline](#).
- 4.17 UQ Clinical Unit placements will be a minimum of 4 hours per day, five days per week, for the duration of the placement. Please note that students may be expected to attend placement for up to 8 hours per day and this is at the discretion of the supervising clinician.
- 4.18 UQ Rural Clinical School placements and placements through the TREES program will be two week full-time placements of 8 hours per day, five days a week.

### Application – External to UQ Clinical Units or Rural Clinical Schools

- 4.19 Students undertaking their Observership at a location external to a UQ Clinical Unit are responsible for sourcing their own Observership, noting that the four medical schools within Queensland have agreed to cancel all inbound elective clinical placements for the remainder of the calendar year. Any student who wishes to self-arrange an Observership placement within Queensland must, prior to applying, seek Academic approval from Dr Martin Wolley ([m.wolley@uq.edu.au](mailto:m.wolley@uq.edu.au)), to ensure that the provider is not

affiliated with another medical school. Approval is at the discretion of the Academic Coordinator.

- 4.20 Applications for Observerships at external locations must be made in accordance with the published [guidelines and timelines](#).
- 4.21 Applications must be submitted electronically via the Placement Management System, [Placements](#).
- 4.22 Students are required to provide a completed copy of the 2020 Observership Student Placement Agreement (SPA), signed by their intended host organisation with their application. Students can find the SPA form and instructions on the [Observership website](#) (see 'Documentation'). Without a fully completed and signed SPA, the placement will not be approved. Once submitted, the Placements team will arrange the UQ countersignature.
- 4.23 The Faculty has a number of pre-approved locations published on the [placements website](#) (see 'Locations'). Students undertaking their Observership at these locations do not need to arrange an SPA.
- 4.24 If you have an existing relationship of any nature with your Supervisor, you are required declare this to the university in order to avoid any conflict of interest claims. Your Supervisor may also be asked to complete a 'Conflict of Interest' form, which will be subject to approval by the Executive Dean.

### International Observerships (Noting 3.11 above)

- 4.25 Approved onshore students travelling internationally for their Observership placement will be required to submit an 'International Student Placement Acknowledgement' form with their application.
- 4.26 Students must register their UQ approved travel with [International SOS](#), including their trip information and contact details. All students travelling internationally are required to carry International SOS's contact details with them whilst travelling.

## 5. Assessments and Feedback

- 5.1 In order to successfully complete this program requirement, students must submit a completed Supervisor Assessment form for each placement and/or a certificate of completion of the MOOC.
- 5.2 The Faculty will email Supervisors with a link to the Supervisor Assessment Form.
- 5.3 If a Supervisor does not have access to the internet, a PDF version is available under the Evaluations and Assessment tab on the placements website. This form must be returned directly to the:  

Faculty of Medicine – Placements Team  
Oral Health Centre, Level 5, 288 Herston Road, Herston 4006  
Email: [med.placements@uq.edu.au](mailto:med.placements@uq.edu.au)
- 5.4 Students are encouraged to seek feedback from their Supervisor to enhance their learning and also ensure their Supervisor completes the online form.
- 5.5 In addition, students are encouraged to submit a [Student Observership Feedback Form](#) during the final week of their placement/s.
- 5.6 Students who are graded as "fail" in any of the three domains on the Supervisor Assessment, will be required to meet with the Academic Co-ordinator to discuss the outcome of this assessment. Students may be required to complete an additional assessment task to remediate their performance.

- 5.7 Students who are graded borderline in more than 1 of the 3 domains on the Supervisor Assessment will be required to meet with the Phase 1 Lead (or delegate) to discuss the outcome of their assessment. Students may be required to complete an additional assessment task to remediate their performance.
- 5.8 Students who do not successfully complete the MOOC will be required to meet with the Phase 1 Lead (or delegate) to discuss the outcome of their course. Students may be required to complete an additional assessment task to remediate their performance.





## Faculty of Medicine

### Placements Team

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E [med.placements@uq.edu.au](mailto:med.placements@uq.edu.au)

W [medicine-program.uq.edu.au/current-students/placements/year-1-observership](http://medicine-program.uq.edu.au/current-students/placements/year-1-observership)

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