

## Attachment D

### Higher Education, Clinical Training & Supervision Survey

#### Detailed Instructions

This survey is aimed at developing a detailed picture of professional entry clinical placement activity across the higher education sector, for the medical, nursing, allied health and dentistry professions. The information contained in the survey will inform the development of the funding model for the clinical placement subsidy as well as other programs associated with the Council of Australian Governments \$1.6 billion reform package, announced on 29 November 2008.

Every effort has been made to automate the survey tool where possible. This includes pre-populated course information relevant to your institution that has been identified by NHWT as likely to lead to professional entry.

Letters requesting that education providers coordinate the submission of surveys for all relevant disciplines of interest have been sent to Vice-Chancellors, and also to the Deans of relevant Faculties (or equivalent). It is anticipated that education providers will need to coordinate within and across the relevant Schools to provide the information in each survey. NHWT will remunerate education providers as compensation for the time involved.

The accompanying user guide is also available on the website at [www.nhwt.gov.au](http://www.nhwt.gov.au).

If you need assistance with any aspect of the survey please call Chris Ingamells or Gerri Lim on (03) 9092 2069, or email your enquiry to [nhwt@dhs.vic.gov.au](mailto:nhwt@dhs.vic.gov.au) (please include the words 'Survey Query' in the title).

#### 1. SURVEY PART 1 – *Professions of interest*

- i. Education providers are requested to submit one survey for every health discipline of interest for which they deliver professional entry courses.
- ii. For the purpose of this survey a professional entry course is one which is undertaken in a university or other higher education facility in Australia at a minimum bachelor degree level and which, on completion, confers a qualification on an individual that will allow entry to a profession in Australia, that the individual was not previously eligible to enter (assuming all other professional entry requirements such as criminal history checks etc are met).

For most of the specified professions, professional entry courses will be offered at a bachelor degree level. However, some professional entry courses may be at a graduate level and these should also be included. It is important therefore to include all courses accredited or recognised by the relevant registration board or professional body for the purposes of registration or entry for graduates.

iii. Please ensure that you complete one survey for each discipline where your institution delivers professional entry qualifications, in the following disciplines of interest<sup>1</sup>:

1. Dentistry	13. Psychology <sup>2</sup>	15. Sonography
2. Dietetics	i) Clinical	16. Social work
3. Medical (laboratory) Science	ii) Clinical Neuropsychology	17. Speech pathology
4. Medicine	iii) Counselling	18. Audiology
5. Midwifery	iv) Health	19. Paramedicine
6. Nursing	v) Forensic	20. Orthoptics
7. Occupational therapy	vi) Educational & Developmental	21. Optometry
8. Oral health (Dental hygiene & Dental therapy)	vii) Organisational	22. Exercise physiology
9. Orthotics & prosthetics	viii) Sports	23. Chiropractic
10. Pharmacy	ix).Community	24. Osteopathy
11. Physiotherapy	14. Radiation Science (incl. Radiography, Radiation therapy, Nuclear medicine technology)	
12. Podiatry		

iv. Where courses leading to professional entry in these disciplines are taught in a number of Faculties (or equivalent), please ensure that the university coordinates a comprehensive multiple-survey response prior to submitting an invoice (see Section 5 – ‘Submitting the survey’).

## 2. SURVEY PART 1 – *Confirm courses*

- i. For each survey a Faculty (or School, or equivalent) level survey coordinator will need to identify/confirm each course that is associated with professional entry into a particular discipline.
- ii. Where possible the survey tool has been pre-populated with potentially relevant courses. This is intended as a guide only. If courses are included in the survey tool please ensure that you either:
  - Confirm that the course is still valid, by ticking the relevant box; or
  - Exclude the course from further consideration by NOT ticking the box.

Please ensure that additional valid course information (e.g. for new courses, for unlisted courses, for courses incorrectly included in the tool) is added in Table 2.

It is important that all courses that prepare students for professional entry are identified in either Table 1 and/or Table 2.

- iii. Education providers that offer courses at different levels, which lead to professional entry in the same profession, will need to answer some questions for each course level type that includes clinical placements. The survey tool will automatically generate these different questions. (For example both a Bachelor of Midwifery and a Postgraduate Diploma of Midwifery (e.g. following a Bachelor of Nursing) can lead to professional entry as a midwife. Similarly, both a Bachelor of Physiotherapy and a Master of Physiotherapy may be professional entry courses that could be delivered by the same institution. In such cases some questions in PART 2-5 surveys will be generated for the different course levels)
- iv. When you have completed and verified all information in PART 1 please click the Generate ‘Parts 2 -5 of Survey’ button (Note. If, after generating survey questions 2-5, you go back and

<sup>1</sup> These disciplines have been identified via consultation with the Clinical Training Reference group (that includes representation from the university, health service and Government) as potential professional areas that may attract the clinical subsidy. The NHWT may seek information in relation to other disciplines at a later date.

<sup>2</sup> For the psychology discipline a survey will need to be completed for each listed specialisation separately, due to the distinct nature of professional entry courses for this discipline.

change any information in PART 1, you must generate survey questions 2-5 again. The survey tool will retain information already entered. Therefore you will need to check if the information is still appropriate).

### 3. SURVEY PART 2-5

- i. Please complete Part 2-5 in order. The survey tool is automated so some information you enter will automatically be carried forward to later questions. Please scroll down the page and move to next tab as necessary.

For some questions the survey coordinator may need to consult with other relevant staff members.

### 4. GENERAL FUNCTIONS

- i. Please be aware that the survey does not automatically save. It is recommended that the survey is saved at regular intervals.
- ii. Any information that you enter can be removed by using the 'DELETE' key.

### 5. SUBMITTING THE SURVEY

- i. Submit all surveys via email to [nhwt@dhs.vic.gov.au](mailto:nhwt@dhs.vic.gov.au), saved in the following format:

'UNIVERSITY NAME'\_PROFESSION OF INTEREST-1'\_nhwtsurvey.xls

For example: University of ...\_Nursing \_nhwtsurvey.xls  
University of ...\_Physiotherapy \_nhwtsurvey.xls  
University of ...\_Midwifery \_nhwtsurvey.xls  
University of ...\_Dentistry \_nhwtsurvey.xls  
University of ...\_Medicine \_nhwtsurvey.xls  
University of ...\_Clinical Psychology \_nhwtsurvey.xls

- ii. Please submit surveys by **30 November 2009**, ensuring that each survey is submitted by a person authorised to provide information related to clinical placement and supervision arrangements.
- iii. When all surveys have been submitted (for all relevant disciplines in which your institution delivers professional entry courses) please send invoices, and completed certification template (see Section 5, point iv) to:

NHWT SURVEY  
National Health Workforce Taskforce  
Level 12, 120 Spencer St  
Melbourne VIC 3000

- iv. Invoices must outline how many discipline level surveys have been submitted by your education provider in accordance with these instructions. Please:
  - send one invoice per university, at the rate of \$400 per discipline, when surveys have been submitted for all relevant disciplines in which your institution delivers professional entry courses.
  - ensure that the invoice is certified as per the following template (this will enable payment to be processed):

## NHWT Survey 2009 Invoicing Requirements

### Execution Block

This is to certify that surveys have been completed and submitted in accordance with the detailed instructions, for the following disciplines (please list):

1)	11)
2)	12)
3)	13)
4)	14)
5)	15)
6)	16)
7)	17)
8)	18)
9)	19)
10)	20)

Signed: .....

Dated: ...../...../.....

Please complete the following information

Institution: .....

Name: .....

Position: .....

Contact Phone No: .....

Contact Email: .....