



**Rural  
Clinical School**

# **MBBS Undergraduate Rural Clinical Programme 2020**

***Year 4 & 5 Medical  
Students  
Placement Advice  
For Practice Managers***

Thank you for being involved with the Rural Clinical School (RCS) Primary Care Programme (PCP) in 2020, which is part of the Year 4 MBBS Undergraduate Rural Clinical Programme at the University of Tasmania, College of Health & Medicine. The MBBS is a 5 year course. Year 4 is the first clinical year and Year 5 is the final year.

Practice Managers play a vital role in the success of our student's placement.

How practices manage the students will vary according to their teaching resources and style.

I have drawn up some guidance for practice managers on how to enhance the student experience and minimise the impact on the practice.

Our year 4 students will be in practice every Tuesday commencing from **Tuesday 17<sup>th</sup> March** concluding on Tuesday the **20<sup>th</sup> October 2020**.

Student breaks, ie when the students won't be in practice are outlined on the next page 'RCS Complete Calendar 2020'. Holidays are highlighted yellow.

Students should be punctual and appropriately dressed and behave professionally at all times.

If they are unable to attend they must contact both yourself and Karen Lowe at the RCS on (03) 6430 1668 or [rcs.gp@utas.edu.au](mailto:rcs.gp@utas.edu.au)

If you have any queries or issues with the students please contact Karen Lowe 03 6430 1668 or Dr Lizzi Shires, Dr Satish Kumar, or Dr Rosemary Ramsay via Karen Lowe.

## RCS Calendar - 2020

Week Beginning	Year 3		Year 4		Year 5		Week ending	Public Holidays	MBBS Program	Community Engagement, UTAS Events & Conferences		
	RCS	HCS & LCS	RCS	HCS, LCS & RCS	HCS, LCS & RCS	HCS, LCS & RCS						
6-Jan							10-Jan	Devonport Cap - Wednesday 8th January		Tuesday 7th January - Welcome BBQ for Prospective Students (RCS Burnie)	Tasmanian Primary and Secondary School Terms 2020 ↓	
13-Jan							17-Jan					
20-Jan							24-Jan					
27-Jan							31-Jan	Australia Day - Monday 27th January				
03-Feb	Orientation Week						7-Feb		Wednesday 5th February - CE training with Year 4 students	Thursday 6th February - RCS Community Welcome & Speed Networking Event (RCS Burnie)		
10-Feb	A1		OLP 1	OLP 1			14-Feb	Royal Heart Report - Monday 10th February			1	
17-Feb	A2		2	2			21-Feb			Sunday 22nd February - Festival in the Park (Ulverstone)	2	
24-Feb	A3		3	3			28-Feb	Lanternfest Cap - Wednesday 26th February			3	
02-Mar	A4	Attachment 1	4	4	Attachment 1		6-Mar	King Island Show - Tuesday 3rd March		Wednesday 4th March - Visit to Smithton High School (mental health attachment)	4	
09-Mar	A5		5	5			13-Mar	Eight Hours Day - Monday 9th March		Tuesday 10th March - Year 10, 11 & 12 Health Careers - Burnie	5	
16-Mar	A6		6	6		GLW 1	20-Mar	Year 5 THS Intern Recruitment Presentation TBC	Thursday 19th & Friday 20th March - Emergency Skills Course - Smithton	Wednesday 11th March - Year 10, 11 & 12 Health Careers - Mersey	7	
23-Mar	A7		7	GLP 2			27-Mar	Tas Rural Health Conference (UTAS CCC) 28th - 29th March		Tuesday 24th March - CAB Meeting (RCS Burnie)	6	
30-Mar	A8	Attachment 2	GLP 2	2	Attachment 2		2	3-Apr		Thursday 2nd April - Year 7/8 First Aid Program (Year 4/5 ED)	8	
06-Apr	B1		2	3			3	10-Apr	Good Friday - Friday 10th April		Sunday 5th April - Burnie Challenge - date TBC	10
13-Apr	Easter Student Break 10th to 17th April 2020						17-Apr	Easter Monday & Tuesday 13th & 14th April			11	
20-Apr	B2		3	4			5	24-Apr	ANZAC Day - 25th April		12	
27-Apr	B3		4	5			6	1-May	Monday 27th April - Friday 1st May - Year 1 Rural Week - Camp Claydon		13	
04-May	B4	Attachment 2	5	6	Attachment 2		GLW 2	8-May	Agfest (Circular Head Only) - Friday 8th May	Year 5 Intern Applications Open Dates to be confirmed	Wednesday 6th May - visit to Table Cape Primary School (mental health attachment)	14
11-May	B5		6	OLP 3			1	15-May			Saturday 9th - Sunday 10th May - Year 3 weekend visit to Burnie (Rustica)	15
18-May	B6		7	2			2	22-May		Wednesday 20th May - Year 10 Health Careers - Mersey	16	
25-May	B7		GLP 3	3	Attachment 3		3	29-May		Wednesday 27th May - Year 10 Health Careers - Burnie	17	
01-Jun	B8	Attachment 3	2	4			4	5-Jun		Year 5 Intern Applications Close Dates to be confirmed		18
08-Jun	Year 3 SWOT Vac		3	5		5	12-Jun	Queen's Birthday - Monday 8th June	Year 5 Intern Interviews Dates to be confirmed	Wednesday 10th June - Primary/High School visit (mental health attachment) - Burnie/Mersey at the school	19	
15-Jun	EXAM PERIOD		4	6		GLW 3	19-Jun			Year 5 Class Photos - date TBC	20	
22-Jun	Mid Year Student Break 22nd June - 26th June 2020						26-Jun				21	
29-Jun	C1		5	OLP 4			1	3-Jul		Saturday 4th & Sunday 5th July - Year 3 weekend visit to Burnie (Rustica)	22	
06-Jul	C2	Attachment 3	6	3	Attachment 3		2	10-Jul			23	
13-Jul	C3		7	3			3	17-Jul				
20-Jul	C4		GLP 4	4	Attachment 4		4	24-Jul	Year 4 Formative MCQ/EMQ Exams Date TBC	Friday 24th July - Year 9 Health Careers - Mersey	24	
27-Jul	C5	2	5			5	31-Jul		Wednesday 29th July - Year 9 Health Careers - Burnie (office MH students to help with minor burns, medicine and psych)	Thursday 30 July - Year 7/8 First Aid Program (Year 3)	25	
03-Aug	C6		3	GLP 3		Exam Period	Year 5 SWOT Vac	7-Aug		Year 4 Class Photos - date TBC	26	
10-Aug	C7	Attachment 4	4	2	Attachment 4	Exam Period	EXAM PERIOD	14-Aug	Year 5 Summative OSCE Wednesday 12th August & Thursday 13th August	Sunday 9th August - UTAS Open Day (CCC)	27	
										Year 5 Prize Exams		

TERM 1  
3/20 to 8/20

TERM 2  
27/04/20 to 03/07/20

School Holidays  
8/07/20 - 17/07/20

RCS Calendar - 2020

Week Beginning	Year 3		Year 4		Year 5	Week ending	Public Holidays	MBBS Program	Community Engagement, UTAS Events & Conferences	
	RCS	HCS & LCS	RCS	HCS, LCS & RCS						
17-Aug	C8	5	Attachment 5	3	1	21-Aug			National Science Week	2017/2018 to 2020/2021 2017/2018 to 2020/2021 2017/2018 to 2020/2021 2017/2018 to 2020/2021 2017/2018 to 2020/2021
24-Aug	Year 3 Student Deans	6	Attachment 5	4	2	28-Aug			Wednesday 12th August - Primary/High School visit (mental health attachment) - Burnie/Mersey at the school	
31-Aug	D1	7	Attachment 5	5	3	4-Sep			Saturday 5th - 6th September - Year 3 weekend visit to Burnie (Rustica)	
07-Sep	D2	GLP 5	Attachment 5	6	4	11-Sep		Monday 7th September - Friday 11th September - Year 2 Rural Week		
14-Sep	D3	2	Attachment 5	GLP 2	5	18-Sep				
21-Sep	D4	3	Attachment 5	2	OLW 4	25-Sep		Year 5 Portfolio Interviews		
28-Sep	D5	4	Attachment 5	3	1	2-Oct	Burnie Show Day - Friday 2nd October			School Holidays 2019/20 - 20/2021
05-Oct	D6	5	Attachment 5	4	2	9-Oct	Royal Launceston Show - Thursday 8th October		Wednesday 7th October - CAB Meeting (RCS Mersey)	
12-Oct	D7	6	Attachment 5	3	3	16-Oct	Hindon School Show Day Friday 16th October	Wednesday 14th October - Year 5 Sup OSCEs & Sup Portfolio	Sunday 18th October - Burnie Ten - gate 1BC	
19-Oct	D8	7	Attachment 5	6	4	23-Oct	Royal Hobart Show Day Thursday 22nd October		Wednesday 21st October - Primary/High School visit (mental health attachment) - Burnie/Mersey at the school	
26-Oct	Year 3 SWOT Vao	Year 4 SWOT Vao	Attachment 5	5	5	30-Oct				
02-Nov	Exam Period	Exam Period	Attachment 5	Exam Period	Interim Ready Week	6-Nov	Recreation Day - Monday 2nd November	Year 4 Summative OSCE Wednesday 4th November Year 4 MCQ-1 5th Nov 2pm-4pm Year 4 MCQ-2 8th Nov 2pm-4pm	Saturday 7th November - End of Year Dinner	
09-Nov	Exam Period	Exam Period	Attachment 5	Exam Period	Break	13-Nov				2019/20 12/10/2019 to 17/10/20
16-Nov	Exam Period	Exam Period	Attachment 5	Exam Period	Break	20-Nov				
23-Nov	Exam Period	Exam Period	Attachment 5	Exam Period	Break	27-Nov	Devonport Show Day - Friday 27th November			
30-Nov	Exam Period	Exam Period	Attachment 5	Exam Period	Break	4-Dec				
07-Dec	Exam Period	Exam Period	Attachment 5	Exam Period	Break	11-Dec		Year 4 Sup Exams OSCE Sup - Wednesday 3th December MCQ-1 Sup - 10th December MCQ-2 Sup - 11th December		
14-Dec	Exam Period	Exam Period	Attachment 5	Exam Period	Break	18-Dec		Year 5 Graduation (Hobart) Wed 16th December		
21-Dec	Exam Period	Exam Period	Attachment 5	Exam Period	Break	25-Dec				

## **General Practice experience at University of Tasmania**

The first three years are spent in Hobart and the clinical years are spent in Burnie, Launceston or Hobart.

### **Year 1-3 visits to General Practice- based in Hobart**

#### **Year 1 and 2**

Students in years 1 and 2 attend practices for a few hours or a day. These visits are an introduction to General Practice and to meet members of the Primary Health Care Team. The students are undertaking a variety of other community based activities to introduce them to the North West Coast and the Burnie campus. In Year 1, students spend 1 week on NW coast. During that time they are involved in the team building activities, various clinical scenarios and visits to the Rural Clinical School and other places in the NW coast. In year 2, along with attending General Practices, they stay in the community, that gives them opportunity to enhance their understanding of living in a rural community.

#### **Year 3**

Third year students spend two weeks in General Practice. This allows students their first clinical experience in General Practice and many students use this opportunity to see if they would like to transfer to the RCS campus for their clinical years. These students have a workbook that needs to be completed and concentrates on basic clinical skills and diabetes management (work up a case on diabetes during this visit).

#### **Year 4**

As part of their clinical rotation in Fourth year students spend 1 day a week for a whole year in General Practice. These students are based at the Burnie Campus and undertake clinical rotations at Mersey Hospital Latrobe and North West Regional Hospital Burnie for the rest of the week.

#### **Year 5**

As part of their clinical rotation in Final year students spend four weeks in rural and remote practices like Rosebery, King Island & Queenstown.

## Preparation for Students

- 1) Induction - students should have the same induction as any new staff.
- 2) Students will need familiarisation with the computer- Appendix 1.
- 3) Timetabling - Practices will have either 1, 2, 3 or 4 students. Each student will have one consulting session and one non consulting session.
- 4) Students should be given a copy of their timetable an example of this is included in Appendix 3.
- 5) Most practices use Wave Consulting. This requires students to see patients independently and then present to their supervisor GP. To do this effectively patients need to be scheduled for the student and students have their own password access to the computer. Receptionists need to be trained to offer and to explain to patients about the medical student appointments. See Appendix 2.  
Ideally at least one patient could be booked in with the condition of the CBL topic – see Appendix 5.

### Appointment Schedule for Wave Consulting

	<b>Teacher schedule</b>	<b>Student schedule</b>
9.00	See patient X	Review notes of patient A
9.15	See patient Y	See patient A
9.30	See patient A	Present patient A
9.45	See patient Z	Write up notes on patient A
	Repeat cycle	Repeat cycle for patient B

### Timetabling for 2 students

<b>Student A</b>	<b>Student B</b>
Consulting	Non consulting
Non Consulting	Consulting

### What should the non consulting student do?

The non consulting student can be called in to see / work with any of the other members of the practice team if they have something they feel would be of interest to the student

Students can undertake a wide range of activities in this time developing procedural skills, interprofessional education, community liaison, audit and self directed study. A list of skills and non consulting activities is included in Appendix 4.

## **Team Work**

- Working with receptionists to develop an understanding of how practice works and how patients present to non clinical staff. See Appendix 2.
- Working with the practice nurse and other members of the team. Activities could include blood taking, immunisation clinics, dressings, developing GP management plans, practical skills INR testing, BSL, spirometry, health checks etc.
- Shadowing any other allied health professionals that attend the practice

## **Skills**

There should be a particular focus on skill development so students often spend this time with the nurse undertaking practical procedures.

## **Interprofessional Education**

Allied Health - Interprofessional learning is vital for our medical student's education. Each practice and area offers a wide variety of learning opportunities.

Mandatory sessions should be undertaken with the community nurses, child health and pharmacy.

Other sessions can be negotiated with yourself according to local opportunities and the students learning needs. If you have problems arranging these please contact Karen Lowe on 6430 1603.

## **Community Liaison**

General Practitioners play an important role in their communities. We would like the students to experience some aspects of this wider role. Activities such as working with school groups and voluntary organisations are important learning experiences. We would like medical students to participate in teaching or patient education in the community. If the practice has links that would facilitate, this could be undertaken on a Tuesday. If there are difficulties arranging this then we can arrange this.

## **Other learning tasks**

- Visit nursing homes or undertake home visits with other GP's,
- Attend home medication reviews,
- Follow up their long cases,
- Research on the conditions or medications they see in consultations.
- Attend placements where student has identified a need.
- Audit

## **Allied Health Attachments**

Patients receive care and are able to function in the community as a result of many different allied health professionals and volunteers. It is important that our medical students are aware of who works in the community, what they do for patients and how they relate to General Practice. Interdisciplinary learning is a core part of our curriculum.

At a minimum all students should have at least one session with the

- community nurse,
- child health nurse
- pharmacist

Ideally students should be able to spend sessions with as many allied health professionals and volunteer organisations as possible.

A list of possible attachments is drawn up.

It is for the student to negotiate with the practice the best time for these attachments and the type of attachments that are available in the area. If there are any problems arranging these please contact Karen Lowe on 03 6430 1668.



Community visits	Visit date and time and contact name and number
Community Nurse	
Child Health Nurse	
Pharmacist	
Diabetes Liaison Nurse	
Home medication review	
Nursing Home visits	
Over 75 check	
Home visit	
Podiatrist	
Physiotherapist	
Diabetes Liaison Nurse	
Occupational Therapist	
Ophthalmologist	
Audiologist	
Psychologist	
Voluntary organizations	
Teaching opportunity with school/ community groups	
Audit	

## Appendix 1 - Virtual Surgery for Computer Familiarisation

- Look up notes

Find out how to look at:

- previous notes
- results
- the letters
- current medications
- past medications

Use the practice 'phantom patient'

- Enter significant PMH eg IHD, allergies eg to penicillin, family history of diabetes
- Write in today's notes
- For the common conditions listed below develop short cuts
- (Set up your computer so you can have investigation strings and common templates in your favourites).
- Develop 'blood investigation strings' for diabetes, hypertension, fatigue.
- Know at least one drug for treating conditions - for prescribers, print out prescription
- Identify skills you may need to manage these conditions.
- Identify patient information leaflets you may need.
- Write a referral letter.
- Write a certificate.
- Write a Centrelink certificate.
- Write a worker's compensation certificate.
- Fill in a CDM template for the chronic conditions below
- Fill in a GP Mental Health Plan.

## Appendix 2 – Practice Reception Staff Briefing

### Medical students in Primary Care

The University of Tasmania train medical students across the state.

The first three years are spent in Hobart and the clinical years are spent in Burnie, Launceston or Hobart.

The North West Coast gets short visits from year 1 and 2 students who often attend practices for a few hours or one day.

- Third year students spend up to two weeks in general practice.
- Fourth year students spend 1 day a week for a whole year in general practice.
- Final year students spend five weeks in rural and remote practices.

Students learn best when they are actively involved in patient care and feel part of the team.

**Receptionists are a vital part of the practice team. It is important for medical students to spend some time in reception to understand some of the administrative aspects of practice.**

In reception students will learn:

- How appointments are booked
- How patients are billed
- How paperwork is handled: ie letters, certificates etc
- How staff deal with difficult situations

### Appointments when there are medical students

When your practice has medical students often the GP's will want appointments set up in a particular way. This is to enhance the learning experience for the students. Supervising GP's often find it difficult to accept extras so it is helpful to mark the appointments schedule accordingly.

## **Informing patients about medical students**

Training medical students is an integral part of general practice and developing our future doctors. Most patients are happy to see a medical student first or with their GP but some would prefer to see the GP alone. It is important that patients are advised when they book the consultation if they will be seeing a medical student.

**Receptionists will need to check with the patients again when they book in to check that patients consent to a medical student being present at consultation.**

## **Practice sign**

The Rural Clinical School has certificates and notices for reception, informing patients that the practice is a certified teaching practice and that medical students are in attendance.

## Appendix 3 - Doctors Clinic – Sample Roster for Medical Students

# **SAMPLE ROSTER FOR MEDICAL STUDENT**

(RURAL CLINICAL SCHOOL GP 4<sup>th</sup> YEAR ATTACHMENTS 20\*\*)  
 21<sup>st</sup> June – 25<sup>th</sup> October 20\*\*

## **Student ZIPPER**

(student mobile number 0000 111 222)

**Dr S** (mentor) Dr E, Dr P,

21/06	9.00am 11.30am 2.00pm	Induction Patients with S for am session Non-consulting activities- nurses
28/06	9.00am 1.30pm	Non-consulting activities - nurses Patients with E for pm session
05/07	9.00am 2.00pm	Patients with S for am session Non-consulting activities- nurses
12/07	9.00am 1.30pm	Non-consulting activities- nurses Patients with S for pm session
19/07	9.00am 2.00pm	Patients with P for am session Non-consulting activities- nurses
26/07	9.00am 1.30pm	Non-consulting activities- nurses Patients with E for pm session
02/08	9.00am 2.00pm	Patients with S for am session Non-consulting activities- visit Community nurse
09/08	9.00am 1.30pm	Non-consulting activities- visit Pharmacist Patients with E for pm session
16/08	9.00am 2.00pm	Patients with P for am session Non-consulting activities- Child health Nurse

**STUDENT LONG CASE PRESENTATIONS BOOKED FOR  
 Tuesday XX XX 2016 AT 8:00AM**



***Rural  
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