



SCHOOL OF MEDICINE

PROFESSIONALISM COMPETENCY

STUDENT GUIDE TO COMPLETING FORMS

Background

Under the Health Practitioner Regulation National Law (Vic) Act 2010, all relevant healthcare students must be registered with the Medical Board of Australia as a prerequisite to undertaking a program of study at a medical school in Australia. Applications for registration are completed on initial enrolment and updated annually.

A student's fitness to practise depends on three main areas each of which has the potential to impact on the quality of the service delivered to patients.

1. **Health or Personal issues:** Issues that may affect the student's current or future ability to practise medicine including: Mental disorders, physical impairment, drug and alcohol issues. This may be self-reported domestic or personal issues that the student feels have could affect their performance. Educational institutions are mandated to report impairment to AHPRA.
2. **Professional attitudes:** Issues of concern regarding professional attitudes during the program including: plagiarism, poor attendance, inappropriate behaviour or contravention of significant aspects of ethical codes or policy- i.e. sensitive examinations, communication.
3. **Issues External to the Program** Issues regarding the actions of student occurring outside the program, such as: Any offence which is potentially punishable by twelve or more months in gaol (e.g. drug/alcohol related convictions, pornography convictions).

Overview

There are 2 processes of reporting

1. Hurdle Requirement – all students must have 1 competency completed per semester
2. Notification by Exception – Placement supervisors who have concerns about the professionalism or behavior of a student may complete Form B at any time and send this to the Clinical Placements Coordinator, School Medicine – Waurnd Ponds, Deakin University.

The aims of the process are to

1. Provide feedback to students on performance during the course
2. Identify issues that might affect a student's fitness to practice
3. Offer support to students and access to services when required

Processes

Hurdle Requirement for Competency

The student and placement supervisor meet and complete two forms; Professionalism Competency form A & B. Form A should be completed & retained by the student & uploaded to their ePortfolio.



Form B is completed by the placement supervisor and returned to the Placement Coordinator, School of Medicine – Waurn Ponds, Deakin University.

Year 1 interviews will occur with the student’s PBL facilitator in Semester 1 and 2.

Year 2 interviews will occur with the student’s PBL facilitator in Semester 1. Interviews in Semester 2 will occur during the IPL placement with the placement supervisor or their delegate.

Year 3 interviews will occur with the clinical supervisor during Mental Health rotation (or as otherwise stipulated by the relevant Director of Clinical Studies) and with the Clinical School Director or their delegate in the opposite semester. In IMMERSe the interviews will be performed with the student's GP supervisor and must be forwarded to the Director of Clinical Studies three weeks before the end of each semester.

Year 4 interviews will occur with the clinical supervisor during the General Practice rotation in semester 1 (or as otherwise stipulated by the relevant Director of Clinical Studies) and with the clinical supervisor for the Pre-Internship Selective in semester 2.

It is the student’s responsibility to organize to meet with the relevant placement supervisor and PBL facilitator to complete this part of their assessment. Note – the ‘hurdle requirement’ is completion of this process by the student.

STEP 1: During the relevant placement the student should download the Professionalism Competency Form A from the School of Medicine website – <http://www.deakin.edu.au/medicine/professionalism-process> (ideally on opposite sides of a single sheet of paper) and complete the sections of the form marked ‘student’.

STEP 2: The student takes the completed Professionalism Competency Form A to their placement supervisor or PBL facilitator. The supervisor/ facilitator completes the remainder of the form and discusses this with the student. The Professionalism Competency Form A is then kept by the student in their ePortfolio.

STEP 3: The supervisor/ facilitator then completes the Professionalism Competency Form B and returns to the Team Leader – Student Experience Team, School of Medicine, Deakin University.

Completing Form A

Students are rated against the expected performance relative to an average student at an equivalent stage of the program.

Clearly below expected level: the student is substantially below the standard expected for someone at this stage of the course and needs planned assistance to meet the standard before the end of the course it is optimal for. The student and supervisor should agree and document what additional steps will be taken to address these issues



At expected level: The student is performing at the level expected of someone at this stage of the course.

Students should indicate any problems that they feel had an impact on performance or fitness to practice so these can be considered. Students should see this as an opportunity to 'self-report' issues relevant to fitness to practice.

Definitions of attributes

- 1.1. **Attendance / Time management:** is present at scheduled clinical and teaching venues; where absence is unavoidable, acts professionally by informing the appropriate people. Is punctual; able to prioritise duties; completes required work on time.
- 1.2. **Motivation to learn:** willingness to research clinical cases. Makes good use of teaching opportunities; demonstrates evidence of independent learning.
- 1.3. **Respect for patients:** demonstrates tolerance and a non-judgmental attitude towards patients, regardless of race, religion or culture. Respects patient confidentiality and obtains consent.
- 1.4. **Respect for colleagues:** demonstrates tolerance and a non-judgmental attitude towards colleagues. Demonstrates respect of relevant area of expertise by both verbal and non-verbal communication.
- 1.5. **Ability to work in a team:** shows a willingness to work within a team, assist, communicate and compromise when necessary to further the best interests of the patient/team/project.
- 1.6. **Insight/Recognition of own limitations:** knows when out of his or her depth in terms of knowledge, clinical skills or professional situations; seeks appropriate help and does not attempt to cope alone. Hears and acts upon constructive criticism