PPU Placement: Supervisor Checklist

Prior to your student starting the placement

Thank you for accepting a student from the School of Population and Global Health for a Professional Practice Unit (PPU). We will send you a **Vocational Placement Letter Agreement (VPLA)** prior to the placement. To ensure insurance coverage, please arrange signage and return it before the placement commences.

It's a good idea to start planning early for your student's first day, as there are a few things you may need to organise.

Before day one, please ensure you have:

Met with the Student to:
- ☐ Arrange the timing of the placement (with consideration of important dates shown over page)
- ☐ Discuss the details of the project including
  - What is the public health issue, need or question that the project will address?
  - How will this public health issue, need or question be addressed? (i.e. project activities to be undertaken)
  - What will the student produce by the end the placement? (e.g. a project report of 5000- 8000 words, or an equivalent product)
    Note: The report has two purposes: a useful output of the project for you as host organisation & the main assessment piece submitted to the University.
- ☐ Discuss whether the student will collect any data from human participants as part of the project *(If so, please refer to Information regarding ethical considerations later in this document))*
- ☐ Discuss whether the student will spend any time away from the primary location, e.g. undertaking fieldwork or attending meetings off site *(If so, the University may require the student to complete a risk assessment before beginning)*
- ☐ Advise the student about whether they are required to obtain a working with children check or have any immunization requirements for the placement
- ☐ Organised building access as well as any security checks and informed the student of appropriate dress codes (if any)

- ☐ If your organisation requires the student to sign any of its own documentation, please ensure a copy is provided to the PPU coordinator before signing

On the first day (or soon after)

To ensure your student gets off to a good start, please make them feel welcome, included, well-informed and equipped to do their placement tasks.
- ☐ Review and approve the student's '**Learning Plan**' (this document will be completed by the student after discussing the project details with you)

Orientation and housekeeping. Please:

- ☐ Arrange a work station for the student to use during the placement
- ☐ Ensure the student receives a workplace induction on the first day of the placement covering Occupational Health and Safety information that is relevant to your workplace
- ☐ Provide the student with culturally relevant information or raised awareness on cultural matters pertinent to the environment and work, e.g. indigenous peoples, customs and etiquette
- ☐ Introduce the student to other staff and relevant people;
- ☐ Outline essential information and record keeping practices, e.g. not taking information off-site, not emailing information to private email addresses etc.
- ☐ Agree on a process of notification of potential absences (collection of medical certificate if the student is sick) by the student. Also, are you taking leave that the student might need to be aware of?

Please also ensure you have:

- ☐ Given the student copies of relevant policies or procedures, e.g. codes of conduct or work health and safety policies or procedures
- ☐ Explained any sign-in procedures, location and use of alarms, located fire exits etc.
- ☐ Discussed:
  - the nature of the position and its position in the organisation
  - who the student reports to (who is the backup supervisor in case of leave or business travel)

During the Placement:
Expectations

It's important that both you and your student know each other's expectations early on.

Whilst on placement students are meant to produce work to your specifications, including your preferred formatting, writing and reference style. For the University's assessment purposes, students need to produce a 5000-8000 word report or equivalent. This work is assessed by University staff.

It is recommended in the first 1- 2 meetings you discuss:

- how the hours of the project will be spent (including planned and unplanned absences), how frequently supervision will occur and on what basis (what is your preferred timing and when will you not be available)
- what kind of additional adhoc work the student might be involved in
- how you produce documents, which style guides you use, where examples can be found and what good practice is for writing in your organisation (dos and don'ts)
- how drafts should be submitted and which timelines you expect
- if the topic is of mutual interest and if the student wishes to acquire specific skills/knowledge whilst on the placement
- if the student could "break down" the project tasks and whether they need extra help with project tasks
- when staff meetings take place (important for immersion and informal learning)
- if the student wishes to present on the work at the end of the placement at a suitable occasion (e.g. lunch time seminar)
- how the student is encouraged to flag issues early, seek input and how you will flag performance issues (early) too.

During the placement:
- Meet with the student regularly to monitor progress, discuss questions or problems that arise, and provide substantial feedback to the student on their work and progress.

Mid-Point Review:
- Use the **Workplace Supervisor Report** provided to discuss with the student progress to date including any strengths and areas for improvement. This is not assessable at this stage, however is valuable for student learning,

Host supervisors are encouraged to contact the PPU Coordinator at any time to discuss any matters of concern. The more explicit the feedback given to students throughout the placement the increased learning opportunities for them. Students will also be required to attend university peer support discussion groups throughout the placement.

Risks & Safety

Every workplace has risks and reviews these regularly. Risks relevant to the student may be:

- ergonomic suitability of the workstation;
- clients who display violent/risky behaviour;
- secrecy, intellectual property, confidentiality and other obligations students must be aware of and know how to conduct themselves (please give the students examples of good practice);
- responding to critical incidents, bullying, workplace harassment and how to seek guidance and debrief;
- dealing with conflict or emotionally distressing, disturbing or sensitive information or mental stress or objectionable images/ visual experiences;
- risks associated with travel, mode of transport, fieldwork and other potentially dangerous situations such as prison visits;
- risk associated with not feeling culturally safe;
- the physical and mental environment inclusive of all (from heights to being disability friendly).

Please ensure the student and you have talked about such risks applicable to your specific organisation and the student understands how to respond to them.

Ethics

Students are usually required to complete some research tasks as part of their placement. Many students handle secondary data. In exceptional circumstances they can be asked to **collect data themselves**. To ensure your student and yourself comply with minimum research ethics requirements, the University's Placement Coordinator must be informed about such a proposal.

Such research will be carried out in the name and under the guidance of the host organisation and the student will need to comply with the organisation's own ethics policies. University logos are not to be used in any research documentation.

If the host organisation **doesn't have an ethics process** in place, students should follow the minimum steps outlined in the University's research ethics form to inform the host organisation supervisor and the University's Placement Coordinator.

If the host organisation **does have an ethics process**, students (and supervisors if necessary) should liaise with the University's Placement Coordinator about the details of the proposed project so that all parties are informed and minimum expectations are met.

If the research seeks to engage vulnerable populations or significant cultural groups, students are encouraged to read specifically about researching these groups. The research planning process needs to take into consideration how the researched person might be impacted.

At the conclusion of the placement

Please complete:
- ☐ The Workplace Supervisor Report (worth 20% of student's overall mark)
  Each ranking given by you across the skill area will be graded to contribute to an overall final result:
  Above Excellent = 5, Excellent = 4, Very Good=3, Good=2, Needs Work=1
- ☐ A short evaluation about the PPU subject

PPU Coordinator Contact Details

If you have any concerns, or if any difficulties arise during the placement, please contact either:

Sue Durham- PPU Coordinator
sue.durham@unimelb.edu.au
ph: +61 3 8344 0641
Availability: Tuesday-Friday

Andrea Boudville – PPU Teaching Specialist
andrea@unimelb.edu.au
ph: +61 0477 160 100
Availability: Monday-Thursday

Important dates for 2024

	For placements **beginning** in **Semester 1,** 2024	For placements **beginning** in **Semester 2,** 2024
Professional Placement Agreement signed & returned by:	Friday 16th February	Friday 12th July
Placement start date	Monday 20th February (negotiable)	Monday 22nd July (negotiable)
	For placements **finishing** in **Semester 1,** 2024	For placements **finishing** in **Semester 2,** 2024
Placement end date	No later than Friday 17th May	No later than Friday 11th October
Oral presentation due	In week of 13th May (day to be advised)	In week of 7th October (day to be advised)
Main report due	Wednesday 5th June	Wednesday 30th November
Workplace Supervisor Report due	Friday 14th June	Friday 10th November

Estimated Time Commitment for Supervisors

Task	Estimated Hours	Comments
Meetings	10 +	- At least one meeting with student per 5 days - More intensive supervision is expected to be required in the first few weeks - Initial meeting at the start of the placement to discuss the points listed above - A mid-placement performance review - End of placement performance rating
Reading time	4-5	To give feedback on students work, including their final report
Workplace Supervisor Report	1	Due at the end of placement, see above
Total	**Approx. 15 hours**	Different levels are required dependent on the student, project type and length.