

 BOND UNIVERSITY	DOCTOR OF PHYSIOTHERAPY PROGRAM - STUDENT OUT-OF-HOURS CLINICAL SKILLS PRACTISE PROCEDURE
Contact Officer	Head of Physiotherapy
Date First Approved	11 January 2024
Approval Authority	Executive Dean, Faculty of HSM
Date of Next Review	December 2025

1. PURPOSE AND OBJECTIVES

This Procedure outlines the processes for the Doctor of Physiotherapy students to access clinical skills classrooms at Bond Institute of Health and Sport, for the purpose of practising clinical skills that have been taught within teacher-led on campus timetabled sessions.

1.1 AUDIENCE AND APPLICATION

This procedure applies to all Doctor of Physiotherapy Students enrolled at Bond University, for the duration of their studies.

2. ROLES AND RESPONSIBILITIES

Role	Responsibility
Executive Dean, Faculty of HSM	<ul style="list-style-type: none"> ▪ Procedure owner ▪ May waive the out of hours durations in clause 3.1, in line with curriculum changes/University or accreditation requirements.
Associate Dean Learning and Teaching, Faculty of HSM	<ul style="list-style-type: none"> ▪ Considers and determines changes to out of hours access in accordance with the timetabling policy.
Head of Program - Doctor of Physiotherapy or delegate	<ul style="list-style-type: none"> ▪ Decision maker – program related skills risk register, classroom allocations, equipment availability.
Subject Convener	<ul style="list-style-type: none"> ▪ Coordinate with students, provide a list of safe skills and upload to iLearn subject area.

3. PROCEDURE

The Student Out of Hours Clinical Skills Practise procedure provides a formal framework for the University to provide access for students enrolled in the Doctor of Physiotherapy program to access designated clinical skills classrooms for the specific purpose of practicing clinical skills in relation to coursework subject content and preparation for subject assessments or clinical practice subjects (placements).

3.1. OUT OF HOURS CLINICAL SKILLS DESIGNATED CLASSROOM ACCESS

Access to the Bond Institute of Health and Sport Clinical Skills Classrooms situated in Bond Institute of Health and Sport South Level 3, is provided to all students enrolled in the Doctor of Physiotherapy program.

- 3.1.1 Timetabled teaching hours are typically between the hours of 08.00 – 16.30 hours.
- 3.1.2 Out-of-hours is typically defined as after 16.30 hours Monday to Friday unless timetabled otherwise, and on weekends.
- 3.1.3 Out-of-hours access is to be requested by the subject convener and approved by the head of program (or their delegate) prior to provision of access. Examples of access include after timetabled class (e.g., 1630-1800) or weekend access (e.g., Saturday 1000-1400) for the practise of clinical skills in preparation for assessments.

3.2. REQUIREMENTS PRIOR TO CLINICAL SKILLS CLASSROOMS USAGE OUT OF HOURS

Prior to out-of-hours access, all students must have completed the following:

- Attended the Clinical Skills orientation and signed the clinical skills classroom and equipment checklist
- Read and signed the Doctor of Physiotherapy Student Charter (section 9 Doctor of Physiotherapy Student Agreement). This confirms that students have read and understood their responsibilities as outlined in the Doctor of Physiotherapy Program Charter.
- A buddy system will be implemented to enhance the safety of all students accessing clinical skills rooms in use for out of hours practise.

3.3. SAFE PRACTISE OF CLINICAL SKILLS

For the purpose of this procedure, clinical skills are defined as practical skills formally taught to students during their Doctor of Physiotherapy studies in preparation for clinical placement.

3.3.1 In accordance with the Doctor of Physiotherapy Student Charter section 6.6, all students will strive for high standards in his/her professional life and his/her conduct should demonstrate a commitment to minimising risk for

patients/clients/peers whilst maximising outcomes.

3.3.2. The student will foster patient/client/peer safety by adhering to the infection control principle of “Clean hands save lives.” Hand Hygiene Australia website: <https://www.hha.org.au/>

3.3.3 The student will act quickly to protect peers from risk if he/she has a genuine belief that they or a colleague may not be fit to practice and the Student will immediately report any concerns to a senior member of academic staff so that their and the university’s obligations under the Health Practitioner Regulation National Law Act 2009, which requires practitioners, employers and education providers to report ‘notifiable conduct’ as defined in section 140 of the National Law, to AHPRA in order to prevent the public being placed at risk of harm. The Health Practitioner Regulation National Law (Queensland) can be found at: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-045#> and AHPRA Physiotherapy Board Guidelines: [Mandatory notification about registered students](#)

3.3.4 If a student observes a health professional or a fellow student behaving in a way that could result in harm to peers, they should discuss this immediately with a Bond University senior academic (Health Professional). It may be uncomfortable to be in such a position, but it is important, and it is a student’s professional duty not to ignore behaviour if they know it to be dangerous or reckless or causing risk of harm to patients/clients in any way. It is a requirement of the Health Professional that a student raise concerns by following the AHPRA guidelines for mandatory notifications which can be found at: <https://www.physiotherapyboard.gov.au/codes-guidelines/guidelines-for-mandatory-notifications.aspx>

3.3.5 Students or members of the public who are not enrolled in the Doctor of Physiotherapy program are not allowed to attend out-of-hours clinical practise sessions.

3.4 SPECIFICATION OF CLINICAL SKILLS THAT CAN BE PRACTISED OUT OF HOURS

3.4.1 In accordance with the Doctor of Physiotherapy Student Charter section 6.9, all students must recognise the limits of his/her professional competence. Students must not undertake tasks/clinical skills for which they have not been taught on the Doctor of Physiotherapy program. Students must practise within their level of competence and within their scope of practice – regardless of other qualifications. If in doubt, ask for clarification from a Bond University academic.

3.4.2 Skills that can be practised without supervision and those requiring direct supervision of an employee of Bond University, will be advised by each subject convener, and an electronic copy uploaded to the subject iLearn site.

3.4.3. The provision of first aid is not considered a skill being practised and should be employed if needed.

4. MONITORING OF ROOM ACCESS

The safe use of designated clinical skills classrooms at Bond Institute of Health and Sport will be monitored via:

- Student Identification card: Each student will be required to tap their Student Identification (ID) card to the designated card reader, prior to room entry, for each use.
- Video Recording: The University classroom recording equipment will be enabled during all out-of-hours’ time periods stated in clause 3.1.2. The classroom recording system during out-of-hours access captures audio and video. This will not be live streamed or viewed, only made available as outlined in clause 5.

5. RECORD KEEPING

All room access data (from student ID card access) and classroom recording equipment will be maintained in accordance with University security protocols and the classroom recording policy.

5.1 This data may be used by the Faculty and or University for the purpose of reviewing the contents of this procedure, access and out-of-hours duration and in relation to allegations of misconduct, in accordance with the Student Code of Conduct Policy, Student Misconduct Procedure, Sexual Harm Policy and Privacy Policy.

6. RELATED DOCUMENTS

[Bond University Student Charter](#)

[Bond University Doctor of Physiotherapy Student Charter](#)

[Classroom Recording Policy](#)

[Privacy Policy](#)

[Research Misconduct Policy](#)

[Sexual Harm Policy](#)

[Student Academic Misconduct Procedure](#)

[Student Code of Conduct Policy](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details