Contents

1. Definitions.................................................................................................................................3
2. Overview ....................................................................................................................................3
3. Program Requirement and Eligibility ..................................................................................3
   MD-Onshore Students ...........................................................................................................4
   MD-Ochsner Students ..........................................................................................................4
4. Observership Placement .......................................................................................................4
   Application – UQ Clinical Unit ..........................................................................................4
   Application – External to UQ Clinical Unit .........................................................................5
   International Observerships .................................................................................................5
5. Approvals ..................................................................................................................................5
6. Assessments and Feedback ...................................................................................................6
1. Definitions

**Clinical School**: a formal organisational unit within the Faculty of Medicine, comprising of teaching hospitals and other relevant medical teaching sites within a geographical region.

**Clinical Unit**: a designated organisational subunit of a UQ Clinical School, including hospitals or other relevant medical teaching sites. Clinical Units include a major and peripheral teaching hospitals.

**MD**: Doctor of Medicine Program at The University of Queensland.

**MD-Onshore**: Doctor of Medicine Program at The University of Queensland in which students are required to undertake Phase 2 at the School of Clinical Medicine or Rural Clinical School in Queensland, Australia.

**MD-Ochsner**: Doctor of Medicine Program at The University of Queensland in which students are required to undertake Phase 2 at the Ochsner Clinical School (OCS) operating in New Orleans, USA.

**Observership**: Year 1 MD Observership placement

**Student**: means a student enrolled in or undertaking courses in the MD Program

2. Overview

The Observership normally (see 3.2 below) takes place at the end of year 1, after the examinations period. It allows students to gain exposure to the practice of medicine in a clinical, research or community setting prior to the clinical placement phase of the program in years 3 and 4.

The Observership offers students the opportunity to further their personal and professional development. It allows students to gain insight into health service provision, participate in research activities, access leading researchers and/or medical specialists from both health and community agencies, and develop lasting friendships, mentorships and networks.

3. Program Requirement and Eligibility

3.1 The Observership is a compulsory requirement of the MD program. Failure to successfully complete the Observership will prevent progression to year 2 of the MD Program. For further information, please refer to the **MD-Ochsner** and **MD-Onshore** Program Rules.

3.2 Students must successfully complete #8 units, including Clinical Science 1 and Clinical Practice 1, before commencing their Observership. Students will be required to delay their Observership until they have successfully completed these courses.

3.3 Students are required to attend their Observership five days per week and for a minimum of four hours each day over the entire period. Students are unable to shorten the duration by completing additional hours per day.

3.4 Students must adhere to the Phase 1 Attendance Guidelines whilst undertaking their Observership placement. Applications for Leave of Absence must be submitted to med.enquiries@uq.edu.au.

3.5 Students are required to complete their Observership prior to the start of Year 2 classes in the following year.

3.6 Students are not permitted to commence their Observership prior to the completion of the Semester 2 examination period.

3.7 Students are unable to use the ‘Summer Research Program’ as credit towards their Observership placement.
3.8 Students’ behaviour during the Observership must meet the standards expected of the MD program.

3.9 Students should be dressed in suitable attire that complies with the dress codes applicable to their placement. If no dress code is available, students should follow the Medical Student Dress Code whilst on placement.

**MD-Onshore Students**

3.10 MD-Onshore students may complete the Observership at a UQ Clinical Unit or at another location within Australia or overseas.

3.11 The Observership must be for a minimum duration of four weeks, noting 3.3 above.

**MD-Ochsner Students**

3.12 MD-Ochsner students must complete their Observership in Australia.

3.13 The Observership must be for a minimum duration of eight weeks, noting 3.3 above.

3.14 A maximum of four weeks research placement can be credited towards the eight weeks.

### 4. Observership Placement

4.1 Students are responsible for arranging their own Observership in a suitable setting and according to the guidelines below.

4.2 Students will be provided with the opportunity to preference from Observership placements offered at UQ Clinical Units (in Queensland, Australia). These Observerships however, are limited and subject to availability. The Faculty, therefore, cannot guarantee an Observership at a UQ Clinical Unit.

4.3 Students are not permitted to organise their own Observership at sites associated with UQ Clinical Units.

4.4 Students are encouraged to arrange their own Observership at a location external a UQ Clinical Unit. These are arranged by the student.

4.5 The Observership must be related to medicine and can be clinical or non-clinical in nature.

4.6 Students must be supervised by a qualified clinician, scientist or allied health professional. The supervisor must agree to act as a preceptor.

4.7 Students wishing to undertake their Observership at a location external to a UQ Clinical Unit may divide their Observership into two blocks (for example: Domestic and Onshore students: 2x 2-weeks and Ochsner students 2x 4-weeks). If the Observership is divided, the blocks do not need to be in consecutive weeks.

4.8 Students are responsible for all costs related to the Observership (e.g. travel, accommodation).

**Application – UQ Clinical Unit**

4.9 Applications for Observerships offered by a UQ Clinical Unit must be made in accordance with the published guidelines and timeline.

4.10 Students will be provided the opportunity to rank order their preferred Observership at UQ Clinical Units.

4.11 Priority will be given to MD-Ochsner students for Observerships offered by UQ Clinical Units.
Application – External to UQ Clinical Unit

4.12 Students undertaking their Observership at a location external to a UQ Clinical Unit are responsible for sourcing their own Observership.

4.13 Applications for Observerships at external locations must be made in accordance with the published guidelines and timelines.

4.14 Applications must be submitted electronically through the Placement Management System, Placements.

4.15 Students are required to provide a completed copy of the 2019 Observership Student Placement Agreement (SPA), signed by their intended host organisation with their application. Once submitted, the Placements team will arrange the UQ countersignature.

2019 Observership Clinical Student Placement Agreement
2019 Observership Non Clinical (Research) Student Placement Agreement

International Observerships

4.16 All students travelling internationally for their Observership will be required to complete important documentation prior to their departure that will be sent in their Placement Approval email notification. The documentation is detailed in 4.18 and 4.19.

4.17 Students must supply their travel details to the Placements Team; this information will be provided to UQ Insurance Office for registration. Once processed, the Placements Team will provide students with an individual insurance reference number that must be kept with important documents such as passport and visa/s, in case of a need to claim.

4.18 Students must register their UQ approved travel with International SOS, including their trip information and contact details. All students travelling internationally are required to carry International SOS’s contact details with them whilst travelling.

5. Approvals

5.1 Academic approval to undertake an Observership at a location external to UQ (i.e. outside of a UQ Clinical Unit or UQ Research institute/centre) must be obtained and is at the discretion of the academic coordinator.

5.2 Students wishing to undertake their Observership external to UQ are required to have a Student Placement Agreement (see 4.17) to be executed no later than four weeks prior to the intended commencement date. Students can find the Student Placement Agreement form and instructions on the Observership website, under Documentation tab.

5.3 The Faculty has a number of pre-approved locations published on the placements website (see 'locations'). Students undertaking their Observership at these locations do not need to arrange signed Student Placement Agreement.

5.4 Students who apply to undertake their Observership in an area or country whose travel advisory has been listed by the Australian Government at Level 3, "Reconsider your need to travel", or Level 4, "Do not travel" will require additional approvals. In such cases, the Placements Team will coordinate these additional requirements.

5.5 The Faculty of Medicine reserves the right to rescind approval of any Observership should the DFAT travel advice change.
6. **Assessments and Feedback**

6.1 In order to successfully complete this program requirement, students are required to pass the Preceptor Assessment form, which can be found [here](#).

6.2 In addition, students are encouraged to submit a Student Observership Feedback Form in:
- MD-Onshore: Week 3 of Observership Placement
- MD-Ochsner: Week 7 of Observership Placement

The Student Observership Feedback Form can be found [here](#).

6.3 At the conclusion of the Observership, the Faculty will email preceptors with a link to the Preceptor Assessment Form.

6.4 Students are required to ensure their preceptor completes the online form.

6.5 If a preceptor does not have access to the internet, a PDF version is available under the Evaluations and Assessment tab on the placements website. This form must be returned directly to the:

   Faculty of Medicine – Placements Team
   Oral Health Centre
   Level 5, 288 Herston Road
   Herston 4006

   Email: med.placements@uq.edu.au

6.6 Students who are graded as “fail” in any of the three competencies on the Preceptor Assessment, will be required to meet with the Phase 1 Lead (or delegate) to discuss the outcome of this assessment. Students may be required to complete an additional assessment task to remediate their performance.

6.7 Students who are graded borderline in two or more of the three competencies on the Preceptor Assessment will be required to meet with the Phase 1 Lead (or delegate) to discuss the outcome of this assessment. Students may be required to complete an additional assessment task to remediate their performance.
Faculty of Medicine

Placements Team
T +61 7 3346 4922
E med.placements@uq.edu.au
W medicine-program.uq.edu.au/current-students/placements/year-1-observership

CRICOS Provider Number 00025B