



Guidelines for Supervising Osteopaths for Student External Placements

Preamble:

The Board recognises the need for students to undertake external placements during the period of their osteopathic program. The Board believes that external placements provide students with the opportunity to develop communication, observation of treatment, patient management (which can include treatment) and administrative skills.

These Guidelines are not exhaustive. Any dereliction of professional duty and/or responsibility or the abuse of any of the privileges and opportunities afforded by practising as an Osteopath may give rise to an allegation of unsatisfactory professional conduct. The question of whether any particular course of conduct amounts to unsatisfactory professional conduct is a matter determined by the Board, after considering the evidence in each case.

Guidelines:

Accessibility to external placement

1. Any student undertaking an external placement in Queensland must be enrolled in a prescribed, or recognised, Australian or New Zealand Osteopathic Program.
2. Prior to commencing an external placement in Queensland, the Osteopathic Program Leader, or delegate, must inform the Board in writing of the following details:
 - the student's full name;
 - the name of the practice at which the external placement will be carried out;
 - the name of the supervising osteopath;
 - the dates of the external placement.

Supervision

3. The nominated supervising osteopath must be actively supervising and present when a student is "treating" a patient.
4. The nominated supervising osteopath must be on the same premises as the student and have knowledge of the activities of the student when the student is not "treating" a patient.

Supervisor's Role

5. The nominated supervising osteopath retains all responsibility for patient treatment, management and records.
6. The nominated supervising osteopath's role is to:
 - Directly supervise the student during treatment sessions;
 - Provide the student with guidance in relation to etiquette with patients, other osteopaths and other health professionals;
 - Provide the student with guidance in relation to assessment, treatment and management of patients;
 - Discuss ethical issues with the student;



- Ensure they are available for consultation with the student and/or the patient;
 - Provide the student with regular feedback regarding their performance.
7. The nominated supervising osteopath must obtain informed consent from each patient observed or treated by the student. The patient must be fully informed of the presence and status of the student, particularly if the student will be manipulating the patient. Consent must be noted on the patient's file, preferably with the patient signing the notation.
 8. The nominated supervising osteopath must keep a record of all patients treated by a student during an external placement and the student's role in the patient's management.

Supervisor's responsibility

9. The nominated supervising osteopath must only request a student to undertake a technique for which the student has satisfied the university standard to undertake the techniques, including spinal manipulation.

Student's Role

10. Neither the student, nor the nominated supervising osteopath, is to mislead patients by implying that the student is an osteopath or holds an osteopathic qualification. Patients are to be advised that the student is an "osteopathic student".

Student's responsibility

11. The student must have satisfied the university standard before undertaking any techniques on a patient, including spinal manipulation.

Insurance

12. Students are to be covered by Professional Indemnity Insurance provided by their respective teaching institution.
13. Students must immediately advise their respective teaching institution of any adverse incidents that occur during external placements.
14. The nominated supervising osteopath should advise their respective insurer that they are supervising an osteopathic student, and of the dates of placement.

Record Keeping

15. Students need to have a knowledge of and comply with the provisions of the *Privacy Act 1988* (Clth)

References:

Osteopaths Registration Act 2001
Chiropractors Registration Act 2001
Health Practitioners (Professional Standards) Act 1999
Privacy Act 1988 (Clth)

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