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AUSTRALIA

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UQ MEDICINE

SUMMER BLOCK OBSERVERSHIP Supervisor Guide

United in our quest
to make a global
difference in health
outcomes.



● Table of Contents

Welcome	3
SUPERVISOR GUIDE - SUMMER BLOCK OBSERVERSHIP.....	4
OBJECTIVES FOR THE SUMMER BLOCK OBSERVERSHIP	4
ARRANGING THE PLACEMENT	5
THE ROLE OF THE SUPERVISOR.....	5
ASSESSMENT OF THE OBSERVERSHIP	5
GENERAL INFORMATION FOR SUPERVISORS.....	6
EXPECTATIONS OF THE STUDENT/S.....	7
UNSATISFACTORY COMPLETION OF THE OBSERVERSHIP	7
PROBLEMS THAT ARISE DURING THE OBSERVERSHIP.....	8



Welcome

I would like to extend a warm welcome to you in your role as Supervisor to one of our Year 1 MD students. I am very grateful that you have agreed to provide guidance and mentorship to the next generation of Medical Graduates.



In their first year of study, UQ MD students complete courses in Clinical Science, Clinical Practice, Ethics and Professional Practice, and Health, Society and Research. At the end of Year 1, our MD students are required to complete their Summer Block Observership.

The Year 1 Observership affords students a unique opportunity to experience healthcare in a clinical setting with senior colleagues. As the name suggests, the Observership is predominantly an observational experience, but students may be expected to participate in adequately supervised activities such as interview and examination of patients and assisting in minor medical procedures.

So that the student gains the maximum benefit from their Observership, you will be asked to provide feedback regarding student progress at the end of the placement by completing the "Supervisor Evaluation Form". It is important that you assess the student at a level appropriate for a Year 1 student. Students are graded as pass/fail, therefore please consider this as they progress through the placement.

Once again, please accept my sincere thanks for agreeing to be a Supervisor. I appreciate that this role adds to your daily schedule but I hope that this experience will be as personally and professionally rewarding for you as it is for the student.

Dr Pieter Janssen
Academic Coordinator - Observership
Faculty of Medicine
The University of Queensland



SUPERVISOR GUIDE - SUMMER BLOCK OBSERVERSHIP

At the end of Year 1, MD students at the University of Queensland are required to complete an approved Observership under the guidance of a Supervisor before progressing to the 2nd year of the program. Supervisors must be a qualified Medical Practitioner or other health care provider in a clinical setting.

The Observership period begins at the end of the students' main exam period in November and must be concluded prior to the students Year 2 Orientation Day the following year (typically the end of January).

Students are required to complete a minimum of **4 weeks** of placement, which may be split into 2 x two-week blocks. Students **must spend a minimum of 4 hours per day, 5 days per week** - this cannot be shortened by completing additional hours per day.

OBJECTIVES FOR THE SUMMER BLOCK OBSERVERSHIP

The Summer Block Observership is designed to allow students to gain a wider perspective of life as a medical graduate. Depending on the Observership, students may:

- develop a knowledge of health systems
- develop an understanding of the professional roles of a range of health care professionals
- develop an understanding of health care team dynamics, team management, and patient roles
- gain an insight into 'the life of a doctor'
- experience the practice of medicine in different environments
- develop appropriate communication skills with patients and colleagues

ARRANGING THE PLACEMENT

Students are responsible for arranging their own Observership in a suitable setting and according to the guidelines on the [website](#). The preferred method for arranging the Observership is for the student to contact a medical practitioner, practice or site to negotiate a placement. The Supervisor must be a medical practitioner or other health provider in a clinical setting.

Each Supervisor, or placement site, is requested to complete a Student Placement Agreement (SPA) in order to ensure that they are officially accepting a student from the MD program at The University of Queensland. This then ensures that all students are covered by UQ insurance. The following cover is provided to approved placements; \$20 million (AUD) in public liability insurance and \$10 million (AUD) in professional indemnity insurance. This document also covers the majority of legal questions and situations that you may be unsure of such as confidentiality, intellectual property and outlines the requirements of all involved parties – your workplace, the university and the student.

THE ROLE OF THE SUPERVISOR

The role of the Supervisor is multi-faceted, primarily acting as facilitator, teacher and mentor. The Supervisor will introduce the student to staff attached to the Observership site and to any procedures and schedules involved. Supervisors will provide limited tuition in clinical skills and will help the student identify areas for self-directed learning. The student will also develop professionalism through their interactions with their Supervisor.

As part of the student's involvement in your workplace, we would ask that they are exposed to diverse and challenging opportunities that are appropriate for a student completing their first year of medical studies. There will be varying degrees of knowledge and ability at this stage in their studies. With this in mind, we have attempted to present placement guidelines that are as open as possible.

ASSESSMENT OF THE OBSERVERSHIP

At the conclusion of the Observership, the Supervisor is required to complete a brief Supervisor Evaluation Form. A link to the online form will be provided by the student and students will not be allowed to commence Year 2 without a completed evaluation form from their Supervisor.

Supervisors are requested to be open and honest and indicate whether they believe that the student has successfully completed their placement. For example, the student's ability to adapt to situations, their general demeanour and attitude will form part of this Supervisor report.

Prior to the student finishing their placement, we request that Supervisor clinicians discuss the placement and assessment with the student. We would also welcome clinicians making any relevant suggestions to the student regarding how the student can best move forward with their studies and their future career. We ask that clinicians provide detailed feedback in each area to provide an accurate understanding of the student's performance whilst on placement.

GENERAL INFORMATION FOR SUPERVISORS

Each Supervisor, or placement site, is requested to complete a Student Placement Agreement (SPA) in order to ensure that they are officially accepting a student from the MD program at The University of Queensland. This then ensures that all students are covered by UQ insurance. The following cover is provided to approved placements; \$20 million (AUD) in public liability insurance and \$10 million (AUD) in professional indemnity insurance. This document also covers the majority of legal questions and situations that you may be unsure of such as confidentiality, intellectual property and outlines the requirements of all involved parties – your workplace, the university and the student.

In order to ensure that the student meets your expectations, we request that an induction is completed at the commencement of the placement. This will include such things as your workplace requirements, values and goals for the student during their placement. We ask that you provide feedback to the student as they progress through the placement.

Some General Practices may be eligible for PIP (Placement Incentive Payments) for hosting a student. If you do meet the guidelines for this please contact us to facilitate the completion of these forms.

If you have an existing relationship of any nature with the student, please declare this to the university in order to avoid any conflict of interest claims.

Students are expected to complete the tasks assigned to them within a timely manner and while this is primarily an Observership, students will be exposed to a variety of supervised tasks according to their ability. We request that Supervisors clearly convey expectations and requirements to the student and advise the student if tasks set may be assessed for a level of competency.

We genuinely thank you for your involvement and hope that this will be both a professionally and personally rewarding experience and that you may wish to participate in future years.



EXPECTATIONS OF THE STUDENT/S

Students must familiarise themselves with the UQ [“Fitness to Practise” policy](#) before commencing a placement.

Students should at all times 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](#).

Students should behave in a professional manner at all times during their Observership. They must adhere to The University of Queensland Codes of Conduct as well as any Code of Conduct associated with your workplace. We ask that you make students aware of any OH&S requirements and of any other expectations.

Should you have a concern in relation to a student’s behaviour we ask that you contact the Faculty Placements Team.

If students are absent from their Observership for any reason, they must notify both your office and the UQ Placements Team. Any time missed must be made up in order to satisfy the requirements of the placement. If students are absent for ill health, they are required to supply a medical certificate and make up the time. Attendance is an AMC requirement by which students must strictly abide.

UNSATISFACTORY COMPLETION OF THE OBSERVERSHIP

The University acknowledges that students learn and progress at different stages and that their experiences will vary. Students who have not performed, or behaved, as you would have expected or do not demonstrate an accepted level of knowledge to advance in their studies should be marked as “fail”.



While this is unfortunate, this outcome will be discussed with the student by the Academic Coordinator during a counselling session. Students can be granted the opportunity to undertake a remediation Observership or other remediation activities that can be arranged by the Faculty of Medicine. Students must successfully complete this elective prior to advancing to Year 2.

Unsatisfactory completion of the Observership could be due to poor attendance and/or attitude or not displaying an accepted level of knowledge. Supervisors who are unsure of the assessment should feel free to contact the Placements team on the details below.

PROBLEMS THAT ARISE DURING THE OBSERVERSHIP

During the course of the Observership placement, situations may arise that cause concern. Please contact the Placements team at the Faculty of Medicine as soon as practicably possible.

The Placements Team

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The University of Queensland
Level 5, OHC Building, Herston Rd
Herston QLD 4006

E: med.clinicaladmin@uq.edu.au

T: +61 7 3346 4922

The Faculty of Medicine is extremely grateful to you for providing this invaluable experience for our student. The opportunities that you have provided will contribute greatly to their continued learning experiences throughout the MD Program.

