

Placement Handbook

BSc (Hons) Clinical Exercise Science



Student Name:.....

Student Number:.....

Introduction

This handbook is a guide to your placement experience whilst on the BSc (Hons) Clinical Exercise Science programme. It provides all the information you need to make the most of your clinical placements including placement organisation and contacts, codes of conduct, the intended learning outcomes for the placements and help with personal development.

The following also highlights the programme expectations of students at different levels of their study. The placements are graduated in their approach and as you progress through the course you will be more involved at your placements with an increased risk and responsibility attached to the Level 6 placements.

At **Level 4**, due to your inexperience and knowledge base you will be observing only on placement but are still expected to engage with patients and staff at each placement and complete your personal development portfolio accordingly with the help of your personal tutor.

At **Level 5**, you will begin to have a more “hands-on” approach to your placements and may be asked to participate in group exercise and supervise a patient’s exercise programme. This includes being proactive on your placements and recognising the opportunity to enhance your patient communication and clinical skills. As at Level 4, Level 5 also involves activities within your PDP Portfolio which need to be completed before you progress to Level 6.

At **Level 6**, you may be expected to participate with the treatment of patients at the AECC Clinic as well as increasing your activity and involvement at your other placements. PDP tasks increase at Level H and you will be expected to critically evaluate your placement experiences.

You must attend each placement with this handbook and ask the placement leader to sign off your attendance and leave any comments they wish to within the comments box. Failing to do so may result in disciplinary measures being taken (see “Code of Conduct” p.4). In addition you will be required to write a short reflection on your experiences, what you saw, lessons you have learned and how they might influence your future practice. The amount of information expected will increase each year.

Each reflection must be signed by you and signed off by your personal tutor **before the end of the academic year**. Reminders will be sent by email. You must also write the date each placement has been scheduled and the date it was actually attended. You may be asked to provide evidence to your personal tutor to explain if you attend on a different date to the timetable.

Placement Management

The course placement co-ordinator is Phill Heritage who can be contacted on:

01202 436370 or pheritage@aecc.ac.uk and is based at the AECC University College.

Placements are timetabled by Barbara Grundy who is based in B110 in Bournemouth House. She can be contacted on:

01202 967344 or bgrundy@bournemouth.ac.uk

- The timetable will be available to view on myBU and will be emailed to all students. A copy will also be placed on the noticeboard on the main staircase at the AECC University College.
- Students **MUST** attend timetabled placements on the dates allocated to them. Under no circumstances are they to change or swap their placements. In exceptional circumstances, students **MUST** communicate with Barbara Grundy to discuss the possibility of changing a placement.
- Any students who are sick whilst on placement or are not able to attend a placement due to illness must report this to Barbara Grundy with 24 hours' notice where possible. You will also be expected to provide a Doctor's note as evidence.
- Students are expected to make their own transport arrangements to and from placements and must wear their BU uniform at **ALL TIMES** and appear tidy and professional. Mobile phones are not permitted to be taken into classes whilst on placement.
- AECC Clinic require students to wear chinos/smart trousers and smart shoes – not trainers. For external placements students should wear tracksuit bottoms and trainers. Shorts and flip flops are permitted at pool sessions.

PLEASE NOTE: if for any reason a student is considered to be “unfit for purpose” on placement then they will be referred to Dr Sara White, Associate Dean (Student Experience) within The School of Health and Social Sciences within Bournemouth University.

Placement Contacts

Kate Rogers – BHLive – Littledown placements

01202 055780 or Littledown Centre 01202 417600

kate.rogers@bhlive.co.uk

Sam Marshall-Goodridge

01202 055773

samantha.marshall-goodridge@bhlive.org.uk

Placement Co-ordinator

Placements: Hydro Active, Health Referrals, Primal Play, Circuits
Littledown Centre, Chaseside, Bournemouth, BH7 7DX.

Paul Davis– Rossmore – Centre Manager

01202 738787

pauldavis@everyoneactive.com

Placements: Aqua Gym, Aqua Fit, Pilates and Seniors Class, Healthy Heart Class
Rossmore Centre, Herbert Avenue, Poole, BH12 4HR

Christopher Medcalf – AECC Clinic

01202 436309

cmedcalf@aecc.ac.uk

Extension 309 and email through internal system.

Placements: AECC Clinic Functional Assessments and Rehab Sessions-students to arrange own hours
by signing up in the Rehab Centre.

Sarah Jenkins/Sharon Page – Poole General Hospital

01202 442121 (department phone number) or 01202 442473

sarah.jenkins@poole.nhs.uk

sharon.page2@poole.nhs.uk

Placements: Work Experience Day

Poole General Hospital (Physiotherapy Department), Longfleet Road, Poole, Dorset, BH15 2JB.

Helen Worsdall – Canford Heart Club

01202 442876

helen.worsdall@poole.nhs.uk

Placements: Cardiac Placements

Canford School, Canford Magna, Wimborne, BH21 3AD

Queen Elizabeth School, Blandford, Wimborne, BH21 4DT

Caroline Marshall – Bournemouth Heart Club

01202 704522

caroline.marshall@rbch.nhs.uk

Placements: Phase 4 Heart Club class

Bournemouth Heart Club Rehab Centre, RBCH, Castle Lane East, Bournemouth, BH7 7DW

Placement Unit: Codes of Conduct

There are codes of conduct which students are expected to adhere to whilst attending clinical placements. Below you will find the codes specific to Bournemouth University and AECC University College.

1. General Guidelines
 - a. You are a representative of Bournemouth University and its teaching partner the Anglo European College of Chiropractic. You are bound by the disciplinary code of the University during any time you are on a directed placement.
 - b. You may not undertake any observation or work experience without gaining consent from your supervising tutor or programme leader.
 - c. You may not undertake any assisted work or supervised work without first obtaining permission from the work place supervisor.
2. Confidentiality and Data Protection
 - a. You must maintain the confidentiality of all patients or clients with whom you come in contact, directly or indirectly, during placements and observations unless doing so would place you, your host organisation, or the patient or client in serious risk.
 - b. You may not store or reproduce any identifiable data.
 - c. You are bound by the provisions of the Data Protection Act 1998.
 - d. All clients must be informed that they have a right to a copy of such information relating to them and students must supply a copy if so requested.
3. Competence
 - a. You must recognise your limitations in qualifications, experience, and competence and conduct yourself accordingly.
 - b. You may not misrepresent, exaggerate or mislead your observation or placement supervisor or any patient or client about your qualifications, experience or expertise.
 - c. You may not use any equipment or technique that you are not qualified to use.
 - d. You must first obtain permission from your observation or placement supervisor when using any equipment or employing any technique.
 - e. You must not interpret any test or examination results nor offer or provide an interpretation or opinion of any test or examination to any patient or client unless directed to do so by your observation or placement supervisor.
4. Personal and Professional Conduct
 - a. You must conduct yourself in such a way that brings credit to you, Bournemouth University, the Anglo European College of Chiropractic, and your future profession.
 - b. Your personal behaviour must be appropriate to the situation and you must show respect to all supervisors, assistants, aides, colleagues, patients and/or clients.
 - c. Your paramount concern is the well-being and safety of any patient or client with whom you have any contact.
 - d. You must not, in any way, jeopardise the safety of any patient or client.
 - e. You must not exploit relationships with patients, clients, or the placement institute for personal gain or gratification.
 - f. You must be unbiased and objective without prejudice in all situations with your hosts and any patients or clients.
 - g. You must not take on an observation or placement if not fit to do so.
 - h. You must ensure, where appropriate, the highest standards of safety and working practices, putting neither yourself, the patients nor the clients at risk.
 - i. You must dress appropriately for the placement as follows
 - i. **AECC Clinic placements** – You must wear you BU Placement polo shirt with chinos and appropriate shoes, not including trainers.

- ii. **All other placements** – You must wear your BU Placement polo shirt, trainers and tracksuit bottoms. For swimming pool sessions with BHLive **only**, shorts and flip flops may be worn
- j. You are not permitted to smoke, drink alcohol, or take any illegal substances or any other substance that may impair judgement during placement hours.

5. Attendance:

ALL timetabled placements are compulsory and you will be required to have an attendance log signed at each placement. Under no circumstances is a student allowed to change their placements with another student or with the placement contact unless prior notice is given to Barbara Grundy who will advise you further. Please note, failure to attend a placement with no valid reason could lead to **THE LOSS OF MARKS** or disciplinary action.

I have read, understand and agree to all aspects of this code of conduct.

Print Name: _____

Signed: _____ Date: _____

WHAT OBSERVATION AND PLACEMENT HOSTS EXPECT:

- ◆ Be **PUNCTUAL** – Arrive at least fifteen minutes before the session(s) you are scheduled to observe or assist. Organise your transportation in advance.
- ◆ Dress appropriately as outlined in the code of conduct.
- ◆ Inform the placement of the reason for any absence by telephone at least 30 minutes before the start of the session. If this is not possible, inform the Unit Leader at the earliest opportunity.
- ◆ Equipment used must be put away in accordance with the host facility's policy.
- ◆ Be polite and courteous to all staff and clients at or involved with the host facility.
- ◆ Maintain personal hygiene at all times.
- ◆ Work efficiently, with a cheerful and positive attitude during the placement.
- ◆ Be **KEEN** about the work; **INTERESTED** in the job and in the practice or centre.
- ◆ Be prepared to **ACT AS AN OBSERVER** and carefully watch what is going on, maintaining interest.
- ◆ Be **PREPARED** to do a task well and perform all duties carefully.
- ◆ **VOLUNTEER** to perform duties which you know you can do well.
- ◆ Expect **NO FAVOURS** from your observation or placement host.
- ◆ **MAKE NOTES** about what you have to do if you are given a task or tasks to carry out. **ASK QUESTIONS** about the work, practice, and centre. Discuss any suggestions regarding Exercise Prescription or interventions with the placement supervisor.
- ◆ Be **CAREFUL** using equipment and do so only after gaining clear permission from your supervisor. Find out if there are any Occupational Health & Safety issues you need to be aware of at this type of workplace.
- ◆ Be **DISCREET**. If you overhear or see anything **PRIVATE** or **CONFIDENTIAL**, even by accident, keep it to yourself. Never pass on any unfavourable comments about patients, clients or others at the clinic or centre. **BUT** if you feel uncomfortable or are concerned about something, **TALK TO THE UNIT TUTOR OR PROGRAMME LEADER**.
- ◆ Respect client need for privacy when requested and help to maintain the dignity of the client who may be uncomfortable in unfamiliar circumstances.
- ◆ Observe, assist or work without distracting patients, clients, or others in the clinic or centre.
- ◆ **FOLLOW THE CODE OF CONDUCT** in this booklet and those required by your observation or placement host. If you are asked to do anything that would bring you, the centre, Bournemouth University, or Anglo European College of Chiropractic in disrepute, immediately notify the unit tutor and programme leader.

STUDENT FAILING TO ADHERE TO THE PLACEMENT CODE OF CONDUCT

Students enrolled on the BSc (Hons) Clinical Exercise Science programme are continually screened and mentored throughout the course. However, it may be possible that some students may fail to meet the professional targets set out in the Code of Conduct for the Clinical Placement element.

If any instance should arise where a problem is recognised by the workplace supervisor or the placement coordinator; the following procedure may be adopted in response to the situation:

1. Workplace supervisor alerts the Unit Leader or Programme Leader to any concerns that they may have about the student's behaviour or understanding of commitment to their professional development, observed in the placement environment
2. Based on the discussion between the supervisor and the Unit Leader, the decision to speak with the student will be made with whom a discussion of the perceived problem will occur and the appropriate intervention will be decided
3. If the student is unable to respond to this approach and the concern continues, the supervisor, Unit Leader, and Programme Leader will agree a plan of action
4. The student will then be formally seen by the Unit Leader to alert them to the possibility of failure to comply with the Code of Conduct and the plan of action will be discussed and agreed
5. The student and the Unit Leader agree a formal, written plan of action which the student undertakes to implement
6. The Unit Leader will liaise with the remaining workplace supervisors in reference to the action plan advising them to inform the Unit Leader should this action plan not be adhered to by the student
7. The Unit Leader will document all agreed action plans and maintain regular contact with the student and the workplace supervisors to monitor the student's progress
8. Should the student continue to fail to meet to targets set out in the Code of Conduct, the student will be referred to the Fitness to Practice Panel at Bournemouth University
9. Where necessary the student may be unable to complete the Placement Unit and therefore are liable to the consequences of not finishing the programme.

Furthermore, the professional body which endorse your programme, the Register of Exercise Professionals (REPs) also have a code of ethical conduct to which students are expected to comply:

Register of Exercise Professionals Code of Ethical Conduct

BACKGROUND

As a Charitable body The Register of Exercise Professionals (“REPs” or “the Register”) seeks to both advance public education and health within the Sports and Recreation Industry. As part of its objectives, REPs aims to ensure that exercise professionals who are registered on the Register maintained by REPs should both establish and maintain proper standards of ethical and professional conduct in providing their practice in fitness instruction. In these circumstances persons who are registered with REPs will, as a part of their membership of the Register, be expected to adhere to these standards of ethical and professional conduct and will at all times adhere to its provisions. Physical activity and exercise can contribute positively to the development of individuals. It is a vehicle for physical, mental, personal, social and emotional development. Such development is enhanced if the individual is guided by an informed, thinking, aspiring and enlightened exercise professional operating within an accepted ethical framework as a professional.

The role of an exercise professional is to:

- Identify and meet the needs of individuals
- Improve performance or fitness through programmes of safe, effective and enjoyable exercise
- Create an environment in which individuals are motivated to maintain participation and improve performance or fitness
- Conform to ethical standards in a number of areas:
 - humanity, relationships, co-operation, integrity, advertising, confidentiality and personal standards

This Code of Ethical Conduct (the Code) defines what good practice is for professionals in the fitness industry by reflecting on the core values of rights, relationships, responsibilities, standards and safety. The term ‘professional’ is used in a qualitative context in this Code and does not necessarily imply a paid position or person. The Code applies to both employed and self-employed professionals but where professionals are employed the Register accepts that employed exercise professionals will be subject to the codes of practice and employment rules of their employers and will, in determining compliance with this Code of Ethical Conduct, have careful regard to any such employment rules and in particular whether or not, in the case of any complaint being made the professional concerned has or will be subject to any internal investigation by his or her employers. Exercise professionals on REPs accept their responsibility to people who participate in exercise; to other exercise professionals and colleagues; to their respective fitness associations, professional bodies and institutes; to their employer; and to society. When practising, members must also hold adequate liability insurance.

There are five principles to the code:

PRINCIPLE 1:

RIGHTS

'Exercise professionals should deal openly and in a transparent manner with their clients. They should at all times adopt the highest degree of professionalism in dealing with their clients' needs.'

Compliance with this principle requires exercise professionals to maintain a standard of professional conduct appropriate to their dealings with all client groups and to responsibly demonstrate:

- Respect for individual difference and diversity.
- Good practice in challenging discrimination and unfairness.
- Discretion in dealing with confidential client disclosure.

As part of these principles members registered with REPs should seek to ensure that the contractual arrangements they have with their client are clear, transparent and unambiguous. Although REPs cannot and will not seek to adjudicate or deal with private contractual disputes (which should be dealt with by members and their clients) REPs will nevertheless seek to ensure that Exercise Professionals do maintain a proper regard to dealing with and addressing concerns raised by their clients.

If a dispute shall arise between a member of the public and member registered with REPS the member of the public shall in the first instance seek to resolve that dispute with the REPs member. Only if that matter cannot be resolved or the dispute reveals a lack of proper professional conduct would REPs seek to intervene to correct any lack of professionalism shown. REPs itself has no jurisdiction to actually resolve such a dispute.

PRINCIPLE 2:

RELATIONSHIPS

'Exercise professionals will seek to nurture healthy relationships with their customers and other health professionals'

Compliance with this principle requires exercise professionals to develop and maintain a relationship with customers based on openness, honesty, mutual trust and respect and to responsibly demonstrate:

- Awareness of the requirement to place the customer's needs as a priority and promote their welfare and best interests first when planning an appropriate training programme.
- Clarity in all forms of communication with customers, professional colleagues and medical practitioners, ensuring honesty, accuracy and cooperation when seeking agreements and avoiding misrepresentation or any conflict of interest arising between customers' and own professional obligations.

- Integrity as an exercise professional and recognition of the position of trust dictated by that role, ensuring avoidance of inappropriate behaviour in customer relationships. Any consensual relationship between persons of full age would not, however, be considered inappropriate.

PRINCIPLE 3:

PERSONAL RESPONSIBILITIES

'Exercise professionals will demonstrate and promote a responsible lifestyle and conduct'

Compliance with this principle requires exercise professionals to conduct proper personal behaviour at all times and to responsibly demonstrate:

- The high standards of professional conduct appropriate to their dealings with all their client groups and which reflect the particular image and expectations relevant to the role of the exercise professional working in the fitness industry.
- An understanding of their legal responsibilities and accountability when dealing with the public and awareness of the need for honesty and accuracy in substantiating their claims of authenticity when promoting their services in the public domain.
- An absolute duty of care to be aware of their working environment and to be able to deal with all reasonably foreseeable accidents and emergencies – and to protect themselves, their colleagues and clients.

PRINCIPLE 4:

PROFESSIONAL STANDARDS

'Exercise professionals will seek to adopt the highest level of professional standards in their work and the development of their career'

Compliance with this principle requires exercise professionals to commit to the attainment of appropriate qualifications and ongoing training to responsibly demonstrate:

- Engagement in actively seeking to update knowledge and improve their professional skills in order to maintain a quality standard of service, reflecting on their own practice, identifying development needs and undertaking relevant development activities.
- Willingness to accept responsibility and be accountable for professional decisions or actions, welcome evaluation of their work and recognise the need when appropriate to refer to another professional specialist.
- A personal responsibility to maintain their own effectiveness and confine themselves to practice those activities for which their training and competence is recognised by the Register.

PRINCIPLE 5:

SAFE WORKING PRACTICE

‘Exercise professionals will systematically prepare for all activities ensuring the safety of their clients is of paramount consideration’

Compliance with this principle requires exercise professionals to maintain a safe exercise environment for all clients and at all times and to responsibly demonstrate:

- A responsible attitude to the care and safety of client participants within the training environment and in planned activities ensuring that both are appropriate to the needs of the clients.
- An appropriate ratio of instructors to clients within any group sessions to ensure that, at all times, the safety of all clients is paramount.
- All clients have been systematically prepared for the activity in terms of safety including the safe use of equipment.

DISCIPLINARY MEASURES

In the event that either The Fitness to Practice Committee (or an Appeal to the Trustees of REPs) shall find that a person registered shall be guilty of a breach of The Code, The Fitness to Practice Committee or, as the case may be, The Trustees of REPS may take Disciplinary action. Any alleged professional mis-conduct or avoidance of compliance with the terms of membership of the Register will be referred to the Fitness to Practice Committee which will consider any need for sanctions against an individual instructor, coach, trainer or teacher. The appropriate authority(ies) will deal with any criminal allegations. In terms of any disciplinary action taken REPs may after due inquiry:-

a. Suspend or terminate the membership of any member;

b. Reprimand or issue a formal warning; or

c. Take such other action as REPs consider an appropriate and proportionate to the issues raised. In the event that any party to an alleged mis-conduct is dissatisfied with a decision of The Fitness to Practice Committee he or she may lodge an appeal in writing against this decision to the Trustees of REPs. Any such appeal must be lodged within 21 days of a decision of The Fitness to Practice Committee. In the event of any appeal, the Trustees of REPs shall acknowledge that appeal as soon as practicable and, in any event, a final decision will be meeting. An appeal to the Trustees reached at their next quarterly of REPS will be acknowledged within 28 days of its receipt.

To download versions of this Code of Ethical Conduct and details of our liability insurance information please go to:

www.exerciseregister.org

PLEASE NOTE: SERIOUS OR SUSTAINED TRANSGRESSION OF THESE CODES OF CONDUCT COULD LEAD TO A FITNESS TO PRACTICE ACTION AT THE UNIVERSITY

Placement Sign-Off and Reflection Sheets

Level 4

Placement Name:

Date Scheduled: / /

Date Attended: / /

Reflection

What happened during the session?

Who attended the session?

What was good about the placement?

Placement Leader Comments (optional):

Signed (Placement):

Signed-off (Personal Tutor):

Signed (Student):

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Placement Sign-Off and Reflection Sheets

Level 5

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Date Scheduled: / /

Date Attended: / /

Reflection

What happened during the session?

What have you learned from the session?

How will this change your work in the future?

Placement Leader Comments (optional):

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Placement Sign-Off and Reflection Sheets

Level 6

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Extra Placements Attended

This area is provided to give you a place to write the details on any extra placements you attended during your time studying on the BSc (Hons) Clinical Exercise Science course.

Placement Provider	Date/s Attended	Supervisor	Signed

Certifications Achieved

This area is provided to give you a place to write the details on any awards and qualifications you have achieved during your time studying on the BSc (Hons) Clinical Exercise Science course. Feel free to include and qualifications achieved before and after attending the university:

Qualification	Awarding Body	Grade Achieved	Date Awarded	Certificate Received

Final Reflection

This is your opportunity to explore what you have learned over the last three years-worth of placements on the BSc (Hons) Clinical Exercise Science course. Take some time to write this and don't rush, it's for your development.

Reflection:

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