



THE UNIVERSITY
of ADELAIDE

**THE DISCIPLINE OF
GENERAL PRACTICE**

5TH YR GERIATRIC AND

GP PLACEMENT

PLACEMENT HANDBOOK



WELCOME	5
PLACEMENT DETAILS	6
YOUR GP PLACEMENT	6
YOUR PLACEMENT INFORMATION	6
LEARNING OBJECTIVES	7
ASSESSMENT REQUIREMENTS	8
WORKBOOK ASSESSMENT FORMS	8
ROTATION DATES	10
SEMESTER 1	10
ROTATION 1	10
ROTATION 2	10
ROTATION 3	10
ROTATION 4	10
ROTATION 5	10
ROTATION 6	10
ROTATION DATES	11
SEMESTER 2	11
ROTATION 7	11
ROTATION 8	11
ROTATION 9	11
ROTATION 10	11
ROTATION 11	11
ROTATION 12	11
SCHOOL OF MEDICINE TEACHING SERIES (SMTS)	12
SESSIONS	13
TUTORIALS:	13
CLINICS:	13
CONTENT	14

ADDITIONAL INFORMATION	15
DRESS	15
CONFIDENTIALITY	15
LANGUAGE	15
PROFESSIONAL BEHAVIOUR	15
POLICY ON TUTORIALS AND SEMINARS	15
POLICY ON GENERAL PRACTICE ATTACHMENTS	15
ACCIDENT OR NEAR MISS INCIDENTS	16
WHAT IS AN INCIDENT/ACCIDENT?	16
WHAT IS A NEAR MISS?	16
WHAT IS A WORK-RELATED INJURY?	16
NOTIFIABLE INCIDENTS	17
RECORDS & CONFIDENTIALITY	17
MBBS INCIDENT REPORTING	18
CLINICAL EDUCATION OFFICES	18
WORKBOOK	26

GP Placement

Placement Handbook

Tab 1

IN THIS SECTION:

- [Welcome](#)
- [Placement Details](#)
- [Learning Objectives](#)
- [Assessment Requirements](#)

WELCOME

Welcome to the 5th year Geriatric & General Practice Component

This placement aims to improve your theoretical and practical understanding of a range of conditions treated commonly in general practice. There will be tutorial work as well as a general practice placement. During your placement you will need to complete some practical tasks and will also have opportunities to refine your consultation skills. Please do not panic at the number of tasks listed in this handbook – you don't need to complete all of them! The list is there as a guide to the sorts of things that you should try to see and do whilst on your placement.

Enjoy your placement, and if you have any difficulties during this attachment, please do not hesitate to contact us in the Discipline of General Practice.

Dr Simon Vanlint
Lecturer, Discipline of General Practice

STUDENT CONTACT:

Urban Student Coordinator
Nicky Bennett

Telephone: 08 8313 3460
Facsimile: 08 8313 3511
Email: nicky.bennett@adelaide.edu.au

GP CONTACT:

Lecturer
Dr Simon Vanlint

Telephone: 08 8313 4634
Facsimile: 08 8313 3511
Email: simon.vanlint@adelaide.edu.au

Discipline of General Practice
Level 11
Terrace Towers
178 North Terrace
Adelaide SA 5005

PLACEMENT DETAILS

Your GP Placement

Please remember to contact your practice **the week before you start your placement** to let them know that you will be attending the practice and confirm any special local arrangements. If you contact the practice before you start and there are any problems then there should be time to make other arrangements. You will be permitted to take half a day for individual study during your GP placement, but you **MUST** confirm in advance with your practice when this will be. You will also be permitted to attend your School of Medicine teaching series lectures if these fall during your placement, but again, you **MUST** inform the practice in advance when these fall.

Please avoid making **ANY** appointments during your week at the practice. If it is unavoidable please make sure you give the practice plenty of notice that you won't be attending.

Please inform Nicky Bennett of any placement sessions that you miss.

If you have any problems please contact Nicky Bennett on 8313 3460 or email nicky.bennett@adelaide.edu.au

Your Placement Information

You're placement information will be posted on the website below - please make sure you check this on a regular basis for any updates.

<http://health.adelaide.edu.au/gp/education/>

LEARNING OBJECTIVES

1. You will demonstrate **competence in consulting and communicating** with patients, their relatives and their carers and with other health professionals.
2. You will develop an understanding of **environmental and psychosocial issues** and their effect on the patient.
3. You will competently **discuss management** of common and/or important clinical presentations.
4. You will demonstrate **competence in performing and explaining** to patients a range of **procedures** (listed in year 4/5 objectives).
5. You will develop your understanding of the care of people who have one or more **chronically illnesses**.
6. You will demonstrate your ability to understand and use opportunities for **disease prevention and health promotion**.
7. You will help complete an Extended Primary Care assessment of a patient
8. **You will at all times demonstrate appropriate professional and ethical behaviour when interacting with patients and staff members**

ASSESSMENT REQUIREMENTS

Workbook Assessment Forms

The Assessment Form provides a banded grade for the placement and must be completed by the GP and returned in the envelope provided to

Nicky Bennett
Student Coordinator

Discipline of General Practice
The University of Adelaide
Level 11
Terrace Towers
178 North Terrace
Ph: 08 8313 3460
Fax: 08 8313 3511
Email: nicky.bennett@adelaide.edu.au

Please note that it is YOUR responsibility to ensure that the Assessment Form is returned to Nicky Bennett. Failure to do this could result in your failing the GP component of Geriatrics & General Practice.

Your GP Supervisor will assess you, taking into consideration completion of the objectives as outlined in the workbook. Your grade for the GP component of your Geriatric & GP Clinical Placement will be derived from both your placement and tutorial performance. It will then be combined with your Geriatrics grade to derive an overall grade for this blended subject.

Note that a pass in **both** the Geriatric and GP areas of Geriatrics & General Practice is required to achieve a pass in this subject.

The workbooks must be handed to Nicky Bennett in the Discipline of General Practice in no later than the Tuesday following your placement

Details of assessment are contained in The University of Adelaide Calendar 2013, Handbook of Undergraduate Programs, and Academic Program Rules.

GP Placement

Placement Handbook

Tab 2

IN THIS SECTION:

- Rotation Dates
- School of Medicine Teaching Series (SMTS)
- Sessions
- Additional Information

ROTATION DATES

Semester 1

Monday 21 January – Friday 24 May

Rotation 1

Tutorials	Monday 21 January - Tuesday 22 January – Thursday 24 January
GP Placement	Wednesday 23 January & Tuesday 29 January – Friday 1 February
Public Holiday	Monday 28 th January (Australia Day) (substituted for Saturday 26 th January)

Rotation 2

Tutorials	Monday 18 February – Tuesday 19 February –Thursday 21 February
GP Placement	Wednesday 20 February & Monday 25 February – Friday 1 March

Rotation 3

Tutorials	Monday 4 March - Tuesday 5 March – Thursday 7 March
GP Placement	Wednesday 6 March & Tuesday 12 March – Friday 15 March
Public Holidays	Monday 11 th March (Adelaide Cup Day) Friday 29 th March (Good Friday)

Rotation 4

Tutorials	Tuesday 2 April –Thursday 4 April
GP Placement	Wednesday 3 April & Monday 8 April – Friday 12 April
Public Holidays	Monday 1 st April (Easter Monday)

Rotation 5

Tutorials	Monday 15 April - Tuesday 16 April – Thursday 18 April
GP Placement	Wednesday 17 April & Monday 22 April – Friday 26 April
Public Holiday	Thursday 25 th April (Anzac Day)

Rotation 6

Tutorials	Monday 13 May - Tuesday 14 May – Thursday 16 May
GP Placement	Wednesday 15 May & Monday 20 May – Friday 24 May

ROTATION DATES

Semester 2

Monday 17 June – Friday 18 October

Rotation 7

Tutorials Monday 17 June - Tuesday 18 June – Thursday 20 June

GP Placement Wednesday 19 June & Monday 24 June – Friday 28 June

Rotation 8

Tutorials Monday 15 July - Tuesday 16 July – Thursday 18 July

GP Placement Wednesday 17 July & Monday 22 July – Friday 26 July

Rotation 9

Tutorials Monday 29 July - Tuesday 30 July – Thursday 1 August

GP Placement Wednesday 31 July & Monday 5 August – Friday 9 August

Rotation 10

Tutorials Monday 26 August - Tuesday 27 August – Thursday 29 August

GP Placement Wednesday 28 August & Monday 2 September – Friday 6 September

Rotation 11

Tutorials Monday 9 September - Tuesday 10 September – Thursday 12 September

GP Placement Wednesday 11 September & Monday 16 September – Friday 20 September

Rotation 12

Tutorials Tuesday 8 October - Thursday 10 October

GP Placement Wednesday 9 October & Monday 14 October – Friday 18 October

Public Holiday Monday 7th October (Labour Day)

School of Medicine Teaching Series (SMTS)

The purpose of SMTS is to provide core learning materials during 4th and 5th year MBBS. There are two major components, face-to-face interactive sessions and online learning. Students doing MSAs, APIC or Geriatrics and General Practice will attend the SMTS.

The face-to-face SMTS runs for one semester and is repeated in the second semester. In general, the Year 5 SMTS is held every few weeks on a Friday, from 9 am-5 pm unless otherwise stated. The sessions are generally held in the Ligertwood 231 Law lecture theatre 1 in the University of Adelaide. Some sessions may take place in the Florey Lecture Theatre, Robson Lecture Theatre, rooms in the Eleanor Harrald Building and at the Queen Elizabeth Hospital. Please refer to the timetable for specific details.

These face-to-face sessions will also be supplemented by online learning material on MyUni. Prior to attending the sessions, you are required to refer to any pre-reading material listed for that particular SMTS topic on MyUni or other sites as directed.

Where possible face-to-face teaching sessions will be recorded to facilitate revision. Rural students will have the option to return to Adelaide to attend the face-to-face teaching sessions.

The SMTS content (online and face-to-face) is examinable in Year 5 exams. The coordinator for 2013 SMTS is Dr. Harshita Pant (harshita.pant@adelaide.edu.au). She may be contacted for questions and feedback.

While the overall co-ordinator for each session is listed in the timetable, there will be a large number of clinical staff involved in the delivery of the series.

SMTS Dates

Sem 1 SMTS Dates	Sem 2 SMTS Dates
Friday 1 st February	Friday 28 th June
Friday 15 th February	Friday 19 th July
Friday 15 th March	Friday 9 th August
Friday 26 th April	Friday 20 th September

SESSIONS

Tutorials:

Prior to attending the face-to-face tutorials, you must complete an on-line learning program about Medicare. Time has nominally been allocated for you to do this on the Monday afternoon. The tutorial can be found at <http://www.medicareaustralia.gov.au/provider/business/education/e-learning.jsp> you should select the link 'Medicare and you – eLearning for new healthcare professionals'

Tutorials will be held in the School of Population health & Clinical Practice, Level 7 Terrace Towers 178 North Terrace on the Monday 3.00pm – 5.00pm, Tuesday 10.00am - 12.30pm & Thursday 9.00am – 11.30am. They will begin with an introduction to components of your general practice placement. You will also take part in small group learning activities which will improve your understanding of the management of patients with chronic diseases that are commonly seen in general practice

Clinics:

There is limited clinical session time in which to achieve the learning objectives for this program. Therefore it is important that time spent observing in clinics is kept to a minimum and that you take a hands-on role as much as possible, reflecting on your learning and making patient management decisions under supervision. You should make every effort to undertake an Extended Primary Care Assessment for a patient. Examples of this include the 75+ Assessment, Asthma 3+ assessment, Indigenous Health Assessment other chronic disease management items.

Typical timetable

Week A

Monday	Tuesday	Wednesday	Thursday	Friday
	GP Tutorial	GP Placement	GP Tutorial	
GP Tutorial		GP Placement		

Week B

Monday	Tuesday	Wednesday	Thursday	Friday
GP Placement	GP Placement	GP Placement	GP placement	GP placement
GP Placement		GP Placement		GP Placement

Content

You have specific learning objectives for the community based attachment and there are themes running throughout that learning.

The objectives will be met on the clinical, community based placements. Throughout the tutorials, clinical sessions and assessment, you will be expected to demonstrate and develop:

- Your ability to integrate basic sciences with clinical practice.
- Your ability to resolve undifferentiated problems, using logical forward reasoning.
- Your understanding of the interface between other sectors / providers of healthcare

This will be achieved by appropriate levels of supervision and training provided by the tutors and GP preceptors, e.g. the GP will be expected to encourage you to reflect on the basic sciences underlying a clinical presentation.

ADDITIONAL INFORMATION

POLICY ON CODES OF BEHAVIOUR

Dress

Wear clothing appropriate to the clinical setting. If you present yourself as a professional, you will be treated as one.

Confidentiality

While discussion with your tutors and peers is encouraged and important, there is a limit. The patient's information is important to them. They would be distressed to know that their personal information is discussed or available to the wider community. To fail to observe this point is a betrayal of trust. It will bring you and The University of Adelaide Medical School into disrepute. There will always be the possibility of legal consequences. Please refer to The University's Policy on Confidentiality. If you feel that confidential information has been divulged to you which could be critical to the immediate wellbeing of your patient then there is an obligation to communicate with an appropriate person of authority.

Language

If students of a general practice placement share a common language that is not shared by other people at that placement, it is unacceptable to use that language in the presence of those other people.

Professional Behaviour

Please exercise common courtesy and common sense at all times. Be aware of general etiquette for all visits or placements. Be sure to thank your preceptors. Use of mobile phones and/or tablet devices to access email or social networking sites during a consultation is highly inappropriate and must not take place. Breaches of this may have adverse consequences, as the medical program has strengthened its emphasis on professional behavior.

Policy on tutorials and Seminars

All students are expected to attend tutorials and seminars on time. Students who are unable to attend a tutorial or seminar **must** inform Dr Vanlint before the tutorial or seminar begins.

Policy on general practice attachments

General practitioners who take students give heavily of their time and incur significant costs in doing this. Students are reminded of Regulation 4 of the Academic Program Rules for the MBBS degree, which states that prior to the beginning of the examinations, **the course of study and practice must have been satisfactorily completed**. Students, who **fail to attend** the general practice to which they have been allocated without providing a medical certificate of absence or other reason agreed in advance, may be held in breach of Regulation 4 and not allowed to enter the examination. Results will be withheld until satisfactory completion of all aspects of the course.

Accident or Near miss incidents

Reporting Incidents & Near Misses

We report incidents and near misses not to assign blame but to prevent a reoccurrence or injury.

The School has a legal requirement under Occupational Health Safety & Welfare legislation to report all work-related injuries. All employees and students at the school are required to follow an Incident Reporting Procedure.

Procedure

University Policy demands that an Incident/Property Damage/Hazard Report Form (yellow card) is completed for any incident or near miss that causes, or has the potential to cause injury and/or damage.

- The form is completed by the person/s concerned in the incident or near miss, their supervisor, and the School Safety Officer or their nominee.
- The incident or near miss must be reported to the School Safety Officer or the School Manager in the Safety Officer's absence; and the form should be completed as soon as possible.

Reporting incidents and near misses help to create a safer place for you to work and study. It gives us valuable information on hazards and potentially harmful situations in the workplace. With this information, we can work towards eliminating or minimising the risk to staff and students.

Click the link to download an [Incident/Property Damage/Hazard Report Form](#) (yellow card).

What is an incident/accident?

An accident is an unplanned event or series of events which causes or has the potential to cause injury to people and/or damage to property and/or equipment. The terms accident and incident are interchangeable.

What is a Near Miss?

A near miss is an event where no person was injured, or property was damaged, however; a reoccurrence of the event may lead to an injury or property damage.

What is a Work-Related Injury?

A work-related injury is any injury, disease or disability which occurs during the course of any School related activity which requires first aid or medical treatment. Incidents and near misses that occur during the travel period to and from work to home are not considered to be work-related.

Notifiable Incidents

Government legislation requires that incidents and occurrences above a certain level of severity must be reported to SafeWork SA. A notifiable injury or dangerous occurrence must be notified to SafeWork SA **immediately**.

Should there be a notifiable injury or dangerous occurrence, **immediately notify your supervisor and the School Safety Officer**. If they are not available, contact the School Manager. If all of the above persons are not available, report the incident to the University OHS Unit.

A notifiable injury includes:

- A work related injury that causes death;
- An injury that requires treatment as an inpatient in hospital;
- Acute symptoms relating to exposure to a substance at work;
- Electric shock.

A notifiable dangerous occurrence is an incident or event where there is an **immediate and significant risk** to any person that could have been in, on or near the relevant place.

Examples of a notifiable dangerous occurrence include:

- An uncontrolled explosion, fire or escape of any gas, hazardous substance or steam;
- An electrical short circuit;
- The unintended ignition or explosion of an explosive.

On receiving the report, the School Safety Officer will:

- Decide what level of investigation is needed;
- Co-ordinate any investigation with the supervisor and staff/students concerned
- Prepare a report with recommendations for any remedial action found necessary in the investigation. This report and remedial recommendations will be presented to the school for ratification.

Records & Confidentiality

The school will keep on file:

- A copy of the incident form
- Any investigation report and remedial action recommendation
- A record of any remedial action completion

All personal information provided in an incident or near miss report is kept private and confidential at all times.

MBBS Incident reporting

Students are encouraged to report incidents in the hospitals via the Clinical Education offices. The staff in these offices can debrief students, and also provide students with the [University's Incident Reporting form](#) as well as the relevant Hospital form.

Note: students on other clinical attachments outside of Hospitals e.g. General Practice must also use the University's Incident Reporting form, and forward to the Discipline of General Practice.

MBBS incidents will be flagged by the relevant School Health & Safety Officer and on the assignment of controls they will be compiled by the Faculty HSW Manager, and finally reported to the School of Medicine OHS Committee.

Clinical Education Offices

Modbury Hospital (MPH)

The MPH Clinical Education Office is situated on Level 5 of the Modbury Hospital main building.

Contact: Dr Wing Cheung (Senior Lecturer, Clinical Education)
Mrs Danique Matchett (Administrator)

Phone: 8161 2132
Email: danique.matchett@adelaide.edu.au

Royal Adelaide Hospital (RAH)

The RAH Clinical Education Office, is situated on Level 1 of the Eleanor Harrald Building, Frome Road.

Contact: Dr Jo Thomas (Senior Lecturer, Clinical Education)
Mrs Janine Flory (Administrator)

Phone: 8222 5566
Email: janine.flory@adelaide.edu.au

Lyell McEwin Hospital (LMH)

The LMHS Clinical Education Office is situated on Level 2 of the Education Centre in the Lyell McEwin Hospital.

Contact: Dr Jenny Cook-Foxwell (Senior Lecturer, Clinical Education)

Ms Donna Holloway (Administrator)

Mrs Liz Ziebarth (Administrator)

Phone: 8182 9433

Email: donna.holloway@adelaide.edu.au
elizabeth.ziebarth@adelaide.edu.au

The Queen Elizabeth Hospital (QEH)

The QEH Clinical Education Office is situated on Level 2 of the Queen Elizabeth Hospital.

Contact: Dr Robin Limb (Senior Lecturer, Clinical Education)
Ms Mary Denys (Administrator)

Phone: 8222 7480
Email: mary.denys@adelaide.edu.au

The Women's and Children's Hospital (WCH)

The WCH Clinical Education Office, is situated on Level 2 of the Rieger Ward, in the Women's and Children's Hospital.

Contact: Ms Gemma Barnes (Clinical Studies Officer)

Phone: 8161 6346
Email: gemma.barnes@adelaide.edu.au

The Discipline of General of Practice

The Discipline of General of Practice is situated on Level 11, 178 North Terrace

Contact: Ms Nicky Bennett

Phone: 8313 3460
Email: nicky.bennett@adelaide.edu.au

TO BE COMPLETED BY PERSON INVOLVED AND BY THEIR SUPERVISOR

RRMSS number:

(OR BY SUPERVISOR OR HEALTH AND SAFETY REPRESENTATIVE IF WORKER IS INCAPACITATED)

Details of the person involved in the incident/near miss

Staff/Student ID: _____ Contact number:.....

First name (in full):

Last name:.....

Male Female Date of birth:.....

Occupation: Staff Student Visitor Contractor Volunteer Other

Details of the Incident

Faculty:	Campus:
Building:	Room:
Date:	Time: am/pm

If the incident is a Notifiable or Dangerous Occurrence, has it been reported to the HSW Unit: Yes No

Definition can be found at <http://www.adelaide.edu.au/hr/ohs/hazmanagmt/accreport.html>

Was the incident/near miss reported to your supervisor immediately: Yes No

Date: _____ Time: _____ am/pm

Name of Supervisor:

Witness Details

Name:

Contact Number:

Activity at time:

Describe the incident/near miss

.....

.....

Describe what action is planned or has been taken to prevent a recurrence of the incident

.....

.....

Mechanism of injury/damage The action, exposure or object that is the direct cause of the injury/damage

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> bite/sting | <input type="checkbox"/> contact/exposure | <input type="checkbox"/> slip/trip/fall | <input type="checkbox"/> striking against/collision |
| <input type="checkbox"/> caught in/on | <input type="checkbox"/> explosion/fire | <input type="checkbox"/> workplace stress/behaviour | <input type="checkbox"/> water/flooding |
| <input type="checkbox"/> electrical incident | <input type="checkbox"/> other | <input type="checkbox"/> collapse/engulfment | <input type="checkbox"/> failure/strain/breakage |

HSW Handbook	Incident, Near Miss Reporting	Effective Date:	11 February 2010	Version 1.1
Authorised by	Vice Chancellor and President	Review Date:	February 2013	Page 20 of 30
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Nature of the injury		
<input type="checkbox"/> abrasion/bruise	<input type="checkbox"/> exposure to hazardous material	<input type="checkbox"/> multiple injuries
<input type="checkbox"/> amputation	<input type="checkbox"/> foreign body	<input type="checkbox"/> poison/venom
<input type="checkbox"/> concussion	<input type="checkbox"/> fracture/dislocation	<input type="checkbox"/> puncture/needle stick
<input type="checkbox"/> cut/laceration	<input type="checkbox"/> hearing loss	<input type="checkbox"/> psychosocial/mental disorders
<input type="checkbox"/> electric shock	<input type="checkbox"/> infectious/parasitic diseases	<input type="checkbox"/> scald/burn
<input type="checkbox"/> environmental exposure	<input type="checkbox"/> internal injury	<input type="checkbox"/> dermatitis/eczema/rash
	<input type="checkbox"/> medical symptom	<input type="checkbox"/> sprain/strain/swelling
Agency of the injury/damage The object, agent or circumstance that directly caused the injury/damage		
<input type="checkbox"/> animals/insects	<input type="checkbox"/> maintenance system	<input type="checkbox"/> surfaces/terrain
<input type="checkbox"/> asbestos/fibres	<input type="checkbox"/> object	<input type="checkbox"/> temperature extremes
<input type="checkbox"/> biological	<input type="checkbox"/> other	<input type="checkbox"/> tools (including powered tools)
<input type="checkbox"/> buildings/structures	<input type="checkbox"/> plant & equipment	<input type="checkbox"/> training system
<input type="checkbox"/> chemical/radiation	<input type="checkbox"/> poor design/not fit for purpose	<input type="checkbox"/> vehicle/transport/travel
<input type="checkbox"/> environmental/weather	<input type="checkbox"/> psychosocial	<input type="checkbox"/> weight/bulk of object
<input type="checkbox"/> human/person	<input type="checkbox"/> sharps	<input type="checkbox"/> wilful act
What training was provided for the person involved prior to the incident/near miss:		
<input type="checkbox"/> Induction <input type="checkbox"/> Task Specific <input type="checkbox"/> No training		
Details		
Treatment		
<input type="checkbox"/> Not required <input type="checkbox"/> First Aider/Security <input type="checkbox"/> Health Service/Doctors <input type="checkbox"/> Ambulance/Hospital		
First aid Details		
Name of First Aider:		Details of First Aid Treatment:
Shift worker		
<input type="checkbox"/> No <input type="checkbox"/> Yes If 'Yes' list shift type: <input type="checkbox"/> fixed/standard/flexible <input type="checkbox"/> rotating		
Portion of shift worked:		
Basic hours:		
Rehabilitation <input type="checkbox"/> is required <input type="checkbox"/> is not required <input type="checkbox"/> is unknown as yet		
Part of the body injured		
<input type="checkbox"/> eye	<input type="checkbox"/> neck	<input type="checkbox"/> internal
<input type="checkbox"/> ear	<input type="checkbox"/> hips	<input type="checkbox"/> shoulder
<input type="checkbox"/> face	<input type="checkbox"/> chest/stomach	<input type="checkbox"/> arm
<input type="checkbox"/> head	<input type="checkbox"/> groin	<input type="checkbox"/> elbow
	<input type="checkbox"/> back	<input type="checkbox"/> wrist
	<input type="checkbox"/> buttocks	<input type="checkbox"/> hands and fingers
		<input type="checkbox"/> knee
		<input type="checkbox"/> ankle
		<input type="checkbox"/> leg
		<input type="checkbox"/> feet/toes
		<input type="checkbox"/> psychosocial
1. Breakdown Event First event in the chain which led to the most serious injury		
<input type="checkbox"/> bite/sting	<input type="checkbox"/> failure of plant or equipment	<input type="checkbox"/> poor work space/storage
<input type="checkbox"/> caught in/on	<input type="checkbox"/> incorrect work method/practice	<input type="checkbox"/> property damage
<input type="checkbox"/> contact/exposure	<input type="checkbox"/> medical incident/physical injury	<input type="checkbox"/> slip/trip/fall
<input type="checkbox"/> explosion/fire	<input type="checkbox"/> other	<input type="checkbox"/> workplace stress/behaviour
<input type="checkbox"/> failure of buildings/structures	<input type="checkbox"/> failure of emergency system	<input type="checkbox"/> striking against/collision

HSW Handbook	Incident, Near Miss Reporting	Effective Date:	11 February 2010	Version 1.1
Authorised by	Vice Chancellor and President	Review Date:	February 2013	Page 21 of 30
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2. Breakdown Agency *The object, substance or circumstance that was related most closely to the breakdown event*

<input type="checkbox"/> animals/insects	<input type="checkbox"/> maintenance system	<input type="checkbox"/> surfaces/terrain
<input type="checkbox"/> asbestos/fibres	<input type="checkbox"/> object	<input type="checkbox"/> temperature extremes
<input type="checkbox"/> biological	<input type="checkbox"/> other	<input type="checkbox"/> tools (including powered tools)
<input type="checkbox"/> buildings/structures	<input type="checkbox"/> plant & equipment	<input type="checkbox"/> training system
<input type="checkbox"/> chemical/radiation	<input type="checkbox"/> poor design/ not fit for purpose	<input type="checkbox"/> vehicle/transport/travel
<input type="checkbox"/> environment/weather	<input type="checkbox"/> psychosocial	<input type="checkbox"/> weight/bulk of object
<input type="checkbox"/> human/person	<input type="checkbox"/> sharps	<input type="checkbox"/> wilful act

Does this incident/near miss also pertain to: Security Insurance Legal

PROPERTY DAMAGE DETAILS (if applicable)

Description:	Asset Type: Fixed Plant, Mobile
Make:	Model:
Serial #:	Asset #:
Repair/Replace(\$):	Insurance Claim #:

Prevention of incident/near miss recurrence Long term action against hierarchy of controls:

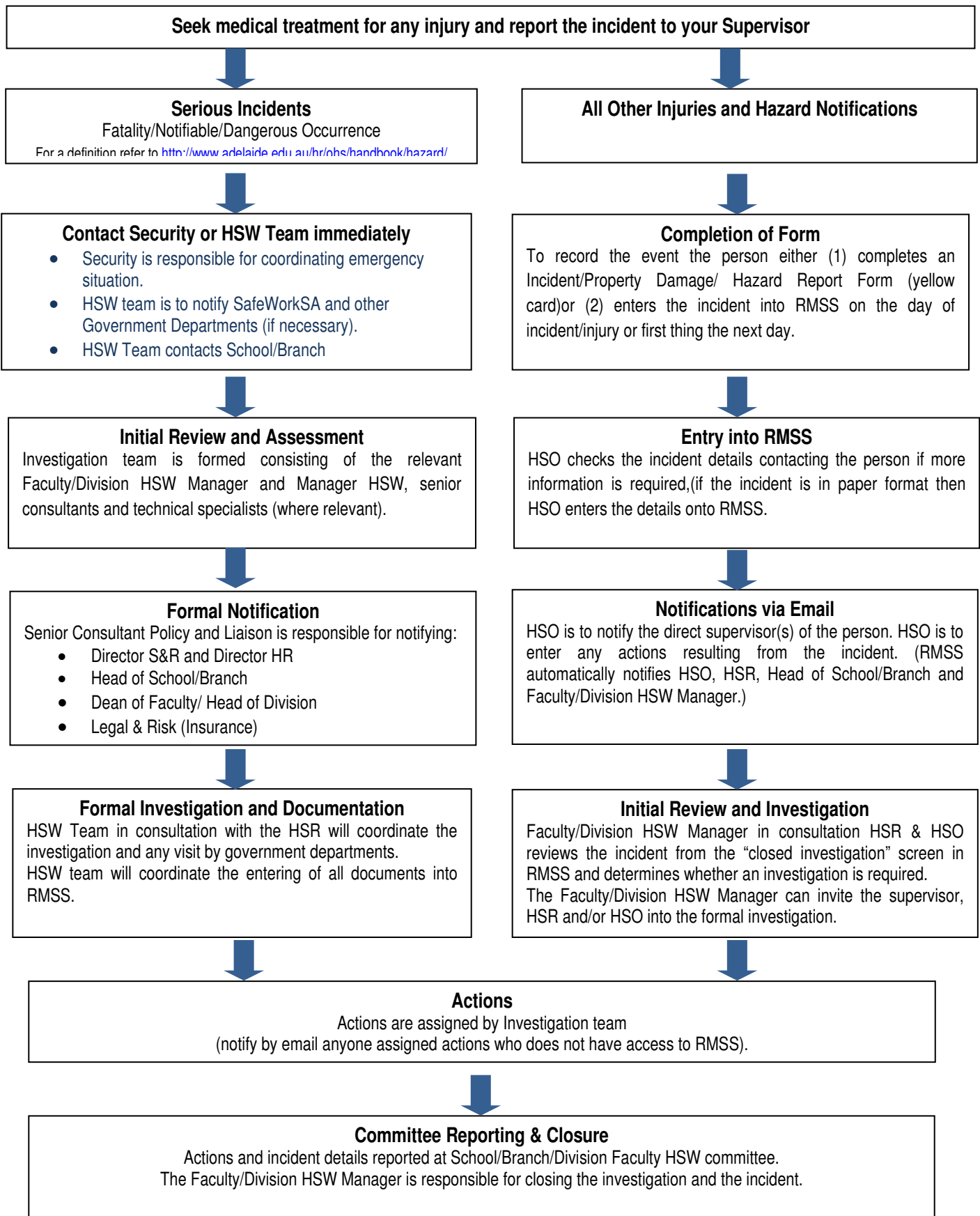
- Elimination:** ceased event/method/work practice removed item/plant disposal other not applicable
Description of control/Reason for no elimination:.....
- Substitution:** item(s) relocated replaced substance/plant outsourcing other not applicable
Description of control/Reason for no substitution:.....
- Engineering:** repair redesign guarding isolation housekeeping other not applicable
Description of control/Reason for no engineering control:.....
- Administration:** health surveillance review method/practice signage training other not applicable
Description of control/Reason for no administration:.....
- Personal Protective Equipment:** PPE maintenance PPE review PPE provision
Description of control/Reason for no PPE:.....

OFFICE USE ONLY

Workers Compensation Claim: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Insurance Claim: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
--	---

HSW Handbook	Incident, Near Miss Reporting	Effective Date:	11 February 2010	Version 1.1
Authorised by	Vice Chancellor and President	Review Date:	February 2013	Page 22 of 30
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Business Process



HSW Handbook	Incident, Near Miss Reporting	Effective Date:	11 February 2010	Version 1.1
Authorised by	Vice Chancellor and President	Review Date:	February 2013	Page 23 of 30
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

GP Placement

Placement Workbook

Tab 3

IN THIS SECTION:

- [Workbook](#)

GP CLINICAL PLACEMENT

WORKBOOK 2013

STUDENT NAME: _____

STUDENT ID: _____

PRACTICE NAME: _____

DATE: _____

WORKBOOK

Aims

1. You will demonstrate competence in **consulting and communicating** with patients, their relatives and their carers and with other health professionals.

Measure	Done	Rating, circle one			Initial
GP observed student consulting					

With one adult case	<input type="checkbox"/>	Pass	Borderline	Fail
And one child case	<input type="checkbox"/>	Pass	Borderline	Fail
And student demonstrated primary care perspective	<input type="checkbox"/>	Pass	Borderline	Fail

Comments (if failed any)

2. You will develop an understanding of **environmental and psychosocial** issues and their effect on the patient.

Measure	Done	Rating, circle one			Initial
Observed and discussed <i>two cases</i> demonstrating the interaction between illness and depression					

Case 1	<input type="checkbox"/>	Pass	Borderline	Fail
Case 2	<input type="checkbox"/>	Pass	Borderline	Fail

Comments (if failed any)

3. You will competently **discuss management** of common and/or important clinical presentations. ***(Also see point 6)

Measure	Done	Rating, circle one			Initial
Knowledge of <i>Four</i> of the following should be demonstrated:					

Diabetes	<input type="checkbox"/>	Pass	Borderline	Fail
CVD	<input type="checkbox"/>	Pass	Borderline	Fail
COPD	<input type="checkbox"/>	Pass	Borderline	Fail
Asthma	<input type="checkbox"/>	Pass	Borderline	Fail
Arthritis	<input type="checkbox"/>	Pass	Borderline	Fail
Pain	<input type="checkbox"/>	Pass	Borderline	Fail
Tiredness	<input type="checkbox"/>	Pass	Borderline	Fail

Comments (if failed any)

4. You will demonstrate competence in **performing and explaining** to patients a range of **procedures**

Measure	Done	Rating, circle one			Initial
Complete a sickness certificate	<input type="checkbox"/>	Pass	Borderline	Fail
Complete a Work cover certificate	<input type="checkbox"/>	Pass	Borderline	Fail
Write a referral letter to specialist	<input type="checkbox"/>	Pass	Borderline	Fail
Basic First Aid	<input type="checkbox"/>	Pass	Borderline	Fail
Write a prescription - simulated	<input type="checkbox"/>	Pass	Borderline	Fail
Give a drug via an inhaler, a spacer and a nebulizer	<input type="checkbox"/>	Pass	Borderline	Fail
Give a drug via eye drops	<input type="checkbox"/>	Pass	Borderline	Fail
Calculation of drug doses	<input type="checkbox"/>	Pass	Borderline	Fail
Syringe an ear	<input type="checkbox"/>	Pass	Borderline	Fail

Comments (if failed any)

5. You will develop your understanding of the care of people who are **chronically ill**.

Measure	Done	Rating, circle one			Initial
---------	------	--------------------	--	--	---------

Demonstrate an understanding of the interaction between chronic disease and psychosocial issues particularly with reference to depression	<input type="checkbox"/>	Pass	Borderline	Fail
---	--------------------------	------	------------	------	-------

Comments (if failed any)

6. You will demonstrate your ability to understand and use opportunities for **disease prevention and health promotion**. ***(also see point 4)

Measure	Done	Rating, circle one			Initial
Demonstrate use of opportunities for promoting (<i>at least 2</i>)					

Cervical screening	<input type="checkbox"/>	Pass	Borderline	Fail
Exercise	<input type="checkbox"/>	Pass	Borderline	Fail
Cholesterol check	<input type="checkbox"/>	Pass	Borderline	Fail
Mammography	<input type="checkbox"/>	Pass	Borderline	Fail
Other: _____	<input type="checkbox"/>	Pass	Borderline	Fail

Comments (if failed any)

7. Extended Primary Care (EPC) Assessment

Type of assessment:

Measure	Done	Rating, circle one	Initial

Completed and reported Pass Borderline Fail

Comments (if failed any)

8. Appropriate Professional and Ethical Behaviour

Overall Assessment:	A	B	C	D	E
----------------------------	----------	----------	----------	----------	----------

A = Above expected competency for Yr.5 B = Clearly at expected
 C = Just reaches expected D = Below expected
 E = Far below expected

Comments (if failed D or E) or if you would like to comment on the student

GP Name: _____

Address: _____

GP Signature _____ Date _____