

1986 HAND BOOK 1986 HAND BOOK 1986 HAND

LINCOLN INSTITUTE OF HEALTH SCIENCES

1986 HAND BOOK 1986 HAND BOOK 1986 HAND



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Academic Objectives and Aims of the Lincoln Institute of Health Services

The objects of the Institute are to conduct, promote, develop and encourage teaching, study, and research for the practice of disciplines, sciences, professions and services concerned with health.

To serve these objects the Institute has the following aims:

- to provide educational programmes leading to initial qualifications in the health professions. These programmes will promote the acquisition of a knowledge base, intellectual skills, a sense of professional responsibility and accountability, and the capacity for personal development. They will provide training in specific skills in preparation for health-related practice in a wide range of environments;
- to enable qualified professionals to further their development by provision of a range of programmes and activities, including those leading to an award;
- to provide activities and programmes in the health sciences whether disciplines or alternative systems of knowledge and practice suitable for health scientists and other professionals;
- to foster the development of the health science professions through promotion of professional attitudes and standards and by participation in the evaluation of current professional practice;
- to promote and facilitate interprofessional collaboration in health science education and practice;
- to provide a teaching and learning environment which will attract staff members committed to the achievement of academic excellence and will facilitate their continuing development;
- to provide resources for the conduct of research activities in order to promote staff development, to increase the body of knowledge in those disciplines related to health, and to provide an information base for decision making by the Institute and by those professions which it serves;
- to promote better health care and delivery by providing the community and public authorities with information, advice, consultation, resources and academic expertise in such areas as health education, health promotion and health policy;
- to inform the general public on health-related issues and to encourage community involvement in such areas as health education and health promotion.

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Lincoln Institute of Health
Sciences.

Handbook.

Lincoln: An Institute in action

The information in this book is correct as at October 1985.

NOT FOR LOAN

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Deputy President of Council

J. Kennedy, O.B.E., F.C.A., Hon. F.C.N.A.

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B. Rechter, M.Sc., B.Ed. *Melb.*, F.A.C.E.

Vice-Principal (Administration)

A. O'Neill, B.A. *Qld.*

Registrar

P.E. Bailie, B. Com. *Melb.*

Heads of Schools

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Biological Sciences: J. Kinnear, M. Sc., Ph.D. *Melb.*, B.Ed. *La Trobe*, Grad.Dip. Computer Sim. S.I.T.

Communication Disorders: R.J. Bench, B.Sc. (Hons.) *Sheff.*, B.A. (Hons.), Ph.D. *Lond.*, M.A.Ps.S., F.B.Ps.S.,
F.Aud.S.A.

Health Administration and Education: H. Batten, B.Sc., B.Ed. *Melb.*, Ph.D. *Stir.*

Nursing: Judith Parker, B.A. (Hons.), Ph.D. *Monash*, R.N., F.C.N.A.

Occupational Therapy: J. Graham, M.Sc. (Ed.) *Brad.*, Dip.O.T. *Cumberland*, A.T.C.L. *Lond.*

Orthoptics: A. Pitt, D.B.O. (T). *Coventry*.

Physiotherapy: P. Cosh, M.B.E., Dip.Physio, T.T.T.C., M.A.P.A.

Podiatry: C. Hyde, B.A. *Open U.*, M.Ed.St. *Monash*

Prosthetics and Orthotics: D. Radford, Dip.App.Sc. (P & O), M.I.S.P., M.A.O.P.A.

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625 Swanston Street,
Carlton, Victoria 3053.

© Lincoln Institute of Health Services 1985
ISSN 0812-6410

Produced by Caribou Publications Pty. Ltd.
7th Floor, 140 Bourke Street, Melbourne, Victoria. 3000

Printed by List Print Nominees Pty. Ltd.
45-47 Little Myers Street, Geelong, Victoria. 3220

An Introduction by the Director



Bernard Rechter,
M.Sc., B.Ed., Melb., F.A.C.E.

The Lincoln Institute of Health Sciences was formed in January 1973 by the voluntary amalgamation of the Schools of Occupational Therapy, Physiotherapy, and Speech Therapy. Prior to that, the three independent schools were accommodated in what is now Building A of the Institute. Since 1973, further professional schools have been initiated by the Institute, and in 1977 the College of Nursing (Australia), which pioneered college-based nursing in this country, merged with the Institute to add a School of Nursing. One result of the growth of the Institute outlined above, has been a scattered campus on three sites in Carlton, Abbotsford and St Kilda Road. It now appears likely that, in the long term, the whole of the Institute will be sited on the Abbotsford campus. A major development towards this goal is now in train.

The Institute caters for a range of interests in the education of health professionals. A significant and still developing aspect of our work, is the provision of graduate diplomas and degrees for qualified persons who wish to broaden and extend their experience, knowledge and skills. This Handbook outlines profession-specific and inter-professional and inter-disciplinary diplomas which are available both for health professionals trained at the Institute and for those trained in the health field in other institutions of higher education. Details are also included of a Master's degree by research.

For students interested or enrolled in degree or diploma courses designed to prepare them for entering the health professions, this Handbook provides much relevant and detailed information on subjects and courses and on a range of other matters of importance to prospective and enrolled students.

For the general public, the Handbook provides a compendium of information on the Institute, which, as one of a number of state-funded Colleges of Advanced Education in Victoria, has a responsibility to make public, details of its staff, its courses and its mode of operation.

I hope that all who make reference to the Handbook will find that it meets their particular needs.

A handwritten signature in cursive script that reads "Bernard Rechter". The ink is dark and the signature is fluid, with a large initial 'B'.

Bernard Rechter
Director

Principal Dates for 1986

Term Dates

Institute re-opens for 1986	January 6
Orientation Week	February 17-21
Term 1 begins	February 24
Term 1 ends	May 2
Term 1 Examination Week	May 5-9
Term 1 Vacation	May 12-23
Term 2 begins	May 26
Term 2 ends	July 25
Term 2 Examination Week	July 28 - August 1
Term 2 Vacation	August 4-22
Term 3 begins	August 25
Term 3 ends	October 24
Term 3 Study Week	October 27-31
Term 3 Examination Week	November 3-7

School of Nursing course dates vary in some instances from the above, please refer to page 76. of Nursing School Section.

Graduation Monday April 28

Open Day Sunday July 6

Public Holidays - observed by the Institute are;

New Year's Day	Wednesday January 1
Australia Day	Monday January 27
Labour Day	Monday March 10
Easter	Friday March 28 - Tuesday 1 April inclusive
Anzac Day	Friday April 25
Queen's Birthday	Monday June 9
Christmas Day	Thursday December 25
Boxing Day	Friday December 26

The Institute will be closed from December 24, 1986 to January 4, 1987. It will reopen on January 5.

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Lincoln Institute Council and Committees

Council

Office-Bearers

President:

Professor Ross Henry Day, B.Sc. *W.Aust.*, Ph.D. *Brist.*, F.A.Ps.S., F.A.S.S.A.

Deputy-President

Jack Kennedy, Q.B.E., F.C.A., Hon. F.C.N.A.

Director

Bernard Rechter, M.Sc., B.Ed. *Melb.*, F.A.C.E.

Members

Head of School

Judith Parker, B.A. (Hons.), Ph.D. *Monash*, R.N., F.C.N.A.

Elected by the Academic Staff of the Institute

June Buckenham, B.A., M.Ed. *U.N.E.*, D.N. Ed., R.N., S.C.M., F.C.N. *N.S.W.*

Appointed by the Board of Studies

Hugh Desmond Batten, B.Sc., B.Ed., *Melb.*, Ph.D. *Stir.*

Appointed by the Governor-in-Council

Barry Gerrard, B.App.Sc. *Phyt.*, Grad.Dip.Manip. Ther., H.D.D.T., M.M.T.A.A., M.A.P.A.

Jack Kennedy, Q.B.E., F.C.A., Hon. F.C.N.A.

Mona Menzies, B.Com. *Melb.*, R.N.

Professor Derek Melville Prinsley, M.D., B.S. *Durh.*, F.R.C.P. *Edin.*, F.R.A.C.P., F.R.S.H.

Winston Selby Rickards, B.Sc., M.D., B.S., D.P.M. *Melb.*, F.R.A.C.P., F.R.A.N.Z.C.P., F.R.C.Psych., A.B.Ps.S., M.A.Ps.S.

Peter Maxwell Robinson, B.Sc., Ph.D. *Melb.*

Pauline Urban, Dip. OT, V.A.O.T., A.A.O.T.

Professor Peter Louis Waller, LL.B. (Hons.) *Melb.*, B.C.L. *Oxon.*, F.A.S.S.A., Barrister and Solicitor Vic.

Appointed by Co-option by the Council

Frank A. Blakey, Ph.D. *Cambridge*, F.T.S.

Thelma Castles, Dip.Ed. *M.C.A.E.*, L.A.C.S.T., M.A.A.S.H.

Professor Ross Henry Day, B.Sc. *W.Aust.*, Ph.D. *Brist.*, F.A.Ps.S., F.A.S.S.A.

William Elliott Gillies, M.B., B.S. *Qld.*, D.O. *Melb.*, F.R.C.S., F.R.A.C.S., F.R.A.C.O.

Frank Incani, M.B., B.S. *Melb.*, F.R.A.C.S., F.R.C.S.

Elected by the Students of the Institute

Van Balmain

Secretary to Council: The Registrar

Peter Baillie, B. Com. *Melb.*

Standing Committees of Council

The President of Council and the Director are *ex-officio* members of all standing committees of Council.

Council has the following standing committees:

Abbotsford Campus Joint Management Committee

Board of Studies

Buildings and Site Committee

Employment Experience Fund Committee

Finance Committee

Safety Committee

Senior Staff Appointments and Promotions Committee

Staff Appeals Committee

Staffing Committee

Student Appeals Committee

Student Discipline Committee

Student Services Committee

Student Loan Fund Committee

Information about the membership or activities of the above committees may be obtained from the Secretary to Council.

Board of Studies

Chairman

R.J. Bench, B.Sc. (Hons.) *Sheff.*, B.A. (Hons.), Ph.D. *Lond.*, M.A.Ps.S., F.B.Ps.S., F.Aud.S.A.

Deputy Chairman

J. Graham, M.Sc. (Ed.) *Brad.*, Dip.O.T. *Cumberland*, A.T.C.L. *Lond.*

Director

B. Rechter, M.Sc., B.Ed. *Melb.*, M.A.C.E.

Head of Schools

H. Batten, B.Sc., B.Ed. *Melb.*, Ph.D. *Stir.*

R.J. Bench, B.Sc. (Hons.) *Sheff.*, B.A. (Hons.), Ph.D. *Lond.*, M.A.Ps.S., F.B.Ps.S., F.Aud.S.A.

P. Cosh, M.B.E., Dip.Physio., T.T.T.C., M.A.P.A.

J. Graham, M.Sc. (Ed.) *Brad.*, Dip. O.T. *Cumberland*, A.T.C.L. *Lond.*

C. Hyde, B.A. *Open U.*, M.Ed.St. *Monash*

J. Kinneer, M.Sc., Ph.D. *Melb.*, B.Ed. *La Trobe*, Grad.Dip.

Computer Sim., S.I.T.

J. Parker, B.A. (Hons.), Ph.D. *Monash*, R.N. F.C.N.A.

K. Patterson, B.A. (Hons.) *Syd.*, Ph.D., Dip.Ed. *Monash*, M.A.Ps.S.

A. Pitt, D.B.O. (T) *Coventry*

D. Radford, Dip.App.Sc. (P & O), M.I.S.P., M.A.O.P.A.

Members Appointed by Council

W.S. Rickards, B.Sc., M.D. B.S., D.P.M., *Melb.*, F.R.A.C.P., F.R.A.N.Z.C.P., F.R.C. Psych., A.B.Ps.S., M.A.Ps.S.

One vacancy

Academic Staff, Elected by the Academic Staff.

K. Ferguson, B.App.Sc. (Occ.Ther.)

K. Fitzmaurice, H.D.T.S., *Melb.*, C.A.E., Dip.App.Sc. (Orthop.), D.O.B.A.

W. Nickson, Dip.Physio., Grad.Dip. Physio., M.A.P.A., M.A.S.M.F.

S. Thomas, B.A. (Hons.), Dip.Pub. Pol., Ph.D. *Melb.*, M.A.Ps.S.

B. Wollmer, L.Th., M.C.D. Dip.App. Sc. (P & O), M.A. Pod. A.

Five vacancies to be filled late 1985.

Elected by the Students

E. Bland, B.App.Sc. (Sp. Path.)

B. Newman

Secretary

D. Bishop, B.A. *Melb.*

Committees of the Board of Studies

Academic Committees

There is an *Academic Committee* in each School.

Standing Committees

Committee on Academic Planning and Resources
Committee on Admissions, Assessment, and Academic Progress
Computer Committee
Library Committee
Professional Development Committee
Research and Higher Degrees Committee

Information about the membership or activities of these committees may be obtained from the Secretary to the Board of Studies.

Administration Staff

Director's Office

Director

Bernard Rechter, M.Sc., B.E. *Melb. F.A.C.E.*

Secretary

Cate Domini

Abbotsford Planning

Robert Rudegeair, B.A. *St. Vincent's Coll. Penn.*, Ph.D. *Wis.*,
(Seconded from School of Communication Disorders to
December 1986).

Administrative Officer

Susan Brown, B.A. *La Trobe*

Typist

Carmelina Cazzetta

Central Administration

Vice-Principal (Administration):

Arthur O'Neill, B.A. *Q'd.*

Secretaries to Vice-Principal (Admin.) and the Registrar's Office

Judy Page, Marian Neal, Mary Saksida

Registry Branch

Registrar

Peter Bailie, B. Com. *Melb.*

Statistics and Project Officer

Wendy Berriman, A.I.P.S.

Computing Unit

Computer Manager

Kenneth M. Greenwood, B.Sc. (Hons.), Grad.Dip.Comp.Sci. *La T.*,
A.A.C.S., M.A.Ps.S.

Administrative Analyst/Programmer

Angela V. Wilks, B.A., Grad.Dip.D.P. *Chisholm*

Academic Analyst/Programmer

James Hale, B.Sc. (Hons.) *Melb.*, M.A.I.P.

Secretary

*Angela Kapnias

Student Services

Student Services Co-ordinator

Linda Jakab, B.A. (Hons.) *A.N.U.*

Typist

Vicki Miraglia

Staffing and Secretariat Unit

Assistant Registrar

Douglas Bishop, B.A. *Melb.*

Secretary

Vacant

Deputy Head of Unit

Heather Russell, Cert.Bus.Stds. (Secretarial) *R.M.I.T.*

Central Filling and Timetable Office Staff

Lorna McMaster

Receptionists

Carla Santalucia, Shirley D'Cruz

Student Affairs Unit

Assistant Registrar

John Stephens, B.A., B.Ec. *P.N.G.*, Grad.Dip.Ed. Admin. *A.C.A.E.*
M.Ed.Amin. *N.E.*

Student Administration

Deputy Head of Student Affairs

Helen Davis, B.Sc. *Melb.*

Admissions Officer

Wendy Adams, J.P. (seconded from School of Nursing)

Administrative Assistant

Maria Serratore

Secretary

Heidi Bacher

Receptionist/Typist

Lee Byrne

School Administrative Officers

Behavioural Sciences

Peter Melville, B.A. *N.S.W.*

Biological Sciences

Kate Tumilty

Communication Disorders

Barbara Villis, B.A. *Monash*

Health Administration and Education

Maree Morrissey

Nursing

Wendy Adams, J.P. (seconded to Student Administration)

Dina Biancotto

Glennis Fricker

Occupational Therapy

Chris Borthwick, B.A. (Hons.) *A.N.U.*

Physiotherapy

*Garth Thomas, D.Phil. & Litt. *Brussels*

Media and Technical Services

Tessa Flynn, B.Ed., Grad.Dip. Movement and Dance *I.E.C.D.*

Dianna French, Dip.Arts Swinburne, Grad.Dip.Media Stud.

Victoria Coll.

George Genitsaris

Michael Horan, Dip.Art *Phillip*

Zaita Oldfield, Dip.Art & Design *Victoria Coll.*

Adrian van Kampen, Cert.Tech. *Chisholm*, T.V.O.C.P. *R.M.I.T.*

Paul Groot-Obbink

Kay Schweitzer

Ann Wojczuk, Dip.Graphic Design. *Chisholm*

John Yelland, B.Tech. *Adel.*

Printing

Printing Manager

John Novis

Printing Assistants

*Rhonda Brown, Mario Frosi, *Terry Hallesy, *Margaret Soulsby,

Margaret Warland

Business Manager's Branch

Business Manager

Brian Bainbridge, F.A.S.A., C.P.A.

Budget Officer

Ian Dodman

Buildings Officer

Valentin Rosalion, Dip. Q.S. *R.M.I.T.*

Assistant Accountant

Michael O'Leary, Dip.Bus.Studies (Accounting) *Chisholm*

David Toleman, B.Sc. (Hons.). B.Com. *Melb.*

Assistant Works/Safety Officer

Ian McAlpine

Assistant Buildings Officer

Wolfgang Siem

Staffing Clerk

Peg Lansdell

Payroll Officer

Joyce Henderson

Purchasing Officer

*Ruth Andrew

Accounting Staff

Lily Chiu, Marlene Kerr, Sharon Giantar, Christine D'Angelo

Typist/Clerk

Vacant, Silvana Donnoli

Payroll Assistant

Despina Mouratidis

Staffing Clerk (Assistant)

Nannette Rigoni

Caretakers

Tony Zraybi - Carlton

Ted Gray - Nursing

Maintenance Officer

Don May

Gardener

John Roeg (M.C.A.E. - I.E.C.D.) Head Gardener

Alison Milsom (M.C.A.E. - I.E.C.D.)

Courier/Porter

Norman Imbesi

Cleaning Staff

Marie Albadine, Jim Gowen, Sylvia Byrne, Isabelino Gradin, Carlos Guerra, Abdel Jattas, Karl Kemper, Mary Lia, Georgia Romanos, Barry Ruskin, Voula Stavropoulos, Filomena Tirabassi, Angela Vassiliou, Joe Garry, Annan Tannous, Antonino Pettitto, George Hanwy, Eddy Dobes, Martin Reid, Irma Romero, Maria Scaffo, Peter Gonzales, Jorge Farach.

Cafeteria

Catering Manager

Evelyn Brewer

Catering Staff

*Jeannette Berry, *Pauline Egan, *Lily Panagiotou,

*Margaret Wills

Library Staff

Institute Librarian

Cath Pivec, B.A. *Deakin*, T.S.T.C., A.L.A.A.

Carlton Campus Library

Librarians

Maxine Cuskelly, B.A., Dip.Lib. *N.S.W.*

*Jennifer Gerring, B.A. Monash, Grad.Dip. Lib., *R.M.I.T.*

Anne F. Parkhowell, B.A. *Melb.*, Dip.Lib. *R.M.I.T.* A.L.A.A.

*Jocelyn Scarr, B.Sc. Syd., A.L.A.A.

Max G. Smith, B.A. *Chisholm*, Grad.Dip.Lib. *Melb.*, C.A.E., A.L.A.A.

Kerry Sullivan, Dip.Lib. *R.M.I.T.*

Vacant position.

Library Technicians

Gwenda Pittaway, Lib. Tech. Cert.

*Noeline Sherwin, Lib.Tech.Cert.

*Jill Staff, Lib. Tech.Cert.

Vacant position

Library Clerks

Lynette Brown

*Denise Charter

*David Janssen

Elizabeth Kaver

Jennie Kendrick

Sandra Krasts, B.A. *La Trobe*

Sue Pywell

Heather Roberts

Julieanne Slattery

Slater Street Campus Library

Librarian-in-Charge

Jean Leith, B.A. *Melb.*, A.L.A.A.

Librarians

Jocelyn Bradley, M.A. *Melb.*, Grad.Dip. Lib. *Melb.* C.A.E

Gaetano Raiti, B.A.(Lib.) *Ballarat* A.A.F.V.L., A.S.E.T.

Library Clerks

*Dawn Goldberg

Barbara C. Toward

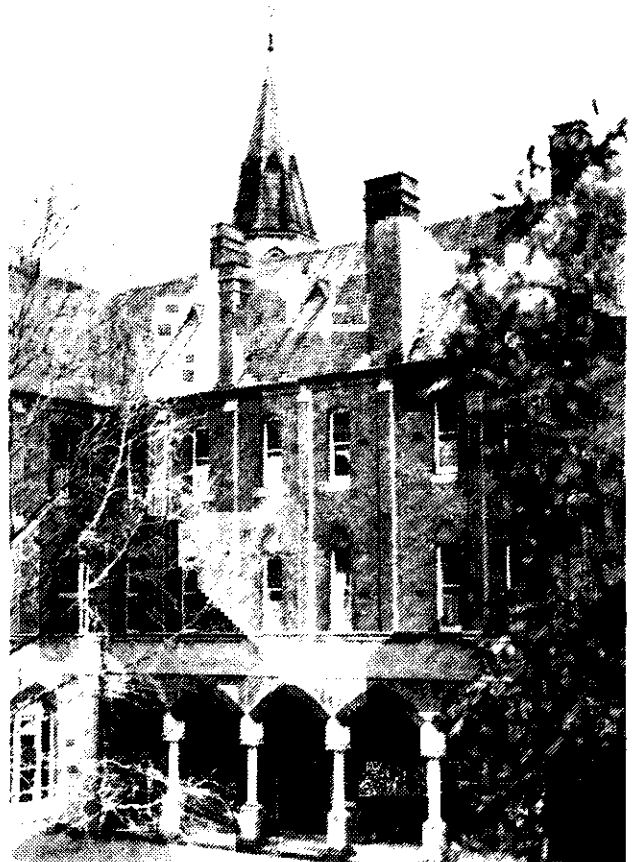
Dusan Viola

Fiona Salisbury

Section 1

Entry Requirements and Selection Procedures

Courtyard - Abbotsford Campus



Admission and Selection to an Undergraduate Course

1. General admission requirements

Applicants for admission to an undergraduate course must qualify in one of the categories below and have such prerequisites as are specified.

(1) Victorian Higher School Certificate (H.S.C.)

Full time or equivalent

Applicants must complete:

- (a) The Victorian H.S.C. with passes in at least four Group 1 subjects or
- (b) the Victorian H.S.C. in Group 2 or a combination of Group 1 and 2 subjects or
- (c) the Tertiary Orientation Program (T.O.P.) or
- (d) a Victorian Institute of Secondary Education (VISE) approved alternative year 12 course of study including those undertaken interstate.

Full time students must complete their H.S.C. or equivalent in one year.

(2) Overseas equivalent qualification

Applicants must hold a qualification obtained overseas which is recognised by VISE as being of a standard equivalent to the Victorian H.S.C.

(3) H.S.C. Part Time Studies

Applicants undertaking a part-time H.S.C. must complete it within four years. A part-time H.S.C. must include four Group 1 subjects.

(4) H.S.C. Mature Age

Applicants must pass three Group 1 H.S.C. subjects, one of which must be English, with at least two completed at one sitting. Applicants in this category must have attained the age of 21 years by December 31 of the year in which they first presented for an H.S.C. subject.

(5) Advanced Standing

Applicants must hold an approved associate diploma, diploma or other appropriate award in the discipline in which they wish to acquire a degree or diploma. The Institute accepts applications for Advanced Standing admission to the following courses: Advanced Nursing, Medical Record Administration, Occupational Therapy, Orthoptics, Physiotherapy, Podiatry and Speech Pathology.

(6) Tertiary Transfer

Applicants must have completed, partially completed, or currently be undertaking studies at an approved Australian college or university.

(7) Special Entry

Applicants who:

- (i) have not attempted the Victorian H.S.C. or its equivalent or
 - (ii) have failed the H.S.C. or its equivalent at least five years prior to December 31 of the year preceding that in which the proposed course is to commence
- and
- are not attempting to gain the H.S.C. or its equivalent at the time of applying for admission
- and
- are aged at least 20 years in the year of commencing the course

may apply for entry via the Institute's Special Entry Scheme.

(8) Other

Persons who have other qualifications and/or experience which are deemed to be equivalent to the requirements outlined in the preceding paragraphs may be eligible for admission.

2. Prerequisites and Special Requirements

(1) General

(i) Prerequisites

- (a) In addition to satisfying the General Admission Requirements applicants must also, where relevant, satisfy the special requirements specified below and, for other than Special Entry, the prerequisites in 2(2) to 2(9) below.
- b) Where no year 12 prerequisite science subjects are required for entry into an Institute course **some** knowledge of secondary school chemistry, physics and mathematics is assumed for all Institute courses, including those which do not specify prerequisite science subjects for entry. Details, concerning "Assumed Science Knowledge" appear on page 14.

(ii) Course Information Sessions

Attendance is compulsory for Medical Record Administration, Physiotherapy, Podiatry and for Prosthetics and Orthotics. Attendance is recommended for Speech Pathology, Nursing, Occupational Therapy and Orthoptics.

(iii) Nursing Applicants

A special Nursing application form must be completed by all applicants for any of the Nursing courses.

iv) Minimum Age

While no minimum age is stipulated applicants who will be under 17 years on January 1 of the year in which they propose to enrol are advised to consult with the School in which they wish to enrol.

(2) Communication Disorders (Speech Pathology)

Prerequisites: HSC Group 1 English or equivalent.

(3) Medical Record Administration

Prerequisites: NIL

Recommended: Year 12 Biology and a mathematics subject at a minimum of year 11 level.

(4) Nursing

Prerequisites: H.S.C. Group 1 English or equivalent and a mathematics subject at a minimum of year 10 level.

Recommended: Year 12 Biology, Physics, Physical Sciences or Chemistry.

(5) Occupational Therapy

Prerequisites: NIL

(6) Orthoptics

Prerequisites: One HSC science subject or equivalent.

Recommended: Year 12 Biology and Physics and Mathematics at a minimum of year 11 level.

(7) Physiotherapy

Prerequisites: Two of H.S.C. Biology, Chemistry, Physics, Physical Sciences and Mathematics (any branch), or equivalent. Computer Science may be substituted for a branch of mathematics.

(8) Podiatry

Prerequisites: H.S.C. Biology, or equivalent.

Recommended: One of Chemistry, Physics, Physical Sciences and General Mathematics at year 12 level, or any two of those at year 11 level.

(9) Prosthetics & Orthotics

Prerequisites: One of H.S.C. Physics, Chemistry and Physical Sciences, or equivalent.

3. Applications for Admission *

(1) Applications to the Victorian Universities Admissions Committee (VUAC)

All applications for admission with the exception of those in 3(2) below must be made to the VUAC.

(2) Applications to LIHS

Special Entry and Advanced Standing applicants may apply direct to Lincoln Institute of Health Sciences.

(3) Participation and Equity Entrance Program (PEEP) - Joint Application

An applicant currently undertaking H.S.C. may, in addition to applying to VUAC, apply to the Institute for admission under the scheme which is designed to encourage those whose education has been adversely affected by cultural, social or financial factors. Refer 5(4) this page.

4. Selection

(1) Entry Quotas

The Institute may establish entry quotas for the various categories of applicants to each course.

(2) Selection Panel

Each course shall have a selection panel comprising not fewer than three persons.

(3) Interviews and Tests

Applicants may be required to attend an interview and/or undertake such tests as the Institute deems necessary.

(4) Special Consideration

In considering applications, a selection panel may, at its discretion, also take into account:

- (i) any illness, physical disability, handicap, or hardship which may have affected the studies or examination performance of the applicant;
- (ii) any physical disability or handicap which may adversely affect the applicant's ability to successfully complete the course;
- (iii) any reports from health professionals or school principals, where those reports may assist the selection committee in evaluating the effect of factors referred to in (i) and (ii).

(5) Principles of Selection

- (a) Selection shall be based primarily on academic merit as judged by reference to the results of applicants in the Victorian examinations.
- (b) Applicants who have alternative qualifications to the Victorian H.S.C. shall be considered according to their qualifications and accorded such standing as will enable their academic merit to be rated appropriately against that of other applicants.
- (c) In considering Special Entry Scheme applicants, account will be taken of their performance in a special aptitude test administered by the Institute. Those who perform sufficiently well on the basis of the aptitude test will be interviewed. Applicants may be required to complete an essay which may be used in conjunction with the test and interview as the basis of selection.

5. Selection Procedures

(1) Each School will attempt to admit applicants in the various categories in the following proportions:

- (a) at least 50% N 11 (full-time Group 1 H.S.C.) applicants. This includes Victorian H.S.C. taken interstate or overseas.
- (b) up to 10% Special Entry applicants.
- (c) up to 10% Participation and Equity Entrance Program applicants.
- (d) up to 30% E type and N type other than N 11 applicants with special sub-quotas for the following groups:-
 - (i) H.S.C. completed by part-time studies or under the mature age provisions;
 - (ii) T.O.P. completed;
 - (iii) H.S.C. Group 2 subjects completed;
 - (iv) a VISE approved alternative year 12 course of study completed;

- (v) a non-current H.S.C. completed;
- (vi) interstate or overseas qualifications completed;
- (vii) incomplete tertiary studies;
- (viii) completed tertiary studies;
- (ix) applicants satisfying such special criteria as may be determined by individual Schools, e.g. relevant work experience.

(2) Applicants who have completed the Victorian H.S.C. with Group 2 subjects, a combination of Group 1 and Group 2 subjects, the T.O.P., or a VISE approved alternative year 12 course of study will be rated appropriately with other applicants in the same quota.

(3) Applicants who have completed or partially completed a course at a college, university or any other institution will be rated in the light of their entire academic record and other relevant written information.

(4) Applicants under the Participation and Equity Entrance Program who are deemed eligible for admission under the scheme shall be selected on the basis of academic merit as judged by reference to results in the Victorian Higher School Certificate examination. Full details of the Scheme appear on page 14.

(5) Applicants whose permanent home is, in the opinion of the Selection Panel, outside Victoria may have the availability of a course leading to a similar qualification in other states and territories of Australia taken into account.

6. Deferment

- (a) An applicant who is selected for admission to a course of the Institute may defer enrolment in the course until the following year by applying on the appropriate form to the Head of School.
- (b) An application to defer must be lodged by the date of enrolment specified at the time of the offer.
- (c) Applicants granted a deferment must leave a contact address with the Student Administration Office of the Institute. The Office must be notified immediately of any change of this contact address.
- (d) Applicants who have deferred must notify the Student Administration Office in writing of their intention to take up their deferred place by no later than October 30 of the year preceding commencement.

A late application for deferment of entry or late notice of intention to take up a deferred place will only be accepted at the discretion of the Head of School.

7. Exemptions

Exemptions from course requirements may be granted where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirement or requirements concerned.

Applications for exemption must be submitted on the appropriate form to the Head of the School in which the student is enrolled. The application must be supported by documentary evidence and must be received within fourteen days of the date of enrolment.

A late application for exemption may be accepted at the discretion of the Head of School.

8. Enrolment

Each applicant offered a place in an undergraduate course must attend for enrolment at the time, date and venue detailed in the VUAC offer letter unless the School concerned approves an alternative method for accepting the offer. (Special Entry applicants will be sent a letter of offer from the Institute which will include enrolment instructions). Applicants should note that the general service fee must be paid at the time of enrolment.

Note: The details in this section were approved by the Board of Studies in September 1985.

Participation and Equity Entrance Program (P.E.E.P.)

1. Objectives

The objective of the PEEP scheme is to encourage a closer match between the composition of the Australian population and that of the Institute's student population through increasing the number of entrants who are of aboriginal descent; who live in the northern and western suburbs of Melbourne or in rural areas; whose language background is other than anglo-celtic; who belong to lower income groups; or who have a physical or other disability.

2. Quota

Each course will admit 10% of its entrants via the PEEP scheme, subject to there being a sufficient number of eligible and qualified applicants.

3. PEEP Committee

There shall be a Committee known as the Participation and Equity Entrance Program Committee which shall be responsible for the administration of the PEEP scheme. The PEEP Committee shall comprise the Director, the Chairman of the Committee on Admissions, Assessment and Academic Progress (CAAAP), the Registrar and one member co-opted by the Committee itself. The Committee shall report to the Board of Studies via CAAAP and shall annually report on the operation of the PEEP scheme.

4. Eligibility

If an applicant has:

- gained the Victorian Higher School Certificate (H.S.C.) in the year prior to the year for which entry is sought, by successfully completing four Group 1 subjects;
- satisfied relevant prerequisite requirements;
- applied through the Victorian Universities Admissions Committee (VUAC) for entry to an Institute course;
- satisfied the PEEP Committee that he/she has been adversely affected in his/her schooling by financial difficulty, restricted access to school or study opportunities, health factors, domestic circumstances, or other reasons deemed relevant by the Committee;
- in the opinion of the PEEP Committee, his/her selection would further the objective of the scheme;

such an applicant shall be declared to be eligible for admission under the scheme.

5. Procedures

- The PEEP Committee shall determine the information to be sought from applicants, the form of application, the closing date for applications and the program of dissemination to prospective applicants of information about the School.
- Prior to the publication of H.S.C. results the Committee will recommend to each School the minimum H.S.C. score above which eligible PEEP applicants will be selected. Where a School does not accept the Committee's recommendation a minimum score will be determined by the Board of Studies.
- After the closure of applications the PEEP Committee shall determine whether each applicant is eligible for selection under the PEEP scheme.
- Each School shall rank order eligible PEEP applicants on the basis of their H.S.C. scores and shall offer places according to that rank order to those who have achieved a score higher than the minimum score, until the quota has been filled.

Assumed Science Knowledge

As part of their professional coursework, all undergraduate students at Lincoln Institute undertake subjects offered by the School of Biological Sciences. The various subjects in Biological Sciences draw from the areas of Anatomy, Physiology, Chemistry and Physics.

In pursuing any biological science or applied science course at the tertiary level a basic literacy in chemical, physical and mathematical ideas is essential for understanding the more modern descriptions and theories of the structure and function of living organisms, in particular of the human body.

Students entering the professional schools will inevitably come with different knowledge and skills and differing degrees of basic scientific literacy. Some assumption must therefore be made as to what knowledge and skills might be possessed by the majority of students entering the college and which might thus form the basis for their studies in Biological Sciences.

The list of "assumed knowledge and skills for Biological Sciences" which follows is a statement of what concepts, knowledge, abilities and skills will be taken to be possessed by students beginning their studies at Lincoln Institute.

- The items listed are not prerequisites for undertaking Biological Sciences subjects and should not be understood to be such.
- It must be emphasized that a profound understanding of the items listed in this document is not required for success in Biological Sciences subjects. The depth of knowledge required for the different courses varies from school to school: it should however be obvious that the greater student's understanding of this foundation the more readily they will be able to understand the concepts and skills built upon it.
- The list should provide a useful guide to students who feel the need to undertake some prior study in preparation for their undergraduate courses.
- The School of Biological Sciences provides bridging coursework and supplementary tutorial programmes for students whose science background is insufficient. Staff of the School are available for consultation with Lincoln Institute students and prospective students. Students are requested to contact the Secretary, School of Biological Sciences, in order to contact the appropriate staff member.

1. Chemistry

(1) Concepts of: chemical element

chemical compound - acid
base
salt

metal
non-metal
molecular ion
valency
activity series

(2) Concepts of: atom - nucleus electron

molecule
ion - cation
anion
chemical bond - covalent
ionic (electrovalent)

mole
enthalpy (heat content),
temperature
bond energy

- Knowledge of the names and chemical symbols of the first twenty elements and other common elements.
- Knowledge of the usual valencies of the common elements and molecular ions.
- Ability to write word equations, stoichiometric (balanced chemical) equations and ionic equations for the following types of chemical reactions:
 - combustion of elements and simple organic compounds containing carbon hydrogen and oxygen.

- reaction of metals with water
- reaction of metals with dilute acids
- decomposition of carbonates and nitrates by heat
- reaction of acids on carbonates
- neutralisation of acids and bases

(4) Ability to calculate the relative masses of chemicals involved in the types of reactions listed in 3(c) above from the balanced chemical equation for the particular reaction.

(5) Ability to perform the following laboratory skills:

- safe use of pipette
- measure temperature of a solution to $\pm 0.1^\circ\text{C}$.
- safe use of normal glassware of the laboratory (such as beakers, test-tubes, reagent bottles, measuring cylinders, filter funnels and so on).

2. Physics

(1) Concepts of: kinematic quantities:

displacement
velocity
acceleration
vector
scalar
dynamic quantities
mass
force
momentum
energy
work
power

(2) Knowledge of Newton's Laws of motion.

(3) (a) Ability to use the kinematic equations of motion to describe simple physical situations of motion in one dimension and so to solve problems involving such situations.

(b) Ability to apply Newton's Laws to the description of the motion of massive objects in one dimension.

(4) Concepts of: electric charge

electric current
potential difference
volts
amps
electrical resistance
ohms
Ohm's Law

(5) Ability to perform the following laboratory skills:

- use of stopwatch
- measurement of temperature to $\pm 0.1^\circ\text{C}$.
- use of Vernier scale
- estimation of percentage error (or uncertainty)
- read voltmeters and ammeters

3. Mathematics

(1) Concepts of: number

numeral
pronumeral, variable
reciprocal
ratio
function
logarithm
exponent or index

(2) Knowledge of the laws of indices and the associated behaviour of logarithms

(3) Ability to perform the following algebraic operations:

multiplying through brackets
collecting like terms
changing the subject of simple formulae

(4) Ability to factorise quadratic equations by means of the formula

$$a = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

for the equation $ax^2 + bx + c = 0$

(5) Ability to solve linear simultaneous equations in two variables like:

$$\begin{aligned} x + 2y &= 5 \\ 2x - 3y &= 4 \end{aligned}$$

(6) Ability to use scientific notation for large and small numbers and to multiply, divide, add and subtract numbers written in this notation.

(7) Knowledge of the trigonometric ratios sine, cosine and tangent and ability to determine their values for angles between 0° and 360° (0 radians and 2π radians).

(8) Ability to draw graphs of the following kinds of relations:

$$\begin{aligned} y &= mx + b \\ y &= ax^2 + bx + c \\ y &= \frac{1}{x^m} \end{aligned}$$

(9) Ability to carry out quick and accurate computations by means of either log tables or slide rule or digital calculator.

How to Apply

(a) Persons Holding or Attempting Victorian HSC

Application for admission to all undergraduate courses must be made to the Victorian Universities Admissions Committee (VUAC). VUAC information and admission procedures are detailed in its *Guide for Prospective Students*, which is available at all secondary schools or direct from the VUAC, 40 Park Street, South Melbourne 3205. The closing date for VUAC applications is normally the first Friday in October of each year. A more accurate date may be obtained by contacting VUAC or the Institute. VUAC applications received after the closing date will be considered, but will be subject to a late fee. Applicants for the Medical Record Administration, Physiotherapy, Podiatry, and Prosthetics and Orthotics courses are required to attend a Course Information Session at the Institute in the particular course or courses for which they wish to apply. Institute forms are given out at these compulsory sessions. The dates for these sessions are printed in the VUAC *Guide for Prospective Students* and are also available from the Student Administration Office of the Institute. Course information sessions for Nursing, Occupational Therapy, Orthoptics, and Speech Pathology applicants are offered on a non-compulsory basis. Those who require further information concerning these courses are advised to attend such sessions. Applicants for the Nursing course are also required to complete the special Lincoln Institute Nursing Information form. Forms for Nursing applicants are available at a Nursing course information session or, upon receipt of a written request, from the School of Nursing, 2 Slater Street, Melbourne, 3004.

(b) Overseas Applicants

Persons in this category are advised to contact the nearest Australian Diplomatic Mission in their country to lodge an application for a student visa by June 30. Intending applicants are advised to contact the Overseas Students Office, P.O. Box 25, Woden, ACT., 2606. In addition, overseas applicants should contact the Student Administration Office of the Institute as early as possible to obtain details of application procedures. VUAC requirements for overseas applicants are detailed in the *Guide for Prospective Students* available from the VUAC, 40 Park Street South Melbourne 3205.

(c) Special Entry Applicants

Special Entry applicants must complete an application form, write a short essay and sit for an aptitude test which is held at the Institute. Application forms are available from the Student Administration Office of the Institute, and all enquiries should be directed to this Office. Special Entry applications close on the Friday closest to July 31 of each year.

NOTE: Special Entry applicants are *not* required to make a separate application to the VUAC.

(d) Participation and Equity Entrance Program (PEEP) Applicants

PEEP applicants must apply for entry through the Victorian Universities Admissions Committee (VUAC) for course admission and in addition submit a Lincoln application form to the Institute. PEEP application forms are available from the Student Administration Office of the Institute, and all enquiries should be directed to this Office. PEEP applications close on the second Friday of December each year.

Post-Registration Nursing Courses

Entrance Requirements

Applicants for all post-registration courses must have gained their Higher School Certificate, or its equivalent, including a pass in English, or completed satisfactorily an education entrance test. In addition applicants must fulfil the following:

DEGREE COURSE

Applicants must be currently registered in Victoria as general or mental health nurses. They must complete satisfactorily a written examination in the biological sciences and a nursing studies assignment. Each applicant's professional experience will be considered individually.

DIPLOMA COURSE

Applicants must be registered in Victoria as general and midwifery nurses and have had at least twelve months experience since graduation. They must complete satisfactorily an assignment based on a prescribed course of reading.

How to Apply

All enquiries concerning admission, application and enrolment procedures for post-registration nursing courses should be made directly to the School of Nursing, Lincoln Institute of Health Sciences, 2-6 Slater Street, Melbourne 3004, telephone (03) 269 1700. For further information on entrance requirements and precourse preparation, see pages 72 to 78 of this handbook.

Postgraduate Courses

Entrance Requirements

Applicants for postgraduate courses of the Institute (other than post-registration nursing courses) will normally be required to hold a degree or diploma in the health sciences or a related area. Other applicants may be considered at the discretion of the course selection committee.

Applicants may be required to attend interviews and to take such tests or examinations as the Institute may consider necessary. All enquiries concerning postgraduate courses should be directed to the Student Administration Office of the Institute or the relevant School. For further information on postgraduate courses see pages 87 to 96 of this handbook.

Section 2

General Information for Students

Student lounge - Carlton Campus



General Information For Students

Health Requirements

- (a) All students are required to comply with the recommendations of the Department of Health, Tuberculosis Branch, as follows:
 - (i) tuberculin testing prior to attending hospital clinics;
 - (ii) if the tuberculin test is naturally positive (that is positive with no previous BCG), this indicates previous infection with TB. In this case
 - (a) for a positive reaction of less than 10mm a chest X-ray is recommended and if normal, no further action;
 - (b) for a positive reaction of 10mm or over, a chest X-ray or referral to a chest clinic.
 - (iii) if the tuberculin test is positive and previous BCG vaccination has been given, a chest X-ray is recommended for a reaction of 10mm or over;
 - (iv) if the tuberculin test is negative, a BCG vaccination is required. The tuberculin test should be repeated after six weeks. If it is still negative, a repeat BCG vaccination is recommended;
 - (v) the individual may have a routine chest X-ray for TB. The decision to have such an X-ray is at the discretion of the individual.
- (b) It is recommended that all female students be immunised against rubella.
- (c) It is recommended that all students be immunised against poliomyelitis and tetanus (in the case of tetanus, ten yearly booster immunisation is required).
- (d) It is recommended that all students should consider immunisation against measles and influenza.
- (e) It is recommended that all students should carefully monitor their state of general health, paying particular attention to health problems associated with smoking, drug and alcohol abuse, obesity, low levels of physical fitness, and mental stress.
- (f) It is recommended that all students should undergo a physical examination, including blood pressure estimation, at intervals of not more than two years, with the aim of prevention or early recognition of disease.

Fees 1986

A general service fee must be paid by students at the time of enrolment. The fee provides for the operation of the Lincoln Institute Student Union, certain student union facilities, and other student requirements. The 1986 general service fee for full-time students is \$115, and for part-time students \$58. There are no tuition fees for students enrolled in degree or diploma courses, but those enrolled in single subjects are required to pay a tuition fee of one dollar per contact hour, with a minimum fee of \$25. Preliminary studies for Graduate Diploma Courses is defined as a course requirement without fee.

In 1986 Students taking leave of absence or withdrawing from a course are entitled to a refund of fees as follows: Full refund if before February 28 and half refund if before June 27.

Uniforms

Students in some courses will need a prescribed uniform for hospital and clinical activities. Details of these requirements will be issued by the relevant course co-ordinator.

Deferment

- (a) An applicant who is selected for admission to the Institute may defer enrolment in the course for one year by applying on the appropriate form to the Head of School.
- (b) An application to defer must be lodged by the date of enrolment specified at the time of the offer.
- (c) Applicants granted a deferment must leave a contact address with the Student Administration Office of the Institute. The Office must be notified immediately of any change to this contact address.
- (d) It is the applicant's responsibility to notify the Student Administration in writing of their intention to take up their deferred place by no later than October 30 of the year preceding commencement.

Late applications for deferment of entry or late notice of intention to take up a deferred place will only be accepted at the discretion of the Head of School.

Exemptions

Exemptions from course requirements may be granted where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirement or requirements concerned.

Applications for exemption must be submitted on the appropriate form to the Head of the School in which the student is enrolled. The application must be supported by documentary evidence and must be received within fourteen days of the date of enrolment.

A late application for exemption may be accepted at the discretion of the Head of School.

Enrolment

Applicants offered a place in an undergraduate course of the Institute must attend the enrolment at the time, date and venue detailed on their VUAC offer letter unless the School concerned approves an alternative method for accepting the offer (Special Entry applicants will be sent a letter of offer from the Institute which will include enrolment instructions.) Applicants should note that the general service fee must be paid at the time of enrolment.

Enrolment procedures may be completed by proxy.

Re-Enrolment

Continuing students who have satisfactorily completed course year requirements will be mailed re-enrolment instructions together with final examination results in mid-December.

Students must re-enrol in person or by proxy at the enrolment centre of the Institute on the date specified in their re-enrolment instructions.

ID Cards

All students enrolled in a course of the Institute are issued with a student identification card bearing the student's enrolment number and photograph.

Students must present a current ID card when attending examinations, borrowing library books or claiming concessions. Lost ID cards can be replaced by the Student Administration Office for a fee of \$5.

Change of Name or Address

Students should notify the Student Administration Office *immediately and in writing* of any change of name, home address or term address. Forms are available for this purpose from all School Offices and the Student Administration Office, Building F. **Students should note that examination results and re-enrolment instructions are sent to the home address held by the Student Administration Office.**

Leave of Absence

A student who is enrolled in a course of the Institute may apply on the appropriate form to the Head of School for leave of absence from the course for a specified period of time. The application must contain the student's reason for seeking leave of absence. Leave may be granted at the discretion of the School concerned and for whatever period it thinks fit.

For a student to be recorded as having obtained leave of absence from a course, the duly completed 'leave of absence' form must be approved and dated by the Head of the School no later than the end of the fifth week of the third term of the year in which leave of absence is sought.

Withdrawals

An enrolled student may withdraw from any unit, subject, or course for which he or she is enrolled. Withdrawal carries no guarantee that the student will be permitted to re-enrol in the unit, subject or course from which he or she has withdrawn.

Application to withdraw from any unit, subject or course must be lodged in writing with the appropriate Head of School.

(A) SUBJECTS/UNITS

For a student's record to be amended to show 'WD' against any units or subject, the duly completed form must be approved and dated by the Head of the School no later than the end of the fifth week of the term in which the subject or unit concerned is finally examined.

In the case of a student withdrawing from a subject or unit and not officially notifying withdrawal, an assessment of NN (student did not submit for assessment) will be recorded against the subject or unit concerned. Only in special circumstances will this automatic NN assessment be waived, and then it is dependent upon written application to and approval from the Board of Examiners of the subject or unit concerned.

(B) COURSES

For a student's record to be amended to show 'WD' against an entire course enrolment, the final dates for withdrawing from any subjects or units comprising the course enrolment must not have expired. The result of any subject or unit from which a student has not officially withdrawn by the specified date will be recorded even if the student subsequently withdraws from the entire course.

Student Appeals

The regulations governing student appeals appear on page 55 of this handbook.

Special Consideration

A student whose work during the academic year or whose performance in an examination or other assessment has been affected by illness or other serious cause may apply in writing to the Head of School concerned for special consideration by the relevant Board of Examiners.

An application for special consideration must be accompanied by a medical certificate or other appropriate evidence and must be made not later than forty-eight hours after the relevant assessment date provided that the Head of School shall have discretion to accept a late application.

Part-time Studies

The Institute offers a small number of places to students who wish to take the following undergraduate courses on a *part-time* basis: Medical Record Administration, Nursing, Occupational Therapy, Orthoptics, Podiatry, Prosthetics and Orthotics, Physiotherapy and Speech Pathology. Information regarding the conditions for part-time study is available from the relevant course administrative officer. Application for part-time studies at the Institute must be made through VUAC. Other courses may also offer facilities for part-time study and those interested should contact the course authorities.

Open Day

The Institute holds an Open Day each year. All Schools are open to members of the public. Staff and students are available to provide information on admission courses and careers.

In 1986, Open Day will be held on Sunday, July 6, and will be widely publicised in daily papers and at schools and colleges.

Further details are available from the Student Administration Office (347 6088).

Travel Concessions

Certain concessions are available to full-time students for metropolitan and interstate travel. Inquiries should be directed to the Student Administration Office.

Study Skills Assistance Scheme

This Scheme is intended to provide the Institute's students with study skills assistance beyond that which can readily be provided by individual members of the academic staff.

The Scheme was established in response to a need expressed by students and staff for extra assistance to be available at the Institute for students in the area of the skills involved in studying at a tertiary education Institution. It was generally agreed that all students, whether doing well with their studies or doing badly, could benefit from such assistance.

A feature of the Scheme is that the assistance is provided by a network of staff at the Institute. Six members of staff have been appointed as study skills advisors, and each is expected to be available for individual consultation with students, or for participation in short courses on study skills, for a period of three hours per week. Supporting these staff are others who are participating in the Scheme on a voluntary basis and who will provide specialist assistance as required.

Assistance is available in a range of study skills areas, including note taking, assignment writing, examination technique goal setting, time and information management, and getting the most out of lectures, tutorials and clinics.

Students wishing to make use of the Scheme, or staff wishing to obtain assistance for their studies through the Scheme, should contact any one of the study skills advisors listed here:

Pat Bingham (Bio.Sci)	ext. 312 or ext. 311
Elizabeth Brown (Bio. Sci)	ext. 369 or ext. 311
Martin Hayden (H.A.E.)	ext. 377 or ext. 330
Maxwell Mollard (H.A.E.)	ext. 333 or ext. 330
Andrew Remenyi (Beh. Sci)	ext. 386 or ext. 350
Angus Stewart (Bio. Sci)	ext. 369 or ext. 311

Section 3

Student Services

Testing procedures - Physiotherapy



Student Services Office

The Student Services office seeks to assist students in making effective use of facilities at Lincoln and provides a range of information on student welfare needs. Information about student counselling, health, and housing services is available as well as financial assistance, and general information on Institute regulations and academic matters.

Student Counselling Service

The Student Counselling Service is available to students and staff of Melbourne University and Lincoln Institute. The service is free of charge and completely confidential. The counsellors will help students with problems directly related to their studies (ranging from developing better study techniques to help with dropping out) and with more personal concerns (which include all kinds of worries about oneself alone and oneself in relation to others).

278 Faraday Street, Carlton, telephone 344 6927/8/9 for appointments Monday to Friday, 9.00 - 5.30 pm.

Student Health Service

The Student Health Service is available to all students of Melbourne University and Lincoln Institute. Students may attend for any matter relating to health and sickness. The staff are all skilled in the particular needs and problems of students. All consultations at the Health Service are free but a small charge is made for inoculations for overseas travel. Medical records are strictly confidential and are kept at the Health Service Office. Emergencies will be seen as quickly as possible but, as the service is very busy it is advisable to make an appointment.

251 Grattan Street, Carlton, telephone 344 6904/5 Monday to Friday, 9.00 - 5.00.

Student Housing Advisory Service

The Student Housing Advisory Service is available to all students of Melbourne University and Lincoln Institute at no charge. It helps students to find suitable accommodation and offers advice on any problems related to renting including leases, bonds and repairs. The service may also assist in general accommodation matters such as setting up house, budget, domestic management and tenancy rights.

The service has available lists of rooms, houses, flats and full-board facilities. Basic information on colleges and halls of residence is also available.

The Housing Service issues a number of very useful publications, which are available from the Student Housing Service Office at 625 Swanston Street Carlton. The Student Services Office also has a list of accommodation which students have found useful in the past.

Student Housing Advisory Service, 786 Swanston Street, Carlton, telephone 344 6930/6901 Monday to Friday, 9.00 - 11.00 1.00 - 5.00 p.m.

Financial Aid

Bursaries and Scholarships

Information on inquiries about scholarships and bursaries offered by various hospitals and other health care institutions should be directed to the relevant School Office at the Institute.

Student Loans

The Institute has two Student Loan Funds available to assist students in particular situations of hardship. Students may borrow up to \$1000 per year and in exceptional circumstances up to \$2,000 per year. Short-term loans of up to \$20 are also available. For details see the Student Services Co-ordinator in the Student Services Office (Carlton), or the joint LISU/Student Services Administrative Officer (School of Nursing).

Tertiary Education Assistance Scheme

This scheme provides a means-tested living allowance to full-time non-bonded Australian students doing an approved course at a tertiary institution. Information booklets and application forms are available from the Student Services Office at 625 Swanston Street, Carlton and at the School of Nursing, 2-6 Slater Street Melbourne. All students considering applying for TEAS should consult the Student Services Co-ordinator.

Advice is also available for students who wish to appeal TEAS decisions.

Child Care

The Institute has no child care facilities but information about local services is available from the Student Services Office.

Appeals Advice

The Student Services Co-ordinator is available to assist students in the preparation of appeals on any aspect of academic matters. Students may also be assisted in interpretation of Schools' regulations and assessment guidelines.

Section 4

Lincoln Institute Student Union

Screen printing - Occupational Therapy



Lincoln Institute Student Union

All students at Lincoln on enrolment become members of the Lincoln Institute Student Union (formerly Lincoln Institute Association of Students). The Union Executive is elected by and from the student body in annual elections held in first term. The Union is the recognised means of communication between students and other parts of the Institute. Its prime function is to act as the representative of the students' interests, which it does in a variety of ways.

The Union is funded from the General Service Fee paid by all students. These funds are allocated by the Executive in the following general areas:

Student Lounge

A student lounge with free tea and coffee service is provided on the first floor of Building B, Carlton. A similar facility is provided at the School of Nursing.

Contact Centre

The Contact Centre has information on a wide variety of issues of relevance to students, as well as magazines, newspapers and games. Union windcheaters are also available from Contact.

Second-Hand Book Service

A second-hand book service operates from the Contact Centre. Books, stationery, bones, instruments and laboratory coats are on sale.

Equipment Hire Service

The Union operates an equipment hire service for students from the Contact Centre. A wide variety of sporting, leisure, household and recreational equipment is available for hire at reasonable rates. See Contact for further information.

Activities

Social activities, Union Nights, Balls, and lunchtime entertainment are organised by the Union through an Activities Officer.

Clubs and Societies

There is a wide variety of recreational and sporting clubs at Lincoln, as well as School associations which deal with issues specific to each School. Further information on clubs and societies is available in the Student Diary and during Orientation Week.

Student Newspaper

The student newspaper, **Missing Linc**, is published periodically during term by the Union. An Orientation handbook is also produced each year.

Student Diary

All new and re-enrolling students are issued with a diary produced by the Union which contains information about the Institute's facilities and services.

Lincoln Lodge

The Union manages a lodge on the Howqua River near Mansfield which can be booked by groups of students or staff at very reasonable rates.

Employment Service

The Union employment service maintains a register of part-time, casual and vacation work available to students, as well as advice and information on employment practices.

Gym

The Union has a fully fitted gymnasium at Carlton for use by students and staff.

Lockers

Lockers are available for any student who supplies a padlock and key. It is the responsibility of the student to remove the padlock no later than the end of third term.

Student Union Officers

President:

Libbi Bland, B.App.Sc. (Sp.Path.)

Executive Officer:

Marcus O'Donnell

Contact Co-ordinator:

Lynnda Heard

Administrative Assistant/Typist:

Robyn Weston

Section 5

Library and Media Services Unit

Simulated Quadriplegic patient - Occupational Therapy



Library

The Lincoln Institute Library is housed in two campuses; one in Building A, Swanston St, Carlton, and the other at the School of Nursing, Slater St., Melbourne. The Library offers material in a variety of formats to support teaching programmes, and also material of general interest. It contains some 78,000 print volumes, and receives over 950 journals. Non-print materials include anatomical models, slides, films, filmstrips, audio cassette tapes, multi-media kits, records and video cassettes. Slide viewers, cassette players, calculators, typewriters, portable computer terminals and other equipment are available. On-line searching services are also available.

All staff, both academic and administrative, and all students at Lincoln Institute are eligible to borrow from the Library. Graduates of Lincoln Institute and other interested individuals may register as borrowers. The Library also has reciprocal borrowing and inter-library lending agreements with other institutes and organisations. Hours of opening are recorded on noticeboards in the Library foyers. Other Library noticeboards detail ongoing and forthcoming Library activities.

Orientation visits to the Library for new students take place early in first term. These are followed by programmes of instruction in library use which are intended to help students to make best use of the catalogue and other reference tools. Such programmes are usually linked to coursework in progress. Members of staff are also invited to attend library orientation programmes. A **Library Guide** is presented to all new staff and students. Library regulations are posted in the Library and detailed in this handbook on pages 56 and 57.

Media Services

Technical services provides installation, maintenance and repair services for the audio visual equipment in Lincoln Institute. As well as advice to staff on the selection of equipment suitable for their needs, advice is available on the correct use of equipment in the educational setting.

Through the equipment pool, equipment is available both for the creation and presentation of educational media.

Media production is responsible for the production of audio visual teaching materials for staff members and to this end provides a ¾ inch video production facility, sound recording area and limited photographic services. Advice and assistance is given to all staff and students regarding the production of audio visual materials.

Graphic services provides the graphic requirements for teaching plus advising on and developing illustrated materials for the Institute staff.

Section 6

Awards

Podiatry clinic - Abbotsford Campus



Awards

Institute Awards

Margaret and Alan Hamer Research Prize

Heads of Schools may nominate undergraduate students for the prize based on the standard of a research project completed while on course. A group of students who jointly completed a research project may also be nominated. Prize value \$100.

Nominations close December 31.

Graduate Research Prize

Heads of Schools may nominate postgraduate or graduate diploma students for the prize based on completion of a research project at a meritorious standard. The prize may be awarded to an individual or to a group of students who jointly completed a project. Prize value - \$100.

Nominations close December 31.

Lincoln Institute of Health Sciences Travelling Scholarship

Available to graduates or diplomates of the Institute to travel within Australia or overseas to undertake study towards a higher degree or other award, to carry out research in an appropriate field, or to gain professional experience of a kind which is not available in Victoria. Value up to \$5,000.

Applications open in December and close March 31 each year.

Lincoln Postgraduate Scholarship

Available to a student enrolled (normally full-time) for the degree of Master of Applied Science at Lincoln Institute of Health Sciences. Those who have applied for admission to masters candidature and are awaiting the outcome, may also apply. Scholarships are normally tenable for two years. Value - not less than \$4,000 plus some travel expenses.

School-Based Awards

BIOLOGICAL SCIENCES

Ergonomics Society of Australia & New Zealand (Victorian Branch) Prize

The prize is awarded annually to the graduate of the Graduate Diploma in Ergonomics who, in the previous year, achieved the highest mark in the subject BL634 Directed Project.

Industrial Rehabilitation Service Prize

The prize is awarded annually to the graduate of the Graduate Diploma in Ergonomics who, in the previous two years, achieved the highest aggregate score in ergonomics core subjects.

COMMUNICATION DISORDERS/OCCUPATIONAL THERAPY/PHYSIOTHERAPY

Brenda Gale Award in Cerebral Palsy

Awarded annually to an undergraduate student in the School of Communication Disorders, Occupational Therapy or Physiotherapy for excellence in an independent project in or relevant to the field of cerebral palsy. The award is made available from funds provided by the Spastic Society of Victoria Limited and has a value of not less than \$150.

NURSING

Edith Hughes Jones Memorial Scholarship

Made available by the Windermere Hospital Foundation in memory of the Hospital's part-owner and matron. Awarded annually to a first year undergraduate nursing student. Tenable for three years. Value \$1,000 per year.

OCCUPATIONAL THERAPY

Francis Wade Prize

A prize in memory of Francis Wade, provided by Senior Occupational Therapists in Mental Health and Mental Retardation.

Two awards are available annually to final year Occupational Therapy students - one for excellence in Psychiatry and one for excellence in Mental Retardation. Value of each award - \$50.

ORTHOPTICS

J. Ringland Anderson Award

Prize awarded annually to the top final year student. Given by the Orthoptic Association of Australia (Victorian Branch).

PHYSIOTHERAPY

Johnson and Johnson Physiotherapy Award

Awarded to a final year Physiotherapy student or group of students of the Institute on the basis of excellence and achievement in the independent study unit of final year assessment. Candidates are nominated by the Head of School by December 31 each year. Value. \$500.

Susanne Howsam Trust Fund

A scholarship in memory of Susanne Howsam, for the advancement of the study of Physiotherapy and, in particular the development of the potential of graduate teachers in Physiotherapy.

Awarded to Physiotherapists involved in or interested in the teaching of academic or clinical aspects of Physiotherapy on either a part-time or full-time basis.

Applications close on July 31 of each year.

Felice Rosemary Lloyd Scholarship

The purpose of the Felice Rosemary Lloyd Trust is to further the development of the Physiotherapy profession through the provision of an annual scholarship.

The Scholarship provides travel and living expenses for a graduate of the Lincoln Institute of Health Sciences School of Physiotherapy interested in pursuing post-graduate study or approved specialist experience either overseas or within Australia.

The undermentioned prizes are awarded annually to final-year students by the Australian Physiotherapy Association.

Josephine Jennings and Edith Pratt Memorial Prize

This prize fund was donated by the members of the Australian Physiotherapy Association as a perpetual memorial to Miss Jennings and Miss Pratt who played a large part in the early training of physiotherapists in Victoria. The prize is awarded to the student who gains the highest percentage of marks over the full course.

Constance Read Memorial Prize

This prize fund was raised by a number of physiotherapist who wished to provide a perpetual memorial to Miss Constance Read. Miss Read was a member of the physiotherapy staff at the Royal Children's Hospital and was a most outstanding personality, giving inspiration to all those who had the privilege of working with her. The prize is awarded to the student who gains the highest percentage of marks in the subject of Therapeutic Movement.

Eliza McAuley Memorial Prize

This prize was donated by a member of the Association who wished to remain anonymous, to provide a perpetual memorial to Miss Eliza McAuley, whose foresight and organisation, in the days when the profession was in its infancy, gave such a sound basis on which the course has been built. This prize is awarded to the final-year student who is most outstanding at practical work and the management of patients.

Obstetrical Physiotherapy Prize

This prize has been donated by members of the Obstetric Physiotherapy Society of Victoria, a special group of the Australian Physiotherapy Association. It is awarded to a final-year student who shows outstanding ability in this field of physiotherapy.

PODIATRY**Chiropody Registration Board of Victoria Prize**

Awarded to final year student achieving the overall highest standard. Value - \$50.

Duncan C. Reilly Fund

Total value of \$1,200, one third of which shall be used to provide a prize or prizes for excellence in study by a final year student(s) - the Duncan C. Reilly Prize - and two thirds of which shall be made available for the purchase of study requisites by a student in need of financial assistance.

Schering Corporation U.S.A. Prize

Awarded to the top final year student in the subject Dermatology. Value - \$50.

Victorian Podiatry Association Merit Award

Awarded annually to a final year student for excellence in all final year results in Podiatry. Value - \$25.

Victorian Podiatry Association Prize

Awarded annually to a final year student for excellence in third year clinical practice. Value - \$25.

PROSTHETICS AND ORTHOTICS**C.E. Heath Underwriting Postgraduate Scholarship in Prosthetics and Orthotics**

The Scholarship is to provide postgraduate clinical training for diplomates of the Prosthetics and Orthotics course. Value - up to \$6,000. Applications open in early August and close September 15.

International Society for Prosthetics and Orthotics (ISPO) Prize

The prize "Atlas of Limb Prosthetics-Surgical and Prosthetic Principles" is presented to the most outstanding final year student as adjudged by the results of the subject PO320 Prosthetics and Orthotics 111.

Australian Orthotic Prosthetic Association (AOPA) Prize

The prize "Atlas of Orthotics-Biomechanical Principles and Application" is presented to the most outstanding student in the final year unit, Design and Development Project.

Australian Orthopaedic Association (AOA) Prize

The annual award of this prize is presented to the most outstanding second year student in the subject PO220 Prosthetics and Orthotics 11.

Section 7

Regulations

Wheelchair basketball - Students versus Paraplegics



Organisation Regulations

Constitution of Council to Manage and Control the Lincoln Institute of Health Sciences (Extract)

1. Constitution of Council

There shall be a council known as the 'Council of the Lincoln Institute of Health Sciences' (hereinafter called 'the Council') which shall be a body corporate to manage and control the Lincoln Institute of Health Sciences (hereinafter called 'the Institute').

2. Membership of Council

(1) The Council shall be constituted as follows:

- (a) The President (where he is not otherwise a member of the Council) shall be a member *ex officio*;
- (b) The Director of the Institute shall be a member *ex officio*;
- (c) One member shall be appointed by the Council of the Victoria Institute of Colleges;
- (d) One shall be elected by the Heads of Schools of the Institute (as defined from time to time by the Council);
- (e) One shall be elected by the full-time academic staff of the Institute (as defined from time to time by the Council) other than the Heads of Schools from amongst their number in a manner determined by the Council;
- (f) Where there is a Board of Studies (whether called by that or any other name) of the Institute, one member shall be a member of the Board, appointed by the Board;
- (g) Not more than six shall be persons in or connected with the professions with which courses conducted by the Institute are associated, appointed by the Governor in Council;
- (h) Not more than eight shall be persons associated with or having a special interest in tertiary education or the provision of health care or representing the general interests of the community of whom three shall be appointed by the Governor in Council and five shall be appointed by co-option by the Council.

(2) The Council if it thinks fit may provide for the election of a member who shall be a student of the Institute and who shall be elected by the students of the Institute in a manner determined by the Council.

(3) A member appointed by the Governor in Council may be removed by the Governor in Council.

- (4) (a) A member of the Council elected under paragraph (d) of sub-clause (1) or sub-clause (2) of this clause shall be entitled to hold office for one year from the date of his election;
- (b) A member of the Council elected under paragraph (e) or appointed under paragraph (f) of sub-clause (1) of this clause shall be entitled to hold office for two years from the date of his election or appointment (as the case may be); and
- (c) Members of the Council (other than the President, the Director of the Institute and members of the Council elected or appointed under paragraphs (d), (e) or (f) of sub-clause (1) or under sub-clause (2) of this clause) shall be entitled to hold office for four years from the dates of their respective elections or appointments.

(5) A person who is elected to be a member of the Council pursuant to paragraph (d) of sub-clause (1) of this clause shall not be eligible for election to hold office pursuant to the said paragraph (d) for the year next following any year for which he has been elected to hold office pursuant to the said paragraph (d).

(6) Subject to sub-clause (5) of this clause, a member of the Council shall be eligible to be reappointed or re-elected (as the case may be) but no member shall be reappointed or re-elected for more than three successive terms unless he is appointed by co-option for a further term under paragraph (h) of sub-clause (1).

(7) Where for any reason the Council appoints a person to be Acting Director the person so appointed shall, while holding such office, be entitled to attend and vote at any meeting of the Council and for that purpose shall have all the rights and privileges of the Director.

(8) If a member of the Council (other than the Director of the Institute)

- (a) resigns his office by writing under his hand directed to the President of the Council;
- (b) becomes of unsound mind or becomes a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (c) becomes bankrupt;
- (d) is convicted of any indictable offence;
- (e) without special leave previously granted by the Council absents himself from four consecutive meetings of the Council;
- (f) ceases to hold any qualification required for his becoming or being a member of the Council;
- (g) being a member appointed by the Governor in Council is removed from office; or

(h) dies —
his office shall become vacant so as to create a casual vacancy.

(9) A member appointed or elected to fill a casual vacancy shall be entitled to hold office for the unexpired portion of the original term of office only.

(10) Notwithstanding anything to the contrary in sub-clause (1) and (2) of this clause, the Council shall be properly constituted where there is a deficiency in the number of members or of members of any class whether originally or as the result of the occurrence of a vacancy.

3. Proceedings of Council

The following provisions shall apply to the Council of the Institute —

- (a) Nine members of the Council shall constitute a quorum at any meeting.
- (b) The Council shall each year (or where a vacancy occurs during any year, on the occurrence of the vacancy) elect a person to be President of the Council and the President, or in his absence another member elected to do so, shall preside at any meeting of the Council.
- (c) The Council shall meet at least six times in each year.
- (d) The decision of the majority of those present at any meeting of the Council shall be the decision of the Council.
- (e) In the event of equality of votes on any question, the member presiding shall have a second or casting vote.
- (f) The Council shall provide for the safe custody of the Seal, which shall only be used by authority of the Council, and every instrument to which the seal is affixed shall be signed by a member of the Council and shall be countersigned by the Secretary (if any) to the Council or by some other person appointed by the Council for that purpose.
- (g) Any person who has a pecuniary interest, whether directly or indirectly, in any business of the Council or of any committee thereof shall declare the nature of his interest on every occasion when any business in which he has such interest is being considered and no person shall be entitled to vote at any meeting of the Council or any Committee thereof on any subject in which he has a direct pecuniary interest and if any such person does vote on any such subject his vote shall be disallowed.

4. Powers of Council

The Council shall have power to —

- (a) from time to time determine the terms and conditions on which students of the Institute and any other persons may attend classes or make use of any premises or equipment of the Institute;
- (b) employ members of the academic staff of the Institute on such terms and conditions as are for the time being fixed in respect of them by the Governor in Council or by the recommendation of the Council of the Victoria Institute of Colleges.

- (c) employ members of the non-academic staff of the Institute on such terms and conditions as from time to time are determined by the Council of the Victoria Institute of Colleges;
- (d) from time to time define the duties of members of the academic teaching administrative technical and other staff of the Institute;
- (e) suspend or dismiss any member of the academic teaching administrative technical or other staff of the Institute (but, in the case of dismissal of a member of the academic staff, only on a resolution of the Council passed by a majority consisting of not less than two-thirds of the total number of members of the Council);
- (f) charge fees in connection with education provided, examinations held, and any other services provided by, the Institute;
- (g) from time to time hold examinations in the several subjects and courses offered by the Institute and award diplomas, certificates and other awards to students who reach the required standard in any subject or course, including such degrees as are specified by Order of the Governor in Council under Section 38 of the *Post-Secondary Education Act 1978*;
- (h) grant scholarships on such terms and conditions as it thinks fit;
- (i) purchase take on lease or in exchange or hire or otherwise acquire and sell mortgage lease or dispose of any real or personal property (which power to sell mortgage lease or dispose of property may, in the case of any real property, be exercised only with the consent of the Council of the Victoria Institute of Colleges) and enter into agreement for the supply of services for the Institute;
- (j) engage architects and other professional advisers, and enter into contracts, for the erection of buildings, the making of improvements or alterations, or the carrying out of repairs, on any land or buildings vested in or occupied or used by the Institute;
- (k) borrow on overdraft of current account at any bank;
- (l) invest any moneys of the Institute not immediately required for its purposes in any securities which are authorized investments within the meaning of any law relating to trustees, or, with the consent of the Council of the Victoria Institute of Colleges, in any other manner;
- (m) accept gifts of real or personal property to the Institute;
- (n) delegate, subject to such conditions as it thinks fit, any powers vested in the Council to any member or committee of members of the Council, or to any committee of persons of whom not less than one shall be a member of the Council;
- (o) do all such things as are calculated to advance the interests of the staff and students of the Institute;
- (p) do all such things as may be required to be done in order to render the Institute eligible to receive grants under any law of the Commonwealth of Australia or of the State of Victoria which provides for the making of grants to educational institutions; and
- (q) do all such other things as are necessarily incidental to the proper management and control of the Institute or the effective exercise of the powers conferred on the Council.

5. Duties of Council

It shall be the duty of the Council to invite tenders by publishing an advertisement in a newspaper circulating generally throughout the State for the supply of any goods or services or the carrying out of any work the cost of which is estimated by the Council to exceed \$5,000 except that this shall not apply in regard to the engagement of architects, consultants and other professional advisers whose charges are normally made at rates fixed and published by professional bodies.

Board of Studies Regulations

1. There shall be a Board to be known as 'the Board of Studies of Lincoln Institute of Health Sciences' (hereinafter called 'the Board') which shall be the principal academic body of the Institute.
2. **Membership**
The Board shall be constituted as follows:

- (a) the Director of the Institute and the Heads of Schools shall be members *ex officio*;
- (b) one member appointed by the Council of the Institute;
- (c) two members not being members of the full-time staff of the Institute appointed by the Council upon the recommendation of the Board;
- (d) ten members elected by all the academic staff from amongst their number, provided that not more than two such members shall be from the same School;
- (e) two full-time students of the Institute elected from amongst their number.

3. Secretary

The Registrar shall act as the Secretary of the Board and its committees.

4. Invitees

- (1) A Person may be invited by reason of expertise in a topic of discussion to attend a meeting or meetings of the Board. Such a person shall be invited by the Board on the recommendation of its Chairman, or upon prior request from at least two members of the Board.
- (2) The intention to invite a person to a meeting of the Board shall be indicated on the circulated agenda whenever possible.
- (3) At the discretion of the Chairman, the order of the agenda may be altered for the convenience of the invitee.
- (4) Persons invited to Board meetings shall not contribute to a meeting except at the discretion of the chairman, and shall have no voting rights.
- (5) The Board may invite observers to attend its meetings.

5. Chairman and Deputy Chairman

- (1) The Chairman and Deputy Chairman shall be members of the Board, appointed by the Council on the nomination of the Board.
- (2) The Chairman or, in his absence, the Deputy Chairman, shall preside over any meeting of the Board, and in the absence of both members the Chairman and Deputy Chairman, the members of the Board present shall elect a chairman of the meeting from amongst their number.

6. Terms of Office

- (1) A member *ex officio* shall remain a member until such time as he ceases to hold the office in respect of which he was appointed.
- (2) An appointed member shall be a member for such time as the Council shall determine.
- (3) All other members shall be elected to hold office for a two-year term save as provided in section 11 (eleven) hereunder.
- (4) The Chairman and Deputy Chairman shall each be appointed by the Council for a two-year term.
- (5) A member or office bearer shall be eligible for re-election or reappointment provided that he continues to be qualified.

7. Elections

Elections shall be held in accordance with election regulations as determined by the Council.

8. Meeting Procedure

- (1) The Board shall meet at least once during each academic term.
- (2) All questions which come before the Board shall be decided by a simple majority of the members present and voting; in the case of equality of votes the Chairman shall have a second or casting vote.
- (3) There shall be no voting by proxy.
- (4) No question shall be decided at any meeting of the Board unless a quorum of the members thereof shall be present. The number of members who shall constitute a quorum shall be half the membership of the Board at that time.
- (5) No proceeding of the Board shall be invalidated by reason only of there being a vacancy in the number of members of the Board at the time of such proceeding.
- (6) After each meeting the Board shall send a report of the proceedings to the Council.

9. Surrogate Members

- (1) Members holding office pursuant to paragraph 2.(a) who will be absent from a meeting of the Board may appoint any person to be a surrogate member of the Board for that meeting.
- (2) Surrogate members shall have the powers and privileges of ordinary members.

- (3) A member holding office pursuant to paragraphs 2.(b), 2.(c), 2.(d) or 2.(e) who will be absent for two or more scheduled consecutive meetings shall seek leave of absence from the Board. No surrogate members shall be appointed in such cases.

10. Powers of the Board

- (1) The Board shall be the principal academic body of the Institute; it may make recommendations to the Council on —
- all matters relating to teaching, scholarship and research and in particular the rules governing —
 - courses of study and research programmes offered by the Institute;
 - the selection, admission, enrolment and academic progress of students;
 - the conduct of examinations and other forms of student assessment;
 - the award of degrees, diplomas and certificates;
 - the admission of students *ad eundem statum*;
 - the discipline of students;
 - the procedure for appeals against decisions made by the Board or the governing bodies of Schools;
 - academic staff establishments of Schools and policy on academic staff appointments, academic promotions, and on staff development;
 - the distribution of financial and other resources allocated for academic purposes;
 - the use and location of Institute facilities, including the Library, for academic purposes;
 - the priorities for new developments within funds available to the Institute;
 - the award of degrees, diplomas and certificates.
- (2) In any case in which the Council does not accept a recommendation made to it by the Board or wishes to make substantial amendment to such a recommendation, the Council shall refer such recommendation back to the Board for its further consideration, comment and advice.
- (3) The Board shall:
- implement the academic policies of the Institute;
 - co-ordinate the academic activities of the Schools collectively;
 - review courses of study including all proposals for new courses and major changes in existing courses, including postgraduate, research and continuing education programmes;
 - consider and take action upon reports from the Schools and, at its discretion, refer matters to the Schools for consideration and report;
 - have other such duties and powers as may from time to time be assigned to it by the Council.
- (4) The Board may establish such *ad hoc* and standing committees as it deems necessary to carry out its duties and may lay down regulations for the membership of such committees. No such delegation shall prevent the exercise by the Board of any of its powers or functions.

- manage the School for such term and on such conditions as are approved by Council in each case;
- administer the day-to-day academic business of the School;
- direct School staff in the execution of their duties;
- act as Chairman of the Academic Committee, except as provided in sub-section 8(1);
- represent School decisions and recommendations to the Council, the Board of Studies and the Director.

- (2) A Head shall be responsible to the Director for leadership, management, and the exercise of authority in the School, and for such other duties as may be specified by the Director from time to time.

5. The Academic Committee

- (1) There shall be in each School a Committee known as the Academic Committee (hereinafter called 'the Committee').
- (2) The Committee shall be the principal academic body of the School and shall be responsible to the Board of Studies.
- (3) Subject to the regulations and policies of the Institute the Committee shall:
- formulate the academic policies of the School in relation to programmes of study, other academic activities, staffing, finance and other resources;
 - determine policies on staff workload and student workload;
 - make policy on the admission of students;
 - evaluate the programmes of study offered by the School;
 - be responsible for the assessment, examination and determination of results of students undertaking programmes of study in the School;
 - consider and make decisions on the academic progress of students undertaking programmes of study in the School;
 - recommend the award of degrees and diplomas to students who have satisfactorily completed course requirements in programmes of study for which the School is responsible;
 - consider and recommend on any matter referred to it by the Board of Studies, the Council, or the Head of School.
- (4) In exercising its responsibilities pursuant to paragraphs 5.(3)(e) and 5.(3)(f) the Academic Committee shall delegate its powers to a Board of Examiners and a Committee to Review Unsatisfactory Progress, as provided for in the Assessment and Examination Regulations.
- (5) The Committee may establish sub-committees and delegate any of its powers to such sub-committees or to the Head of School as it sees fit and on such conditions as it shall determine.
- (6) Where the Council of the Institute so determines the membership of any School committee may be specified by the Council rather than by the Academic Committee; in each such case the Council shall specify the period of office of the committee and its terms of reference.
- (7) In any case where the Board of Studies does not approve a recommendation made by the Committee or suggests a significant amendment the Board will refer the recommendation back to the Committee for its further consideration and advice.

6. Membership

- (1) The Committee shall be constituted as follows:
- the Head of School, *ex officio*;
 - all members of the academic staff of the School, *ex officio*, save where the Committee recommends and the Board of Studies approves a lesser number elected by all academic staff;
 - at least two students elected according to guidelines determined by the Academic Committee and approved by the Board of Studies;
 - for each School offering programmes of study which include subjects taught by another School: a nominee of each such other School where such School wishes to make a nomination;
 - for each School teaching subjects in programmes of study offered by another School: a nominee of each such other School;
 - at least two representatives of the professions for which training is provided by the School nominated by appropriate professional associations represented by the

School Regulations

- There shall be Schools of the Institute established by the Council on the advice of the Board of Studies.
- Council shall assign to each School responsibility for the conduct of programmes of study leading to approved qualifications, the teaching of subjects in such programmes of study, and subjects taught by that School in programmes offered by any other School, and the conduct of other academic activities.
- Each School shall have a Head appointed by Council and shall consist of the academic and administrative staff appointed to it by Council and the enrolled students undertaking the programmes of study for which the School has responsibility.
- The Head of School**

(1) It shall be the function of a Head of School to:

 - provide academic and professional leadership and direction for the School;

Academic Committee or, in the case of the School of Behavioural Sciences, the School of Biological Sciences and the School of Health Administration and Education, at least two persons associated with professions concerned with the School's activities, appointed by the Academic Committee;

- (g) such other persons, not being members of the academic staff of the School appointed by the Board of Studies on the nomination of the Academic Committee;

- (2) No surrogate member may be appointed without the consent of the Committee.

7. Invitees

The Committee may invite any person to attend a meeting. An invited person shall have no voting rights.

8. Chairman

- (1) The Head of School shall be Chairman of the Committee except where the Head of School chooses not to act as Chairman. In such a case or where there is no Head of School a Chairman shall be appointed by Council on the nomination of the Committee and on such terms and conditions as the Council shall determine.
- (2) In the absence of the Chairman the Committee shall elect an Acting Chairman.
- (3) The duties of the Chairman shall be to organise and conduct meetings of the Committee.

9. Terms of Office

- (1) A member *ex officio* shall remain a member until such time as he ceases to hold the office in respect of which he was appointed.
- (2) A student member shall be elected to hold office for one year.
- (3) All other members shall hold office for two years.
- (4) A student member shall cease to be a member upon ceasing to be enrolled in a programme of study of the Institute.
- (5) An elected or an appointed member shall be eligible for re-election or re-appointment.

10. Meeting Procedures

- (1) The Committee shall meet at least once during each academic term.
- (2) Any question which comes before the Committee shall be decided by a simple majority of the members present and voting. The Chairman shall have a deliberative vote and in the case of equality of votes shall have a casting vote.
- (3) No question shall be decided at any meeting of the Committee unless a quorum of the members thereof shall be present. The number of members who shall constitute a quorum shall be half the number of members of the Committee at that time.
- (4) No proceeding of the Committee shall be invalidated by reason only of there being any vacancy in the membership of the Committee at the time of such proceeding.
- (5) A meeting may be called by the Chairman or at the request of not less than one quarter of the members.
- (6) There shall be no voting by proxy.

11. Report of Meetings

The Committee shall send the minutes of its meetings to the Board of Studies together with any other document requested by the Board of Studies.

Footnote:

For the purposes of these regulations, 'academic staff' means:

- (a) staff appointed to positions of Tutor, Senior Tutor, Principal Tutor, Lecturer, Senior Lecturer, Principal Lecturer, Head of School, – full or part-time;
- (b) staff appointed to instructor or technical positions and involved in the teaching of students enrolled for courses or units offered by the School where the teaching commitment is a requirement of the appointment;
- (c) staff employed in professional librarian classifications; and does not include staff employed in Research Assistant and Research Fellow classifications.

Election Regulations

1. These regulations shall apply to all official Institute elections.
2. The Registrar shall keep a roll of electors showing their names. The roll shall be divided into classes appropriate to the electors' qualifications to vote and the roll for each class shall be in alphabetical order.
- 2A. In all elections where the class of electors is specified as 'academic staff' or 'non-academic staff' –
 - (a) 'academic staff' means all staff of the Institute, whether employed full-time or part-time and excluding staff employed for periods of less than one year or on a sessional basis, who are appointed to positions of –
 - (i) instructor, tutor/demonstrator, senior tutor/demonstrator, principal tutor/demonstrator, lecturer, senior lecturer, principal lecturer, head of school, deputy principal, or principal;
 - (ii) technicians who are engaged for a substantial proportion of their time in teaching subjects in tertiary courses;
 - (iii) professional librarian;
 - (iv) professional student counsellor;
 - (v) research assistant and research fellow;
 - (vi) computer programmer who are engaged for a substantial proportion of their time in teaching subjects in tertiary courses.
 - (b) 'non-academic staff' means all staff of the Institute, whether employed full-time or part-time and excluding staff employed for periods of less than one year or on a sessional basis, who are appointed to –
 - (i) positions of stenographer, secretary, senior secretary, typist, telephonist, senior telephonist, clerical assistant, administrative assistant, administrative officer, senior administrative officer, principal administrative officer;
 - (ii) positions in data preparation, computer operation, computer programming, systems analysis, or computer centre management not falling within the meaning of paragraph 2A.(a)(vi) above;
 - (iii) positions of library attendant, clerk, technician, or officer except professional librarians;
 - (iv) positions of laboratory assistant, technician, technical officer or laboratory manager not falling within the meaning of paragraph 2A.(a)(ii) above;
 - (v) positions governed by State or Commonwealth awards or determinations.
3. In all elections the Registrar (or his nominee) shall act as returning officer. The Registrar shall not act as returning officer in a particular election if he is eligible to vote in that election but shall appoint a nominee to act as returning officer.

Notice of Election

- 4. Wherever any election is to be held the returning officer shall by notice exhibited on the appropriate notice-boards at the Institute at least 28 days prior to the date of the election publish the place, date, and time for voting and call for nominations of candidates to be lodged with him on or before a day and time not less than fourteen days from the date of such notice.

Nominations

- 5. Nominations of persons eligible for election shall be made by two persons qualified to vote at the particular election and shall contain the written consent of the candidate to his nomination. Nominations shall specify the class of election for which the candidate is nominated and the qualification of the candidate and of the nominators.
- 6. If in any case the nominations received do not exceed the number of vacancies the returning officer shall declare the candidates duly elected.
- 7. In all cases in which the nominations of eligible persons exceed the number of vacancies to be filled votes shall be given by voting papers only in accordance with the following rules.

Voting Papers and Procedures

8. No voting paper shall be sent or issued to any person except on his application therefore to the returning officer, either verbally or in writing, provided always that the returning officer may in any election send or issue voting papers to all persons entitled to vote, without requiring such persons to make application for such voting papers.
9. Within seven days after the latest day of nomination the returning officer shall cause to be exhibited on the notice-boards of the Institute a notice setting out the names of the candidates who have been nominated for the particular election and a statement of the availability of voting papers.
10. Except as provided in section 13 below, with every voting paper there shall be issued a form of declaration and two envelopes, one envelope to be marked 'voting paper' and a second addressed to the returning officer.
11.
 - (1) Every voting paper shall contain the names of all duly nominated candidates arranged in alphabetical order of surnames and a rectangle shall be printed opposite and to the left of the name of each candidate. The names of retiring candidates shall be marked with an asterisk. The voting paper shall also specify the method by which voters shall signify their votes.
 - (2) No voting paper or declaration other than that initially issued shall be accepted provided that when any voting paper or declaration has been lost or destroyed and a written application specifying the circumstances of the loss or destruction has been lodged to the satisfaction of the returning officer a duplicate shall be supplied.
12. The declaration referred to in section 10 shall contain the full name of the voter, his signature and such particulars of his eligibility to vote as may be required by the returning officer.
13. Each voter shall post to or deliver to the office of the returning officer at any time before the close of the poll the declaration and the envelope or envelopes containing the voting paper or papers, both or all to be enclosed in an outer envelope addressed to the returning officer. Where a polling booth is provided as an alternative to posting or delivering the voting paper as aforesaid the voter may apply for the issue of a voting paper and form of declaration by the polling clerk, complete the declaration form in the presence of the polling clerk, complete the voting paper and place it in the ballot box.
14. The returning officer in the case of voting papers posted or delivered to his office shall, if satisfied that the declaration be duly signed by a qualified voter, place the accompanying envelope or envelopes containing the voting paper or papers with other similar envelopes remaining unopened. Upon the close of the poll the returning officer shall then open the envelopes containing the voting papers and where a polling booth was provided open the ballot box and ascertain the result of the poll.
15. The returning officer shall not in any way whatever directly or indirectly divulge or disclose or aid in divulging or disclosing for what candidate or in what manner any voter has voted in any election.
16. Except as aforesaid no voter shall before or after voting transfer or part with his voting paper or declaration to, or permit it to be used by, any other person.
17. No voting paper shall be taken into account at any election unless it be received by the returning officer or polling clerk not later than the hour fixed for the election.
18. The returning officer shall decide whether any voting paper shall be accepted or rejected.
19.
 - (1) The method of voting shall be as follows:
 - (a) every voter shall mark his vote for his first preference on the voting paper by placing the figure 1 in the rectangle opposite the name of one of the candidates; and
 - (b) every voter may mark additional votes on the voting paper so as to indicate by numerical sequence the order of his preference for one or more of the remaining candidates by placing the figures 2, 3, 4, and so on in the rectangles opposite such of the remaining candidates for whom he desires to indicate an order of preference.

- (2) The voting paper shall be rejected at the close of the poll if the voter has not placed the figure 1 against the name of any one candidate or has placed the figure 1 against the names of more than one candidate.
- (3) Additional votes which purport to indicate the same order of preference for two or more candidates are invalid and shall be ignored and additional votes shall take their order of preference from the valid vote next in order of preference before them.
- (4) The voting paper shall indicate clearly the method of voting as outlined in 19(1) and (2).

Counting of Votes

20. Upon the close of the poll –
 - (1) The returning officer shall:
 - (a) open the ballot box and the envelopes containing the voting papers and the voting papers shall be arranged by placing in a separate parcel all those on which a first preference is indicated for the same candidate, omitting voting papers which require to be rejected;
 - (b) count all first preference votes given for each candidate respectively.
 - (2) At an election where only one member is to be elected and there are only two candidates the result of the poll shall be ascertained as follows:
 - (a) if the two candidates have received an equal number of votes the returning officer shall in such case have the casting vote by lot;
 - (b) the candidate who has received the greater number of first preference votes (including the casting vote by lot of the returning officer (if necessary)) shall, by the returning officer, be declared duly elected.
 - (3) At an election where only one member is to be elected and there are more than two candidates the result of the poll shall be ascertained as follows:
 - (a) The candidate who has received the greatest number of first preference votes if that number constitutes an absolute majority of votes shall, by the returning officer, be declared duly elected.
 - (b) If no candidate has an absolute majority of votes the returning officer shall:
 - (i) declare the candidate who has received the fewest first preference votes a defeated candidate;
 - (ii) distribute the voting papers counted to such defeated candidate amongst the non-defeated candidates next in order of each voter's preference; and
 - (iii) after such distribution again ascertain the total number of votes given to each non-defeated candidate.
 - (c) The candidate who has then received the greatest number of votes if such number constitutes an absolute majority of votes shall, by the returning officer, be declared duly elected.
 - (d) If no candidate then has an absolute majority of votes the process of declaring the candidate who has the fewest votes a defeated candidate and distributing the voting papers counted to such defeated candidate amongst the non-defeated candidates next in order of the voter's preference shall be repeated and the votes shall be recounted after every such redistribution until one candidate has received an absolute majority of votes and such candidate shall, by the returning officer, be declared duly elected.
 - (e) If on any count two or more candidates have an equal number of votes and one of them has to be declared a defeated candidate the returning officer shall decide which is to be declared a defeated candidate by lot and if on the final count two candidates have received an equal number of votes the returning officer shall, in such cases, have the casting vote by lot.
 - (4) At an election where two or more members are to be elected the result of the poll shall be ascertained as follows:
 - (a) The first vacancy shall be filled in the manner provided in the last preceding sub-section for ascertaining the result of the poll where only one member is to be elected and there are more than two candidates; provided that for the purpose of this sub-section any reference in the last preceding sub-section to a defeated candidate or to a

non-defeated candidate shall be read and construed as if such reference were a reference to an excluded candidate or to a continuing candidate respectively.

- (b) The second vacancy shall be filled in the following manner:
- (i) The returning officer shall:
re-arrange all the voting papers other than the voting papers which require to be rejected under the names of the respective candidates in accordance with the first preference indicated thereon except that each voting paper on which a first preference for the elected candidate is indicated shall be placed in the parcel of the candidate next in order of the voter's preference; and ascertain the total number of votes given to each continuing candidate.
 - (ii) The candidate who has received the greatest number of votes, if such number constitutes an absolute majority of votes shall, by the returning officer, be declared duly elected.
 - (iii) If no candidate has an absolute majority of votes the returning officer shall:
declare the candidate who has received the fewest votes an excluded candidate; distribute the voting papers counted, next in order of the voter's preference; and after such distribution again ascertain the number of votes given to each continuing candidate.
 - (iv) The candidate who has then received the greatest number of votes, if such number constitutes an absolute majority of votes cast shall, by the returning officer, be declared duly elected.
 - (v) If no candidate then has an absolute majority of votes cast the process of declaring the candidate who has the fewest votes an excluded candidate and distributing the voting papers counted to such excluded candidate amongst the continuing candidates next in order to the voter's preference shall be repeated and the votes shall be recounted after every such redistribution until one candidate has received an absolute majority of votes and such candidate shall, by the returning officer, be declared duly elected.
- (c) Each subsequent vacancy shall be filled in the manner provided in the last preceding paragraph for filling the second vacancy provided that every voting paper on which the first preference for any elected candidate is marked shall be placed in the parcel of the continuing candidate next in order of the voter's preference.
- (d) If on any count two or more candidates have an equal number of votes and one of them has to be declared an excluded candidate, the returning officer shall decide which is to be declared an excluded candidate by lot and if on the final count for filling any vacancy two candidates have received an equal number of votes, the returning officer shall, in such case, have the casting vote by lot.
- (5) In this section:
- (a) an absolute majority of votes in any count means a number greater than one-half of the total number of voting papers (excluding voting papers which require to be rejected or are deemed pursuant to paragraph (c) of this sub-section to be exhausted) received by the returning officer or polling clerk in accordance with these rules;
 - (b) a continuing candidate means a candidate not already elected or excluded from the count;
 - (c) where in any count the voting papers counted to a candidate already elected or excluded have to be distributed amongst the continuing candidates and any such voting paper does not indicate the voter's next succeeding preference for a continuing candidate such voting paper shall be deemed to be exhausted;
 - (d) next succeeding preference in any count means that preference which is marked on the voting paper and is next in order of the voter's preference after any prior preference or preferences given by him to any already elected or excluded candidate. Provided that where

there is any repetition of a figure or any break in the consecutive numbering of the preferences marked by a voter on his voting paper only the preference or preferences preceding such repetition or break shall be taken into account.

Scrutineers

21. Each candidate for election shall be entitled to appoint in writing a person (other than the candidate) to act as a scrutineer on his behalf. A scrutineer so appointed may attend the counting of votes to check the accuracy thereof and may inspect each voting paper to verify that it has been validly included in or excluded from the count.

Declaration of Results

22. The returning officer shall by notice on the appropriate noticeboards at the Institute publish the name(s) of the successful candidate(s). A statement of the votes cast for each candidate may be obtained from the returning officer.

Course Regulations

Regulations for the Degree of Bachelor of Applied Science

1. Preamble

- (1) These regulations govern the degrees of Bachelor of Applied Science with major studies in –
 - (a) Medical Record Administration (B.App.Sc.(M.R.A));
 - (b) Occupational Therapy (B.App.Sc.(Occ.Ther.));
 - (c) Physiotherapy (B.App.Sc.(Phy));
 - (d) Podiatry (B.App.Sc.(Pod.)); and
 - (e) Speech Pathology (B.App.Sc.(Sp.Path.)).
- (2) The Bachelor of Applied Science courses in sub-section 1.(1) shall be conducted under the authority of, respectively –
 - (a) the Academic Committee of the School of Health Administration and Education;
 - (b) the Academic Committee of the School of Occupational Therapy;
 - (c) the Academic Committee of the School of Physiotherapy;
 - (d) the Academic Committee of the School of Podiatry;
 - (e) the Academic Committee of the School of Communication Disorders.
- (3) In these regulations "Academic Committee" means that Academic Committee responsible for conducting the course in question.

2. Eligibility

(1) General

- To be eligible for admission to a Bachelor of Applied Science course of the Institute an applicant shall –
- (a) have gained, in one year, passes in at least four Group 1 subjects of the Victorian Higher School Certificate examination or its equivalent; or
 - (b) have fulfilled the requirements of the Institute's special entry scheme which is open to any person who –
 - (i) is not attempting to gain the Victorian Higher School Certificate or its equivalent at the time when he applies for admission; and
 - (ii) has not attempted the Victorian Higher School Certificate or its equivalent and will be aged 20 years on 1 January of the year of commencing the course; or has failed the Victorian Higher School Certificate examination or its equivalent at least five years prior to 31 December of the year preceding that in which he wishes to commence the course; or
 - (c) have such other qualifications and/or experience as may be deemed by the Academic Committee to be equivalent to the requirements in the preceding paragraphs.
- (2) **Interviews and Tests**
An applicant for admission may be required to attend such interviews and undertake such tests or examinations as the Academic Committee may deem necessary.
- (3) **Prerequisites**
In addition to meeting the requirements of paragraph 2.(1)(a) or paragraph 2.(1)(b) and unless specifically exempted by the Academic Committee –
- (a) it is recommended that an applicant for admission to the course for the degree of Bachelor of Applied Science in Medical Record Administration have studied Biology and a Branch of Mathematics at least to the Year 11 level of secondary schooling;
 - (b) an applicant for admission to the course for the degree of Bachelor of Applied Science in Physiotherapy must have obtained a pass grade in any two of the following Group 1 subjects of the Victorian Higher School Certificate examination or its equivalent: Biology, Chemistry,

Physical Science, Physics, any one branch of Mathematics and Computer Science (at no earlier than 1984), provided that no applicant may count both Computer Science and a branch of Mathematics as prerequisite subjects; and

- (c) an applicant for admission to the course for the degree of Bachelor of Applied Science in Podiatry must have obtained a pass grade in Group 1 Biology of the Victorian Higher School Certificate examination or its equivalent and preferably also in one of the following Group 1 subjects of the Victorian Higher School Certificate examination or its equivalent: Chemistry, Physical Science, Physics, or General Mathematics (or any two of these at Year 11 level).
- (4) **Age Requirements**
Unless specifically exempted by the Academic Committee an applicant for admission to the course for the degree of Bachelor of Applied Science in
- (a) Medical Record Administration must be at least 18 years of age by 30 June in the first year of the course;
 - (b) Physiotherapy or Podiatry must be at least 17 years of age by 31 March in the first year of the course.
3. **Quotas**
The Council of the Institute may from time to time impose a quota of new places in any course for a degree of Bachelor of Applied Science.
4. **Selection**
An applicant who meets the requirements of section 2 shall be selected for entry in order of merit based on:
- (a) rank order in the Victorian Higher School Certificate examination (or its equivalent); and/or
 - (b) rank order as determined by the results of such tests, interviews, or assessments as the Academic Committee may determine.
5. **Duration of Course**
The courses leading to a Bachelor of Applied Science may be undertaken on a full time or part time basis. They shall be completed in not less than three years and, except with the permission of the Academic Committee responsible for the course, not more than seven years if undertaken on a full time basis or not more than nine years if taken on a part time basis.
6. **Deferment**
An applicant who is selected for admission to a course for a degree of Bachelor of Applied Science may apply in writing to the relevant Head of School for permission to defer enrolling in the course until the following year. Such application must be lodged by the date of enrolment specified by the Institute.
7. **Enrolment**
- (1) A student who is admitted to a degree course of the Institute shall conform with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
 - (2) In each subsequent year of study a student shall re-enrol in accordance with the procedures of the Institute and shall pay compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.
8. **Course Requirements**
- (1) The subjects to be undertaken in each course for a degree of Bachelor of Applied Science shall be prescribed by the Academic Committee which shall specify in relation to each subject –
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for that subject;
 - (c) an outline of subject content;
 - (d) the method of assessment.
 - (2) A student shall attend such classes including clinical and practical sessions and shall complete such essays, projects and other work as may be prescribed by the Academic Committee.
 - (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.
 - (4) The Academic Committee may where necessary schedule clinical work outside normal teaching terms, teaching hours, and guidelines on student workloads.

9. Exemptions

The Academic Committee may grant exemptions from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirement or requirements concerned.

10. Progression

- (1) To pass a year of a course a student shall either:
 - (a) successfully complete the assessment in or be granted exemption from each subject of that year; or
 - (b) be granted a year pass by the Board of Examiners. A candidate granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general, a student may not progress to a subsequent year of a course unless he has passed the preceding year of the course.
The Academic Committee may at its discretion:
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the succeeding year of the course, to proceed to the succeeding year of the course and to repeat the failed subject concurrently; or
 - (b) permit a student repeating a year to enrol in a subject or subjects in the succeeding year provided that any prerequisite subjects have been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that year shall be awarded one of the following grades:
distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section (1) of this section a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory and fail.

12. Award

Upon satisfactory completion of all course requirements, a student shall be admitted to the appropriate degree of Bachelor of Applied Science.

Regulations for the Diploma in Applied Science, Nursing

1. Preamble

- (1) These regulations govern the Diploma in Applied Science, Nursing (Dip.App.Sc.(Nurs)) (hereinafter called 'the Diploma').
- (2) The course for the Diploma shall be conducted under the authority of the Academic Committee of the School of Nursing (hereinafter called 'the School').

2. Eligibility

- (1) **General**
To be eligible for admission to the course for the Diploma of the Institute an applicant shall –
 - (a) have gained in one year, passes in at least four Group 1 subjects, including English, of the Victorian Higher School Certificate examination or its equivalent; or
 - (b) have fulfilled the requirements of the Institute's special entry scheme which is open to persons who –
 - (i) are not attempting to gain the Victorian HSC or its equivalent at the time of application for admission; and
 - (ii) have not attempted the Victorian HSC or its equivalent and will be aged at least 20 years on 1 January of the year of commencing the course; or have failed the Victorian HSC or its equivalent at least five years prior to 31 December of the year preceding that in which they wish to commence the course; or
 - (c) have such other qualification and/or experience as may be deemed by the Academic Committee to be equivalent

to the requirements outlined in the preceding paragraphs.

Proviso

Where the HSC results do not include a pass in mathematics, the applicant shall either provide evidence of a pass in a branch of mathematics at Form 4 (Year 10), or Form 5 (Year 11) level, or provide a certificate issued by the Victorian Nursing Council that the applicant has passed the Qualifying Examination in Arithmetic conducted by the Victorian Nursing Council.

(2) Interviews and Tests

Applicants for admission may be required to attend such interviews and take such tests or examinations as the Institute may deem necessary.

(3) Overseas Applicants

Overseas applicants and those who have recently arrived in Australia may be required to satisfactorily complete an education entrance test paper set by the School.

(4) Recommended HSC Subjects

There are no prerequisites for admission to the course for the Diploma. However, preference may be given to applicants who have gained a pass in at least one of the following Group 1 Science subjects of the Victorian Higher School Certificate examination or its equivalent: Biology, Chemistry, Physical Science, or Physics.

(5) Age Requirements

Applicants for admission must be at least 17 years of age in the year of commencing the course.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Diploma.

4. Selection

Applicants who meet the requirements of section 2 above shall be selected for entry in order of merit based on –

- (a) rank order in the Victorian Higher School Certificate examination or its equivalent; and/or
- (b) rank order as determined by the results of such tests, interviews or assessments as the Academic Committee may determine.

5. Deferment

An applicant who is selected for admission to a course for the Diploma may apply in writing to the Head of School for permission to defer enrolling in the course until the following year. Such application must be lodged by the date of enrolment specified by the Institute.

6. Enrolment

- (1) A student who is admitted to the course for the Diploma shall conform with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

7. Course Requirements

- (1) The subjects to be undertaken in the course for the Diploma shall be prescribed by the Academic Committee which shall specify in relation to each subject:
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) an outline of subject content;
 - (c) the method of assessment.
- (2) A student shall attend such classes and clinical placements*, and shall complete such essays, assignments, projects and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.
- (4) The Academic Committee may where necessary schedule clinical placements* outside normal teaching terms, teaching hours, and guidelines on student workloads.

* Clinical placement is workplace experience in health agencies, hospitals, or other appropriate locations.

8. Exemptions

The Academic Committee may grant exemptions from course requirements where there is satisfactory evidence that a student has successfully completed a unit or units of study identical or substantially equivalent to the course requirement or requirements concerned.

9. Progression

- (1) To pass a year of the course a student shall —
 - (a) successfully complete the assessment in, or be granted exemption from, each subject of that year; or
 - (b) the Academic Committee may at its discretion permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the succeeding year of the course, to proceed to the succeeding year of the course and to repeat the failed subject concurrently; or
 - (c) the Academic Committee may permit a student repeating a subject or subjects to enrol in a subject or subjects in the succeeding year provided that any prerequisite subjects have been obtained.

10. Duration

An applicant shall normally complete the requirements for the award of the Diploma in a maximum of six years.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.
- (3) The only grades which may be awarded following a supplementary examination in a subject shall be pass, satisfactory, or fail.

12. Award

Upon satisfactory completion of all course requirements, a student shall be admitted to the Diploma.

Regulations for the Diploma in Applied Science, Community Health Nursing (Maternal and Child Health)

1. Preamble

- (1) These regulations govern the Diploma in Applied Science, Community Health Nursing (Maternal and Child Health) (Dip.App.Sc.(CHN)) (hereinafter called 'the Diploma').
- (2) The course for the Diploma shall be conducted under the authority of the Academic Committee of the School of Nursing (hereinafter called 'the School').

2. Eligibility

- (1) **General**

To be eligible for admission to the course for the Diploma of the Institute an applicant shall —

 - (a) have gained passes in at least four subjects including English of the Victorian Higher School Certificate examination or its equivalent; or
 - (b) complete satisfactorily an education entrance test paper set by the School; and
 - (c) complete satisfactorily an assignment based on a prescribed course of reading; and
 - (d) have such other qualifications and/or experience as may be deemed by the Academic Committee to be equivalent to the requirements outlined in the paragraphs 2(1)(a), 2(1)(b) and 2(1)(c); and
 - (e) be currently registered with the Victorian Nursing Council as a general and midwifery nurse and hold a current practising certificate; and
 - (f) have a minimum of twelve months experience as a qualified nurse.
- (2) **Interviews and Tests**

An applicant for admission may be required to attend such interviews and take such tests or examinations as the Institute may deem necessary.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Diploma.

4. Selection

An applicant who meets the requirements of section 2 shall be selected for entry in order of completion of application procedures. Any applicant in excess of quota will be transferred to the entry list for the next academic year.

5. Deferral

An applicant who is selected for admission to a course for the Diploma may apply in writing to the Head of School for permission to defer enrolling in the course until the following year. Such application must be lodged by the date on which the offer of a place is to be accepted.

6. Enrolment

- (1) A student who is admitted to the course for the Diploma shall conform with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

7. Course Requirements

- (1) The subjects to be undertaken in the course for the Diploma shall be prescribed by the Academic Committee which shall specify in relation to each subject:
 - (a) an outline of subject content;
 - (b) the method of assessment.
- (2) A student shall attend such classes including *clinical placement and shall complete such essays, assignments, projects and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.
- (4) The Academic Committee may where necessary schedule *clinical placement outside normal teaching terms, teaching hours, and guidelines on student workloads.

8. Exemptions

- (1) The Academic Committee may grant exemptions from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or or substantially equivalent to the course requirement or requirements concerned.
- (2) Notwithstanding the provisions of sub-section 8(1), no student may be granted exemption from more than 5 points of the total points (27) prescribed for the course without the specific approval of the Academic Committee.

9. Grades

- (1) At the completion of each subject each student enrolled for the course shall be awarded one of the following grades: distinction, credit, high pass, pass, pass by compensation, fail.
- (2) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.
- (3) The only grades which may be awarded following a supplementary examination in a subject shall be pass, satisfactory, or fail.

10. Duration

An applicant shall normally complete the requirements for the award of the Diploma in a maximum of three calendar years.

11. Award

Upon satisfactory completion of all course requirements, a student shall be admitted to the Diploma.

* Clinical placement is workplace experience in health agencies, hospitals, or other appropriate locations.

Regulations for the Degree of Bachelor of Applied Science (Advanced Nursing)

1. Preamble

- (1) These regulations govern the Degree of Bachelor of Applied Science (Advanced Nursing) (B.App.Sc.(Adv.Nurs.) (hereinafter called "the degree") with major studies in one of the following –
 - (a) Nursing Administration
 - (b) Nursing Education
 - (c) Advanced Clinical Nursing
 - (d) Community Health Nursing
 - (e) Midwifery
- (2) The degree course shall be conducted under the authority of the Academic Committee of the School of Nursing (hereinafter called "the School").

2. Eligibility

(1) General

To be eligible for admission to the degree course of the Institute an applicant shall –

- (a) have gained passes in four subjects, including English, of the Victorian Higher School Certificate examination or its equivalent; or complete satisfactorily an education test paper, set by the School of Nursing; or have such other qualifications and/or experience as may be deemed by the Academic Committee to be equivalent to the requirements in paragraphs 2(1)(a), and
- (b) be currently registered with the Victorian Nursing Council (hereinafter called "the VNC") in general, psychiatric or mental retardation nursing, and produce evidence of adequate recent post-registration nursing experience for a minimum of one (1) year; and
- (c) fulfil pre-course requirements in biological sciences by – passing a pre-course examination in biological sciences set by the School of Biological Sciences of the Institute; or producing evidence of having achieved a satisfactory level of understanding of biological sciences; and
- (d) have such other qualifications and/or experience as may be deemed by the Academic Committee to be equivalent to the requirements outlined in the preceding paragraphs.

(2) Specific

In addition to the requirements of Section 2(1) above, to be eligible for admission to a major stream of study and to some specific options within some major streams of study an applicant shall normally provide evidence that she or he has met professional experience requirements determined by the Academic Committee and described below:

- (a) **Nursing Administration Major Stream**
An additional year of professional experience which preferably includes recent managerial and clinical responsibilities.
- (b) **Nursing Education Major Stream**
An additional year of recent professional experience which preferably includes a defined area of clinical interest and competence.
- (c) **Advanced Clinical Nursing Major Stream**
No additional requirements for this major stream but see below the specific requirements for some of the practice options:
Options:
Adult Nursing – no additional requirements.
Critical Care Nursing – one year of recent experience, or a certificate, in critical care nursing.
Gerontological Nursing – no additional requirements.
Midwifery (Advanced) – registration with the VNC as a midwife, and one year of recent experience in midwifery.
Nursing of Children – one year of recent experience in paediatric nursing.
Operating Room Nursing – one year of recent experience, or a certificate, in operating room nursing.
Psychiatric Nursing (leading to registration with the VNC

as a Psychiatric nurse) – no additional requirements.
Psychiatric Nursing (Advanced) – registration with the VNC as a psychiatric nurse, and one year of recent experience in psychiatric nursing.

(d) **Community Health Nursing Major Stream**

No additional requirements for this major stream but see below the specific requirements for some of the practice options:

Options:

Community Mental Health Nursing – no additional requirements.

Developmental Disability Nursing – no additional requirements.

Gerontological Nursing – no additional requirements.

*Maternal and Child Health Nursing (leading to registration with the VNC as an infant welfare nurse) – registration with the VNC as a midwife or satisfy the midwifery/maternity nursing prerequisite to registration in infant welfare nursing.

Maternal and Child Health Nursing (Advanced) – registration with the VNC as an infant welfare nurse.

Occupational Health Nursing – no additional requirements.

Primary Health Care Practitioner Nursing – an interview and appraisal of previous nursing experience.

School and Adolescent Health Nursing – no additional requirements.

(e) **Midwifery Major Stream (leading to registration with the VNC as a midwife).**

A basic nursing diploma or post-registration nursing diploma or degree which includes maternity nursing.

(see summary of entrance requirements on page 62).

(3) **Interviews and Tests**

An applicant for admission may be required to attend such interviews and take such tests or examinations as the Institute may deem necessary.

* This option may be taken by a student in another major stream, excluding midwifery, provided the student meets eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for a degree.

4. Selection

An applicant who meets the requirements of section 2 shall be selected for entry in order of completion of application procedures. Any applicant in excess of quota will be transferred to the entry list for the next academic year.

5. Deferment

An applicant who is selected for admission to the degree course may apply in writing to the Head of School for permission to defer enrolling in the course until the following year. Such application must be lodged by the date of enrolment specified by the Institute.

6. Enrolment

- (1) A student who is admitted to the degree course shall conform with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

7. Course Requirements

- (1) The subjects to be undertaken in the degree course shall be prescribed by the Academic Committee which shall specify in relation to each subject:
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for that subject;
 - (c) an outline of subject content;
 - (d) the method of assessment.
- (2) The student shall attend such classes including *clinical practice and shall complete such essays, assignments, projects and other work, as may be prescribed by the Academic Committee.

- (3) The student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.
- (4) The Academic Committee may, where necessary, schedule *clinical practice outside teaching terms, teaching hours, and guidelines on student workload.

8. Exemptions

The Academic Committee may grant exemptions from subject requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirement or requirements concerned.

9. Advanced Standing

In recognition of previously completed tertiary education awards the Academic Committee may grant advanced standing of up to one academic year.

10. Proviso

Notwithstanding the provisions of sections 8 and 9, a student is required to complete the equivalent of a minimum of one academic year of the course.

11. Progression

- (1) To pass a year of the course a student shall successfully complete the assessment in, or be granted exemption from each subject of that year.
- (2) The Academic Committee may at its discretion:
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the succeeding year of the course, to proceed to the succeeding year of the course and to repeat the failed subject concurrently; or
 - (b) permit a student repeating a subject or subjects to enrol in a subject or subjects in the succeeding year provided that any prerequisite subjects have been obtained.

12. Duration

An applicant shall normally complete the requirements for the award of the degree in a maximum of three full-time academic years or the part-time equivalent.

13. Grades

- (1) At the completion of each subject a student enrolled for that year shall be awarded one of the following grades: distinction, credit, high pass, pass, pass by compensation, fail.
- (2) Notwithstanding the provisions of paragraph 13(1) a subject examiner may determine that only grades to be awarded in that subject shall be satisfactory or fail.
- (3) The only grades which may be awarded following a supplementary examination in a subject shall be pass, satisfactory or fail.

14. Award

Upon satisfactory completion of all course requirements, a student shall be admitted to the degree of Bachelor of Applied Science (Advanced Nursing).

- (b) recommend to the Academic Committee on the admission requirements for the Graduate Diploma;
- (c) regularly review the curriculum for the Graduate Diploma and, as it sees fit, recommend to the Academic Committee any alterations to it.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma course shall –
 - (a) hold the degree of Bachelor of Applied Science with major studies in speech pathology of Lincoln Institute of Health Sciences or a qualification deemed equivalent by the Academic Committee; or
 - (b) hold a Licentiate of the former Australian College of Speech Therapists or a qualification deemed equivalent by the Academic Committee.
- (2) An applicant who does not hold the qualifications described in paragraph 2(1)(a) or 2(1)(b) may be admitted provided that such an applicant holds a degree or Graduate Diploma in a discipline related to speech pathology* deemed appropriate by the Academic Committee.
- (3) An applicant who is admitted under paragraph 2(1)(b) or subsection 2(2) may have such conditions imposed upon his admission and be required to undertake such preliminary studies as the Academic Committee deems appropriate. Any such applicant shall:
 - (a) provide evidence that the theoretical and clinical prerequisites of the course as determined by the Academic Committee are met; and
 - (b) provide evidence of appropriate writing ability and fluency in spoken English.

3. Quotas

- (1) The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.
- (2) The Academic Committee will give first preference in filling the quota to applicants who have met the requirements of subsection 2(1).

4. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than four years from the year of first enrolment.

5. Leave of Absence and Withdrawal

In all matters relating to leave of absence and withdrawal from the course for the Graduate Diploma, a student shall comply with the regulations of the Institute relating to those matters.

6. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

7. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee and shall specify in relation to each subject –
 - (a) the year of the course in which it is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the objectives of the subject;
 - (d) an outline of subject content;
 - (e) the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.

8. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma course.

Regulations for the Graduate Diploma in Communication Disorders

1. Preamble

- (1) These regulations govern the Graduate Diploma in Communication Disorders (Grad.Dip.Comm.Dis.).
- (2) In these regulations unless the contrary intention appears "the Graduate Diploma" means the Graduate Diploma in Communication Disorders and "the Academic Committee" means the Academic Committee of the School of Communication Disorders.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which will establish a Course Advisory Committee which shall –
 - (a) recommend to the Academic Committee on the academic policy for the Graduate Diploma;

* Clinical Practice is workplace experience in health agencies, hospitals, or other appropriate locations.

* Examples of such disciplines are: aural rehabilitation, audiology, psychology, linguistics, special education.

- (2) Notwithstanding the provisions of sub-section (1) of this section, no student shall be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.

9. Progression

- (1) To pass a year of the course a student shall either –
- successfully complete the assessment in or be granted an exemption from such subject of that year; or
 - be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
- (3) The Academic Committee may at its discretion –
- permit a student who has failed a subject, when that subject is not a pre-requisite for any studies in the second year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
 - permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.

10. Unsatisfactory Progress

Any student who has not made satisfactory progress in the course shall be referred to the Committee to Review Unsatisfactory Progress in accordance with the provisions of the Institute's Assessment and Examination Regulations.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory and fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Occupational Therapy

1. Preamble

- (1) These regulations govern the Graduate Diploma in Occupational Therapy (Grad.Dip.Occ.Ther.).
- (2) In these regulations unless the contrary intention appears "the Graduate Diploma" means the Graduate Diploma in Occupational Therapy and "the Academic Committee" means the Academic Committee of the School of Occupational Therapy.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which shall establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma course shall:
- have qualified for an approved degree or diploma in Occupational Therapy;
 - have completed two years approved clinical experience.
- (2) An applicant who meets the requirements of sub-section (1) of this section may nevertheless be required to:
- complete such prerequisite studies for admission to the

course as may be prescribed by the Academic Committee;

- attend such interviews and undertake such tests, examinations, or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section 1(a) of this section may be permitted to undertake preliminary studies deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.
- (4) An applicant who does not meet the requirements of sub-section 1(b) of this section but has at least one year's approved clinical experience and is currently working in a clinical or teaching situation may in exceptional circumstances be permitted by the Academic Committee to undertake the course.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

Subject to any quota which may be imposed pursuant to Section 3, applicants will be admitted to the course if they have met the requirements of Section 2.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, a student shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee which shall specify for each subject:
- the year of the course in which the subject is to be undertaken;
 - the prerequisites for the subject;
 - the corequisites for the subject;
 - the objectives of the subject;
 - an outline of subject content;
 - the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma course.
- (2) Notwithstanding the provisions of sub-section (1) of this section, no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.

10. Progression

- (1) To pass a year of the course a student shall either:
- successfully complete the assessment in or be granted an exemption for each subject for that year; or
 - be granted a year pass by the Board of Examiners. A

student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.

- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
- (3) The Academic Committee may at its discretion:
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the second year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
 - (b) permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diplomas in the School of Physiotherapy

1. Preamble

- (1) These regulations govern –
 - (a) the Graduate Diploma in Manipulative Therapy (Grad.Dip.Manip.Th.);
 - (b) the Graduate Diploma in Physiotherapy (Grad.Dip. Physio.); and
 - (c) the Graduate Diploma in Exercise for Rehabilitation (Grad.Dip.Ex.Rehab.).
- (2) The Graduate Diploma in Manipulative Therapy and the Graduate Diploma in Physiotherapy shall be conducted under the authority of the Academic Committee of the School of Physiotherapy.
- (3) The Graduate Diploma in Exercise for Rehabilitation shall be conducted under the joint authority of the Academic Committee of the School of Physiotherapy and the Department of Physical Education and Recreation at the Footscray Institute of Technology.
- (4) In these regulations 'the Graduate Diploma' means that Graduate Diploma specified in sub-section (1) of this section which is the Graduate Diploma in question.
- (5) In these regulations 'the Academic Committee' means the body or bodies specified in sub-section (2) or sub-section (3) of this section which is or are responsible for the conduct of the Graduate Diploma in question.

2. Eligibility

- (1) An applicant for admission to a Graduate Diploma course shall –
 - (a) have qualified for a degree of the Institute with major studies in physiotherapy or a degree which is deemed equivalent by the Academic Committee; or
 - (b) have qualified for a diploma of the Institute with major studies in physiotherapy or a diploma which is deemed equivalent by the Academic Committee; or
 - (c) in the case of an applicant for the Graduate Diploma in Exercise for Rehabilitation, a degree or diploma with major studies in physical education which is deemed

appropriate by the Academic Committee.

- (2) An applicant who holds a diploma qualification shall provide evidence of having a sufficient level of academic attainment to enable him to undertake the course for the Graduate Diploma.
- (3) Notwithstanding the provisions of sub-section (1) or sub-section (2) of this section, the Academic Committee may require an applicant to successfully complete prescribed bridging studies before he is admitted to the course for the Graduate Diploma.
- (4) An applicant may be required to present to the Academic Committee acceptable evidence of completion of a minimum period of work experience as may be specified in the prescription of the course of studies for the Graduate Diploma.
- (5) An applicant may be required to complete such prerequisites for admission to the course of studies for the Graduate Diploma as may be specified in the prescription of the course by the Academic Committee from time to time.
- (6) An applicant may be required to attend such interviews and undertake such tests or examinations as the Academic Committee may deem necessary.

3. Quotas

- (1) The Council of the Institute may from time to time impose a quota of new places for courses listed under sub-section 1.(i).(a) and 1.(i).(b).
- (2) The quota for the Graduate Diploma in Exercise for Rehabilitation, sub-section 1.(i).(c), may from time to time be varied subject to approval by the Councils of the Institute and the Footscray Institute of Technology.

4. Selection

Applicants who will be admitted to the course shall be those who meet the requirements of section 2 and as determined by the results of such interviews, tests or examinations as the Academic Committee may determine.

5. Deferment and Withdrawal

- (1) The course for the Graduate Diploma shall be completed in not less than one academic year and, except with the permission of the Academic Committee, not more than four years from the date of admission to the course.
- (2) In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma a student shall conform with the regulations of the Institute relating to those matters.

6. Enrolment

- (1) A student who is admitted to a course for the Graduate Diploma shall conform with the enrolment procedures of the Institute and shall pay such compulsory fees as are determined by the Institute from time to time.
- (2) In each subsequent year of study a student shall re-enrol in accordance with the re-enrolment procedures of the Institute and shall pay such compulsory fees as are determined by the Institute from time to time and any fines that have been imposed by the Institute.

7. Course Requirements

- (1) The course of study and subjects to be undertaken in each course for the Graduate Diploma shall be prescribed by the Academic Committee and shall specify in relation to each subject:
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the objectives of the subject;
 - (d) an outline of subject content;
 - (e) the method of assessment.
- (2) A student shall attend such classes including clinical and practical sessions and shall complete such essays, assignments, projects and other work as may be prescribed by the Academic Committee.
- (3) A student shall sit for such tests and examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

8. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where it is satisfied that any work completed by a student before admission to the course, whether within the Institute or elsewhere, is identical or equivalent to a subject prescribed for the course for the Graduate Diploma and that the work forms part of a systematic

- course of studies suitable to be credited towards the requirements for the Graduate Diploma.
- (2) Notwithstanding the provisions of sub-section (1) of this section, no student shall be granted exemption from more than 20% of total subject hours prescribed for the course without the approval of the Academic Committee. In certain cases, the Academic Committee may direct that an exemption will be granted provided that the student audits the relevant subject.
 - (3) An application for exemption must be made in accordance with requirements and procedures as set down by the Institute.
- 9. Progression**
- (1) A Graduate Diploma course may be so structured as to group subjects into specified sections of that course. To pass a section of a course for the Graduate Diploma and progress to a subsequent section a student shall either:
 - (a) successfully complete the assessment in or be granted exemption from each subject of that section; or
 - (b) be granted a section pass by the Board of Examiners. A student granted a section pass who has failed a subject in that section shall nevertheless be recorded as having failed that subject.
 - (2) Except with the permission of the Academic Committee, a student shall not undertake a subject or a section of the course for which any prerequisite is specified in the course prescription unless that prerequisite has been complied with.
 - (3) The Academic Committee may at its discretion –
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the succeeding section of the course, to proceed to the succeeding section of the course and to repeat the failed subject concurrently; or
 - (b) permit a student repeating a section of the course to enrol in a subject or subjects in the succeeding section provided that any prerequisite subjects have been obtained.
 - (4) A student shall not be accepted for enrolment more than twice in any subject without the recommendation of the Academic Committee.
- 10. Grades**
- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
 - (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
 - (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory and fail.
- 11. Award**
- Upon satisfactory completion of all course requirements a student shall be awarded the appropriate Graduate Diploma.
- 12. Amendments**
- These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Community Health

1. Preamble

- (1) These regulations govern the Graduate Diploma in Community Health (Grad.Dip.Comm.Health).
- (2) In these regulations unless the contrary intention appears 'the Graduate Diploma' means the Graduate Diploma in Community Health and 'the Academic Committee' means the Academic Committee of the School of Behavioural Sciences.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which shall establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma shall have qualified for a degree or diploma in the health sciences or in a related area deemed appropriate by the Academic Committee.
- (2) An applicant who meets the requirements of sub-section (1) of this section may nevertheless be required to –
 - (a) furnish the Academic Committee with acceptable evidence of having completed a minimum period of work experience as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Academic Committee;
 - (c) attend such interviews and undertake such tests, examinations, or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section (1) of this section may be permitted to undertake preliminary studies deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of section 2.
- (2) Notwithstanding the provisions of sub-section (1) of this section, the Academic Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, a student shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee which shall specify for each subject –
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the corequisites for the subject;
 - (d) the objectives of the subject;
 - (e) an outline of subject content;
 - (f) the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma.

- course.
- (2) Notwithstanding the provisions of sub-section (1) of this section, no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
 - (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) To pass a year of the course a student shall either –
 - (a) successfully complete the assessment in or be granted an exemption from each subject of that year; or
 - (b) be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
- (3) The Academic Committee may at its discretion –
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the second year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
 - (b) permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Ergonomics for the Health Sciences

1. Preamble

- (1) These regulations govern the Graduate Diploma in Ergonomics for the Health Sciences (Grad.Dip.Erg.).
- (2) In these regulations unless the contrary intention appears 'the Graduate Diploma' means the Graduate Diploma in Ergonomics for the Health Sciences and 'the Academic Committee' means the Academic Committee of the School of Biological Sciences.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which may establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma shall have qualified for a degree or diploma in a discipline deemed appropriate by the Academic Committee.
- (2) An applicant who meets the requirements of sub-section (1) of this section may nevertheless be required to –
 - (a) furnish the Academic Committee with acceptable evidence of having completed a minimum period of work experience as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the

course as may be prescribed by the Academic Committee;

- (c) attend such interviews and undertake such tests, examinations, or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section (1) of this section may be permitted to undertake a bridging course deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of section 2.
- (2) Notwithstanding the provisions of sub-section (1) of this section, the Academic Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, a student shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee which shall specify for each subject;
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the corequisites for the subject;
 - (d) the objectives of the subject;
 - (e) an outline of subject content;
 - (f) the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical and workshop sessions and shall complete such essays, assignments and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such essays, assignments and other work, as may be prescribed by the Academic Committee.

- (3) A student shall sit for such examinations and complete such essays, assignments and other work, as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma course.
- (2) Notwithstanding the provisions of sub-section (1) of this section, no student may be granted exemption from more than 25% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
- (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) A student's progress shall be deemed unsatisfactory either –
 - (a) if he accumulates failures in more than 30% (by contact hours) of subjects undertaken in any one year; or
 - (b) if he fails a subject twice.

- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
 - (3) The Academic Committee may at its discretion –
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the second year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
 - (b) permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.
 - (4) Notwithstanding the provisions of sub-section (3) of this section, a student will not be permitted to enrol in subjects resulting in a workload deemed excessive by the course coordinator.
- 11. Grades**
- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
 - (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
 - (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.
- 12. Award**
- Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.
- 13. Amendments**
- These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Health Administration

1. Preamble

- (1) These regulations govern the Graduate Diploma in Health Administration (Grad.Dip.Health Admin.).
- (2) In these regulations unless the contrary intention appears 'the Graduate Diploma' means the Graduate Diploma in Health Administration and 'the Academic Committee' means the Academic Committee of the School of Health Administration and Education.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which shall establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma shall have qualified for a degree or diploma in the health sciences or in a related area deemed appropriate by the Academic Committee.
- (2) An applicant who meets the requirements of sub-section (1) of this section may nevertheless be required to –
 - (a) furnish the Standing Committee with acceptable evidence of having completed a minimum period of work experience as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Academic Committee;
 - (c) attend such interviews and undertake such tests, examinations, or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section (1) of this section may be permitted to undertake a bridging course deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of section 2.
- (2) Notwithstanding the provisions of sub-section (1) of this section, the Academic Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, a student shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee which shall specify for each subject –
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the corequisites for the subject;
 - (d) the objectives of the subject;
 - (e) an outline of subject content;
 - (f) the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma course.
- (2) Notwithstanding the provisions of sub-section (1) of this section, no students may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
- (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) To pass a year of the course a student shall either –
 - (a) successfully complete the assessment in or be granted an exemption from each subject of that year; or
 - (b) be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
- (3) The Academic Committee may at its discretion –
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the second

year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
(b) permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades:
distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Health Education

1. Preamble

- (1) These regulations govern the Graduate Diploma in Health Education (Grad.Dip.Health Ed.).
- (2) In these regulations unless the contrary intention appears "the Graduate Diploma" means the Graduate Diploma in Health Education and "the Academic Committee" means the Academic Committee of the School of Health Administration and Education.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which shall establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma shall have qualified for a degree or diploma in the health sciences or in a related area deemed appropriate by the Academic Committee.
- (2) An applicant who meets the requirements of sub-section (1) of this section may nevertheless be required to –
 - (a) furnish the Academic Committee with acceptable evidence of having completed a minimum period of work experience as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Academic Committee;
 - (c) attend such interviews and undertake such tests, examinations, or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section (1) of this section may be permitted to undertake preliminary studies deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of Section 2.
- (2) Notwithstanding the provisions of sub-section (1) of this section, the Academic Committee will seek to select a balanced intake of students which reflects the diversity of

disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, a student shall comply with the regulations of the first enrolment.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee which shall specify for each subject –
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the corequisites for the subject;
 - (d) the objectives of the subject;
 - (e) an outline of subject content;
 - (f) the method of assessment.
 - (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
 - (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.
- #### 9. Exemptions
- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma course.
 - (2) Notwithstanding the provisions of sub-section (1) of this section, no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
 - (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) To pass a year of the course a student shall either –
 - (a) successfully complete the assessment in or be granted an exemption from each subject of that year; or
 - (b) be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general, a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
- (3) The Academic Committee may at its discretion –
 - (a) permit a student who has failed a subject when that subject is not a pre-requisite for any studies in the second year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
 - (b) permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades:
distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supple-

mentary examination in a subject shall be pass or fail or satisfactory or fail.

- (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Rehabilitation Studies

1. Preamble

- (1) These regulations govern the Graduate Diploma in Rehabilitation Studies (Grad.Dip.Rehab.Stud.).
- (2) In these regulations unless the contrary intention appears 'the Graduate Diploma' means the Graduate Diploma in Rehabilitation Studies and 'the Academic Committee' means the Academic Committee of the School of Behavioural Sciences.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which shall establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma course shall have qualified for a degree or diploma in the health sciences or in a related area deemed appropriate by the Academic Committee.
- (2) An applicant who meets the requirements of sub-section (1) of this section may nevertheless be required to –
 - (a) furnish the Academic Committee with acceptable evidence of having completed a minimum period of work experience as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Academic Committee;
 - (c) attend such interviews and undertake such tests, examinations or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section (1) of this section may be permitted to undertake preliminary studies deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of section 2.
- (2) Notwithstanding the provisions of sub-section (1) of this section, the Academic Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, students shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee in a Schedule to these regulations which shall specify for each subject –
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the corequisites for the subject;
 - (d) the objectives of the subject;
 - (e) an outline of subject content;
 - (f) the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma Course.
- (2) Notwithstanding the provisions of sub-section (1) of this section, no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
- (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) To pass a year of the course a student shall either –
 - (a) successfully complete the assessment in or be granted an exemption from each subject of that year; or
 - (b) be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.
- (3) The Academic Committee may at its discretion –
 - (a) permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the second year of the course, to proceed to the second year and to repeat the failed subject concurrently; or
 - (b) permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any pre-requisite subject has been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section (1) of this section, a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far

as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Neurosciences

1. Preamble

- (1) These regulations shall govern the Graduate Diploma in Neurosciences (Grad.Dip.Neurosciences).
- (2) In these regulations unless the contrary intention appears "the Graduate Diploma" means the Graduate Diploma in Neurosciences and "the Academic Committees" means the Academic Committees of the School of Behavioural Sciences and Biological Sciences.
- (3) The Graduate Diploma shall be conducted under the joint authority of the Academic Committees which shall establish a Course Advisory Committee to advise them on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma Course shall have qualified for a degree or diploma in the health sciences or in a related area deemed appropriate by the Academic Committees.
- (2) An applicant who meets the requirements of sub-section 2(1) may nevertheless be required to:
 - (a) furnish the Academic Committee with acceptable evidence as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Academic Committee;
 - (c) attend such interviews and undertake such tests, examinations, or assignments as the Academic Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section 2(1) may be permitted to undertake preliminary studies deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of Section 2.
- (2) Notwithstanding the provisions of sub-section 4(1), the Academic Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, students shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subject to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee in a Schedule to

these regulations which shall specify for each subject –

- (a) the year of the course in which the subject is to be undertaken;
- (b) the prerequisites for the subject;
- (c) the corequisites for the subject;
- (d) the objectives of the subject;
- (e) an outline of subject content;
- (f) the method of assessment.

- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma course.
- (2) Notwithstanding the provisions of sub-section (1), no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
- (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) To pass a year of the course a student shall either –
 - (a) successfully complete the assessment in or be granted an exemption from each subject of that year; or
 - (b) be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general a student may not progress to the second year of the Graduate Diploma unless he has passed the first year of the course.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades:
distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be a pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section 11(1), a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulations as changed.

Regulations for the Graduate Diploma in Behavioural Studies in Health Care

1. Preamble

- (1) These regulations govern the Graduate Diploma in Behavioural Studies in Health Care (Grad. Dip. Behav. Stds. in Health Care).
- (2) In these regulations unless the contrary intention appears "the Graduate Diploma" means the Graduate Diploma in Behavioural Studies in Health Care and "the Academic Committee" means the Academic Committee of the School of Behavioural Sciences.
- (3) The Graduate Diploma shall be conducted under the authority of the Academic Committee which shall establish a Course Advisory Committee to advise it on all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) The Graduate Diploma may be offered from time to time in two streams. One stream shall be open to eligible candidates from any of the health sciences. The other stream shall be open only to eligible candidates with at least a three year major in Psychology. An applicant for admission to the Graduate Diploma in the Health Science stream shall have qualified for a degree or diploma in the health sciences or in a related area deemed appropriate by the Academic Committee.
- (2) An applicant for admission to the Graduate Diploma in the Psychology stream shall have qualified for a degree with a three-year major in psychology from a programme recognised by the Australian Psychological Society for Associate Membership.
- (3) An applicant who meets the requirements of sub-section 2(1) or 2(2) may nevertheless be required to -
 - (a) furnish the Academic Committee with acceptable evidence of having completed a minimum period of work experience as may be specified by the Academic Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Academic Committee;
 - (c) attend such interviews and undertake such tests, examinations or assignments as the Academic Committee deems necessary for admission.
- (4) An applicant who does not meet the requirements of sub-section 2(1) may be permitted to undertake preliminary studies deemed appropriate by the Academic Committee for the purpose of meeting eligibility requirements.

3. Quotas

The Council of the Institute may from time to time impose a quota for new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of section 2.
- (2) Notwithstanding the provisions of sub-section 4(1), the Academic Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Academic Committee, not more than five years from the year of first enrolment.

6. Deferment and Withdrawal

In all matters relating to deferment, leave of absence or withdrawal from the course for the Graduate Diploma, students shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Academic Committee in a schedule to these regulations which shall specify for each subject -
 - (a) the year of the course in which the subject is to be undertaken;
 - (b) the prerequisites for the subject;
 - (c) the corequisites for the subject;
 - (d) the objectives of the subject;
 - (e) an outline of subject content;
 - (f) the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Academic Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Academic Committee.

9. Exemptions

- (1) The Academic Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma Course.
- (2) Notwithstanding the provisions of sub-section 9(1), no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without the specific approval of the Academic Committee.
- (3) An exemption will not normally be granted from an area of the course whose essential focus is interdisciplinary participation.

10. Progression

- (1) In general a student may not progress to the second year of the Graduate Diploma unless he or she has passed all first year components.
- (2) A student who has failed a first year subject or subjects may, at the discretion of the Course Advisory Committee be permitted to proceed to second year subjects provided prerequisite conditions have been met.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be a pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section 11(1), a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Academic Committee may determine otherwise, comply with the regulation as changed.

Regulations for the Graduate Diploma in Gerontology

1. Preamble

- (1) These regulations govern the Graduate Diploma in Gerontology (Grad. Dip. Geron.)
- (2) In these regulations unless the contrary intention appears 'the Graduate Diploma' means the Graduate Diploma in Gerontology.
- (3) The Graduate Diploma shall be conducted under the authority of the Institute Board of Studies which shall establish a Course Advisory Committee to advise upon all matters relevant to the Graduate Diploma.

2. Eligibility

- (1) An applicant for admission to the Graduate Diploma shall have qualified for a recognised degree or diploma in an area deemed appropriate by the Admissions Committee, a sub-committee of the Advisory Committee.
- (2) An applicant who meets the requirements of sub-section 2.(1) may nevertheless be required to -
 - (a) furnish the Course Advisory Committee with acceptable evidence of having completed a minimum period of relevant work experience as may be specified by the Course Advisory Committee from time to time;
 - (b) complete such prerequisite studies for admission to the course as may be prescribed by the Course Advisory Committee;
 - (c) attend such interviews and undertake such tests, examinations or assignments as the Course Advisory Committee deems necessary for admission.
- (3) An applicant who does not meet the requirements of sub-section 2.(1) may be permitted to undertake preliminary studies deemed appropriate by the Course Advisory Committee for the purpose of meeting eligibility requirements.

- (4) Preference in selection may be given to applicants who have direct professional or research involvement in the area of the aged.

3. Quotas

The Council of the Institute may from time to time impose a quota of new places in the course for the Graduate Diploma.

4. Selection

- (1) Subject to any quota which may be imposed pursuant to section 3, applicants will be admitted to the course if they have met the requirements of section 2.
- (2) Notwithstanding the provisions of sub-section 4.(1), the Course Advisory Committee will seek to select a balanced intake of students which reflects the diversity of disciplines represented in the area of work to which the Graduate Diploma is related.

5. Duration of the Course

The course for the Graduate Diploma shall be completed in not less than two consecutive years of part-time study and, except with the permission of the Board of Studies, not more than five years from the year of first enrolment.

6. Deferral and Withdrawal

In all matters relating to deferral, leave of absence or withdrawal from the course for the Graduate Diploma, students shall comply with the regulations of the Institute relating to those matters.

7. Enrolment

- (1) An applicant who is admitted to the course for the Graduate Diploma shall comply with the enrolment procedures of the Institute and shall pay such compulsory fees as are imposed by the Institute.
- (2) In each subsequent year of study, a student shall re-enrol in accordance with the procedures of the Institute and shall pay such compulsory fees as may be determined from time to time and any fines which may have been imposed by the Institute.

8. Course Requirements

- (1) The subjects to be undertaken for the Graduate Diploma shall be prescribed by the Course Advisory Committee in a Schedule to these regulations which shall specify for each subject -
- the year of the course in which the subject is to be undertaken;
 - the prerequisites for the subject, if any;
 - the corequisites for the subject, if any;
 - the objectives of the subject;
 - the outline of subject content;
 - the method of assessment.
- (2) A student shall attend such classes, including fieldwork, practical, and workshop sessions, and shall complete such essays, assignments, and other work, as may be prescribed by the Course Advisory Committee.
- (3) A student shall sit for such examinations and complete such other assessment tasks as may be prescribed by the Course Advisory Committee.

9. Exemptions

- (1) The Course Advisory Committee may grant an exemption from course requirements where there is satisfactory evidence that a student has successfully completed a course of study identical or substantially equivalent to the course requirements of any subject prescribed for the Graduate Diploma Course.
- (2) Notwithstanding the provisions of sub-section 9.(1), no student may be granted exemption from more than 20% of the total subject hours prescribed for the course without specific approval of the Board of Studies.

10. Progression

- (1) To pass a year of the course a student shall either -
- successfully complete the assessment in or be granted an exemption from each subject of that year; or
 - be granted a year pass by the Board of Examiners. A student granted a year pass who has failed a subject in that year shall nevertheless be recorded as having failed that subject.
- (2) In general a student may not progress to the second year of the Graduate Diploma without passing the first year of the course.
- (3) The Course Advisory Committee may -
- permit a student who has failed a subject, when that subject is not a prerequisite for any studies in the second year of the course, to proceed to the second year and

- to repeat the failed subject concurrently; or
- permit a student repeating the first year of the course to enrol in a subject or subjects in the second year provided that any prerequisite subject has been obtained.

11. Grades

- (1) At the completion of each subject each student enrolled for that subject shall be awarded one of the following grades: distinction, credit, high pass, pass, fail.
- (2) The only grades which may be awarded following a supplementary examination in a subject shall be a pass or fail or satisfactory or fail.
- (3) Notwithstanding the provisions of sub-section 11.(1), a subject examiner may determine that the only grades to be awarded in that subject shall be satisfactory or fail.

12. Award

Upon satisfactory completion of all course requirements a student shall be admitted to the Graduate Diploma.

13. Amendments

These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Board of Studies may determine otherwise, comply with the regulations as changed.

Regulations for the Degree of Master of Applied Science

1. Preamble

The regulations govern the degree of Master of Applied Science (M.App.Sc.).

2. Definitions

In these regulations, unless inconsistent with the context or subject matter:

'the Institute' means Lincoln Institute of Health Sciences;
'the Board' means the Board of Studies of the Institute;
'the Committee' means the Research and Higher Degrees Committee of the Institute;
'the degree' means the degree of Master of Applied Science;
'the Registrar' means the Registrar of the Institute; and the masculine gender, wherever it appears, shall be taken to include the feminine.

3. Eligibility

To be eligible for admission to candidature for the degree a person shall:

- have qualified for a bachelor's degree of the Institute or of such other institution as may be approved by the Board provided that the Board deems the degree concerned to be a suitable preparation for the applicant's proposed programme of study; or
- have qualified for a diploma of the Institute or of such other institution as may be approved by the Board provided that the Board deems the diploma concerned to be a suitable preparation for the applicant's proposed programme of study; and provided that the applicant has had not less than two years of relevant professional or research experience, such as satisfies the Committee that the applicant has the capacity to study for the degree.

4. Admission to Candidature

- (1) An application for admission to candidature shall be in writing on a form prescribed by the Committee and addressed to the Registrar.
- (2) An application for admission to candidature may be lodged at any time.
- (3) The Committee shall consider each application and shall recommend to the Board whether -
- the applicant should be admitted to full candidature; or
 - the applicant should be admitted to provisional candidature; or
 - the applicant should not be admitted to candidature.
- (4) When considering an application the Committee shall have regard to -
- the feasibility of any research project proposed by an applicant;

- (b) the availability of resources and supervisors for any research project proposed by an applicant;
- (c) the academic and other qualifications of the applicant.
- (5) When recommending the admission of an applicant to full candidature the Committee shall recommend the appointment of at least one supervisor who shall be a member of the academic staff of the Institute. The Committee may recommend the appointment of an additional supervisor who need not necessarily be a member of the staff of the Institute.

5. Provisional Candidature

- (1) A candidate admitted to provisional candidature shall –
 - (a) undertake such coursework or other work as may be prescribed by the Committee;
 - (b) prepare a plan of a research project for consideration by the Committee.
- (2) Upon successful completion of the requirements for provisional candidature, a candidate may apply to the Committee for admission to full candidature pursuant to section 4.

6. Full Candidature

- A person admitted to full candidature shall –
 - (a) undertake such coursework and research as may be prescribed by the Committee;
 - (b) submit a major thesis embodying the results of an investigation carried out by him under supervision.

7. Supervisors

- (1) A person appointed as a supervisor shall –
 - (a) maintain close contact with the candidate;
 - (b) supervise and counsel the candidate in all aspects of the candidate's investigation and the preparation of the thesis;
 - (c) monitor the candidate's progress and discuss with him proposed future work and the general planning of the thesis;
 - (d) report annually to the Committee on the candidate's progress;
 - (e) report to the Committee at any time if in the opinion of the supervisor the candidate is not making satisfactory progress;
 - (f) at the time when the candidate submits the thesis, submit a statement certifying –
 - (i) to the best of the supervisor's knowledge the extent to which the work was carried out by the candidate;
 - (ii) whether in the opinion of the supervisor the thesis is properly presented and is *prima facie* worthy of examination;
 - (g) be responsible to the Committee for the discharge of any responsibility imposed on the supervisor by these regulations.
- (2) A person who is also a candidate for the degree shall not be appointed as a supervisor except with the express approval of the Committee.

8. Duration of Candidature

- (1) Except with the approval of the Committee –
 - (a) a person admitted to full candidature who enrolls as a full-time student shall submit the thesis after a period of not less than twenty-one months and not more than thirty-six months from the date of admission to full candidature;
 - (b) a person admitted to full candidature who is enrolled as a part-time student shall submit the thesis after a period of not less than thirty months and not more than sixty months from the date of admission to candidature.
- (2) The Committee may grant a candidate intermissions of candidature provided that the total duration of any such intermissions does not normally exceed twelve months or its part-time equivalent.
- (3) The Committee may extend a candidate's period of candidature provided that the total duration of such extensions does not normally exceed twelve months or its part-time equivalent.

9. Unsatisfactory Progress

- The Committee, after giving a candidate an opportunity to be heard and after considering all relevant evidence may –
 - (a) terminate the candidate's enrolment for the degree on the grounds of unsatisfactory progress; or
 - (b) specify conditions under which the candidate's enrolment for the degree may continue.

10. The Thesis

- (1) The thesis shall demonstrate the candidate's ability to carry out research in the field with which it is concerned, shall show independence of thought, and shall demonstrate the candidate's ability to report his results.
- (2) The thesis shall in general be the original work of the candidate. If any work is not original or consists of published material written by the candidate, this shall be indicated generally in the preface or specifically in an annotation.
- (3) The thesis shall contain no work which has been submitted by the candidate pursuant to his enrolment for any other degree or similar award.
- (4) The thesis shall be typewritten or printed on paper of a size and quality prescribed by the Committee.
- (5) The thesis shall be bound in a form approved by the Committee.
- (6) Three bound copies of the thesis shall be lodged with the Registrar. One copy of any thesis which satisfies the requirements for the degree shall be lodged by the Registrar in the library of the Institute.
- (7) At the request of the author, the Registrar shall prevent or restrict access to the thesis and copying of the thesis for a period of time not exceeding three years.

11. Examination

- (1) On receiving the thesis the Committee shall nominate two examiners who shall not be members of the staff of the Institute for appointment as examiners by the Committee on Masters Degrees by Research of the Victorian Post-secondary Education Commission.
- (2) Each examiner shall provide within six weeks a detailed critical review of the thesis in a form approved by the Committee and a recommendation which shall indicate whether the thesis should be passed.
- (3) An examiner may, before completing the examiner's report, request through the Committee written or oral clarification from the candidate of any specific parts of the thesis.
- (4) After considering the reports of the examiners the Committee shall decide –
 - (a) whether the candidate has satisfied the requirements for the degree;
 - (b) whether to require the candidate to present for such oral and written examinations appropriate to the subject of the thesis as the Committee may prescribe;
 - (c) whether to require the candidate to make minor amendments to the thesis before declaring it to have satisfied the requirements for the degree;
 - (d) where the candidate has not satisfied the requirements for the degree, whether –
 - (i) to give the candidate leave to re-submit an amended thesis on such conditions as the Committee may prescribe;
 - (ii) to appoint an adjudicator, who shall not be a member of the staff of the Institute, who shall consider and report to the Committee on the thesis and the reports of the examiners;
 - (iii) no further action be taken and the candidate be deemed to have failed.

12. Admission to the Degree

Where a candidate has satisfied the requirements for the degree the Committee shall recommend to the Board that the candidate be awarded the degree.

Other Regulations

Assessment and Examination Regulations

1. Subject Assessment

- (1) There shall be a Subject Examiner for each subject who shall be responsible for assessment in that subject.
- (2) There shall be a subject assessment for each subject as prescribed by the appropriate Academic Committee on the recommendation of the Subject Examiner.

2. Assessment Programme

- (1) The assessment programme for each subject shall be promulgated on School noticeboards as appropriate not later than the first week of teaching in that subject and shall remain affixed to such noticeboards until the assessment is completed. Set topics for assignments must be notified to students at least four weeks prior to the due date.
- (2) Except as provided in sub-section (3) of this section, one month's written notice must be given of any change in form of assessment, dates of assessment, and weighting of segments of the assessment programme.
- (3) A segment of the assessment programme may be deleted without giving one month's notice provided that the consequent redistribution of weighting of segments in the assessment programme does not disadvantage students, and provided that students are notified of the change.
- (4) The examination timetable shall be published at least one month prior to each examination week.

3. Extensions

- (1) An extension beyond the date due for the submission of any assessment task shall be in writing and shall include an identification of the task concerned, the new due date, the date upon which the extension was granted, and the signature of the staff member who authorises the extension.
- (2) The written notice of extension defined in sub-section (1) of this section shall be submitted with the assessment task.

4. Examination Conduct

- (1) The Registrar shall from time to time promulgate rules governing conduct in examinations.
- (2) Where the Registrar has *prima facie* evidence that an act of misconduct has been committed by a student he shall report the name of the student and details of the alleged act of misconduct to the Discipline Committee.
- (3) Where the Discipline Committee finds that an act of misconduct has been committed, it may impose a fine of not more than thirty dollars, annul all or part of the student's results for the year concerned, exclude the student from further participation in the course, or suspend the student from participation in the course for a fixed period of time.

5. Special Consideration

- (1) A student whose work during the academic year or whose performance in an examination or other assessment has been affected by illness or other serious cause may apply in writing to the Head of School concerned for special consideration by the relevant Board of Examiners.
- (2) An application for special consideration under sub-section (1) of this section must be accompanied by a medical certificate or other appropriate evidence and must be made not later than forty-eight hours after the relevant assessment date provided that the Head of School shall have discretion to accept a late application.

6. Final Assessment

- (1) The subject Examiner shall, after the completion of assessment in a subject, supply to the Head of School concerned results for each student in that school who is enrolled in that subject.
- (2) Where on completion of assessment in a subject the results of a student do not indicate clearly whether a pass or fail should be awarded, the subject examiner may require that student to submit to further assessment. Such assessment may take the

form of a viva voce test, written test, essay or such other work as determined by the Subject Examiner and shall be completed prior to the meeting of the Board of Examiners.

7. Board of Examiners

- (1) The Academic Committee of each School shall appoint a Board of Examiners for each course year which shall be responsible for determining final results for all students in that course year.
- (2) The Grades that may be awarded by the Board of Examiners are:
 - D Distinction
 - C Credit
 - HP High Pass
 - P Pass
 - S Satisfactory, no higher grading available
 - N Fail
 - NN Fail - did not submit for any or all of the prescribed assessment.
 - NS Fail - Supplementary examination granted
 - NC Pass by Compensation
 - SE Special Examination granted
 - EX Exempt
 - WH Result Withheld
 - WD Withdrawn from subject
- (3) The membership of the Board of Examiners shall include the subject Examiners of all subjects in respect of which results are to be determined.
- (4) The Board of Examiners shall determine whether a candidate who has failed in a subject may be awarded a supplementary examination or a pass by compensation, and whether any candidate may be awarded a special examination on the grounds of special consideration.
- (5) The Board of Examiners shall consider all relevant information in respect of a candidate's performance when determining final results for the candidate.
- (6) Where students have completed the requirements for a course, the Board of Examiners will so certify.
- (7) The Board of Examiners shall refer to a Committee to Review Unsatisfactory Progress any student whom it deems to have made unsatisfactory progress.

8. Supplementary Examinations and Special Examinations

- (1) The content of any supplementary examination or special examination shall be determined by the Subject Examiner.
- (2) A supplementary examination shall normally be held no earlier than six weeks after the publication of results. A special examination shall be held at a time determined by the Board of Examiners concerned, having regard to the circumstances for which the examination was granted.
- (3) The results of any supplementary examination or special examination shall be submitted to the appropriate Board of Examiners.
- (4) The only grades which may be awarded following a supplementary examination in a subject shall be pass or fail or satisfactory or fail.

9. Unsatisfactory Progress

- (1) There shall be a Committee to Review Unsatisfactory Progress (hereinafter called "the Committee") in each School which shall be a sub-committee of the Board of Examiners, comprising such members as the Board of Examiners may determine, provided that not less than 40% of the Committee is made up of members appointed from outside the School, the appointment of two of whom shall be approved by the Registrar.
- (2) The Committee shall review the course progress made by any student referred to it by the Board of Examiners pursuant to sub-section 7.(5).
- (3) Where a Board of Examiners refers a student to the Committee pursuant to sub-section 7.(5), it shall so notify that student concurrently with the publication of results and shall include in such notification the date and time at which his progress will be reviewed. Such a review shall not take place until at least five working days after the publication of results.
- (4) A student referred to the Committee shall have the right to appear before the Committee in person and the right to present to it a written submission provided that such a submission is lodged with the relevant Head of School within five working days of the publication of results.

- (5) A school shall make available to each student, at least twenty-four hours in advance of a meeting of the Committee, all material, pertaining to his or her care, which will be available to members of the Committee.
 - (6) The Committee, having considered all matters relevant to the academic progress of a student, may –
 - (a) where it is of the opinion that circumstances affecting the student's performance have become known which were not known by the Board of Examiners, and after consultation with the Subject Examiner,
 - (i) permit the student to sit for such supplementary or special examinations or complete such assessment tasks as may be recommended by the relevant Subject Examiner in any or all the subjects failed; or
 - (ii) recommend to the Board of Examiners that the student be awarded a pass by compensation in any or all the subjects failed; or
 - (b) permit the student to re-enrol under such conditions as it may determine;
 - (c) exclude the student from the course for such period of time as it may determine and specify the conditions under which the student may re-apply or be re-admitted to the course; or
 - (d) exclude the student from further participation in the course.
 - (7) Notwithstanding the provisions of sub-section (6) of this section, a student shall not be required to repeat a subject in which he has already been awarded a pass without the approval of the Subject Examiner.
 - (8) The decision of the Committee with respect to a student shall be communicated to that student within three days of such decision being made.
- 10. Appeals**
In accordance with the provisions of the Appeals Committee Regulations, a student may appeal to the Appeals Committee against any decision of a Board of Examiners, a Committee to Review Unsatisfactory Progress, or the Discipline Committee.

Appeals Committee Regulations

1. There shall be an Appeals Committee appointed by the Council.
2. The Committee shall be constituted as required and shall comprise the Director or his nominee, the Registrar or his nominee, one Head of School, and one member of the teaching staff.
3. Any student may appeal to the Appeals Committee against any decision directly affecting that student made by a Board of Examiners or any other committee or officer of the Institute.
4. An appeal to the Appeals Committee shall be lodged in writing with the Registrar within seven days of the decision with which the appeal is concerned.
5. An appellant shall have the right to appear in person before the Appeals Committee and the right to present a written submission to that Committee.
6. The Appeals Committee shall notify an appellant in writing of its decision within three days of such decision being made.

Discipline Regulations

- 1. Student Conduct**
 - (1) Students shall conduct themselves with due regard to the rights and welfare of other members of the Institute.
 - (2) Students shall not conduct themselves in a manner detrimental to the orderly functioning of the Institute and its activities.
 - (3) Students shall not wilfully damage or use without authority the property of the Institute.
 - (4) Students shall observe such rules and regulations pertaining to their conduct as are made from time to time by the Institute.

2. Misconduct and Breaches of Discipline

- (1) Any officer of the Institute may report a student to the Registrar for misconduct or a breach of discipline.
- (2) Upon receipt of a report of an alleged act of misconduct or a breach of discipline the Registrar may –
 - (a) request the student to present for an interview to discuss the allegation, following which he may decide that no further action will be taken or that the matter will be referred to the Discipline Committee; or
 - (b) refer the matter directly to the Discipline Committee.

3. Discipline Committee

- (1) There shall be a Discipline Committee of the Institute which shall consist of the Director or his nominee, a Head of School, two members of the teaching staff, and a student member of the Board of Studies. The Secretary to the Discipline Committee shall be appointed by the Registrar.
- (2) The quorum for a meeting of the Discipline Committee shall be three members.
- (3) The Discipline Committee before hearing an allegation of misconduct or breach of discipline against a student shall give seven working days notice to that student. Such notice shall specify the nature of the allegation.
- (4) Where the Discipline Committee is to hear an allegation of misconduct or breach of discipline against a student, that student shall have the right to present a written submission and to appear before the Committee. Such a student may be represented before the Committee by such person as he may choose.
- (5) Where the Discipline Committee finds that a student has committed an act of misconduct or a breach of discipline it may –
 - (a) decide that no penalty be imposed;
 - (b) reprimand the student;
 - (c) impose upon the student a fine of not more than thirty dollars;
 - (d) in the case of misconduct relating to examinations or assessment, annul all or part of the student's results for the year concerned; or impose any other penalty provided for in these regulations or the Assessment and Examination Regulations;
 - (e) exclude the student from further participation in a course of the Institute;
 - (f) impose any combination of the penalties provided for in these regulations.
- (6) The Discipline Committee after hearing an allegation of misconduct or breach of discipline against a student shall communicate its decision in writing to that student within three days of such decision being made.

4. Appeals

In accordance with the provisions of the Appeals Committee Regulations, a student may appeal to the Appeals Committee against any decision of the Discipline Committee.

Policy and Procedures Concerning Sexual Harassment

1. Each student and member of staff of the Lincoln Institute is required to respect the right of all other such individuals to freedom from sexual harassment on the premises of the Institute and elsewhere whilst engaged in activities which are undertaken as a consequence of employment by or enrolment as a student of the Lincoln Institute.
2. Sexual harassment is recognised as repeated instances of sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature, which are unsolicited and unwelcome and involve either –
 - (a) an actual or potential abuse of authority or responsibility vested in a person by reason of his or her position within the Institute; or
 - (b) an actual or potential interference with an individual's work or academic performance or the creation of a hostile working or academic environment.
3. Two members of staff, one male and one female, appointed by Council for a period of two years and designated Advisors to

students and staff shall be responsible for the dissemination of information about the Institute's policy on sexual harassment and for dealing with enquiries about that policy.

4. Complaints about instances of sexual harassment may be referred in the first instance to an Advisor, who shall –
 - (a) endeavour to establish, together with the complainant, whether an instance of sexual harassment may be deemed to have occurred in accordance with the definition given in section 2;
 - (b) in the event of an instance of sexual harassment, forward a detailed report to the Registrar.
5. On receipt of a report of an instance of sexual harassment, the Registrar shall endeavour to resolve the situation by discussing the matter with the complainant, the Advisor, and the person or persons against whom the complaint is made. The Registrar may, if he judges such action to be appropriate, discuss the complaint with the Head of the School in which the person against whom the complaint is made is employed or enrolled.
6. If the complainant believes that the matter has not been satisfactorily resolved through the procedures described in section 5, he or she may request the Registrar (through the Advisor) to proceed with a formal complaint.
7. On receipt of a request to proceed with a formal complaint of sexual harassment, the Registrar shall forward all details to an appropriate existing committee or, if none such exists, shall establish an *ad hoc* committee for the purpose of dealing with the complaint.

Library Regulations

1. Definitions

In these Regulations –

- (a) 'borrower' means any person who is entitled to borrow library equipment and library material from the library;
- (b) 'due date' means the date upon which a loan period expires;
- (c) 'graduate' means any person who holds a degree or diploma of Lincoln Institute of Health Sciences, Lincoln Institute, the College of Nursing (Australia), the Occupational Therapy School of Victoria, the Physiotherapy School of Victoria, or the Victorian School of Speech Therapy;
- (d) 'identity card' means a current identity card or statement of identity issued by the Institute or, in the case of a person who is not a student or staff member, by the librarian;
- (e) 'Institute' means Lincoln Institute of Health Sciences;
- (f) 'librarian' means the Institute Librarian or any person authorised to act on behalf of the Institute Librarian;
- (g) 'library' means the group of libraries controlled by the Institute, including the Carlton Campus Library and the Slater Street Campus Library;
- (h) 'library equipment' includes any and every piece of equipment forming part of the contents of the library which is designed for viewing, hearing or otherwise using; any item of library material; typing; making diagnostic tests; computing or gaining access to a computer; and any accessories to such equipment, or any article of a like nature;
- (i) 'library material' includes any and every book, periodical, newspaper, pamphlet, music score, gramophone record, picture, print, photograph, map, chart, plan, film, slide, and audiocassette, audiotape, videocassette, videotape, manuscript, microfilm, microfiche, transparency, item of computer software, model (anatomical or otherwise), poster, realia, game, or any other article of a like nature forming part of the contents of the library;
- (j) 'staff' means any person who is employed by the Institute;
- (k) 'student' means any person who is enrolled in a course of the Institute.

2. Library Users

Subject to these regulations the facilities of the library shall be

available to any staff member, student, graduate, and any other person as may be approved from time to time by the librarian.

3. Entitlement to Borrow

Subject to these regulations the following persons may borrow from the library –

- (a) students, on presentation of their identity cards;
- (b) staff members, on presentation of their identity cards;
- (c) graduates and such other persons or organisations as may be approved from time to time by the librarian, on presentation of their identity cards or authorisations to borrow.

4. Registration of Borrowers

Any person, other than a staff member or a student, or any organisation who wishes to be registered as a borrower under paragraph 3.(c) shall apply in writing to the librarian for approval.

5. Removal of Library Items

No item of library material or library equipment shall be removed from the library except as provided for in these regulations.

6. Items for Loan

- (1) All library material and library equipment on open access shall be available for loan except any item of library material or library equipment nominated from time to time by the librarian.
- (2) Notwithstanding sub-section 6.(1), any item of library material or library equipment designated 'not for loan' may be borrowed at the discretion of the librarian and on such conditions as the librarian may determine.
- (3) At the discretion of the librarian any item or category of items of library equipment or library material may be designated as being available for loan to staff only.

7. Loan Conditions

- (1) Library material and library equipment may be borrowed only after each item has been registered in the manner prescribed by the librarian from time to time.
- (2) Before a loan is approved, a borrower shall produce an identity card or an authorisation to borrow, in accordance with section 3.
- (3) A borrower shall be responsible for the safekeeping of any item borrowed.
- (4) No item on loan shall be transferred from the borrower to any other person.

8. Loan Periods

The librarian shall from time to time determine the maximum duration of loans and shall publish such loan periods by affixing a notice to the notice boards in the library and in the vicinity of the library.

9. Extensions

A borrower may apply on or before the due date for a loan extension. One extension only may be granted. The librarian may decline to allow a loan extension if the item in question is known to be in demand.

10. Returns

- (1) Any item borrowed from the library shall be returned in the manner prescribed from time to time by the librarian.
- (2) Notwithstanding anything in these regulations, the librarian may require that an item on loan be returned before the due date.
- (3) A borrower shall be responsible for the return of any item borrowed.

11. Inter-Library Loans

Library material borrowed from another organisation shall be subject to such loan restrictions or other requirements as are imposed by the organisation of origin or by the librarian.

12. Counter Reserve

- (1) The librarian may cause certain items of library material or library equipment to be kept in a counter reserve collection and any such item shall be subject to limited access.
- (2) An item forming part of the counter reserve collection shall be available for loan for such periods and on such conditions as the librarian may determine. Such loan periods and conditions shall be published by affixing a notice to the notice boards in the library.
- (3) Any person who applies to borrow any item forming part of the counter reserve collection may be required to lodge with the

librarian an identity card or, with the permission of the librarian, some other item of identification, as security for the loan.

13. Penalties for Late Return of Borrowed Items or Failure to Return Borrowed Items

- (1) If a borrowed item is not returned by the due date, a fine of \$1.00 may be imposed, plus fifty cents for each additional day or part thereof.
- (2) If a borrowed item has not been returned by two weeks after the due date, the borrower's borrowing rights may be suspended.
- (3) If a borrowed item has not been returned within two weeks of the due date, the Institute may issue the borrower with an invoice for the cost of replacing the item, a processing fee as determined by the librarian and any outstanding fine imposed on the borrower.
- (4) No student shall be permitted to re-enrol, to receive examination results, or to graduate while an invoice issued pursuant to sub-section (3) of this section or any fine imposed pursuant to sub-section (1) of this section remains outstanding.
- (5) If any invoice or fine issued to or imposed upon a staff member under sub-section (1) or sub-section (3) of this section remains outstanding for a period of one month or longer, the borrowing rights of that staff member shall be suspended and the librarian may report the staff member to the Registrar for an act of misconduct.
- (6) The provisions of this section apply to the late return of items from the counter reserve collection.

14. Rules for General Conduct

- (1) Any person who damages or defaces any item of Institute property in the custody of the library shall be required to pay the cost of repair or replacement plus, if the item is an item of library material or library equipment, a processing charge to be determined by the librarian.
- (2) Library users are required to be silent at all times in the library except in places designated as discussion areas, where quiet conversation is permitted.
- (3) No eating, drinking, or smoking is permitted in the Library.
- (4) Litter must be deposited in the receptacles provided.
- (5) Items of furniture shall not be used as steps or footrests unless they are provided for that purpose.
- (6) The Institute does not accept responsibility for the safe-keeping of property belonging to a library user.
- (7) Any person carrying library materials, library equipment, folders or containers, or other property out of the library may be required to submit them for inspection on leaving.
- (8) No poster or notice may be displayed in the library without the prior permission of the librarian.
- (9) Any person who fails to comply with a direction given by a member of the library staff in accordance with these rules of general conduct may be excluded from the library for the rest of the day.
- (10) Any contravention or failure to comply with these rules of general conduct by a student may be reported as a breach of discipline under sub-section 2.(1) of the Discipline Regulations.
- (11) Where a staff member or registered borrower persists in contravening or failing to comply with these rules for general conduct, his borrowing rights may be withdrawn or he may be forbidden to enter the library at the discretion of the librarian.

15. Hours of Opening

- (1) The hours of opening of the library shall be determined by the librarian from time to time, and advertised on notice boards in and in the vicinity of the library, and in each School.
- (2) The librarian may direct that the library or any part of the library be temporarily closed. Where possible, at least one week's notice shall be given of such closure by advertisement on notice boards in and in the vicinity of the library, and in each School.

16. Appeals

- (1) Any person may appeal against any decision which affects that person made under these regulations.
- (2) Any appeal made under sub-section (1) of this section shall be heard by a committee comprising the Director or his nominee, the Head of a School of the Institute, a member of the academic staff of the Institute appointed by the Director, and a student appointed by the President of the Lincoln Institute Association of Students.

Regulations for the Administration of the Student Loan Fund

1. Responsibilities

- (1) The Council of the Institute (hereinafter called 'the Council') through its Student Loan Fund Committee (hereinafter called 'the Committee') shall:
 - (a) receive applications in the manner prescribed in these Regulations for loans sought by a student undertaking an approved course of study at the Institute;
 - (b) investigate all matters relevant to the applications;
 - (c) make a loan in accordance with these regulations from monies held in the Institute's Student Loan Fund (hereinafter called 'the Fund');
 - (d) arrange for the execution of all necessary documents;
 - (e) receive payments made by or on behalf of borrowers.
- (2) The Council shall keep or cause to be kept proper books of account recording each transaction of monies made available from the Fund and have them audited at least once in each year.
- (3) Within thirty days after the end of each calendar year the Committee shall forward to the Council a report on its transactions for the year, including a summary of all loan applications received, the amounts applied for, the purposes of the loans made, the amount of interest added to any loans, the amounts of repayments received, and the balance of the Fund held at the end of the year.
- (4) When the Council is satisfied that, after all other avenues have been exhausted a debt is irrecoverable, the Council shall write off the debt.

2. Membership of Student Loan Fund Committee

- (1) The membership of the committee shall consist of –
 - the Registrar or his nominee;
 - the Business Manager;
 - two members of staff who shall be appointed for a two-year term by the Council; each of these shall be appointed in alternate years;
 - one student who shall be elected for a one-year term;
 - the Student Services Co-ordinator.
- (2) The Chairman shall be elected annually by the committee.
- (3) A quorum shall be any three members of the Committee.

3. Procedure for Applying for Loans

- (1) An applicant shall in the first instance consult the Student Services Co-ordinator, who shall issue him with an application form which requires the written approval of the Head of the School in which the applicant is enrolled.
- (2) An applicant shall return the application form to the Student Services Co-ordinator who shall call a meeting of the Committee within three days of receipt of the application form.
- (3) An applicant may be invited to attend the meeting when his loan application is to be discussed.

4. Consideration of Application for Loans

- When considering an application for a loan, the Committee shall take the following factors into consideration:
- (a) evidence of good prospects of completing the course;
 - (b) the hardship which would be caused to the applicant or to any other person if the loan were not granted;
 - (c) the general financial circumstances of the applicant and, where relevant, parents or guardians, including liabilities for educating other children;
 - (d) the way in which it is proposed to spend the amount of the loan;
 - (e) the period of the loan in relation to available funds;
 - (f) any other matter which the Committee regards as relevant.

5. Restrictions on Loans

The amount of any loan shall not normally exceed one thousand dollars in any one year, but in exceptional circumstances the Committee may make a loan of up to three thousand dollars in any one year. A loan shall not be made to a part-time student unless, in the opinion of the Committee, special circumstances exist. Every loan shall be subject to a written agreement. A student who has a currently outstanding loan, and seeks a further loan, shall apply for a single loan which covers the total proposed borrowing from the fund.

6. Purpose of Loans

- (1) A Loan may be made for the purchase of essential books, equipment, subsistence and other purposes conducive to the applicants academic progress.
- (2) Where a borrower is an infant at law, the loan must be used for a 'Beneficial Purpose' as determined at law, and the agreement should be worded accordingly.

7. Repayment of Loans

- (1) The duration of a loan shall be as specified by the Committee or until the applicant has completed or abandoned the approved course of study, whichever is the sooner; if at that time the loan has not been repaid another agreement shall be entered into in accordance with sub-section (2) of this section.
- (2) The time for the repayment of the loan and any interest thereon shall be fixed by the Committee, provided that a loan and the interest thereon shall be repaid within twelve months of the borrower completing the course of study undertaken or, in the opinion of the Committee, exceptional circumstances exist, the loan repayment period may be extended by a period of up to four years.

8. Accrual of Interest

The Committee is empowered to impose interest on loans for all or part of the term of such loans at such a rate as it shall determine.

9. Abating of Interest

A borrower may repay the whole or any part of a loan at any time and interest on the amount so repaid shall abate accordingly; any adjustment of interest shall be calculated half-yearly.

10. Joint Borrower

- (1) For loans in excess of \$300 the Committee shall require a Form of Application and Authority and the Loan Application to be completed by both the student borrower and a joint borrower approved by the Committee.
- (2) Unless otherwise directed by the Committee, a loan of \$300 or less shall not require a joint borrower.
- (3) The Committee may in exceptional circumstances waive the requirements for a joint borrower for loans over \$300.

11. Recovery of Loans

In the interests of preserving funds for future borrowings, the Committee shall, immediately upon receipt of advice that a debt is overdue for settlement, cause action to be taken by whatsoever means it considers fit, for recovery of any outstanding loans.

Regulations for the Emergency Loan Fund for Students

1. Preamble

There shall be a fund established by the Council known as the Emergency Loan Fund for Students (hereinafter 'the Fund').

2. Monies

The Council shall make available for the purpose of the Fund such monies as it may determine on the recommendation of the Finance Committee.

3. Purposes

The purposes of the Fund shall be to make available loans to students of the Institute who are in temporary financial difficulty.

4. Maximum Loan

No loan made from the Fund shall exceed twenty dollars.

5. Administration

- (1) The Fund shall be administered by the Student Loan Fund Committee.
- (2) The Student Loan Fund Committee may delegate to its Chairman and Secretary powers such as will enable either one to grant a loan to a student in accordance with these regulations.
- (3) The Chairman and the Secretary shall report to the Student Loan Fund Committee any decisions made by either of them pursuant to sub-section (2) of this section.
- (4) The Student Loan Fund Committee shall report to the Council each year on the operation of the Fund.

6. Applications

An application for a loan from the Fund may be made at any time and shall be in a form prescribed by the Committee.

7. Evidence of Loan

A receipt signed by a borrower shall be sufficient evidence of a loan having been made and received.

8. Repayments

Repayments shall be made within one month unless the Student Loan Fund Committee decides otherwise.

9. Failure to Repay

- (1) Where a student fails to repay a loan by the due date, the Student Loan Fund Committee may recommend to the Registrar that, until the loan is repaid, the student be not permitted to re-enrol or to graduate.
- (2) Where the Registrar proposes to take action pursuant to sub-section (1) of this section, he shall first inform the student in writing and give him an opportunity to be heard.

Travelling Scholarship Regulations

1. Preamble

There shall be a scholarship known as the Lincoln Institute of Health Sciences Travelling Scholarship (hereinafter called 'the scholarship') which may be awarded in any year by the Council of the Lincoln Institute of Health Sciences (hereinafter called 'the Council').

2. Purposes

The purposes of the scholarship are to assist the development of the health sciences and health care profession in Australia by enabling graduates or diplomates of the Lincoln Institute of Health Sciences (hereinafter called 'the Institute') to travel within Australia or overseas to undertake study towards a higher degree or other award, to carry out research in an appropriate field, or to gain professional experience of a kind which is not available in Victoria.

3. Eligibility

Any graduate or diplomate of the Institute is eligible to apply for the award of the scholarship. Any person who obtained a degree or diploma in a course which had no break in continuity before it came under the jurisdiction of the Institute is also eligible.

4. Benefits

An applicant who is awarded the scholarship will receive a grant of up to \$5000 as determined by the Council.

5. Application Procedure

- (1) Applications shall be lodged with the Registrar of the Institute by 31 March each year.
- (2) An Application shall contain –
 - (a) full particulars of the applicants' academic and professional history;
 - (b) a detailed description of the course of study, research project, or proposed programme of experience to be undertaken upon award of the scholarship;
 - (c) the names of two professional referees.

6. Conditions of Award

- (1) A person to whom the scholarship is awarded shall give a signed undertaking to comply with such conditions as may be required by the Council.
- (2) A person to whom a scholarship is awarded shall upon the completion of the term of the scholarship submit to the Council a detailed report on the activities undertaken during the scholarship.

7. Selection Committee

- (1) The Council shall appoint a Selection Committee to consider applications and make recommendations to the Council concerning the award of the scholarship.
- (2) The Selection Committee shall comprise a member of Council, the Director, one Head of School in the Institute, and one member of the academic staff of the Institute.
- (3) The Selection Committee may seek advice on any application from such persons as it deems fit.
- (4) In making recommendations for the award of the scholarship, the Selection Committee may give preference to applicants who have completed a degree or diploma within the preceding five years.

Regulations Governing the Workload in Full-Time Undergraduate Courses

1. "Scheduled hours" for the purposes of these regulations comprise: that time to be taken up by lectures, tutorials and general classes, practical, laboratory and demonstration sessions, clinical practice and field visits, and set tests and examinations during term weeks.
2. Scheduled hours shall be such that no student has:
 - (a) scheduled hours (with the exception of full day clinical sessions or field placements) in excess of six(6) hours in any day;
 - (b) scheduled hours (with the exception of full day clinical sessions or field placements) in excess of twenty-seven (27) hours in any one week;
 - (c) assessment at variance with the amount approved for the appropriate year by the Board of Studies.
3. Scheduled hours shall be such that each student has:
 - (a) no scheduled hours between 1.00 p.m. and 2.00 p.m. on any day;
 - (b) no scheduled hours after 1.00 p.m. on any Wednesday;
 - (c) a minimum period of eight complete weeks of non-course time in each calendar year.
- 4.(1) The Academic Committee of each School shall ensure that the workload in the course for which the School is responsible is reviewed on a regular basis. A review of course workload shall consider existing and proposed workloads with particular regard to:
 - (a) the total scheduled hours as indicated in paragraph 1.
 - (b) the ratio of term's workload to the course year's workload and of a course year's workload to the total course;
 - (c) the length of the course year.A report of each review shall be submitted to the Committee on Admissions, Assessment and Academic Progress for subsequent transmission to the Board of Studies at or before the Board's December meeting.
- (2) The Academic Committee of each school shall ensure that the day-to-day monitoring of course workloads is performed by appropriate co-ordinating staff.
5. Where a School considers at the time of the review referred to in sub-section 4.(1), that it shall be unable to comply with the Regulations in the following academic year, it shall make written application to the Registrar for an exemption from the relevant sections(s). The Registrar shall grant exemptions only if satisfied that circumstances prevail which cannot be resolved other than by the granting of an exemption. The Registrar shall report to the Board of Studies all decisions made under this section.
6. Should any student consider that the workload for his course year is in contravention of these Regulations a formal complaint may be lodged with a relevant member of the course coordinating staff or with the Registrar.
- 7.(1) On receiving an appeal from a student in accordance with section 6 the Registrar shall investigate the complaint and may, where he finds that a contravention exists, direct the School to remove the contravention; or where he finds that no contravention exists, inform the student accordingly.
- (2) A School or a student may appeal to the Committee on Admissions, Assessment and Academic Progress against any finding of the Registrar concerning a complaint about an alleged breach of these Regulations.

Regulations Governing the Withdrawal or Deferral of a Student from a Clinical Placement

1. Withdrawing a Student from a Clinical Placement

- (1) Preamble
As part of the course requirements for degrees and diplomas of Lincoln Institute of Health Sciences administered by various Schools of the Institute, students are placed in clinics and hospitals on the advice of the School concerned and subject to conditions established between the clinic or hospital and the Institute.
These regulations cover situations involving unsafe or unsatisfactory student performance in such clinical placements.
- 1.2 Definition of *unsafe or unsatisfactory student performance*:
A School of the Institute shall have the right to withdraw a student from a clinical placement, either for a specific period of time and subject to specific conditions, or for the remainder of the academic year, where:
 - (a) the student is consistently unable, after due instruction and guidance, to perform in clinic without an inappropriate or an unattainable degree of supervision from clinical or School personnel with respect to:
 - (i) clinical skills involving a patient's comfort or safety;
 - (ii) the performance of technical procedures already taught, demonstrated and practised in a prior clinical or practical situation;
 - (b) the student performs in a manner detrimental to the clinical experience of other students;
 - (c) the student breaches the legal, ethical or professional codes relative to clinical work;
 - (d) the student demonstrates gross negligence in the performance of an assigned duty.
- 1.3 Procedures
 - (a) Where a clinical supervisor is of the opinion that any or all of the situations mentioned in section 1.2 above exist, he shall inform the School's Year/Level/Stream Co-ordinator for the student's year/level/stream of study.
 - (b) The School's Year/Level/Stream Co-ordinator shall make arrangements for a second and independent clinical report or assessment to be made concerning the student; this second report or assessment shall be made by a School clinical supervisor.
 - (c) Where the clinical supervisor is also a Year/Level/Stream Co-ordinator, the matter shall be referred directly to the Head of School who shall arrange for a second and independent report or assessment to be made concerning the student.
 - (d) The School Year/Level/Stream Co-ordinator shall refer the reports or assessments to the Head of School, who may decide that the student may continue in the placement or refer the matter to a Committee which shall be constituted as set out in 1.3(f) hereunder.
 - (e) The Committee shall be responsible to the Academic Committee of the School and shall have delegated powers to make the decisions provided for in section 1.3(i) hereunder and shall report to it after each meeting.
 - (f) The Committee shall be constituted as follows:
 - the Head of School (Chairman)
 - the School Year/Level/Stream Co-ordinator concerned
 - two (2) members from outside the School, of whom one (1) shall be a clinician
 - the Registrar or his nominee.
 - (g) The Committee shall receive and consider the following:
 - (i) the report or assessment made by the first clinical supervisor;
 - (ii) the report or assessment made by the School clinical supervisor;
 - (iii) other written evidence, including anecdotal records relative to the student's conduct or assessment;
 - (iv) reports on the student's attendance and progress in relevant pre-clinical units of study;
 - (v) any other relevant document submitted to it.

- (h) The student shall have the right to be present and to submit a written statement to the Committee.
 - (i) The Committee shall come to one of the following decisions, either:
 - (i) that the student be permitted to continue the clinical placement or unit of study, or
 - (ii) that the student be permitted to recommence the clinical placement or unit of study in an alternative clinical facility, or
 - (iii) that the student be withdrawn from the clinical placement or unit of study for a specific period of time for specified remedial teaching, after which, and conditional upon the attaining of a satisfactory level of performance in a School administered assessment, the student be permitted to continue the clinical placement or unit of study or recommence the clinical placement or unit of study in an alternative clinical facility, or
 - (iv) that the student be excluded from the clinical placement or unit of study and referred to a Committee to Review Unsatisfactory Progress.
 - (j) The decision of the Committee shall be conveyed to the student in writing and within three (3) days by the Registrar.
- 1.4 Urgent Withdrawal from a Clinical Placement
Where the Chairman of the committee is of the opinion that prima facie evidence exists to warrant the withdrawal of a student from a clinical placement as a matter of urgency, the Chairman shall have authority to withdraw the student, provided that the Chairman shall thereupon and within three (3) days call a meeting of the Committee and refer the matter to it.
2. **Deferral of the Commencement of a Student in a Clinical Placement**
- 2.1 Preamble
A School of the Institute shall have the right to defer the commencement of a student from a clinical placement where a subject or subjects which constitute prerequisite subject(s) for clinical placement have not been satisfactorily completed by the student.
- 2.2 Procedures
Where 2.1 is the case and where the deferral is of such a length to significantly impair the student's progress, the head of the School shall refer the student to a Committee to Review Unsatisfactory Progress to decide on action on the matter. Such Committee to Review Unsatisfactory Progress shall conduct its proceedings in the matter described in Regulation 9 of the Regulations on Assessment and Examination.

Rules Governing Computer Use for Lincoln Institute Computer Facilities

1. **Preamble.**
In these rules:
 - (a) the term "computer facilities" refers to all computer equipment and software, owned, leased or used under licence by the Institute and computer facilities maintained by other bodies but available for use through an agreement or agreements with the Institute;
 - (b) the term "computer user" shall mean any person using the computer facilities;
 - (c) "the Institute" means Lincoln Institute of Health Sciences.
2. A computer number and password allocated to a computer user should not be divulged to any other person.
3. Any software developed through the use of computer facilities shall become the property of the Institute except where an agreement to the contrary between the Institute and a computer user has been executed by both parties.
4. The use of computer facilities is provided without any express or implied guarantees as to the accuracy of computational results and output. The Institute accepts no responsibility for any consequences arising from the inaccuracy of any information generated through use of the computer facilities.

5. A computer user may not use the computer facilities for or on behalf of any other party for the purpose of profit-making or commercial activity, unless written permission has been obtained from the Director of the Institute or his nominee.
6. A computer user agrees to pay the charges for the use of the computer facilities according to the schedules issued by the Institute. Any changes to these schedules will be announced at least 90 days before they are to take effect.
7. The Institute reserves the right to withdraw the availability of any of the computer facilities due to hardware or software failure without notice and without penalty under the terms of any agreement concerning use of the computer facilities.
8. The Institute reserves the right to upgrade any of the computer facilities as required in the manner determined by its officers. Upgrades requiring substantial operational procedure changes will be announced at least 30 days before they are to take effect.
9. The Institute shall not be responsible for the loss of any information or software stored in the computer facilities. Although standard back-up procedures will be in operation on the computer facilities, the computer user assumes full responsibility for the maintenance of duplicates of any information or software belonging to the computer user.
10. By use of the Institute computer facilities the computer user agrees to abide by the above rules.

Academic Dress Regulations

1. **Preamble**
The academic dress of members of the Institute to be worn at all public ceremonials of the Institute and on such occasions as the Council shall determine shall be as described in the following sections.
2. **Members of Council**
A member of the Council shall wear the habit of his degree or, not holding a degree, a plain black Master's gown and a black cloth trencher cap with black silk tassel.
3. **Academic and Administrative Staff**
 - (1) A member of the academic or administrative staff of the Institute being a graduate of this Institute or another institution shall wear the habit of his degree or a plain black Master's gown and a black cloth trencher cap with black silk tassel.
 - (2) A member of the academic or administrative staff not being a graduate of this Institute or another institution shall wear a plain black bachelor's gown and a black cloth trencher cap with black silk tassel.
4. **Masters**
Masters shall wear a plain black gown similar to that worn by Masters of Arts of the University of Cambridge with a hood of the Oxford pattern of slate grey corded silk, lined with crocus* coloured silk, the lining being turned one centimetre on the outside of the cowl, and a black cloth trencher cap with black silk tassel.
5. **Bachelors**
Bachelors shall wear a plain black gown similar to that worn by Bachelors of Arts in the University of Cambridge with a hood of the Oxford pattern of slate grey corded silk, edged inside the cowl to a depth of ten centimetres with silk of the following colours, the edging being turned one centimetre on the outside of the cowl, viz.,
 - (a) Bachelor of Applied Science in Advanced Nursing – crushed strawberry* coloured silk;
 - (b) Bachelor of Applied Science in Medical Record Administration – Union Jack Red* coloured silk;
 - (c) Bachelor of Applied Science in Occupational Therapy – Brunswick Green* coloured silk;
 - (d) Bachelor of Applied Science in Physiotherapy – kingfisher* coloured silk;
 - (e) Bachelor of Applied Science in Podiatry – Heliotrope* coloured silk;
 - (f) Bachelor of Applied Science in Speech Pathology – saffron* coloured silk;
 and a black cloth trencher cap with black silk tassel.

5. Diplomates

Diplomates shall wear a plain black gown similar to that worn by Bachelors of Arts in the University of Cambridge.

***Footnote:** The colours mentioned in these regulations shall be as defined in the British Colour Council Dictionary of Standard Colours 1951 edition, and the numbers which follow are those by which the Dictionary identifies the colours approved for the purpose of Academic Dress, that is to say:

Brunswick Green	B.C.C. No.104	Kingfisher	B.C.C. No.164
Crocus	B.C.C. No.177	Saffron	B.C.C. No. 54
Crushed Strawberry	B.C.C. No.158	Slate Grey	B.C.C. No.154
Heliotrope	B.C.C. No.178	Union Jack Red	B.C.C. No.210

Staff Appeals Regulations

1. A staff member may appeal against any decision directly affecting that staff member made by any committee or officer of the Institute which concerns terms and conditions of employment or the nature of duties to be performed or promotion or reclassification.
2. An appeal shall be lodged in writing with the Registrar within one month of the date of the decision with which the appeal is concerned.
3. The Registrar shall investigate the matters raised in the appeal and may discuss the appeal with the appellant and such other parties as he deems appropriate.
4. Having investigated the appeal the Registrar shall:
 - (a) Refer the matter for review to the officer or committee which made the decision; or
 - (b) Refer the matter to some other officer or committee which is empowered to consider the issues raised in the appeal; or
 - (c) Refer the matter to the Staff Appeals Committee.
5. Notwithstanding the provisions of sections 4.1 and 4.2, an appellant shall have the right to have the appeal referred to the Staff Appeals Committee without reference to another committee or officer.
6. An appellant who is dissatisfied with the outcome of a referral under section 4.1 or 4.2 shall have the right to have the appeal heard by the Staff Appeals Committee.
7. There shall be a Staff Appeals Committee appointed by the Council (hereinafter called "the Committee").
8. The Committee shall be constituted as required and shall comprise up to four persons who have not been involved in the decision which is the subject of the appeal.
9. The Committee shall conduct its hearings in accordance with Guidelines approved by the Council.
10. Having heard an appeal, the Committee shall recommend a course of action to the Council.
11. Appeals by staff shall be dealt with by the Registrar, the Staff Appeals Committee and the Council as expeditiously as the circumstances allow.

Procedures for the Conduct of Staff Appeals

1. Preamble

- 1.1 The Staff Appeals Regulations (hereinafter "the Regulations") provide that any staff member may appeal against any decision affecting that staff member made by any committee or officer of the Institute which concerns terms and conditions of employment or the nature of duties to be performed or promotion or reclassification.

- 1.2 The following sections set out guidelines under which appeals by staff will be considered and appeals hearings will be conducted.

2. Staff Appeals Committee

- 2.1 Upon receiving an appeal from a staff member the Registrar, having fulfilled the requirements of sections 3, 4 and 5 of the Regulations, as applicable, shall if the appeal is to be heard by the Staff Appeals Committee (hereinafter "the Committee") recommend that the Committee be appointed by the Council in accordance with the Regulations.

- 2.2 Subject to the provisions of the Regulations the Committee shall comprise:

- 2.2.1 where the appeal is by a member of the academic staff:

- the President of Council or his nominee;
- a Head of School;
- the member of Council elected under paragraph 2(1)(e) of the Order in Council;
- a member of the Staffing Committee who has been elected to that Committee by the academic staff; or

- 2.2.2 where the appeal is by a member of the non-academic staff:

- the President of Council or his nominee;
- a Head of School;
- a nominee of the Chairman of the Staffing Committee, selected from the staff of the Institute;
- the member of the Staffing Committee who has been elected to that Committee by the non-academic staff.

- 2.3 No person shall serve on the Committee who has been involved in the decision which is the subject of an appeal or who is employed in the same School or Unit as the appellant.

- 2.4 Where for any reason the Council is unable to appoint members of the Committee under every category of membership prescribed in paragraph 2.2 above the President of Council shall be empowered to make an appointment to any such vacancy and in so doing he shall endeavour to appoint a member with like qualifications to those required of the prescribed member.

3. Conduct of Appeal Hearings

- 3.1 The Committee when hearing an appeal shall:

- (a) cause due notice of the time and place of hearing of the appeal to be given to the parties to the appeal (hereinafter "the parties");
- (b) receive such written and oral submissions as the parties may present;
- (c) receive and consider any request from a party to the appeal for that party to be represented by or accompanied by another person at a hearing;
- (d) hear evidence from any witness called by the parties;
- (e) in its discretion call such other persons as it deems appropriate to give evidence.

- 3.2 In general the Committee will hear evidence in the presence of the parties. It will however consider applications before or during a hearing for evidence to be heard in the absence of a party or parties.

- 3.3 Any questions, remarks or representations which a party concerned in an appeal may wish to make during a hearing shall be addressed to the Chairman.

- 3.4 The Committee may retire to consider any matter *in camera* at any time during an appeal hearing. The final decision of the Committee will normally be made *in camera*.

- 3.5 The Committee shall recommend a course of action to the Council without delay and shall provide a copy of its recommendation to each party involved in the appeal.

Regulations for Postgraduate Scholarship

1. There shall be a Lincoln Postgraduate Scholarship which shall be available annually subject to funds being allocated for the purpose.
2. The Scholarship shall be awarded to a student who is enrolled for the degree of Master of Applied Science at Lincoln Institute of Health Sciences.

3. The Scholarship will normally be awarded to a student who is enrolled full-time. In special circumstances, and having regard to the financial position of applicants, the Scholarship may be awarded to a student who is enrolled part-time; such an award will carry half the financial benefits of a full-time award.
4. Applications must be lodged with the Research and Higher Degrees Committee by 31 January each year, in a form which shall be prescribed by that Committee.
5. The Committee in its discretion may decide in any year that the Scholarship be not awarded.
6. In determining the award of a Scholarship the Research and Higher Degrees Committee shall give regard to the academic merit of candidates and their prospects of successfully completing the course.
7. **Conditions of Tenure**
- 7.1 A Scholarship shall normally be tenable for two years, subject to the Research and Higher Degrees Committee being satisfied that the Scholarship holder has made satisfactory progress during the first year of the Scholarship. In the case of a part-time scholarship, the Research and Higher Degrees Committee may at its discretion extend the scholarship for up to two years following the first two years.
- 7.2 The benefits of the Scholarship shall be as follows:
 - 7.2.1 **Living Allowance:** there shall be a living allowance of not less than \$4,000 per annum;
 - 7.2.2 **Thesis:** A scholarship holder may claim reimbursement of up to \$250 of costs incurred in the production of a thesis;
 - 7.2.3 **Travel:** A scholarship holder may apply to the Research and Higher Degrees Committee for assistance in meeting the costs of travel to learned conferences which are relevant to his field of study.

Section 8

Schools, Staff and Course Structures

Practical lesson - Nursing Campus



School of Behavioural Sciences

Staff

Chairperson

Kay Patterson, B.A. (Hons.) Syd., Ph.D., Dip.Ed. Monash, M.A.Ps.S.

Head of Academic Programmes

Robert Kirkby, B.Sc. Oregon, Ph.D. N.S.W., F.B.Ps.S., F.A.Ps.S.

Senior Lecturers

Margaret Darbyshire, B.A. (Hons.) Syd., Dip.Ed. Melb., M.A.Ps.S.

Peter Foreman, B.Sc. (Hons.) Melb., M.A.Ps.S.

Bill Hart, M.B., B.S. Monash, Grad.Dip.Comm.Health.

Tom Matyas, B.A. (Hons.) N.S.W., Ph.D. Macq., M.A.Ps.S.

Andrew Remenyi, M.A. Melb., T.P.T.C., A.I.E., M.A.Ps.S.

Jon Russell, B.A. Univ.Calif., M.A. Calif., Ph.D. La T., M.A.Ps.S.

Lecturers

Felicity Allen, M.Sc. Melb., M.A.Ps.S.

Colette Browning, B.Sc. (Hons.), M.Sc. Monash

Jacqui Costigan, B.A. (Hons.), Dip.Soc.Stud., Dip.Tert.Ed. Melb., S.R.N. (D.C.)

Heather Hughes, B.A. (Hons.) Durh., Ph.D. Aberd.

Christina Lee, B.A. (Hons.), Ph.D. Adel., M.A.Ps.S.

Brigid McCoppin, B.A. (Hons.) Melb., M.A. La T., S.R.N., S.C.M.

Michael McGartland, M.Sc. Melb., M.A.Ps.S.

Steve Polgar, B.Sc. (Hons.) N.S.W., M.Sc. Melb.

Cynthia Schultz, B.A. (Hons.), Ph.D. Q'ld., M.A.Ps.S.

Marcelle Schwartz, B.Sc. (Hons.) Melb., Ph.D. Monash, M.A.Ps.S.

Hal Swerrison, B.A. (Hons.), M.App.Psych. Murdoch

Shane Thomas, B.A. (Hons.), Dip.Pub.Pol., Ph.D. Melb., M.A.Ps.S.

Senior Tutors

Phillip Cassell, B.A. (Hons.), B.Ed. La T.

Heather Gardner, B.A. (Hons.), M.A. La T.

Paul Hammond, B.B.Sc., M.A. (Psych.) La T.

Eric Timewell, B.A. Melb.

Administrative Officer

Peter Melville, B.A. N.S.W.

Administrative Assistant

Manuela Renzi, B.A. La T., Grad.Dip.Sec.Studies R.M.I.T.

Secretary

Rhonda Spalding

Typist/Receptionist

Lynne Barrow

Introduction to Behavioural Sciences

An understanding of human behaviour is central to the work of anyone involved with ill, disabled or disturbed people and therefore the School of Behavioural Sciences has an essential and an independent contribution to offer students in health sciences.

The School of Behavioural Sciences is responsible for coursework in psychology, sociology, research methods and counselling at undergraduate and postgraduate levels. The subjects and units offered by the School make up integrated and sequential programmes designed to mesh in with studies presented in the professional Schools. Through these programmes the School aims to provide learning experiences that will enable students to function more effectively in their personal life and their chosen professional role. To achieve this aim the School offers, at the undergraduate level, an introductory year of foundation studies followed by a selection

of more applied programmes from which various elements can be pursued according to the specific individual and career needs of the student. At the postgraduate level the School teaches core programmes in research methods and medical sociology and a wide range of school-specific applied psychology and sociology units. The School also conducts two postgraduate courses: Graduate Diploma in Community Health, Graduate Diploma in Rehabilitation Studies, and is responsible, jointly with the School of Biological Sciences, for a Graduate Diploma in Neurosciences. The School also shares a co-ordinating responsibility for the Graduate Diploma in Gerontology and has developed a new Graduate Diploma in Behavioural Studies in Health Care, which is to commence in 1986. Details of the requirements for these graduate diplomas are given on pages 89 to 96.

The educational process in the School of Behavioural Sciences involves lecture, tutorial, seminar and laboratory and other investigative work undertaken by students in groups or as independent projects. Several of the subjects and units listed below specify prerequisites. Students who wish to enrol in a programme but cannot meet the prerequisites may apply to the Chairperson of the School of Behavioural Sciences and the particular lecturer involved for special entry to that programme.

Assessment: Assessment of student performance is usually made by examination, essays, seminar papers and practical assignments. Details of assessment in each subject are available from the beginning of the academic year, or the beginning of each term.

Undergraduate Subjects in the School of Behavioural Sciences

- BS100** Introduction to Behavioural Sciences
- BS101** Introduction to Behavioural Sciences
- BS102** Communication Skills in Clinical Practice
- BS105** Introduction to Research
- BS106** Data Analysis
- BS107** Introduction to Research
- BS120** Psychological Aspects of Health Care
- BS130** Developmental Psychology I
- BS140** Sociological Aspects of Health Care
- BS150** Behavioural Sciences in Nursing
- BS151** Personality Theory and Therapies
- BS201** Psychological Aspects of Nursing A
- BS202** Sociological Aspects of Nursing A
- BS230** Developmental Psychology II
- BS234** Human Development II
- BS235** Child Development
- BS250** Research Evaluation
- BS261** Sociology and Psychology of Health
- BS270** Psychology of Illness, Disability and Rehabilitation
- BS280** Interpersonal Helping Skills
- BS301** Psychological Aspects of Nursing B
- BS302** Sociological Aspects of Nursing B
- BS331** Abnormal Psychology
- BS332** Abnormal Behaviour: Neurophysiological and Biochemical Aspects
- BS333** Neuropsychology
- BS340** Communication and Interpersonal Helping Skills in Clinical Practice
- BS350** Directed Research Project
- BS351** Measurement and Test Theory
- BS355** Research Design Seminar
- BS357** Introduction to Qualitative Research
- BS358** Research Design
- BS370** Behavioural Sciences in Physiotherapy Practice
- BS385** Interpersonal Helping Skills: Theory and Practice

Behavioural Sciences Electives

- †BS410 Sexual Counselling
- †BS414 Personal Development and the Therapist
- †BS420 Psychological Processes in Child Development with Special Reference to the Handicapped Child
- †BS432 The Politics of Health
- †BS435 Clinical Decision Making
- †BS441 Behavioural Techniques in Health Care
- BS442 Issues in Medical Ethics
- †BS444 Fashions in Health Care
- †BS451 Health, Healers and History
- †BS454 Dynamics of Marriage and the Family
- †BS455 Psychobiology of Pain
- †BS457 Cultural Comparisons of Health Care Systems and Beliefs
- BS460 Introduction to Computers
- †BS465 Adulthood: Psychosocial Perspectives
- †BS466 Genetic Counselling
- BS471 Drugs and Behaviour A Social, Clinical and Political Approach
- †BS474 Sports Psychology
- †BS477 Psychology of Ageing
- †BS480 Behaviour Therapy
- †BS485 Developmental Neuropsychology
- †BS494 Environmental and Socio-Political Aspects of Health and Illness
- †BS495 Psychosocial Aspects of Death, Dying and Bereavement

Subjects jointly taught by the School of Behavioural Sciences and the School of Nursing

- NB102 Interpersonal Communication Skills
- NB112 Political Studies
- NB122 Analysis of Organisations A
- NB132 Analysis of Organisations B
- NB142 Analysis of Organisations C
- NB162 Computer Based Information Systems
- NB351 Health Team Functioning
- NB361 Health Counselling in Nursing Practice
- NB612 Behavioural Aspects of Midwifery A
- NB622 Behavioural Aspects of Midwifery B

Postgraduate Subjects in the School of Behavioural Sciences

- BS501 Introduction to Graduate Research Skills
- BS503 Empirical Case Design
- BS504 Survey and Interview Techniques
- BS505 Computers in Health Care
- BS506 Influences on Health
- BS507 Professional Roles
- BS508 Interprofessional Functioning
- BS509 Client-professional Interactions
- BS510 Methodological Issues in the Study of Ageing
- BS514 Interpersonal Skills in Clinical Practice
- BS515 Interpersonal Helping Skills for Health Professionals A
- BS516 Interpersonal Helping Skills for Health Professionals B
- BS517 Individual and Organisational Stress Management
- †BS520 Rehabilitation Theory
- †BS521 Rehabilitation Administration
- †BS522 Evaluative Field Experience
- BS523 Rehabilitation Psychology
- †BS524 The Rehabilitation Client in Society
- BS525 Socio-Political Factors in Rehabilitation

† Not offered in 1986

- †BS526 Interpersonal Counselling Skills in Rehabilitation
- BS530 Casework Management
- BS531 The Roles of Professionals in the Rehabilitation Team
- BS532 Rehabilitation Assessment
- †BS533 Research and Evaluation in Rehabilitation
- †BS540 Community Health Theory and Practice I
- BS541 Community Needs Assessment I
- BS543 Health Promotion I
- †BS550 Community Health Theory and Practice II
- †BS551 Community Health Research and Evaluation
- †BS552 Community Needs Assessment II
- †BS553 Health Promotion II
- BS554 Health and the Australian Political System
- BS560 Sexuality Counselling
- BS561 Vocational Counselling
- †BS562 Motor Skills
- BS563 Group Processes for Health Professionals
- BS565 Behavioural Counselling
- BS566 Organisational Psychology
- †BS567 Supervised Research Project
- BS568 Epidemiology in Ergonomics
- †BS569 Occupational Health
- BS570 Perception for Ergonomics
- BS571 Learning and Skilled Performance
- †BS572 Introduction to Psychology for the Neurosciences
- BS573 People at Work
- †BS575 Regulatory Systems
- †BS576 'Higher Function' Systems
- †BS577 Psychological Processes in Ageing
- †BS581 Introduction to Behavioural Techniques in Physical Therapy
- BS582 Sociological Aspects of Ageing
- BS583 Psychological Aspects of Ageing
- BS590 Introduction to Research and Statistics
- BS591 Introduction to Behavioural Sciences
- BS595 Death, Dying and Bereavement
- BS600 Research Methods
- BS601 Methodological Evaluation Seminar
- BS602 Measurement and Test Development
- BS603 Statistical Analysis of Complex Designs
- BS604 Applied Computing
- BS605 Advanced Issues in Research Design
- BS606 Research Proposal Seminar
- BS607 Reading Unit
- †BS610 Brain Dysfunction in the Individual A — Morphological Disorders
- †BS611 Brain Dysfunction in the Individual B — Biochemical Disorders
- †BS612 Working with the Brain Impaired individual
- †BS614 Single Case Studies Seminar

Details of subjects offered by the School are listed on pages 123 to 142 under BS coding, and pages 158 and 159, under NB coding.

Graduate Diploma in Behavioural Studies in Health Care

A Graduate Diploma in Behavioural Studies has been developed and accredited. This is a two year part-time course for health science and psychology graduates who wish to develop basic knowledge, attitudes and skills in behavioural psychology applied to health care. There will be an intake in 1986.

Interested individuals should contact the School of Behavioural Sciences for details about this course.

† Not offered in 1986

School of Biological Sciences

Staff

Head of School

Judith Kinnear, M.Sc., Ph.D. *Melb.*, B.Ed. *La T.*, Grad. Dip. Computer Sim. *S.I.T.*

Principal Lecturer

Owen Evans, B.App.Sc. (Hons.), Ph.D. *Melb.*

Senior Lecturer

Jill Keen, B.A. (Hons.) *N.S.W.*, M.A. *Melb.*

Lecturers

*Robyn Anker, S.S.St.J., B.Sc. (Hons.), Ph.D. *Monash*

Timothy Bach, M.Sc. *Simon Fraser*

Andrew Bendrups, M.Sc., Ph.D. *Melb.*

Patricia Bingham, M.A., D.Phil. *Oxon.*

*Elizabeth Brown, M.Sc., Dip.Ed. *Melb.*

Philip Dooley, M.Sc., Ph.D. *N.E.*, Dip.Ed. *Melb.*

*Robyn Gibson, B.Sc. *Monash*, M.Sc. *Melb.*

*Janet Guthrie, M.Sc. *Melb.*, Dip.Ed. *Monash*

Mark Hennessy, B.Sc. (Hons.) *Melb.*

Murray Lewis, M.Sc. *Melb.*, Ph.D. *Monash*

Judith McInnes, B.Sc. (Hons.) *Melb.*

*Pamela Miller, M.Sc., Dip.Ed. *Melb.*

Doug Rogers, B.Sc. (Hons.), Ph.D. *Melb.*

Henry Sathananthan, B.Sc. (Hons.) *Ceyl.*, Ph.D. *R'dg.*

*Bronwen Smith, B.Pharm. (Hons.), M.Sc. *Syd.*, Ph.D. *Melb.*, Ph.C. *Pharmacy Board of Victoria*

Angus Stewart, B.Sc. (Hons.), Ph.D. *Monash*

Alexander Ward, B.Sc. (Hons.) *Syd.*, M.Sc. *Macq.*

Senior Tutors

Michael Allnutt, B.Sc. (Hons.), Ph.D. *London*, Grad.Cert.Sci.Ed.

*Jane McCooley, B.Sc. (Hons.), Dip.Ed. *Monash*

*Susan Malcolm, B.P.H.E. *Tor.*, M.Sc. *Dal.*, Ph.D. *Simon Fraser*

*Robert Naughton, B.Sc. *Melb.*

*Cecile Riddle, B.App.Sc. (Med.Tech.) *R.M.I.T.*

Tutor

David Orr, B.Sc. *La T.*, M.Sc. *Melb.*

Administrative Officer

Kate Tumilty

Secretary

Sue Collins

Typist

Audrey Sungaila

Clerical Assistant

Poppy Bouhalis

Laboratory Manager

Brian Rice

Technician

Grant Perry, B.App.Sc. (M.L.S.) *R.M.I.T.*

* Denotes part-time.

mechanics. It also offers programmes in pathology and other areas of medical sciences. The aim of the programmes in physical science is to give students a basic literacy in physical and chemical ideas essential for the understanding of modern theories of the structure and functions of the human body. The programmes in the biological subjects aim to give students a good understanding of the structure and function of the human body as a basis for the specialised knowledge required for the branch of health science being studied. The medical sciences subjects provide a bridge between the study of normal human function and clinical subjects studied in the School programmes.

The subject programmes are taught by means of lectures, tutorials, laboratory classes and demonstrations. Details of each individual programme are available on the School noticeboard. Attendance at laboratory classes is compulsory.

The School also offers a programme for students who have an inadequate background in basic physics and chemistry. This programme is taught as tutorials and is available to all students who wish to attend.

Assessment:

Assessment of student performance is usually made by examination, essays, seminar papers and practical assignments. Details of assessment in each subject programme are available on the School noticeboard from the beginning of the academic year, or at the beginning of each academic term.

References:

The textbooks prescribed will be fully discussed during the first teaching session of each programme.

Graduate Diploma in Ergonomics for the Health Sciences

The course deals especially with themes in two key areas of health care: prevention and rehabilitation. It is designed to train students to properly identify ergonomic problems: to verify theories by literature reviews or by research; to conduct ergonomic investigations and analysis; to work collaboratively with specialists from other disciplines; to apply relevant facts and principles to produce sound solutions to identified problems; and to properly evaluate the real effects of their solutions. On completion, students should be well equipped to make a valuable specialist's contribution to any health care team.

Details of the requirements for the graduate diploma are given on page 90.

Graduate Diploma in Neurosciences

The course is designed to meet the needs of professionals working in health related fields including those who are primarily research oriented. Specifically, the course will build on undergraduate neuroscience and medical science subjects offered in college or university programmes. It will provide a broad yet systematic knowledge of the neuroscience disciplines, i.e., neuroanatomy, neurophysiology, neuropathology, neuropharmacology, neurochemistry, neuropsychology, and neurology, and introduce students to new areas of a specialized nature such as behavioural toxicology and orthomolecular psychiatry. In addition, the course will provide students with a substantial background in research design and investigative, assessment and rehabilitative techniques.

The course is conducted in collaboration with the School of Behavioural Sciences.

This course will not be offered in 1986.

Introduction to Biological Sciences

The School of Biological Sciences teaches programmes in physics, chemistry, human biology, histology, physiology, anatomy and bio-

Subjects in the School of Biological Sciences

Note that not all subjects listed below are offered in any given year. Intending students should consult their school of enrolment for details of subjects to be offered. This is particularly important for students enrolling in postgraduate diplomas. Subjects not offered on an annual basis are marked*.

BL112 Physiology 112
BL121 Human Biology
BL125 Human Bioscience I
BL151 Basic Physical Science
BL152 General Science
BL155 Applied General Science
BL160 Science for Physiotherapy
BL161 Principles of Biology
BL162 Histology
BL163 Applied Physics
BL165 Physical Science for Podiatry
BL166 Cell Biology and Histology for Podiatry
BL181 Anatomy for Podiatry
BL182 Anatomy for Prosthetics and Orthotics
BL184 Anatomy for Communication Disorders
BL215 Physiology 215
BL216 Physiology for Podiatry
BL222 Neurosciences
BL225 Human Bioscience II
BL253 Biomechanics for Prosthetics and Orthotics
BL254 Biomechanics for Podiatry
BL271 Introduction to Medical Science
BL273 Medical Science for Podiatry
BL274 Medical Science for Prosthetics and Orthotics
BL276 Medical Science
BL317 Physiology 317
BL325 Human Bioscience III
BL370 Medical Science for Orthoptics
BL372 Medicine for Podiatry
BL376 Medical Science
***BL511** Neurophysiology A
***BL512** Neurophysiology B
***BL513** Respiration and Circulation A
***BL514** Work Physiology
***BL515** Physiology 515
***BL516** Respiration and Circulation B
BL517 Growth Development and Ageing
***BL518** Muscle Contraction and Energetics

***BL521** Cardiopulmonary Responses in Pregnancy, the Fetus and the Neonate
***BL522** Human Reproductive Physiology and Anatomy
BL523 Applied Human Bioscience
BL524 Introduction to Ergonomics (Biological Sciences)
BL525 Biological Bases of Ergonomics
BL526 Introductory Applied Human Bioscience
BL530 Ergonomics I
BL531 Theory and Rationale of Ergonomics
BL532 Ergonomics in the Workplace
BL533 The Working Environment
***BL540** Physiology and Pathophysiology of Ageing
BL551 Introduction to Ergonomics (Physical Sciences)
BL555 Applied General Science
***BL560** Arthrology
†BL571 Introduction to Neurobiology
†BL573 Sensory Systems
†BL574 Motor Systems
***BL580** Human Embryology
***BL584** Histology
BL585 Anthropometry
BL599 History and Philosophy of Science
†BL615 Research Evaluation Seminar
BL624 Applied Human Bioscience for Midwifery
BL626 General and Clinical Pathology A
BL627 General and Clinical Pathology B
BL630 Ergonomics II
BL631 Work Systems
BL632 Information Processing
BL633 Applied Ergonomics Seminars
BL634 Directed Project
***BL639** Ergonomic Aspects of Information Technology
***BL641** Working Posture
***BL642** Physically Demanding Work
***BL643** Displays and Controls
***BL644** Ergonomics in Design
***BL645** Ergonomics in Health Care Practice
***BL646** Fundamentals of Occupational Health and Safety Practice
***BL647** Job Analysis and Design
***BL648** Consultancy Management
***BL649** Independent Study
BL671 Clinical Pharmacology
BL681 Human Embryology
BL698 Human Genetics

Details of subjects offered by the School are listed on pages 108 to 122 under BL coding, excluding those marked † which are taught in the Grad.Dip. in Neurosciences not being offered in 1986.

School of Communication Disorders

Staff

Head of School

R. John Bench, B.Sc. (Hons.) *Sheff.*, B.A. (Hons.), Ph.D. *Lon.*,
M.A.Ps.S., F.B.Ps.S., F.Aud.S.A.

Senior Lecturers

Kate Hutchison, M.A. *Rdg.*, L.A.C.S.T., M.A.A.S.H.
Moir Madsen, LL.B., Dip.Crim., B.Ed. *Melb.*, M.Ed.Admin. *N.E.*,
Ph.D. *Monash*, B.App.Sc. (Sp.Path.), M.A.A.S.H.
†Robert Rudegear, B.A. *St. Vincent's Coll.*, Penn., Ph.D. *Wis.*

Lecturers

Susan Block, B.App.Sc. (Sp.Path.), M.A.A.S.H.
*Gillian Clezy, B.App.Sc. (Sp.Path.), M.A.A.S.H.
Janet Doyle, B.A. *Macq.*, Dip.Aud. *Melb.*, M.Aud.S.A.
Norman Erber, B.S.E.S., M.A. (Aud.), Ph.D.
Jennifer Oates, B.App.Sc. (Sp.Path.), M.App.Sc., M.A.Ps.S.
M.A.A.S.H.
Carl Parsons, B.Sc., M.Sc.Ed. *N.Y.State* (Sp.Path.), Ph.D. *S.Ill.*, C.C.C.-
C.C.C.-S.P., M.A.A.S.H., M.S.R.C.D.
*Felicia Schman, B.A., B.A. (Sp. & H.) *Witw.*

Principal Tutor

Louise Brown, B.App.Sc. (Sp.Path.), M.A.A.S.H.

Senior Tutors

*Georgia Dacakis, B.App.Sc. (Sp.Path.), M.A.A.S.H.
Margaret Gibson, B.App.Sc. (Sp.Path.)
Richard Osborn, B.Sc., Dip.Ed. *La T.*, Dip.Aud. *Melb.*

Administrative Officer

Barbara Willis, B.A. *Monash*

Administrative Assistant

Lois Parkhurst, B.A. *Monash*

Secretary

Joan Levecke

Receptionist

Wendy Monahan

Clerical Assistant

Tania Munaric

Typists

*Helen Cairns
*Carol Greene

*Denotes part-time.

†On secondment to Directors Office.

Speech and Hearing Clinic – Abbotsford

Clinician-in-Charge

*Pam Pearce, B.App.Sc. (Sp.Path.), Grad.Dip. Comm. Disord.,
M.A.A.S.H.

Clinicians

*Athina Georgiou, B.App.Sc. (Sp.Path.), M.A.A.S.H.
*Jan Mackenzie, L.A.C.S.T.
*Michelle Taylor, B.App.Sc. (Sp.Path.), M.A.A.S.H.

Receptionist

*Gena Richards

*Denotes part-time.

Bachelor of Applied Science (Speech Pathology)

Introduction to Speech Pathology

Communication by means of speech is an essential part of man's relationship with his world, and any difficulty in freely expressing thoughts in speech is a disabling handicap which may have far-reaching effects on personality and behaviour. Speech pathologists treat those who suffer from such handicaps.

Communication may be impaired because of hearing loss, brain damage, poliomyelitis, cleft palate, stuttering, articulatory defects, slow speech or language development, or poor voice quality. Some conditions are due to abnormality present at birth, others to emotional causes or to disease or injury. To understand them and to plan remedial treatment, a speech pathologist must have a wide knowledge of linguistic, psychological and medical subjects.

The School of Communication Disorders is the only training school for speech pathologists in Victoria.

The Australian Association of Speech and Hearing is the professional body in Australia. Speech pathologists with the degree of Bachelor of Applied Science (Speech Pathology) are able to practise in the United Kingdom. Although formal reciprocity with Canada and the United States is not established, many Australian speech pathologists have worked in these countries. The Australian Association of Speech and Hearing is affiliated with the International Association of Logopaedics and Phoniatrics and members may attend its conferences.

Graduates in Speech Pathology may take up appointments in speech pathology clinics of general hospitals or education departments, or in the specialised fields of rehabilitation, geriatrics, education of the cerebral palsied, the hearing impaired, or the mentally retarded. Students observe and practise speech pathology in each type of clinic during training.

The academic requirements of the course are demanding and the growth of the profession calls for speech pathologists with alert critical minds and the ability to conduct scientific investigations into human communication problems. Speech pathology offers men and women an opportunity to use their knowledge in a practical and constructive way in the service of others.

Course of Study

Speech Pathology is a full-time course extending over four consecutive years. Some provision has been made for the first three years of the full-time course to be undertaken on a part-time basis.

Award

Bachelor of Applied Science (Speech Pathology).

Theory and Clinical Practice

The majority of theory classes are held at Lincoln Institute. Clinical practice is carried out within the School of Communication Disorders and allied speech pathology clinics.

Incidental Expenses in Clinical Practice

Students are required to provide a limited number of audio and video tapes for their own use and should own a white coat for use in certain hospital clinics and for use in laboratory classes. Students should be aware that they must meet travel and accommodation costs associated with clinical practice. Second, third and fourth year students will find it necessary to have a small amount of clinical equipment for use in clinical treatments. Approximately \$300 should be allowed for this.

Speech and Hearing Assessments

These are required following selection and will be conducted by the School of Communication Disorders at Lincoln Institute. Courses of remediation will be prescribed for students with a speech or hearing problem.

Avenues of Employment

Speech pathologists are employed by hospitals, education departments, special schools, mental health departments and rehabilitation centres, whilst some clinicians practise privately. The School does not assume responsibility for the placing of speech pathologists, but newly qualified clinicians may be advised of existing vacancies and application procedures.

Assessment

The student's performance is assessed in several ways including one or a combination of: written examination, oral examination, assignment, multiple choice test and/or seminar presentation. Clinical skills are assessed through observation of student practice. Students should note that attendance at clinical sessions is mandatory.

Prerequisites

Progress to second, third and fourth years of the course is normally dependent upon satisfactory completion of the previous year.

First Year

- CD120** Language Development
- CD150** Acoustics and Introduction to Hearing Assessment
- CD160** Phonetics
- CD170** Syntax
- CD190** Clinical Orientation
- BS100** Introduction to Behavioural Sciences
- BS105** Introduction to Research
- BS130** Developmental Psychology I
- BL112** Physiology 112
- BL184** Anatomy for Communication Disorders

Second Year

- CD210** Disorders of Phonology
- CD220** Disorders of Language
- CD230** Disorders of Voice and Laryngectomy Rehabilitation
- CD250** Basic Audiology
- CD292** Child Language Clinic
- CD295** Hearing Screening Clinic
- BS230** Developmental Psychology II
- BS250** Research Evaluation
- BS351** Measurement and Test Theory
- BL222** Neurosciences

Third Year

- CD310** Communication Disorders of Neurological Origin
- CD320** Stuttering
- CD340** Therapeutic Processes
- CD350** Aural Rehabilitation
- CD380** Orofacial Disorders
- CD391** Communication Disorders of Neurological Origin Clinic
- CD393** Voice Disorders and Laryngectomy Rehabilitation Clinic
- CD395** Audiology Diagnostics Clinic
- BS331** Abnormal Psychology
- BS333** Neuropsychology
- BS385** Interpersonal Helping Skills: Theory and Practice

plus electives

- BS355** Research Design Seminar
- or
- BS400** Behavioural Science Seminar

Fourth Year

- CD440** Professional Issues
 - CD491** Adult Speech Pathology Clinic
 - CD492** Child Speech Pathology Clinic
 - CD494** Fluency Clinic
 - CD495** Aural Rehabilitation Clinic
- plus electives**
- CD480** Literature Review Project
 - or
 - CD481** C.D. Directed Research Project
 - or
 - BS350** Directed Research Project

Graduate Diploma in Communication Disorders

The Graduate Diploma in Communication Disorders is designed to provide graduates with specialised knowledge and increased skills which will aid in the understanding, assessment and remediation of individuals with communicative disorders. The course will provide the skills necessary for graduates to keep abreast of current advances in speciality areas and to evaluate critically the usefulness of new knowledge and techniques as they appear in the literature. Full details of the course structure are on pages 89 and 90.

Subject Details

Details of subjects offered by the School are listed on pages 143 to 148 under CD coding.

School of Health Administration and Education

Staff

Head of School

Hugh Batten, B.Sc., B.Ed. *Melb.*, Ph.D. *Stir.*

Deputy Head of School

Mary Ell, B.Sc. *Notre Dame*, C.C.H.R.A. (C)

Education Studies

Senior Lecturer

Rodney Wellard, B.Comm. *Melb.*, M.Ed. *Monash*, T.S.T.C. *Melb.*, C.A.E.

Lecturers

Helen Edwards, M.A. *Aberd.*

Martin Hayden, B.A., M.Ed. *Monash*, M.A.C.E.

Maxwell Mollard, B.A., B.Ed. *Monash*, M.Ed. Admin. *N.E.*

Rae Walker, B.A. *W.A.I.T.*, B.Ed. *La T.*, A.P.T.C. *Perth Tech.*, Dip.Diet. *Royal Perth*

Medical Record Administration

Head of Department

Mary Ell, B.Sc. *Notre Dame*, C.C.H.R.A. (C)

Lecturers

Beverley Laing, R.M.R.A., Grad.Dip.Comm. Health

*Anne Peek, R.M.R.A.

Dianne Simpson, Assoc.Dip.M.R.A., R.M.R.A., Grad.Dip.Erg.

Tutors

Heather Grain, Assoc.Dip.M.R.A., R.M.R.A., Grad.Dip.Data.Proc.

*Carol McBain, R.M.R.A.

Josephine Raw, Assoc.Dip.M.R.A., R.M.R.A.

Honorary Staff

Elizabeth Owen, B.A. *Melb.*, Assoc.Dip.M.R.A., R.M.R.A.

Administrative Officer

Maree Morrissey

Senior Secretary

Angie Gay

Secretary

Alison McRoy, B.A. *Melb.*

*Denotes part-time.

Introduction

The responsibilities of this School include:

- undergraduate teaching in Medical Record Administration and in subjects/units offered in other undergraduate courses
- postgraduate teaching in Health Administration and Health Education and in subjects/units in postgraduate basic studies and electives
- the provision of educational development services in the form of informal advice and support plus specific programmes.

The programmes which are offered by the School include:

- Bachelor of Applied Science in Medical Record Administration
- Graduate Diploma in Health Administration
- Graduate Diploma in Health Education
- Service Teaching subjects in Undergraduate Courses
- Service Teaching subjects in Postgraduate Courses
- Programmes in In Service Education, Continuing Education and Clinical Supervision.

Department of Medical Record Administration

Bachelor of Applied Science in Medical Record Administration

Introduction to Medical Record Administration

Medical Record Administration is concerned with the development, implementation, maintenance and administration of systems for capturing, storing, retrieving and releasing patient health information.

Medical Record Administrator:

- obtains complete records of individual patients from each member of the professional staff (surgeons, pathologists, nurses and others);
- designs medical record forms and data abstracts to facilitate collection of information required to render quality patient care;
- provides medical information to qualified users throughout the development and use of manual or electronic data processing systems;
- develops and maintains a record retention and retrieval programme capable of making each record immediately available;
- assists the health care team in monitoring the utilisation of health care facilities and the quality of patient care provided through the development and maintenance of a quality assurance programme;
- analyses and classifies records to compile health care data for planning and research purposes;
- selects, trains and supervises subordinate personnel;
- performs administrative duties, such as preparing budgets for the medical record service, selecting office equipment or supplies to be purchased, and developing procedures and position descriptions; and
- safeguards confidential patient information by developing release of information policies which conform to state and federal statutes.

In health care institutions, Medical Record Administrators generally serve as department heads, section co-ordinators (e.g. Outpatients, Admissions) or work in the specialised areas of medical statistics, coding, data processing or medical research. Administration of a Medical Record Department entails planning, directing and controlling, and it requires knowledge and ability in all the many aspects of each of these management functions. Medical Record Administrators deal with the continually increasing number of professionals involved in the complex process of medicine as a whole. They must be prepared to advance with changing trends and realise the importance of continuing education in maintaining a thorough knowledge of their speciality.

Award

A Bachelor of Applied Science (Medical Record Administration) is awarded by Lincoln Institute of Health Sciences to students on successful completion of the course. Registration with the Victorian Medical Record Association (a branch of the Medical Record Association of Australia) is obligatory on completion of this course.

Assessment

Several techniques are used including essays, short answer tests, objective tests, assignments, practical and oral assessments.

Course Outline

The provisions in the details of the number of lectures, tutorials and practical sessions are included for general guidance only, and may be modified without notice.

First Year

- AE110** Medical Record Management
- AE120** Fundamentals of Medicine and Surgery
- AE125** Australian Health Care System
- BL121** Human Biology
- AE130** Disease/Operation Classification
- AE140** Health Statistics
- BS100** Introduction to Behavioural Sciences
- AE150** Professional Practice

Second Year

- AE210** Medical Record Management
- AE230** Disease/Operation Classification
- AE231** ICD-9
- AE232** ICD-9-CM
- AE265** Medical Ethics and Law
- BL276** Medical Science
- AE270** Quality Assurance in Health Care

- AE280** Medical Information Processing
- AE250** Professional Practice
- BS105** Introduction to Research

Third Year

- AE310** Medical Record Management
- AE311** Organizational Behaviour and Management
- AE312** Training and Development Needs
- AE313** Ergonomics
- AE314** Introduction to Budgeting
- AE315** Industrial Relations and Staff Selection
- AE316** Performance Appraisal
- AE330** Disease/Operation Classification
- AE331** ICD-9
- AE332** ICD-9-CM
- AE333** SNDO
- AE334** Specialized Classifications
- AE340** Health Statistics
- AE350** Professional Practice
- AE370** Quality Assurance in Health Care
- AE380** Medical Information Processing
- AE390** Health Care Services
- BL376** Medical Science
- BS250** Research Evaluation

Electives

- AE391** Elective Studies
- AE395** Office Ergonomics
- AE396** Introduction to Health Care Economics

Advanced Standing

- AE355** Professional Practice (for Adv. Standing Students only)
- AE356** Individual Study Project (130 hours)
- AE357** Individual Study Project (260 hours)

Details of subjects offered by the School are listed on pages 98 to 107 under AE coding and pages 108 to 122 for BL coding and pages 123 to 142 for BS coding.

Education Studies

This area is responsible for the provision of educational development services in the Institute; for teaching in the areas of health administration and education and for the provision of continuing education activities in these areas.

Service Teaching Subjects

The following subjects are offered for enrolled students at Lincoln Institute of Health Science.

Undergraduate

- AE005** Undergraduate Study Skills Acquisition
- AE050** Principles and Practice of Health Education A
- AE060** Principles and Practice of Health Education B
- AE070** Principles and Practice of Health Education C

Postgraduate

- AE500** Postgraduate Study Skills Acquisition
- AE501** Quality Care and Professional Accountability
- AE502** Ethical Elements of Professional Functioning
- AE503** Basic Teaching Skills
- AE504** Implementing Change
- AE505** Models of Health Care Organisations

Educational Development Services

Educational development services are provided through informal seminars, workshops, activities and consultancy and through specific programmes.

Informal Activities

- a) Teaching and learning advice and support in relation to teaching methods, assessment and evaluation, clinical supervision, etc.
- b) Curriculum development and evaluation advice and support services including accreditation and re-accreditation, and the planning and evaluation of particular subjects and units in existing course.
- c) Research and development activities in student performance, assessment, workload, clinical education and supervision teaching and learning, etc.

Specific Programmes

- a) The Staff in Service Education Programmes.
This includes the new staff programme, the lunch time seminar programme, the other programmes designed to promote discussion about and improve the quality of teaching and learning.
- b) The Clinical Supervisor's Programme.
This consists of workshops and seminars to promote discussion of issues and develop skills in clinical supervision and assessment.
- c) The Continuing Education Programme.
This is a series of seminars and workshops for staff, health practitioners, and the public which are to develop understanding and skills in topics related to administration and education in health areas.

Graduate Diploma in Health Administration

Health service administration involves the acquisition and co-ordination of personnel, finance and physical resources and the adaptation, development and implementation of delivery systems to provide high quality health care by the most efficient means. In health services administration, policy development and innovation in approaches and techniques are heavily dependent on the views and advice of health careers personnel who have been trained in the diagnosis, treatment, prevention and rehabilitation of health disorders.

The course focuses on the needs and requirements of health personnel who are acting in an administrative capacity. It aims to build on the knowledge and experience of such people through a study of health and health care delivery systems; management goals, functions and processes; administrative tools, techniques and information systems; and the implications of health administration for patient care.

Health personnel who undertake the course will already have knowledge and skills in management and administration. The course therefore aims to develop this knowledge into a comprehensive concept of administrative systems and processes. There will be a heavy emphasis in the course on practical issues and problems.

Full details on the course structure are on page 92.

Graduate Diploma in Health Education

The Graduate Diploma in Health Education is a course developed for health oriented professionals to have an interest or involvement in health education and who wish to develop this aspect of their professional work.

The course aims to build on the knowledge and experience of such people through a study of educational practices, and associated concepts, in a health setting. The emphasis is on diagnosis and analysis of the educational needs of particular individuals or groups, the design of relevant programmes and their implementation using appropriate teaching strategies.

These activities might relate to individual clients in a hospital, health centre or private practice groups of clients in a clinic or the community, or community education programmes.

Full details of the course structure are on page 93.

School of Nursing

Staff

Head of School

Judith Parker, B.A. (Hons.), Ph.D. *Monash*, R.N., F.C.N.A.

Principal Lecturer

June Buckenham, B.A., M.Ed. *UNE*, D.N.Ed., R.N. S.C.M., F.C.N. *N.S.W.*

Senior Lecturers

Virginia Bonawit, B.A., M.Ed., Ph.D., Dip.Nurs. *N.Y.*, R.N., F.C.N.A.

Joseph Martin, M.A. *Brun.*, R.N.T., D.N. *Lond.*, R.P.N., R.N., F.C.N.A.

Kenneth Sellick, B.B.Sc., M.Psych., Dip.N.Ed., R.P.N., R.N., M.A.Ps.S., F.C.N.A.

Joyce Wickham, B.A. *La T.*, M.S. *Mich.*, Dip.N.Ed., R.N., F.C.N.A., F.C.N. *N.S.W.*

Lecturers

Yvet Oi Chee, B.App.Sc. (Adv.Nurs.), R.N., S.C.M., F.C.N.A.
Deborah Crook, B.App.Sc. (Adv.Nurs.), Dip.App.Sc. (C.H.N.),
Cert.Psych-Soc.Nurs., R.N.

Jenny Gold, Dip.C.H.N., Grad.Dip.Child Dev., Grad.Dip.H.A.,
R.N., F.C.N.A., F.C.N. *N.S.W.*, A.H.A. (Prov.)

Audrey Grant, B.Sp.Ed. *Monash*, R.N., S.C.M. F.C.N.A.

Joan Heath, B.A., M.A. *Melb.*, Dip.Crim.M.A. *Melb.*, Dip.N.Ed.,
R.N., S.C.M., F.C.N.A.

Thomas Ho, B.Sc. (Hons.), R.P.N., R.N., M.B.P.S., F.C.N.A.

Olga Kanitsaki, Dip.Hosp.Nurs. & Ward Mgt., B.App.Sc.
(Adv.Nurs.), R.N., S.C.M., F.C.N.A.

Elizabeth Lavender, B.Soc.Sc. (Nurs.) *Natal*, R.N.

Sally McManamny, Dip.N.Ed., R.N., F.C.N.A.

Mary Magennis, M.Sc. (Nurs.), B.App.Sc. (Adv.Nurs.), Dip.N.Ed.,
R.N.

Anne Nolan, B.S.N., M.S., R.N., F.C.N.A.

Aloisia Sledzik, B.Ed., Grad.Dip.Couns.Psych. *G.I.A.E.*,
M.Ed.Stds. *Monash*, Dip.N.Ed., R.N., S.C.M., F.C.N.A.

Margaret Strang, Dip.N.Ed., Dip.Hosp.Nurs. & Ward Mgt., B.Ed.
La T., R.N., F.C.N.A.

Joanne Wilkinson, B.H.A. *N.S.W.*, D.P.H.N.I. *Tor.*, Dip.N.Ed.,
R.N.

Beverley Wood, B.App.Sc. (Adv.Nurs.), R.N., F.C.N.A.

Senior Tutors

Eileen Cutliffe, Dip.N.Ed., R.N., F.C.N.A.

Ida Guley, Dip.App.Sc., CHN, Grad.Cert.Ed. (H.Ed.), R.N.,
S.C.M., F.C.N.A.

Carol McVeigh, B.App.Sc. (Adv.Nurs.), Dip.N.Ed., R.N., S.C.M.

Elizabeth Watt, B.App.Sc. (Adv.Nurs.), Dip.N., R.N., S.C.M.

Senior Administrative Officer

Wendy Adams, J.P.

Administrative Officers

Dina Biancotto, Basic Course

Glenn Fricker, Post Registration Courses

Administrative Assistant

Marcelle Edwards

Secretary to Head of School

Marea Johannesen

Typists

*Rosemary Alphred

Julie Burton

*Sandra Johnson

Adriana Mead

Receptionist/Typist

Trish Hobbs

*Denotes part-time.

Introduction to the School of Nursing

The School of Nursing conducts three courses leading to the following awards:

- (a) Diploma in Applied Science, Nursing
— a three-year comprehensive basic nursing course leading to registration as a nurse.
- (b) Bachelor of Applied Science (Advanced Nursing)
— a two-year course for registered nurses who undertake study in one of four major streams: Advanced Clinical Nursing; Community Health Nursing; Nursing Administration; Nursing Education; and Midwifery which prepares nurses for registration in midwifery.
- (c) Diploma in Applied Science, Community Health Nursing (Maternal and Child Health)
— a one year course to prepare registered nurses for registration as Infant Welfare Nurses. (Conducted for the last time in 1986.)

Location

The School of Nursing is situated at the College of Nursing, Australia Building, 2 Slater Street, Melbourne 3004. Telephone 269 1700.

Diploma in Applied Science, Nursing

The purpose of the Diploma in Applied Science, Nursing Course is:

1. to prepare suitably qualified full-time students as professional nurses able to provide comprehensive, individualised nursing care for people in the Australian community regardless of age, state of health, or environment in which care is given, and to plan and supervise patient care given by less qualified nursing personnel;
2. to assist students in their personal and professional development so that they may make their maximum contribution to society as individuals, citizens and nurses.

Professional nursing has as its ultimate goal the conservation of life, the promotion of health, and the alleviation of suffering. Professional nursing is an activity requiring substantial judgement and skill based on specialised knowledge and application of the principles of biological, physical and social sciences.

Course of Study

The Diploma in Applied Science, Nursing is a full-time, three-year diploma course. Limited places are available for part-time students in the first two years of the course.

Award

A Diploma of Applied Science in Nursing is awarded by Lincoln Institute of Health Sciences to students successfully completing the course. Graduates are eligible for registration as nurses with the Victorian Nursing Council.

Lectures and Clinical Practice

Lectures, demonstrations, and practical sessions are held at the School of Nursing, Lincoln Institute of Health Sciences, and clinical experiences, arranged to correlate with the theoretical programme, are gained at selected hospitals and other health agencies in the Melbourne area.

Term dates for the basic course are the same as those set out in principal dates on page 4.

Uniforms

Students are required to purchase prescribed uniforms to wear while attending hospitals and other health agencies for clinical practice. Details of uniform requirements are given to students at the commencement of the course.

Financial Assistance

Students do not receive remuneration from hospitals and other health agencies for any services they provide while undertaking clinical experience. The following forms of financial assistance are available to applicants:

- Tertiary Education Assistance Scheme: Inquiries should be made to the Regional Director, Victorian State Office, Department of Education, 450 St Kilda Road, Melbourne, Victoria 3004, telephone 267 4700. Information brochures and application forms are also available from the Student Services Office, Lincoln Institute.
- Scholarships: A limited number of scholarships are available. Inquiries should be made to the Secretary, Diploma in Applied Science, Nursing Course, School of Nursing, Lincoln Institute of Health Sciences, 2 Slater Street, Melbourne 3004.

Avenues of Employment

A variety of career opportunities are available for nurses following graduation. Professional nurses may select to work in hospitals or in community health agencies, in the city or in the country, in Australia and overseas. They may select to work with people of various age levels — children, adults, elderly people. They may select to work as nurse practitioners, nurse educators, or nurse administrators. It is usual for nurses who wish to specialise in a particular area of nursing following graduation to complete further nursing studies at a more advanced level; such areas would include community health nursing, domiciliary nursing, clinical care nursing, operating room nursing, psychiatric nursing, nursing care of the developmentally disabled, and midwifery.

Assessment

All units of study are assessed. Methods of assessment include interim tests, term examinations, practical work, assignments, group and classroom participation and a terminal examination designed to ensure that students are able to register as nurses with the Victorian Nursing Council.

In addition, students are assessed in clinical practice and if satisfactory, proceed on to the next unit of study. If found to be unsatisfactory in clinical practice a student's continuing clinical placement is carefully considered.

Unit Weighting in Points

Each unit offered to students enrolled in the basic nursing course has been allocated a weighting in points which reflects the number of contact hours in each unit. For theoretical hours this has been calculated on the basis of 18 hours to one point and for clinical hours on the basis of 40-45 hours to one point. Weightings for each unit are indicated in brackets against the respective unit in the course outline.

Course Outline

Details concerning the number of lectures, tutorials and practical sessions are given for guidance only. Only prescribed textbooks need be purchased. Selected references are given during the course and additional references relative to all areas of study are available in the library.

First Year

BL125	Human Bioscience I	(5.0 points)
BL155	Applied General Science	(2.0 points)
BS100	Introduction to Behavioural Sciences	(4.5 points)
BS105	Introduction to Research	(2.0 points)
NO100	Nursing I	(10.0 points)
NO101	Applied Microbiology I	(2.0 points)
NO119	Clinical Practice I	(7.5 points)
		Total points = 33

Second Year

BL225	Human Bioscience II	(4.5 points)
BS201	Psychological Aspects of Nursing A	(2.0 points)
BS202	Sociological Aspects of Nursing B	(2.0 points)
NO200	Nursing II	(7.0 points)
NO201	Applied Microbiology II	(2.0 points)
NO202	Community Health Nursing II	(4.0 points)
NO203	Legal Ethical & Professional Issues	(1.5 points)

NO206	Operating Room Nursing	(3.0 points)
NO219	Clinical Practice II	(11.0 points)
		Total points = 35.5

Third Year

BL325	Human Bioscience III	(2.0 points)
BS301	Psychological Aspects of Nursing B	(2.0 points)
BS302	Sociological Aspects of Nursing B	(2.0 points)
BS357	Introduction to Qualitative Research	(0.5 points)
NO300	Nursing III	(7.0 points)
NO302	Community Health Nursing III	(3.0 points)
NO304	Care of People with Developmental Disability	(6.0 points)
NO305	Maternity Nursing	(4.0 points)
NO307	Paediatric Nursing	(3.0 points)
NO308	Psychiatric Nursing	(7.0 points)

Total points = 36.5

Total points for course = 103.5

Bachelor of Applied Science (Advanced Nursing)

The School of Nursing offers a Bachelor of Applied Science Course in Advanced Nursing with major streams of study in Nursing Administration, Nursing Education, Advanced Clinical Nursing, Midwifery leading to registration, and Community Health Nursing. An option leading to registration in Infant Welfare Nursing is available in association with all major streams; an option leading to registration in Psychiatric Nursing, in association with the community health nursing major stream, is available.

Philosophy and Purpose

Post-registration study in nursing at the first degree level is designed to prepare nurses to assume positions of responsibility, innovation and leadership within current and emerging health care systems. Degree level education builds upon basic nursing education and sound post-registration experience. It both influences and is influenced by changing patterns of nursing education and practice. The School of Nursing aims to facilitate a learning environment in which the student may exercise flexibility, creativity and self-determination. Inherent in this learning process is the development of both analytical and problem-solving skills.

Objectives

The course prepares registered nurses to:

- examine current and developing theories of nursing and their implications for clinical practice in community or institutional settings, or for nursing administration or nursing education or midwifery;
- utilise a research approach/research findings relevant to their field of practice/major area of study;
- increase their understanding of physical, biological, psychological and social sciences relevant to their field of practice/major area of study;
- increase their knowledge and skills to enable them to function more effectively in their current field of practice;

and/or

- acquire knowledge and skills to enable them to practise in a new area leading to registration in midwifery or infant welfare nursing or psychiatric nursing, or in areas such as nursing administration or nursing education;
- evaluate various approaches to change and utilise appropriate strategies for change in relation to the delivery of health care.

General Requirements for Degree

The Bachelor of Applied Science (Advanced Nursing) Course provides opportunity for registered nurses to study nursing theory and practice at an advanced level and to undertake major study in one of the following areas: Advanced Clinical Nursing, Community Health Nursing, Nursing Administration, Nursing Education, or Midwifery (leading to registration as a midwife). It is also possible to complete requirements for registration in infant welfare nursing or psychiatric nursing.

Entrance Requirements

Current registration as a general, psychiatric or mental retardation nurse, plus a higher school certificate or completion of an education entrance test. Other requirements include professional experience, study and an examination in biological sciences.

Application early in the year preceding enrolment is advised in order to complete these entrance requirements. An evening program in bioscience commences in May each year to assist intending applicants to prepare for this examination. (Please see below for further details.)

These pre-course procedures are designed to enable nurses holding certificates to gain a degree qualification in two years of full-time study or equivalent part-time. It will be appreciated that it normally takes at least three to four years of full-time study at a university or college of advanced education to complete requirements for a Bachelor's degree. The Bachelor of Applied Science (Advanced Nursing) Course was approved as a two year programme in recognition of the fact that entering students would have completed basic nursing education, and subsequent experience as qualified nurses. However, the School of Nursing is required to ensure that this education and experience is equivalent at least to the first year of a three year degree programme, and that students are able to complete requirements for the degree in two years. Thus the pre-course procedures aim to ensure that all applicants have an ability to comprehend nursing and related literature, to write coherently and develop a theme or concept, and to have sufficient knowledge of the biological sciences to enable them to cope with the required units of study in the programme.

Programme Design

This programme is designed to build upon the clinical and functional experience which students bring to their studies. Emphasis is placed upon (a) the development of wider conceptual understanding by exposure to a range of theoretical perspectives from various disciplines, and (b) the gaining of in-depth knowledge and skills in selected areas of interest.

Year I

The curriculum in Year I is designed around two core components:

A. NURSING STUDIES

- This component is designed to provide students with:
- (a) an introduction to conceptual approaches to nursing;
 - (b) a basic knowledge of research methods;
 - (c) the ability to interpret and utilise nursing research findings;
 - (d) increased knowledge and skills in a selected area of nursing practice, including educational functions.

B. SCIENCES - BIOPHYSICAL, BEHAVIOURAL, SOCIAL

This component is designed to enable students to gain further knowledge of physical, biological behavioural and social sciences relevant to their clinical and functional areas of special interest.

Year II

The curriculum in Year II builds upon that of Year I and prepares students in one or more major areas of study: Advanced Clinical Nursing, Community Health Nursing, Nursing Administration, Nursing Education or Midwifery (leading to registration with the Victorian Nursing Council).

Bachelor of Applied Science (Advanced Nursing) Course - Summary of Eligibility Requirements

1. General

To be eligible for admission to the degree course of the Institute an applicant shall:

- | | | | | |
|--|----|--|----|---|
| a) have gained passes in four subjects, including English, of the Victorian Higher School Certificate examination or its equivalent, | or | complete satisfactorily an education test paper, set by the School of Nursing, | or | have such other qualifications and/or experience as may be deemed by the academic committee to be equivalent to the preceding requirements, |
|--|----|--|----|---|

and

- b) be currently registered with the Victorian Nursing Council (VNC) as a general nurse, a psychiatric nurse or a mental retardation nurse and produce evidence of adequate recent post registration nursing experience for a minimum of one year,

and

- | | | |
|--|----|---|
| c) pass a pre-course examination in biological sciences set by the School of Biological Sciences of the Institute, | or | produce evidence of having achieved a satisfactory level of understanding of biological sciences, |
|--|----|---|

or

- d) have such other qualifications and/or experience as may be deemed by the academic committee to be equivalent to the above requirements

and

2. Specific

In addition to the requirements of section 1 above, to be eligible for admission to a major stream of study and to some specific options within some major streams of study an applicant shall normally provide evidence of having met professional experience requirements determined by the academic committee and described below:

**A. NURSING
ADMINISTRATION**

An additional year of professional experience which preferably includes recent managerial and clinical responsibilities

**B. NURSING
EDUCATION**

An additional year of recent professional experience which preferably includes a defined area of clinical interest and competence

**C. ADVANCED
CLINICAL NURSING**

No additional requirements for this stream but see below the specific requirements for some of the practice options:

Adult Nursing:

None unless intending to focus on critical care nursing or operating room nursing then 1 year's recent experience, or a certificate, in Critical Care Nursing or Operating Room Nursing

**Gerontological
Nursing:**

none

Midwifery (Advanced):

registration with the VNC as a Midwife, and 1 year's recent experience in Midwifery

Nursing of Children:

1 year's recent experience, in Paediatric Nursing

**Psychiatric Nursing
(Advanced):**

registration with the VNC as a Psychiatric Nurse, and 1 year's recent experience in Psychiatric Nursing

**D. COMMUNITY
HEALTH NURSING**

No additional requirements for this stream but see below the specific requirements for some of the practice options:

**Community Mental
Health Nursing:**

none

**Gerontological
Nursing:**

none

***Maternal and Child
Health Nursing:**

(leading to registration with the VNC as an Infant Welfare Nurse) registration with the VNC as a Midwife, or satisfy the midwifery/maternity nursing prerequisite to registration in infant welfare nursing.

**Child and Family
Health Nursing:**

registration with the VNC as an Infant Welfare Nurse, or experience nursing children

**Occupational Health
Nursing:**

none

Psychiatric Nursing:

(leading to registration with the VNC as a Psychiatric Nurse) none

**Adolescent Health
Nursing:**

none

E. MIDWIFERY: (leading to registration with the VNC as a Midwife)

A basic Nursing Diploma or post registration Nursing Diploma or Degree, which includes evidence of satisfactory completion of a component of study in Maternity Nursing

* this option may be taken by a student in another major stream, excluding Midwifery

Options and Electives

Some optional and elective units may not be conducted on the basis of insufficient enrolments.

Award

The Degree of Bachelor of Applied Science (Advanced Nursing) is awarded by the Lincoln Institute of Health Sciences on successful completion of the course.

TERM DATES

Orientation Week	February 10 - 14
First Term	February 17 - April 25
Study Leave (or field experience)	April 28 - May 2
Examination Week	May 5 - 9
Field Experience (or some vacation)	May 12 - 23
Second Term	May 26 - July 25
Examination Week	July 28 - August 1
Field Experience	August 4 - 15
Vacation	August 18 - 22
Third Term	August 25 - October 24
Study Leave	October 27 - 31
Examination Week	November 3 - 7
Field Experience-MCH students	November 10 - 21
Field Experience-MID students	November 10 - December 10
MCH Final examination in the week	November 24 - 28

Unit Scheme

UNIT CODING

All School of Nursing units are prefixed with a five character code, following by the unit title. The following example indicates the meaning of each character for post-registration course units.

NB1072	ADVANCED NURSING A
N	SCHOOL OF NURSING
1	COURSE/STREAM INDICATOR
0	UNIT NUMBER
7	UNIT NUMBER
2	UNIT WEIGHTING IN POINTS

Course/Stream Indicator

- 1 = Units common to two or more Major streams
- 2 = Units specific to Advanced Clinical Nursing Major Stream
- 3 = Units specific to Community Health Nursing Major Stream
- 4 = Units specific to Nursing Administration Major Stream
- 5 = Units specific to Nursing Education Major Stream
- 6 = Units specific to Midwifery Major Stream
- 7 = Units specific to Diploma in Applied Science, Community Health Nursing (Maternal and Child Health) Course.

Subjects taught by the Biological Science and Behavioural Science School commence respectively with the codes BL and BS.

Subjects taught jointly by the School of Nursing and the Behavioural Science School commence with the code NB.

Details of all subjects offered by the School under the NB coding appear on pages 158 and 159, for N coding refer pages 160 to 174.

Unit Weighting in Points

Each unit offered to students enrolled in post-registration courses has been allocated a weighting in points. Academic units have a weighting of either one or more points. Field experience units have been allocated a weighting of three points in each year.

The exception is the midwifery stream where no points are allocated. This is because of the unique nature of the clinical experience involved.

Behavioural and Biological Sciences' units have been allocated equivalent point weightings – these are indicated in brackets against the respective units in the course outlines.

Criteria for the Award

The criteria for the award of the degree is a passing grade in all compulsory subjects and elective units totalling 48 academic points and a satisfactory grading in clinical/field experience totalling 6 points. In the midwifery major stream, however, students are required to reach a pre-determined level of mastery in the clinical practice situation as well as passing grades for units totalling 54 points.

Course Outline

Year I

UNITS COMPULSORY TO ALL MAJOR STREAMS

NB1014	Nursing Research
N1042	Legal Studies (Students in the Community Health Nursing major stream will normally undertake this subject in Year II)
NB102	Interpersonal Communication Skills (2 points)
BL523	Applied Human Bioscience (3 points)
BS120	Psychological Aspects of Health Care (2 points)
BS140	Sociological Aspects of Health Care (2 points)

Additional units compulsory to specific major streams:

ADVANCED CLINICAL NURSING MAJOR STREAM:

N1072	Advanced Nursing A
N1082	Advanced Nursing B
N1092	Advanced Nursing C
N1022	Educational Functions of Health Professionals
N1103	Field Experience I-AN
BL555	Applied General Science (2 points)
N2002	Maternity Nursing (restricted to students intending to proceed to the midwifery major stream in Year.II)

COMMUNITY HEALTH NURSING MAJOR STREAM:

N3334	Community Health Nursing Studies A
N3342	Community Health Nursing Studies B (students undertaking N1313 will undertake this subject in Year II if completing requirements for the Community Health Nursing major stream)
N3362	Health Education I
N1332	Family Dynamics
N1031	Applied Microbiology
N1203	Field Experience I-CHN

Clinical Practice Options

Students undertaking the maternal and child health nursing option (leading to registration with the Victorian Nursing Council as an infant welfare nurse) will also be required to enrol in:

N1313	Maternal and Child Health Nursing
N1303	Field Experience I-MCH

Students undertaking the psychiatric nursing option (leading to registration with the Victorian Nursing Council as a psychiatric nurse) will also be required to enrol in:

NB204	Generic Psychiatric Nursing A
N1403	Field Experience I-PSYCH

NURSING ADMINISTRATION MAJOR STREAM:

N1072	Advanced Nursing A
N1082	Advanced Nursing B
N1092	Advanced Nursing C
N1022	Educational Functions of Health Professionals
N1103	Field Experience — I-AN

NURSING EDUCATION MAJOR STREAM:

N1072	Advanced Nursing A
N1082	Advanced Nursing B
N1092	Advanced Nursing C
N1022	Educational Functions of Health Professionals
N1103	Field Experience — I-AN
BL555	Applied General Science (2 points)

Year II

ADVANCED CLINICAL NURSING MAJOR STREAM:

Students will select two units of Advanced Clinical Nursing. These units are designed to provide opportunities for students to explore in-depth chosen aspects of clinical nursing practice. They enable students to examine conceptual, methodological and clinical issues and may include a research project.

Field experience is related to the units of advanced clinical studies and comprises up to four weeks block placement plus intermittent days throughout the duration of the units.

N2622	Nursing of Children A
N2632	Nursing of Children B
N2642	Advanced Midwifery A (for registered midwives)
N2652	Advanced Midwifery B (for registered midwives)
N1682	Gerontological Nursing A
N1692	Gerontological Nursing B
N2702	Psychiatric Nursing A (for registered psychiatric nurses)
N2712	Psychiatric Nursing B (for registered psychiatric nurses)
N2662	Adult Nursing A
N2672	Adult Nursing B

plus

N2212	Clinical Teaching A
N2222	Clinical Teaching B
N2232	Management of the Clinical Unit
N2242	Issues in Clinical Nursing
NB122	Analysis of Organisations A (2 points)
NB132	Analysis of Organisations B (2 points)
NB142	Analysis of Organisations C (2 points)
N2443	Field Experience II — ACN
BL626	General and Clinical Pathology A (2 points)

Plus elective unit(s) as necessary to ensure that students meet the required number of points (see next column).

COMMUNITY HEALTH NURSING MAJOR STREAM:

Students in the second year will select two units of Community Health Nursing options from among the following:

N3022	Child and Family Health Nursing A
N3032	Child and Family Health Nursing B
N3102	Adolescent Health Nursing A
N3112	Adolescent Health Nursing B
N3222	Occupational Health Nursing A
N3232	Occupational Health Nursing B
N3242	Community Mental Health Nursing A*
N3252	Community Mental Health Nursing B*
N1682	Gerontological Nursing A
N1692	Gerontological Nursing B

plus

N1462	Nursing Research Project
N3143	Advanced Community Health Practice
N3132	Health Education II A*
NB122	Analysis of Organisations A (2 points)*
NB351	Health Team Functioning (1 point)*
NB361	Health Counselling in Nursing Practice (1 point)
N3453	Field Experience II — CHN
BL626	General and Clinical Pathology A (2 points)
BS151	Personality Theory and Therapies (1 point)*

Students undertaking the generic psychiatric clinical practice option in association with the community health nursing major stream take the subjects marked with an asterisk * plus

NB132	Analysis of Organisations B
NB142	Analysis of Organisations C
NB214	Generic Psychiatric Nursing B
N3272	Health Education IIB
BS332	Abnormal Behaviour: Neurophysiological and Biochemical Aspects
N1413	Field Experience — II - PSYCH

NURSING ADMINISTRATION MAJOR STREAM

N4402	Nursing Administration A
N4412	Nursing Administration B
N4423	Nursing Administration C
N4022	Health Services Administration
N4032	Financial Management
N4042	Industrial Relations
NB122	Analysis of Organisations A (2 points)
NB132	Analysis of Organisations B (2 points)
NB142	Analysis of Organisations C (2 points)
N4463	Field Experience II — NAD

Plus elective units as necessary to ensure that students meet the required number of points (see next column).

NURSING EDUCATION MAJOR STREAM

N5002	Educational Psychology A
N5012	Educational Psychology B
N5022	Curriculum Theory
N5031	Nursing Curricula - Development and Implementation
N5043	Curriculum Development Projects
N5054	Teaching - Theory and Practice
NB122	Analysis of Organisations A (2 points)
NB132	Analysis of Organisations B (2 points)
NB142	Analysis of Organisations C (2 points)
N5473	Field Experience II — N ED
BL626	General and Clinical Pathology A (2 points)

Plus elective units as necessary to ensure that students meet the required number of points (see below).

MIDWIFERY MAJOR STREAM

BL624	Applied Human Bioscience for Midwifery
NB102	Interpersonal Communication Skills (2 points)
NB612	Behavioural Aspects of Midwifery A
NB622	Behavioural Aspects of Midwifery B
N1442	Nursing Research Design and Analysis
N3361	Health Education
N6012	Care During Normal Pregnancy and Labour
N6022	Care During Normal Puerperium
N6112	Care of Mother and Foetus at Risk During Pregnancy A
N6121	Care of Mother and Foetus at Risk During Pregnancy B
N6132	Care of Mother and Foetus at Risk During Labour
N6142	Care of Mother and Foetus at Risk During Birth
N6152	Care of Mother and Infant at Risk During Puerperium
N6321	Trends in Midwifery Practice
N6311	Legal Aspects of Midwifery Practice
N6000	Final Midwifery Examination
N6100	Clinical Experience — Midwifery

Elective Units

Elective units may normally be selected from among the following: (Not all units will be offered in each year.)

N1031	Applied Microbiology
N1032	Applied Microbiology Project
N1052	Sexuality and Nursing
N1452	Advanced Clinical Nursing Elective
N1462	Nursing Research Project
N1491	Human Ecology
N1502	Educational Technology
N1682	Gerontological Nursing A
N3242	Community Mental Health Nursing A
N3272	Health Education IIB (2 points)
N4022	Health Services Administration
N4032	Financial Management
N4042	Industrial Relations
N4052	Issues In Management
NB112	Political Studies (2 points)
NB132	Analysis of Organisations B (2 points)
NB142	Analysis of Organisations C (2 points)
NB162	Computer Based Information Systems (2 points)
BL517	Growth Development and Ageing (1 point)
BL627	General and Clinical Pathology B (2 points)
BS400	Behavioural Science Seminar(s) (1 or 2 points)
BL671	Clinical Pharmacology (1 point)
BL681	Human Embryology (1 point)
BL698	Human Genetics (1 point)

Diploma in Applied Science, Community Health Nursing (Maternal and Child Health)

This course of one full academic year is designed to prepare suitably qualified nurses to function in the maternal and child health care area within a community health context. It leads to a diploma qualification and registration as an Infant Welfare Nurse with the Victorian Nursing Council, and may serve as a basis to continue into a first degree programme with advanced standing. This course will be conducted for the last time in 1986.

Entrance Requirements

Applicants must hold a Higher School Certificate, or its equivalent with a pass in English, or complete satisfactorily an education entrance test. In addition applicants must complete satisfactorily an assignment based on a prescribed course of reading. Applicants must be qualified nurses and have had at least twelve months experience since graduation, hold a midwifery certificate and be registered in Victoria as general and midwifery nurses.

Programme Design

During this one year course many core units are shared with degree course students. These include social and behavioural sciences, community health nursing studies, health education, interviewing skills and microbiology. Further subjects are taken that are specific to community health nursing and maternal and child health. They are epidemiology and biostatistics, introduction to applied bioscience, issues in nursing management, community health nursing and maternal and child health nursing.

Term Dates

The term dates for this course are the same as for the degree course. See page 76.

Unit Scheme

For an explanation of unit coding and weighting see page 76. Twenty-seven points are required for eligibility for the award of Diploma in Applied Science, Community Health Nursing (Maternal and Child Health).

Course Outline

NB102	Interpersonal Communication Skills (2 points)
N3334	Community Health Nursing Studies A
N3342	Community Health Nursing Studies B
N7042	Issues in Nursing Management
N1313	Maternal and Child Health Nursing
N7001	Epidemiology and Biostatistics
N3362	Health Education I
N1031	Applied Microbiology
N7073	Field Experience
BL526	Introductory Applied Human Bioscience (2 points)
BS120	Psychological Aspects of Health Care (2 points)
BS140	Sociological Aspects of Health Care (2 points)
BS150	Behavioural Sciences in Nursing (1 point)

School of Occupational Therapy

Staff

Head of School

Jenny Graham, M.Sc. (Ed.) *Brad.*, Dip.O.T. *Cumberland*, A.T.C.L. *London*

Senior Lecturers

Loris Alexander, M.A. *Melb.*, B.App.Sc. (Occ. Ther.)
Glenys French, Dip.O.T., B.Behav.Sc. *La T.*
Sue Holliday, Dip.O.T. *Edin.*, B.App.Sc. (Occ. Ther.)
Linda King, Dip.O.T., *Lond.*, B.App.Sc. (Occ. Ther.)
George Mocellin, B.App.Sc. (Occ. Ther.), Dip.Psych.Nurs.

Lecturers

Pamela Champion, B.Ed. *La T.*, B.App.Sc. (Occ. Ther.)
Barbara Davison, B.App.Sc. (Occ. Ther.)
Susan Esdaile, B. App.Sc. (Occ. Ther.)
Elizabeth Esdaile, B.Occ.Thy. *Qld.*, M.Admin. *Monash*
Kerry Ferguson, B.App.Sc. (Occ. Ther.)
Primrose Lentin, B.App.Sc. (Occ. Ther.)
Suzanne Lyons, Dip.O.T. *Cumberland*
Ian Rogers, B.Ed. *La T.*, Cert.Bus.Admin. *S.A.I.T.*,
Dip.Ind.Design *R.M.I.T.*
Stuart Sime
Sue Sloan, B.App.Sc. (Occ. Ther.) M.Sc. (Clin-Neuropsych.)
Angela Wood, Dip.O.T.

Senior Tutors

Jan Allen, B.Ed. H.D.T.C.
Johanne Bull, B.App.Sc. (Occ. Ther.), Grad.Dip.Rehab.Stud.
Louise Farnworth, Dip.Crim. *Melb.*, B.App.Sc.(Occ. Ther.)
*Ruth Holan, Dip.O.T.
*Linsey Howie, B.A. *Melb.*, Dip. O.T.
Naomi Kalman, B.App.Sc. (Occ.Thy.)
*Jack Miller
Irene Pagram, H.D.T.S., B.Ed. *Melb.C.A.E.*
Gloria Smith, B.Sc.O.T. *Ohio*
Leeanne Willey, B.App.Sc. (Occ.Thy.)

Administrative Officer

Chris Borthwick, B.A. (A.N.U.)

Administrative Assistant

Kay deKroo

Secretary to Head of School

*Jess Clark, Dip.Rad. *R.M.I.T.*

School Secretary

*Joan Henry, S.R.N., *U.K.*

Secretary

School Aide

Julie Mandarin

Bachelor of Applied Science (Occupational Therapy)

Introduction to Occupational Therapy

Occupational Therapy is concerned with promoting people's competence - that is, their ability to adapt to the demands of their immediate environment and to cope constructively with the myriad of tasks and activities which are part and parcel of everyday life.

In the main, occupational therapists work with those whose coping abilities have been impaired by disease, physical injury, developmental abnormalities, emotional trauma, psychological problems and social disadvantage, and usually work as members of multi-disciplinary health care teams. Through the use of therapeutic "occupation" and specialized equipment and techniques they assist their clients/patients to regain lost function and to develop their existing or potential abilities in order that they may lead lives which are perceived as having direction and purpose.

From the occupational therapist's perspective "occupation" embraces a wide spectrum of activities, including such everyday activities as eating, dressing and personal care; creative activities; work; recreation; and social encounters.

Equipment commonly used by an occupational therapist includes devices for measuring functional performance, splints, and a variety of aids to daily living - for example, raised toilet seats, dressing aids, adapted kitchen utensils, wheelchairs, and computers that can help disabled people to communicate and control elements in their environment such as heating and lighting.

Specialized techniques are used for a number of different assessment, treatment and evaluation purposes. For instance, occupational therapists may show patients with heart problems ways of getting their work done with less effort, help stroke victims find the most effective way to overcome their movement problems, and assist intellectually disadvantaged people to independently manage a variety of tasks by breaking them down into simple and easily handled units.

Therapists often use a group rather than an individual activity to enhance a psychiatric patient's self-awareness and self-image, or to generally improve his/her self-presentation skills. They may also use relaxation techniques to assist both children and adults to come to grips with the fears and anxieties associated with hospitalization.

Essentially, the occupational therapist's skill lies in his/her ability to achieve a match between the demands and challenges of an activity and a client's/patient's interests and needs.

Avenues of Employment

Occupational therapists form part of the health team in general hospitals, rehabilitation centres, sheltered workshops, psychiatric clinics, and special centres for children, elderly people, and intellectually handicapped people. Occupational therapists are also involved in the development of community health services and act as consultants and co-ordinators in specialized aspects of community care.

Term Dates

First Year

Orientation Week	February 17 - 21
First Term	February 24 - May 2
Exam Week	May 5 - 9
Second Term	May 26 - July 25
Exam Week	July 28 - Aug 1
Third Term	Aug 25 - October 24
Study Week	October 27 - 31
Exam Week	November 3 - 7
Oral Exams	November 10 - 14
Directed Professional Practice	November 17 - December 5

Second Year

First Term	February 24 - May 2
Exam Week	May 5 - 9
Second Term	May 26 - July 25
Exam Week	July 28 - August 1
Third Term	August 25 - October 24
Study Week	October 27 - 31
Exam Week	November 3 - 7

Third Year

First Term	February 3 - April 26
Study Week	April 28 - May 2
Exam Week	May 5 - 9
Clinical Education	May 26 - July 18
Clinical Education	July 28 - September 19
Clinical Education	September 29 - November 21

Fourth Year

Academic Week	February 24 - 28
Clinical Education	March 3 - May 9
Academic Term	May 26 - August 8

(Fourth Year Students are required to be available for supplementary examination until August 29)

Course of Study

Occupational Therapy is a full-time three and a half year degree course with limited provision for part-time study in the first two years of the course.

Award

Students who successfully complete the course will be awarded a degree in applied science, Bachelor of Applied Science (Occupational Therapy), by the Lincoln Institute of Health Sciences. The course is recognised by the World Federation of Occupational Therapists and graduates may apply for membership of the Victorian Association of Occupational Therapists.

Course Outline

Details concerning the number of lectures, tutorials and practical sessions are given for guidance only. Detailed textbook lists and reading guides for all subjects are made available to students during the course.

First Year

OT110	Principles of Occupational Therapy
OT120	Intervention processes 1
OT130	Anatomy Pure & Applied
OT131	Pure Anatomy
OT132	Applied Anatomy
OT134	Human Development
OT180	Ergonomics 1
OT181	Activities of Daily Living 1
OT182	Recreation
OT190	Activity and Technical Skills 1
OT191	Computer Skills
OT192	Construction Skills
OT193	Food Skills
OT194	Horticultural Skills
OT195	Printmaking
OT196	Textile Skills 1
BL112	Physiology 112
BS100	Introduction to Behavioural Sciences

Second Year

OT220	Intervention Processes 11
OT242	Neuropsychology
OT250	Clinical Medicine
OT251	Pathophysiology
OT252	Orthopaedics
OT253	Paediatrics
OT254	Neurology
OT260	Clinical Psychiatry
OT270	Directed Professional Practice 11
OT280	Ergonomics 11
OT281	Activities of Daily Living 11
OT282	Work
OT283	Ergonomic Fundamentals
OT290	Activity & Technical Skills 11
OT291	Textile Skills 11
OT292	Ceramics
OT293	Creative Studies
BS107	Introduction to Research
BS234	Human Development 11
BL222	Neurosciences

Third Year

OT313	Assessment, Treatment and Rehabilitation (Physical Dysfunction)
OT314	Assessment, Treatment and Rehabilitation (Psychosocial Dysfunction)
OT315	Management 1
OT325	Design & Development
OT330	Occupational Psychology
OT370	Clinical Education 111
OT371	Clinical Affiliation A
OT372	Clinical Affiliation B
OT373	Clinical Affiliation C
BS250	Research Evaluation

Fourth Year

OT415	Management 11
OT416	Applied Occupational Therapy
OT425	Design and Development
OT460	Clinical Psychiatry
OT470	Clinical Education IV
BS351	Measurement and Test Theory

Subject Details

Details of subjects offered by the School of Occupational Therapy are listed on pages 179 to 185 under coding OT, for Gerontology subjects listed under GR coding appear on pages 156 and 157.

Lectures and Clinical Education

Lectures are held at Lincoln Institute and at the University of Melbourne. Clinical education is undertaken at selected teaching hospitals.

Uniforms and Equipment

Students are required to have a prescribed uniform for hospital clinics and clinical education placements. Work-coats, safety glasses and a tool kit are also required and full information covering all these items will be given in the first week of the course. A half set of bones is required for first-year Anatomy. These can usually be purchased from the students of the preceding year.

Assessment

Student performance is assessed through a variety of methods such as examinations, assignments, and practical work. Details of assessment in each subject are available on the School noticeboards from the beginning of the academic year.

Admission by Advanced Standing

Bachelor of Applied Science (Occupational Therapy)

The opportunity to convert a diploma qualification to degree level is offered to students holding a recognised diploma in Occupational Therapy.

Students are required to undertake the equivalent of one year's full time study from the undergraduate degree programme, and to prove academic equivalence to the fourth year degree standard at the completion of study.

Graduate Diploma in Occupational Therapy

The graduate diploma in Occupational Therapy is a course of study which is offered to graduate occupational therapists of at least two years standing. It aims to provide students with the opportunity to further refine and develop a theoretical and philosophical understanding of occupational therapy practice, and to enhance and develop research skills and practice skills in a selected area of application.

School of Orthoptics

Staff

Head of School

Alison Pitt, D.B.O. (T)

Lecturers

*Kaye Ferraro, Assoc.Dip.Orthop., D.O.B.A.

*Kerry Fitzmaurice, H.D.T.S., *Melb.C.A.E.* Dip.App.Sc. (Orthop.), D.O.B.A.

*Julie Green, D.O.B.A., Dip.App.Sc. (Orthop)

*Linda McKenzie, D.O.B.A., Dip.App.Sc. (Orthop)

*Jean Pollock, Dip.App.Sc. (Orthop), D.O.B.A.

Sessional Staff

William Gillies, M.B., B.S. *Q'ld.*, D.O. *Melb.*, F.R.C.S. *Edin.*, F.R.A.C.S., F.R.A.C.P., F.R.A.C.O.

Robert Ramsay, M.B., B.S., D.O. *Melb.*, F.R.A.C.S., F.R.A.C.O.

Richard Stawell, M.B., B.S. *Melb.*, F.R.A.C.S., F.R.A.C.O.

Mark Lazarus, M.B., B.S., M.D., F.A.O.O.

Deborah Colville, M.B., B.S.

Administrative Secretary

Betty Bibb

Diploma of Orthoptics

Introduction to Orthoptics

Orthoptists are allied health personnel working in the area of applied ocular physiology as part of the eye health care team.

As health care professionals orthoptists work with ophthalmologists who are doctors specialising in disorders of the eyes and vision.

The orthoptist provides specialist services in investigation and treatment of disorders of eye movements, initiates and implements visual rehabilitation programmes and provides ancillary investigation, ancillary diagnosis and eye care in such areas as visual field testing, glaucoma investigation, preventive visual screening and areas related to applied ocular electro-physiology. The orthoptist also assists in patient education and counselling.

Orthoptists form part of the medical team in larger hospitals or are employed in private practice. It is possible for the diplomates in orthoptics to extend their knowledge by working and undertaking post-graduate courses overseas.

Course of Study

Orthoptics is a full-time course of three year's duration.

Award

A diploma of Applied Science in Orthoptics is awarded by Lincoln Institute to students successfully completing the course. Graduates apply for registration with the Orthoptic Board of Australia.

Lectures and Clinical Practice

Lectures are given at Lincoln Institute and clinical work is undertaken at selected city, country and interstate hospitals and clinics.

The following are utilised:

Adelaide Children's Hospital
Alfred Hospital
Austin Hospital
Ballarat Base Hospital
Geelong and District Hospital
Launceston General Hospital
Mt Royal Geriatric Unit
Preston and Northcote Community Hospital
Prince Henry's Hospital
Queen Victoria Medical Centre
Royal Adelaide Hospital
Royal Melbourne Hospital
Royal Children's Hospital
Royal Hobart Hospital
Royal Victorian Institute for the Blind
Royal Victorian Eye and Ear Hospital
St Vincent's Hospital
Yooralla Society of Victoria
Melbourne City Council Kindergartens
Mercy Private Hospital

Some clinical involvement is required during the term holidays.

Assessment

Student performance is assessed through a variety of methods such as examinations, assignments and practical work. Details of assessment in each subject area are available on the School notice boards from the beginning of the academic year.

Course Outline

The provisions in the details of the numbers of lectures and tutorials are included for general guidance only and may be modified without notice.

First Year

BL112 Physiology 112
BL151 Basic Physical Science
OR110 Ocular Anatomy
BS100 Introduction to the Behavioural Sciences
OR120 Ocular Motility 1
OR130 Orthoptic Clinical Practice 1

Second Year

BL222 Neurosciences
OR242 Optics
OR212 Ocular Physiology
BS105 Introduction to Research
BS235 Child Development
BS270 Psychology of Illness, Disability and Rehabilitation
BS280 Interpersonal Helping Skills
OR222 Ocular Motility 11
OR250 Ophthalmology 1
OR232 Orthoptic Clinical Practice 11

Third Year

OR300 Ocular Motility 111
OR301 Surgical Techniques
OR302 Electrodiagnosis
OR303 Optics 11
OR304 Pharmacology
OR305 Microbiology
OR307 Commonly Seen Eye Disorders and Ocular Emergencies
OR308 Research Design
OR309 Objective and Subjective Testing
OR310 Examination of Fundus and Media
OR311 Major and Minor Surgery
OR312 Orthoptics — Investigation and Management
BL370 Medical Science for Orthoptics
BS250 Research Evaluation
BS400 Behavioural Science Seminar
ID103 The Health Team

Details of subjects offered by the School of Orthoptics are listed on pages 175 to 178 under coding OR.

*Denotes part-time

School of Physiotherapy

Staff

Head of School

Patricia Cosh, M.B.E., Dip.Physio., TTTC., M.A.P.A.

Assistant Head of School

Margaret Nayler, M.A. *Melb.* Dip.Physio, M.A.P.A.

Senior Lecturers

Jancis Dennis, B.A. *Swinburne*, B.App.Sc. (Phty.) M.A.P.A.
Barbara Duncan, Dip.T.P. S.A.I.T., B.Ed. *La T.*, Dip.Physio, M.A.P.A.
Mary Fielding, B.A. *La T.*, B.Ed. *Melb.* B.App.Sc. (Phty.), M.A.P.A.
Deirdre Jones, B.A. (Hons.) *La T.*, B.App.Sc. (Phty.), M.A.P.A.
Barry Stillman, Dip.Physio, F.A.C.P., M.A.P.A., M.C.S.P.

Lecturers

Patricia Bate, B.App.Sc.(Phty.), M.A.P.A.
*Elizabeth Burman, B.App.Sc. (Phty.), Grad. Dip. Physio., M.A.P.A.
Elizabeth Kerr, B.App.Sc. (Phty.), M.A.P.A.
Margaret Mayston, B.App.Sc. (Phty.), M.A.P.A.
*Prudence McCahey, B.App.Sc. (Phty.), Grad.Dip.Adv.Manip.Ther.
S.A.I.T., M.A.P.A., M.M.T.A.A.
Joan McMeeken, B.Sc. (Hons.) *La T.*, Dip.Physio., M.A.P.A.
Valma Robertson, B.A. (Hons.) *La T.*, B.App.Sc. (Phty.), M.A.P.A.
Dorothy Wilson, B.Sc. (PT.) *Tor.* M.Sc. *W.Ont.*, M.A.P.A.
*Guy Zito, Grad.Dip.Adv.Manip.Ther. S.A.I.T., Dip. Physio, M.A.P.A.
M.M.T.A.A.

Principal Tutor

Valerie Townsend, B.App.Sc. (Phty.), M.A.P.A.

Senior Tutors

*Marie Baker, B.App.Sc. (Phty.), Grad.Dip. Manip.Th., M.A.P.A.,
M.M.T.A.A.
*Jillian Brown, B.App.Sc. (Phty.), M.A.P.A.
Prudence Brugler, B.App.Sc. (Phty.) M.A.P.A.
Rosemary Cummins, B.Phty.(Hons.) *Qld.*, M.A.P.A.
*Jennifer Ferguson, Dip.Physio, M.A.P.A.
*Angela Gale, Dip.P.O. *Calif.*, B.App.Sc.(Phty.), M.A.P.A.
*Patricia Goldie, B.App.Sc. (Phty), M.A.P.A., M.A.S.M.F.
*Helen Hands, Dip.Physio., M.A.P.A.
Helen Lane, B.A., B.Ed. *La T.*, B.App.Sc. (Phty.), Grad. Dip. Physio.
M.A.P.A.
Wendy Nickson, Dip.Physio., Grad. Dip. Physio. M.A.P.A., M.A.S.M.F.
Caroline Nicolson, Dip.Physio., M.A.P.A., M.C.S.P.
*Christine Oehr, B.App. Sc. (Phty.) M.A.P.A.
*Robin Paleg, B.App. Sc. (Phty.), M.A.P.A.
*Catherine Piggot, B.App.Sc. (Phty.), Grad.Dip. Manip. Th., M.A.P.A.,
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*Barbara Rix, TTTC., Dip.Physio., M.A.P.A., M.M.T.A.A.
*Pearl Stock, B.A. (Hons.), B. Ed. *Melb.*, Dip.Ed. *Monash*,
Dip. Physio., M.A.P.A.
*Kay Spencer, B. App.Sc. (Phty.), B.A., M.A.P.A.
*Diane Svendsen, B.App.Sc. (Phty.), M.A.P.A.
*Elizabeth Tully, Dip.Physio., M.A.P.A.
*Margaret Watson, B.Phty.Qld., M.A.P.A., C.P.A.
*Prudence Weeks, B.App.Sc. (Phty.), Grad. Dip. Manip. Th., M.A.P.A.
*Jillian Webb, Dip. Physio., M.A.P.A.
*Eda Wyse, Dip.Physio.

Tutors

*Karen Dodd, B.App.Sc. (Phty.), M.A.P.A.
*Lisa McCulloch, B.App.Sc. (Phty.), M.A.P.A.

Administrative Staff

Administrative Officer: *Garth Thomas, D. Phil. & Litt. *Brussels*
Administrative Assistant: Susan Hannah
Secretary: Irene Bruhn
Receptionist/Typist: *Anne Owens
Typists: Shirley Birchell, Clarice Price
School Aide: Steven Travis
*Part-Time.

Sessional Staff

Anatomy

Members of the University of Melbourne Department of Anatomy:
Christopher Briggs, M.A., Ph.D., *Oregon*, Dip. Phys. Ed. *Exe*
Norman Eizenberg, M.B., B.S. *Melb.*
Coralie Kenny, Dip.Physio. *Q'ld.*, M.A.P.A.
Geoffrey Kenny, M.B., B.S., *Q'ld.*, M.Sc. *Melb.*
Graeme Ryan, M.D., B.S., Ph.D. *Melb.*, F.R.C.P.A., F.R.A.C.P.
Mary Wheeler, B.Sc., M.B., B.S. *Melb.*

Behavioural Science

Members of the Institute's School of Behavioural Science.

Biological Sciences

Members of the Institute's School of Biological Science

Nursing Procedure

Members of the Institute's School of Nursing.

Orthotics

Members of the Institute's School of Prosthetics and Orthotics.

Physiotherapy

Michael Fogarty, M.B., B.S., *N.Z.*, F.R.C.S., *Edin.*, F.R.A.C.S.
Graeme Lowe, M.B., B.S. *Melb.*, F.R.A.C.S.
David McIntosh, M.B., B.S. *Melb.*, F.R.C.S. *Lond.*, F.R.A.C.S.
J. Barrie Morey, M.B., B.S. *Melb.*, F.R.C.P. *Edin.*, F.R.A.C.P.
John O'Brien, M.B., B.S. *Melb.* F.R.A.C.S.
Laurence Simpson, M.B., B.S. *Melb.*, M.D. *Seoul*, F.C.C.P. *Chic.*,
F.R.A.C.S.
Robert Southby, M.B.B.S., F.R.A.C.S.
Edmond Tai, M.B., B.S. *Melb.*, F.R.A.C.P.

Bachelor of Applied Science (Physiotherapy)

The programme of studies for 1986 as published is subject to modification. Students are required to consult the School notice boards at the commencement of the year for up to date details.

Introduction to Physiotherapy

Physiotherapy is a profession which is open both to men and women. Physiotherapists are members of the medical team assisting patients with temporary or permanent physical disability to achieve the highest possible degree of recovery.

Physiotherapists assess the patient's disabilities and carry out the appropriate treatment programme. This requires a thorough background knowledge of biological, behavioural and medical sciences. Before any person is permitted to practise as a physiotherapist in the State of Victoria, registration with the Physiotherapists Registration Board is obligatory.

Course of Study

Physiotherapy is a full-time degree course with limited provision for part-time study in the first two years of the course.

Award

Bachelor of Applied Science (Physiotherapy).

Lectures and Clinical Practice

Lectures, demonstrations, and practical sessions are held at Lincoln Institute and the University of Melbourne. Students attend physiotherapy departments of a number of hospitals and special centres for observation and clinical practice. These include:

After Care Hospital
Alfred Hospital
Austin Hospital (general hospital and spinal injuries centre)
Ballarat Base Hospital
Bendigo Home and Hospital for the Aged
Bendigo and Northern District Base Hospital
Bethlehem Hospital
Bethesda Hospital
Box Hill and District Hospital
Caulfield Hospital
Centennial House - Freemason's Homes
Central Gippsland Hospital, Traralgon
Coonac Rehabilitation Centre
Dandenong Hospital
Early Childhood Development Programmes
Fairfield Hospital
Frankston Community Hospital
Geelong Hospital
Gippsland Geriatric Centre, Bairnsdale
Gippsland Base Hospital, Sale
Glen Waverley Rehabilitation Centre
Goulburn Valley Base Hospital, Shepparton
Grace McKellar House, Geelong
Greenvale Geriatric Centre
Hamilton Base Hospital
Hampton Hospital
Independent Living Centre
Kingston Centre
Latrobe Valley Hospital Moe
Launceston General Hospital
Marvintara Hospital
Maroondah Hospital
Mercy Maternity Hospital
Mildura Base Hospital
Mont Calm
Mount Eliza Geriatric Centre
Moorabbin Hospital
Mounf Royal Hospital
Preston and Northcote Community Hospital
Prince Henry's Hospital
Queen Elizabeth Geriatric Centre, Ballarat
Queen Victoria Medical Centre
Repatriation General Hospital
Royal Children's Hospital
Royal Hobart Hospital
Royal Melbourne Hospital
Royal Southern Memorial Hospital
Royal Talbot Rehabilitation Centre
Royal Women's Hospital
St Vincent's Hospital
Swan Hill Hospital
Wangaratta and District Base Hospital
Warracknabeal Hospital
Warrnambool Base Hospital
Western General Hospital
Williamstown Hospital
Wimmera Base Hospital, Horsham
Community Health Centres
Institutions run by:
Mental Health
Spastic Society
Yooralla Society
Private Practitioners
Various Overseas Hospitals

Term Dates

Variations to Institute Term Dates:

UNDERGRADUATE STUDIES

First Year: Nil

Second Year: Nursing Procedure/Clinical Study blocks in February and in May or August vacation

Third Year & Clinical and theoretical blocks

Fourth Year: alternatively throughout the year.

POSTGRADUATE STUDIES:

May have preliminary studies during the Summer Vacation

Assessment

Assessment is by means of continuous assessment assignments, tests and examinations. Details for each subject will be available at the beginning of the academic year. Attendance requirements for practical classes and clinics must be met in order to be eligible for assessment in these subjects/units.

Course Outline

The provisions in the details of the numbers of lectures and tutorials are included for general guidance only and may be modified without notice.

First Year

P1600 ANATOMY 1

P1700 PHYSIOTHERAPY 1

P1710 Kinesiology

P1720 Therapeutic Movement

P1770 Child Development

P1800 INTRODUCTION TO CLINICAL STUDY

BL160 SCIENCE FOR PHYSIOTHERAPY

BL161 Principles of Biology

BL162 Histology

BL163 Applied Physics

BS015 BEHAVIOURAL SCIENCES 1

BS100 Introduction to Behavioural Sciences

BS105 Introduction to Research

Second Year

P2600 ANATOMY 11

P2700 PHYSIOTHERAPY 11

P2721 Therapeutic Movement and Kinesiology

P2722 Electrotherapy

P2770 Child Development

P2800 CLINICAL STUDY

P2801 Nursing Procedure

P2802 Preliminary Clinical Studies

BL215 PHYSIOLOGY 215

BL271 INTRODUCTION TO MEDICAL SCIENCE

BS025 BEHAVIOURAL SCIENCES 11

BS250 Research Evaluation

BS261 Sociology and Psychology of Health

Third Year

P3700 PHYSIOTHERAPY 111

P3800 CLINICAL STUDY

ID103 THE HEALTH TEAM

BS340 COMMUNICATION AND INTERPERSONAL HELPING SKILLS IN CLINICAL PRACTICE

Elective Study in one (1) of the following:

P3600 ANATOMY 11

BL317 PHYSIOLOGY 317

BS035 BEHAVIOURAL SCIENCES 111

either group A

BS358 Research Design

and

BS400 Behavioural Science Seminars (one only)

or group B

BS400 Behavioural Science Seminars (four)

P3900 COMPOSITE ELECTIVE

Students may choose any four units (or equivalent) from the P3920 series and the BS400 seminars.

P3920 PHYSIOTHERAPY ELECTIVE

P3921 Introduction to Creative Movement

P3932 Occupational Health

P3924 Elective Project

Fourth Year

P4800 PHYSIOTHERAPY IV

Compulsory Units

In units P4830, P4840 and P4850 students attend a metropolitan teaching hospital and spend four weeks on each unit. Experience is gained in treatment under supervision of a wide range of medical and surgical conditions presenting in both wards and outpatient departments. Opportunity is given to discuss and evaluate assessment and treatment, attend appropriate ward rounds and case conferences, observe some surgical procedures and participate in tutorials.

P4801 Independent Study

P4802 Ethics and Professionalism

P4830 Cardiothoracic Physiotherapy

P4840 Physiotherapy in Neurology

P4850 Physiotherapy in Orthopaedics

Elective Units

Two (2) of:

***P4871** Physiotherapy in Paediatrics: General

***P4872** Physiotherapy in Paediatrics: Mental and Physical Retardation

***P4873** Physiotherapy in Paediatrics: Special Schools

P4891 Physiotherapy in Rehabilitation

P4892 Physiotherapy in Geriatrics

***P4893** Physiotherapy in Spinal Paralysis

Plus one (1) of:

P4821 Physiotherapy in Rural Health

P4822 Physiotherapy Private Practice

P4823 Physiotherapy in Community Health

P4824 Physiotherapy in Mental Health

P4825 Overseas Work Experience

P4831 Physiotherapy in Cardiothoracic Rehabilitation

P4880 Physiotherapy in Obstetrics and Gynaecology

P4895 Physiotherapy in Progressive Illnesses

Prerequisite:

The prerequisite for any subject/unit in second, third and fourth year is the successful completion of the corresponding subject/unit in the previous year. Specific prerequisites are stated with individual entries.

Details of subjects offered by the School are listed on pages 186 to 200 under coding P an ER153 to 155.

Admission by Advanced Standing

Bachelor of Applied Science (Physiotherapy)

Provision has been made for persons who hold an approved diploma (or other appropriate award) in the area of physiotherapy and who wish to upgrade their qualification to Bachelor of Applied Science (Physiotherapy).

The point of entry into the undergraduate programme will be individually assessed on the basis of previous studies.

Postgraduate Studies

The School of Physiotherapy offers three postgraduate diplomas:

Graduate Diploma in Manipulative Therapy

Graduate Diploma in Physiotherapy

Graduate Diploma in Exercise for Rehabilitation

Admission Requirements

Refer to Regulations on pages 38, 39, 44 and 45 and also pages 91, 93 and 95 in the Post Graduate Studies section.

Assessment

In accordance with Institute regulations the method, date and time of assessment will be confirmed at the beginning of each unit.

Prerequisites and Corequisites

Prerequisites and corequisites are stated with individual subject entries.

* Only one of these may be taken.

School of Podiatry

Staff

Head of School

Christopher Hyde, B.A. *Open U.*, M.Ed.St. *Monash*

Lecturers

**Patricia Boyd, Cert. Chir. *Edin.*, Cert.Teach. *Glas.*, M.Ch.S., B.App.Sc.(Pod.)

John Osborne, M. Ch.S.

*E. Dermot Patton, M.Ch.S., M.A.Pod.A.

Senior Tutor

Mark Higham, Dip.Chir. *W.A.I.T.*, B.App.Sc. (Pod.) M.A. Pod.A.

Tutors

Michael Nichol, M.Ch.S., Cert.Ed. *Univ. of London*

Felicity Scaife, B.App.Sc. (Pod.)

Meredith Wilkinson, Dip.App.Sc. (Pod.), B.App.Sc. (Pod.)

Administrative Secretary

Gwenda Legge

Receptionist

Kim Wilde

Laboratory Assistant

*Lucy Minuzzo

Bachelor of Applied Science (Podiatry)

Introduction to Podiatry

The podiatrist is a health care professional who is called upon to diagnose and treat a range of abnormalities of the human foot; as such he fulfils a vital role within the general framework of the medical and allied health professions.

In addition to manual dexterity he requires a thorough understanding of physiological systems and disease processes affecting feet. He must also take an active interest in people and be highly motivated in his desire to help patients of all ages. The range of work extends from preventive medicine involving children to the curative and palliative treatment offered to geriatric patients. Between these two extremes the podiatrist is expected to treat the problems presented by a variety of patients suffering from a range of diseases. Such diseases as arthroses, diabetes, neurovascular disorders and orthopaedic problems invariably require the patient to seek intensive and skilled foot-care.

Many patients, however, will be in good general health but will be seeking advice and treatment for a range of intrinsic foot disorders. These will include the painless reduction of corns and calluses, in-growing toe nail and verruca infection. The variety of skills available which enable the podiatrist to fill his therapeutic role include clinical techniques, application of topical medicaments and the prescription and manufacture of a range of appliance devices (orthoses).

The podiatrist may work in hospitals, community health centres or other institutions concerned with health care, or may practise in the

private sector either alone or in a group practice. He may also work as part of a health team concerned with both the physical and psychological problems of patients in areas of special need and rehabilitation.

Course of Study

Podiatry is a full-time degree course of three years duration with limited provision for part-time study in the first two years of the course.

Advanced standing may be offered to suitably qualified practitioners wishing to convert their current qualifications.

Award

Bachelor of Applied Science (Podiatry) is awarded by Lincoln Institute to students successfully completing the course.

Lectures and Clinical Practice

Lectures are held both at Lincoln Institute and at the Abbotsford Campus. Clinical Practice is carried out at the School of Podiatry Clinic, St. Heliers Street, Abbotsford.

Assessment

Details of assessment in each subject area will be made available at the beginning of the year.

Equipment

Students are expected to purchase instruments through the School at a cost of approximately \$240. In addition, 2 white coats for clinical use are required and a third (coloured) coat for appliance work. (cost approx. \$20 each).

Course Outline

The provisions in the details of the number of lectures, tutorials and practical sessions are included for general guidance only and may be modified without notice.

First Year

BL165	Physical Science for Podiatry
BL166	Cell Biology & Histology for Podiatry
BL181	Anatomy for Podiatry
BS101	Introduction to Behavioural Sciences
BS102	Communication Skills in Clinical Practice
CH110	Therapeutics & Pharmacology
CH120	Microbiology for Podiatry
CH130	Podology 1
CH140	Clinical Practice 1
CH150	Orthotics 1

Second Year

BL216	Physiology for Podiatry
BL254	Biomechanics for Podiatry
BL273	Medical Science for Podiatry
BS105	Introduction to Research
CH210	Therapeutics & Pharmacology 11
CH230	Podology 11
CH231	Pathomechanics
CH240	Clinical Practice 11
CH250	Orthotics 11
CH260	Anaesthesiology

Third year

BL372	Medicine for Podiatry
BS250	Research Evaluation
CH200	Kinesiology
CH300	Podiatric Medicine
CH301	Podiatric Surgery
CH302	Radiographic Interpretation
CH303	Sports Podiatry
CH310	Therapeutics 111
CH330	Podology 111
CH340	Clinical Practice 111
CH350	Orthotics 111
CH360	Surgery
CH370	Orthopaedic Surgery
CH380	Dermatology
CH400	Podiatry Elective

Details of subjects offered by the School are listed on pages 149 to 152 under coding CH.

*Denotes part-time

**Leave of absence

School of Prosthetics and Orthotics

Staff

Head of School

Don Radford, Dip.App.Sc. (P & O), M.I.S.P.O., M.A.O.P.A.

Lecturers

S. Yan Pong, Dip.P.O., C.P.O. *H.K.*, Cert.P.O. *N.Y.*, F.B.I.S.T.,
F.I.S.P.O., M.A.O.P.A.

Trevor Rogers, Cert.P., Dip.Admin. *N.Z.*, Cert.P.O. *Calif.*, M.I.S.P.O.,
M.A.O.P.A.

Senior Tutor

Les Barnes, Dip.App.Sc. (P & O), M.I.S.P.O.

Technical Instructor

L. Barry Wollmer, Dip.App. Sc. (P & O), L.Th. *M.C.D.*, M.A.Pod.A.

Senior Secretary

Heather Inglis

Diploma of Applied Science (Prosthetics and Orthotics)

Introduction to Prosthetics and Orthotics

The prosthetist/orthotist is responsible for the fitting, fabrication and aligning of prostheses (artificial limbs) and orthoses (brace and splint appliances) in order to restore function in patients with amputations and musculoskeletal disabilities.

The prosthetist/orthotist must be competent to consult with other health care professionals as a member of a clinic team in the examination of the patient, in advising on the types and effectiveness of prosthetic and orthotic devices and also in pre-surgical planning and the evaluation of the end result of prosthetic/orthotic treatment.

The responsibilities of the prosthetist/orthotist include the carrying out of a doctor's prescription by making and modifying plaster casts, formulating socket shapes and designing prostheses and orthoses with correctly selected component parts and materials. The materials may include plastic, wood or metal. The fabrication, modification, fitting and aligning of the prosthesis and orthosis all aim to produce maximum patient comfort and function.

On completion of the course the prosthetist/orthotist will have gained relevant medical and scientific knowledge and terminology, as well as such manipulative, mechanical and creative skills necessary to become a competent member of the health care team.

Course of Study

This course extends over a period of three years full-time study. Provision is made for those students who wish to undertake part-time study.

Award

The Diploma of Applied Science (Prosthetics and Orthotics) will be awarded by Lincoln Institute to students successfully completing the course.

Lectures and Clinical Education

In addition, during the course and as part of their clinical education programme, students spend periods of time in hospitals and other institutions in order to obtain clinical and practical experience. These clinical affiliations may be in metropolitan, country or inter-state centres, as well as in the clinic which is operated by the School of Prosthetics and Orthotics.

Term Dates

The term dates conform to the term dates for the Institute. However students are required to do some clinical practice during vacation periods.

Uniforms and Equipment

Students will be required to purchase prescribed workcoats and a tool kit for use in practical sessions. Some equipment for technical drawing will be required. Details of these requirements will be available at the time of enrolment.

Avenues of Employment

Avenues of employment are in hospitals, rehabilitation centres and prosthetic and orthotic centres.

Assessment

The student's performance is assessed in a variety of ways including essays, short answer test, assignments, practical and oral assessment, and written examinations.

Course Outline

Details concerning the number of lectures, tutorials and practical sessions are given for guidance only.

First Year

- PO110** Introduction Prosthetics and Orthotics Laboratory Techniques
- PO111** Technical Drawing
- PO112** Materials Technology
- PO121** Introduction to Orthotics
- PO122** Introduction to Prosthetics
- PO125** Clinical Education 125
- BL152** General Science
- BL182** Anatomy for Prosthetics and Orthotics
- BS100** Introduction to Behavioural Sciences

Second Year

- PO221** Below Knee Orthotics
- PO222** Above Knee Orthotics
- PO223** Upper Extremity Orthotics
- PO224** Spinal Orthotics
- PO225** Clinical Education 225
- PO226** Clinical Education 226
- PO240** Introduction to Design and Development
- PO241** Nursing Procedures
- BL112** Physiology 112
- BL253** Biomechanics for Prosthetics and Orthotics
- BL274** Medical Science for Prosthetics and Orthotics
- BS102** Communication Skills in Clinical Practice
- BS106** Data Analysis
- BS270** Psychology of Illness, Disability and Rehabilitation
- ID103** The Health Team

Third Year

- PO321** Below Knee Prosthetics
- PO322** Above Knee Prosthetics
- PO323** Upper Extremity Prosthetics
- PO325** Clinical Education 325
- PO326** Clinical Education 326
- PO327** Clinical Education 327
- PO329** Allied Health Clinics
- PO330** Administration and Management
- PO340** Design and Development
- BL222** Neurosciences
- BS400** Behavioural Science Seminars

*Denotes part-time.

Section 9

Post Graduate Studies

Manufacture of Prosthesis - Prosthetics & Orthotics



Master of Applied Science

The institute offers a programme of study leading to the award of the degree of Master of Applied Science by thesis.

Candidates are required to undertake a research programme in the health sciences. To meet the research requirements of the degree the candidate will submit a thesis on an approved subject in which the person will be expected to offer evidence of original work which shows competence in the relevant methods of research, clear presentation of material, and independent judgement.

The research interests of Institute staff are broad and cover most areas of the health sciences taught at the Institute. An index of potential supervisors is available from the Secretary of the Research and Higher Degrees Committee.

The regulations governing the Masters programme are found on pages 52 and 53.

Enquiries concerning the Masters Degree should be addressed to:

The Secretary,
Research and Higher Degrees Committee,
Lincoln Institute of Health Sciences,
625 Swanston Street,
CARLTON 3053

Master of Applied Science (Nursing) by Coursework:

It is expected that a Master Degree by coursework in Nursing will be offered in 1986 on a joint basis by the Lincoln Institute of Health Sciences and Phillip Institute of Technology. An intake is planned for July 1986.

Enquiries should be directed to:

Administrative Officer,
Masters Degree by Coursework,
School of Nursing,
2 Slater Street,
MELBOURNE 3004.

Graduate Diploma Courses

Introduction

Graduate diploma courses at Lincoln Institute currently being offered are:

*Behavioural Studies in Health Care	(Behavioural Sciences)
Communication Disorders	(Communication Disorders)
Community Health	(Behavioural Sciences)
*Ergonomics for the Health Sciences	(Biological Sciences)
*Exercise for Rehabilitation	(Physiotherapy)
*Gerontology	
*Health Administration	(Health Administration and Education)
*Health Education	(Health Administration and Education)
*Manipulative Therapy	(Physiotherapy)
Neurosciences	(Behavioural Sciences)
Occupational Therapy	(Occupational Therapy)
Physiotherapy	(Physiotherapy)
Rehabilitation Studies	(Behavioural Sciences)

*To be offered in 1986.

The overall structure for a Graduate Diploma course is:

PRELIMINARY STUDIES - Selected students may be required to take all or some of a range of preliminary studies subjects prior to the commencement of the academic year.

POST GRADUATE BASIC STUDIES - These consist of three major subject areas - Research and Evaluation, Health and Health Care, and Professional Functioning.

SPECIALIST CORE STUDIES - These represent the core studies of the post graduate course for which students enrol.

ELECTIVE STUDIES - will include further units developing the specialist area. Students will be able to make a choice from available elective studies. Advice about desirable electives may be given to students from the respective Schools responsible for courses.

Details of subjects offered by the various Schools are listed alphabetically on pages 97 to 203 in the subject details sections.

Graduate Diploma in Behavioural Studies in Health Care

A Graduate Diploma in Behavioural Studies has been developed and accredited. This is a two year part-time course for health science and psychology graduates who wish to develop basic knowledge, attitudes and skills in behavioural psychology applied to health care. There will be an intake in 1986.

Interested individuals should contact the School of Behavioural Sciences for details about this course.

Graduate Diploma in Communication Disorders

Co-ordinator Dr John Bench. Communication Disorders.

The Graduate Diploma in Communication Disorders is designed to provide graduates with specialised knowledge and increased skills which will aid in the understanding, assessment and remediation of individuals with communicative disorders. The course provides the skills necessary for graduates to keep abreast of current advances in speciality areas and to evaluate critically the usefulness of new knowledge and techniques as they appear in the literature. There will be no new intake for this course in 1986.

Admission Requirements

An applicant for admission to the Graduate Diploma shall:

- hold the Degree of Bachelor of Applied Science with major studies in speech pathology of Lincoln Institute of Health Sciences or a qualification deemed equivalent by the Academic Committee; or
- hold a Licentiate of the former Australian College of Speech Therapists or a qualification deemed equivalent by the Academic Committee; and
- provide evidence that the theoretical and clinical prerequisites of the course as determined by the Academic Committee are met.
- provide evidence of appropriate writing ability and fluency in spoken English.

An applicant who does not hold the qualifications described in paragraphs (a) and (b) above may be admitted provided that such an applicant holds a degree or graduate diploma in a discipline (e.g. aural rehabilitation, audiology, psychology, linguistics, or special education) related to speech pathology deemed appropriate by the Academic Committee and meets the requirements of paragraphs (c) and (d) above. Such an applicant, or an applicant who is admitted under paragraph (b) above may have such conditions imposed upon his admission and be required to undertake such preliminary studies as the Academic Committee deems appropriate.

Preliminary Studies

Selected students may be required to take some or all of the following prior to commencement of the academic year:

- BS590** Introduction to Research and Statistics
- BS591** Introduction to Behavioural Sciences
- AE500** Post Graduate Study Skills Acquisition
- CD500** Preliminary Postgraduate Studies in Communication Disorders

Course Structure

The course is offered on a part-time basis over a period of two years. There is NO provision for full-time study. Normally the course will be completed in not less than two consecutive years of part-time study. For the most part students will be required to attend two evenings per week (5-7 hours per week). Attendance at two or three full day seminars during the course may also be required.

The sequence of the subjects may vary. However, students usually start the course by taking three hours per week in the basic studies area and three hours per week in the specialist core studies area. The course will progress to completion by students working on their specialist core paper and electives.

Course Outline

The content of the course consists of 60 six-hour modules. Each student must take subjects in three major areas outlined below:

BASIC STUDIES

Basic studies consist of three major subject areas:

RESEARCH AND EVALUATION

- BS501** Introduction to Graduate Research Skills
- BS503** Empirical Case Design

HEALTH AND HEALTH CARE

- BS506** Influences on Health
- AE501** Quality Care and Professional Accountability

PROFESSIONAL FUNCTIONING

AE502 Ethical Elements of Professional Functioning
plus any two modules from the following:
BS507 Professional Roles
BS508 Interprofessional Functioning
BS509 Client-Professional Interactions

SPECIALIST CORE STUDIES

The specialist core consists of a two-subject sequence (total of 22 modules) in communication disorders followed by a literature evaluation paper (10 modules): giving a total of 32 modules (192 hours). The following subject is to be offered in 1986.

CD580 Literature Evaluation (10 modules)

ELECTIVE STUDIES

A comprehensive list of approved electives will be published at a later date. The confirmed elective is:

CD561 Readings in Communication Disorders (1-13 modules)

Graduate Diploma in Community Health

Co-ordinator: Dr Bill Hart, School of Behavioural Sciences.

Introduction

This course focuses on a community-based approach to health, emphasising the health of populations. Consequently, it is oriented to: community needs assessment; designs and implementation of appropriate strategies of health care; social and environmental intervention and evaluation of health services. Attention is also paid to the development of skills in health education, community development, research, teamwork and inter-personal skills.

Assessment

Assessment requirements are primarily in the form of practical assignments (e.g. designing a health education course, carrying out a research project) plus essays, seminar papers and short-answer tests. Attendance and participation in classwork is also an assessment requirement.

Prescribed Texts and References

Each course participant will be issued with a booklet containing detailed information on the course aims, structure, content, texts and references. Additional reading lists will be provided by teaching staff during the course.

Preliminary Studies

Selected students may be required to undertake some or all of the following prior to the commencement of the academic year.

BS590 Introduction to Research and Statistics
BS591 Introduction to Behavioural Sciences
AE500 Postgraduate Study Skills Acquisition

Course Outline

Subjects taken in the course are set out below.

First Year

BASIC STUDIES

Basic Studies consist of three major subject areas:

RESEARCH AND EVALUATION

BS501 Introduction to Graduate Research Skills
BS504 Survey and Interview Techniques

HEALTH AND HEALTH CARE

BS506 Influences on Health
AE505 Models of Health Care Organisations

PROFESSIONAL FUNCTIONING

BS507 Professional Roles
BS508 Interprofessional Functioning

SPECIALIST CORE STUDIES

BS515 Interpersonal Helping Skills for Health Professionals A
BS516 Interpersonal Helping Skills for Health Professionals B
BS540 Community Health Theory and Practice I
BS541 Community Needs Assessment I
BS543 Health Promotion I

Second Year

BS550 Community Health Theory and Practice II
BS551 Community Health Research and Evaluation
BS552 Community Needs Assessment II
BS553 Health Promotion II

ELECTIVE STUDIES

Students must undertake 78 hours (13 modules) of elective studies. Details of elective subjects will be negotiated with individual students.

Graduate Diploma in Ergonomics for the Health Sciences

Co-ordinator: Dr Owen Evans, Biological Sciences.

Introduction

Ergonomics is the science of designing products, tasks and environments to suit human needs and capabilities, without exceeding human limitations.

Its purpose is to optimise person-machine-environment systems to maximize personal comfort, health and efficiency by adapting the machine or environment, rather than requiring people to adapt. In short, its aim is "fitting the task to the person".

It applies the methods and findings of the physical, biological and behavioural sciences to improve the design of jobs and products.

The Graduate Diploma in Ergonomics is offered on a part-time basis over two years. The course commenced in 1979 and subsequent intakes have started in 1981, 1983, 1984 and 1985.

It is currently the only specialist ergonomics course offered in Australia.

The aim of the course is to prepare competent general practitioners in ergonomics, capable of

- working within a multidisciplinary team;
- assessing functional effectiveness of equipment, environments and systems;
- contributing to design modifications to optimise human performance;
- undertaking or interpreting research in ergonomics; and
- communicating ergonomic theory and practice to others.

This course seeks to prepare the student by introducing in the first year the diverse range of tributary disciplines in order that students can proceed to second year with a common language and set of concepts.

The second year develops this trend further, but allows the student to elect to follow some subject areas in more depth than others in order to combine pre-existing professional knowledge and skills with the newly acquired ergonomics outlook. In addition the second year directed project provides an opportunity for professional development to a high degree in a chosen area.

ADMISSION REQUIREMENTS

Applicants must have a degree or diploma in one of the health sciences, for example physiotherapy, occupational therapy, medicine and chiropractic, or in a profession where ergonomics is likely to be useful, such as engineering, architecture or design.

Persons without full qualifications may be admitted to the course through a special entry provision. The number of candidates in each intake entering by this provision is very limited. Such special entry applicants may be required to undertake studies prior to commencement of the course.

Each intake will be restricted in number - currently to 35 students. Selection of students will be based on merit. Interview will be used

where necessary to assist the selection process.

Assessment

Assessment of student performance is usually made by examination, essays, seminar papers and practical assignments. Attendance and participation is an assessment requirement in some subjects.

Prescribed Texts

The textbooks prescribed will be fully discussed during the first teaching session of each programme.

Course Structure

The course is offered on a part-time basis over two years. This will permit easier access by people currently at work. It is preferred that students be employed while undertaking the course; a number of units are planned around research in field settings to enable students to evaluate aspects of the facilities in which they are employed, and to conduct projects.

For the most part, students will be required to attend two evenings per week. Attendance at two or three full-day seminars during the course is also a requirement.

FIRST YEAR

Basic Studies

BS501 Introduction to Graduate Research Skills

BS504 Survey and Interview Techniques

BS507 Professional Roles

or

BS508 Interprofessional Functioning

BS568 Epidemiology in Ergonomics

Specialist Core Studies

BL530 ERGONOMICS I comprising ...

BL531 Theory and Rationale of Ergonomics

BL532 Ergonomics in the Workplace

BL533 The Working Environment

BL525 Biological Bases of Ergonomics

Incorporating

BL524 Introduction to Ergonomics (Biological Sciences)

BL551 Introduction to Ergonomics (Physical Sciences)

BL585 Anthropometry

BS570 Perception for Ergonomics

BS571 Learning and Skilled Performance

BS573 People at Work

SECOND YEAR

Specialist Core Studies

BL630 ERGONOMICS II comprising ...

BL631 Work Systems

BL632 Information Processing

BL633 Applied Ergonomics Seminars

BL634 Directed Project

Elective Studies

Students choose 7 elective studies from -

BL639 Ergonomic Aspects of Information Technology

BL641 Working Posture

BL642 Physically Demanding Work

BL643 Displays and Controls

BL644 Ergonomics in Design

BL645 Ergonomics in Health Care Practice

BL646 Fundamentals of Occupational Health and Safety Practice

BL647 Job Analysis & Design

BL648 Consultancy Management

BL649 Independent Study

AE504 Implementing Change

Other elective studies may be approved by the co-ordinator.

Graduate Diploma in Exercise for Rehabilitation

Co-ordinator: Dierdre Jones, (Physiotherapy)

Introduction

This course of study is offered jointly by the School of Physiotherapy of Lincoln Institute and the Department of Physical Education and Recreation of Frootscray Institute of Technology.

Further study is undertaken in biological, behavioural and medical sciences to provide appropriate background information for planning and conducting exercise programmes in selected areas of rehabilitation.

Course Structure

The course is offered on a part-time basis over a minimum period of two years.

Students complete a total of 360 hours of formal coursework and approximately 130 hours of field/clinical experience in the second year of the course.

Subjects offered

BS508 Interprofessional Functioning

AE505 Models of Health Care Organisations

***BS562** Motor Skills

ER970 Introduction to Graduate Research Skills

***ER973** Applied Physiotherapy I

ER974 Applied Physiology II

***ER975** Biomechanics I

ER976 Biomechanics II

†**ER977** Introduction to Medical Sciences

†**ER978** Rehabilitation Psychology

ER980 Introduction to Rehabilitation

ER981 Cardiorespiratory Rehabilitation

ER983 Rehabilitation in Orthopaedic Disorders

ER985 Rehabilitation in Neurological Disorders

ER987 Rehabilitation Seminars

ER989 Field work

ER990 Exercise for Rehabilitation

ER992 Movement and Adapted Exercise

ER994 Games, Recreational Activity, Water Activities & Athletics

ER996 Dance and Movement

ER997 Relaxation Techniques and Therapeutic Applications

ER998 Interpersonal Communication Skills

ER999 Research and Evaluation in Rehabilitation Exercise

*Undertaken by Physiotherapists only.

†Undertaken by Physical Educators only.

Electives

Students have the opportunity to pursue in particular areas of rehabilitation by choosing a relevant topic in the research project, through the rehabilitation seminars and through an elective area of clinical field work.

Graduate Diploma in Gerontology

Joint Co-ordinators: Loris Alexander (Occupational Therapy)
Deirdre Jones (Physiotherapy)
Dr. Kay Patterson (Behavioural Sciences)

Introduction

The course has been developed in response to the perceived lack of training in the area, and the increasing demand for care of the ageing population. It recognizes in its title (Gerontology) a broader theoretical basis for study and application than the medical model which emphasizes treatment of the ill aged, and deals, additionally, with issues of the well aged, and of those who can be assisted to remain independent. The emphasis of the course is to provide a theory base for practice rather than clinical management, although applications will be discussed.

Admission Requirements

Applicants must hold a recognized degree or diploma which, in the view of the Course Admissions Committee, provides an appropriate background for the course.

Persons without full qualifications may be admitted to the course through a special entry provision, although the number entering by this provision is very limited. Special entry applicants may be required to undertake studies prior to course commencement.

Assessment

Assessment of student performance is usually made by examination, essay, seminar paper and practical assignment. Attendance and participation is an assessment requirement in some subjects.

Prescribed Text

The textbooks prescribed will be discussed in the first session of each programme.

Course Structure

The course is offered on a part-time basis over two years. This will permit easier access by people currently at work. It is preferred that students be employed while undertaking the course. Course work will require attendance on two evenings per week.

Basic Studies

BS501 Introduction to Graduate Research Skills

BS503 Empirical Case Design

BS504 Survey and Interview Techniques

Specialist Studies

BS510 Methodological Issues in the Study of Ageing

GR102 Biological Aspects of Ageing

BS583 Psychological Aspects of Ageing

BS582 Sociological Aspects of Ageing

GR105 Clinical and Preventative Aspects of Health Care for the Aged

GR106 The Aged and the Environment

GR107 Educational Issues in Health and Welfare

GR108 Implications for Policy and Planning

Elective Studies

GR109 Elective Studies

Graduate Diploma in Health Administration

Co-ordinator: Maxwell Mollard (Health Administration and Education)

Introduction

Health service administration involves the acquisition and co-ordination of personnel, finance and physical resources and the adaption, development and implementation of delivery systems to provide high quality health care by the most efficient means. In health services administration, policy development and innovations in approaches and techniques are heavily dependent on the views and advice of health careers personnel who have been trained in the diagnosis, treatment, prevention and rehabilitation of health disorders.

The course focuses on the needs and requirements of health personnel who are acting in an administrative capacity. It aims to build on the knowledge and experience of such people through a study of health and health care delivery systems; management goals, functions and processes; administrative tools, techniques and information systems; and the implications of health administration for patient care.

Health personnel who undertake the course will already have knowledge and skills in management and administration. The course therefore aims to develop this knowledge into a comprehensive concept of administrative systems and processes. There will be a heavy emphasis in the course on practical issues and problems.

Assessment

Assessment requirements vary between subjects. Several techniques are employed, including essays, seminar papers, assignments and short-answer tests. Attendance and participation in classwork is also a requirement.

Prescribed Texts and References

Each course member is issued with a course information booklet containing full course details and a comprehensive list of references. Additional references will be provided by teaching staff during the course.

Preliminary Studies

Selected students may be required to undertake some or all of the following prior to the commencement of the academic year.

BS590 Introduction to Research and Statistics

BS591 Introduction to Behavioural Sciences

AE500 Post Graduate Study Skills Acquisition

Course Outline

Subjects taken in the course are set out below.

First Year

BASIC STUDIES

Basic Studies consists of three major areas:

RESEARCH AND EVALUATION

AE507 Research for Health Administrators/Educators I

HEALTH AND HEALTH CARE

AE505 Models of Health Care Organizations

AE501 Quality Care and Professional Accountability

PROFESSIONAL FUNCTIONING

AE502 Ethical Elements of Professional Functioning

BS508 Interprofessional Functioning

SPECIALIST CORE STUDIES

AE600 Introduction to Health Administration

AE601 Management Theory and Practice

AE605 Directed Project

Second Year

AE602 Administration of Health Care Delivery

AE603 Administration of Tools, Techniques and Information Systems

AE604 Health Services Law

AE605 Directed Project

AE630 Health Economics and Planning

ELECTIVE STUDIES

Students must undertake 72 hours of elective studies from subjects made available by this and other Schools. Electives available from this School will include:

AE606 Independent Project

AE620 Budgeting and Accounting for Health Practitioners

AE503 Basic Learning Skills

AE504 Implementing Change

Health Education and Management Seminar Programme
(**AE610** Series)

(Details of individual subjects within this programme to be finalized before enrolment).

Graduate Diploma in Health Education

Co-ordinator: Rae Walker (Health Administration and Education)

Introduction

The Graduate Diploma in Health Education is a course developed for health orientated professionals who have an interest or involvement in health education and who wish to develop this aspect of their professional work.

The course aims to build on the knowledge and experience of such people through a study of educational practices, and associated concepts, in a health setting. The emphasis is on diagnosis and analysis of the educational needs of particular individuals or groups, the design of relevant programmes and their implementation using appropriate teaching strategies.

These activities might relate to individual clients in a hospital, health centre or private practice groups of clients in a clinic or the community, or community education programmes.

Assessment

Assessment requirements vary between subjects. Several techniques are employed, including essays, seminar papers, assignments and short-answer tests. Attendance and participation in classwork is also a requirement.

Prescribed Texts and References

Each course member is issued with a course information booklet containing full course details and a comprehensive list of references. Additional references will be provided by teaching staff during the course.

Preliminary Studies

Selected students may be required to undertake some or all of the following prior to the commencement of the academic year.

BS590 Introduction to Research and Statistics

BS591 Introduction to Behavioural Sciences

AE500 Post Graduate Study Skills Acquisition

Course Outline

Subjects taken in the course are set out below:

First Year

BASIC STUDIES

Basic Studies consists of:

AE507 Research for Health Administrators/Educators I

BS506 Influences on Health

BS508 Interprofessional Functioning

AE505 Models of Health Care Organisations

AE502 Ethical Elements of Professional Functioning

Specialist Core Studies

AE700 Introduction to Health Education

AE701 Health Education Strategies and the Individual

BS541 Community Needs Assessment I

BS543 Health Promotion I

AE605 Directed Project

Second Year

AE702 Health Education Strategies and the Community

AE602 Administration of Health Care Delivery

Elective Studies

Students may undertake 90 hours of elective studies from subjects made available by this and other Schools. Electives available from this school will include:

AE606 Independent Project

AE620 Budgeting and Accounting for Health Practitioners

AE630 Health Care Economics and Planning

AE504 Implementing Change

Health Education and Management Seminar Programme
(**AE610** Series)

(Details of individual subjects within this programme to be finalized before enrolment).

For details of **AE** subjects see pp.

For details of **BS** subjects see pp.

Graduate Diploma in Manipulative Therapy

Co-ordinator: Dierdre Jones (Physiotherapy)

Introduction

The course provides students with the opportunity to develop advanced skills in total management of the patient, including assessment, diagnosis of musculo-skeletal and related conditions, selection and implementation of appropriate treatment techniques, evaluation of techniques and awareness of the indications for, and contra-indications to, manipulative therapy.

Students develop further appreciation of the significance of clinical research and evaluation in patient management by manipulative therapy. The course also provides further knowledge in biological and medical sciences and acquaints students with key principles of behavioural psychology.

Course Structure

The course is offered on a full-time basis over one academic year. A limited number of part-time places will be offered in 1986.

Course objectives are realised through integration of study in biological, medical and behavioural sciences and manipulative therapy. Clinical education is undertaken in major teaching hospitals.

Prescribed Texts and References

Details of appropriate texts and references will be issued by respective lecturers prior to commencement of each unit in the course.

Course Outline

P5416 Medical Sciences in Manipulative Therapy

P5561 Theory and Management of Pain

P5562 Biomechanics and Kinesiology

P5661 Anatomy for Manipulative Therapists

P5704 Independent Research Project: Manipulative Therapy

P5760 Theory and Practice of Manipulative Therapy

P5761 Theory of Manipulative Therapy

P5762 Practice of Manipulative Therapy (Spinal)

P5763 Practice of Manipulative Therapy (Peripheral)

BL515 Physiology 515

BL584 Histology

BS514 Interpersonal Skills in Clinical Practice

BS581 Introduction to Behavioural Techniques in Physical Therapy

Graduate Diploma in Neurosciences

Co-ordinator: Dr Jon Russell, School of Behavioural Sciences

Introduction

The course is designed for health professionals, or other professionals working in health related fields, who wish to further their knowledge of the processes and mechanisms involved in central nervous system function and dysfunction. For health personnel involved in the care and rehabilitation of individuals suffering from psychiatric or neurological dysfunction of the central nervous system (CNS) the course provides knowledge and skills upon which improved health care practices can be based. The course also provides a thorough basis for research in the neurosciences.

The course builds on undergraduate neuroscience and medical science subjects offered in college or university programmes. Specifically the course provides:

1. a broad and systematic knowledge of the neurosciences disciplines, e.g. neuroanatomy, neurophysiology, and neurology;
2. systematic concepts of the interaction between CNS functioning and human behaviour;
3. knowledge of investigative, assessment and rehabilitative procedures in current use within the neurosciences;
4. recent understandings of the relationship between disorders of the CNS and the dysfunction of behaviour which may be consequent to these disorders;
5. training in the ability to assess published research and to formulate appropriate research questions and methodologies.

Assessment

Assessment varies from objective examinations to seminar presentation and participation. See subject description for details.

Prescribed Texts and References

Each course participant will receive a booklet describing detailed information on the course aims, structure, content, assessment, texts and references prior to the beginning of each year.

Preliminary Studies

Selected students may be required to undertake one or both of the following subjects as a pre or corequisite as determined by the Course Selection Committee.

BS590 Introduction to Research and Statistics

BS591 Introduction to Behavioural Sciences

Course Outline

Subjects taken in the course are outlined below:

N.B. The course will be under review in 1986, some changes to the subject structure and content are envisaged.

First Year

BL571 Introduction to Neurobiology

BS572 Introduction to Psychology for the Neurosciences

BL573 Sensory Systems

BL574 Motor Systems

BS575 Regulatory Systems

BS576 "Higher Function" Systems

Second Year

BS501 Introduction to Graduate Research Skills

BS503 Empirical Case Design

BS610 Brain Dysfunction and the Individual A: Morphological Disorders

BS611 Brain Dysfunction and the Individual B: Biochemical Disorders

Elective Studies

Students will take **BS612** for 18 hours as well as either **BS614** or **BL615** which are presented overleaf. For **BS614** and **BL615** students may, in conjunction with the course co-ordinator take one unit in another post graduate course at Lincoln Institute as partial fulfilment for the subject.

BS612 Working with the Brain Impaired individual

BS614 Single Case Studies Seminar

or

BL615 Research Evaluation Seminar

Graduate Diploma in Occupational Therapy

Co-ordinator: Loris Alexander, School of Occupational Therapy

Introduction

The graduate diploma in Occupational Therapy is a course of study which is offered to graduate occupational therapists of at least two years standing. It aims to provide students with the opportunity to further refine and develop a theoretical and philosophical understanding of occupational therapy practice, and to enhance and develop research skills and practice skills in a selected area of application.

Course Structure

The course is offered on a part-time basis over two years. Classes will generally be held during two evenings per week. The course content consists of 60, six-hour modules.

Course Outline

BASIC CORE STUDIES

- i) RESEARCH AND EVALUATION
BS501 Introduction to Graduate Research Skills
BS503 Empirical Case Design
BS504 Survey and Interview Techniques
- ii) HEALTH AND HEALTH CARE
BS506 Influences on Health
AE505 Models of Health Care Organisations
AE501 Quality Care and Professional Accountability
- iii) PROFESSIONAL FUNCTIONING
AE502 Ethical Elements of Professional Functioning
BS507 Professional Roles
BS508 Interprofessional Functioning
BS509 Client-Professional Interaction
(Students have a choice in area iii)

SPECIALIST CORE STUDIES

Occupational Therapy

Practicum

Directed Project

ELECTIVE STUDIES (MAJOR) One of:

Neurological Basis for Occupational Therapy

Management and Administration

Occupational Health Practice

Psychosocial Rehabilitation

ELECTIVE STUDIES (MINOR) OR INDEPENDENT PROJECT

To be chosen from a list of subjects which are available out of other post-graduate courses offered by Lincoln Institute, and already accredited.

Assessment

Assessment requirements will vary between subjects. Several techniques are employed, including essay, seminar paper presentation, assignment, and short-answer tests. Attendance and participation in classwork is also a requirement.

Prescribed Texts and References

Will be fully detailed in relevant sessions for each programme.

Graduate Diploma in Physiotherapy

Co-ordinator: Dierdre Jones (Physiotherapy)

The programme of studies for 1986 as published is subject to modification. Students are required to consult the School notice boards at the commencement of the year for up to date details.

Introduction

The course provides postgraduate knowledge and skills in physiotherapy. Students may complete a major study in one of the following areas of clinical practice: geriatrics, neurology, obstetrics and gynaecology, orthopaedics, paediatrics and cardiothoracic and sports physiotherapy. The major objectives of the course relate to development of postgraduate knowledge in biological, behavioural and medical sciences as an adjunct to theoretical, practical and clinical studies in physiotherapy. Students develop skills in scientific method and research design at postgraduate level.

Course Structure

The course includes Basic Studies to be taken in common with students in other postgraduate courses in the Institute, Compulsory Specialist Core Studies and Elective Studies.

The course is equivalent to one academic year of full-time study and is offered at a part-time basis over two years.

The course content integrates theoretical knowledge and clinical skills acquired through study in the areas of biological, behavioural and medical sciences, and physiotherapy.

Texts and References

Details of texts and references will be issued by respective lecturers prior to commencement of each unit in the course.

Course Outline

Subjects taken in the course are set out below.

BASIC STUDIES

RESEARCH AND EVALUATION

- BS501** Introduction to Graduate Research Skills
- BS503** Empirical Case Design
- BS504** Survey and Interview Techniques

PROFESSIONAL FUNCTIONING

- BS507** Professional Roles
- BS508** Interprofessional Functioning
- BS509** Client- Professional Interactions

SPECIALIST CORE STUDIES

Students select one of the major study streams. Each stream comprises 228 hours not including clinical education and are normally taken over two years.

In addition, students in each major stream undertake approximately 120 hours of clinical education in selected teaching hospitals or clinics.

GERIATRICS

- P5435** Diagnostic Procedures
- P5491** Medical Sciences: Geriatrics
- P5492** Psychogeriatrics
- P5541** Neuropsychology A
- P5641** Neuroanatomy A
- P5702** Literature Review
- P5791** Physiotherapy in Geriatrics
- P5792** Physiotherapy in Geriatrics: Theory
- P5793** Physiotherapy in Geriatrics: Clinical
- BL511** Neurophysiology A
- BL513** Respiration and Circulation A
- BL540** Physiology and Pathophysiology of Ageing
- BS577** Psychological Processes of Ageing
- BS595** Death, Dying and Bereavement

NEUROLOGY

- P5435** Diagnostic Procedures
- P5541** Neuropsychology A
- P5542** Neuropsychology B
- P5572** Growth and Development
- P5641** Neuroanatomy A
- P5642** Neuroanatomy B
- P5702** Literature Review
- P5740** Physiotherapy in Neurology
- P5741** Physiotherapy in Neurology: Medical Management
- P5742** Physiotherapy in Neurology: Theory of Movement Re-education
- P5743** Physiotherapy in Neurology: Clinical Experience
- BL511** Neurophysiology A
- BL512** Neurophysiology B
- BL580** Human Embryology

ORTHOPAEDICS (Physiotherapy in Sports)

- P5435** Diagnostic Procedures
- P5454** Medical Sciences: Orthopaedics
- P5553** Sports Psychology
- P5561** Theory and Management of Pain
- P5702** Literature Review
- P5703** Independent Project
- P5750** Physiotherapy in Orthopaedics (Sports)
- P5751** Physiotherapy in Orthopaedics (Sports): Theory
- P5752** Physiotherapy in Orthopaedics (Sports): Clinical
- BL514** Work Physiology
- BL515** Physiology 515
- BL560** Arthrology
- BS562** Motor Skills

CARDIOTHORACIC PHYSIOTHERAPY

- P5435** Diagnostic Procedures
- P5582** Theory and Practice of Relaxation
- P5631** Anatomy and Kinesiology of Thorax
- P5702** Literature Review
- P5730** Cardiothoracic Physiotherapy
- P5731** Cardiothoracic Physiotherapy: Theory A
- P5732** Cardiothoracic Physiotherapy: Theory B
- P5733** Cardiothoracic Physiotherapy: Clinical Education
- BL513** Respiration and Circulation A
- BL514** Work Physiology
- BL516** Respiration and Circulation B

OBSTETRICS AND GYNAECOLOGY

- P5435** Diagnostic Procedures
- P5481** Medical Sciences: Obstetrics, Gynaecology and Neonatology
- P5561** Theory and Management of Pain
- P5581** Sexuality in Pregnancy and the Post Partum
- P5582** Theory and Practice of Relaxation
- AE503** Foundations of Learning
- P5702** Literature Review
- P5780** Physiotherapy in Obstetrics and Gynaecology
- P5781** Physiotherapy in Obstetrics, Gynaecology and Neonatology: Theory
- P5782** Physiotherapy in Obstetrics and Gynaecology: Clinical
- BL513** Respiration and Circulation A
- BL521** Cardiopulmonary Responses in Pregnancy, the Foetus and the Neonate
- BL522** Human Reproductive Physiology and Anatomy
- BL580** Human Embryology

PAEDIATRICS

P5435 Diagnostic Procedures

P5472 Medical Sciences: Paediatrics

P5541 Neuropsychology A

P5572 Growth and Development

P5641 Neuroanatomy A

P5702 Literature Review

P5771 Physiotherapy in Paediatrics

P5773 Physiotherapy in Paediatrics: Theory

P5774 Physiotherapy in Paediatrics: Clinical

BL511 Neurophysiology A

BL513 Respiration and Circulation A

BL521 Cardiopulmonary Responses in Pregnancy, the Foetus and the Neonate

BL580 Human Embryology

Elective Studies

Students must undertake 78 hours of Elective Study and may choose from subjects included in the compulsory Specialist Core Studies prescribed for other major streams, other postgraduate courses offered by the Institute or from units developed for the Elective Studies section of the course.

Elective Studies developed by the School of Physiotherapy include:

P5703 Independent Project

P5746 Hydrotherapy

P5775 Recreational Studies for the Handicapped Child

P5705 Graduate Seminars

Graduate Diploma in Rehabilitation Studies

Co-ordinator: Andrew Remenyi, School of Behavioural Sciences

Introduction

Graduate students who undertake the course will already have some knowledge, abilities and skills in the area of rehabilitation. The course aims to consolidate and synthesise this knowledge and integrate it with additional knowledge, skills and values into a total concept of rehabilitation. A significant emphasis will be placed on the values associated with developing a global concept of rehabilitation of the individual. This emphasis will be achieved through an integrated focus on (a) the client, (b) multi-disciplinary teamwork and (c) organisations and facilities.

Assessment

Several methods are employed, including essays, seminar papers, short-answer tests and assignments.

Prescribed Texts and References

Each course participant will be issued with a booklet containing detailed information on the course aims, structure, content, texts and references. Additional reading lists will be provided by teaching staff during the course.

Course Outline

Preliminary Studies

Some students may be required to undertake some or all of the following prior to the commencement of the academic year.

BS590 Introduction to Research and Statistics

BS591 Introduction to Behavioural Sciences

AE500 Academic Study Skills Acquisition

Course Outline

Subjects taken in the course are set out below.

First Year

BASIC STUDIES

Basic Studies consist of three major subject areas:

RESEARCH AND EVALUATION

BS501 Introduction to Graduate Research Skills

BS503 Empirical Case Design

or

BS504 Survey and Interview Techniques

HEALTH AND HEALTH CARE

BS506 Influences on Health

AE505 Models of Health Care Organisations

or

AE501 Quality Care and Professional Accountability

PROFESSIONAL FUNCTIONING

BS507 Professional Roles

and

BS508 Interprofessional Functioning

SPECIALIST CORE STUDIES

BS520 Rehabilitation Theory

BS521 Rehabilitation Administration

BS522 Evaluative Field Experience

BS524 The Rehabilitation Client in Society

BS526 Interpersonal Counselling Skills in Rehabilitation

BS533 Research and Evaluation in Rehabilitation

Second Year

BS523 Rehabilitation Psychology

BS525 Socio-Political Factors in Rehabilitation

BS530 Casework Management

BS531 The Roles of Professionals in the Rehabilitation Team

BS532 Rehabilitation Assessment

Elective Studies

Students must undertake 78 hours (13 modules) of elective studies. Details of elective studies are still to be finalised. However, they could include topics such as:

Independent Project

Medical Aspects of Disability

Group Processes for Health Professionals

Vocational Psychology

Sexuality Counselling

Behavioural Counselling

Advanced Interpersonal Functioning

Individual and Organisational Stress Management

Client-Professional Interactions

Organisational Psychology

Workers Compensation and Rehabilitation

Section 10

Subject Details

This section of the handbook contains brief descriptions of all subjects offered by the various Schools. The Institute reserves the right to withdraw, add to or amend any subject or subjects at any time without notice.

The subjects are listed in alpha-numeric order, two letter codes followed by three digits and single letter by four digits.

The following identifies the School responsible for teaching a particular subject.

Subject Code	School	Page
AE	Health Administration and Education	98
BL	Biological Sciences	108
BS	Behavioural Sciences	123
CD	Communication Disorders	143
CH	Podiatry	149
ER	Physiotherapy (Exercise for Rehabilitation)	153
GR	Occupational Therapy (Gerontology)	156
ID	Behavioural Sciences(Inter-disciplinary Studies)	157
NB	Nursing and Behavioural Sciences	158
N	Nursing	160
OR	Orthoptics	175
OT	Occupational Therapy	179
P	Physiotherapy	186
PO	Prosthetics and Orthotics	201

Requisite Subject Relationships

The following definitions are commonly used by the Schools:

Prerequisite Subject: a subject must be satisfactorily completed prior to undertaking another specified subject.

Corequisite Subject: a subject which must be undertaken at the same time as another specified subject.

Prerequisite/Corequisite Subject: a subject which must be undertaken either before or at the same time as the relevant subject.

Please note that text book lists are subject to changes and additions. Students will be notified of changes at the commencement of the relevant term.

Assessment: The Institute's regulations require that the assessment programme for each subject shall be promulgated on School notice boards not later than the first week of teaching in the subject. This notification will determine the assessment to be carried out and may vary from that shown in the handbook.

References: Those books which the subject examiner considers should be in the possession of students as an essential text or reference have been asterisked and should be purchased by the student. References suggested for reading prior to the commencement of teaching are listed with a PR coding. Such texts are not essential purchases.

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HEALTH ADMINISTRATION AND EDUCATION

Students enrolled in the Medical Records Administration course are advised that the majority of texts for this course are available for purchase from the School Office.

AE005 Undergraduate Study Skills Acquisition

Contact Hours: 12

Prerequisites: Nil

Content: This subject is specifically designed for special entry and mature age students enrolled for the first time in undergraduate courses. The aim of the subject is to develop the confidence and skills of students. Topics include the nature of undergraduate study, library skills, introduction to referencing and citation, written and oral presentation skills.

Assessment: Nil

References: Nil

AE050 Principles and Practices in Health Education A

Contact Hours: 18

Prerequisites: Nil

Content: This subject explores the principles and some practices fundamental to the effective planning, presentation and evaluation of health related information using media. It will include lecture and seminar techniques, visual displays, and mass media (sound, audio-visual and print) presentations.

Assessment: Submission of a 1,000 word assignment.

References:

ROMIZOWSKI A *The Selection & Use of Instructional Media* Kogan Page 1974

AE060 Principles and Practices in Health Education B

Contact Hours: 18 (Lecture/discussion)

Prerequisites: Nil

Content: This subject intended to develop an understanding of the ways to plan, implement and evaluate education programmes within a health institution. It will include the development of programmes for clients - adult and children as well as staff. Implementation will include techniques of teaching small and large groups, activity oriented learning, health promotion campaigns and organisations of workplace learning.

Assessment: Submission of a 1,000 word assignment.

References: GREEN L W et al *Health Education Planning: A Diagnostic Approach* Mayfield 1980

BRECKON D J *Hospital Health Education: A Guide to Program Development* Aspen 1982

REDMAN B K *The Process of Patient Education* 5th Ed Mosby St Louis 1984

AE070 Principles and Practices in Health Education C

Contact Hours: 18 (Lecture/discussion)

Prerequisites: Nil

Content: This subject is intended to develop a basic understanding of the principles on which community education programmes are planned, implemented and evaluated. It will include an examination of the ways in which community needs are assessed using statistical information, key informants, community meetings, etc; organisation of programmes including goal and objective setting, small and large group teaching methods, promotion campaign; and evaluation techniques.

Assessment: Submission of a 1,000 word assignment.

References: HENDERSON P & THOMAS D N *Skills in Neighbourhood Work* George Allen & Unwin London 1980

GREEN L W et al *Health Education Planning: A Diagnostic Approach* Mayfield 1980

DIGNAN M B & CARR P A *Introduction to Planning: A Basic Text for Community Health Education* Lea & Febiger 1981

AE110 Medical Record Management

Contact Hours: 118 (90 hours lectures, 28 hours seminars)

Prerequisites: Nil

Corequisites: AE125, AE130, AE150

Content: This subject introduces students to the profession of Medical Record Administration and the responsibilities of Medical Record Administrators within the context of total patient care. Students are given an overview of historical and recent developments in medicine and medical recording practices. The subject provides students with an understanding of the functions of a Medical Record Department and related areas within the hospital context; provides students with a detailed knowledge of medical record related procedures; introduces students to the use of computers in hospitals; familiarizes students with record content, format, value standards and related quantitative analysis; and introduces students to the assessment and selection of equipment and facilities required for medical record systems. The subject is presented by a combination of lectures, student seminars, hospital and business visits.

Assessment: Assignments; journal article presentation; seminar paper presentation; and examination.

References: LINCOLN INSTITUTE OF HEALTH SCIENCES
DEPARTMENT OF MEDICAL RECORD ADMINISTRATION
1986 *Medical Record Management 1 Seminar guide* Melbourne Lincoln Institute of Health Sciences

WATERS Kathleen A & Murphy Gretchen F 1979 *Medical records in health information* Maryland Aspen

WORD HEALTH ORGANIZATION 1980 *Guidelines for medical record practice* Geneva W H O

AE120 Fundamentals of Medicine and Surgery

Contact Hours: 90

(90 hours of lectures and tutorials) Several units in this subject have been developed as Computer Assisted Learning packages to support formal lectures.

Prerequisite: BL121

Corequisite: BL121

Content: This subject helps students to develop the ability to read and understand the language of medicine in order to communicate effectively with medical, nursing and allied health personnel, and to apply knowledge of disease processes in departmental activities. Students also develop skills in analyzing dictated and typed medical reports.

Assessment: Assignments and examination.

References: DEPARTMENT OF MEDICAL RECORD ADMINISTRATION *Fundamentals Workbook* 1986 Lincoln Institute of Health Sciences

DORLAND's *Pocket Medical Dictionary* 23rd ed 1982 Philadelphia Saunders

FRENAY *Medical Terminology* 7th ed St Louis Catholic Hospital Association

OWEN E 1982 *Clinical abbreviations for the health sciences* Lincoln Institute of Health Sciences

AE125 Australian Health Care System

Contact Hours: 30 (Lectures and presentation of student debates)

Prerequisites: Nil

Content: This subject introduces students to the history, structure, function and objectives of the Australian health care system; helps students develop an understanding of governmental responsibilities towards health and health service finance; increases students' awareness of a range of major Australian community health issues and problems; describes hospital structure and organization and professional and non-government bodies and responsibilities of the Medical Record Administrator and other health professionals within the health care system.

Assessment: By assignments - submission of a newspaper folio; and participation in a team debate.

AE130 Disease/Operation Classification

Contact Hours: 50 (38 hours lectures, 12 hours practical sessions) Practical sessions are held in metropolitan hospitals and each session is for 2 hours.

Prerequisites: Corequisites BL121, AE120
Prerequisites BL121, AE120.

Content: This subject introduces students to the concepts and principles of disease and operation and nomenclatures. Students are introduced to the history of classification systems and develop skills in classification using the International Classification of Diseases, 1975 Revision, and the International Classification of Procedures in Medicine.

Assessment: Practical demonstration of skills.

References: DEPARTMENT OF MEDICAL RECORD ADMINISTRATION *Coding Workbook* 1986 Lincoln Institute of Health Sciences

WORLD HEALTH ORGANIZATION 1975 *Manual of the international statistical classification of diseases and causes of death* Vols 1 and 2 Geneva W H O

WORLD HEALTH ORGANIZATION 1978 *International classification of procedures in medicine* Vols 1 and 2 Geneva W H O

AE140 Health Statistics

Contact Hours: 25 (lectures)

Prerequisites: Nil

Content: The aim of this subject is to develop students' skill in the compilation and presentation of hospital and health statistics including all terms related to hospital statistics; computing hospital statistics; collecting data, preparing tables and graphs for presentation of statistical information; collecting statistical data to reflect patient care and utilization of services; developing skills in basic statistical methods; instituting procedures for completing morbidity and vital statistics; and assessing the need for statistical analysis.

Assessment: Assignments and examination.

References: AMERICAN MEDICAL RECORD ASSOCIATION 1978 *Commonly computed rates and percentages* American Medical Record Association

DEPARTMENT OF MEDICAL RECORD ADMINISTRATION 1986 *Statistics workbook* Lincoln Institute of Health Sciences

AE150 Professional Practice

Contact Hours: 189 (27 days throughout the year)

Prerequisites: Nil

Corequisites: AE110, AE130

Content: This subject is designed to introduce students to professional practice in the hospital setting; to help students to understand the role of the Medical Record Administrator as a systems coordinator and the roles of staff working within the system; to develop students' insight, understanding and skills in completing and analysing procedures within a Medical Record Department and affiliated areas.

Professional practice is spread evenly throughout the three terms and each student gains supervised experience at metropolitan teaching hospital(s) in the programme.

Assessment: Satisfactory level of performance. Attendance requirement.

References: Nil

AE210 Medical Record Management

Contact Hours: 100 (Lectures, Workshops, and visits to relevant institutions).

Prerequisites: AE110, AE150

Corequisites: AE250

Content: This subject builds on AE110 and expands knowledge of the Medical Record Administrator as a manager. Students study aspects of the management process including: organizing; written communications; form design; committee procedures; policy and procedure manuals. Students also gain knowledge of specialized health record systems e.g. private medical practice and long term care.

Assessment: Assessment by a variety of methods including assignments, participation in workshops and preparation of a policy and procedure manual.

References: LIEBLER Joan Gratto 1980 *Managing Health Records* Maryland U S A Aspen Systems Corporation

WATERS Kathleen A and MURPHY Gretchen F 1979 *Medical Records in health information* Maryland Aspen

AE230 Disease/Operation Classification

Contact Hours: 40 (Lectures, tutorials and practical sessions in hospitals).

Prerequisites: AE130, BL121, AE120

Content: This subject develops the knowledge and skills acquired in AE130 and introduces students to another major system namely, the International Classification of Diseases, Clinical Modification. Other adaptations of the International Classification of Diseases are also studied during this subject.

Assessment: Technical demonstration sessions; completion of assignments; and participation in practical sessions.

References: COMMISSION ON PROFESSIONAL AND HOSPITAL ACTIVITIES 1980 *International classification of diseases* 9th revision *Clinical Modification* Vols 1 2 and 3 Michigan USA
DEPARTMENT OF MEDICAL RECORD ADMINISTRATION / C D -9 *Coding Workbook* 1986 Lincoln Institute of Health Sciences
DEPARTMENT OF MEDICAL RECORD ADMINISTRATION / C D -9-C M *Coding Workbook* 1986 Lincoln Institute of Health Sciences
WORLD HEALTH ORGANIZATION 1977 *Manual of the international statistical classification of diseases and causes of death* Vols 1 and 2 Geneva W H O
WORLD HEALTH ORGANIZATION 1978 *International classification of procedures in medicine* Vols 1 and 2 Geneva W H O

AE250 Professional Practice

Contact Hours: 57 days (Students are rostered to two health care institution/facilities during the year. One placement is on 5 weeks and the other 6 weeks duration. Students also participate in the Lincoln Institute/Monash University Interdisciplinary Studies Program.

Prerequisites: AE110, AE150

Corequisites: AE210, AE230

Content: This subject builds on the skills acquired in AE150. Through this experience the students develop professional competence in medical record procedures; administrative and personnel management skills; and learn to work with other members of the health care team.

Assessment: Satisfactory level of performance. Attendance required. All students work directly under the supervision of a qualified medical record administrator.

AE265 Medical Ethics and Law

Contact Hours: 40 (Lectures)

Prerequisites: AE110

Corequisites: Nil

Content: This subject introduces students to the ethical issues related to medical records, familiarizes students with the law relevant to medical records and to the practice of medical record administration. The subject content includes the Australian legal system: "Freedom of Information" legislation and practice; ethical theories in biomedicine; ethical issues; the law and recording requirements; some aspects of the law of tort and contract law; confidentiality considerations; medical recording and reporting requirements of health-related legislation; and medical record practice and the law.

Assessment: Assignment and examination.

References: BIBBY A E *Guidelines for the management of patient information under the Freedom of Information Act 1982 Victoria (No 9859)* (Unpublished)
O SULLIVAN J 1983 *Law for nurses and allied health professionals in Australia* 3rd ed Sydney Law Book
ROBINSON K and ELL M 1982 *Consent to treatment forms for hospitals - with guidelines* Rev ed Melbourne Lincoln Institute of Health Sciences
Freedom of Information Act 1982 Victoria (No 9859)

AE270 Quality Assurance in Health Care

Contact Hours: 60 (Lectures and classwork)

Prerequisites: AE110

Corequisites: Nil

Content: This subject examines the concept of quality and accountability in health care and presents an historical account of the development of quality assurance mechanisms in Australia and an overview of comparable developments in other developed countries. Students gain insight into the development of the Australian hospital accreditation programme; and in-depth knowledge of The Australian Council on Hospital Standards (A.C.H.S.) accreditation standards and accreditation survey procedures; an understanding of problem oriented recording of patient care information and the use of this recording method as a quality assurance tool. Students are introduced to formal methods for evaluating patient care and the various roles and responsibilities of the Medical Record Administrator in quality assurance activities. The programme is designed to develop the students' competence in quality assurance committee procedures, study design, data collection methods and data display and analysis techniques.

Assessment: Examination

References: THE AUSTRALIAN COUNCIL ON HOSPITAL STANDARDS 1981 *The accreditation guide for Australian hospitals and extended care facilities* 4th ed A C H S Sydney
THE AUSTRALIAN COUNCIL ON HOSPITAL STANDARDS 1985 *Extended care facilities supplement to the Accreditation Guide for Hospitals and extended care facilities* Sydney A C H S
JOINT COMMISSION ON ACCREDITATION OF HOSPITALS 1980 *The Q A guide* J C A A

AE280 Medical Information Processing

Contact Hours: 40 (Lectures and visits to computer installations). Students gain practical experience with the Institute's computer facilities.

Prerequisites: AE110, AE140

Content: This subject builds on basic computer terminology introduced in AE110. Data processing concepts, computer, fundamentals, hardware and software, programming techniques, file organization, backup systems and data control are presented in depth. Current and future applications of computers in health care are explored with particular emphasis on those systems currently used in Victorian hospitals.

Assessment: Assignment and examination.

References: O BRIEN James A 1982 *Computers in business management: an introduction* 3rd ed Illinois Irwin

AE310 Medical Record Management

Contact Hours: 100 (Lectures and group discussions)

Prerequisites: AE210, AE250

Corequisite: AE350

Content: This subject aims to expand students' understanding of the philosophy of information and communication gained in earlier years of study as well as introduce them to new topics. The subject is divided into 6 units AE311, AE312, AE313, AE314, AE315 and AE316.

References: LIEBLER J G 1980 *Managing Health Records* London Aspen Systems Corporation

AE311 Organizational Behaviour and Management

Contact Hours: 27 (Lectures and group discussions)

Content: This unit includes study of organizational behaviour and management, theory of human motivation, time management and the Medical Record Administrator as a management consultant.

Assessment: Assignment and examination.

AE312 Training and Development Needs

Contact Hours: 14 (Lectures and group discussions)

Prerequisites: Nil

Content: This unit includes study of training and development needs of employees through a variety of training alternatives; methods of training, training facilities and team development.

Assessment: Class Demonstration

AE313 Ergonomics

Contact Hours: 18 hours (Lectures and demonstrations)

Content: This unit introduces students to occupational health and safety with particular reference to the problems of the office environment, anthropometry and equipment design, biomechanics, internal environment, office design and job analysis and design.

Assessment: Practical assignment.

AE314 Introduction to Budgeting

Contact Hours: 15 (lectures)

Content: This unit is designed to give students the opportunity to study in depth aspects of budgeting with particular emphasis on budgeting within the Australian health care system.

Assessment: Attendance and examination

AE315 Industrial Relations and Staff Selection

Contact Hours: 14 (Lectures)

Content: This unit includes study of job design, staff recruitment and selection, interviewing techniques, evaluation of selection methods, industrial awards, unions, and other matters associated with job applications.

Assessment: Written assignment

AE316 Performance Appraisal

Contact Hours: 12 hours (Lectures and group discussions)

Prerequisites: AE210, AE250

Corequisites: AE350

Content: This unit includes study of the historical development of performance appraisal techniques and current thought on this matter; appraisal methods of job performance, appraisal interview techniques and the implementation of performance appraisal programmes.

Assessment: Participation, attendance and class assignments.

References: An extensive range of references are available in the Institute Library.

AE330 Disease/Operation Classification

Contact Hours: 40 (Lectures, tutorials and practical sessions in hospitals).

Prerequisites: AE230, BL276

Corequisites: BL376

Content: This subject extends students' skills in the use of I.C.D.-9.C.M. with an emphasis on problem coding. Students are introduced to the Standard Nomenclature of Diseases and Operations, and also gain knowledge of a variety of specialized classifications using the skills necessary to establish specialized classification and retrieval systems. The Diagnosis Related Groups (DRG) system of hospital funding used in America is also discussed.

Assessment: Examination and practical assignments.

References: COMMISSION ON PROFESSIONAL AND HOSPITAL ACTIVITIES 1980 *International classification of diseases* 9th revision *Clinical modification* Vols 1 2 and 3 Michigan C P H A DEPARTMENT OF MEDICAL RECORD ADMINISTRATION / C D 9 3rd year workbook 1985 Lincoln Institute of Health Sciences DEPARTMENT OF MEDICAL RECORD ADMINISTRATION/ C D 9 c m 3rd year workbook 1985 Lincoln Institute of Health Sciences DEPARTMENT OF MEDICAL RECORD ADMINISTRATION S N D O workbook 1985 Lincoln Institute of Health Sciences WORLD HEALTH ORGANIZATION 1975 *Manual of the international statistical classification of diseases and causes of death* Vols 1 and 2 Geneva W H O WORLD HEALTH ORGANIZATION 1978 *International classification of procedures in medicine* Vol 1 and 2 Geneva W H O

AE340 Health Statistics

Contact Hours: 20 hours (Lectures)

Prerequisites: BS105

Corequisites: BS250

Content: The subject introduces students to the concepts and technique of epidemiology.

Assessment: Attendance requirement and examination.

References: LILIENFIELD ABRAHAM M 1976 *Foundations of Epidemiology* New York Oxford University Press

AE350 Professional Practice

Contact Hours: 350 (50 days throughout the year)

Prerequisites: AE210, AE250, AE265

Corequisites: AE310, AE330

Content: This subject builds on the skills acquired in AE250. Third year professional practice is comprised of one 10 week block and it is envisaged that students will contribute as part of the medical record administration team and assist in various aspects of management of the Department and related areas. Students fluent in a language other than English may be given the opportunity to spend this practical session in other countries if similar courses are offered or substantial benefit to the student can be demonstrated. Students are at all times responsible to a qualified supervisor.

Assessment: Satisfactory level of performance. Attendance requirement.

AE355 Professional Practice (for Advanced Students)

Contact Hours: 130 (One term usually completed at normal place of employment)

Content: This is an alternative to AE350 Professional Practice, which may be required for advanced standing students.

Assessment: Satisfactory performance.

AE356 & AE357 Individual Study Project

Contact Hours: AE356 - 130
AE357 - 260

Content: Qualified Medical Record Administrators who apply for advanced standing in the degree programme will usually be required to complete either AE356 or AE357 as alternatives to AE350 Professional Practice. The topic and nature would be negotiated between the individual and the School.

AE370 Quality Assurance in Health Care

Contact Hours: 40 (Lectures and classroom exercises)

Prerequisites: AE270

Corequisites: Nil

Content: This subject extends selected areas of study in AE270 and aims to expand students' knowledge and skills in the application of quality assurance methodologies. Organizational aspects of integrated quality assurance programmes are emphasized. The subject is presented as a series of lectures with a minor project. This project directly involves students in the application of quality assurance methodologies and associated management processes related to quality assurance programmes.

Assessment: Case study presentation.

References: AMERICAN MEDICAL RECORD ASSOCIATION 1979 *Evaluating the quality of medical record services* Chicago American Medical Record Association
AUSTRALIAN MEDICAL ASSOCIATION/AUSTRALIAN COUNCIL ON HOSPITAL STANDARDS PEER REVIEW RESOURCE CENTRE 1984 *Quality assurance for medical record administrators - information lecture* Sydney A M A/A C H S
ONTARIO COLLEGE OF HEALTH RECORD ADMINISTRATORS 1981 *Professional performance guide - a resource for hospital quality assurance* Toronto O C H R A/O H R A

AE380 Medical Information Processing

Contact Hours: 40 (Lectures and practical demonstrations)

Prerequisites: AE210, AE280

Corequisites: Nil

Content: This subject builds upon AE280 and introduces students to systems analysis in medical record settings; the role of the Medical Record Administrator in the design and analysis of medical information systems; procedural and practical measures for assuring data security; and the implementation of a medical information system including system testing, staff training and conversion planning.

Assessment: End of term examinations and assignment.

References: WATERS K A and MURPHY G F 1983 *Systems analysis and computer applications in health information management* Maryland Aspen

AE390 Health Care Services

Contact Hours: 40 (Seminars)

Prerequisites: AE125

Corequisites: Nil

Content: This subject is presented in seminar format. Each student is responsible for a one and a half hour presentation on a topic concerning relevant health care issues in Australia and overseas; health care delivery systems in other countries; economics of health care; training of health professionals in Australia and elsewhere; alternative medicine; and other health related subject area mutually agreed upon by student and coordinating lecturer. Students gain experience in public speaking and in the use of audiovisual aids in presenting their topic.

Assessment: Individual major presentation.

References: A list of suitable contacts for all topics in the seminar programme is available from the course coordinator.

AE391 Elective Studies

Contact Hours: 40

Content: Students must choose two electives in their final year of studies and each one must extend for 15-25 lecture hours. Electives offered by the Department of Medical Record Administration vary from year to year, consistent with students' interests. Students may select their elective studies from those offered by the Department of Medical Record Administration, other Schools at Lincoln Institute of Health Sciences, or any other tertiary institution. If subjects from institutions other than Lincoln Institute are chosen, students must submit subject details to the Advanced Standing Assessment Sub-Committee (if an Advanced Standing student) or to the 3rd Year Co-ordinator (if an undergraduate student) prior to enrolment in the subject.

AE395 Office Ergonomics

Contact Hours: 20 (Lectures and demonstrations)

Prerequisites: AE313

Corequisites: Nil

Content: This subject aims to develop an analytic approach to evaluating the design of office equipment. In particular, attention is focused on the problems associated with screen based equipment and the ergonomic strategies which may be used to prevent and manage these problems.

Assessment: Practical assignment.

AE396 Introduction to Health Care Economics

Contact Hours: 20 (Lectures)

Prerequisites: Nil

Content: This subject aims to develop an understanding of an economic perspective of the health care system. Elementary economic theory is introduced. The economic dimensions of the health care system will be described. Techniques of economic analysis applied to the health care system will be illustrated.

Assessment: Written assignment and reading assignments.

AE500 Post Graduate Study Skills Acquisition

Contact Hours: 12

Prerequisites: Nil

Content: The general aim of this unit is to develop the academic study skills and confidence of students undertaking postgraduate coursework. The unit covers the nature of postgraduate study, personal time management, note making and essay writing skills, class preparation skills, literature search skill, referencing and citation.

Assessment: Nil

References: Nil

AE501 Quality Care and Professional Accountability

Contact Hours: 12 (1 unit)

Prerequisites: Nil

Content: This subject introduces students to the concepts of quality and accountability in health care. Students will gain some experience in the application of these concepts during the subject.

Assessment: Assignment relating to application of quality assurance concepts.

References: An extensive reference list will be distributed at the beginning of the subject.

AE502 Ethical Elements of Professional Functioning

Contact Hours: 6 (Lectures) The teaching format is lecture/discussion.

Prerequisites: Nil

Content: The aim of this unit is to provide students with an overview of professional ethics and to familiarise them with relevant aspects of the law relating to hospital and institutional practice. Students will also acquire professional awareness of the ability to exercise judgement in issues related to medical dilemma and ethics in clinical practice. Further knowledge will be gained concerning documentation and utilisation of medical records with relevance to confidentiality.

Assessment: A short assignment (not more than 500 words) on the application of the subject content to their professional roles.

References: BURTON A W *Medical Ethic and the Law* Sydney Australian Medical 1979

AE503 Basic Learning Skills

Contact Hours: 12 (Lecture/discussion/activities).

Prerequisites: Nil

Content: This subject is designed for graduate students and examines the teaching and learning process and emphasises skills in diagnosing the factors influencing the learning situation including nature of the target group, learning needs, content of learning, and resources. Students will gain skills in formulating objectives, programme planning, selection and use of teaching strategies, assessment and evaluation.

Assessment: Class attendance and completion of class exercises.

References: GREEN L W et al *Health Education Planning: A Diagnostic Approach* Mayfield 1980

KINE R et al *Health Education: An Action Approach* Prentice Hall 1977

REDMAN B K *The Process of Patient Education* 5th ed Mosby St. Louis 1984

AE504 Implementing Change

Contact Hours: 12 (Lecture/discussion format).

Prerequisites: Nil

Content: This subject is designed for graduate students and involves a study of the factors and processes in implementing change in organization and work place settings. Topics include: influencing individuals attitudes to change; power and influence; organisational factors-goals, methods, participants, structures; change models - power based, political, normative, rational; planning strategies; communication requirements; change implementation problems.

Assessment: Writtent assignment analysing a proposed change by course members in their work place settings.

References: KATZ D & KAHN R *The Social Psychology of Organizations* New York Wiley 1978

PRIDEAUX G *Introduction to Organization Development* Melbourne P P C 1977

Special References: issue in class

AE505 Models of Health Care Organisations

Contact Hours: 12 (Lectures)

Prerequisites: Nil

Content: This unit is intended to develop a basic understanding of the sociopolitical context of health care organisation. The issues might include private vs public control of health care, institutional vs community based organisation, differential access, health care funding and alternative definitions of health needs and health care organisation. The particular issues selected will vary from year to year.

Assessment: Course members will be required to submit an assignment which focuses on the alternative assumptions and/or models of dealing with a particular contemporary issue (approx. 1,000 words).

References: ALFORD R R *Health Care Politics: Ideological & Interest Group Barriers to Reform* University of Chicago Press 1975

OPIT L *Wheeling healing and dealing: The political economy of health care in Australia* Community Health Studies Vol 7 No 3 1983

PALMER G *Politics Power & Health: From Medibank to Medicare* New Doctor Sept-Oct 1983

PARSTON G *Planners Politics & Health Services* Groom Helm 1980

AE507 Research for Health Administrators /Educators I

Contact Hours: 36 (Weekly lecture/discussion format with tutorial review sessions every 4th week approximately). Comprehensive hand-out notes will be issued to course members.

Prerequisites: (i) No specific pre-requisite; (ii) Degree or Diplomas level studies is a general requirement

Content: The subject is structured around a logical problem solving model. Thus the topics covered include: (i) the meaning and assumptions underlying different models of research and evaluation; (ii) preliminary considerations in design; (iii) developing specific goals, questions, hypotheses and definitions; (iv) sources of information including literature reviews; (v) methods of data collection - historical, survey, experimental, and specific techniques; (vi) methods of data analysis and interpretation including descriptive statistics and inferential statistics; (vii) reporting.

Assessment: Assessment is by satisfactory completion of a folio of weekly learning tasks which include short answer questions, problems and article analysis questions. In total the assessment load should be equivalent to preparing a 5,000 word essay.

References: BAILEY K *Methods of Social Research* New York The Free Press 1982

WADSWORTH Y. *Do it Yourself Social Research* Melbourne VCSS 1984 Class notes.

AE600 Introduction to Health Administration

Contact Hours: 12 (4 x 3 hour lectures)

Course members are encouraged to examine their own administrative styles through participation in class exercises.

Prerequisites: Nil

Content: This unit provides a foundation for subsequent studies in health administration by examining changing perspectives of administration and their application to health services; basic concepts, management, decision-making processes, organisation, structure, systems, macro and micro levels of discourse; and special characteristics of health services administration, measurement of input and output efficiency, roles and relationships between professional and administrative staff.

Assessment: A 1,000-1,500 word report which contains (i) a written or diagramatic representation of a conceptual framework of health administration; (ii) a statement of course members administrative strengths and weaknesses and action plan.

References: HANDY C B *Understanding Organisations* Harmondsworth Penguin 1984

KEMPER T A *A Handbook of Management* Harmondsworth Penguin 1980

WELLARD R *Health Services Administration: A Primer* Carlton Lincoln Institute of Health Sciences 1984

AE601 Management Theory and Practice

Contact Hours: 48 (16 x 3 hour sessions)

Prerequisites: AE600

Content: This subject develops an understanding of organisations, individual behaviour within organisations and the role of managers. It covers administrative systems and processes including organisation design and effectiveness, organisational climate, leadership styles and motivation. The management process is evaluated, especially in relation to planning change and handling conflict constructively. Practical applications are made in personal time management, stress management, grievances and disputes, safety, selection training and development and appraisal.

Assessment:

(i) A class paper (approximately 20 minutes duration) (33 1/3% of marks)

(ii) Critical review of film or journal article (33.1/3% of marks)

(iii) Final test (33.1/3% of marks).

All of these assessment tasks must be completed.

References: HANDY C B *Understanding Organisations* Hamondsworth Penguin 1984 (PR)

KOONTZ H O DONNELL C and WEINRICH H *Management* (7th edition) Tokyo McGraw Hill 1980

ROWLAND H S and ROWLAND B L *Hospital Administration Handbook* Maryland Aspen 1984

AE602 Administration of Health Care Delivery

Contact Hours: 30 (10 x 3 hour sessions) Sessions organised on a lecture then tutorial basis.

Prerequisites: AE600

Content: This unit develops a broad understanding of the pattern of provision of health services, federal, state and local level, functions and responsibilities, funding arrangements, health problems and needs and effectiveness of administrative arrangements in meeting needs; economic and political influences; contemporary issues, e.g. health insurance and private versus public health care; recommendations for change; health planning and policy making; and administration of change programmes.

Assessment:

- (i) A multiple choice/short answer test is progressively administered (50%)
- (ii) Completion of a 500-700 word essay critically discussing a specific relevant topic or issue (50%).

References: GRANT C & LAPSLEY H M *The Australian Health Care System* School of Health Administration University of NSW 1983
JAMISON J (Chairman) *Report of the Commission of Inquiry into Efficiency and Administration of Hospital* Canberra A G P S 1980
SAX S A *Strife of Interests* Melbourne Allen & Unwin 1984

AE603 Administrative Tools, Techniques and Information Systems

Contact Hours: 36 (12 x 3 hour sessions)

Prerequisites: Nil

Content: This unit covers communication within organisational systems, types of information, formal and informal networks, system needs; financial and resource management information systems; accounting, budgeting and control methods; computer-based information systems; and applications in specific areas, personnel, inventory and asset control, and service standards and utilisation.

Assessment:

Three practical exercises are required:

- (i) a communication audit (33.⅓%)
- (ii) short answer questions on information systems including responses and cost centred accounting (33.⅓%)
- (iii) a simple computer programme (33.⅓%).

References: BLUM B (editor) *Information Systems and Patient Care*; New York Springer - Verlag 1984
GARRETT R D *Hospital Computer Systems and Procedures* Vol 1 New York Petrocelli/Charter 1976

AE604 Health Services Law

Contact Hours: 24 (8 x 3 hours lectures, discussions & care studies)

Prerequisites: AE502

Content: This unit provides an introduction to the law related to health service delivery and administration. Topics include the Australian legal system, sources of law, duty of care and negligence, law of contract, assault and false imprisonment, informed consent and disclosure.

Assessment: A written assignment on the main topics covered. This assignment is progressively administered.

References: KIESSLING U E (ed) *Health Services Law* Victoria Mulgrave UHA 1978
O SULLIVAN J *Law for Nurses* Sydney Law Book 1977

AE605 Directed Project

Contact Hours: 30 (Formal classes are limited to approximately 6 hours for planning of topics and presentation of proposals. Approval may be given for AE605 to be linked to AE606 in order to carry out the proposed project or study.

Prerequisites: AE507

Content: Course members will be expected to select a relevant project topic or research question and develop a proposal for undertaking needs analysis and planning of methods of investigation etc. Course members will be encouraged to work in task groups.

Assessment: Course members will be required to make a class presentation and submit a written proposal or report (maximum of 3,000 words).

References: Class notes will provide detailed guidelines for preparation of reports.

AE606 Independent Project

Contact Hours: 30

The subject takes the form of an independent study by students normally in year 2 of a PG1 course.

The Independent Project is normally based on a study proposal developed to meet the requirements in AE605.

Prerequisites: AE605 Directed Project

Content: Based on an approved proposal prepared in AE605, students will independently undertake data collection and analysis and will prepare and present a full report of their study. Students will be assigned supervisors for consultation and advice.

Assessment: Course members will be required to submit a written report of the study (which will incorporate the initial proposal/literature review/needs analysis prepared in AE605) and will describe and discuss the outcomes of the study or project. (Approx. 8,000-10,000 words)

References: Class notes will provide detailed guidelines for preparation of reports.

AE610 Series Health Education and Management Seminar Programme

Contact Hours: Each Seminar of 6 or 12 hours duration.

Prerequisites: AE600

Course members are to take not more than 24 hours of this programme.

Content: This programme consists of case studies, field studies, class exercises or simulations which directly involve students in the process of management, decision-making and review. Seminar topics will be designed to meet student interest and could consist of the following:

- Issues in Professional Education
- Performance Appraisal
- Conference Planning
- Learning Assessment and Evaluation
- Leadership
- Personal Time Management
- Health Education and Poverty
- Micro Computing Applications in Administration/Education
- Educational Aspects of Clinical Work

Health Administration and Education

Assessment: Assessment is based on attendance, contribution to discussion and completion of class exercises.

References: References for each subject are contained in the course information booklet.

AE620 Budgeting and Accounting for Health Practitioners

Contact Hours: 30 (10 × 3 hour sessions)

An inductive approach is adopted. Concrete examples are used to initiate discussion and analysis of principles and techniques.

Prerequisites: Nil

Content: This subject aims to develop knowledge and understanding of accounting and budgeting principles, requirements and practices in health institutions; topics covered include cash vs accrual accounting; analysis and interpretation of financial information cost analysis and control and budget planning.

Assessment: The completion of practical exercises commenced in class.

References: CLEVERLEY W O *Essentials of Hospitals Finance* Germantown Aspen 1978
LEVY V M *Financial Management of Hospitals* (3rd edition) Sydney Law Book Company 1985

AE630 Health Care Economics and Planning

Contact Hours: 24

Prerequisites: Nil

Content: This course aims to develop an understanding of an economic perspective of the health care system. Elementary economic theory is introduced. The economic dimensions of the health care system will be described. Techniques of economic analysis to the health care system will be illustrated. Opportunities will be provided to examine the usefulness of economic concepts and techniques to policy development, planning, and the evaluation of programmes in the health care sector.

Assessment: 4 short assignments, about 500 words each.

References: To be provided upon attendance.

AE700 Introduction to Health Education

Contact Hours: 12 (Lecture/discussion, class exercises and small group work).

Prerequisites: Nil

Content: In this subject the basic terminology and conceptual framework of health education is introduced, similarly the assumptions and aims. An overview of health education planning is provided. Participants are encouraged to identify their personal strengths and weaknesses and formulate goals and strategies for developing their knowledge and skills in health education.

Assessment: 1,000 word report on existing health education activities in the organisation in which the student works and ways in which this might develop, particularly in regard to the student's own role.

References: GREEN L W et al *Health Education Planning: A Diagnostic Approach* Mayfield 1980
GREEN W H & SIMONS-MORTON B G *Introduction to Health Education* Macmillan New York 1984

AE701 Health Education Strategies and the Individual

Contact Hours: 48 (Lecture/discussion/activities)

Prerequisites: AE700

Content: This subject explores concepts and strategies relevant to the health and health education of individuals; and the acquisition of health behaviours; theoretical underpinnings of the learning process and the assumptions underlying specific teaching strategies; educational programme planning, objectives, teaching strategies, evaluation; the application of specific teaching strategies.

Assessment: Each course member will be required to:

- (i) submit a report on a programme including a statement of need, objectives, an outline of content, educational and evaluation strategies to be used. (60%) Approximately 2000 words).
- (ii) submit a brief report containing a summary of feedback received from peers and providing a self report on actions to be undertaken to develop teaching skills. (40%) Approximately 500 words.

References: GREENE, W H & SIMONS-MORTON B G *Introduction to Health Education* Macmillan New York 1984

KIMER et al *Health Education: An Action Approach* Prentice Hall 1977

REDMAN B K *The Process of Patient Education* 5th ed Mosby St. Louis 1984

AE702 Health Education Strategies and the Community

Contact Hours: 48 (Lecture/discussion)

Prerequisites: AE700

Content: Approaches to community health education are the focus of this subject; definition of target groups and identification of needs; programme planning; organisational resources and context; educational strategies; evaluation techniques. The emphasis will be on community education, mass media promotion and community development.

Assessment:

- (i) A description of a health education programme plan for a target group identified by the student. This should include a strategy for evaluating the effectiveness of the proposed programme (60%) (approx. 1000 words).
- (ii) Not all the skills taught in this unit will involve classroom performances. Some will be essentially written (e.g. formal evaluation using questionnaires) and other verbal, visual or written (e.g. demonstration of observation skills).

It is anticipated that some participants will present vignettes in class, others will be observed in their work places and yet others, where appropriate, will undertake peer review using established guidelines. (40%).

References: BENSON G *Community Education Handbook* TAFE Melbourne 1983

HENDERSON P & THOMAS D N *Skills in Neighbourhood Work* George Allen & Unwin London 1980

DIGNAN M B & CARR P A *Introduction to Program Planning: A Basic Text for Community Health Education* La & Febiger Philadelphia 1981

AE730 Designing Learning Media

Contact Hours: 24 (Lecture/discussion/workshop)

Prerequisites: Nil

Content: This subject is designed to develop skills in the design and selection of learning media and includes principles of design, types of media, production and technology aspects, techniques of application in learning situations.

Assessment: Submission of an appropriate learning media package and source/resource file.

References: BROWN J W & LEWIS R B (Ed) *A V Instructional Technology Manual for Independent Study* New York McGraw-Hill 1977

BROWN J W & LEWIS R B & HARCLEROAD F F A V *Instruction and Technology: Media and Methods* New York McGraw Hill 1977

FLEMING H & LEVIE H *Instructional Message Design* Ed Tech Publications USA 1978

MEYER & VEENSTRA *Teaching Bread and Butter* McGraw Hill Johannesburg 1980

ROMIZOWSKI A *The Selection and Use of Instructional Media* Kogan Page 1974

KEMP J *Planning and Producing Audiovisual Materials* Thomas Crowell 1983

HEINICH R MOLEND A M & RUSSELL J *Instructional Media and the new technologies of Instruction* John Wiley 1982

BIOLOGICAL SCIENCES

BL112 Physiology 112

Contact Hours: 71 (49 × 1 hour lectures, 5 × 2 hours practical 12 × 1 hour tutorial - teaching over 3 terms)

Prerequisites: BL182 or BL184 or OT130

Content: The study of human function is introduced with the properties of living cells and the concept of homeostasis, followed by systematic physiology. This involves the examination of organ systems and the integration of their functions in the whole human organism. Systems studied include nervous, musculoskeletal, cardiovascular, respiratory, renal, endocrine and digestive. Study of the nervous system will be limited to basic neuronal mechanisms, reflex functions and the role of the autonomic nervous system. Further study of the central nervous system will be taken in the year following satisfactory completion of this subject.

Assessment: End of Term I - 1 hour written examination 20%. End of Term III - two and a half hours written examination - 70%. Test at the end of each practical class (5) - 10%.

References: *VANDER A SHERMAN J H and LUCIANO D 1985 *Human Physiology: the mechanisms of body function* 4th ed New York McGraw-Hill or *GUYTON A C 1982 *Human Physiology and Mechanisms of disease* 3rd ed Sydney Saunders

*Student Manuals for BL112

*Student Practical Manual for BL112

Advice on other references for this subject will be provided at the commencement of teaching.

BL121 Human Biology

Contact Hours: 59 (47 × 1 hour lectures 12 × 1 hour tutorial/demonstration - teaching over 3 terms)

Prerequisites: Nil

Content: This subject consists of an introductory study of the structure and function of the human body. It provides a functional background to the terminology taught in the subject "Fundamentals of Medicine and Surgery", and a physiological background for the pathology taught in the 2nd year subject "Medical Science" (BL276).

Assessment: Assessment will normally be by a combination of term examinations and continuous assessment. Details of assessment will be announced in the first class, an examination at the end of Term 3 will usually count for more than 50% of the total assessment.

References: *ANTHONY C P and THIBODEAU G A 1983 *Textbook of Anatomy and Physiology* 11th ed St Louis C V Mosby Co

*Study Guide Produced by the School of Biological Sciences

BL125 Human Bioscience I

Contact Hours: 90 (60-70 1 hour lectures accompanied by tutorials, practical classes and anatomy demonstrations)

Prerequisites: Nil

Content: This subject introduces human physiology and aspects of human anatomy relevant to clinical practice. The programme comprises a series of modules covering cell biology, homeostasis, the musculo-skeletal system, excitable tissue, neural and endocrine control systems, and the structure and function of the circulatory, respiratory, digestive, renal and reproductive systems.

Assessment: Term I - Written examination - 20%

Term III - Written examination - 70%

Practical and anatomy assignments - 10%

References: ELLIS H 1983 *Clinical Anatomy* 7th ed Oxford Blackwell
*VANDER A J SHERMAN J H and LUCIANO D S 1985 *Human physiology - the mechanisms of body function* 4th ed New York McGraw-Hill

BL151 Basic Physical Science

Contact Hours: 50 (Two units: unit one (20 hr): 12 × 1 hour lecture (didactic), 8 hours practical, unit two (30 hr): 12 hours lecture, Practical 12 hours, Project work 6 hours)

Prerequisites: Nil

Content: This subject is taught as a combination of lecture and practical sessions and is comprised of two units. Unit one: Basic Electronics, is a one term unit and provides an introduction to electrical and electronic concepts as applied to orthoptics. Topics include electrical safety, bioelectricity and methods of electrodiagnosis. Unit two: is a two term unit and introduces the physics of light with emphasis on geometrical optics. Topics include physical optics, mirrors, prisms and lenses, both simple and compound.

Assessment:

Unit one: short tests (5 × 10 min)	70%	weighting 40%
practical reports	30%	
Unit two: practical reports	30%	weighting 60%
project:	20%	
Examination (2 hrs) at end of the year	50%	

References: *Students will be expected to purchase two lecture/laboratory manuals.

BL152 General Science

Contact Hours: 80 (46 × 1 hour lectures, 17 × 2 hour practical).

Prerequisites: Nil

Content: A programme of one hour lectures followed by two hours of practical work extending over three terms. It provides students with an understanding of some of the physical, chemical and mathematical ideas required for the biological sciences studies and aspects of prosthetics and orthotics coursework. The content is provided in six topics: biologically important molecules, basic organic chemistry, materials, fluids, electricity and biomechanics.

Assessment:

Term I; - 1 hour examination	25%
Term II; - 1 hour examination	25%
Term III; - 1 hour examination	25%
practical reports;	25%

References: HORSFIELD R S SOLOMONS S and WARD A R 1981 *Physics and chemistry for the health sciences* Marrickville Science Press

HORSFIELD R S 1982 *An introduction to biomechanics* Marrickville Science Press

Students will be expected to purchase three lecture/laboratory manuals.

BL155 Applied General Science

Contact Hours: 36 (26 × 1 hour lectures, 10 × 1 hour tutorials)
Extra voluntary tutorial offered - 1 hour per week.

Prerequisites: Nil

Content: This subject introduces the student to the fundamental principles of the physical sciences applicable to the study and practice of nursing. Selected topics in chemistry include atomic structure, chemical bonding, acids and bases, and biological molecules. Topics in physics include radioactivity and nuclear medicine, mechanics, basic electricity, and electrical safety.

Assessment: Assessment will be a combination of two end of term examinations, one held at the end of term II and the other at the end of term III.

Term II examination: One and a half hour exam contributing to 60% of total assessment.

Term III examination: One hour exam contributing to 40% of total assessment.

References: Students will be advised during the course of relevant reference material.

*Students will be expected to purchase a study guide at the beginning of the first lecture.

BL160 Science for Physiotherapy

This subject comprises the following units:

BL161 Principles of Biology

Contact Hours: 56 (56 × 1 hour lectures)

Prerequisites: Nil

Content: This subject is designed to provide a foundation for the study of physiology (BL215). A general introduction to cell biology is followed by material covering physical and chemical aspects of biological systems. Topics included are: cell types and structure, organic chemistry with emphasis on macromolecules, cell membrane structure and its relation to biological role, excitable cells and the action potential, principles of chemical reactions, cellular metabolism and energetics, acid/base theory with emphasis on buffer systems, and genetics.

Assessment: 1 × 3 hour examination at end of year.

References: *HORSFIELD R S SOLOMON S and WARD A R 1981 *Physics and chemistry for the health sciences*. Marrickville Science Press

*Students will be expected to purchase a study guide.

BL162 Histology

Contact Hours: 34 (18 × 1 hour lectures, 8 × 2 hour practicals)
Terms I and II - lectures. All year - practicals.

Prerequisites: Corequisite BL161

Content: A theoretical and practical programme to include an introduction to microscopy, cell ultrastructure and differentiation; basic structure and function of tissues with particular emphasis on muscle, nerve and skeletal tissues; histology of certain organs of the cardiovascular, digestive, tegumentary and genital systems; exocrine and endocrine glands. Emphasis would be on aspects important to Physiotherapy.

Assessment: Term I - 1 hour examination - 40%

Term II - 1 hour examination - 40%

Practical records - 20 %

References: WHEATER P R BURKITT HG and DANIELS V G 1979
Functional histology New York Churchill Livingstone
* *Histology manual*

BL163 Applied Physics

Contact Hours: 46 (28 × 1 hour lectures, 9 × 2 hour practical)

Prerequisites: Nil

Content: The content is provided in four modules. Module one: biomechanics, the application of Newton's laws to normal body movement. Module two: electricity including the principles of production of pulsed and alternating current, as background for electrotherapy. Module three: fluids, covering gases, hydrostatics and hydrodynamics and background for physiology and hydrotherapy. Module four: fields and waves including the production of fields and waves and their effect on tissue.

Assessment:

Term I; - 1 hour examination 25%

Term II; - 1 hour examination 25%

Term III; - 1 hour examination 25%

practical reports; 25%

References: HORSFIELD R S 1982 *An introduction to biomechanics* Marrickville Science Press

*HORSFIELD R S SOLOMON S and WARD A R 1981 *Physics and chemistry for the health sciences* Marrickville Science Press

*WARD A R 1985 *Electricity, fields and waves in therapy* Marrickville Science Press.

*Students will be expected to purchase a study guide/laboratory manual.

BL165 Physical Science for Podiatry

Contact Hours: 80 (46 × 1 hour lectures 17 × 2 practical)

Prerequisites: Nil

Content: A programme of one hour lectures followed by two hours of practical work extending over three terms. This subject provides students with an understanding of some of the physical, chemical and mathematical ideas required for biological sciences studies and aspects of podiatry coursework. The content is provided as six topics: biologically important molecules, basic organic chemistry, materials, fluids, electricity and biomechanics.

Assessment:

Term I; - 1 hour examination 25%

Term II; - 1 hour examination 25%

Term III; - 1 hour examination 25%

practical reports; 25%

References: HORSFIELD R S 1982 *An introduction to biomechanics* Marrickville Science Press

HORSFIELD R S SOLOMONS S and WARD A R 1981 *Physics and chemistry for the health sciences* Marrickville Science Press

*Students will be expected to purchase three lecture/laboratory manuals.

BL166 Cell Biology and Histology for Podiatry

Contact Hours: 36 (18 × 1 hour lectures 18 × 1 hour practicals teaching over terms II and III)

Prerequisites: Corequisites BL165 and BL182

Content: This subject covers work on cell structure, function, chemistry and differentiation; basic functional histology of epithelial, connective and skeletal tissues, nerve and muscle. Particular emphasis is given to the structure and functioning of the skin and related components.

Assessment: Term II 1 hour examination - 40%
Term III 1 hour examination - 40%
Practical Records - 20%

References: WHEATER P R BURKITT H G and DANIELS V G 1979
Functional histology New York Churchill Livingstone
*Histology Manual

BL181 Anatomy for Podiatry

Contact Hours: 84 (52 × 1 hour lectures, 26 × 1 hour tutorials/practicals, 3 × 2 hour demonstrations)

Prerequisites: Nil

Content: This subject comprises two terms' work covering introductory anatomical principles, then regional anatomy of the vertebral column, pelvic girdle and lower limb. Term 3 provides further detailed study of the foot. Topics covered in each region include musculature, vasculature, innervation, joints and surface anatomy. At all stages, emphasis is placed on correlating structure with function.

Assessment: Two written examinations, one of which (at the end of Term 3) will cover the whole year's work.

References: *BASMAJIAN J V 1980 *Grant's method of anatomy* 10th ed Baltimore Williams and Wilkins or
*HOLLINSHEAD W HENRY and JENKINS DAVID B 1981 *Functional anatomy of the limbs and back* 5th ed Philadelphia WB Saunders

*Students Manual
Additional items - A set of lower limb bones (including hipbone) and a vertebral column (including sacrum).

BL182 Anatomy for Prosthetics and Orthotics

Contact Hours: 84 (52 × 1 hour lectures, 26 × 1 hour tutorials/practicals, 3 × 2 hour demonstrations)

Prerequisites: Nil

Content: This subject comprises two terms' work covering introductory anatomical principles, then regional anatomy of the vertebral column, pelvic girdle and lower limb. Term 3 provides study of the upper limb. Topics covered in each region include musculature, vasculature, innervation, joints and surface anatomy. At all stages emphasis is placed on correlating structure with function.

Assessment: Two written examinations, one of which (at the end of Term 3) will cover the whole year's work.

References: *BASMAJIAN J V 1980 *Grant's method of anatomy* 10th ed Baltimore Williams and Wilkins
or
*HOLLINSHEAD W HENRY and JENKINS DAVID B 1981 *Functional anatomy of the limbs and back* 5th ed Philadelphia WB Saunders

*Student Manual
Additional item - Half skeleton (excluding skull).

BL184 Anatomy for Communication Disorders

Contact Hours: 49 (36 × 1 hour lectures, 9 × 1 hour tutorials, 2 × 2 hour demonstrations - teaching over terms I and II)

Prerequisites: Nil

Content: This subject for Communication Disorders students introduces basic Anatomical terminology and major systems of the body and then deals in more detail with the functional Anatomy of the head, neck and thorax in relation to the mechanisms of speech and hearing.

Assessment: Written examinations at the end of Terms I and II. Term II examination covers both term I and term II work.

References: *ZEMLIN W 1981 *Speech and hearing science, anatomy and physiology* 2nd ed Englewood Cliffs, New Jersey Prentice-Hall

Further advice on references for the subject will be provided at the commencement of teaching

*Student Manual

Additional item - skull (3rd class).

BL215 Physiology 215

Contact Hours: 135 (56 × 1 hour lectures, 28 × 1 hour tutorials, 25 × 2 hour practicals - teaching over 3 terms)

Prerequisites: BL160, Corequisite P2600

Content: This subject is presented as a combination of lectures, tutorials, and laboratory classes. These elements are complementary, providing Physiotherapy students with a fundamental understanding of human organism function. The emphasis of the lectures is on the function of the human body. The programme will commence with a study of the characteristics of living cells and those properties which are unique to special cells of the body. An introduction to the concept of homeostasis and the autonomic nervous system will be followed by the study of systemic physiology. The activity of different tissues and organs in co-ordinated human function will be taught in the following systems: body fluids, cardiovascular system, the lung, the alimentary canal, the kidney, the endocrine glands and the nervous system.

Laboratory classes will be undertaken throughout the year. These consist of demonstrations and student experiments designed to exemplify physiological principles and to introduce the student to physiological measurement techniques and apparatus.

Assessment: 1 × 90 minute examination at the end of term I - 30%
1 × 3 hour examination at the end of the year on the work of term II and III - 60%

Tests at the conclusion of practical classes - 10%

References: BERNE R M and LEVY M N 1983 *Physiology* St Louis The C V Mosby Company

or
VANDER A SHERMAN J H and LUCIANO D 1980 *The mechanism of body function* 3rd ed New York McGraw Hill

or
GUYTON A C 1982 *Human physiology and mechanisms of disease* 3rd ed Philadelphia W B Saunders

or
SCHMIDT R F THEWS G 1983 *Human Physiology* Berlin Springer-Verlag

*Students will be expected to purchase a laboratory manual and a lecture manual during their first practical class.

BL216 Physiology for Podiatry

Contact Hours 95 (56 × 1 hour lectures, 28 × 1 hour tutorials, 5 × 2 hour demonstration/workshop sessions) teaching over 3 terms.

Prerequisites: BL160

Content: This subject is presented as a combination of lectures, tutorials and selected demonstration classes. These elements are complementary, providing Podiatry students with a fundamental understanding of human organism function.

The emphasis of the lectures is on the function of the human body. The programme will commence with a study of the characteristics of living cells and those properties which are unique to special cells of the body. An introduction to the concept of homeostasis and the autonomic nervous system will be followed by the study of systemic physiology. The activity of different tissues and organs in co-ordinated human function will be taught in the following systems: body fluids, cardiovascular system, the lung, the alimentary canal, the kidney, the endocrine glands and the nervous system.

Assessment: 1 × 90 minute examination at the end of term 1 on the work of term 1 - 33%
1 × 3 hour examination at the end of term 3 on the work of terms 2 and 3 - 66%

References: BERNE R M and LEVY M N 1983 *Physiology* St Louis The CV Mosby Company

or
VANDER A SHERMAN J H and LUCIANO D 1980 *The mechanism of body function* 3rd ed New York McGraw Hill

or
GUYTON A C 1982 *Human physiology and mechanisms of disease* 3rd ed Philadelphia W B Saunders

or
SCHMIDT R F THEWS G 1983 *Human Physiology* Berlin Springer-Verlag

*Students will be expected to purchase a lecture manual during their first tutorial

BL222 Neurosciences - Communication Disorders

Contact Hours: 31 (27 × 1 hour lectures, 2 × 2 practical sessions - teaching over 3 terms)

Prerequisites: BL112

Content: In Terms 1 and II of this subject the general anatomy of the central nervous system and the basic physiology of sensory and motor systems are presented.

In Term III selected aspects of neurology relevant to speech and language are considered.

Assessment: Two written examinations. One at the end of Term I and one at the end of Term III.

References: *NOLTE J 1981 *The human brain: an introduction to its functional anatomy* St Louis The C V Mosby Co

SNELL R S 1980 *Clinical neuroanatomy for medical students* Boston Little Brown and Company

VANDER A SHERMAN J H and LUCIANO D 1980 *Human physiology: the mechanisms of body function* 3rd ed New York McGraw Hill

BL222 Neurosciences - Occupational Therapy

Contact Hours: 31 (27 × 1 hour lectures, 2 × 2 hour practical sessions - teaching over 3 terms)

Prerequisites: BL112

Content: In Terms I and II of this subject the general anatomy of the central nervous system and the basic physiology of sensory and motor systems are presented.

In Term III there is a detailed discussion of the neural connection and physiological processes involved in movement and the effects of lesions to different components of the motor system as well as the anatomy and physiology of the somatosensory system to provide an understanding of man's somesthetic ability and its impairment following common neurological problems.

Assessment: Two written examinations. One at the end of Term 1 and one at the end of Term 111.

References: *NOLTE J 1981 *The human brain: an introduction to its functional anatomy* St Louis The C V Mosby Co

SNELL R S 1980 *Clinical neuroanatomy for medical students* Boston Little Brown and Company

VANDER A SHERMAN J H and LUCIANO D 1980 *Human physiology: the mechanisms of body function* 3rd ed New York McGraw Hill

BL222 Neurosciences - Orthoptics

Contact Hours: 46 (27 × 1 hour lectures, 15 × 1 hour tutorials, 2 × 2 hour practical sessions - teaching over 3 terms)

Prerequisite: BL112

Content: In Terms 1 and II of the subject the general anatomy of the central nervous system and the basic physiology of sensory and motor systems are presented.

In Term III, there is a detailed discussion of the anatomy, blood supply and physiology of the visual system, autonomic reflexes of the eye and associated structures, and the anatomy and physiology involved in the control of extraocular muscles.

Assessment: Two written examinations. One at the end of Term I and one at the end of Term III.

References: MOSES R A 1981 *Adler's physiology of the eye: Clinical Application* 7th ed St Louis The C V Mosby Co

*NOLTE J 1981 *The human brain: an introduction to its functional anatomy* St Louis The C V Mosby Co

SNELL R S 1980 *Clinical neuroanatomy for medical students* Boston Little Brown and Company

VANDER A SHERMAN J H and LUCIANO D 1980 *Human physiology: the mechanisms of body function* 3rd ed New York McGraw Hill

BL222 Neurosciences - Prosthetics and Orthotics

Contact Hours: 31 (27 × 1 hour lectures, 2 × 2 hour practical sessions - teaching over 3 terms)

Prerequisites: BL112

Content: This subject consists of two components. One component is a series of lectures and demonstrations which presents the general anatomy of the central nervous system and the basic physiology of sensory and motor systems. The second component includes a consideration of common neurological conditions of relevance to prosthetists and orthotists and the neuroanatomy and neurophysiology relevant to treatment.

Assessment: Two written examinations. One at the end of Term I and one at the end of Term III.

References: NOLTE J 1981 *The human brain: an introduction to its functional anatomy* St Louis The C V Mosby Co
SNELL R S 1980 *Clinical neuroanatomy for medical students* Boston Little Brown and Company
VANDER A SHERMAN J H and LUCIANO D 1980 *Human physiology: the mechanisms of body function* 3rd ed New York McGraw Hill

BL225 Human Bioscience II

Contact Hours: 90 (67 × 1 hour lectures - Term I 35 × 1 hour, Term II 22 × 1 hour, Term III 10 × 1 hour, 19 × 1 hour tutorials, 2 × 2 hour demonstrations)

Prerequisites: BL125

Content: This subject continues the study of systematic physiology commenced in Human Bioscience I, and further studies include the concepts of health and disease, medical genetics, and general pathology of the nervous, cardiovascular, pulmonary, endocrine, immune, haematopoietic, digestive, renal and reproductive systems. Topics also include regional and surgical anatomy as a foundation for operating theatre experience and post-operative nursing.

Assessment: Term I - 2 hour examination - 30%
Term II - 1,000 - 1,500 word assignment - 20%
Term III - 2 hour examination - 50%

References: VANDER A SHERMAN J H and LUCIANO D *Human Physiology, the mechanisms of body function* 3rd ed New York McGraw Hill

or
GUYTON A C *Human physiology and mechanisms of disease* 3rd ed Philadelphia Saunders

and
ROBBINS S L COTRAN R S KUMAR V 1984 *Pathologic basis of disease* 3rd ed W B Saunders

or
ROBBINS S L ANGELL M and KUMAR V 1984 *Basic pathology* 3rd ed W B Saunders

or
MUIRS *Textbook of Pathology* ed ANDERSON J R 11th ed Edward Arnold

BL253 Biomechanics for Prosthetics and Orthotics

Contact Hours: 42 (16 × 1½ hour lectures), 9 × 2 hour laboratory practical sessions - teaching over terms I and II)

Prerequisites: BL152

Content: A series of lecture/practical sessions in biomechanics for Prosthetics and Orthotics students. Topics covered include biomechanics and kinesiology of normal human locomotion; mechanical properties of muscle, bone and connective tissue; biomechanics of joints of the lower extremity and spine. Practical emphasis is given to instrumentation and methods of human locomotion analysis and gait assessment.

Assessment: 2 × 1 hour examination at end of Terms I and II - 40% each
Bi-weekly practical reports - 10% each term

References: INMAN V T RALSTON H J and TODD F *Human Walking* Baltimore Williams and Williams 1981
FRANKEL V H and NORDIN M *Basic Biomechanics of the Skeletal System* Philadelphia Lea & Febiger 1980
*BL253/254 Lecture notes and Practical Manual

BL254 Biomechanics for Podiatry

Contact Hours: 40 (16 × 1½ hour lectures, 8 × 2 hour laboratory practical sessions - teaching over Terms I and II)

Prerequisites: BL165

Content: A series of lectures/practical sessions in biomechanics for Podiatry students. Topics covered include biomechanics and kinesiology of normal human locomotion; mechanical properties of muscle, bone and connective tissue; and biomechanics of joints of the lower extremity and spine. Practical emphasis is given to instrumentation and methods of human locomotion analysis and gait assessment.

Assessment: 2 × 1 hour examinations at end of terms I and II - 40% each.

Bi-weekly practical reports each term - 10%

References: INMAN V T RALSTON H J and TODD F *Human Walking* Baltimore Williams and Wilkins 1981
FRANKEL V H and NORDIN M *Basic Biomechanics of the skeletal system* Philadelphia Lea and the Febiger 1980

*BL253/254 Lecture notes and practical Manual

BL271 Introduction to Medical Science

Contact Hours: 25 (25 × 1 hour lectures - teaching over 3 terms)

Prerequisites: BL160 or equivalent

Corequisite: BL215 or equivalent. This subject is complementary to and integrated with BL215.

Content: This subject covers the basis disease processes: inherited and developmental disorders, degenerative diseases, inflammation, infection, repair and regeneration, hypersensitivity and autoimmunity, vascular disorders and neoplasia. Other topics to be included are: the autonomic nervous system, neurological symptoms, and introductory general pharmacology.

Subject objectives:

- (1) to introduce physiotherapy students to the principles and terminology of general pathology.
- (2) to provide opportunities for students to become familiar with the epidemiology, clinical course and manifestations of diseases common in Australia.
- (3) to emphasize as examples conditions with which physiotherapists will become familiar.

Assessment: examination at end of Term II - 40%
examination at end of Term III - 60%

References: ROBBINS S C ANGELL M and KUMAR V 1981 *Basic Pathology* 3rd ed Philadelphia WB Saunders

or
WALTER J B 1982 *An introduction to the principles of disease* 2nd ed Philadelphia W B Saunders

*Students will be expected to purchase a manual with lecture topics.

BL273 Medical Science for Podiatry

Contact Hours: 25 (25 × 1 hour lectures - teaching over 3 terms)

Prerequisites: BL166 or equivalent

Corequisite: BL216 or equivalent. This subject is complementary to and integrated with BL 216.

Content: This subject covers the basic disease processes: including the aetiology and pathogenesis of such processes as inflammation, neoplasia, vessel diseases, infection, immune disorders, and degenerative diseases. Other topics to be included are: autonomic nervous system, neurological symptoms, diabetes, and musculo-skeletal disorders.

Subject Objectives:

- (1) To introduce Podiatry students to the principle and terminology of General Pathology
- (2) To provide opportunities for students to become familiar with the epidemiology, clinical course and manifestations of diseases common in Australia.
- (3) to emphasise as examples conditions which podiatrists commonly meet in practice.

Assessment: End of term II examination - 60%

End of term III examination - 40%

References: ROBBINS S L ANGELL M and Kumar V 1981 *Basic Pathology* 3rd ed Philadelphia W B Saunders

or

WALTER J B 1982 *An Introduction to the Principles of Disease* 2nd ed Philadelphia W B Saunders

*In addition, students will be expected to purchase a manual with lecture topics.

BL274 Medical Science for Prosthetics and Orthotics

Contact Hours: 18 (18 × 1 hour lectures - teaching over 2 terms)

Prerequisites: BL112

Content: This course is sub-divided into two parts:

- (a) General pathological processes are discussed, including inflammation, infection, neoplasia and circulatory disorders.
- (b) Systemic conditions of particular relevance to prosthetics and orthotists are discussed, including diabetes, peripheral vascular disease and trauma.

Assessment: Written examination at the end of the two terms.

References: WALTER J and ISRAEL M 1979 *General Pathology* 5th ed Churchill-Livingstone

ROBBINS S ANGELL M and KUMAR V 1981 *Basic Pathology* 3rd ed Saunders

KAUFMAN C and PAPPER S 1983 *Review of Pathophysiology* Little Brown

CAWSON R A McCracken A W and MARCUS P B *Pathologic Mechanisms and Human Disease* 1982 Mosby

BL276 Medical Science

Contact Hours: 46 (46 × 1 hour lectures)

Prerequisites: BL121 or equivalent

Content: The first part of this subject involves a study of general pathological processes including inflammation, neoplasia, infection, immunopathology and vascular disturbances. In the second part these processes are applied within a broader outline of clinical science including terminology, aetiology, pathogenesis, clinical features and management of diseases of various organ systems. The third component involves an introductory study of pharmacology, presented as an integral component of the management of the diseases discussed.

Subject objectives:

- (1) To introduce Medical Record Administration students to the principles and terminology of General Pathology & pharmacology.
- (2) To provide opportunities for students to become familiar with the epidemiology, clinical course and manifestations of diseases common in Australia.
- (3) To familiarise students with the names, classifications, actions and side effects of commonly used drugs.

Assessment: This subject is assessed in two written examinations and an assignment.

References: SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA eds 1981 *Pharmacology and Drug Information for Nurses* W B Saunders Sydney

ROBBINS S ANGELL M and KUMAR V 1981 *Basic Pathology* 3rd ed Philadelphia W B Saunders

WALTER J B 1982 *An Introduction to the Principles of Disease* 2nd ed Philadelphia W B Saunders

*In addition, students will be expected to purchase a manual with lecture topics.

BL317 Physiology 317

Contact Hours: 40 (40 × 1 hour lectures)

Prerequisites: BL215 or equivalent

Content: The theme of this unit is "Human Performance". It will investigate neural control of muscle contraction, the nature of the evoked responses by the muscle, and the physiological responses by other organ systems to repeated submaximal contractions of large muscle groups (i.e. exercise). Several aspects of human performance will be examined, including the physiological effects of intense exercise, adaptations to regular exercise, detraining, and factors that limit human performance.

Assessment: 1 × 2 hour examination

References: ASTRAND P O and RODAHL K 1977 *Textbook of work physiology* McGraw Hill New York

HOWARD H and POORTMANS J R 1975 *Metabolic adaptations to prolonged physical exercise* Birkhauser Verlag Basel

SCHMIDT R F 1981 *Fundamentals of sensory physiology* Springer Verlag New York

BL325 Human Bioscience III

Contact Hours: 36 (12 × 3 hour sessions) lectures, discussions, visual aids

Prerequisites: BL125 and BL225

Content: This programme is designed to provide an understanding of early human development and growth from embryo to adult. It will cover human embryology from fertilization to primary organogenesis including clinical aspects and congenital malformations. Aspects of physiological function from intrauterine life to old age will be studied and processes involved in both growth and ageing will be examined.

Assessment: 1 × 2 hour examination

References: MOORE K L 1983 *Before we are Born: Basic Embryology and Birth Defects* Saunders Philadelphia

ENGLAND M A 1983 *A colour Atlas of life Before Birth: Normal Fetal Development* Butterworths London

Selected reference material will be provided throughout the course

BL370 Medical Science for Orthoptics

Contact Hours: 22 (22 × 1 hour lectures, 1 hour per week during terms I, II and III)

Prerequisites: BL112

Content: This subject is subdivided into two parts. The first part discusses general pathological processes and includes inflammation, immunopathology, infection, neoplasia and vessel disorders. The second part of the course discusses the above processes as they affect different bodily systems and includes diabetes, hypertension, ocular infection, neoplasms involving the eye and other conditions of particular relevance to orthoptists.

Assessment: A written examination will be held at the end of each term.

References: ROBBINS S L ANGELL M and KUMAR V 1981 *Basic Pathology* 3rd ed Saunders
WALTER J and ISRAEL M 1979 *General Pathology* 5th ed Churchill-Livingstone
CAWSON R A McCracken A W and MARCUS P B *Pathological mechanisms and Human Disease* 1982 Mosby
VAUGHAN D and ASBURY T 1983 *General Ophthalmology* Lange Medical Publications

BL372 Medicine for Podiatry

Contact Hours: 18 (18 × 1 hour lectures, 1 hour per week in terms I and II)

Prerequisites: BL273, BL215, BL182

Content: This course covers the necessary medical conditions that may have an effect on feet or influence the management of podiatric conditions. Topics covered include cardiovascular disorders, nervous system disorders, diabetes mellitus, disorders of bones and joints, and infectious diseases.

Assessment:

Term I - written examination
Term II - case history assignment

References: ROBBINS S L COTRAN R S and KUMAR V *Pathological Basis of Disease* 3rd ed 1984 W B Saunders
KRUPP M A and CHATTON M J *Current Medical Diagnosis and Treatment* 1984 Lange Medical Publications

BL376 Medical Science

Contact Hours: 38 (38 × 1 hour lectures during terms I and III)

Prerequisites: BL276

Content: This course continues on from BL276 to examine disease processes and their drug management within fields such as ophthalmology, otorhinolaryngology, paediatrics, obstetrics and gynaecology. The subject also aims to familiarise students with investigational modalities in common use, and with diseases commonly encountered in surgical practice.

Assessment: Written examinations at the end of Terms I and III; Written assignment to be submitted at the end of Term II.

References: SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA eds 1981 *Pharmacology and Drug Information for Nurses* Sydney W B Saunders

Additional references will be suggested during the course.

BL511 Neurophysiology A

Contact Hours: 18 (1 hour lecture per week teaching over 2 terms)

Prerequisites: Pass in undergraduate physiology

Content: The subject is designed to provide students with an integrated knowledge of the function of the nervous system. This should enable an understanding of the possible physiological basis of therapeutic techniques.

Assessment: 1 × 1½ hour examination at end of lecture series

References: CARPENTER M B 1978 *Core text of neuroanatomy* Williams and Wilkins
EYZAGUIRRE C and FIDONE S J 1975 *Physiology of the nervous system* Chicago Year Book Medical Publishers
ASTRAND P O and RODAHL K 1977 *Textbook of work physiology* 2nd ed New York McGraw Hill

BL512 Neurophysiology B

Contact Hours: 18 (18 × 1 hour lectures and demonstrations per week - teaching over two terms)

Prerequisites: BL511

Content: This subject provides students with a more advanced knowledge of neurophysiology, including recent work and views concerning the possible physiological bases of therapeutic techniques.

Assessment: Assignment (2000 words)

References: Selected journal articles

BL513 Respiration and Circulation A

Contact Hours: 18 (9 × 2 hour lectures and group discussions)

Prerequisites: BL215 or equivalent

Content: The physiology of the pulmonary and cardiovascular system will be examined at rest, during posture change and exercise. Methods used to evaluate function of both respiratory and cardiovascular function will be studied. The pathophysiology of some common disorders of respiratory and cardiovascular function, assessment of disordered function and some aspects of relevant pharmacology are included in the subject.

Assessment: Either by written examination or assignment, by arrangement with students at the first session.

References: RUSHMER R 1976 *Structure and function of the cardiovascular system* Philadelphia W B Saunders
or
BERNE R M and LEVY M N 1977 *Cardiovascular physiology* St Louis C V Mosby Co
COMROE J H 1974 *Physiology of respiration* 2nd ed Chicago Year Book Medical Publishers
WEST JB 1979 *Respiratory physiology - the essentials* 2nd ed Baltimore Williams and Wilkins
SMITH J J and KAMPINE J P 1984 *Circulatory physiology - the essentials* 2nd ed Baltimore Williams and Wilkins

BL514 Work Physiology

Contact Hours: 12 (5 × 2 hour lectures, 1 × 2 hour laboratory class)

Prerequisites: BL215 or equivalent

Content: Physiological responses to physical activity will be examined in this program, including cardiovascular respiratory and metabolic responses. Training adaptations, and methods employed in assessment of an individual's work capacity will be studied.

Assessment: Critical assessment of a current, related journal article or a 1,500 word essay.

References: ASTRAND P O and RODAHL K *Text book of work physiology* 2nd ed New York McGraw Hill 1977
Current review articles will also be suggested.

BL515 Physiology 515

Contact Hours: 18 (18 × 1 hour lecture per week, teaching over two terms)

Prerequisites: Pass in undergraduate physiology

Content: This unit examines the physiology of movement performance and includes a detailed study of the neurophysiology of sensori-motor mechanisms; the biochemical, mechanical and contractile properties of skeletal muscle; and the biochemical and mechanical properties of connective tissue.

Assessment: 1½ hour examination.

References: KAHLE W LEONHARDT H and PLATZER W 1978 *Colour atlas and textbook of human anatomy* Stuttgart George Thieme
EYZAGUIRRE C and FIDONE S J 1975 *Physiology of the nervous system* Chicago Year Book Medical Publishers
ASTRAND P O and RODAHL K 1977 *Textbook of work physiology* 2nd ed New York McGraw Hill

BL516 Respiration and Circulation B

Contact Hours: 12 (6 × 2 hour group discussions and problem solving exercises)

Prerequisites: BL513

Content: This subject is designed to extend the student's understanding of the pathophysiological basis of common disorders of cardiovascular and respiratory function. It will be conducted as group sessions with problem solving as the emphasis of the sessions.

Assessment: By assignment based upon the material discussed.

References: SMITH J J and KAMPINE J P 1984 *Circulatory physiology - the essentials* 2nd ed Baltimore Williams and Wilkins.
Reading guides will be provided at the commencement of the course.

BL517 Growth, Development and Ageing

Contact Hours: 18 (9 × 2 hour lectures)

Prerequisites: BL527 and BL528

Content: In this subject students will explore definitions of growth, development and ageing. Mechanisms and factors affecting growth, and techniques for the estimation of growth and maturity will be studied in detail. Ageing processes and possible mechanisms underlying these will be examined. Age related changes in body systems, and hence functional changes, will be discussed.

Assessment: This subject will be assessed by means of a 2,000 word assignment.

References: SINCLAIR D 1978 *Human growth after birth* 3rd ed Oxford Medical Publications
TANNER J M 1978 *Fetus into man* London Open Books
Other references will be provided at the commencement of the unit.

BL518 Muscle Contraction and Energetics

Contact Hours: 6 (6 × 1 hour lectures)

Prerequisites: BL215 or equivalent

Content: This subject is designed to reinforce and clarify basic concepts and to introduce new information relating to factors limiting human muscular performance and some methods of optimising an individual's physical performance.

It is intended to serve as a basis for those students interested in sports physiotherapy who will be taking BL514 Work Physiology.

Assessment: 750 word assignment, or take home examination paper, or open book examination.

References: ASTRAND P O and RODAHL K 1977 *Textbook of Work Physiology* 2nd ed New York McGraw Hill

BL521 Cardiopulmonary Responses in Pregnancy, The Fetus, and the Neonate

Contact Hours: 12 (12 × 1 hour lectures/lecture discussions)

Prerequisites: BL513

Content: This subject will present the physiology and anatomy of the pulmonary and cardiovascular systems of the fetus and the newborn. The changes in the maternal circulation which occur during pregnancy will also be studied.

Assessment: Details of the form of assessment will be announced in the first class.

References: DAWES G S 1968 *Foetal and neonatal physiology* Chicago Year Book Medical Publishers

BL522 Human Reproductive Physiology and Anatomy

Contact Hours: 12 (12 × 1 hour lectures/lecture discussions)

Prerequisites: BL215 or equivalent

Content: This unit consists of two parts: the first deals with the anatomy and physiology of the male and female reproductive systems at all stages from embryonic development to the adult; and the second examines the anatomy and physiology of pregnancy and fertility. Some aspects of pathophysiology of human reproduction will be covered in both units.

Assessment: Details of the form of assessment will be announced in the first class.

References: A list of references will be supplied at the beginning of the subject.

BL523 Applied Human Bioscience

Contact Hours: 60 (21 × 2 hour lectures, 12 × 1 hour tutorials, 6 × 1 hour assessment feedback sessions)

Prerequisites: Bioscience entrance examination or its equivalent.

Content: This subject is designed to both revise and extend the nursing professional's knowledge of human bioscience and involves the integrated application of anatomy, biochemistry, embryology, genetics, immunology, molecular biology, pharmacology and physiology (including clinical aspects). The emphasis will be towards both diseased and normal states of the body as a whole; relating this to fundamental concepts of structure and function.

Assessment: Three "take-home" examinations, each assessing one term.

References: *GUYTON A C Textbook of Medical Physiology International Student 6th ed Tokyo Igakyo-Shoin/ Saunders
*VANDER A J SHERMAN J H and LUCIANO D S *Human Physiology: The Mechanisms of Body Function* 4th ed New York McGraw Hill
Advice on references for the subject will be provided at the commencement of teaching.

BL524 Introduction to Ergonomics (Biological Sciences)

Contact Hours: 12 (Tutorial and self directed learning)
This subject is integrated with BL525.

Prerequisites: Nil

Content: The subject aims to introduce the student to the vocabulary and methodology of biological science. The subject will cover major body systems, gross anatomy, the cell structure and function, homeostasis and physiological regulation, metabolism and the formation of energy.

Assessment: Integrated with BL525

References: Any elementary physiology or combined anatomy and physiology text such as:
LUCIANO D S VANDER A J and SHERMAN J H 1978 *Human structure and function* New York McGraw Hill
McNAUGHT A B and CALLENDER R 1983 *Nurses' illustrated physiology* 4th ed Edinburgh Churchill-Livingstone

BL525 Biological Bases of Ergonomics

Contact Hours: 36 (lectures and laboratory classes)
This subject is integrated with BL524 and BL551

Prerequisites: Nil

Content: This subject aims to introduce the student to the areas of anatomy, physiology and human biology most relevant to ergonomics. The subject covers two main areas:- Applied Physiology - excitable cells and skeletal muscle. Aspects of the central nervous system; sensory, motor behaviour. Work physiology: limits to work capacity, methodology, training. Thermoregulation. Endocrine responses to stress. Physiological rhythms and: Biomechanics and Kinesiology. Biomechanics and kinesiology of selected joints; static and dynamic analysis of muscle and joint forces with particular reference to locomotion and manual handling.

Assessment:

Assignments - 40%
Examination - 40%
Laboratory Report - 20%

References: Choice of general physiology texts.

ASTRAND P O and RODAHL K 1977 *Textbook of work physiology* 2nd ed New York McGraw Hill
GRANDJEAN E 1982 *Fitting the task to the man* 3rd ed London Taylor and Francis

BL526 Introductory Applied Human Bioscience

Contact Hours: 36 (18 × 2 hour lectures held in Terms I and II)

Prerequisites: Nil

Content: This subject gives an introduction to the physiology of growth and development; some aspects of biochemistry and selected concepts of genetics. Also considered are the integrated functions of various systems, including the cardiovascular system, respiration, digestion, metabolism, nutrition and energy balance, regulation of body temperature and body fluids, and body defences.

Assessment: Written examination at the end of Term II.

References: *VANDER A SHERMAN J H and LUCIANO D 1985 *Human physiology: the mechanisms of body function* 4th ed New York McGraw Hill

or

*GUYTON A C 1979 *Physiology of the human body* Philadelphia Saunders

or

*GUYTON A C 1982 *Human physiology and mechanisms of disease* Philadelphia Saunders

BL530 Ergonomics I

This subject comprises the units BL531, BL532 and BL533.

BL531 Theory and Rationale of Ergonomics

Contact Hours: 6 (6 × 1 hour lectures)

Prerequisites: Nil

Content: This subject seeks to acquaint the student with the following aspects of ergonomics: its origins, major disciplines which contribute to the ergonomics data base and its methods of application and implementation.

The subject introduces ergonomics in its historical and philosophical perspective. The interdisciplinary nature of ergonomics is emphasized both with regard to the tributary disciplines and with regard to the implementation of ergonomics in a variety of settings.

Assessment: Assignment

References: GRANDJEAN E 1982 *Fitting the task to the man* 3rd ed London Taylor and Francis 3rd ed
PRODUCTIVITY PROMOTION COUNCIL OF AUSTRALIA 1979 *Ergonomics in the Australian workplace* Melbourne PPCA
SINGLETON W T 1982 *The body at work* Cambridge, Cambridge University Press

BL532 Ergonomics in the Workplace

Contact Hours: 9 (9 × 1 hour lectures)

Prerequisites: BL531

Content: The subject introduces the role of ergonomics in the workplace; current issues in occupational ergonomics; ergonomic problem solving; design and disease, musculoskeletal injuries - types, causes and prevention; prerequisites for work tolerance; displays and controls; workstation design; case studies.

Assessment: Practical project and report. Format and length of report depends on the nature of the project. Equivalent to 9 hours work.

References: GRANDJEAN E 1982 *Fitting the task to the man* 3rd ed London Taylor and Francis
PRODUCTIVITY PROMOTION COUNCIL OF AUSTRALIA 1979 *Ergonomics in the Australian Workplace* Melbourne PPCA
TICHAUER E R 1978 *The biomechanical basis of ergonomics* New York Wiley

BL533 The Working Environment

Contact Hours: 24 (18 × 1 hour lectures, 6 × 1 hour demonstrations)

Prerequisites: BL531

Content: This subject aims to familiarise students with the effects of environmental factors upon human performance. The unit presents a certain amount of straight-forward technology in addition to examining the effects of physical factors on performance. It covers introduction to the man-environment model; vision, lighting and colour; sound, noise and vibration; climatic factors, natural and artificial; and codes of practice. Particular requirements and demands of selected industrial processes and equipment are considered.

Assessment: Assignments totalling 2,400 words

References: GRANDJEAN E 1982 *Fitting the task to the man* 3rd ed London Taylor and Francis
SINGLETON W T 1982 *The body at work* Cambridge, Cambridge University Press
Thermal comfort at work 1981 Canberra AGPS
Artificial light at work 1981 Canberra AGPS

Advice on other references will be provided at the commencement of teaching.

BL540 Physiology and Pathophysiology of Ageing

Contact Hours: 18 (8 × 2 hour lectures, 1 × 2 hour seminar session)

Prerequisites: Nil

Content: This unit will examine theories of ageing and will discuss possible mechanisms of the ageing process. Age related changes in body systems, and hence functional changes, will be discussed. Aspects of the pathophysiology of ageing will be examined.

This unit is a part of the specialist core study for the geriatric stream of the Graduate Diploma in Physiotherapy.

Assessment: This unit will be assessed by means of a 2,000 word assignment and one 15 minute seminar presentation.

References: Advice on references for the unit will be provided at the commencement of teaching.

BL551 Introduction to Ergonomics (Physical Sciences)

Contact Hours: 12 (tutorials and self directed learning).

This subject is integrated with BL525.

Prerequisites: Nil

Content: This subject introduces the fundamentals of vocabulary and concepts in physical sciences which are required in later subjects.

The tutorial and reading programme covers basic mathematical and physical concepts assumed in studying the biological and technical aspects of ergonomics. Topics include - review of basic mathematics, equations and graphs, kinematics, Newton's Law and the Gas Laws.

Assessment: Integrated with BL525

References: HORSFIELD R S 1979 *Basic physical ideas* Sydney Science Press
HORSFIELD R S 1977 *Simple mathematical concepts and processes in science* Sydney Science Press
KANE J W and STERNHEIM M M 1980 *Physics SI version* John Wiley New York
HORSFIELD R S SOLOMONS S and WARD AR 1981 *Physics and chemistry for the health sciences* Sydney Science Press

BL555 Applied General Science

Contact Hours: 36 (22 × 1 hour lectures, 14 × 1 hour tutorials)

Extra voluntary tutorial - 1 hour per week during the two terms - subject taught over terms I and II.

Prerequisites: Nil

Content: This subject introduces the student to the fundamental principles of the physical sciences applicable to the study and practice of nursing. Selected topics in chemistry include atomic structure, chemical bonding, acids and bases and biological molecules. Topics in physics include radioactivity and nuclear medicine, mechanics, basic electricity and electrical safety.

Assessment: 2 × 1 hour examinations at the end of Terms I and II. Each contributes 50% of assessment.

References: Students will be advised during the course of relevant reference material.

*Students will be expected to purchase a study guide at the beginning of the first lecture.

BL560 Arthrology

Contact Hours: 24 (18 × 1 hour lectures, 6 × 1 hour seminar presentations)

Prerequisites: Nil

Content: This subject provides the student with a knowledge at graduate level of the following: histology and histochemistry of connective tissues and joint structures; mechanical properties of connective tissues; biomechanics of selected peripheral joints and the spine; and the effect of various therapeutic modalities on joint structures and function.

Assessment: 2 × 1,200 word assignment, 1 × 15 minute seminar presentation

Biological Sciences

References: FRANKEL V H and NORDIN M 1980 *Basic biomechanics of the skeletal system* Lea and Febiger
HAMMERSON F 1980 *A color atlas of cytology, histology and microscopic anatomy* 2nd ed Munich Urban and Schwarzenberg
ALBRIGHT J A and BRAND R A 1979 *The scientific basis of orthopaedics* Appleton
Selected journal articles from:
Journal of Bone and Joint Surgery
Journal of Biomechanics
Journal of Connective Tissue Research
International Review of Cytology
International Journal of Sports Medicine

BL580 Human Embryology

Contact Hours: 12 (6 × 2 hour lectures and visual aids)

Prerequisites: Knowledge of cell and reproductive biology

Content: This subject involves the study of early human embryology from fertilisation to primary organogenesis, with emphasis on the musculo-skeletal system. Students will be introduced to some clinical aspects of early development, abnormal development and congenital malformations.

This subject has been designed for physiotherapists and students will be encouraged to research selected topics in early development relevant to Physiotherapy.

Assessment: 1 × 1½ hour examination

References: MOORE K L 1983 *Before we are born Basic Embryology and Birth Defects* 2nd ed W B Saunders Philadelphia

BL584 Histology

Contact Hours: 12 (6 × 2 hour sessions, discussions and visual aids)

Prerequisites: BL162

Content: The subject comprises the study of selected tissues including connective, skeletal, nerve and muscle with an emphasis on the fine structure, histochemistry and histophysiology, commencing with an introductory session on cell ultrastructure. The programme will be presented as a series of lectures supplemented with 35mm slides and films and the examination of both microscopic slides and electro micrographs. Students will be encouraged to research journals and reviews of selected topics relating to common pathological problems encountered by manipulative therapists.

Assessment: 2,000 word research assignment

References: WHEATER P R BURKITT H G and DANIELS V G 1979 *Functional histology* Churchill Livingstone New York
BACON R L GILES N R 1983 *Medical Histology* Springer-Verlag Berlin

BL585 Anthropometry

Contact Hours: 12 (the time is divided approximately equally between lecture and laboratory sessions).

Prerequisites: Nil

Content: This subject covers body typing; variations between people; statistical methods in the analysis of data; anthropometric surveys; designs of rigs and measuring fixtures; models and templates; techniques in the application of data to design problems.

References: DIFFRIENT N TILLEY A and BARDAGJY J 1974 *Humanscale 1/2/3* Cambridge Mass MIT Press
DIFFRIENT N TILLEY A and HARMAN D 1981 *Humanscale 4/5/6* Cambridge Mass MIT Press
DIFFRIENT N TILLEY A and HARMAN D 1981 *Humanscale 7/8/9* Cambridge Mass MIT Press

BL599 History and Philosophy of Science

Contact Hours: 27 (9 × 3 hour lecture/discussion/tutorial sessions to be offered one session weekly during the term).

Prerequisites: BL527 and BL528

Content: This elective introduces students to the formative influences that have shaped our late-twentieth century scientific knowledge and understanding of the universe; and discusses the nature of science and some problems of the philosophy of science arising from the topics studied. These topics will include the mechanisation of the world view, science and society, the structure of theories and models contemporary biological theory and contemporary interpretations of the nature of science.

Assessment: Two 1,500 word written assignments, one to be submitted during the term and the second to be submitted at the end of the subject. Topics will be identified during the first teaching weeks.

References: CHALMERS A F 1976 *What is this thing called science?* Kensington New South Wales University Press

Further selected reference material including relevant literature and journal articles, will be made available throughout the teaching term.

BL624 Applied Human Bioscience for Midwifery

Contact Hours: 66 (29 × 2 hour lectures, 4 × 2 hour student seminar sessions)

Prerequisites: BL527 or equivalent, or BL125, BL225, BL325 or equivalent.

Content: This subject consists of a study of the physiology and pathology of the mother and embryo/fetus/infant during the pre-natal, peri-natal, post-natal periods.

Assessment: Normally by a combination of a "take-home" examination, and a seminar presentation. Details of the assessment will be announced at the first class.

References: Lists of suitable references will be given by lecturers during the course.

Students are not expected to purchase a book for this subject, however, for students who wish to have a textbook the following is suitable.

PAGE E W VILLEE C A VILLEE D B 1981 *Human Reproduction* 3rd ed

BL626 General and Clinical Pathology A

Contact Hours: 27 (9 × 2 hour lectures, 9 × 1 hour tutorials, taught in term II)

Prerequisites: BL527 and BL528

Content: This subject has been designed to facilitate an understanding of the causes, mechanisms and clinical manifestations of disease. Areas of study include both general and systems pathology topics, such as inflammation, neoplasia, immunopathology, and cardiovascular, respiratory and endocrine disorders.

Assessment: Written examination at the end of term II plus assignment.

References: ROBBINS S L COTRAN R S and KUMAR V *Pathologic basis of disease* 3rd ed 1984 W B Saunders
ANDERSON J R ed MUIR's *Textbook of Pathology* 11th ed 1980 Edward Arnold

BL627 General and Clinical Pathology B

Contact Hours: 27 (9 × 3 hour lectures in Term III)

Prerequisites: BL527 and BL528

Content: The modules of this subject complement those studied in BL626, and have been designed to address current issues in pathology. Topics to be covered include Occupational Injuries and Illnesses, invitro-fertilization, disease of ageing, and genetic disorders.

Assessment: Written assignment, details of which will be given at the beginning of Term III.

References: ROBBINS S L COTRAN R S and KUMAR V *Pathologic Basis of Disease* 3rd ed 1984 W B Saunders
ANDERSON J R ed MUIR's *Textbook of Pathology* 11th ed 1980 Edward Arnold

Details of more specific reference material will be given during the course.

BL630 Ergonomics II

This subject comprises:

BL631 Work Systems
BL632 Information Processing
BL633 Applied Ergonomics Seminars
BL634 Directed Project

BL631 Work Systems

Contact Hours: 18 (6 hours lectures, 12 hours seminars)

Prerequisites: BL530

Content: This unit provides students with approaches and skills in constructing models and analysing work areas and includes flow-charting and networks; control systems in the body, cybernetic models; organisations as systems; health systems; and their organisation; medical information systems interactions of technology with the organisation and the nature of work; advanced topics in workplace design and equipment prescription; displays and controls; training programmes; simulation; and environmental services and facilities.

Assessment: Class paper - 30%
Assignment (1,500 words) - 70%

References: BROWN S and MARTIN J eds 1977 *Human Aspects of Man-Made Systems* London Open University Press
DE GREEN K B 1972 *Systems Psychology* New York McGraw-Hill
GAGNE R ed 1963 *Psychological Principles in System Development* New York Holt Reinhart and Winston
MEISTER D and RABIDEAU G F 1965 *Human Factors Human Engineering in Systems Design* New York Wiley

BL632 Information Processing

Contact Hours: (12 hours lectures)

Prerequisites: BL530 and BS571

Content: This subject covers information processing models; perception, memory, decision making, vigilance and alertness, reaction times, quantitative elements of information; channel capacity.

Assessment: Written assignment - 1,500 words

References: McCORMICK E J SANDERS M S 1983 *Human Factors in engineering and design* New York McGraw-Hill
WICKENS C D 1984 *Engineering Psychology and Human Performance* Columbus Ohio Charles E Merrill

BL633 Applied Ergonomics Seminars

Contact Hours: 36 (36 hours seminars)

Attendance at some meetings of the Ergonomics Society of Australia and New Zealand is a requirement of the subject.

Prerequisites: BL530

Content: This subject aims to make the students aware of current issues in ergonomics practice and research, and to develop the students' abilities to critically evaluate those issues and their presentation.

The content will be dictated by the issues current at the time of presentation, the available speakers and sites, and the student backgrounds. A wide range of topics is always sought.

Assessment: Seminar reviews - 50%
Seminar Presentation - 50%

References: There are no specified references, although suitable reading lists are recommended by individual lecturers.

BL634 Directed Project

Contact Hours: 30 (Conferences with lecturers and supervisor, class seminar, independent project work)

Prerequisites: BL530 and BS501

Content: The directed project is a contracted arrangement between the student and the supervisor, and forms the primary basis of final assessment. Projects will normally be drawn from the real work places of students, and will be directed towards the solution of specified problems by the application of sound ergonomic theory, and the use of suitable methods of investigation and analysis. Students will be required to make presentations on the progress of the projects during the course of the year, and to submit a report to agreed standards on completion. Part of the contract will require, where appropriate the student to arrange for the implementation of their solutions, and the design of an evaluative process.

Assessment: Class Presentation - 30%
Written Report - 70%

References: Nil

BL639 Ergonomic Aspects of Information Technology

Contact Hours: 12 (seminars and demonstrations)

Prerequisites: BL530 and BL571

Content: This subject aims to provide a critical awareness of the significant physical & psychosocial issues relating to computers and the introduction of information technology.

This subject covers physical ergonomics of computer work stations; visual display units, keyboards, workstation; the user-software interface, health and safety; organisational aspects; future directions.

Assessment: Written assignment

References: CAKIR A HART D J and STEWARD T F M 1982 *Visual Display Terminals* Chichester Wiley Interscience

Ergonomic Principles in Office Automation Stockholm 1983 Ericsson Information Systems

GRANDJEAN E and VIGLIANI E 1983 *Ergonomic Aspects of Visual Display Terminals* London, Taylor and Francis

NATIONAL ELECTRONICS COUNCIL 1983 *Human Factors in Information Technology* NEC London

PEARCE B G ed *Health Hazards of VDTs?* Chichester 1984 John Wiley & Sons

BL641 Working Posture

Contact Hours: 12 (lectures and laboratory sessions)

Prerequisites: BL530, BL525 and BL585

Content: Introduction; determinants of posture; effects of bad working posture; static muscle contraction; fatigue, energy cost, countermeasures; case studies in working posture.

Assessment: A single assignment, to be presented orally in class (15 minutes, 30% of marks) and subsequently in the form of a written report (1,500 words, 70% of marks).

References: GRANDJEAN E 1982 *Fitting the task to the man* 3rd ed London Taylor and Francis

Plus any standard texts in functional anatomy, kinesiology and work physiology.

BL642 Physically Demanding Work

Contact Hours: 12 (lectures and laboratory work)

Prerequisites: BL530, BL525 and BL585

Content: This subject involves lectures, and practical work related to case studies in physically demanding work characterised by one or more of the following:

- (i) Prolonged high energy expenditure.
- (ii) Occasional exertion of high forces.
- (iii) Frequent or continuous loading of highly localized musculoskeletal structures.

Topics will include determinants of performance; factors affecting performance; safe working limits; risk of injury; repetition injuries; individual susceptibility; assessment of the individual employee; task modification; case studies; physical training.

Assessment: Submission of laboratory report including answers to theoretical questions.

References: ASTRAND P O and RODAHL K 1977 *Textbook of work physiology* 2nd ed New York McGraw Hill

CHENNELLIS M H D 1979 *Work Physiology in Ergonomics in the Australian Workplace* Melbourne Productivity Promotion Council of Australia

GRANDJEAN E 1982 *Fitting the task to the man* 3rd ed London Taylor and Francis

BL643 Displays and Controls

Contact Hours: 12 (lectures and seminars)

Prerequisites: BL530

This subject aims to develop a basis for the selection, design, arrangement and use of displays and controls.

Content: This subject covers the functional approach to the design of displays and controls, including inter-relationships, disposition and layout, is described. Emphasis is placed on viewing the design of such items as forming the interface in the man/machine system. Various forms of display and control are discussed in detail, including use, accuracy, form etc.

Assessment: Written assignment

References: CAKIR A HART D J and STEWARD T F M 1980 *The VDT Manual* John Wiley and Sons

BSS 3693 *Recommendations for the Design of Scales and Indexes* GRANDJEAN E and VIGLIANI E 1980 *Ergonomic Aspects of Visual Display Terminals* Taylor and Francis

MURRELL K F H 1975 *Ergonomics* Chapman and Hall

OBORNE D J 1982 *Ergonomics at work* John Wiley and Sons Ltd

SINGLETON W T et al 1971 *The human operator in complex systems* Taylor and Francis

BL644 Ergonomics in Design

Contact Hours: 12 (lecture/demonstrations with a final seminar).

Prerequisites: BL530

Content: Introduction to design terminology. Instruments for 'scoring' design quality, using check lists to highlight areas for potential redesign. Consideration of other constraints, including manufacturing/processes; costs; marketing, etc. The design process and design methods. Whole problems and sub-problems. The designers repertoire of skills and methods. A design esquisse. Review of design esquisse. Design management.

Compromise as a key factor in all design work. Communicating with designers, design teams, Writing an ergonomic-based brief for a designer.

Assessment: Progressive assessment based on weekly tasks and class review.

References: BICKNELL J and McQUISTON L eds 1977 *Design for need: The Social contribution of design* Oxford Pergamon Press

CROSS N and ROY R 1978 *Design methods manual Man-made futures Units 13-16* Open University Press Milton Keynes U K

PAPANEK V and HENNESSEY J 1977 *How things don't work* New York Pantheon Books

BL645 Ergonomics in Health Care Practice

Contact Hours: 12 (lectures, excursions, seminars)

Prerequisites: BL530 and BL585

Content: This subject covers effects of immobilisation and problems of bed rest; the near environment of the long term care patient; ageing and performance; design of hospital wards and nurses' stations; patient transfers; hospital fire safety; operating theatre ergonomics; rehabilitation; activities for daily living; modification of the home environment; return to work; technical aid to the disabled.

Assessment: A practical project, to be presented orally and in the form of a written report.

References: CANTER D and CANTER S eds 1979 *Designing for Therapeutic Environments: A Review of Research* New York John Wiley and Sons
STANDARDS ASSOCIATION FOR AUSTRALIA 1977 AS1428 - *Design Rules for Access by the Disabled* Sydney S A A

BL646 Fundamentals of Occupational Health and Safety Practice

Contact Hours: 12 (lectures)

Prerequisites: BL530

Content: This subject is an introduction to the field of occupational health and safety with particular reference to the problems of industry.

Topics will be selected from risk process and accident causation and control models, which includes an examination of risk, the risk evaluation process, society standards of acceptable risk, the legal system, codes of practice. Engineering and ergonomic controls of risk, management and financial strategies of risk control. Systems of measurement of the loss experience and the use of those systems as a predictive tool.

Assessment: Assessment will be based on presentation of a class paper (30%) and a written assignment of up to 1500 words.

References: ROWE W D 1977 *An anatomy of risk* New York Wiley
SURREY J 1974 *Industrial accident research* Toronto University of Toronto Press
WIGGLESWORTH E C 1979 *Injury prevention's second generation technique in Ergonomics in the Australian Workplace* Melbourne Productivity Promotion Council of Australia

BL647 Job Analysis and Design

Contact Hours: 12 (lectures)

Prerequisites: BS573

Content: This subject covers the recent history and current trends in job analysis and design. The techniques of Emery and Trist, Hackman and Shuttle and Heyde will be demonstrated. Other topics which will be referred to include, systems ergonomics, motivation, industrial democracy and the sociology of work.

Assessment: Assessment will be made on a practical exercise report of 1,500 words.

References: LANSBURY R D and PRIDEAUX G J 1980 *Job Design* Canberra AGPS
HACKMAN J R 1977 "Work Design" in Hackman J R and Shuttle J L eds *Improving Life at Work* Santa Monica Goodyear Publishing Co

BL648 Consultancy Management

Contact Hours: 12 (seminars)

Prerequisites: BS573

Content: The subject aims to introduce the student to the client-consultant relationship from the point of view of all parties. The subject introduces a variety of consultancy roles; internal consultants; external consultants. Writing a consultant's brief. Implementing recommendations of consultancy process.

Assessment: Written Assignment

References: Advice on references for the subject will be provided at the commencement of teaching.

BL649 Independent Study

Teaching Mode: Independent Study; directed reading.

Prerequisites: BL530

Content: Content of this study is arrived at by negotiation between the student and the course co-ordinator. In general this is chosen to allow the student to develop specialised techniques or to study an area in greater depth or with greater specificity than is available in other subjects.

Assessment: Assessment goals specific to individual content are contracted between student and co-ordinator. Usually project or assignment.

References: Nil

BL671 Clinical Pharmacology

Contact Hours: 18 (9 × 2 hour lectures)

Prerequisites: BL527 and BL528

Content: This subject covers general pharmacology (5-6 hours) drug classifications, prescriptions, schedules and formulations; pharmacodynamics; pharmacokinetics.

Systematic Pharmacology (12-13 hours) commonly used drugs acting on the major systems of the body and drugs used in therapy of infectious, neoplastic, and immunological disorders, emphasis will be placed on clinical aspects, such as i.v. administration and adverse drug reactions.

Subject objectives:

- (i) to increase the Advanced Nursing students' understanding of safe and effective handling and administration of drugs and of effects of drugs on patients.
- (ii) to increase their involvement in counselling patients about drugs and observing patients for possible side effects.
- (iii) to assist students in reading and keeping patient medication records.

Assessment: By written assignments.

References: HAVARD M 1983 *A Nursing Guide to Drugs* an Australasian Handbook Melbourne Churchill Livingstone
HIPWELL C E MASHFORD M L AND ROBERTSON M B 1984 *Guide to Parenteral Administration of Drugs* Sydney ADIS Health Science Press
SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA eds 1981 *Pharmacology and Drug Information for Nurses* Sydney W B Saunders

BL681 Human Embryology

Contact Hours: 18 (6 × 1½ hour lectures/discussions; 6 × 1½ hour practical work)

Prerequisites: BL527 or equivalent or knowledge of Cell and Reproductive Biology

Content: An advanced course in human embryology with an emphasis on practical and clinical aspects of early development from fertilization to primary organogenesis. It will incorporate recent advances in invitro-fertilization, embryo culture, ultrastructure and other techniques. Some biochemical and physiological aspects of normal and abnormal development will also be covered including congenital malformation.

Assessment: 1½ hour test - 60%
Practical Record - 40%

References: MOORE K L 1982 *The Developing Human: Clinically Oriented Embryology* 3rd ed W B Saunders Philadelphia
SATHANANTHAN A H TROUNSON A O WOOD C 1985 *Atlas of Fine Structure of Human sperm penetration, eggs and embryos cultured in vitro* Praeger Scientific Philadelphia

BL698 Human Genetics

Contact Hours: 18 (9 × 2 hour lecture/discussion sessions)

Prerequisites: BL527 and BL528 or equivalent

Content: The subject extends basic concepts of genetics and focuses on human genetics. The subject covers some recent advances, including recombinant DNA technology, gene mapping, gene structure and function, chromosome and karyotype studies, and illustrates the application of these advances. Topics to be included are: antenatal diagnosis of genetic disorders and chromosomal aberrations; recurrent risks; carrier detection; characterisation and treatment of genetic disorders; multifactorial traits; genetic counselling.

Assessment: Based on 2 × 500 word and 1 × 1000 word 'take home' assignments; two to be submitted during the teaching term and the longer to be submitted at the end of the teaching term. Dates to be notified at the commencement of teaching. Assignment topics to be distributed during the teaching term.

References: CONNOR J M FERGUSON-SMITH M A *Essential medical genetics* Oxford Blackwell Scientific 1984
EMERY A E H *An introduction to recombinant DNA* Chichester Wiley 1984
WICHESTER A N and MERTENS T *Human Genetics* 4th ed Columbus Merrill 1983

Use will also be made of journal references, as per lists provided at the commencement of and during the teaching term.

BEHAVIOURAL SCIENCES

BS100 Introduction to Behavioural Sciences

Contact Hours: 81 (54 × 1 hour lectures; 27 × 1 hour tutorials)

Prerequisites: Nil

Content: An integrated sequence of lectures and tutorials to introduce students to foundation topics in the behavioural sciences. Where appropriate, emphasis is given to the application of the psychological and sociological principles and theories to the health area. Topics are organised into broad groupings: basic processes of behaviour (brain and behaviour relationships, sensory processes, perception, learning, memory and thinking); individuality of behaviour (genetics and behaviour, the development and assessment of individual differences in abilities and personality); social psychology (social influence, roles and attitudes); and sociology (socialisation and social structure).

Assessment: By objective and essay exam, written assignment and tutorial work.

References: *ATKINSON R L ATKINSON R C and HILGARD E R
1983 *Introduction to Psychology* Harcourt Brace Jovanovich
New York

BS101 Introduction to Behavioural Sciences

Contact Hours: 54 (54 × 1 hour lectures and tutorials)

Prerequisites: Nil

Content: The subject is an alternative introduction course which is offered to students undertaking limited further studies in the behavioural sciences. As such, BS101 covers a slightly broader range of topics than does BS100, and does so in a way which seeks to illustrate and demonstrate the ways in which these topics can be applied within particular health science fields. The course is taught in a classroom setting in which students participate in lectures, discussions and a variety of learning activities. Topics covered include biological and experiential psychology, personality and social psychology, and introductory sociological studies of self, class and deviance.

Assessment: 1 × 2 hour examination, variable class-based assessment.

References: *DWOETZKY J P 1982 *Psychology* Minnesota West
Publishing Co

BS102 Communication Skills in Clinical Practice

Contact Hours: 18 (18 hours of workshop)

Prerequisites and or

Corequisite: BS100 or BS101

Content: The aim of this subject is to teach communication skills which facilitate helpfulness to others in the therapist-patient milieu. The enhancing of communication skills will be based on theoretical, practical, and clinical components. The unit offers experiential learning in the small group context and in the clinical setting and is designed specifically for students of Podiatry, Prosthetics and Orthotics.

Assessment: Based on participatory attendance and an interview report.

References: *BRAMMER L M 1985 *The Helping Relationship: Process and Skills* 3rd ed Englewood Cliffs New Jersey Prentice Hall

*EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California: Brooks Cole

*HOWE M 1978 *Developing Helping Skills* Hawthorn Victoria Swinburne College Press
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BS105 Introduction to Research

Contact Hours: 36 (27 × 1 hour lectures; 9 × 1 hour tutorials) taught throughout the year)

Prerequisites/Corequisite: BS100

Content: This subject is designed to introduce students to the skills of research in health sciences. The syllabus for each term concentrates on a different aspect of the research process emphasising the applications of these principles to health science practice. Topics include the aims and principles of research design, methods of data analysing, scales of measurement, graphs, frequency distribution, measures of central tendency and dispersion, standard scores, basic inferential statistics (t and chi-square), reading research reports.

Assessment: Multiple choice examination at the end of each term; 3 hours in total.

References: A workbook covering content and revision problems can be purchased from the School of Behavioural Sciences.

A calculator will be useful for some sections of this course.

BS106 Data Analysis

Contact Hours: 15 (15 × 1 hour lectures/tutorials)

Corequisite: BS100

Content: This subject introduces the methods of analysis of the data generated by empirical research. Topics include scales of measurement, graphs and frequency distributions, measure of central tendency and dispersion, standard scores, foundations of inferential statistics and an appropriate illustrative inferential method.

Assessment: 1 × 1 hour examination.

References: A list of recommended texts and references will be provided at the commencement of the unit.

BS107 Introduction to Research

Contact Hours: 40 (40 × 1 hour lectures, tutorials, practicals)

Prerequisites: BS100

Content: This subject is based on a brief survey of the conceptual underpinnings of research methods. Principles of research and an overview of research design. Some methods of analysing data generated by field research. Statistical topics include scales of measurement, graphs and frequency of distributions, measures of central tendency and dispersion, standard scores and foundation of inferential statistics.

Assessment: 1 × 1 hour written examination or equivalent - 40%
1 × 1 hour 30 minute written examination or equivalent - 60%

References: BERGER P L LUCKMAN G 1967 *The Social Construction of Reality* London Alan Lane
CAMPBELL D T and STANLEY J C 1963 *Experimental and Quasi Experimental Designs for Research* Chicago: Rand McNally
CHALMERS A F 1976 *What is this thing called Science* St Lucia QUP
DENZIN N K 1970 *Sociological Methods* London Butterworth
ELSTER J 1979 *Explaining Technical Change* C.U.P.
PHILLIP D S 1978 *Basic Statistics for Health Science Students* San Francisco W H Freeman
WADSWORTH Y 1984 *Do it Yourself Research* VCOS Melbourne

BS120 Psychological Aspects of Health Care

Contact Hours: 36 (18 × 1 hour lectures; 18 × 1 hour tutorials)

Prerequisites: Nil

Content: The first part of this subject will introduce basic psychological principles and concepts. The application of these to understanding an individual's health and illness related behaviour is emphasised. Topics include learning, emotions and motivation, stress, perception and attitude.

The second part of the subject will focus on developmental psychology and psychological needs of individuals at different stages of the life cycle. Emphasis will be directed also at understanding transitional stages and continuities and discontinuities in development.

Assessment: 1 × 1 hour multiple choice test and one 1,500 word essay.

References: *CRM 1983 *Psychology Today* 5th ed Delmar California Random House

Additional readings will be recommended during the unit.

BS130 Developmental Psychology I

Contact Hours: 28 (18 × 1 hour lectures; 4 × 1 hour tutorials; 6 hours practicals)

Prerequisites: Nil

Content: The main objective of the subject is to provide students with a good grasp of development processes in relation both to the biological origins and to the socio-cultural context of human development. It also provides an introduction to the research techniques with which they are investigated and to the application of developmental concepts in the clinical situation. It is hoped that students taking the course will develop skills in critically appraising research studies and be stimulated to actively research developmental issues in their own particular field.

In this subject the infant provides the subject for the study of the psychobiology of development. The objective of the subject is to present a coherent model of development that takes into account the evolutionary origins of our ontogenesis, species specific behavioural biases, perception, learning, memory and modes of higher-level information processing. The interrelationship between these processes and development in motor, cognitive, social and communication skills are discussed.

Practical sessions provide experience with observational assessment techniques in research and clinical settings.

Assessment: 1 × 1 hour examination.

References: BOWER T G R 1979 *Human Development* San Francisco Freeman

*LAWTON J T 1982 *Introduction to Child Development* Iowa Wm C Brown Company Publications

STERN D 1977 Fontana Open Books *The First Relationship: Infant and Mother*

BS140 Sociological Aspects of Health Care

Contact Hours: 36 (18 × 1 hour lectures; 18 × 1 hour tutorials)

Prerequisites: Nil

Content: In this subject, students will study the relationship between the individual and the surrounding society at both the personal and structural levels. Topics will include socialisation and self-development, family, deviance, class and gender, inequality, ethnicity and bioethics. Emphasis will be given to sociological influences which affect the delivery of appropriate health services.

Assessment: One essay of 1,500 words and an examination.

References: MILLS C 1971 *The Sociological Imagination* Harmondsworth Penguin ch 1 (PR)

SARGENT M 1983 *Sociology for Australians* Melbourne Longman Cheshire (PR)

BS150 Behavioural Sciences in Nursing

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: BS120, N1062

Content: This subject is taken in the Diploma of Applied Science, Community Health Nursing Course. Emphasis will be on group dynamics and roles, including leadership, norms, attitudes, social perception, social influence, conflict management and teamwork.

Assessment: By essay of approximately 1,500 words.

References: *CRM 1983 *Psychology Today* 5th ed Delmar California Random House

*JOHNSON D and JOHNSON F 1982 *Joining Together* 2nd ed M S Prentice Hall

*RAVEN B and RUBIN J 1976 *Social Psychology* New York Wiley

BS151 Personality Theory and Therapies

Contact Hours: 18 (18 × 1 hour lectures and seminars)

Prerequisites: BS120

Content: This subject is designed as an extension and integration of the student's knowledge of nursing, psychology and sociology with emphasis on theories of personality, the various psychotherapies and their implications for the professional nurse counsellor in the community. The unit will include an examination of behavioural, psychoanalytic, cognitive and human relations approaches.

Assessment: By presentation of a seminar paper of up to 2,000 words.

References: *BULLBROOK M 1980 *Development of Therapeutic Skills* Boston Little Brown

*EWEN R 1980 *An Introduction of Theories of Personality* New York Academic Press

Further reading lists will be distributed at the beginning of the unit.

BS201 Psychological Aspects of Nursing A

Contact Hours: 36 (27 × 1 hour lectures; 9 hours counselling groups)

Prerequisites: BS100

Content: This subject builds onto topics introduced in BS100 Introduction to Behavioural Sciences. It provides further study of relevant areas of psychology as applied to health care, and is also intended to foster the student's personal and professional development.

Areas studied include interpersonal communication and counselling skills, and human development throughout the life cycle with application of behavioural science concepts to current clinical experience.

Assessment: By participation in counselling skills groups, and field study reports of 1,500 words.

References: To be advised including selected developmental psychology texts and journal articles.

BS202 Sociological Aspects of Nursing A

Contact Hours: 36 (18 × 1 hour lectures; 18 × 1 hour tutorials)

Prerequisites: BS100 or equivalent

Content: Students will be introduced to sociological theories of health, deviance and medical practice including bioethical issues. In a further section of the course, students will examine the organisation and functioning of the hospital, the workplace of health professionals.

Assessment: 1 × 1,500 word essay and one examination.

References: BERGER P L *Invitation to Sociology: A Humanistic Approach* Harmondsworth Penguin Chs 2 4 5
ETZIONI A 1964 *Modern Organisations* Prentice-Hall

BS230 Developmental Psychology II

Prerequisites: BS100 or BS101

Unit 1 - Childhood and Adolescence

Contact Hours: 27 (18 × 1 hour lectures; 5 × 1 hour tutorials; 4 hours practicals)

Content: The psychobiological theme developed in BS130 will be used to examine development during childhood and adolescence. The continuity of psychological processes in development is stressed.

This unit will emphasise social development, cognitive development and play. The role of the socio-cultural context in shaping development will also be explored.

Assessment: 1 × 1 hour examination.

References: *BRAINERD C 1978 *Piaget's Theory of Intelligence* Prentice-Hall
*DONALDSON M 1978 *Children's Minds* Fontana Open Books
GARVEY C 1977 *Play* Fontana-Open Books
RUBIN Z 1980 *Children's Friendships* Fontana-Open Books

Unit 2 Adulthood and Ageing

Contact hours: 24 (18 × 1 hour lectures; 6 hours practicals)

Content: The developmental tasks and various adjustments required during the stage of early, middle and late adulthood are dealt with and the role of the socio-cultural context of development is examined. Students will consider issues such as: parenting; death, dying and bereavement; and sexuality.

In addition students will be encouraged to explore the rapidly expanding literature on the psychological and psychosocial processes of ageing and to relate this to clinical practice. Topics covered will include: theories of ageing, sensory and perceptual changes, changes in learning, memory, problem-solving and the clinical implications of these changes; attitudes to ageing; the migrant aged; environmental issues; maladjustment and psychopathology in old age; and successful ageing.

Assessment: 1 × 1 hour 30 minute examination.

References: BIRREN & SCHAE K W 1977 *Handbook of the Psychology of Ageing* New York Van Nostrand Reinhold Co
KERMIS M D 1984 *The Psychology of Human Ageing* Boston Allyn and Bacon
POON L W 1980 *Ageing in the 80's* Washington D C American Psychological Association
SANTROCK J W 1985 *Adult Development and Ageing* Dubuque Iowa W M Brown

BS234 Human Development II

Contact Hours: 36 (27 × 1 hour lectures; 9 hours practicum)

Prerequisites: OT134 and BS100

Content: This subject continues the studies commenced in OT134 Human Development I with special examination of these topics. Motor Development and skilled performance concentrates on motor developmental in early childhood and in adulthood and ageing. Cognitive factors in motor development are also considered. The psychological processes of perception, attention, learning and memory through the life span are discussed. Students are also introduced to the theory and issues in the use of tests and measurement of human abilities and functions. Practicum classes are held in the areas of motor development and tests and measurement. The course continues in third year as BS334.

Assessment: 1 × 1 hour 30 minute examination in 3 sections relating to each term of course contributing 75% of total assessment. Test administration assignment contributing 25% of total assessment.

References: To be advised.

BS235 Child Development

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: BS100 or BS101

Content: This is an introductory subject in child development in which the interplay of biological, cognitive and social factors throughout infancy and childhood will be explored. Emphasis will be placed on aspects of the adaptability of the child, the socialisation process and the relationship between the orthoptist and the child patient.

Assessment: 1 × 1 hour 30 minute multiple choice examination.

References: *FITZGERALD H E and WALRAVEN M G 1984 *Human Development 84/85* Annual Editions Dushkin Publishing Group
*LAWTON J T 1982 *Introduction to Child Development* Iowa Wm C Brown Company Publishers

BS250 Research Evaluation

Contact Hours: 18 (18 × 1 hour lectures/discussions)

Prerequisites: BS105

Content: This subject aims to develop the student's ability to evaluate critically published research in the health sciences. The lecture programme elaborates concepts of research design building on the introduction provided in BS105. Further methods of statistical analysis of data are also presented. The statistical methods are given only a definitional description and computational competence is not expected. The emphasis is on recognition of the research situations for which particular methods are suitable and on interpretation of the results from them. Discussions centred on evaluation of relevant publications are used to apply the lecture content.

Assessment: Two tests not exceeding a total of 2 hours. Additional assessment details are promulgated at the commencement of the subject.

References: A reading list will be provided in class.

BS261 Sociology and Psychology of Health

Contact Hours: 72 (45 × 1 hour lectures; 27 × 1 hour tutorials)

Prerequisites: BS100 or BS101

Content: The aim of this subject is to make students aware of the broad range of behavioural and sociocultural factors that influence health. Term 1 presents key aspects of Australian social structure (including class, gender, ethnicity) and the health consequences of social inequalities. Term 2 is concerned with topics in Health Psychology including stress, abnormal behaviour, institutionalisation and rehabilitation. Term 3 introduces principles of behavioural medicine and shows how these principles can be integrated into effective psychotherapy practice.

Assessment: Short answer examinations; Essays; Tutorial work

References: COLEMAN J 1976 *Abnormal Psychology and Modern Life* 5th ed New York Scott Foreman

HARALAMBOX M HEALD R M 1980 *Sociology: Themes and Perspectives* University Tutorial Press

MARTIN G and PEAR J 1978 *Behaviour Modification: What it is and How to do it* Englewood Cliffs N J Prentice-Hall

POMERLEAU O F and BRADY J P 1979 *Behavioural Medicine: Theory and Practice* Baltimore Williams and Wilkins

SUNDEL M and SUNDEL S 1975 *Behaviour Modification in the Human Services* New York Wiley

WRIGHT MILLS C 1971 *The Sociological Imagination*. Harmondsworth Penguin

BS270 Psychology of Illness, Disability and Rehabilitation

Contact Hours: 18 (12 × 1 hour lectures; 6 × 1 hour group work sessions)

Prerequisites: BS100 or BS101

Content: This subject explores the psychological dimensions of illness and disability and the application of psychological principles to patient care and rehabilitation. Topics include: physical illness or injury as a stressor, psychological reactions to illness, injury or disability, social and psychological processes in treatment; age dependent responses to illness or disability; psychological techniques in illness management and rehabilitation including communication processes and adherence; attitudes towards disability and attitude change strategies.

Assessment: 1 × 1,500 word assignment.

References: MOOS R ed 1979 *Coping with Physical Illness* New York Plenum Publishing Corporation

MARINELLI R P and DELLARTO A E 1978 *The Psychological and Social Impact of Physical Disability* New York Springer Publishing Co

SAFILIOS ROTHCHILD C 1970 *The Sociology and Social Psychology of Disability* New York Random House

BS280 Interpersonal Helping Skills

Contact Hours: 13.5 (9 × 1.5 hour group work sessions)

Prerequisites: BS100 or BS101

Content: The aim of this subject is to provide a framework for developing interpersonal skills which facilitate helpfulness to others. The major focus is on the helper's task of becoming a more aware and effective person. Most of the work is experiential, utilising the small group context to enhance self-awareness and to introduce and give practice in the use of interpersonal helping skills. Participants are introduced to a model of helping.

Assessment: By participation and attendance

References: ALDER R B ROSENFELD L B and TOWNE N 1983 *Interplay the Process of Interpersonal Communication* 2nd ed New York Hold Rinehart and Winston

ALBERTI R E and EMMONS M L 1982 *Your Perfect Right* 4th ed San Luis Obispo California Impact

ANTHONY W A and CARKHUFF R R 1976 *The Art of Health Care* Amherst Massachusetts Human Resource Development

BRAMMER L M *The Helping Relationship Process and Skills* 3rd ed Englewood Cliffs New Jersey Prentice Hall

EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California Brooks/Cole

STEVENS J O 1971 *Awareness Exploring Experimenting Experiencing* New York Bantam.

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BS301 Psychological Aspects of Nursing B

Contact Hours: 36 (12 × 1 hour lectures; 24 hours seminars and groupwork)

Prerequisites: BS100 and BS201

Content: This subject extends and develops previous studies in the behavioural sciences as related to health care and focuses on adaption of patients and health professionals to stress, aiming to correlate relevant psychological theories and derived therapeutic approaches with students' personal and clinical experiences. Emphasis is on a critical application of psychological approaches as working tools which can improve nurses' understanding of themselves and others, especially their patients.

Assessment: Participation in group seminar presentations and mini research project or essay - 3,000 words.

References: *BULLBROOK M 1980 *Development of therapeutic skills* Boston Little Brown & Co

*POLIT D and HUNGLER B 1978 *Nursing Research* USA Lippincott
Selected specific references will be given at the beginning of the course.

BS302 Sociological Aspects of Nursing B

Contact Hours: 36 (24 × 1 hour lectures and/or films; 12 × 1 hour tutorials)

Prerequisites: BS100 and BS202

Content: In this subject students will examine those social institutions and processes which affect standards of everyday life-family, individual development, culture, education; they will also look at the relationship between health care and social conditions, by considering the problems of health care in 'third world' societies, and in Aboriginal communities.

Assessment: 2 essays or projects of 1,500 words each.

References: List of readings will be distributed in class.

BS331 Abnormal Psychology

Contact Hours: 27 (18 × 1 hour lectures; 9 × 1 hour tutorials and directed study)

Prerequisites: BS100 or BS101

Content: The subject provides a critical introduction to the study of abnormal psychology. An historical introduction to the area will be provided, followed by a consideration of the current definitions and criteria of abnormality. Particular emphasis will be placed upon the examination of various theoretical approaches to 'abnormal behaviour' especially the biomedical, psychodynamic behavioural and systems theories. Traditional psychiatric phenomena will then be studied in the light of these theories. Finally methods employed to bring about change will be briefly considered.

Assessment: 1 × 2,500 word essay and presentation of a tutorial paper to be handed in at the end of the term.

References: *DAVIDSON G C and NEALE J M 1982 *Abnormal Psychology an Experimental Clinical Approach* 3rd ed New York Wiley

Advice on additional references will be provided at the commencement of teaching.

BS332 Abnormal Behaviour: Neurophysiological and Biochemical Aspects

Contact Hours: 27 (18 × 1 hour lecture/discussion; 9 × 1 hour tutorials)

Prerequisites: BS120, BL527, NB204

Content: Disorders associated with early stages of child development - genetic, chromosomal aberrations, endocrine and metabolic disorders, effects of toxins in foetal life. Neurological and psychiatric disorders commonly occurring in adulthood - introduction to problems in the methodology of studies in these areas. Social aspects of drug abuse.

Disorders associated primarily with the "ageing brain" including degenerative diseases.

Morphological and physiological correlates of normal ageing and clinical aspects of specific diseases.

Assessment: Multiple choice and short answer examination.

References: Advice on references for this subject will be provided at the commencement of teaching.

BS333 Neuropsychology

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: CD310 and CD280 or equivalent

Corequisite: BS351 or equivalent

Content: This subject has been designed to compliment the CD310 also taken in the Third Year by CD students. The major objective is to provide students with a broad introduction to the discipline of Neuropsychology, to the nature of brain-behaviour relationships and some specifics of these in human brain; current concepts of the functional organisation of human brain and some of the extensive research on which such concepts draw. Methods of investigating brain dysfunction and of assessing the defects occasioned by focal lesions and more generalised dysfunction are examined and their contribution to the articulation of clinical syndromes in the remediation of cognitive defects in the brain damaged adult are also introduced to students.

Assessment: 1 × 2 hour examination including an objective test in neuroanatomy (15 mins) and short answer questions (45 mins).

References: *KOLB B and WHISHAW I O 1985 *Fundamentals of Human Neuropsychology* 2nd ed San Francisco W H Freeman & Co

*HEILMAN K M VALENSTEIN E eds 1985 *Clinical Psychology* 2nd ed New York Oxford University Press

*LEZAK M D 1983 *Neuropsychological Assessment* 2nd ed New York Oxford University Press

*NOLTE J 1981 *The Human Brain: An Introduction to its Functional Anatomy* St Louis C V Mosby

BS340 Communication and Interpersonal Helping Skills in Clinical Practice

Contact Hours: 27 (small group work and practicals)

Prerequisites: BS100 or BS101

Content: The aim of this subject is to teach skills in communication and interpersonal relating which facilitate helpfulness to others in the therapist-patient milieu. The building of relationship skills will be based on theoretical, practical, and clinical components. The impact of psychological, social, and sexual factors will be considered. The subject offers experiential learning in the small group context and in the clinical setting, and is restricted to third-year Physiotherapy students.

Assessment: Based on participation, attendance and submission of a journal based on set reading and exercises.

References: ADLER R B ROSENFELD LB and TOWNE N 1983 *Interplay The Process of Interpersonal Communication* 2nd ed New York Holt Rinehart and Winston

ALBERTI R E and EMMONS M L 1982 *Your Perfect Right* 4th ed San Luis Obispo California Impact

ANTHONY WA and CARKHUFF R R 1976 *The Art of Health Care* Amherst Massachusetts Human Resource Development

AUVENSHINE C D and NOFFSINGER A R L 1984 *Counselling An Introduction for Health and Human Services* Baltimore University Park Press

BRAMMER L M 1985 *The Helping Relationship Process and Skills* 3rd ed Englewood Cliffs New Jersey Prentice Hall

BROWER MEEKS L and HEIT R 1982 *Human Sexuality Making Responsible Decisions* Philadelphia CBS College

EDELWICH J and BRODSKY A 1982 *Sexual Dilemmas for the Helping Professional* New York Bruner/Mazel

EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California Brooks/Cole

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BS350 Directed Research Project

Contact Hours: 36 (individual discussion with supervisor, practical project completion)

Prerequisites: BS250 and normally BS355

Content: At the commencement of the unit, participating students will be provided with a list of research aims. Students, under the direction of assigned staff, will review literature relevant to a given research aim, devise an appropriate research design to test the aim, participate in data collection and analysis and finally submit a research report on the project. Following lack of these major steps, the student will receive feedback from the supervisor.

Assessment: Assessment will be based on a 2,500 word report submitted by the student. In addition, notice will be made of the student's progress throughout the conduct of the research and data analysis. The final report will carry the major weighting.

References: To be advised.

BS351 Measurement and Test Theory

Contact Hours: 9 (9 × 1 hour lectures)

Prerequisites: BS250 or equivalent.

Content: The main objective of the subject is to provide students with sufficient background in basic concepts of measurement theory and principles of clinical testing to become informed users of tests in both the assessment of clients and in the evaluation of therapy within clinical settings. Topics covered include the basic characteristics of tests, the nature of measurement and the interpretation of test performance, in terms of standard scores and testage equivalent etc. Concepts of the reliability and validity of measures, how these are determined and their relevance in clinical assessments and therapy evaluations, are also examined.

Assessment: 1 × 1500 word assignment.

References: *ANASTASI A *Psychological Testing* 5th ed New York McMillan 1982

*SATTler J M *Assessment of Children's Intelligence and Special Abilities* 2nd ed Boston Allyn and Bacon 1982.

BS355 Research Design Seminar

Contact Hours: 18 (18 hours seminars)

Prerequisites: BS250 and at least third year standing in their course.

Content: This subject provides students with experience in reviewing a field of research, deriving hypotheses, and designing an appropriate test of hypothesis. Students will be expected to prepare and submit a research proposal in consultation with an appointed supervisor. Students wishing to conduct a research project as part of their course are suggested to enrol in this subject in preparation for subsequent data collection.

Assessment: A written research proposal of no less than 2,000 words.

References: To be advised.

BS357 Introduction to Qualitative Research

Contact Hours: 10 (5 × 1 hour lectures, 5 × 1 hour tutorials)

Prerequisites: BS100

Content: This subject will explore the following areas:

1. Definitions of qualitative research, its areas of overlap and distinction from other research processes.
2. The underlying theoretical assumptions, its ethical problems and its practical application.
3. Its limitations and advantages, using the example of participant observation method as a means of obtaining knowledge qualitatively.

Through reading, students study an approach as it has been used in medical settings. They will be expected to read selected accounts in a chosen areas of health and illness and suggest how far such an approach might be useful for those working in the allied health professions.

Assessment: 1 × 1,500 word assignment or equivalent.

References: To be advised.

BS358 Research Design

Contact Hours: 54 (seminars, one-to-one meetings, with supervisor(s), independent study).

Prerequisites: BS250

Content: This subject is preparatory to the conduct of a research project in the health sciences. Students are required to select a research aim, conduct a review of the relevant scientific literature and design an empirical study to test the selected aim. The subject concludes with a written research proposal. Throughout students will receive guidance from a supervisor or supervisors. Physiotherapy students who wish to continue and carry out, analyse and formally write up the project will be allowed to do so as a part of their fourth year of studies.

Assessment: One written assignment, usually this will be of 2,000 - 3,000 words.

References: To be advised.

BS370 Behavioural Sciences in Physiotherapy Practice

Contact Hours: 40 (20 × 1 hour lectures; 20 hours seminars)

Prerequisites: BS261 or equivalent.

Content: The aim of this subject is to provide students with the opportunity to investigate in depth a small number of areas in Behavioural Sciences and to examine their relevance to, and application in Physiotherapy. Four content areas will be selected from: Issues in Loss and Grief; Pain; Practical Ethics; Psychological Development; Health Care and Delivery; Sports Psychology; Non-medical use of Drugs; Life-span Transitions and Ageing.

Assessment: 1 × 1.5 hour examination in Term I. Attendance and participation at seminar, plus seminar presentation plus essay written on the same topic - 2,000 words in Term II.

References: To be advised.

BS385 Interpersonal Helping Skills: Theory and Practice

Contact Hours: 27 (9 × 3 hour seminars/group work sessions)

Corequisites: CD390

Content: This subject aims to provide a graduated approach to the interpersonal helping process. The course includes theoretical, practical, and clinical components. Based on a model of the helping process, the areas of relationship building skills, exploring and clarifying skills and facilitating action skills, will be discussed and demonstrated. The small group context will be utilised to practice skills in interpersonal relating. Attention will also focus on the application of helping skills in clinical practice.

The subject is designed specifically for third-year Communication Disorder students.

Assessment: Based on participatory attendance and on submission of a written assignment of up to 1,500 words to be handed in at the end of term.

References: To be advised.

BEHAVIOURAL SCIENCES ELECTIVES

Prerequisites: All BS400's have BS100 or equivalent as a minimum prerequisite.

Electives are made up of a number of subjects that can be chosen as options by senior students. Each subject involves approximately 18 hours of classwork over one term. The subject involves a variety of teaching strategies including seminars, workshops, lecture-discussion formats and group and independent projects.

It is intended that:

- each group will involve a restricted number of students;
- students will take a much more active role in the teaching-learning process than is usually experienced; and
- wherever possible, the classes will be interdisciplinary in nature.

Subjects offered are listed as subjects BS410-495. Please note, that, these subjects may not all be offered in 1986 and the decision as to which subjects will be available will depend upon student demand and staff availability.

In 1986 some BS400 subjects will be available to B.App.Sci. Nursing Students as 2 credit point electives equivalent to 27 hours. Details will be provided at enrolment. However, the 18 hour subjects can still be taken by these students as a one credit point subject.

BS410 Sexual Counselling

Contact Hours: 18 (workshop-seminars)

Prerequisites: BS280 or BS340 or equivalent, or special permission of instructor.

Content: The subject aims to assist students to respond in a helpful way to those troubled by aspects of their sexuality. This requires both a knowledge about human sexuality and an ability to communicate about sexual matters in a comfortable manner.

It is not expected that a student completing the subject will be equipped to function as a trained sexual counsellor but it is anticipated that they will have an understanding of, and a sensitivity to, problems of sexuality and will be able to refer patients and clients to appropriate sources of help.

The objectives of the subject are to provide students with the opportunity to:

1. acquire an understanding of their own and other people's expressions of sexuality;
2. acquire an understanding of the sexual needs and problems of special groups in the community, including the mentally and physically handicapped, the elderly and ethnic groups;
3. learn to communicate in helpful ways to individuals with sexual problems; and
4. acquire an understanding of methods of sex therapy currently in use.

Assessment: Based on attendance, participation and submission of a written assignment of approximately 1,500 words.

References: BELLEVEAU F and RICHTER L 1971 *Human Sexual Inadequacy* Coronet Books Hodder and Stoughton
BROWER MEEKS L and HEIT P 1982 *Human Sexuality Making Responsible Decisions* Philadelphia CBS College
LO PICCOLO J and LO PICCOLO K 1978 *Handbook of Sex Therapy* New York Plenum Press

BS414 Personal Development and the Therapist

Contact Hours: 18 (workshop/seminars)

Prerequisites: Nil

Content: This subject aims to explore the personal issues that affect our functioning as therapists in the helping professions. It has been clearly shown that our professional competence as therapists in the therapeutic relationship is dependent on the personal development of the therapist. Too often as therapists we focus on techniques and treatment strategies and avoid looking at our personal problems in our own lives that decrease our competence as therapists. The subject will use the experimental small group setting as the method to increase personal and group awareness of these issues.

Assessment: Based upon attendance, participation and the keeping of a personal journal of at least 1,500 words for the duration of the group.

References: BRANDON D 1967 *Zen in the Art of Helping* New York Dell
CARKHUFF R R and BERENSON B G 1967 *Beyond Counselling and Therapy* New York Holt Rinehart & Winston
MASLOW AH 1968 *Toward a Psychology of Being* New York Van Nostrand

BS432 The Politics of Health

Contact Hours: 18 (9 × 2 hour seminar)

Prerequisites: Nil

Content: In this subject students will examine how politics is related to the provision of health care. They will consider issues and trends in health care policy in Australia and how these are influenced by the political system and its institutions. The role of health professionals in the working of health policy is a major theme.

Assessment: One critical essay not exceeding 2,000 words.

References: JAENSCH D 1984 *An Introduction to Australian Politics* 2nd ed Melbourne Longman Cheshire
SAX S 1984 *A Strife of Interests* Sydney George Allen and Unwin
Advice on references for the subject will be provided at the commencement of teaching.

BS435 Clinical Decision Making

Contact Hours: 18 (18 × 1 hour lecture/discussion)

Prerequisites: BS250 or equivalent

Content: The first component of the subject will focus on the relevant decision concepts from economics, political science, operations research, psychology and the medical sciences. Concepts such as "rationality", "best" or "optimal" decisions, "uncertainty" and other relevant concepts will be defined and explored.

The second component of the subject will focus on Elstein's medical Decision Making work, the work of Tversky and Kahnemann (with special emphasis on cognitive biases) and Hammond's Social Judgement Theory as well as other relevant research.

The third component of the subject will focus on the application of the concepts canvassed in the first two components to practical decision environments. A number of case studies relevant to the participant's backgrounds will be presented and discussed.

Assessment: 1 × 1,500 word assignment based on a case study where the participant has applied "de-biasing" procedures to a clinical decision task.

References: *HAMMOND K R McCLELLAND G H and MUMPOWER J 1980 *Human Judgement and Decision Making Theories Methods and Procedures* Praeger
Selected journal articles.

BS442 Issues in Medical Ethics

Contact Hours: 18 (18 × 1 hour seminars)

Content: This subject examines part of the extensive philosophical literature recently published on the body as property, experimentation on animals and humans, euthanasia of the old and the deformed, the obligations of the well to the sick, grounds for the alleviation of suffering, treatment of self-inflicted illness, the rights of patients; and similar issues. General ethical principles are applied to these more or less medical problems, the comparisons made with current medical practice in Melbourne.

Assessment: Assessment will be based on class-papers re-submitted as 2,000 word essays. Careful reasoning and scholarship will be encouraged; dogmatism will not.

References: SINGER P 1979 *Practical ethics* Cambridge CUP (P.R.)
Texts used will depend on the topics chosen.

BS455 Psychobiology of Pain

Contact Hours: 18 (seminars)

Content: This subject explores recent advances in the understanding and management of pain. The following areas are discussed: physiological aspects of pain; sociocultural and psychological aspects of pain; clinical pain; theories of pain; the measurement of pain; pain regulatory systems; and pain management.

Assessment: Presentation of a seminar paper and an essay of up to 1,500 words based on the seminar paper.

References: To be advised.

BS460 Introduction to Computers

Contact Hours: 18 (18 × 1 hour lecture/discussion/practical)

Prerequisites: Nil (No computer knowledge is assumed).

Content: The first component of the subject is designed to develop basic literacy in computer concepts. The following topics are addressed:

- The structure of microcomputer and mainframe computer systems from both structural and functional perspectives.
- File operations and concepts.
- Communication concepts.
- The structure and function of peripherals.
- The hardware/software distinction.
- Levels of software and their organisation i.e. operating systems, languages, applications, software etc.
- Programming concepts.

The second component of the subject is concerned with the acquisition of basic operational skills using both microcomputers and mainframe facilities. The emphasis is upon the use of provided software rather than programming, although an introduction to programming concepts is attempted. Participants are given exercises using editing facilities and running applications packages to reinforce file concepts.

The third component of the subject is concerned with the use of computers in health settings, including the following applications:

- Computer assisted medical diagnosis.
- The computer as a therapist.
- Medical records systems.
- Management information systems.
- Research databases.
- Data analysis.
- Office automation concepts.

Assessment: Successful completion of programming exercises and written work equivalent to a 1,500 word assignment.

References: *KEMBER N F 1982 *An introduction to computer applications in medicine* Arnold
*SAUNDERS D H 1977 *Computers in society* 2nd ed New York McGraw Hill

BS466 Genetic Counselling

Contact Hours: 18 (18 × 1 hour lecture-discussion)

Prerequisites: Nil

Corequisite: Nil

Content: This subject aims to provide students with an understanding of human genetics and mechanisms of inheritance to provide a basis for counselling parents and prospective parents. The subject will be taught in two parts: the theory of genetics with particular reference to human pathology and the counselling skills relevant to this situation.

It is intended that the subject be taught by two lecturers, one dealing with the genetics of the situation and the other teaching counselling skills. The topics covered in genetics will include the basis of Mendelian genetics, multigene syndromes, congenital conditions, prevention and the ethical issues. The counselling area will cover counselling prospective parents and counselling parents who already have a child with a genetic disability, with a view to adjustment, identification of community resources and strengthening marital and family communication. An objective for both areas will be equipping the students to discuss complex genetic problems with people whose educational background may be limited.

Assessment: Based on attendance, participation and submission of a written assignment of up to 1,500 words.

References: To be advised.

BS471 Drugs and Behaviour: A Social, Clinical and Political Approach

Contact Hours: 18 (18 × 1 hour lectures/seminars)

Prerequisites/Corequisites: BS100 or BS101

Content: The aim of this subject is to increase students' knowledge and awareness of the clinical, social and political aspects of drug use in our society. While the use of many drugs will be discussed, emphasis will be placed upon the in depth examination of one specific drug. It is anticipated that students will spend a number of sessions out of class time visiting various relevant institutions and organisations, e.g. manufacturers, marketers, schools, law enforcement agencies, politicians, rehabilitation centres. This should provide the students with in vivo exposure to various settings related to drug use in our society. Group discussion sessions will also be interspersed to evaluate and critically discuss these experiences as well as to provide an opportunity to present related theoretical material.

Assessment: Participation in class activities, oral presentation of class paper, one 1,500 word precis to be handed in at the end of term.

References: To be advised.

BS495 Psychosocial Aspects of Death, Dying and Bereavement

Contact Hours: 18 (9 × 2 hour seminars)

Content: This subject is designed to enable the student to acquire a broader understanding of death in its many ramifications and to clarify personal feelings about death related issues. A wide selection of seminar topics is encouraged, such as socio-cultural attitudes, historical and demographic background, ethnical issues, euthanasia, suicide, grieving, funeral practices, and communication about dying. Special emphasis is given to the implications of the subject matter for the health professional.

Assessment: Based on attendance, participation and submission of a written assignment of up to 1,500 words.

References: To be advised.

BS501 Introduction to Graduate Research Skills

Contact Hours: 33 (33 hours small group lectures/tutorials)

Prerequisites: BS105 or equivalent

Content: This subject provides an in depth review of the principles of research design, an introduction to selected topics in measurement theory, and an overview of statistical methods of inference in these research designs. The subject emphasises the application of these concepts to the evaluation of research publications from thematically relevant areas of the health literature.

Assessment: Three evenly weighted 1 hour tests conducted in class at approximately equal intervals.

References: A reading list tailored for particular student groups will be distributed at the commencement of the unit. The following texts are frequently used:

*HUCK S W CORIMIER W H and BOUNDS W G 1974 *Reading Statistics and Research* New York Harper & Row

*NEALE J M AND LEIBERT R M 1973 *Science and Behaviour an introduction to Methods of Research* Englewood Cliffs N J Prentice Hall

*WILLIAMS F 1979 *Reasoning with Statistics* 2nd ed New York Holt Rinehart and Winston

BS503 Empirical Case Design

Contact Hours: 9 (9 hours small group lectures/discussions)

Prerequisites: BS501

Content: This subject will present principles of systematic case design, assessment-based treatment decisions and the analysis of case study data with illustrations from the health literature. Topics include problems of unsystematic case design; experimental approach to case design, quantitative methods for the description of case data; and quantitative methods for inference with case data.

Assessment: Two tutorial assignments on case design and analysis not exceeding a total of 1,500 words.

References: *KRATOCHWILL T R 1978 *Strategies to Evaluate Changes in the Single Subject Academic*

An additional list of readings will be distributed at the commencement of the unit.

BS504 Survey and Interview Techniques

Contact Hours: 9 (9 hours small group lectures/tutorials)

Prerequisites: BS501 or its equivalent

Content: This subject is concerned with the application of survey techniques to research and evaluate problems within the health sciences. Topics to be discussed include:

- (a) the distinction between structured and unstructured methods of data collection and the implications for data presentation and analysis.
- (b) sampling techniques with particular emphasis upon the problems of small clinical samples;
- (c) the questionnaire as a survey instrument. Questionnaire construction; techniques and pitfalls. Validation of questionnaire responses.
- (d) attitudes scales and sentiment indices including Likert, Osgood's semantic differential, Guttman and Bogardus scales;
- (e) interviewing techniques; and
- (f) the analysis and interpretation of data obtained from surveys.

An integral component of the subject is participation in practical exercise relating to the above topics. Participants will be required to conduct an interview and participate in a group project involving the construction of a questionnaire construction exercises.

Assessment: 1 × 1,500 word paper relating to interviewing practice and participation in questionnaire construction exercises.

References: MOSER C A and KALTON G 1971 *Survey Methods in Social Investigation* 2nd ed London Heinemann

Other references will be provided during the course of the unit.

BS505 Computers in Health Care

Contact Hours: 18 (18 hours lecture/discussion/practical)

Prerequisites: Nil

Content: The experiential aspect of this subject is the primary component, as the emphasis is upon skill acquisition in preference to a highly conceptual treatment of computing concepts. The following experiential exercises form this component:

- (1) Basic operating procedures for a micro-computer system including start-up, disk and file copying, execution of programs, file creation and file deletion.
- (2) The use of word processing packages, personal database packages and elementary statistical software on a microcomputer system.
- (3) Basic access and operating procedures for a timeshare computer system including logging-on, execution of programs, file creation and deletion.

Interposed with this experiential component, the following areas of discussion are considered:

- (1) The present applications for computer technology in health care settings including information systems "expert" systems and decision aids, history taking and other selected topics.
- (2) The implications of computer technology especially micro-computer developments for such applications.

Assessment: Completion of experiential exercises and attendance.

References: A set of reading materials and software and media will be distributed as necessary during the subject.

BS506 Influences on Health

Contact Hours: 18 (18 × 1 hour seminars and lectures)

Prerequisites: Nil

Content: In this subject students will:

- (1) Review the means by which health and illness are defined and classified;
- (2) Examine the socio-economic, cultural and historical influences on health;
- (3) Study the practices of modern medicine and review their implications for the future in terms of social needs.

Assessment: 1,500 - 2,000 word essay

References: BATES E and LAPSLEY H *The Health Machine* Penguin Australia 1984

BS507 Professional Roles

Contact Hours: 6 (6 hours workshop)

Prerequisites: Nil

Content: This subject is designed to explore issues which affect all professionals in health care. On completion of this subject, participants should be able to:

- (1) Describe the aims and processes of professionalisation and the characteristics of the professions.
- (2) Communicate a model of how role behaviour is acquired, and specify the determinants of role behaviour.
- (3) Pinpoint situations giving rise to and maintaining different types of role conflict and ambiguity.
- (4) Delineate the similarities and differences in the roles of individual health professions by the use of job description and other methods of role communication.

Assessment: In addition, to set tasks within class, participants will be required to complete satisfactorily a written assignment of up to 1,500 words.

References: To be advised.

BS508 Interprofessional Functioning

Contact Hours: 12 (12 hours workshops)

Prerequisites: Nil

Content: The nature of interprofessional functioning: Topics include: the meaning of 'teamwork' and related terms; the positive and negative claims; factors affecting teamwork at the level of the individual, at the interpersonal, and organisational levels.

Problem-solving and decision-making strategies in health teams: models of problem-solving and decision making; stages of decision-making, antecedents and consequences of decision-making; threats, defences, commitment and conflict; effective intervention.

Structured team meetings: Topics include: organising and conducting various kinds of team meetings; formal procedures, e.g. agenda recording, taking decisions, role of chairperson; group casework management.

As well as cognitive input, practical exercises and experimental activities will be included to enable experiencing and demonstration of issues and practice of skills.

Assessment: Small group tasks requiring practice of skills discussed in workshop.

Written assignment on either 'conflict resolution techniques' or 'factors influencing team functioning'.

- References:** BRILL N I 1976 *Teamwork: Working together in the Human Services* Philadelphia: Lippincott
- DEUTSCH M 1971 *Conflict and its Resolution* In SMITH T ed 1971 *Conflict Resolution: Contributions of the Behavioural Sciences* Indiana Uni of Notre Dame Press
- DUCANIS A J and GOLIN A K 1980 *The Interdisciplinary Health Care Team A Handbook* Germantown Maryland Aspen Systems Corporation
- DYER W G 1977 *Team Building: Issues and Alternatives* Reading Massachusetts Addison Wesley
- HALSTEAD L S 1976 *Team Care in Chronic Illness a critical Review of the Literature of the Past 25 years Archives of Physical and Medical Rehabilitation* 57 507-511
- HORWITZ J J 1970 *Team Practice and the Specialist* Springfield Illinois C C Thomas
- LISTER L 1982 *Role Training for Interdisciplinary Health Teams Health and Social Work* April 19-25
- RUBIN I PLOVNIK M and FRY R 1975 *Improving the Coordination of Care A Program for Health Team Development* Lippincott Bellinger Publishing Co
- WISE H BECKHARD R RUBIN I and KYTE A 1974 *Making Health Teams Work* Cambridge Mass Ballinger
- JANIS I L and MANN L 1977 *Decision Making* New York Free Press

BS509 Client Professional Interactions

Contact Hours: 6 (6 hours workshop)

Prerequisites: Nil

Content: In this subject participants will be provided with a brief lecturette outlining several types of 'noise' which produce defensive reactions in receivers and diminish the effectiveness of communications. They will explore various communication continua. The sessions will also seek to have participants separate out their feelings in communication from the message that is being communicated and the responses that are most effective. In addition to lecturettes, participants will be asked to respond to a series of structured trigger films. In short, the subject identifies principles of effective interpersonal communication applied to professionals and their clients, and includes consideration of special characteristics of the relationship, client and professional expectations, client rights, non-verbal communication, and basic skills of contracting.

Assessment: Written assignment on major factors involved in client-professional interactions (1,000 words maximum)

- References:** AGYLE M 1975 *Bodily Communication* London Methuen & Co Ltd
- CORMIER W H and CORMIER L S 1979 *Interviewing Strategies for Helpers* Monterey California Brooks/Cole
- deRISI W J and BUTZ G 1975 *Writing Behavioural Contracts A case Simulation Practice Manual* Champaign Illinois Research Press
- EGAN G 1985 *Change Agent Skills in Helping and Human Service Settings* Monterey California Brooks/Cole
- FITZPATRICK R HINTON J NEWMAN S SCAMBLER G and THOMPSON J 1984 *The Experience of Illness* London Tavistock

BS510 Methodological Issues in the Study of Ageing

Contact Hours: 9 (9 × 1 hour lectures)

Corequisite: BS501 or equivalent

Content: The aim of this subject is to examine the particular issues and problems associated with research on ageing and to evaluate commonly used research methodologies and techniques such as longitudinal, cross-sectional and cross cultural studies. Included in the course will be an analysis of the use of demographic data and epidemiological concepts as they are applied to studies of the aged. In addition, ethnographies and participant-observation studies of the aged will be reviewed, as will literary works dealing with the experience of ageing.

Assessment: 1,000 word take-home exam.

References: To be advised.

BS514 Interpersonal Skills in Clinical Practice

Contact Hours: 18 (9 × 2 hour seminar/group work sessions)

Prerequisites: BS515 or equivalent

Content: The aim of the subject is to increase awareness of the nature of helpful interpersonal interactions in the clinical setting. A theoretical basis to the helping process will be provided. Principles underlying interpersonal skills in relating will be examined. Case presentations by participants will be used in applying theory to practice and will form the basis for discussion of pertinent issues. The subject is designed specifically for Manipulative Therapy students.

Assessment: By participation and attendance.

References: To be advised.

BS515 Interpersonal Helping Skills for Health Professionals A

Contact Hours: 12 (4 × 3 hour group work sessions)

Prerequisites: This subject is designed specifically for those students who need to meet prerequisite requirements, before proceeding to BS516, BS563, BS514. It is also available to those wanting a refresher course.

Content: The aim of this subject is to provide some initial theory of, and practice in, interpersonal skills in relating. The small-group context is utilised to enhance participants' awareness of those factors which influence interaction in personal and professional settings. Participants are encouraged to set specific goals for personal growth during the course.

Assessment: By participation and attendance.

- References:** ALBERTI R E and EMMONS M L 1982 *Your Perfect Right* 4th ed San Luis Obispo California Impact
- ANTHONY W A and CARKHUFF R R 1976 *The Art of Health Care* Amherst Massachusetts Human Resource Development
- BRAMMER L M 1985 *The Helping Relationship Process and Skills* 3rd ed Englewood Cliffs New Jersey Prentice Hall
- EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California Brooks Cole

School Handbook of Readings.

BS516 Interpersonal Helping Skills for Health Professionals B

Contact Hours: 12 (4 × 3 hour group work sessions)

Prerequisites: BS515 or equivalent

Content: The aim of the subject is to increase awareness of the nature of helpful interpersonal interactions and to develop skills in interpersonal relating. Theoretical models of the helping process will be provided. Principles underlying interpersonal skills in relating will be examined. Case presentations by participants will be used in applying theory to practice and will form the basis for discussion of pertinent issues.

Assessment: A process report and participatory attendance.

References: ANTHONY W A and CARKHUFF R R 1976 *The Art of Health Care* Amherst Massachusetts Human Resource Development
EDELWICH J and BRODSKY A 1982 *Sexual Dilemmas for the Helping Professional* New York Brunner Mazel
EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California Brooks Cole
THOMLISON T D 1982 *Toward Interpersonal Dialogue* New York Longman

BS517 Individual and Organisational Stress Management

Contact Hours: 18 (18 hours lectures and practical sessions)

Prerequisites: Nil

Content: This subject focuses on theory, research findings and practices related to personal and organisational stress and its management. Students will be introduced to different conceptions of stress, and sources and reasons for stressors and related problems such as conflict, especially in the work setting. Organisational and personal responses to, and strategies for, managing stress will also be broached.

Assessment: Multiple-choice questionnaire equivalent to an assignment of 2,000 words.

References: ALBRECHT K 1979 *Stress and the Manager* Englewood Cliffs N J Prentice Hall
APPLEBAUM S H 1981 *Stress Management for Health Care Professionals* Rockville Maryland Aspen Systems
BEECH H R BURNS L E and SHEFFIELD B F 1982 *A Behavioural Approach to the Management of Stress* Chichester Wiley
COX T 1978 *Stress* London MacMillan
KAHN R L WOLFE D QUINN R SNOEK J and ROSENTHAL R 1964 *Organisational Stress Studies in Role Conflict and Ambiguity* New York Wiley
McGRATH J E 1976 *Stress and Behaviour in Organisations* In M D Dunnette ed *Handbook in Industrial and Organisation Psychology* Chicago Rand-McNally
McLEAN A ed 1974 *Occupational Stress* Springfield Illinois C C Thomas
MONTGOMERY R and EVANS L 1984 *You and Stress a Guide to Successful Living* Melbourne Nelson
SELYE H 1978 *The Stress of Life* New York McGraw Hill

BS520 Rehabilitation Theory

Contact Hours: 12 (12 hours lectures and group discussions)

Prerequisites: Nil

Content: This subject is concerned with the historical, philosophical, and practical influences in the rationale for rehabilitation services. Topics include: the nature of rehabilitation; basic definitions and distinctions; historical antecedents and stages of rehabilitation; recent and current social influences; models of rehabilitation.

Assessment: Multiple-choice examination equivalent to a written assignment of 1,500 words.

References: BITTER J 1979 *Introduction to Rehabilitation* St Louis C V Mosby
BOSWELL D M and WINGROVE J M eds 1974 *The Handicapped Person in the Community* London Tavistock and Open University Press
BRECHIN A and LIDDIARD P 1981 *Look at it this way new Perspectives in Rehabilitation* Sevenoaks Kent The Open University Press and Hodder and Stoughton
GARRETT J and LEVINE E 1973 *Rehabilitation Practices with the Physically Disabled* New York Columbia University Press
GOLDENSON R ed 1973 *Disability and Rehabilitation Handbook* New York Columbia University Press
KERSHAW J D 1973 *Handicapped Children* 3rd ed London Heinemann
PAN E L BECKER T E and VASH C L eds 1980 1981 *Annual review of rehabilitation* Volumes I and II New York Springer
WRIGHT G N 1980 *Total Rehabilitation* Boston Little Brown and Co
Students should also consult the many journals relating to rehabilitation in the library. For example.
The Archives of Physical Rehabilitation and Medicine
Journal of Rehabilitation
Australian Disability Review
There is also a very extensive micro-fiche service available on Rehabilitation and Handicapped Literature.

BS521 Rehabilitation Administration

Contact Hours: 16 (16 hours lecture/tutorials)

Prerequisites: Nil

Content: Rehabilitation organisation. Topics include, the structure of human service organisations and how they differ from, and are similar to, organisations and how they differ from, and are similar to, organisations in general; the relationship between 'official' goals and 'operative' goals and the importance of setting clear objectives; MBO; organisational processes such as communication, authority and conflict.

Students also study team management and effective participation: this topic analyses team work, conflict management, and evaluation of individuals and the team in rehabilitation services; and effective committee work, including interdisciplinary members. Policy and decision making, and programme planning and evaluation: these topics include models of policy and decision making; different styles of decision making which are appropriate to professional organisations; the importance of programme planning and evaluation in rehabilitation services and methods of planning and evaluation.

Assessment: 1 × 1,500 word written assignment.

- References:** EMENER W G LUCK RS and SMITS S J 1981 *Rehabilitation Administration and Supervision* Baltimore University Park Press
- HASENFELD Y and ENGLISH R A eds 1974 *Human Service Organisations* Ann Arbor The University of Michigan Press
- LANSBURY R D and SPILLANE R 1983 *Organisational Behaviour the Australian Context* Melbourne Longman Cheshire
- McCONKEY D D 1975 *MBO for Non profit Organisations* New York Amacom
- MILTON C R ENTREKIN L and STENING B R 1983 *Organisational Behaviour in Australia* Sydney Prentice Hall
- ROBBINS S P 1983 *Organisational Behaviour Concepts Controversies and Application* 2nd ed Englewood Cliffs Prentice Hall
- ROWBOTTOM R et al 1973 *Hospital Organisation* London Heinemann
- VENINGA R L 1982 *The Human Side of Health Administration* Englewood Cliffs Prentice Hall
- Annual Review of Rehabilitation Australian Disability Review*
- THE AUSTRALIAN COUNCIL ON HOSPITAL STANDARDS 1981 *Accreditation Guide for Australian Hospitals and Extended Care Facilities* 4th ed AEPS

BS522 Evaluative Field Experience

Contact Hours: 8 hours

Prerequisites: BS520

Content: First Year: Participants will be provided with sessions aimed at describing and evaluating the functioning of health care organisations. Major criteria for evaluation will be identified. Participants will also be encouraged to make visits to a number of rehabilitation facilities with which they are not familiar. Methods and techniques used to evaluate organisations will also be discussed, as will be procedures for field workers.

Second Year: Participants will be asked to visit other agencies and centres and write a report about at least three in accordance with aims and guidelines to be established in class. The emphasis in evaluating these reports will be on whether or not participants have addressed themselves to key issues, how they have done so, and whether they are aware of the shortfalls and strengths of their investigation methods. The particular organisations visited are the medium for this learning experience; it is not the object of the exercise to undertake formal evaluation of these organisations. Reports will not be used for any purpose other than as a record of having met requirements for the unit.

Assessment: First Year: Participants will undertake a library topic search on the topic of Factors in Health Service Organisation Functioning. This exercise will be undertaken by all participants as part of a structured class exercise. Participants will submit their final topic search in accordance with provided guidelines for assessment.

Second Year: In accordance with set guidelines for presenting reports participants will be required to submit a report on three independent visits to rehabilitation agencies and centres made during the second year of their course. These reports are to be submitted for assessment and will be the equivalent of a maximum of 2,000 words.

References: THE AUSTRALIAN COUNCIL ON HOSPITAL STANDARDS 1981 *The accreditation guide of Australian hospitals and extended care facilities* 4th ed Sydney Provisional Standards Section on Rehabilitation Medicine Service

Other references will be provided during the course of the lectures and will be discovered by participants as part of their library topic search.

BS523 Rehabilitation Psychology

Contact Hours: 24 (24 × 1 hour lectures)

Prerequisites: Participants will normally be required to have completed the first year of the PG1 Rehabilitation Studies Course.

Content: The following topics will be included: motivation and the disabled; reactions to trauma and hospitalisation; institutional dependency; life pattern damage; the sick role; head injury; and psychological principles of behavioural analysis; antecedent and consequent conditions of behaviour; techniques of behaviour change; environmental manipulation; cognitive factors in behaviour change; programme planning and evaluation.

Assessment: Seminar on selected topics. It is expected that seminars will be of a high postgraduate standard in design, content and presentation. The seminars may take the form of formal papers, role plays, audiovisual presentation, taped interviews, workshop format, or similar paradigms. It is also expected that students hand in a written copy of their seminar presentation (1,500 words maximum). Participants will also be required to undertake various behavioural programme exercises in a class time.

- References:** BANDURA A 1969 *Principles of behaviour modification* New York Holt Rinehart and Winston
- COBB A B 1973 *Medical and psychological aspects of disability* Springfield Illinois C C Thomas
- CRAIGHEAD W E KAZDIN A E and MAHONEY M J 1976 *Behaviour modification: Principles, issues and applications* Boston Houghton-Mifflin
- DAVIDSON P ed 1976 *Behavioural management of anxiety depression and pain* New York Brunner Mazel
- FITZPATRICK R HINTON J NEWMAN S SCRAMBLER G and THOMPSON J 1984 *The experience of illness* London Tavistock
- FOREYT J P and RATHJEN D P eds 1978 *Cognitive behaviour therapy* New York Plenum Press
- JACO E G ed 1972 *Patients physicians and illness* New York Independent Edition
- KATZ R C and ZLUTNICK S eds 1975 *Behaviour therapy and health care* New York Pergamon
- MARTIN G and PEAR J 1983 *Behaviour modification What it is and how to do it* 2nd ed Englewood Cliffs New Jersey Prentice Hall
- McDANIEL J W 1976 *Physical disability and human behaviour* New York Pergamon
- MELAMED B G and SIEGEL L J 1980 *Behavioural medicine* New York Springer
- NEFF W S ed 1971 *Rehabilitation psychology* Washington American Psychological Association
- SHONTZ F C 1975 *The psychological aspects of physical illness* New York Harper and Row
- VASH C L 1981 *The psychology of disability* New York Springer
- WRIGHT B A 1960 *Physical disability: A psychological approach* New York Harper and Row

BS524 The Rehabilitation Client in Society

Contact Hours: 12 hours

Prerequisites: BS520

Content: This subject examines the sociology of the client/therapist relationship considering the social characteristics of the client, such as age, sex, class position, ethnic origins, etc. Attention is also paid to the characteristics of the institutions in which many rehabilitation clients and therapists are found, and the ways that this setting affects the rehabilitation process.

Assessment: 1 × 1,500 word essay or equivalent.

- References:** BATES E and LAPSLEY H 1985 *The Health Machine* Ringwood Penguin
DAVIS F 1972 *Illness, Interactions and Self* California Wadsworth
FREIDSON E 1961 *Patients' View of Medical Practice* N Y Russell Sage
GOFFMAN E 1963 *Stigma* Harmondsworth Penguin
MISHLER E 1981 *Social Contexts of Health Illness and Patient Care* London Cambridge University Press

BS525 Socio-Political Factors in Rehabilitation

Contact Hours: 12 (12 hours lecture/seminar)

Prerequisites: BS524

Content: This subject examines the influences of government policies and the impact of reports of enquiries on rehabilitation services; community attitudes; the influence of interest groups; role of federal, state and voluntary agencies.

Assessment: Class paper presentation of 15 minutes.

- References:** HETZEL B S *Health and Australian Society* Ringwood Pelican 1971
ZAX S *Australian Health Manpower* Canberra Australian Government Publishing Service 1975
SIMKINS J *The Value of Independent Living* New York World Rehabilitation Fund Monograph 4 1980
SYME C and TOWNSEND L *Hospital and Health Services in Victoria* Canberra Australian Government Publishing Service 1975
WOODHOUSE A O and MEARES C L D *Compensation and Rehabilitation in Australia Vol 2 Rehabilitation and Safety* Canberra Australian Government Publishing Service 1974

BS526 Interpersonal Counselling Skills in Rehabilitation

Contact Hours: 24 (24 × 1 hour lectures)

Prerequisites: Nil

Content: This subject is designed to increase and improve participants' skills and theoretical knowledge in the interpersonal helping process, especially as it applies in rehabilitation. Topics include: counselling models, theories and assumptions; practical helping skills (attending, empathy, concreteness, genuineness, respect, self-disclosure, confrontation, immediacy, and advanced accurate empathy).

Assessment: Active participation in class and completion of an assignment.

- References:** AUVENSHINE C D and NOFFSINGE A R L 1984 *Counseling an Introduction for the Health and Human Services* Baltimore University Park Press
BRAMMER L 1979 *The Helping Relationship* Englewood Cliffs N J Prentice Hall
CORMIER W H and CORMIER L S 1979 *Interviewing Strategies for Helpers* Monterey California Brooks Cole Publishing Co
EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California Brooks Cole Publishing Co
KRUMBOLTZ J D and THORESEN C E eds 1976 *Counselling Methods* New York Holt Rinehart and Winston
NELSON JONES R 1982 *The Theory and Practice of Counselling Psychology* London Holt Rinehart and Winston
OSIPOW S H WALSH W B and TOSI D J 1980 *A Survey of Counseling Methods* Homewood Illinois The Dorsey Press
ZOO G S JACOBSEN R and YARNALL S eds 1977 *New Approaches to Counselling and Communication how to Improve your Skills in Patient Care* Seattle Washington Medical Communication and Services Association

Students should also consult the many journals on counselling in the Institute library, in particular:

JOURNAL OF COUNSELLING PSYCHOLOGY
JOURNAL OF APPLIED REHABILITATION COUNSELLING
THE REHABILITATION COUNSELLING BULLETIN

BS530 Casework Management

Contact Hours: 24 (24 hours lectures and seminars)

Prerequisites: Participants will normally be required to have completed the first year of the PG1 Rehabilitation Studies Course.

Content: Topics will include: case management models in rehabilitation from system orientation to individual interventions; elements of an individualised casework management system employing the steps of behavioural analysis and single-case experimental designs to demonstrate client improvement and functional control; recording, writing up cases, including information and documentation, the use of test reports, and accountability issues.

Assessment: Document and present a report of a case study. The presentation will be of 30 minutes duration and the documented report 2,000 words (min.)

- References:** CASSELL J and MULKEY S 1985 *Caseload management Concepts and Practice* Baltimore University Park Press
EMENER W LUCK S and SMITS S 1981 *Rehabilitation administration and supervision* Baltimore University Park Press
FISCHER J 1973 *Is casework effective? A review* *Social Work* 18 5-20
ROESSLER R and RUBIN S 1982 *Case management in rehabilitation counselling* Baltimore University Park Press
SEGAL S P 1972 *Research on the outcome of social therapeutic intervention: A review of the literature* *Journal of Health and Social Behaviour* 13 3-17
SPENCER W A BAKER R L and STOCK D D 1976 *The data-base for rehabilitation services* *Medical Care* 14 33 45
VANDERGROOT D and WORRALL J 1979 *Placement in rehabilitation A career development perspective* Baltimore University Park Press

BS531 The Roles of Professionals in the Rehabilitation Team

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: Participants will normally be required to have completed the first year of the PG1 Rehabilitation Studies course.

Content: This subject focuses on identifying the unique aspects of the roles of professionals in the multidisciplinary rehabilitation team. It explores the interactions of professions, their varying goals and principles of treatment, with a view to determining the commonalities, divergencies, and strengths and limitations of professional roles.

Assessment: A description and analysis of role conflicts and ambiguities of different professional role groups (2,000 words maximum).

References: BALDWIN D C ROWLEY BD and WILLIAMS V N 1980 *Interdisciplinary Health Care Teams In Teaching Practice* Reno New Health Perspectives Inc and the School of Medicine University of Nevada Reno
BOREHAM P PEMBERTON A AND WILSON P eds 1976 *The Professional in Australia* Queensland University of Queensland Press
DUCANIS A and GOLIN A K 1979 *The interdisciplinary Health Care Team A Handbook* Germantown Maryland Aspen Systems Corporation
KATZ D and KAHN R L 1978 *The Social Psychology of Organizations* 2nd ed New York Wiley
WISE H BECKHARD R RUBIN F AND KYTE A 1974 *Making Health Teams Work* Cambridge Mass Ballinger

BS532 Rehabilitation Assessment

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: Participants will normally be required to have completed the first year of the PG1 Rehabilitation Studies Course.

Content: This subject aims to provide participants with a sound working knowledge of those theoretical concepts and general principles seen to provide the basis for the development of appropriate assessment procedures and for use of these in the design of rehabilitation programmes.

Assessment: Critical analysis of standard assessment procedures used in casework (1,500 words maximum).

References: ANASTASI A 1968 *Psychological Testing* 3rd ed New York MacMillan
BOLTON B and COOK DW 1980 *Rehabilitation Client Assessment* Baltimore Maryland University Park Press
CLARKE A H 1976 *Application of a Measurement to Health and Physical Education* 5th ed Englewood Cliffs New Jersey Prentice Hall
HERSEN M and BELLACK A 1976 *Behavioural Assessment A Practical Handbook* New York Pergamon
POWER P 1984 *Guide to Rehabilitation Assessment* Baltimore University Park Press
SUNDBERG N D 1977 *Assessment of Persons* Englewood Cliffs New Jersey Prentice Hall
TRYON W W ed 1985 *Behavioural Assessment in Behavioural Medicine* New York Springer

BS533 Research and Evaluation in Rehabilitation

Contact Hours: 30 (3 × 2 hour seminar sessions during Term II; 8 × 3 hour seminar sessions during Term III)

Prerequisites: Students must have completed BS501 or be currently enrolled in the 1986 subject, which finishes at the end of Term II.

Content: Revision of issues in assessment, measurement, and research design. Consideration of the special issues in conducting research and evaluation in rehabilitation and other applied settings. Critical evaluation of research reports, including literature review, method, statistical analysis, reporting of results, conclusions reached. Design and discussion of hypothetical applied research projects. Issues in the communication and modification of research findings to enable appropriate application.

Class time will be spent largely in discussion and in student presentations, with less emphasis on didactic input.

Assessment: Assessment is in two components - participation in class exercises, and an individual assignment. STUDENTS MUST GAIN A 'SATISFACTORY' GRADING IN EACH COMPONENT.

References: BARBER T X 1976 *Pitfalls in human research* New York Pergamon
BOLTON B 1979 *Rehabilitation selling research* Baltimore MD University Park Press
COOK T D and CAMPBELL D T 1979 *Quasi-experimentation Design and analysis for field settings* Rand McNally

BS541 Community Needs Assessment I

Contact Hours: 12 (12 × 1 hour lecture/seminar)

Prerequisites: BS501 and BS504

Corequisite: BS506

Content: This subject is preparatory to the field experience in BS551. The knowledge and skills gained in BS501, BS504 and BS506 are applied to the problems involved in assessing the needs of populations. Following introductory input on issues in the definition of "health need", students critically review the methodology and conclusion of relevant needs assessments reported in the literature.

Assessment: 1 × 1,500 word assignment.

References: ABRAMSON J H *Survey Methods in Community Medicine* Churchill Livingstone Edin 1979
BENNETT F J *Community Diagnosis and Health Action* McMillan London 1979
DIGNAN M B and CARR P A *Introduction to Programme Planning* Lea and Febiger Philadelphia 1981

BS543 Health Promotion I

Contact Hours: 18 (18 × 1 hour lecture/seminar)

Prerequisites: BS540

Content: The history and philosophical underpinning of health promotion are discussed. Students undertake a guided reading programme which serves as an introduction to health promotion. Topics covered include: ethical issues in health promotion; the role of legislation, environmental change, social change and behaviour change in health promotion; aims and practical strategies of health promotion, and current Australian programmes and resources.

Assessment:

- (a) Presentation of a 20 minute class paper.
- (b) Submission of a series of brief written commentaries on selected pieces of relevant literature.

References: Commonwealth Department of Health. *Health Promotion in Australia* 1978-9 AGPS Canberra 1979
GREEN L W KREUTER M W REED S G and PARTRIDGE K B *Health Education Planning* Mayfield Palo Alto 1980

BS554 Health and the Australian Political System

Contact Hours: 18 (9 x 2 hour seminar)

Prerequisites: Nil

Content: In this subject students examine the interrelationship between the structure of the Australian political system and the organisation of health care, at state and federal levels. A main objective is that health care workers should have a knowledge of the political system which is so involved in decision making about health care and how it is organised.

Assessment: One critical essay not exceeding 2,000 words or
Satisfactory completion of a research report in the student's area of employment related to course topics.

References: HICKS R 1981 *Rum Regulation and Riches* Sydney R T Kelly
LUCY R ed 1983 *The Pieces of Politics* 3rd ed Melbourne Macmillan
Advice on references for the subject will be provided at the commencement of teaching.

BS560 Sexuality Counselling

Contact Hours: 18 (18 hours lectures and seminars)

Prerequisites: BS526 or its equivalent

Content: It is the aim of this subject that the student, by developing a wider knowledge of sexuality and a greater comfort in discussing feelings and attitudes related to sexual expression, will be able to respond in a helpful way to those who are concerned by aspects of their sexuality. Topics include sex role and gender development; social and cultural influences on expression of sexuality; sexual myths; varieties of sexual expression; and the sexual needs of special groups of people including the mentally and physically handicapped persons.

Assessment: Short in-class practical exercises and/or written assignment (2,000 words maximum).

References: ANNON J S *The Behavioural Treatment of Sexual Problems Vol 1 Brief Therapy* Honolulu Hawaii Enabling Systems Inc 1974

ANNON J S *The Behavioural Treatment of Sexual Problems Vol 2 Intensive Therapy* 2nd ed Honolulu Hawaii Enabling Systems Inc 1976

BROCKWAY J A STEGER J C BERNI R OST V V

WILLIAMSON-KIRKLAND T E & PECK C *Effectiveness of Sex Education and Counselling Program for Spinal Cord Injured Patients Sexual Disability* 1978 1 127-136

COMFORT A ed *Sexual Consequences of Disability* Philadelphia George F Stickley Co 1978

HESLINGA K SCHELLER A M G M AND VERKUYE A *Nor Made of Stone The sexual problems of handicapped people* Leyden Holland Nordhoff 1974

KATCHADOURIAN H A *Fundamentals of Human Sexuality* 3rd ed New York Holt Rinehart and Winston 1980

KING N KLEIN R and REMENYI A *Sexual Counselling with Spinal Cord Injured Persons* Australian Family Physician in press

LoPICCOLO J and LoPICCOLO L eds *Handbook of Sex Therapy* New York Plenum Press 1978

BS561 Vocational Counselling

Contact Hours: 18 (18 x 1 hour lectures and seminars)

Prerequisites: BS526 or its equivalent

Content: Topics include the importance of work as a determinant of life-style; assessment of the employment and capabilities of clients; reality therapy applications; client attitudes and motivation for work; the use of occupational information in counselling; skill training and work-role rehearsal; and alternatives to employment (e.g. leisure/recreation activities, limited occupation, etc.).

Assessment: Written assignment of 2,000 words

References: AZRIN N H and BESAEL V A *Job club counsellor's manual a behavioural approach to vocational counselling* Baltimore University Park Press 1980

CRITES J O *Vocational Psychology* New York McGraw Hill 1969
PATI G C ADKINS J I and MORRISON G *Managing and employing the handicapped: the untapped potential* Lake Forest Illinois Brace-Park Press 1983

SUPER D E and BOHN M J *Occupational psychology* London Tavistock 1971

TRIESCHMANN R B *Spinal cord injuries psychological social and vocational adjustment* New York Pergamon Press 1980

WALKER R A "Pounce" *Learning responsibility for one's own employment problems* In J D Krumboltz and CE Thoresen eds *Behavioural Counselling cases and techniques* New York Holt Rinehart and Winston 1969

WEDDELL R ODDY M and JENKINS D *Social adjustment after rehabilitation: a two year follow-up of patients with severe head injury* *Psychological Medicine* 1980 10 257-263

BS562 Motor Skills

Contact Hours: 18 (18 hours self-instruction, tutorials, seminars)

Prerequisites: BS100 or equivalent

Content: This subject is designed to (i) review the experimental psychology of motor learning and (ii) explore applications to motor re-education and therapeutic exercise.

This subject includes definitions and measurement of motor learning processes, optimisation of practice conditions, transfer of training, motor retention, the nature of motor control and implications for motor learning, perception and motor learning, arousal and motivation. In the first half students will be expected to complete set reading for each session under the guidance of the lecturer and engage in discussions of the material in class. In the second half students will present application seminars on a selected topic.

Assessment: Tutorial and seminar participation 1,500 word essay based on seminar presentation.

References: *SCHMIDT R 1982 *Motor control and learning* Champaign I E Human Kinetics Publishers

*SINGER R N 1980 *Motor learning and human performance* 3rd ed New York MacMillan

BS563 Group Processes for Health Professionals

Contact Hours: 12 (4 × 3 hour group work sessions)

Prerequisites: BS515, BS526 or equivalent

Content: The subject aims to provide some initial theory and practice in small group functioning. Procedures designed to develop specific skills and competence in accurately observing group process and group member interaction will be adopted. By means of an experiential learning approach, the processes of group interaction and group dynamics will be explored.

Assessment: Based on participatory attendance, reading reports, weekly logs, and a brief (1 to 2 paragraphs) critique of relevant literature.

References: DOUGLAS T 1978 *Basic Groupwork* New York Methuen

DOUGLAS T 1983 *Groups: Understanding People Gathered Together* New York Methuen

BS565 Behavioural Counselling

Contact Hours: 18 (18 hours lectures/practical assignment)

Prerequisites: BS526 or its equivalent

Content: This subject attempts to draw together approaches embodied in theories of learning and theories of counselling which are sometimes seen as being mutually exclusive. A number of theories and prescriptive approaches are presented and topics include setting the goals of behavioural counselling; criteria to establish an approach as being behavioural; multi-modal therapy; cognitive restructuring; behavioural intervention steps in programming; the counselling contract; assessing goal achievement; etc.

Assessment: Either a contract reading programme with written summary, or written assignment of 1,500 words maximum.

References: KRUMBOLTZ J D and THORESEN CE *Behavioural Counselling* New York Holt Rinehart and Winston 1969

LAZARUS A A *Multi-Modal Behaviour therapy* New York Springer Publishing Co 1976

WOODY R H *Psycho-behavioural Counselling and Theory* New York Appleton Century Crofts 1971

BS566 Organisational Psychology

Contact Hours: 18 (18 hours lectures and seminars)

Prerequisites: Number of participants; subject to a quota.

Content: Topics included in this subject are: factors influencing performance in organisations; motivation theories; job satisfaction, goal setting; organisational change; job enrichment; organisations as psychological environments; job attitudes and job behaviour; and leadership.

Assessment: A written assignment of 2,000 words, or examination (multiple choice questionnaire) of 2 hours.

References: BRETHOWER D M *Behavioural analysis in business and industry A total performance system* Kalamazoo Michigan Behaviordelia 1972

FREDERIKSEN L W ed *Handbook of Organisational Behaviour Management* New York Wiley 1982

KATZ D and KAHN R L *The social psychology of organisations* New York Wiley 1966

LUTHANS F *Introduction to management: A contingency Approach* New York McGraw Hill 1976

LUTHANS F and KREITNER R *Organisational behaviour modification* Glenview 111 Scott Foresman and Co 1975

VROOM V H and DECI E L eds *Management and motivation* Ringwood Penguin 1970

BS567 Supervised Research Project

Contact Hours: 30 - 48

Prerequisites: BS501 and BS504 or their equivalent

Content: The subject is conducted throughout Year 2 under supervision. It is expected that students establish their topic and methodology in Term 1, that they implement the project in Term 2, and write a report in Term 3. The project is independent in so far as students will receive no further formal tuition, but will be scheduled for regular supervision sessions throughout the year. Depending on the breadth and depth of the topic and the time required to complete the project, students will be credited, following successful completion of the unit with 5-8 modules of study. The module length will be determined in Term 1.

Assessment: Submission of an acceptable report.

References: To be provided as required for the particular project.

BS568 Epidemiology in Ergonomics

Contact Hours: 9 (9 × 1 hour lectures)

Prerequisites: BS501, BS504 or equivalent

Content: The nature and methodology of the epidemiological approach to aetiology and evaluation relevant to ergonomics in the health sciences. The relationship of epidemiology to other research methods. Incidence and prevalence, attributable risk and other epidemiological concepts are placed in a framework of occupational health and safety. Cohort studies, case-control studies, descriptive, analytic and experimental epidemiological studies are reviewed. The interpretation of epidemiological studies in occupational health receives special attention.

Assessment: 1 × 1,500 word assignment.

References: ABRAMSON J N *Survey Methods in Community Medicine* 2nd ed Churchill Livingstone Edin 1979

BARKER D J P and ROSE G *Epidemiology in Medical Practice* 2nd ed Churchill Livingstone Edin 1979

FRIEDMAN G D *Primer of Epidemiology* McGraw Hill NY 1974

BS570 Perception for Ergonomics

Contact Hours: 6 (6 × 1 hour lectures)

Prerequisites: Nil

Content: This subject discusses the ecological approach to perception and its general application to Ergonomics.

References: *GIBSON J J 1979 *The ecological approach to visual perception* Boston Houghton Mifflin Co
Notes will be provided.

BS571 Learning and Skilled Performance

Contact Hours: 12 (12 × 1 hour lectures)

Prerequisites: Nil

Content: This subject considers the effects of environmental and organismic variables on perceptual-motor learning with an emphasis on applications to ergonomic analysis. Variables examined include practice extent, practice schedules, feedback effects, mental practice, whole v part learning, cross education, role of sensory information, arousal level, appetitive v aversive motivation, intrinsic v extrinsic motivation, structure of perceptual motor abilities. This subject is under review and may be amalgamated with two other subjects in 1986.

Assessment: 1 × 1,500 word written assignment.

References: To be advised.

BS573 People at Work

Contact Hours: 9 (9 × 1 hour lecture)

Prerequisites: Nil

Content: This subject introduces students to organisational behaviour and the structure of work. Topics covered include general managerial approaches to work motivation; the effectiveness of performance-oriented methods such as goal setting, job enrichment, and MBO; leadership and group and committee work.

Assessment: One essay not exceeding 2,000 words.

References: LANSBURY R D and SPILLANE R *Organisational Behaviour the Australian Context* Melbourne Longman Cheshire 1983

MILTON C R et al *Organisational Behaviour in Australia* Sydney Prentice Hall 1983

Advice on references for the subject will be provided at the commencement of teaching.

BS581 Introduction to Behavioural Techniques in Physical Therapy

Contact Hours: 18 (18 hours small group lectures and seminars)

Prerequisites: Nil

Content: An introduction to the principles of behavioural psychology and their application to the understanding of the etiology, the treatment (integrative and adjunctive) and the prevention of physical disorders. Application skills are developed through clinical seminars where disorders with relevance to particular interest groups (e.g. PG1 Manipulative Therapy, PG1 Physiotherapy) are selected and discussed with a view to the optimisation of prevention methods and treatment methods. Topics in behavioural psychology which are reviewed include: classical and operant learning in behaviour modification, cognitive behaviour modification, methods based on social learning theory, behavioural assessment, placebo effects, biofeedback techniques. Illustrations are selected wherever possible from the health sciences applications literature.

Assessment: 1 × 1,500 word essay plus participation in and presentation of seminars.

References: To be advised.

BS582 Sociological Aspects of Ageing

Contact Hours: 27 (27 hours lectures and seminars)

Prerequisites: Nil

Content: In this subject students will be introduced to cross-cultural, historical, and social perspectives on ageing. The ways in which particular societies have regarded their aged members will be examined and emphasis will be given to such issues as retirement, leisure, family dynamics, health care services, policies for the aged, institutionalisation, and euthanasia.

Assessment: Take home exam 1,500 words.

References: To be advised.

BS583 Psychological Aspects of Ageing

Contact Hours: 27 (27 hours lectures/seminars)

Prerequisites: Nil

Content: This subject has been developed for the Diplomas of Gerontology and aims to provide students with the opportunity to study in depth the literature on the psychology of ageing and to relate the current research to his/her own area of activity. Included in this course will be:

- an overview of psychological (including psychosocial) theories of ageing;
- an examination of the normal and abnormal behavioural changes which occur with ageing in sensory processes; perception; sensory-motor skills; motivation; cognition in information processing; language and communication, learning, memory, problem-solving, creativity and intelligence; motivation and activity; and sleep patterns;
- the relationship between biological and psychological changes will also be examined.

In addition, students will be required to review and evaluate methods of assessment of psychological functions in the elderly.

Assessment: Written assignment of approximately 3,000 words.

References: BIRREN J E and SCHAIE K W 1980 *Handbook of the Psychology of Ageing* N Y Van Nostrand

BUSSE E W and BLAZER D 1980 The theories and processes of ageing In E W Busse and D G Blazer eds *Handbook of Geriatric Psychology* N Y Van Nostrand Reinhold Co

KANE R and KANE R L 1981 *Assessing the Elderly A Practical Guide to Measurement* Toronto Lexington Books

POON L W ed *Ageing in the 1980s* Washington D C American Psychological Association

Further selected reference material will be provided at the commencement of the course.

BS590 Introduction to Research and Statistics

Contact Hours: This is primarily a self instruction programme, incorporating 3 × 2 hours of support tutorials.

Content: This is a 24 hour subject designed as a preliminary study unit for those students who are intending to enrol in postgraduate diplomas and who do not have the necessary prerequisites for BS501.

Content includes an introduction to the aims and principles of the scientific method; an overview of empirical and non-empirical techniques and methods of data gathering, and an introduction to elementary descriptive and inferential statistics; scales of measurement, graphs and frequency distributions; measures of central tendency; measures of dispersion; standard scores and foundations of inferential statistics.

Students will be expected to develop skills in the methodological evaluation of research in the health sciences and the ability to apply, calculate and interpret elementary statistical techniques.

Assessment: 1 × 2 hour test.

References: *POLGAR S THOMAS S and LEE C *Introduction to Research Methods in the Health Sciences* Lincoln Institute
In addition, a self-instructional document will be issued to students.

BS591 Introduction to Behavioural Sciences

Contact Hours: 24 (8 × 1.5 hour lectures; 8 × 1.5 hour tutorials)

Prerequisites: Nil

Content: This subject incorporates a guided reading programme which will require at least an additional two hours of private preparatory work each week for the duration of the subject (8 weeks).

This subject is intended for students entering graduate diploma courses who have insufficient background in psychology and sociology. The subject objectives are:

- (1) To introduce participants to key concepts and methods of enquiry in psychology and sociology;
- (2) To enable students to understand and evaluate the broad areas of psychological and sociological enquiry and their findings.

The content includes:

- A. The nature of psychology. Determinants of human behaviour theories and assumptions. The development of human behaviour. Issues in psychology - and influence of heredity and environment, learning and motivation, principles and processes of perception, personality development and assessment, psychological testing, psychological techniques and therapy.
- B. What is sociology? Sociological concepts; nature, nurture, genes and society; class status, power and property; sociological approaches to studying human behaviour.

Assessment: For the psychology segment participants will be required to write an essay under examination conditions (2 hrs) and to prepare readings as stipulated on selected topics for the sociology segment (1,500 words).

References: C R M 3rd ed 1975 *Psychology Today* New York Random House
COON D 1980 *Introduction to Psychology* 2nd ed St Paul Minn West Publishing co
HILGARD E R ATKINSON R L and ATKINSON R C 1979 *Introduction to Psychology* 7th ed New York Harcourt Brace Jovanovich Inc
KRASNER L and ULLMAN L 1973 *Behaviour Influence and Personality* New York Holt Rinehard and Winston

BS595 Death Dying and Bereavement

Contact Hours: 18 (6 × 3 hour seminars)

Content: The subject aims to give participants a broader understanding of death and related issues, by examining psychosocial, historical, and socio-cultural factors. Opportunity will be given to explore and clarify personal feelings about death and to deepen an understanding of grief and loss. Discussion of a wide range of issues and their implications for the health professional is encouraged.

Assessment: Based on attendance and participation, and on one seminar presentation written up as an assignment of up to 1,500 words.

References: To be advised.

BS600 Research Methods

Contact Hours: 150 (150 × 1 hour small group lectures, tutorials, seminars and laboratories)

Units are presented over two evening time slots except for BS601 and BS606 which are intensive seminar blocks each conducted over three days. BS601 is normally scheduled in the first half of the academic year. BS606 is normally scheduled in November. The exact schedule for BS601 and BS606 is arranged in consultation with the student group. Students need to attend classes for up to two evenings throughout the academic terms.

Content: This umbrella subject is designed to meet the needs of students enrolled in the M. App. Sc. programme. Students are expected to complete the following units within two years of part-time study: BS501, BS503 or BS504, BS601, BS602, BS603, BS604, BS605, BS606. In addition students are expected to present on completion of the project, but prior to thesis submission, a colloquium paper. The unit BS607 is optional.

BS601 Methodological Evaluation Seminar

Contact Hours: 18 (18 hours seminars)

Prerequisites: BS501

Content: In this subject students are required to conduct and present an evaluative review of the research published in a selected field of study from the health sciences and participate in discussion of their colleagues' presentations. Evaluation will be based upon the concepts enunciated in BS501.

Assessment: One essay not exceeding 2,000 words.

References: As selected by the study following an extensive literature search process.

BS602 Measurement and Test Development

Contact Hours: 9 (5 × 1 hour lectures/discussions; 4 hours seminars)

Prerequisites: BS501

Content: The subject includes an overview of general principles for the construction of measurement methods; the application of theories of scaling to the refinement of tests and measurement procedures; the design and interpretation of reliability and validity studies for the purpose of test development; and the use of item analysis techniques for this purpose.

Assessment: Students will select a measurement problem relevant to their professional discipline and/or research interests and discuss procedures to address the problem drawn from the course material. A seminar paper will be presented followed by a written paper not to exceed 1,500 words. The paper will be the basis for the assessment.

References: *NUNNALLY J C 1978 *Psychometric theory* 2nd ed McGraw Hill

BS603 Statistical Analysis of Complex Designs

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: BS501

Content: A subject of small group lectures emphasising the problems of choice and interpretation of statistical techniques appropriate to multi-sample and multivariate research designs. Topics include regression and multiple regression; univariate and multivariate analysis of variance; analysis of covariance; and factor analyses.

Assessment: One hour examination.

References: A reading list will be provided in class.

BS604 Applied Computing

Contact Hours: 18 (18 × 1 hour lectures and practicals)

Prerequisites: BS603

Content: This subject covers the following statistical areas using data analysis packages:

- one and two sample statistics;
- multiple regression;
- univariate and multivariate analysis of variance;
- non-parametric statistics;

The packages studied include:

- SPSS-X
- GANOVA
- and other selected packages.

Assessment: Completion of practical exercises.

References: *SPSS Inc 1983 *SPSS X Users Guide* McGraw Hill.
Other manuals are necessary.

BS605 Advanced Issues in Research Design

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisites: BS603

Content: A subject of small group lectures intended to develop students' ability to plan more effective research through consideration of the implications of some statistical models for research design. Topics include implications from basic inferential statistics; effect of simultaneous inference and its efficient management; sensitivity and the structure of experimental designs for multi-sample problems; power analysis.

Assessment: In conjunction with BS606.

References: COHEN J 1977 *Statistical power analysis for the behavioural sciences* 2nd ed New York Academic Press

KEPPEL G 1982 *Design and analysis: A researcher's handbook* 2nd ed Englewood Cliffs N J Prentice Hall

Additional references will be presented in class.

BS606 Research Proposal Seminar

Contact Hours: 18 (18 hours seminars)

Prerequisites: BS501, BS503 or BS504, BS601, BS602, BS603, BS604, BS605

Content: A group discussion subject requiring an integrated application of skills developed in earlier units. Candidates will present for peer group discussions a paper containing title of thesis, introduction, proposed method, proposed analysis of data with illustrations of hypothetically likely outcomes, and a hypothetical discussion based on these idealised results. Candidates will submit a written version of the seminar paper at the end of the unit.

Assessment: One written assignment not exceeding 2,000 words.

References: List provided as necessary.

BS607 Reading Unit

Contact Hours: 6 (6 × 1 hour lectures)

Prerequisites: Nil

Content: An optional individualised reading subject under specialist supervision for students with problems in research methods not catered for in the other units of BS600.

Assessment: Supervisor's report following discussions with student.

References: Individual reading list will be provided as appropriate.

COMMUNICATION DISORDERS

CD120 Language Development

Contact Hours: 63 (52 hours lectures, 11 hours workshops - taken over three terms)

Prerequisite: Nil

Content: A study of the acquisition and development of semantic, syntactic, morphologic, phonologic, and pragmatic skills in normal children. The workshops are designed to provide students with practical application of the theoretical content presented in the lectures.

Assessment:

- Term 2 - a 2 hours examination (45%)
- two exercises due end of examination week (15%)
- Term 3 - a 1 hour exam (20%)
- 1500 word assignment due end of examination week (20%)

References: *CARROW-WOOLFOLK E and LYNCH J 1982 *An integrative approach to language disorders in children*. New York, Grune & Stratton.

*CRYSTAL D FLETCHER P and GARMAN M 1976 *The grammatical analysis of language disability*. London, Edward Arnold.

*INGRAM D 1976 *Phonological disability in children*. London, Edward Arnold.

*MADSEN M & MAJOR M 1985 *Language development workshops*. Carlton, Lincoln Institute.

*MILLER J 1981 *Assessing language production in children*. Baltimore, University Park Press.

CD150 Acoustics and Introduction to Hearing Assessment

Contact Hours: 36 (18 hours lectures, 18 hours tutorials/demonstration - taken in Terms I and III)

Prerequisite: Nil

Content: In Term 1 there will be a study of basic acoustics relevant to speech and hearing. In Term 3 basic hearing assessment will be studied. Students will learn the theory and the practical skills of pure tone and impedance hearing screening.

Assessment: Term 1, Unit 1 - Projects on the derivation of the decibel scale and the operation of the sound level meter, to be submitted by the ninth week of term (10%)
1 hour written examination (40%)

Term 3, Unit 2 - Practical assignment to be submitted by week 9 (10%)
Written assignment of 1,500 words in exam week (40%)

References: *FRY D B 1979 *The physics of speech*. London, Cambridge University Press.

KATZ J 1978 *Handbook of clinical audiology*. Baltimore, Williams & Wilkins.

LLOYD, L and KAPLAN H 1978 *Audiometric interpretation: a manual of basic audiometry*. Baltimore, University Park Press.

CD160 Phonetics

Contact Hours: 54 (27 hours lectures, 18 hours phonetic transcription, 9 hours speech science labs - taken in Terms I & II).

Prerequisite: Nil

Content: CD160 is a basic introduction to the study of speech sounds. The subject is divided into three sections, Articulatory Phonetics, Acoustic Phonetics, and an Introduction to Phonology. Laboratory work is designed to train phonetic transcription skills and develop listening skills particularly in relation to non-normal speech patterns. Speech Science Laboratory sessions introduce students to speech analysis instrumentation.

Assessment: Term 1 - Exam 2 hours (50%)

Term 3 - Exam 1 hour (30%)

Term 3 - Laboratory transcription ½ hour in class time (20%)

References: FRY D B 1979 *The physics of speech*. Cambridge, Cambridge University Press.

LADEFOGED P 1975 *A course in phonetics*. New York, Harcourt Bruce Jovanovich.

*RUDEGEAIR R E 1983 *English phonetics and phonology*. Carlton, Lincoln Institute.

CD170 Syntax

Contact Hours: 27 (27 x 1 hour lectures). Taken over three terms.

Prerequisite: Nil

Content: CD170 is a series of lectures on the subject of grammar. Traditional grammar is reviewed and analysed. Several modern approaches to the study of grammar are also introduced. Students are provided with exercises in sentence analysis throughout the lecture series.

Assessment: 1 final exam of 2 hours (100%)

References: *RUDEGEAIR R E 1979 *English sentence structure*. Carlton, Lincoln Institute.

CD190 Clinical Orientation

Contact Hours: 45 (3 x 3 hour session in Term 1 & 2 hours per week in Terms II and III)

Prerequisite/Corequisite: CD120, CD160, BS130

Content: In Term 1 students will observe a speech pathologist working in a clinic with a variety of clients, and have the opportunity to discuss the role of a speech pathologist with a professional.

In Terms 2 and 3 students will attend sessions where practice will be given in the clinical skills of observation; analysis of data and report writing.

The expectations of CD I students are that they will actively participate in sessions through discussions, and develop skills in verbal and written reporting and communicating with both children and adults.

Other Relevant Information:

Term 1: Students will visit the School's internal clinics at Carlton or Abbotsford, and external clinics.

Term 2: Internal.

Term 3: A combination of internal and external experience, the latter to be arranged by each student.

Communication Disorders

Assessment: Each student will be assessed on the basis of an 800 words written assignment, due exam week of term 2 (30%), a written report of 1,500-2,000 words due in exam week of term 3 (60%), and participation in sessions (10%). Passing score in CD190, Term 3: Satisfactory/Fail.

References: None.

CD210 Disorders of Phonology

Contact Hours: 27 (18 × 1 hour lectures, 9 hours of tutorials). Taken over three terms.

Prerequisite: Nil

Content: A detailed study of assessment and intervention procedures with articulatory and phonologically impaired individuals. Students will learn to: assess phonological skills by selecting and utilizing appropriate observational techniques, tests, and test procedures; match diagnostic findings with appropriate intervention strategies and provide a rationale for their decisions; identify and execute appropriate assessment and/or intervention techniques; describe the phonological systems of a variety of disordered populations; and evaluate the effectiveness of intervention.

Other Relevant Information:

Students will be expected to have access to a tape recorder and purchase one 60 minute videotape and two 60 minute audio tapes.

Assessment:

- 1) Analysis and written summary of phonetic inventory and syllabic inventory - not to exceed 2 single-spaced typed pages. Due end of exam week, Term 1. = 25 marks (25%).
- 2) Analysis and written summary of phonological processes - not to exceed 2 single-spaced typed pages. Due end of exam week, Term 2 = 25 marks (25%).
- 3) Evaluation and diagnosis of client with a rationale for treatment selected and list of 10 recommendations - not to exceed 3 single-spaced typed pages. Due end of exam week, Term 3 = 50 marks (50%).

References: *NEWMAN P CREAGHEAD N and SECORD W 1985 *Assessment and remediation of articulatory and phonological disorders*. Illinois, Charles Merrill.

*SHRIBERG L and KWIATKOWSKI J 1980 *Natural process analysis*. Brisbane, John Wiley & Sons.

*STOEL-GAMMON C and DUNN 1984 *Normal and disordered phonology in children*. Sydney, Academic Press.

CD220 Disorders of Language

Contact Hours: 63 (54 hours lectures/workshops, 9 hours tutorials - taken over three terms).

Prerequisite/Corequisite: CD120, BS250

Content: A detailed study of the cognitive, semantic, syntactic, morphologic, functional pragmatic and conversational skills of children with impaired language. Assessment and intervention strategies are emphasized. Students will learn to assess cognitive, linguistic and communicative-social skills utilising naturalistic observations, supported by formal test procedures; match diagnostic findings with appropriate intervention strategies; identify and execute assessments and/or intervention programmes based on cognitive, linguistic, and communicative-social needs of the language impaired individual; describe the cognitive, linguistic, and communicative-social skills of a variety of communicatively impaired populations; identify and discuss advantages and disadvantages of cognitive, linguistic and communicative-social therapeutic approaches; and evaluate the effectiveness of the various intervention techniques.

Other Relevant Information:

Students will be expected to have access to a tape recorder and purchase one 60 minute video tape and two 60 minute audio tapes.

Assessment:

- Term 1
- 1) Complete a cognitive analysis from an assigned videotape 10 minute sample and write a summary not to exceed 1 page single-spaced typed. Due end of exam week - Term 1 = 25 marks (11%).
 - 2) Complete a semantic analysis and prepare a written summary not to exceed 1 page single-spaced typed. Due end of exam week - Term 1 = 25 marks (11%).
- Term 2
- 3) Complete a syntactic and morphological analysis and prepare a written summary not to exceed 2 typed single-spaced pages. These analyses will require either a LARSP or CORS procedure to be utilized. Students will be assigned one or the other procedure at random. Samples handed out in class. Due end of exam week = 50 marks (22%)
 - 4) Complete a pragmatic functional analysis and write a one page single-spaced summary (typed). Due end of exam week - Term 2 = 25 marks (11%)
 - 5) Complete a conversational analysis and write a one page single-spaced typed summary. Due end of exam week - Term 2 = 25 marks (11%)
- Term 3
- 6) Students will be given a sample transcript and/or videotape of a client. Students must decide which analyses to complete, complete them, write an evaluation with recommendations for therapy, and provide a rationale for your therapy. Not to exceed 6 pages. Due end of exam week - Term 3 = 50 marks (22%)
 - 7) Project involving 10 intervention techniques. Not to exceed 5 pages. Due end of exam week - Term 3 = 25 marks (11%)
- Pass mark - 75%

References:

1. BERNSTEIN D and TIEGERMAN E 1985 *Language disorders in children*. Illinois, Charles Merrill.
2. BRANSFORD J and STEIN B 1984 *The ideal problem solver*. New York, W H Freeman & Co.
3. CARROW-WOOLFOLK E and LYNCH J (1982) *An integrative approach to language disorders in children*. New York, Grune and Stratton.
4. DUNST C (1980) *A clinical educational manual for use with the Uzgiris and Hunt Scales for Infant Psychological Development*. Baltimore, University Park Press.
5. LUND N and DUCHAN J 1983 *Assessing children's language in naturalistic contexts*. Sydney, Prentice-Hall.
6. MILLER J 1981 *Assessing language production in children*. Baltimore, University Park Press.
7. RIPPICH N and SPINELLI F 1985 *School discourse problems*. San Diego, Calif., College-Hill Press.
8. SIMON C 1985 *Communication skills and classroom success: Therapy methodologies for language-learning disabled students*. San Diego, Calif., College-Hill Press.
9. WALLACH G & BATTER K 1984 *Language learning disabilities in school-aged children*. Baltimore, Williams and Wilkins.

Students are required to have the following -

1. No. 4.
2. Either No. 1 or No. 3.
3. Either No. 5 or No. 6.
4. Either No. 7, No. 8 or No. 9.

CD230 Disorders of Voice and Laryngectomy

Contact Hours: 54 (27 × 1 hour lectures, 27 × 1 hour tutorials - taken over three terms).

Prerequisite: BL112, CD150, CD160

Content:

- A) Disorders of Voice.
A study of the perceptual, acoustic, physiologic and aetiological aspects of normal voice production. Comprehensive examination of diagnostic and evaluation procedures, and symptomatic medical and psychosocial rehabilitation approaches for psychogenic, functional and organically based vocal pathologies.
- B) Laryngectomy Rehabilitation.
An overview of the medical and psychosocial aspects of laryngeal cancer including aetiologies, classification and diagnosis, medicosurgical treatment, and prognosis and social/emotional/vocational implications. Detailed examination of the speech pathologist's role in pre- and post-operative counselling and speech rehabilitation procedures. Oesophageal speech and artificial larynx training procedures are emphasised with some attention to speech pathology procedures in the management of subtotal laryngectomy and tracheo-oesophageal puncture procedures.

Assessment: Term 1 - 1,500 word essay due in exam week (22%)
Term 2 - 1½ hour examination in exam week (33%)
Term 3 - a) ½ hour test in week 3 of term (12%)
b) 1½ hour exam in exam week (33%)

References: *ARONSON, A E 1980 *Clinical voice disorders; an interdisciplinary approach*. New York, Brian C. Decker.
BOONE, D. 1977 *The voice and voice therapy*. 2nd ed. Englewood Cliffs, N.J. Prentice-Hall.
*CASE J L 1984 *Clinical management of voice disorders*. Rockville, Maryland, Aspen Systems Corporation.
*EDELS Y (ed). 1983 *Laryngectomy: diagnosis to rehabilitation*. London, Croom Helm Ltd.
KEITH, R L and DARLEY F L 1979 *Laryngectomy rehabilitation*. Houston, College Hill Press.
STEMPLE J C 1984 *Clinical voice pathology theory and management*. Sydney, Charles C. Merrill.
WILSON D K 1979 *Voice problems of children* 2nd ed. Baltimore, Williams & Wilkins.

CD250 Basic Audiology

Contact Hours: 54 (27 × 1 hour lectures, 27 × 1 hour tutorial/demonstrations - taken over three terms).

Prerequisite: CD150

Content: Students will study components of the basic audiology test battery, causes and symptoms of hearing loss, hearing aids and communication devices for the hearing-impaired.

Assessment:

Term 1 - Written examination, 1 hour in exam. week (33%)
Term 2 - Written examination, 1 hour in exam. week (33%)
Term 3 - Written examination, 1 hour in exam. week (33%)

References: *LLOYD L and KAPLAN H 1978 *Audiometric interpretation: a manual of basic audiometry*. Baltimore, University Park Press.

Details of reading requirements will be issued to students.

CD292 Child Language Clinic

Contact Hours: 149 (3 hours per week - Term I, 3.5 hour per week Terms II & III, 1 weekend camp, 1 hour tutorial alternate week in terms I & II)

Prerequisite: CD190

Prerequisite/Corequisite: CD210, CD220

Content: Students will participate in small groups in clinical work under the supervision of a teaching clinician. Skills in data collection, analysis, planning, therapy and reporting will be practised. The caseload will comprise pre- and school-age children and their families.

Assessment: Camp report.

Continuous assessment during Term 3.

References: None.

CD295 Hearing Screening Clinic

Contact Hours: 16 (3.5 hours per week for 4 weeks, 2 hours orientation). Taken in any one term.

Prerequisite: CD150

Content: Students will be involved in audiometric screening of children.

Assessment: Continuous assessment during the placement.

References: None

CD310 Communication Disorders of Neurological Origin

Contact Hours: 54 (36 × 1 hour lectures, 18 × 1 hour tutorials - taken in terms II and III).

Prerequisite: BL222

Corequisite: CD380 & BS333

Content: This subject will cover approaches to diagnosis and treatment of neurogenic speech and language disorders with the emphasis in these areas being on acquired disorders in adults.

Assessment: Details will be advised at the start of the year.

References: ALBERT M et al. 1981 *Clinical aspects of dysphasia*. New York, Springer Verlag.
BENSON F 1979 *Aphasia alexia and agraphia*. New York, Churchill Livingston.
CODE D and MULLER D J 1983 *Aphasia therapy*. London, Edward Arnold.
SARNO M T (ed) 1981 *Acquired aphasia*. New York, Academic Press.

CD320 Stuttering

Contact Hours: 45 (45 × 1 hour lectures - taken over three terms)

Prerequisite: Nil

Content: This subject includes aspects of the aetiology of stuttering as well as an introduction to various methods of treatment. The description and measurement of stuttering are discussed as is a comparison of the treatment methods. Transfer and maintenance of fluency are also covered and research into various aspects of stuttering will be discussed. In the fourth year a clinical placement will complement the lecture stream.

Assessment:

3 worksheets - Terms 1 & 2 - completed during class time (50%)

1 3 hr. examination - Term 3 (50%)

Students will be required to reach 65%.

References: INGHAM R J 1984 *Stuttering and behaviour therapy*. San Diego, College Hill Press.

VAN RIPER C 1982 *The nature of stuttering*. Sydney, Prentice-Hall.

VAN RIPER C 1973 *The treatment of stuttering*. Sydney, Prentice-Hall.

CD340 Therapeutic Processes

Contact Hours: 27 (27 × 1 hour lectures). Taken over three terms.

Prerequisite: CD220

Content: This subject will present a model for the observation and analysis of specific verbal and non-verbal strategies used by both members of the communicative dyad as they interact with each other. This method of controlled observation, which can be qualified and quantified, can be used in both structured and spontaneous situations and may serve as a longitudinal means of assessing therapy. Students are required to relate this to their coursework on specific pathologies, and to integrate this knowledge with clinical practice.

Assessment:

Term 2 - 1,500 word Assignment, end exam week. (33%)

Term 3 - class seminar presentation. (67%)

References: CLEZY G 1979 *Modification of the mother-child interchange in language, speech and hearing*. Baltimore, University Park Press.

MINIFIE F D and LLOYD L L 1978 *Communicative and cognitive abilities - early behavioural assessment*. Baltimore University Park Press.

MULLER D (ed.) 1984 *Remediating children's language*. London, Croom Helm Ltd.

NATION J E and ARAM D M 1977 *Diagnosis of speech and language disorders*. St. Louis, Mosby.

SNOW C and FERGUSON C 1977 *Talking to children*. New York, Cambridge University Press.

CD350 Aural Rehabilitation

Contact Hours: 54 (27 × 1 hour lectures, 27 × 1 hour tutorials - taken over three terms).

Prerequisite/Corequisite: CD250

Content: Study of communication disorders resulting from hearing loss. Diagnosis and therapeutic strategies employed with prelingually deaf children, prelingually deaf adults, and adults with acquired hearing loss. Topics include: language development and use, auditory abilities, lipreading, speech-teaching, conversation management, i.e. habilitative techniques.

Assessment:

Two 1 hour tests (one at end of Term 1, one at end of Term 2) (60%)
Essay exam (including oral component) during exam week of Term 3 (40%)

References: ALPINER J G 1978 *Handbook of adult rehabilitative audiology*. Baltimore, Williams & Wilkins.

LING D (ed.) 1984 *Early intervention for hearing impaired children. Oral options*. San Diego, College Hill Press.

LING D (ed.) 1984 *Early intervention for hearing impaired children. Total communication options*. San Diego, College Hill Press.

*LING D 1976 *Speech and the hearing impaired child*. Washington, D.C., Alexander Graham Bell Association for the Deaf.

SIMS D G WALTER G G and WHITEHEAD R L (eds.) 1982 *Deafness and communication - assessment and training*. Baltimore, Williams & Wilkins.

CD380 Orofacial Disorders

Contact Hours: 45 (36 × 1 hour lectures, 9 × 1 hour tutorials - taken in terms I & II).

Prerequisite: CD230

Corequisite: CD310 & BS333

Content: The communication and eating disorders which occur with structural and neuromuscular disorders of the orofacial area will be discussed. Specific topics to be covered include cleft palate, cerebral palsy, oral surgery and acquired dysarthria.

Assessment: To be advised.

References: To be advised.

CD391 Communication Disorders of Neurological Origin Clinic

Contact Hours: 90 (3 hour per week Term I, 3.5 hours per week Terms II & III)

Prerequisite: CD292

Prerequisite/Corequisite: CD310, CD380

Content: For Term 1, students will attend the clinical placement in large groups while, in Terms 2 and 3, students will attend allied clinics in the metropolitan area. The emphasis of the placement is on assessment and management of individuals with communication disorders resulting from neurological origin.

Assessment: Continuous assessment of clinical practice, reporting, planning during the final 3 weeks of the placement as well as a 2 hour practical examination, normally taken during the final 3 weeks.

References: None.

CD393 Voice Disorders and Laryngectomy Rehabilitation Clinic

Contact Hours:

63 (4 hours per week for one term (Voice Disorders)

3 hours per week for one term (Laryngectomy)

Prerequisite: CD230, CD292

Content: This placement emphasises the assessment and management of individuals with voice disorders and the management of speech and psychosocial aspects of laryngectomy rehabilitation in a team context. Students will attend clinic in small groups.

Assessment: Continuous assessment of clinical practice, reporting and planning during the final 3 weeks of each term. Students will be required to pass each term.

References: None.

CD395 Audiology Diagnostics Clinic

Contact Hours: 14 (7 hours per week)

Prerequisite: CD250

Content: Students will be involved in audiometric diagnostics and rehabilitation management.

Assessment: Continuous assessment of clinical practice, preparation and reporting, during the final 7 hours.

References: None.

CD440 Professional Issues

Contact Hours: 18 (1 hour per week of lectures/tutorials in Terms II & III)

Prerequisite: Nil

Content: This subject will discuss clinic administration, legal and ethical aspects of speech pathology practice, and the role of the Speech Pathologist in the community.

Assessment: Term 2 - 1,000 word report, due exam week (20%)
Term 3 - 2,000 word assignment, due exam week (80%)

References: None.

CD480 Literature Review Project

Contact Hours: The equivalent of 36 lecture hours. The student's programme will vary in timing according to the theory term/clinical term format. Beyond that, the programme allows for some flexibility as befits independent work.

Prerequisite: Successful completion of the first three years of the course.

Content: This subject aims to encourage students, working independently, to select and answer a research question by surveying published material, and to familiarise themselves with literature search methods and library indexing and cataloguing. The choice of question will be constrained by staff resources.

Assessment:

Term 1 - By seminar presentation (10%) and written outline (10%), weeks 4 or 9.

Term 3 - By seminar presentation (30%), weeks 6 or 7.

Term 3 - By submission of a 4,000 word report (50%), week 9.

References: HOLLOWAY G F and WEBSTER L M 1978 *Research and Source Guide for Students in Speech Pathology and Audiology*. St. Louis, Miss., W H Green.

LEEDY P 1980 *Practical Research Planning and Design*. New York, MacMillan.

LEIPER C and RICHARDSON M 1973 *Aids to Conducting a Literature Search*, *Physiotherapy Canada*, 25, 225.

SILVERMAN F H 1985 (2nd Ed.). *Research Designs in Speech Pathology and Audiology*. Englewood Cliffs, N J, Prentice Hall.

CD481 Directed Research Project

Contact Hours: 36 (Individually arranged appointment times).

Prerequisite: BS355

Content: This subject is designed to provide students with an experience in formulating a research hypothesis, reviewing critically scientific literature, devising an appropriate design to test hypotheses, conducting an experiment, computing statistics, analysing data, and writing a report (using A.P.A. style) of the results. These reports will usually include an abstract (not to exceed 200 words), a literature review (not to exceed 6 typewritten double-spaced pages), a methods section (including subjects, stimuli, procedures, statistical analysis), a results section, a discussion section and summary/conclusions, references and tables, etc., as required. The final report should not exceed 30 typed, double-spaced pages.

Assessment:

Term 1 - 1. Question/hypothesis (10%)

Term 1 - 2. Adequacy of literature and retrieval and evaluation (10%)

Term 1 - 3. Research design (10%)

Term 2 - 4. Data collection and conduct of experiment (10%)

Term 2 - 5. Data analysis and interpretation (10%)

Term 3 - 6. Final written report - not to exceed 30 double-spaced typed pages including title page, abstract, literature review, methods, results, discussion, summary and conclusions, acknowledgements, references, tables/figures, and appendices, written in A.P.A. style (50%)

References: *AMERICAN PSYCHOLOGICAL ASSOCIATION 1983.

Publication manual of the A.P.A. WASHINGTON, D.C., A.P.A.
ANDREWS F M et al 1981 *A guide for selecting statistical techniques for analyzing social science data*. Michigan, Institute for Social Research.

DAY R A 1983 *How to write and publish a scientific paper*. Philadelphia, I.S.I. Press.

HUCK S W et al 1974 *Reading statistics and research*. New York, Harper and Row.

LEFFERTS R 1981 *How to prepare charts and graphs for effective reports*. Sydney, Barnes & Noble Books.

*McREYNOLDS L and KEARNS K 1982 *Single subject experimental designs in communicative disorders*. Baltimore, University Park Press.

*ROSSI P H et al 1983 *Handbook of survey research*. Sydney, Academic Press.

*SHEARER W M 1982 *Research procedures in speech, language and hearing*. Baltimore, Williams & Wilkins.

*SILVERMAN F H 1985 (2nd Ed.). *Research design in speech pathology and audiology*. Englewood Cliffs, New Jersey, Prentice-Hall.

*VENTRY I. and SCHIAVETTI N 1980 *Evaluating research in speech pathology and audiology*. Sydney, Addison-Wesley Publishing Company.

*Students are required to purchase one of the last 5 references depending on their research question.

CD491 Adult Speech Pathology Clinic

Contact Hours: 166.5 (18.5 hours per week for 9 weeks, i.e. 17.5 hours in placement plus 1 tutorial hour per week). Taken in any one term.

Prerequisite: CD340, CD391

Content: This placement emphasises independent management of adult clients who demonstrate a range of communication disorders. In this placement students experience the real working environment of Speech Pathologists.

Communication Disorders

Assessment: Continuous assessment of clinical practice, reporting, and planning during the final 3 weeks of the placement as well as a 2 hour practical examination normally taken during the final week of the placement.

References: None.

CD492 Child Speech Pathology Clinic

Contact Hours: 166.5

(18.5 hours per week for 9 weeks, i.e., 17.5 hours in placement plus 1 tutorial hour per week). Taken in any one term.

Prerequisite: CD340, CD292

Content: This placement emphasises the development of independent management of child or adolescent clients who demonstrate a range of communication disorders. In this placement students experience the real working situations of Speech Pathologists.

Assessment: Continuous assessment of practice, reporting, and planning during the final 3 weeks of the placement as well as a 2 hour practical examination normally taken during the final 3 weeks of the placement.

References: None

CD494 Fluency Clinic

Contact Hours: 75 (1 week intensive program plus 2.5 hours per week for 8 weeks). Taken in any one term.

Prerequisite: CD292, CD320

Content: This placement emphasises intensive management of fluency disorders as well as offering experience in case history taking, client reviews, and counselling.

Assessment: Continuous assessment of clinical practice, reporting and planning during the final 3 weeks of the placement.

References: None

CD495 Aural Rehabilitation Clinic

Contact Hours: 84 (8 hours per week for 9 weeks, 8 hours observation and 4 hours audiology). Taken in any one term.

Prerequisite: CD340, CD350, CD292, CD393

Content: The placement emphasises development of independent management skills. Students will participate in aural rehabilitation therapy with children and adults who exhibit a range of hearing disorders.

Assessment: Continuous assessment of practice, report, and planning during the final 3 weeks of placement.

References: None

CD561 Readings in Communication Disorders

Contact Hours: This is an elective subject. Students enrol for one or more modules. Each module is the equivalent of 6 hours of class contact. Subject to the availability of an appropriate supervisor, students may choose the period of the academic year over which they will study.

Prerequisite: Nil

Content: It is the aim of this elective subject to update and increase participants' knowledge of selected areas of study in communication disorders through readings of the relevant literature.

Assessment:

- A. List of readings.
Students will be required to submit a list of readings to their supervisors. This should be presented to conform with an international standard of referencing. (15% of total mark).
- B. Discussions with supervisor.
Students will be assessed on their ability to answer the questions of the supervisor in discussion. (55% of total mark).
- C. Oral presentation.
Upon completion of the reading programme the student will prepare a 15-60 minute oral presentation for the supervisor (length to be related to number of modules). This oral presentation will take place in the tenth week of the term in which students complete the readings. (30% of total mark).
The supervisor will assess the student on integration of knowledge and responses to relevant questions. Other students taking readings in the same areas of Communication Disorders will be invited to attend the oral presentation.

References: None

CD580 Literature Evaluation (10 modules)

Contact Hours: 60 hours equivalent.

Prerequisite: Nil

Content: This unit consists of a full literature evaluation and the writing and submission of a minor thesis on a topic in the area studied in the specialist core. Students will spend most of the assigned hours in private work under the direction of appropriate staff members.

Assessment: Assessment will be conducted by means of oral presentation and by a written paper of up to 8,000 words. The oral presentation = 20% of total assessment marks. The written submission = 80% of total assessment marks. The assessor for both the oral and written presentations will be the subject examiner and/or project supervisor.

References: None

PODIATRY

CH110 Therapeutics/Pharmacology I

Contact Hours: 37 (37 × 1 hour lectures: taught over three terms).

Corequisite: CH130

Content: A detailed study of Antiseptic Action, Asepsis and Sterilization followed by an indepth study of the inflammatory process, blood clotting and wound healing and the treatment of inflammatory states. This subject also introduces terminology, types of preparations of medicaments and actions of commonly used Podiatric medicaments.

Assessment:

Written Examination Term 2 - 2 hours 40%

Written Examination Term 3 - 3 hours 60%

References: R PASSMORE J S ROBSON 1980 *A Companion to Medical Studies* Volume 2. Blackwell Scientific Publications.
DONALD NEALE 1981 *Common Foot Disorders*. Churchill Livingstone.

READE P J 1975 *Introduction to Therapeutics for Chiropodists*. Actinic Press.

CH120 Microbiology for Podiatry

Contact Hours: 18 (18 × 1 hour lectures).

Content: This subject is designed to develop an understanding of Microbiology consistent with the requirements of the practising podiatrist. Topics covered include Microbes and disease, Bacteriology, Mycology, Virology, Cutaneous microbial populations and Sterilization.

Assessment: 1 hour written examination at the end of Term 3.

References: WISTEIGH G A & LECHTMAN M D 1976 *Microbiology & Human Disease*. Glencoe.

NOBLE W C 1981 *Microbiology of Human Skin*.

CH130 Podology I

Contact Hours: 47 (47 × 1 hour lectures)

Corequisite: CH110

Content: Students are introduced to the theoretical aspects of Clinical Practice, the usage of instruments, sterilization and care of instruments and the application of Padding & Strapping materials. Students study the structure and function of normal skin then abnormalities such as hyperkeratosis, helomata, sweat disorders and clinical features of nail disorders.

Assessment:

Written examination Term 2 - 2 hours 40%

Written examination Term 3 - 3 hours 60%

References: HYDE C C *Padding & Strapping Techniques for Podiatrists*. Lincoln Institute.

ROOK EBLING & WILKINSON, *Textbook of Dermatology in General Medicine*.

NEALE Donald. *Common Foot Disorders*.

CH140 Clinical Practice I

Contact Hours: 216 (3 × 2 hours practical sessions per week plus 48 hours consolidated clinical experience.)

Corequisites: BL181, CH110, CH130.

Content: This section of the first year consists initially of pre-patient training in which padding, strapping and scalpel techniques are taught together with application of medicaments and patient handling techniques. Later students are able to treat simple podiatric conditions presented by patients of the School.

Assessment: Viva Voce and Practical Examination involving the treatment of one patient at the end of Term 3. The examination is of 3 hours duration.

References: To be advised.

CH150 Orthotics I

Contact Hours: 56 (28 × 2 hour practical sessions).

Corequisites: BL181, BL165, CH110, CH130, CH140.

Content: In this course the students learn the basic techniques of measuring and taking impressions of feet in order to produce simple orthotic devices.

Assessment: Viva Voce and assessment of seven orthotic devices manufactured during the year. Assessment occurs at the end of Term 3, and is approximately 20 minutes duration.

References: NEALE D 1981. *Common Foot Disorders Diagnosis & Management*. Churchill Livingstone.

CH200 Kinesiology

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisite: BL181, BL254, CH230, CH231.

Content: This subject is a detailed study of the functional joints of the foot at the ankle and sub-talar joints. The subject describes techniques for determination of the relevant axes of motion, their inter-relationship with each other and the lower limb, and the clinical significances of pathological variations.

Assessment: By assignment of approx. 1,500 words length to be completed by the end of Term 3 of the third year.

References: INMAN, 1976 *The Joints of the Ankle*. Williams & Wilkins.

CH210 Therapeutics and Pharmacology II

Contact Hours: 37 (9 hours Pharmacology & 28 Therapeutics - taught over three terms)

Prerequisite: CH110, CH130, CH140.

Corequisite: CH230.

Content: This subject is intended to provide a sound theoretical knowledge of podiatric therapeutic methods including the use of systemic drugs. It is intended to complement the student's skills gained in clinical practice and consolidate first year work. Topics covered are treatment of Hyperkeratotic conditions, Viral and Fungal infections, nail disorders, structural foot problems, and the role of orthoses, footwear modifications and physical therapies. Pharmacokinetics, Pharmacodynamics and Drugs and the Immune system are covered in Pharmacology.

Assessment:

1st Term 3 hr examination - 20%

3rd Term 3 hr examination - 80%

References: READ P J 1978. *Therapeutics for Chiropractors*. Actinic Press.

NEALE D 1981. *Common Foot Disorders: Diagnosis & Management*. Churchill Livingstone.

GRAHAM J D P 1979. *An Introduction to Human Pharmacology*. (O.U.P.)

CH230 Podology II

Contact Hours: 81 (81 × 1 hour lectures - taught over three terms).

Prerequisite: CH110, CH130, CH140.

Corequisite: CH210.

Content: This subject is designed to develop a comprehensive knowledge of the diagnosis, etiology and pathology of various podiatric infections and functional and structural foot problems. Topics include: Vasospastic conditions, Synovial membrane disorders, Connective tissue disorders, Structural disorders and superficial infectious states. It is a complementary course to CH210 Therapeutics and Pharmacology.

Assessment: There will be a 2 hr examination at the end of Term 2 and Term 3 with a weighting of 40% and 60% respectively.

References: NEALE D 1981 *Common Foot Disorders, Diagnosis & Management*. Churchill Livingstone.

KLENERMAN L 1982 *The foot and its disorders*. Blackwell Scientific Publications.

HELFET A J GRUEBEL LEE D M 1980 *Disorders of the Foot*. C J B Lippincott Company.

CH231 Pathomechanics

Contact Hours: 9 (9 × 1 hour per week in Term III)

Prerequisite: BL181, BL165, CH130.

Corequisite: CH230.

Content: This subject is designed to provide students with a detailed knowledge of normal and pathological gait patterns and foot function. Topics covered are gait analysis, abnormal motion of the foot, abnormal sub-talar joint pronation and supination, specific lesions and kinematics of the foot.

Assessment: This will be by presentation of an assignment at the end of Term 3.

References: ROOT M L ORLEN W P WEED J N 1977 *Normal and abnormal Function of the Foot*. Clinical Biomechanics Corp.

SGARLATO T E 1971 *A Compendium of Podiatric Biomechanics*. California College of Podiatric Medicine.

INMAN V T RALSTON H J AND TODD F *Human Walking*. Williams & Wilkins.

CH240 Clinical Practice II

Contact Hours: 216 (2 × 3 hour sessions per week plus 48 hours consolidated clinical experience).

Prerequisite: CH140, BL181, CH130, CH110.

Corequisites: CH210, CH230.

Content: In the second year clinical practice students consolidate skills learned in the first year, and undertake treatment of more complicated conditions. Practical application is made of knowledge gained from Podology and Therapeutics lectures, as well as anatomy, microbiology and physiology.

Assessment: Demonstration of a satisfactory standard of clinical skills over 3 Terms. 3 hrs clinical examination at the end of Term 3.

References: As for CH230 Podology II and CH210 Therapeutics & Pharmacology II.

CH250 Orthotics II

Contact Hours: 56 (2 hour sessions per week - taught over three terms)

Prerequisite: CH150, CH140.

Corequisites: CH210, CH230, CH240.

Content: The practical sessions allow students to be more closely involved in total patient care by using skills and techniques developed in the first year to be applied in the management of patients foot problems.

Assessment: Assessment will be continual throughout the year and a viva voce examination will be held at the end of Term 3.

References: COATES T T 1983 *Practical Orthotics of Chiropractors*. Actinic Press.

CH260 Anaesthesiology

Contact Hours: 18 (9 × 1 hour lectures, 9 × 1 hour Clinical Practice).

Prerequisite: BL182, CH110, CH130, CH140.

Corequisites: BL265, CH210, CH230, CH240.

Content: This subject comprises the theoretical basis of regional anaesthesia and covers topics such as: Chemical structure of anaesthetics, absorption distribution mechanism and mode of action of local anaesthetics, techniques of administration, regional anaesthesia, maximum dosage adverse patient reactions and patient assessment. Clinical application of techniques learnt.

Assessment:

1 hour written examination at the end of Term 2.

1 hour practical examination at the end of Term 2.

References: COVINO B VASSALLO H *Local Anaesthetics*.

deJONG R *Local Anaesthetics*.

GOODMAN & GILMAN. *The Pharmacological Basis of Therapeutics*.

CH300 Podiatric Medicine

Contact Hours: 48 (27 × 1 hour lectures, 7 × 3 hour clinical practice sessions).

Prerequisite: BL254, BL273, CH230, CH231, CH240, CH260.

Corequisites: CH310, CH330.

Content: This subject is a composite one covering specific topics. The subjects involved are CH301 Podiatric Surgery, CH302 Radiographic Interpretation & CH303 Sports Podiatry. The topics are nail surgery techniques, sporting injuries and radiographic interpretation, with the former requiring students to observe, assist in and undertake a variety of nail surgical techniques. Sporting injuries cover the more common podiatric disorders resulting from sporting activities, whilst radiographic interpretation describes X-ray appearances of bony disorders affecting feet.

Assessment: Each topic is assessed by a 1 hour written examination. Nail surgery techniques also have a continual assessment component.

References: To be advised.

CH310 Therapeutics III

Contact Hours: 28 (1 hour per week - taught over three terms).

Prerequisite: CH210, CH230, CH240.

Corequisites: CH330, CH340.

Content: Particular attention is given here to the concept of total case management of high risk patients. This includes those suffering from vascular disturbances, endocrine disorders, neurological disorders and various arthroses. Special emphasis is placed on paediatric and geriatric management.

Assessment: This will be in the form of a 3 hour examination held at the end of term 1 and term 3 worth 20% and 80% respectively.

References: As for CH330.

CH330 Podology III

Contact Hours: 108 (4 hours per week over three terms).

Prerequisite: CH230, CH240, BL271, BL265

Corequisites: CH310, CH340.

Content: This subject is devoted to the study of podiatric manifestations of systemic disorders, paediatrics and specific foot pathologies such as the osteochondroses, pes cavus and talipes conditions. Specific sub units cover Practice Management, finance and accounting at the end of ?

Assessment: This will be in the form of a 2 hr. examination held at the end of Term 2 and Term 3 worth 40% and 60% respectively.

References: NEALE D (ed) 1981 *Common Foot Disorders, Diagnosis and Management*. Churchill Livingstone.
YALE I 1981 *Podiatric Medicine*. Williams & Wilkins.
GIANNISTRAS N J 1976 *Foot Disorders, Medical and Surgical Management*. Lea & Febiger.

CH340 Clinical Practice III

Contact Hours: 252 (3 × 3 hour sessions per week over three terms).

Prerequisite: BL273, BL254, BL265, CH230, CH231, CH240, & CH260.

Corequisites: CH310, CH330, CH360, CH370, CH380, BL372.

Content: In this subject advanced clinical treatments are undertaken. A wide range of clinical conditions are seen including systemic, neurological and dermatological disorders. In conjunction with CH350 structural and functional foot pathologies are treated. In addition both new patient and biomechanical evaluations are carried out in special Diagnostic Clinics.

Assessment: Assessment is by satisfactory clinical performance throughout the year and by 2 × 3 hr examinations at the end of term 3.

References: As for CH330.

CH350 Orthotics III

Contact Hours: 112 (2 × 2 hour sessions per week - taught over three terms).

Prerequisite: BL254, CH230, CH231, CH240, CH250.

Corequisites: CH310, CH330, CH340.

Content: The close relationship between clinical treatment and the role of orthoses in total patient care is emphasised and reinforced in this subject. In addition to consolidation of the first two years work, students make functional orthoses based on biomechanical principles involving moulded shoe modifications and alterations are also taught.

Assessment: Assessment is continuous throughout the year, and a viva voce examination is held at the end of Term 3.

References: As for CH310, CH330 and CH250.

CH360 Surgery

Contact Hours: 18 (9 × 2 hour lectures).

Prerequisite: BL181, BL265, BL273.

Corequisites: CH370, CH380, CH330, BL372.

Content: This subject deals with the fundamentals of surgery and surgical conditions. Topics covered are inflammation, traumatology, vascular disorders, ulceration, neoplastic conditions and nervous system disorders.

Assessment: CH360 & CH370 will be assessed by a combined 2 hr written examination at the end of the term in which the subject lectures are completed.

References: TAYLOR S COTTON L A A *Short Text Book of Surgery*. E.U.P.

CH370 Orthopaedic Surgery

Contact Hours: 14 (7 × 2 hour lectures).

Prerequisite: BL181, BL265, BL273.

Corequisites: CH360, CH380, CH330, BL372.

Content: This subject looks at more specific areas than CH360 and includes topics such as bone disorders, disorders of the spine and joints of the lower limb, foot deformities, surgical techniques and radiographic interpretation.

Assessment: As for CH360 Surgery.

References: DUCKWORTH T *Lecture notes on Orthopaedics and Fractures*.

CRAWFORD-ADAMS J *Outline of Orthopaedics*.

CH380 Dermatology

Contact Hours: 18 (9 × 2 hour lectures)

Prerequisite: BL181, BL265, BL273.

Corequisite: CH330, CH360, CH370, BL372.

Content: This subject is designed to acquaint the student with a wide variety of dermatological conditions, particularly those affecting the lower limb. Topics include psoriasis, infections and infestations, lichen planus, bullous diseases disorders of pigmentation, pupura, vasculitis and cutaneous manifestations of systemic disease.

Assessment: 2 hr written examination at the end of the term in which the lectures are given.

References: GIBBS Richard C 1979 *Skin diseases of the feet*. Warren H. Green Inc.

SAMMITZ M H 1981 *Cutaneous disorders of the lower extremities*. J B Lippincott Co.

CH400 Podiatry Elective

Contact Hours: 56 (2 × 2 hours per week over three terms).

There is no formal teaching in the subject, but students are allocated time for private study as above.

Prerequisite: BS105

Corequisites: BS250, CH300, CH330, CH340.

Content: This subject takes the form of a major project to be completed by students during the third year of the course. The subject area of the topic is chosen by the student and submitted to the School during Term 1, and must have some relevance to the profession. The format of the topic may be a literature survey and synthesis of the published work of interest to the student, or may take the form of a small research project.

Assessment: Is in the form of an assignment of not less than 4,000 words, to be presented by the end of Term 3 of the third year of the course.

References: To be advised depending upon selected topic.

EXERCISE FOR REHABILITATION

ER910 Rehabilitation

Contact Hours: 72 (28 × 2 hour sessions including lectures, slides, demonstrations, student class papers; 4 × 4 hour seminars)

Prerequisite: ER977 or equivalent

Corequisite: ER900

Content: To enable physiotherapists and physical educators to plan and conduct exercise programmes for the prevention and rehabilitation of illness, injury or disability. The subject provides knowledge of: applied anatomy, biomechanics, physiology, pathophysiology relevant to cardiac respiratory, orthopaedic and neurological disorders. The student gains awareness of clinical signs and symptoms, contradictions and indications for exercise, the role of exercise in overall programmes of management, and of principles of prevention and treatment used by medical and other health practitioners. A series of seminars enables students to apply knowledge to specific areas of rehabilitation, for example, care of the aged, children with disability, persons with head injuries, sports injuries, cardiac and respiratory disorders and in community and occupational health.

Assessment: Class presentation - 60%
2,500 word written assignment - 40%

References: References will be made available at the commencement of teaching.

ER970 Introduction to Graduate Research Skills

Contact Hours: 20 (10 × 1 hour lectures; 10 × 1 hour tutorials)

Prerequisite: BS105 or equivalent.

Content: This subject provides an integrated overview of the purpose, calculations and interpretation of basic parametric and non parametric statistical methods.

- An indepth overview of the principles of scientific method and empirical research design.
- Information to enable critical evaluation of published research.

This subject emphasises the application of these skills and concepts to exercise rehabilitation.

Assessment:

Tutorials:

1. Statistical Problems
2. Computer use
3. Article critiques

Lecture:

1. Present the theoretical rationale and design of a research problem associated with the exercise rehabilitation area.
2. Take home final exam.

References: KERLINGER F N 1979 *Foundations of Behavioural Research* 2nd ed New York Holt-Saunders

ER793 Applied Physiology I

Contact Hours: 20 (7 × 2 hour lectures; 3 × 2 hour laboratory sessions)

Prerequisite: A basic course in the structure and function of the cardiorespiratory muscle and energy systems.

Content: This subject provides further knowledge of short term physiology and anatomical effects of transitory exercise regimes and the physiological and anatomical factors which limit exercise. Topics include concepts of work output significance of nutrition and weight control in exercise and basic concepts of fitness relative to age and sex differences.

Assessment:

1. Laboratory Reports
2. An indepth literature review of topic associated with applied physiology
3. Take home final exam.

References: McARDLE W D KATCH F I KATCH V L 1981 *Exercise Physiology Energy Nutrition and Human Performance* Philadelphia Lea and Febiger

ER974 Applied Physiology II

Contact Hours: 30 (10 × 2 hour laboratory; 10 × 1 hour lectures)

Prerequisite: ER973

Content: This subject provides knowledge of physiological mechanisms in the rehabilitation process, factors and environments which may cause tissue damage through negative physiological mechanisms and increases skills in assessing disability or dysfunction in the laboratory setting. Topics include energy consumption, cardiovascular dynamics, muscle dynamics, muscle dynamics and body composition. Students gain experience also in quantitative assessment of function.

Assessment:

1. Laboratory Notebook
2. Practical Exam
3. Take home final exam

References: POLLOCK M L WILMORE J H FOX S M III 1984 *Exercise in Health and Disease - Evaluation and Prescription for Prevention and Rehabilitation* Philadelphia W B Saunders

ER975 Biomechanics I

Contact Hours: 20 (6 × 2 hour lectures; 4 × 2 hour laboratory work)

Prerequisite: Nil

Content: This subject provides an overview of the biomechanical principles and concepts as applied to human movement. Content of the subject is in the areas of kinematic analysis. Newtonian laws as well as the Biomechanics of fitness and exercise.

Assessment:

Laboratory reports 40%
Class paper presentation 40%
Class notes 20%

References: Advice on references for the subject will be provided at the commencement of teaching.

ER976 Biomechanics II

Contact Hours: 20 (6 × 2 hour lectures; 4 × 2 hour laboratory work)

Prerequisite: ER975 or its equivalent.

Content: This subject will introduce the student to the basic methodologies employed in quantitative Biomechanics. Content of the subject will include kinetic analysis, cinematography, force transducer analysis, computer simulation and body segment parameters as well as electromyography.

Assessment:

Laboratory practical reports 40%

Class paper presentation 40%

Class tests 20%

References: Advice on references for the subject will be provided at the commencement of teaching.

ER977 Introduction to Medical Sciences

Contact Hours: 36 (18 × 2 hour lectures, including slide presentations and class discussions)

Prerequisite: Basic course in human physiology including human cell physiology, cardiorespiratory, cardiovascular and neurological systems.

Content: This subject provides basic knowledge of the aetiology, pathology and clinical presentation of selected illnesses, injuries and disabilities. The syllabus focuses on basic principles of diagnostic procedures, medical, surgical and pharmacological management of selected illnesses, disabilities and indications for and contradictions to exercise programmes.

Assessment: 2 hour written examination.

References: To be distributed during class.

ER978 Rehabilitation Psychology

Contact Hours: 18 (12 × 1 hour lectures; 6 × 1 hour tutorials)

Prerequisite: Nil

Content: This subject examines the psychological aspects of injury and disability and the application of psychological principles to rehabilitation. Topics include injury as a stressor, psychological reactions to injury or disability; social and psychological processes in treatment and rehabilitation; psychological techniques relevant to rehabilitation including behavioural approaches; adherence; communication processes; pain management.

Assessment: 1 × 2,000 word written assignment.

References: DAVIDSON P ed 1976 *Behavioural Management of Anxiety Depression and Pain* New York Brunner-Mazel
MOOS R ed 1979 *Coping with Physical Illness* New York Plenum
MARINELLI R P and DELLARTO A E *The Psychological and Social Impact of Disability* New York Random House

ER980 Introduction to Rehabilitation

Contact Hours: 12 (12 × 1 hour lectures including class discussion)

Prerequisite: Nil

Content: This subject provides knowledge of general concepts of socio-economic and cultural factors in rehabilitation. Students increase their awareness of principles of professional conduct, codes of ethics medico-legal responsibilities in clinical practice, rehabilitation team roles and team management in selected rehabilitation contexts.

Assessment: Class attendance and participation 1,000 word written assignment.

References: To be advised.

ER989 Fieldwork

Contact Hours: 120 (Practical experience in clinical settings, consultations with clinical resource persons/supervisors as required by individual students).

Prerequisites: ER900, ER910

Content: This subject provides opportunity for students to apply theoretical knowledge in selected rehabilitation settings. Students become aware of the organisation of clinical departments; the role of other health practitioners, referral and communication pathways, and medical records systems. Students also gain experience in assessing the needs of patients, designing, conducting and evaluating effectiveness of exercise programmes for specific disabilities on an individual basis or in group work.

Assessment:

Clinical supervisor's report;

Log book;

1 hour practical examination;

Students must achieve satisfactory standard in each component of assessment.

References: To be advised.

ER990 Exercise for Rehabilitation

Contact Hours: 70 (20 × 2 hour lectures/workshop during Term 1; 10 × 3 hour lectures/workshop during Term II)

Corequisite: ER910

Content: This subject provides a range of movement experiences in the areas of Dance and Movement. Games, Gymnastics and Aquatics and adaptation of these for use in rehabilitation. In addition students discuss programming principles (including progression of activities and programmes and motivational and learning factors) involved in mounting successful Exercise Therapy programmes.

Assessment:

Class practical examination 50%

Take home written examination 50%

References: Selected readings will be distributed during the course.

ER997 Relaxation Techniques and Therapeutic Applications

Contact Hours: 18 (9 × 2 hour sessions including lectures, class discussion and practical experience)

Prerequisite: Nil

Content: This subject increases knowledge of the physiology and psychology of relaxation and demonstrates and develops skills in selected relaxation techniques. It provides up to date information of therapeutic application of relaxation techniques, and published evidence pertaining to claims of effectiveness.

Assessment:

Practical examination 50%

1,500 word written assignment 50%

References: To be advised.

ER998 Interpersonal Communication Skills

Contact Hours: 18 (6 × 3 hour group work sessions)

Prerequisite: Nil

Content: The aim of this subject is to provide a framework for understanding and developing interpersonal counselling skills. Theoretical models of the helping process form the basis for skills practice in an experimental setting. Counselling techniques and their application to the clinical milieu are explored.

Assessment: By participation and attendance.

References: ANTHONY W A CARKHUFF R R 1976 *The Art of Health Care* Amherst Massachusetts in Human Resource Development

BRAMMER L M 1985 *The Helping Relationship: Process and Skills* 3rd ed Englewood Cliffs New Jersey Prentice-Hall

EGAN G 1982 *The Skilled Helper* 2nd ed Monterey California: Brooks/Cole

ER999 Research and Evaluation in Rehabilitation Exercise

Contact Hours: 18 (9 × 2 hour seminar)

Prerequisite: ER970

Content: This subject covers a comprehensive review of literature relevant to an area of rehabilitation studied during the course. Students present a seminar paper discussing and evaluating methodology and findings of recently published research.

Assessment:

Presentation of seminar paper 40%

Submission of literature review 60%

References: Selected readings will be distributed during class.

GERONTOLOGY

GR105 Clinical and Preventative Aspects of Health Care for the Aged

Contact Hours: 36 (9 × 1 hour lectures, 9 × 3 hour seminars).

Prerequisite: Nil

Content: This subject examines the physical and clinical implications of normal and pathological ageing. Other factors considered include those which interact with normal and pathological biological changes including psychosocial, nutritional, environmental, iatrogenic, and implications for preventive and/or therapeutic interventions.

A multidisciplinary problem solving approach will be taken covering aspects of assessment, diagnosis, treatment programme design and evaluation. The unit is not designed to teach clinical skills.

Assessment: Class attendance and participation 5,000 word group written assignment.

References: To be advised.

GR102 Biological Aspects of Ageing

Contact Hours: 27 (9 × 2 hours lectures; 9 × 1 hour seminars).

Prerequisite: Students will be expected to have followed the "Guide to Pre-Reading for the Biological Aspects of Ageing".

Content: A model of physiological function will be reviewed with particular reference to implications for ageing of the organism.

Theories of the biological processes of ageing will be discussed. Age-related changes in function from molecular, cellular and extracellular levels, to those of the various systems will be described, and the implications for function of the individual as a whole discussed.

The distinction between physiological and pathophysiological age-related changes will be examined and the bases for and prevalence of age-related disease discussed. Experimental techniques in ageing research, and the possibility of modification of ageing processes will be addressed.

Assessment: A seminar presentation and either a two hour examination or a 3,000 word assignment. Assessment details are to be negotiated with the lecturer during the first week of teaching.

References: HALL David A 1984 *The Biomedical Basis of Gerontology*. Bristol, Wright P.S.G.

Advice on other references for the subject will be provided at the commencement of teaching.

Additional Items:

The "Guide to Pre-Reading for the Biological Aspects of Ageing" will be available from the School of Biological Sciences from December 1985.

GR106 The Aged and the Environment

Contact Hours: 27 (lectures, field visits)

Prerequisite: Nil

Content: This subject will consider and evaluate the needs of the elderly population, in order to provide students with a knowledge of human/environment relations that form the basis for planning a range of special environments and related transport and access needs.

Consideration will also be given to aids to independence and mobility for the aged.

Assessment: 3,000 word assignment or group project.

References: To be advised.

GR107 Educational Issues in Health and Welfare

Contact Hours: 27 (lectures, practical sessions).

Prerequisite: Nil

Content: This subject provides students with the opportunity to consider and analyse the need for education of and information for aged persons and/or their caregivers in relation to general aspects of health and welfare such as relevant resources, legal and protective measures and attitudes to ageing.

Assessment: Class paper and 1,500 word assignment.

References: To be advised.

GR108 Implications for Policy and Planning

Contact Hours: 27 (lectures/seminars)

Prerequisite: Nil

Content: This subject is designed to provide students with the opportunity:-

- to examine the literature on social policy and ageing;
- to study the development of policies for aged care in Australia in the past and their influence on future planning;
- to develop a knowledge of the present patterns of service provision;
- to acquire skills in critical analysis of information relating to policy issues;

An examination will be undertaken of the purpose of policy, the way policy is implemented, the outcomes of implementation and issues which are relevant to future policy implementation and planning. These will be discussed with reference to issues such as:

- income support, including an analysis of the impact of an ageing population on the social security system; and
- the planning and delivery of services, focusing on relationships between institutional and community care.

Assessment:

- a) By attendance and participation.
- b) A one and a half hour written examination.

References: HOWE A L (ed) 1981 *Towards an Older Australia*. St. Lucia: University of Queensland Press.

Students will be provided with a list of reference material, at the commencement of the course.

GR109 Elective Studies

Contact Hours: 100 (lectures and directed learning, clinical experience depending on option chosen).

Prerequisite: Successful completion of Year 1.

Content: This subject provides the opportunity for graduate students to apply knowledge gained in previous subjects to clinical practice, or to undertake research in a selected aspect of ageing.

Three options will be available. In the first, students take relevant subjects/units from other postgraduate courses offered by the Institute, together with an approved project. In the second, students undertake an approved research project and submit a written report. The third offers an opportunity for practitioners with health service backgrounds to undertake clinical experience in a selected area of care of the aged.

Assessment:

Option I

- a) satisfactory completion of subjects taken
- b) written assignment/report

Option II written report.

Option III

- a) clinical examination
- b) written report on clinical placement.

References: To be advised according to option taken.

ID103 The Health Team - An Interprofessional Community Health Project

Contact Hours: 15 (15 hours of lectures/seminars/clinical placement)

Prerequisite: Nil

Content: This subject jointly co-ordinated by the Departments of Community Medicine and Social Work, Monash University, and Schools of Lincoln Institute.

The course aims to provide the opportunity for each student to participate in interdisciplinary educational experience so that at the conclusion of the programme students will have an understanding of:

- (a) The roles of different health professionals associated with the programme;
- (b) The ways in which these health professionals can work together in a community setting;
- (c) The range and nature of health care services in a community setting.

Assessment: Based on attendance and a group case presentation.

References: Reading guides will be issued during the subject.

NURSING - BEHAVIOURAL SCIENCES

NB102 Interpersonal Communication Skills

Contact Hours: 27 (Group work and experiential learning - teaching in Term I).

Prerequisite: Nil

Content: The subject includes concepts, principles, theories and models of the helping relationship. Practice interviews applying these theoretical concepts to holistic health care.

A three day workshop focussing on self awareness and interpersonal sensitivity will be held during the 4th or 5th week of term. The cost of the residential workshops will be approximately \$70.00. Non-residential workshops are also available.

Assessment: Active participation at the workshop and in the weekly sessions.

References: Readings and references will be available in a student manual for a minimal cost.

NB112 Political Studies

Contact Hours: 27 (9 x 3 hour lectures and tutorials; films where appropriate, teaching in Term I).

Prerequisite: BS140

Content: In this subject students examine the form and functioning of the Australian political system, especially as it bears on the process of health care policy making. Students analyse health care policy as the outcome of various institutional arrangements and of the influence of many interested groups.

Assessment: One analytical essay of approximately 2,000 words.

References: JAENSCH D *An introduction to Australian Politics* 2nd ed Melbourne Longman Cheshire 1984

NB122 Analysis of Organisations A

Contact Hours: 36 (9 x 2 hour lectures/films and 9 x 2 hour tutorials - teaching Term I).

Prerequisites: BS120, BS140

Content: Critical examination of appropriate literature from organisation behaviour, organisation theory and management relevant to the study of structure and processes in organisations with emphasis on health care organisations. Content includes the context for study of organisations and evolution of organisation society; values, roles, motives and perceptions in organisations; structure, processes, goals, purposes, power and authority and influence.

Assessment: Assignment of 2,000 - 2,500 words due end of term.

References: *MINTZBERG H *The structuring of organisations* Englewood Cliffs Prentice Hall

*MILTON C R ENTREKIN L and STENING B R 1983 *Organisational behaviour in Australia* Sydney Prentice Hall

or

*ROBBINS S P 1983 *Organisation behaviour: concepts, controversies and applications* 2nd ed Englewood Cliffs Prentice Hall

Advice on additional references for the subject will be provided at the commencement of teaching.

NB132 Analysis of Organisations B

Contact Hours: 36 (9 x 2 hour lectures/films and 9 x 2 hour tutorials - teaching Term II).

Prerequisite: NB122

Content: This subject builds on material examined in NB122 and includes leadership and group processes; conflict in organisations; decision making models and processes; organisation design and influencing factors; structural configuration and their implications with emphasis on professionals in bureaucracy.

Assessment: Assignment of 2,000 - 2,500 words due end of term.

References: *MINTZBERG H 1979 *The structuring of organisations* Englewood Cliffs, Prentice Hall

*MILTON C R ENTREKIN L and STENING B R 1983 *Organisational behaviour in Australia* Sydney Prentice Hall

or

*ROBBINS S P 1983 *Organisation behaviour: concepts controversies and applications* 2nd ed Englewood Cliffs Prentice-Hall

Advice on additional references for the subject will be provided at the commencement of teaching.

NB142 Analysis of Organisations C

Contact Hours: 36 (18 x 1 hour lectures/films, 18 x 1 hour tutorials - teaching Term III).

Prerequisite: NB132

Content: This subject builds upon NB122 and NB132 and focuses on people and organisations in charge. It includes contexts of change; ideologies and planned change; politics, industrial democracy and change; socio-technical change; personal change; change and organisational development; "user" participation and change.

Assessment: Assignment 2,000 - 2,500 words due end of term.

References: Advice on references for the subject will be provided at the commencement of teaching.

NB162 Computer Based Information Systems

Contact Hours: 27 (9 x 3 hours lectures/discussions/films/practical work and visit(s) - teaching Term II).

Prerequisite: Nil - No computer knowledge is assumed.

Content: Concepts of information systems in health care organisations are examined with special emphasis on computers in nursing; basic operational skills are developed. Topics include systems analysis, systems design, programming principles, evaluation of software and hardware for applications relevant to nursing care, management, education and other areas of health care. Practical work includes skill exercises in wordprocessing, simple programming and use of data bases and/or statistical packages, and spreadsheets.

Assessment: Progressive assessment - four or five practical assignments equivalent to 2,000 - 2,500 words.

References: Advice on references for the subject will be provided at the commencement of teaching. Students will be required to purchase their own "floppy" disks. Available from School.

NB204 Generic Psychiatric Nursing A

Contact Hours: 63 (39 × 1 hour lectures/seminars, 24 × 1 hour tutorials - teaching over 3 terms).

Prerequisite: Nil

Content: Historical introduction, definitions of theories of abnormal behaviour and methods used in order to change abnormal behaviour.

The psychiatric health care system, the concept of the therapeutic milieu, therapeutic relationships, facilitating self-care, therapeutic groups.

Conceptual frameworks for psychiatric nursing, disintegrative, disturbed and disruptive life patterns, psychiatric nursing with children, adolescents and elderly people.

Assessment: A written assignment; preparation of nursing care plans; preparation and presentation of seminar/ tutorial papers.

References: SAINSBURY M J 1973 *Key to Psychiatry A and N Z* Book Co Sydney
 *WILSON H S and KNEISL C R 1979 *Psychiatric Nursing* Addison Wesley U S A

Advice on further references will be provided at the commencement of teaching.

NB214 Generic Psychiatric Nursing B

Contact Hours: 36 (18 × 1 hour lectures/seminars, 18 × 1 hour tutorials taught over terms I and III).

Prerequisite: NB204

Content: Psychiatric treatments - somatic, psychological, social and behavioural crisis intervention, re-integration into the community, follow-up care and domiciliary care. Social forces influencing mental health practice, the elderly in the community, alcohol and drug abuse. Personal and professional development in the psychiatric nurse's role, accountability and rights, the philosophy and science of caring.

Assessment: Two written assignments. Preparation and presentation of seminar/tutorial papers.

References: SAINSBURY M J 1973 *Key to Psychiatry A and N Z* Book Co Sydney
 *WILSON H S and KNEISL C R 1979 *Psychiatric Nursing* Addison Wesley U S A

Advice on further references will be provided at the commencement of teaching.

NB351 Health Team Functioning (1 point)

Contact Hours: 18 (9 × 2 hour lectures - teaching in Term II).

Prerequisites: BS120, NB102

Content: This subject involves an extension of knowledge and skills acquired in earlier subjects, utilised further and applied to nurses' participation in multidisciplinary health teams. The content includes attitude measurement, cognitive dissonance, conflict management, group decision making and problem solving.

Assessment: ABERCROMBIE M L J 1975 3rd ed *Aims and techniques of group teaching* London Society for Research into Higher Education
 FREEDMAN SEERS & CARLSMITH 1978 3rd ed *Social psychology* New Jersey Prentice-Hall
 WISE BECKHARD RUBIN & KYTE 1974 *Making health teams work* USA Dallinger

NB361 Health Counselling in Nursing Practice

Contact Hours: 18 (9 × 2 hour didactic teaching sessions, demonstrations, video practise and process recall, and clinical interviews). Teaching over Term II.

Prerequisites: NB102, BS120, BS151 or equivalents

Content: This subject extends students' interpersonal communication skills, basic knowledge of psychological concepts and principles, personality theories and derived therapies. Major emphasis is given to the development of skills and knowledge of health counselling applicable to a variety of community health nursing contexts. Ethical and professional issues are explored.

Assessment: Based on participation in practice sessions and the process recall from a taped clinical interview.

References: None

NB612 Behavioural Aspects of Midwifery A

Contact Hours: 18 (9 × 2 hour lectures, taught over Term I).

Prerequisites: BS120 or equivalent

Content: This subject includes behavioural aspects of care of the family during normal pregnancy and birth. It explores the family's perceptions of the reproductive process, clarification of values, feelings and responses to pregnancy and childbirth, communication skills and family relationships.

References: To be advised.

NB622 Behavioural Aspects of Midwifery B

Contact Hours: 36 (18 × 2 hour lectures, taught over Term II)

Prerequisite: NB612

Content: This subject includes the behavioural aspects of care of the family when mother and infant are at risk during pregnancy, labour and puerperium. Areas of studies include psychological stress, strategies of conflict resolution, sexual identity, family relationships, the grieving process, self-esteem, and post-natal depression.

References: To be advised.

NURSING

NO100 Nursing I

Contact Hours: 180 (Lectures, group discussions, tutorials, demonstrations and laboratory practice).

Prerequisite: BS100, BS105, BL125, BL155

Corequisites: NO101, NO119

Content: Course material progresses from an emphasis on health to disease. It is organised around the concepts of individual differences, the age spectrum, basic needs, homeostasis and disequilibrium. The focus is on the role of the nurse in facilitating the client's adaptation to stressors arising from his environment.

The content of the course consists of several facets of theory fundamental to the students' understanding of the current role of the professional nurse in both hospital and community health settings. The problem-solving process is introduced as the means by which the student determines the need for nurse intervention in a variety of health/disease situations.

Students are introduced to the history, philosophy, and purpose of professional nursing, to the basic concepts of health and development, the needs of individuals and their families, and the modification of these needs during illness. The role and functions of nurses, as members of the interdisciplinary health team in providing comprehensive nursing care are emphasised.

Theoretical material presented in the classroom setting is intended only to provide an introduction to the area of study and students are expected to be self-directed in reading widely, using other resource material, and in using the opportunities provided for discussion and practice in the laboratory.

This course is presented as three modules; the modules incorporating NO119 Clinical Practice I. Experience in clinical nursing is provided to enable students to apply concepts and develop skills in caring for the individual with selected health problems, both in the community and in hospitals. The content of each module leads into the next.

Assessment: Progressive throughout the year.

Term I submission of communication studies diary

2 hour examination at the end of term

Term II 2 hour examination at end of term

Term III 2 hour examination at end of term

References: MOSBY 1983 *Mosby's Medical and Nursing Dictionary* St Louis C V Mosby Co

Selected references are given during the course and additional references relative to this area are available in the library.

NO101 Applied Microbiology I

Contact Hours: 36 (14 × 2 theoretical, 8 × 1 practical)

Corequisites: NO100, NO119

Content: This subject introduces students to the classification of micro-organisms the pathogenesis of major causal agents; the complexities of host-parasite relationship are highlighted, and principles relating to disinfection, sterilisation and other measures taken to minimise nosocomial infection are discussed. An introduction to immunology and epidemiology serves as a foundation for later studies in nursing. Laboratory work is used to reinforce selected aspects of theoretical and clinical work.

Assessment:

Laboratory Reports - 20%

Terminal Examination - 80%

References: Outline notes provided at commencement of unit. Laboratory coat essential.

NO119 Clinical Practice I

Contact Hours: 338 (Teaching is conducted in selected hospitals and other health agencies throughout the year)

Prerequisite: Nil

Corequisite: NO100

Content: This subject provides the students with opportunities to apply the various theoretical concepts introduced in other units of Year I. The selection of clinical agencies is designed to ensure maximum correlation of theory and practice.

Assessment:

Assessment is progressive through the year and will include the following:

- clinical performance;
- written work such as nursing care plans, patient case studies, nursing histories;
- contribution to post clinical conferences.

A satisfactory grade in all experiences is necessary to gain an overall pass in the year.

References: To be advised.

NO200 Nursing II

Contact Hours: 126 (3 modules distributed over 35 weeks)

This unit is taught concurrently with NO219 Clinical Practice and the two subjects are incorporated into three modules (4, 5 and 6).

Prerequisites: All of first year content.

Prerequisites and/or corequisites: BL225, BS201, BS202

Corequisites: NO219, NO201, NO202, NO203

Content: This area of study is devoted to the theory and application of principles of nursing care for people experiencing common illnesses. Nursing is studied as a problem solving activity directed towards promotion of health relief of pain discomfort and distress in the individual and his/her family. Emphasis is given to the assessment of individuals and their families experiencing physiological and behavioural changes associated with common disease conditions. Students learn to plan, implement and evaluate nursing actions designed to promote adaptation necessary to achieve optimal health.

The use of learning activity packages and critical incident problem solving exercises aims at facilitating acquisition of knowledge and skills and self direction in learning. This unit continues the emphasis on problem solving as a cognitive skill introduced in NO100 Nursing I. The skill is developed progressively throughout the year and is specifically directed towards nursing interaction to promote adaptation to stressors associated with common illnesses and towards the acquisition of knowledge, skills and attitudes which contribute to competence in clinical practice. Analysis of nursing research specific to each area of nursing studied is emphasised.

Assessment: This subject is assessed throughout the year and a satisfactory standard must be gained in all assessed areas in order to gain an overall pass. Assessment is based on class and tutorial participation, assignments and end of term examination as follows:

Term I - 2 hour examination;

Term III - 3 hour examination.

References: Selected text and journal references are given during the course and further references relative to this area are available in the library.

NO201 Applied Microbiology II

Contact Hours: 36 (25 × 1 hour theory, 11 × 1 hour tutorials)

Prerequisite: NO101

Corequisite: NO200

Content: This subject is designed to both broaden and deepen the student's knowledge of those aspects of microbiology which are related to nursing practice but also to introduce the student to the mechanisms of the microbial infection and pathogenicity and such phenomenon as "over immunization". The epidemiology, manifestations of, diagnostic tests used in certain infectious diseases will be examined together with a discussion of principles of care, modes of prevention/reduction, of their occurrence. Tutorials wherein problem centred case studies will be discussed are an integral part of this unit.

Assessment:

Terminal written examination weighting - 90%

Tutorial input weighting - 10%

References: JAWETZ E et al *Review of Microbiology* 16th ed 1984 or SMITH A *Principles of Microbiology* 10th ed 1985
Current journal articles will be available in the library.
Problem-oriented case studies are available for use in tutorials.

NO202 Community Health Nursing II

Contact Hours: 27 (9 × 3 hour sessions, including lectures, group-work and seminar activity).

This unit is conducted in term III of the 1st year of the Bachelor of Applied Science, Advanced Nursing and is a mandatory unit for all students.

Content: This subject aims to provide a framework for students to identify and utilize opportunities for teaching and learning in difficult practice settings. It includes concepts and principles of teaching and learning for individuals and groups in the clinical organisational and community contact.

Assessment: Submission of a written project equivalent to approximately 2,500 words.

References: To be advised.

NO203 Legal Ethical and Professional Issues

Contact Hours: 27 (lectures, tutorials and discussions)

Prerequisites: NO100, NO119

Corequisite: NO200

Content: This subject explores basic legal ethical and professional issues within the context of a technological, scientific and dynamic society. It is designed to ensure that the nurse recognises and promotes the concepts of justice and fairness in her professional practice as they relate to herself, to clients and to other professionals.

Assessment: One written assignment. Class and tutorial participation.

References: O'SULLIVAN J *Law for Nurses* The Law Book Company Sydney Melbourne

NO206 Operating Room Nursing

Contact Hours: 98 (18 hours lectures and demonstrations, 80 hours clinical experience)

Prerequisites: All first year subjects.

Corequisite: NO200

Content: This subject is conducted over one term and provides students with the opportunity:

- 1) To appreciate and understand the experience which patients undergo during surgery and in the immediate pre/post operative periods.
- 2) To gain knowledge of the various roles of all members of the surgical team and the functions of the nurse as a member of that team.
- 3) To apply scientific principles from various disciplines in a problem solving approach to the care of the patient undergoing surgery.
- 4) To gain selected supervised experience in the various facets of operating room nursing.

Assessment: Performance in the clinical setting. A written nursing care study integrating pre-peri and post-operative nursing care.

References: Selected book and journal references are given during the unit and additional references are available in the library.

NO219 Clinical Practice II

Contact Hours: 350 (In selected hospitals and community health agencies)

Content: This subject provides opportunities for students to apply the theoretical concepts introduced in NO200 in appropriate clinical settings. The clinical agencies have been selected to ensure maximum correlation of theory and practice. A period of night duty may be undertaken during the year.

Assessment:

Assessment is progressive throughout the year and will include the following:

- clinical performance;
- written work such as nursing care plans, patient case studies, nursing histories;
- contribution to post clinical conferences

A satisfactory grade in all experiences is necessary to gain an overall pass in the subject.

References: To be advised.

NO300 Nursing III

Contact Hours: 214 (54 hours lectures, group discussions, demonstrations and laboratory practice; 160 hours clinical practice in selected health agencies)

Prerequisites: All 2nd year subjects.

Corequisites: Normally all other year 3 subjects.

Content: This subject, which includes related theoretical and clinical components, provides students with the opportunity to develop nursing skills in specific contexts such as accident and emergency units and those units which provide intensive care for critically ill patients. Attention in this unit is also paid to the students' management skills and their preparation for the registered nurse role.

Nursing

Assessment: Assessment is progressive throughout the year and will be based on class and tutorial participation, clinical performance, written work related to clinical practice and a three hour examination at the end of term III.

A satisfactory grade in all assessments is necessary to gain an overall pass in the subject.

References: Selected references to book and journal articles will be given and many are available in the library.

NO302 Community Health Nursing III

Contact Hours: 52 (6 × 3 hours theory;
2 × 7 and 5 × 4 hour visits to selected community health agencies).

Corequisite: NO300

Content: Students will be given an opportunity to learn something of the major maturational and situational crises faced by a family unit during the life cycle. In particular, focus will be given to such major stressors as child abuse, the possible sequelae of divorce and domestic violence. Students will visit a variety of agencies so that they will be aware of some of the resources available for help.

Assessment: Assignment

References: List supplied at commencement of this unit. Outline notes supplied.

NO304 Care of People with Developmental Disability

Contact Hours: 36 (28 × 1 hour lectures,
4 × 2 hour group work sessions)
20 days clinical experience.

Content: This subject, designed as a continuation of studies in years one and two, is directed towards the promotion of care for developmentally disabled people and their families. The nursing perspective emphasizes normality, the promotion of independence, education and meeting the health needs of developmentally disabled people and their families. The nature of care is in the context of developing and integrating interventions based on the identification and assessment of the individual's needs and barriers to development.

Assessment: A two hour written examination.

A project undertaken through a learning contract between each student and the lecturer.

References: BAILEY R D 1982 *Therapeutic nursing of the mentally handicapped* Oxford University Press

O'NEILL S M 1977 *Behavioural approaches to the children with developmentally delays* C V Mosby

WOLFENBERGER W 1983 *Passing* National Institute on Mental Retardation Canada

NO305 Maternity Nursing

Contact Hours: 36 (36 hours lectures, group discussions, tutorials and demonstrations)
80 hours of clinical experience.

Corequisite: NO300

Content: This subject introduces students to the care of the mother and newborn infant and draws upon theoretical concepts of embryological, foetal and infant growth and development taught in BL325. Unit content includes introduction to pregnancy and normal delivery, and care of the puerperal woman and the neonate. The emphasis is on the mother and child as members of a family unit. Students have the opportunity to gain relevant experience in selected clinical agencies.

Assessment:

Will be based on:

- participation in classes, tutorials and clinical conferences;
- clinical performance;
- written work related to clinical practice;
- written examination.

A satisfactory grade in all assessments is necessary to gain an overall pass in the subject.

References: Selected references to books and journal articles are given during the unit and additional references are available in the library.

NO307 Paediatric Nursing

Contact Hours: 18 (18 × 1 hour lectures, group discussions, tutorials, demonstrations and laboratory practice).
(80 hours clinical practice in a paediatric clinical unit).

Corequisite: NO300

Content: This subject builds on concepts of normal growth and development introduced in the first year of the course. The unit includes an introductory component concerned with concepts basic to the nursing care of children from infancy to adolescence, as well as a component concerned with the care of children suffering from common paediatric medical/surgical conditions. Students have the opportunity to apply these theoretical concepts in the relevant clinical setting.

Assessment:

Will be based on:

- participation in classes, tutorials and clinical conferences;
- clinical performance;
- written work, related to clinical practice;
- 1 × 2 hour examination;

A satisfactory grade in all assessments is necessary to gain an overall pass in the subject.

References: Selected references to book and journal articles are given during the unit and additional references are available in the library.

NO308 Psychiatric Nursing

Contact Hours: 36 (24 × 1 hour lectures,
6 × 2 hour group work sessions)
25 days clinical experience;

Content: This subject is based upon the concepts of mental health and mental illness introduced in years one and two. It incorporates aspects of prevention, nursing care, treatment, health education and rehabilitation.

Assessment:

- 1 × 3 hour written examination;
- clinical performance using a clinical evaluation tool based on specific objectives;
- written work related to clinical practice;
- patient interview.

References: HABER J et al 1978 *Comprehensive Psychiatric Nursing* McGraw-Hill Inc USA
 LANCASTER J ed 1984 *Adult Psychiatric Nursing* 2nd ed Medical Examination Publishing Co

N1014 Nursing Research

Contact Hours: 72 (1 × 2 hour lectures and 2 hour tutorial/group session per week over terms II and III).

Prerequisites: Nil

Content: This subject is an introduction to nursing research and the process of conducting a research study. Topics include types of research approaches, research design and methodology. Included is an emphasis upon a quantitative approach and a study of descriptive and inferential statistics.

Assessment: Progressive assessment - includes satisfactory completion of tutorial exercises, the submission of one laboratory report and a research proposal, and a take home exam.

References: POLIT and HUNGLER

N1022 Educational Functions of Health Professionals

Contact Hours: 116 (36 × 1 hour lectures and group discussion, 80 hours clinical practice at selected health agencies).

Corequisite: NO200

Content: Students will be introduced to the diversity of groupings and networks within the community. An emphasis will be on health/wellness and preventive care. Identification of illness and disease states will be discussed together with their aetiology and community management. The role of institutional care in supporting the individual/family at time of health crisis will be discussed within the concepts of illness, stress and adaptations to changed health and/or social status.

Assessment:

Progressive throughout year

- Direct written feedback from clinical placements.
- An assignment designed to draw on theoretical and practical knowledge.
- Class participation.

References: Advice on references for the subject will be provided at the commencement of teaching and suggested pre-reading indicated.

N1031 Applied Microbiology

Contact Hours: 18 (10 × 1 hour lectures; 8 × 1 hour tutorials). Tutorial sessions examine case studies.

Content: Emphasis is on aspects of infectious diseases of interest to community health nursing; areas of study involve: epidemiological aspects, microbial physiology, immunology, infection control, preventive and educational measures in the community.

Assessment: 1 × 1 hour multiple choice examination.

References: Laboratory notes × 2 volumes. Journals and books cited in laboratory notes and given during lectures.

N1032 Applied Microbiology Project

Contact Hours: 27 (Individual project, independent work, objective set by lecturer).

Prerequisite: BL527

Content: This subject is designed to give students the opportunity to study in depth aspects of microbiology and infection control in the units in which they are working or intend to work.

Assessment: Project - assignment 3,000 words.

References: Bibliography given 1st session of class. Additional references depend on student project needs.

N1042 Legal Studies

Contact Hours: 27 (9 × 3 hour lectures/discussions).

Prerequisites: Nil

Content: This subject includes fundamental principles of the Australian legal system with the interpretation and application of statute and case law at a basic level. Its aim is to direct students to aspects of law which are relevant and important to nursing management and practice in health care organisations, and to assist them to understand the implications of those laws for their practice.

Assessment: Assignment 1,500 words. 4 short tests.

References: DERHAM D P MAHER F K H and WALLER P L 1977
An introduction to law 3rd ed Melbourne Law Book Co
 O'SULLIVAN J 1983 *Law for nurses* 3rd ed Melbourne Law Book Co

N1052 Sexuality and Nursing

Contact Hours: 27 (Group work, experiential learning and a minimum of lectures).

Content: This subject includes a study of sexuality across the life cycle, attitudes, values and beliefs and the implications of these for the nurses role in health care service delivery. Opportunities will be made to relate the topics to particular areas of clinical interest.

Assessment: To be negotiated.

References: To be advised.

N1072 Advanced Nursing A

Contact Hours: 27 (9 × 3 hour lectures, seminars)

Content: This subject is designed to give students the opportunity to undertake critical analysis of the conventional models of health and illness and to develop an appreciation of the impact and necessity of the conceptual models in health care. The major emphasis will be on the development of conceptual models in nursing and the application of these models in nursing assessment.

Assessment: 1 × 2,000 word assignment.

References: To be advised.

N1082 Advanced Nursing B

Contact Hours: 27 (9 × 3 lectures, seminars and Nursing Arts Laboratory)

Prerequisite: N1072

Content: This subject is designed to enable students to pursue an holistic approach to nursing assessment through the application of health concepts to the physical and psychological assessment of individuals and families.

Assessment: Two or three clinical/laboratory projects.

References: Advice on references for the subject will be provided at the commencement of teaching.

N1092 Advanced Nursing C

Contact Hours: 27 (9 × 3 lectures and seminars)

Prerequisites: N1072, N1082

Content: This subject is designed as an extension of N1072 and N1082. It explores approaches and trends in nursing care planning and evaluation. Students will have the opportunity to explore a range of therapeutic modalities, in nursing and to examine concepts related to quality assurance.

Assessment: 2,000 word assignment.

References: Advice on references for the subject will be provided at the commencement of teaching.

N1103 Field Experience I - AN

Corequisites: N1072 and N1082

Content: Field experience comprises two block placements of one week and two weeks plus intermittent days and provides opportunities for students to practise a problem oriented approach to nursing assessment. Emphasis will be placed on interviewing skills, physical examination and nursing diagnosis.

Assessment: To be advised.

References: To be advised.

N1203 Field Experience I - CHN

Content: Field experience comprises two block placements of one week and two weeks, plus intermittent days and provides opportunities for students to observe and work with practising community health nurses; to participate in community health centre activities, and to undertake a family care study, health education assignments and other planned experiences.

Assessment: To be advised.

References: To be advised.

N1303 Field Experience I - MCH

Contact Hours:

21 intermittent days and 6 weeks block placement.

End of term I - 1 week child day care

1 week community health agency

End of term II - 1 week child day care

1 week infant welfare centre

End of term III - 2 weeks infant welfare centre

Prerequisites:

Content: The intermittent days combine seminars and demonstrations at the School of Nursing, visits to community agencies and visits to an assigned infant welfare centre.

Assessment: To be advised.

References: To be advised.

N1313 Maternal and Child Health Nursing

Contact Hours: 63 (lectures, seminars, tutorials, group work, demonstrations and experiential learning)

The clinical option leading to registration as an infant welfare nurse.

Prerequisites: Midwifery registration with the Victorian Nursing Council is a prerequisite for infant welfare registration. N3334 and N3362 should be undertaken either previously or concurrently.

Content: Topics covered include health assessment of the infant and young child, psycho-social assessment of the child's environment including the family, common paediatric conditions and intervention strategies aimed at assisting optimal development of the child and family.

Assessment: A growth and development assignment extending over 3 terms and 2 hour examination at the end of term 3.

References: To be advised.

N1332 Family Dynamics

Contact Hours: 27 (Group work, role play, experiential learning and a minimal amount of didactic teaching).

Prerequisites: NB102, BS120 and BS140 or equivalents.

Content: Studies encompass families across the life cycle using theoretical frameworks and data collection scheme currently used in clinical practice where the family is seen as the context rather than an individual in isolation.

Assessment: To be advised.

References: To be advised.

N1403 Field Experience I - PSYCH

Contact Hours: 560

Prerequisite: Nil

Content: The field experience component is specifically designed to provide opportunities for correlating theoretical content with clinical practice in a variety of care settings, including acute, longer term and community facilities.

Through professional clinical experiences students should progress in creative application of knowledge, development of skills and internalisation of professional interests, attitudes, values and adjustments. These clinical experiences may include seminars and involvement in consultative work, as well as supervised direct patient contact.

Assessment: To be advised.

References: To be advised.

N1413 Field Experience II - PSYCH

Contact Hours: 560

(Experience is arranged with health agencies and the placement is in 2, 3 or 4 week blocks). This field experience 'spans' two academic years.

Corequisites: NB204 and NB214

Content: Skills in observation, interviewing, assessment and therapeutic interventions.

Ability in applying the nursing process in organising care for mentally ill people.

Ability in planning, conducting and evaluating therapeutic group activities.

Competencies in participating treatment programmes in a variety of settings.

Ability to identify psychiatric emergencies and initiate appropriate action.

Ability to work with members of the mental health team.

Assessment:

Interaction recordings;

Critical incident report analysis;

Written case study of 2,000 words;

Demonstration of psychiatric nursing assessment skills;

Attendance at and conducting of interviews and clinical presentation and discussions;

References: SAINSBURY M J 1973 *Key to Psychiatry* A and N Z Book Co Sydney

*WILSON H S and KNEISL C R 1979 *Psychiatric Nursing* Addison Wesley USA

Advice on further references will be provided during the field experience.

N1442 Nursing Research Design and Analysis

Contact Hours: 27 (9 × 2 hour lectures,
9 × 1 hour tutorials/practical sessions)

Prerequisites: An introductory research unit.

Content: This subject is designed to introduce students to basic principles, statistics and their application to nursing research. Topics include principles of research design, methodology, descriptive and inferential statistical procedures. Particular focus is given to application to specific area of nursing practice.

Assessment: Progressive assessment - includes satisfactory completion of tutorial exercises and a take-home exam.

References: To be advised.

N1452 Advanced Clinical Nursing Elective

Contact Hours: 27 (learning contract, individual study)

Students set own learning objectives in area of interest by negotiation with lecturer.

Prerequisite: Nil

Content: In this subject students are able to define and explore a particular area of interest impinging on, or directly related to their chosen nursing specialisation. This subject is undertaken by contract and may include special interest conferences, seminars and programmes available in the community.

Assessment: Learning contract

References: Developed by students as part of learning contract.

N1462 Nursing Research Project

Contact Hours: 27

(Extends over 3 terms and involves selecting and refining a research question, designing and implementing the study and writing up the final report.)

Prerequisites: N1014 or equivalent.

Content: In this subject students apply their knowledge of the investigative process to a nursing issue amenable to research analysis and conduct a research project.

Assessment: Presentation of final research report.

References: To be advised.

N1491 Human Ecology

Contact Hours: 18 (10 × 1 hour lectures,
8 × 1 hour seminar papers)

Prerequisite: Nil

Content: This subject introduces the concept of the ecosystem and the ways in which human population may be studied. It includes critical examination of the implications of the information gathered for man interacting with his environment and for the role of health workers in contemporary society.

Assessment: 2,000 word assignment.

References: To be given out in first class.

N1502 Educational Technology

Contact Hours: 27 (9 × 3 hour lectures, taught in term III).

Prerequisites: N5054 or equivalent.

Content: The aims of this subject are to enable students to use with confidence any educational teaching model and instructional design, or audio visual equipment for specific educational purposes, students will also evaluate learning packages, either an academic project or educational teaching models and instructional design or in the audio-visual medium, including their basis for learning theory within the context of Nursing.

Assessment: Assignment/Project of 1500 words.

References: To be advised.

N1682 Gerontological Nursing A

Contact Hours: 27 (9 × 3 hour lectures and seminars)

Prerequisite: Nil

Content: The central theme of this subject focuses on the need for comprehensive data collection in the assessment of ageing persons in Australian society. Issues such as stereotyping, attitudes towards the aged; myths and realities of ageing in Australia and various perspectives on ageing are discussed. A variety of data collecting instruments are critically examined particularly in relation to their relevance in the practice of gerontological nursing.

Assessment: 2,000 word assignment.

References: Advice on references for the subjects will be provided at the commencement of teaching.

N1692 Gerontological Nursing B

Contact Hours: 27 (9 × 3 hour seminars)

Prerequisite: N1682

Content: This subject is designed as an extension of N1682. Opportunities are given for students to investigate one or two areas of interest in depth.

Assessment: Assignment/project.

References: Advice on references for the subject will be provided at the commencement of teaching.

N2002 Maternity Nursing (Restricted to Students Intending to Proceed to the Midwifery Major Stream in Year II)

Contact Hours: 27 (9 × 3 hour seminars)

Prerequisite: Nil

Content: This subject includes study of human growth and development, pregnancy, labour and care of the normal neonate. Field experience comprises two weeks block placement as well as intermittent days equivalent to one week.

Assessment: To be advised.

References: To be advised.

N2212 Clinical Teaching A

Contact Hours: 27 (seminar/tutorial format)

Prerequisite: N1022

Corequisite: N2443

Content: This subject provides opportunities for students to further their understanding of the teaching-learning process and to assist them in applying this knowledge to patient/client education and to the educational guidance of nurses within the nursing unit. It also provides opportunities to develop further their skill in preparing, conducting and evaluating teaching-learning sessions relevant to their field of clinical nursing practice.

Assessment:

Diagnostic tool patient learning needs × 2

Assessment tool patient learning × 2

Assessment tool staff learning × 2

Assessment teaching session × 2

References: Given to students at first class session.

N2222 Clinical Teaching B

Contact Hours: 27 (Student presentation seminar papers)

Prerequisite: N2212

Corequisite: N2443

Content: This subject provides opportunities for students to explore creative approaches to clinical teaching and considers, in more depth, issues impinging on clinical teaching.

Assessment: 3,000 word assignment and tutorial presentation.

References: Developed according to issues of interest to student chosen from objectives.

N2232 Management of the Clinical Unit

Contact Hours: 36 (9 × 4 hour lectures and class presentations)

Prerequisite: Nil

Content: This subject assists students to apply theoretical concepts and principles to the management of units in health care settings. Emphasis is placed on management of staff and physical resources, with co-ordinator of support services, in order to provide nursing services.

Assessment: 2,000 - 2,500 word assignments.

References: GILLIES D A 1982 *Nursing Management: A Systems Approach* Philadelphia Saunders

N2242 Issues in Clinical Nursing

Contact Hours: 27 (Student seminar paper presentation)

Prerequisite: Nil

Content: This subject provides an opportunity for students to analyse and discuss current issues confronting the clinical nurse primarily in hospital settings. Topics such as exploring the present and future role of the clinical nurse, considering a career ladder for the clinical nurse, dealing with ethical dilemmas in the clinical setting, recognising and respecting patients' rights will probably be discussed. However, students will be asked to participate in the actual selection of topics to ensure that they are relevant to their learning needs.

Assessment: Take home questions 1 week prior to 3 hour essay - examination.

References: Contemporary journals and books according to issues selected by students.

N2443 Field Experience II - ACN

Contact Hours:

2 weeks block placement May
2 weeks block placement August - individual days as needed.

Prerequisites: N2662, N2672, N2212, N2222

Content: Field experience provides opportunities for students to achieve objectives related to the main areas of study taken in the second year of the programme.

Assessment: As part of assessment for above co-requisite units.

References: Not applicable.

N2622 Nursing of Children A

Contact Hours: 27 (9 × 3 hour lectures)

Prerequisite: Nil

Content: This subject includes appraisal of approaches to normal child growth and development, and common paediatric problems; trends in management, and the implications for children, families and paediatric nursing practice in Australia.

Assessment: To be advised.

References: To be advised.

N2632 Nursing of Children B

Contact Hours: 27 (9 × 3 hour lectures)

Prerequisite: N2622

Content: This subject is designed as an extension of N2622 to enable students to explore a specific area of interest in greater depth.

Assessment: To be advised.

References: To be advised.

N2642 Advanced Midwifery A (For Registered Midwives)

Contact Hours: 27 (9 × 3 hour lectures in term II)

Prerequisite: Nil

Content: This subject provides opportunity to study specific areas of interest within the conceptual framework of midwifery practice as it affects care of the family during the child-bearing process. Students are asked to participate in the selection of topics to ensure that they are relevant to the students needs. Emphasis will be placed on exploring professional issues as they affect midwifery and education. This subject is suitable for students aiming to practise within a clinical setting or in midwifery education.

Assessment: Seminar presentation of a learning contract (2,000 words approximately).

References: To be advised.

N2652 Advanced Midwifery B (For Registered Midwives)

Contact Hours: 27 (9 × 3 hour lectures during Term III)

Prerequisite: N2642

Content: This subject is designed as an extension of N2642 to enable students to explore a specific area of interest in greater depth.

Assessment: Seminar presentation of a learning contract (approximately 2,000 words).

References: To be advised.

N2662 Adult Nursing A

Contact Hours: 27 (Individual study; learning contract, students set own learning objectives in area of interest by negotiation with lecturer).

Corequisite: N2443

Content: Includes the study of nursing of patient problems related to any area of adult nursing e.g. acute settings (including critical care, operating room) long term and rehabilitation settings and/or any disorder or constellation of disorders of interest to the student.

Assessment: Learning contract.

References: Developed by students as part of learning contract.

N2672 Adult Nursing B

Contact Hours: 27 (Individual research or investigatory project - protocol for study developed by student with guidance from lecturer).

Prerequisite: N2662

Corequisite: N2443

Content: This subject is designed as an extension of N2662 to enable students to explore a specific area of interest in greater depth and involves an investigatory research project.

Assessment: Individual contract.

References: Developed by students as part of learning contract.

N2702 Psychiatric Nursing A (For Registered Psychiatric Nurses)

Contact Hours: 27 (Contract learning - taught in Term II)

Prerequisite: Nil

Content: This subject is designed to enable students to explore in depth chosen aspects of psychiatric nursing practice in order to build upon units studied previously.

Examples of topics/issues - Group therapies, counselling, individual psychotherapy, pharmacotherapy, culturally related problems, in psychiatry, child psychiatry, psychiatric nursing practice issues in Australia.

Assessment: Individual contracts will be negotiated.

References: Students are encouraged to establish their own reference lists and to share these with other students in this unit.

N2712 Psychiatric Nursing B (For Registered Psychiatric Nurses)

Contact Hours: 27 (Contract learning, taught in Term III)

Prerequisite: N2702

Content: This subject is an extension of N2702 to enable students to explore a specific area of interest in greater depth.

Assessment: Individual contracts will be negotiated.

References: Students are encouraged to establish their own reference lists and to share these with other students in this unit.

N3022 Child and Family Health Nursing A

Contact Hours: 27 (Learning contract and group work)

Prerequisite: N1313 or experience in the nursing care of children

Content: This subject relates to the students area of clinical practice - community or institution - and previous experience. The infant to pre-adolescent child in the context of family and community can be studied with a focus on particular issues or age groups.

Assessment: To be negotiated.

References: To be advised.

N3032 Child and Family Health Nursing B

Contact Hours: 27 (Learning contract)

Prerequisite: Nil

Content: This subject follows on from N3022 and allows the student to study issues of interest related to child and family nursing in some depth.

Assessment: To be advised.

References: To be advised.

N3102 Adolescent Health Nursing A

Contact Hours: 27 (9 × 3 hour lectures and tutorials)

Prerequisites: The provision of relevant services, for this age group will be addressed.

Content: Primary health care provides the major focus of this subject. Students are offered the opportunity to examine the growth and development of adolescents and to study and discuss their health needs. Health services currently provided for adolescents will be reviewed and potential gaps examined. The examination and development of skills appropriate and the provision of relevant services for this age group will be addressed.

Assessment: To be negotiated with participants.

References: To be provided at commencement of subject.

N3112 Adolescent Health Nursing B

Contact Hours: 27 (9 × 3 hour tutorials)

Prerequisite: N3012

Content: This subject is an extension of N3012. Students will have the opportunity to develop work commenced in the previous subject, in greater detail focusing on an area of special interest to them.

Assessment: Individual learning contracts.

References: To be provided at commencement of subject.

N3132 Health Education IIA

Contact Hours: 29 (9 × 3 hour sessions. Lectures, group work and seminar activity - taught over Term I).

Prerequisites: N3362 or N1022 or equivalent.

Content: This coursework will include the examination of models necessary for the initiation, supplementation and evaluation of health, promotion activities and health education programmes for particular community groups. Attention will be divided to the application of principles of epidemiology and review of research relevant to the analysis of health problems that lead to the development of health education programmes.

A second area will focus on the development of skills necessary to the role of Health Educator. Finally there will be entire analysis of the major psychosocial, cultural and ethical influences on the development of health education/promotion activities in and for a community.

Assessment: Submission of a written health education project (equivalent to approximately 2,500 words) based upon and reflecting the health education needs of a particular community group.

References: To be advised.

N3143 Advanced Community Health Practice

Contact Hours: 54 (2 hours per week for 27 weeks - teaching over terms I, II and III).

Prerequisites: N3334 and N3342

Content: This subject aims to help students develop and integrate a network of concepts and skills from theories, models and strategies necessary for the effective delivery of community health nursing care. Included is the analysis of community health care programmes and service delivery at the macro level, policy and programme planning, community development, change and evaluation. Attention will be directed to the analysis of the current status and future directions of community health care and the professional role of the community health issue.

Also included are issues of quality assurance, professional accountability and ethical problems. Finally, management and administration approaches to service delivery will be analysed.

Assessment: Progressive assessment - including the submission of seminar papers and a project as well as field placement evaluation.

References: To be advised.

N3222 Occupational Health Nursing A

Contact Hours: 27 (lecture, tutorial, group work, field visits and field placement, taught in Term II).

Prerequisite: Nil

Content: This subject will examine the historical significance and the changing nature and meaning of work in relation to the health of a workforce. The field of occupational health nursing will be explored as well the worker as client, the environment and professional roles and relationships. Finally the principles of assessment, decision making planning and evaluation of occupational health nursing practice and service delivery will be included.

Assessment: Project - to be negotiated with each student - equivalent to 2,500 words.

References: To be advised.

N3232 Occupational Health Nursing B

Contact Hours: 27 (Individual learning contract to be negotiated with lecturer before completion of 2nd term). Unit is conducted in 3rd term of 2nd year.

Prerequisite: Nil

Content: This subject provides opportunities for the students to negotiate an individual learning contract, that will enable the student to focus on their own special learning needs and skill development in their role as an Occupational Health Nurse.

Assessment: To be negotiated as part of learning contract and completed by end of 3rd term.

References: To be advised.

N3242 Community Mental Health Nursing A

Contact Hours: 27 (9 × 3 hour lectures/seminars)

Prerequisite: Nil

Content: This subject introduces and explores the field of community mental health nursing. Topics include prevention of mental illness, common mental health problems and current trends in assessment and management. Particular emphasis is given to factors conducive to mental health of individuals, families and groups in the community.

Assessment: Participation in seminar activity and presentation of a paper on a relevant community mental health issue.

References: To be advised.

N3252 Community Mental Health Nursing B

Contact Hours: 27 (9 × 3 hour lecture/seminar or by learning contract)

Prerequisites: N3242 or equivalent

Content: This subject is designed as an extension of N3242 and enables students to explore a specific area relevant to community mental health in greater depth.

Assessment: To be negotiated during first week of subject.

References: To be advised.

N3272 Health Education IIB

Contact Hours: 27 (9 × 3 hours taught in term III)

Prerequisites: N3362 and N3132

Content: This subject provides the student with the opportunity through the use of an individualised learning contract to focus on a particular area of Health Education/Health Promotion.

Assessment: To be negotiated as part of the Learning Contract.

References: Self selected as part of Learning Contract.

N3334 Community Health Nursing Studies A

Contact Hours: 54 (1 × 2 hour lectures and 1 × 1 hour tutorials per week over terms 1 and 2)

Prerequisite: Nil

Content: This subject examines the expanding role and practice of the community health nurse within the Australian health care system. Content includes conceptual approaches to health and nursing, plus assessment and intervention strategies used in nursing care of individuals and families across the life cycle. Emphasis is placed on life change events and how they influence health and health behaviour. Concepts of health and illness, stress and adaptation and loss and grief are utilised in a problem-based learning strategy.

Assessment: Presentation of an essay on a selected community health nursing topic and completion of a family care study.

References: To be advised.

N3342 Community Health Nursing Studies B

Contact Hours: 27 (7 × 1 hour lectures; 10 × 2 hour group work per week taught during term III).

Prerequisite: N3334

Content: This subject is an extension of N3334 and focuses on the community as the recipient of health care. Emphasis is given to an epidemiological approach to the assessment of community health needs, health planning and primary prevention.

Assessment: To be advised.

N3361 Health Education

Contact Hours: 18 (9 × 2 hour lectures during term II)

Prerequisite: Nil

Content: This subject is designed to enable midwifery students to develop and expand their knowledge and skills necessary to their role as a health educator in a midwifery context both institutional and community. Focus will be upon the assessment of client's learning needs including the family throughout the periods of ante-natal delivery and post-natal care, the systematic approach to designing, implementing and evaluating health education activities and programmes.

Assessment: Submission of a project - equivalent to approximately 1,500 words.

References: To be advised.

N3362 Health Education I

Contact Hours: 36 (18 × 2 hour lectures during Terms II and III)

Prerequisite: Nil

Content: This subject is designed to enable students to develop their knowledge and skills in the process of teaching-learning and its application in their role as health educators within a community health context. It includes the use of systematic approach to assessing clients' learning needs, designing implementing and evaluating a range of health education activities/programmes for particular community groups. Students have opportunities to apply their knowledge and skills in the practical setting.

Assessment: To be advised.

References: To be advised.

N3453 Field Experience II - Community Health Nursing

Content: Field experience provides opportunities for students to achieve objectives related to the main areas of study taken in the second year of the programme.

Assessment: To be advised.

References: To be advised.

N4022 Health Services Administration

Contact Hours: 27 (9 × 3 hour lecture/discussion/seminars)

Prerequisite: Nil - May be taken as an elective unit by students in streams other than nursing administration.

Content: Overview of the organisation and delivery of health care services both overseas and in Australia. Examination of the role of governments in matters of policy and finance within the health care field, and implications for services, administrators, health care providers and the community. Relationships within and between health care organisations are also examined.

Assessment: Assignment 2,000 - 2,500 words; or take home examination equivalent to 2,000 words; or seminar presentation plus submission of a paper equivalent to 1,500 words.

References: Advice on references for the subject will be provided.

N4032 Financial Management

Contact Hours: 27 (9 × 3 hour lectures/tutorials)

Prerequisite: Nil

Content: This subject includes an introduction to basic accounting methods and the analysis of simple financial statements and hospital data. It prepares nurse administrators to participate in budgeting, costing, cost-centre accounting and relating decision making.

Assessment: 1,500 word paper and 2 tests.

References: LEVY V 1985 *Financial Management of Hospitals* 3rd ed Melbourne Law Book Co

N4042 Industrial Relations

Contact Hours: 27 (9 × 3 lectures and group discussions)

Prerequisite: Nil

Content: This subject explores the development and current status of industrial relations in Australia, with discussion of problems encountered in health care organisations and nursing services.

Assessment: 2,500 word assignment.

References: FORD G W et al 1980 *Australian Labour Relations* 3rd ed South Melbourne MacMillan

N4052 Issues in Management

Contact Hours: 27 (9 × 3 contract work, seminars)

Prerequisite: Nil

Content: This subject is designed to allow groups of students to investigate in some depth an issue relevant to managers in health services, e.g. quality assurance programs or personnel functions in business, industry, another service organisation or government. Each group will present a seminar paper.

Assessment: Conduct of a seminar plus seminar paper 2,500 words.

References: To be advised.

N4402 Nursing Administration A

Contact Hours: 36 (2 sessions of 2 × 9 weeks in lecture/discussion/films/group work/experiential sessions)

Corequisite: NB122

Content: This subject incorporates relevant theoretical frameworks and concepts from management, nursing administration and related literature, and practical problem-solving of decision making and verbal skill development activities. To facilitate this a hypothetical situation is outlined. Content includes the changing role of the nurse executive and key aspects of nursing management such as formulation of philosophy, objectives and policy for the nursing division, nursing care management issues, quality assurance program, and administrative communication.

Assessment: One administrative document equivalent to 500 words during term and one assignment of 2,000 words due at end of term.

References: *STEVENS B J 1980 *The nurse as executive* Wakefield Mass Contemporary Publishing.

Advice on additional references for this subject will be provided at the commencement of teaching.

N4412 Nursing Administration B

Contact Hours: 36 (2 sessions of 2 hours × 9 weeks lecture/discussion/films/group work/experiential sessions)

Prerequisite: N4402

Corequisite: NB132

Content: This subject builds upon N4402 and uses the same hypothetical situation to consider human resources management policies, procedures and issues. Content includes human resources, planning, determining nursing workload, recruiting, selecting and retaining staff, and performance appraisal.

Assessment: One administrative document equivalent to 500 words during term and one assignment of 2,000 words due at end of term.

References: *STEVENS B J 1980 *The nurse as executive* Wakefield Mass Contemporary Publishing.

Advice on additional references for this subject will be provided at the commencement of teaching.

N4423 Nursing Administration C

Contact Hours:

45 (9 × 1 during term II)

9 × 4 during term III; group work and class presentations)

Prerequisite: An introductory research unit.

Content: This subject requires students to use a research approach to investigate administrative problems and issues. It enables students to further explore concepts and principles from theoretical units, to apply knowledge gained from research subjects previously undertaken and to develop practical skills in survey research.

Assessment: Protocol and submission of report.

References: POLIT D HUNGLER B 1983 *Nursing Research: Principles and methods* 2nd ed New York Lippincott

N4463 Field Experience II - Nursing Administration

Contact Hours: 2 weeks and 2 weeks plus intermittent days; Block experience in May and August, taken in conjunction with Nursing Administration A & B.

Prerequisites: N4402 and N4412

Content: Field experience provides opportunities for students in the second year of the course to visit agencies in Victoria and interstate in order to investigate and analyse existing administrative practices and policies in relation to current theory. Students are expected to set specific objectives for these visits.

Assessment: Self rating of objectives and participation in discussion of field experience.

References: To be advised.

N5002 Educational Psychology A

Contact Hours: 36 (18 × 1 hour lectures;
18 × 1 hour small group work, taught during Term I)

Prerequisites: BS120, N1022

Content: Aims and methods of educational psychology, learning theories and their applications, student characteristics - intelligence, development, personality, motivation and individual differences. Understanding classroom behaviour. Behavioural modification, theory and techniques of Adlerian psychology. Theory and practice of Humanistic Psychology.

Assessment: Multiple choice examination. Extended type examination questions. Keeping of a personal journal.

References: BALSON M *Understanding Classroom Behaviour* ACER Ltd Hawthorn Vic 1982

BUHLER C and ALLEN M *Introduction to humanistic psychology* California Brooks/Cole 1972

CAGE N L and BERLINGER D C *Educational Psychology* Rand McNallin 1979

JOURARD S *The transparent self* New York Van Nostrand 1971

MASLOW A *Toward a psychology of being* New York Van Nostrand 1968

MEADOR B and ROGERS C *Client-Centred Therapy in* CORNIN R *Current psychotherapies* Illinois Peacock 1975

N5012 Educational Psychology B

Contact Hours: 36 (18 × 1 hour lectures;
18 × 1 hour exercises, teaching takes place in Term III).

Prerequisite: N5002

Content: Basic concepts of measurement and evaluation in education. Standardized tests, teacher-made tests, gradings and markings. Basic statistical techniques. Norm and criterion referenced measurements.

Assessment: Two projects

References: GRONLUND N E *Measurement and Evaluation in Teaching* McMillan New York 1981

N5022 Curriculum Theory

Contact Hours: 27 (18 × 1 hour lectures;
9 × 1 hour seminar presentations - taught during term I)

Prerequisite: Nil

Content: Introduction to educational studies of the wider context of teaching. Purposes of schools, philosophy of nursing education. Socio-political perspectives. Models of curriculum development. Needs assessment. Curriculum design issues. Evaluating curricula-consensus and models.

Educational change - differentiation and diffusion processes.

Assessment: Assignment - seminar presentation or article review.

References: BEVIS E O 1978 *Curriculum building in nursing* St Louis Mosby

*BRADY L 1983 *Curriculum development in Australia* Englewood Cliffs N J Prentice-Hall

GOLBY M ed 1975 *Curriculum design* London Croom Helm

*STENHOUSE L 1977 *An introduction to curriculum research and development* London Heineman

STEVENS B J 1979 *Nursing Theory* Boston Little Brown

WATSON J 1980 *Nursing the philosophy and science of caring* Boston Little Brown

N5031 Nursing Curricula - Development and Implementation

Contact Hours: 18 (2 hours per week lecture and group work, taught during term I)

Prerequisites: N5022 or equivalent.

Content: This subject begins the process of exploring the major factors, problems and arguments that shape the development of nursing curriculum and their implementation. Attention is directed to models of curriculum their components and organising principles, the assumptions underlying different approaches to curriculum development. Included is a first analysis of the nature of the subject nursing, knowledge, beliefs, theories, explanations and evidence. Finally consideration is given to the inclusion of the bio-sciences, behavioural and social sciences in nursing curriculum as well as arguments about the place of the liberal arts.

Assessment: Submission of a 1st stage curriculum proposal for a nursing course - equivalent to 1,500 words (approx.)

References: To be advised.

N5043 Curriculum Development Projects

Contact Hours: 36 (36 × 1 hour small group work, plus project completion - taught in term III)

Prerequisites: N5022 and N5031

Content: Concepts and principles underlying curriculum reform and change. Strategies for curriculum change. Developing and evaluating curriculum in schools of nursing, health agencies and other professional educational institutions.

Preparation of submissions for new proposals as for modification of an area in nursing curricula.

Assessment: Successful completion of a submission prepared by individual or small groups - as proposed in learning contract.

References: BEVIS E O 1978 *Curriculum building in nursing* St Louis Mosby

*BRADY L 1983 *Curriculum development in Australia* Englewood Cliffs N J Prentice Hall

GOLBY M ed 1975 *Curriculum design* London Croom Helm

*STENHOUSE L 1977 *An introduction to curriculum research and development* London Heineman

STEVENS B J 1979 *Nursing theory* Boston Little Brown

WATSON J 1980 *Nursing the philosophy and science of caring* Boston Little Brown

N5054 Teaching - Theory and Practice

Contact Hours: 72 (lectures, study sessions with exercises, micro-teaching sessions, small group work, tutorials, seminars - teaching during term II)

Prerequisite: Nil

Content: Conceptualisation of teaching - its settings and outcomes. Improvement of existing teaching competencies. Students must take four (18 hours) modules from the following offered:

Focus on teaching and learning competencies. Introduction to basic A. V. aids. Unit design, co-ordination and team teaching. Professional work, creativity and education. The management of learning in nursing. Introduction to instructional design. The study and evaluation of teaching. Teacher development and staff review. Teaching in selected areas of nursing practice.

Assessment: Depends on modules taken - assignments, practical tests, seminar presentations, literature reviews, syndicate work and presentation, work-shop planning and team teaching.

References: Due to the wide spectrum of topics covered in the modules, extensive references are provided for each at the commencement of teaching.

N5473 Field Experience II - N ED

Contact Hours: 4 weeks (10 days intermittent practice in teaching during term II;

10 days placement in a School of Nursing in August)

Corequisite: N5054

Content: Observations - participation in the activities of a School of Nursing in the processes of planning implementing educational programmes and the management of teaching/learning environments.

Development of teaching competencies. Experience of advisory - pre and post teaching - conferences.

Preparations for entry to the role of the nurse educator.

Assessment: Evaluation of a minimum of eight practice sessions. Evaluation of clinical teaching experience. Evaluation of 'block' (10 days) placement.

References: Due to the wide spectrum of topics covered in the modules, extensive references are provided for each at the commencement of teaching.

N6000 Final Midwifery Examination

Contact Hours: 3 hours

Prerequisite: Nil

Content: There is a final integrating/synthesising examination in midwifery which students are required to pass in order to be eligible for the degree and to register as midwives with the Victorian Nursing Council.

N6012 Care During Normal Pregnancy and Labour

Contact Hours: 36 (Taught during term I)

Prerequisite: Maternity nursing or equivalent.

Content: This subject focuses upon the family during the pre-natal period and labour. It includes the general principles and rationale for pre-natal and labour care, and emphasises the skill components necessary for effective management of labour and immediate post partum care of mother and infant.

Assessment: Seminar presentation of a learning contract, 1,500 words.

References: To be advised.

N6022 Care During Normal Puerperium

Contact Hours: 38 (Taught during term 1)

Corequisite: N6012

Content: This subject is concerned with the care of the mother and infant during the normal puerperium. It includes parent education and infant care with emphasis on feeding.

Assessment: Seminar presentation of learning contract (approximately 1,500 - 2,000 words)

References: To be advised.

N6100 Clinical Experience

Contact Hours: 633

Content: Clinical practice follows and is closely correlated with theory and is supervised by suitably qualified midwifery clinical teachers. It meets the Victorian Nursing Council's requirements.

During clinical and field experience assessment of student's performance to a pre-determined level of mastery is made by clinical midwifery teachers. Assessment is undertaken during all periods of practice and at the end of each block of field experience to determine:

- problem solving skills and clinical judgement
- competency in the skills specific to midwifery
- need for immediate corrective feedback.

A variety of assessment methods and tools are utilised for the evaluation of the student's performance, including studies of case history reports, clinical performance rating scales, checklists and programme evaluation by goal attainment. Students are also helped to develop skill in evaluating their own performance.

Assessment: To be advised.

References: To be advised.

N6112 Care of Mother and Fetus at Risk During Pregnancy A

Contact Hours: 36 (Teaching over terms II and III)

Corequisite: N6022

Content: This subject is concerned with disorders specific to pregnancy and conditions which complicate pregnancy. It includes maternal disorders and disorders of fetal growth and development and infective disorders and surgical conditions complicating pregnancy.

Assessment: Interim test (2 hour)

References: To be advised.

N6121 Care of Mother and Fetus at Risk During Pregnancy B

Contact Hours: 18 (Teaching during terms II and III)

Prerequisite/Corequisite: N6112

Content: This subject is concerned with disorders aggravated by pregnancy and special situations complicating pregnancy. It includes cardiac, haematological, hormonal and metabolic disorders aggravating pregnancy, and special situations of pregnancy requiring special monitoring and management.

Assessment: Interim test 1 hour.

References: To be advised.

N6132 Care of Mother and Fetus at Risk During Labour

Contact Hours: 40 (teaching during terms II and III)

Prerequisite/Corequisite: N6121

Content: This subject is concerned with care of the mother and family while the mother is in labour and deals with the varying situations and conditions of labour which place mother and fetus at risk. It also deals with the management of the mother and fetus under such conditions.

Assessment: Seminar presentation of learning contract (2,000 words)

References: To be advised.

N6142 Care of Mother and Fetus at Risk During Birth

Contact Hours: 42 (teaching during terms II and III)

Prerequisite/Corequisite: N6132

Content: This subject is concerned with care of the mother and family during the birth process and deals with appropriate methods of delivery under varying situations and conditions of delivery which place the mother and infant at risk. It also deals with management of the mother and fetus under such conditions and emphasises obstetrical emergencies.

Assessment: Interim test - 2 hours

References: To be advised.

N6152 Care of Mother and Infant at Risk During the Puerperium

Contact Hours: 48 (Teaching during terms I, II and III)

Prerequisite/Corequisite: N6142

Content: This subject considers conditions complicating the puerperium and neo-natal period. Included are infections and genitourinary complications affecting the mother and congenital and other disorders, such as respiratory, cardiovascular, metabolic, neurological, etc. of the new born infant. It also deals with the appropriate management of the mother and infant in each of these conditions and emphasises problems/difficulties of infant feeding.

Nursing

Assessment: Learning contract 1,500 word test 1 hour.

References: To be advised.

N6311 Legal Aspects of Midwifery Practice

Contact Hours: 18 (taught during term III)

Prerequisite: Nil

Content: This subject includes fundamental principles of the Australian legal system and how interpretation of statute case law affects the practice of midwifery. It includes statute and criminal law and law of torts: Nurses' Act, 1958 and Midwifery Regulations, 1966, and all subsequent amendments; essential notification of birth, neonatal and maternal death.

Assessment: Seminar presentation of 1,000 word paper.

References: To be advised.

N6321 Trends in Midwifery Practice

Contact Hours: 18 (Taught during term II)

Prerequisite: Nil

Content: This subject includes the early history of midwifery, the history of obstetrics and midwifery in Australia and changing trends in midwifery care.

Assessment: Seminar presentation of a 1,000 word paper.

References: To be advised.

N7001 Epidemiology and Biostatistics

Contact Hours: 18 (18 × 1 hour lectures)

Prerequisite: Nil

Content: This is an introductory subject to the principles and methods of epidemiology and the source and calculation of vital statistics. Students are assisted to apply epidemiological methods to the practice of community health nursing.

Assessment: One hour multiple choice examination.

References: Given during class and include manual of readings, volume 1.

N7042 Issues in Nursing Management

Contact Hours: 27 (3 hour per week, combination of lectures, group activities and experiential learning)

Prerequisite: Nil

Content: This subject introduces theories of organisations and management and behaviour within organisations and their application to management functions of the community health nurse.

Assessment: To be advised.

References: To be advised.

N7073 Field Experience

Contact Hours: 21 intermittent days;
6 weeks block placement;
End of 1st term - 1 week child day care;
1 week community health agency;
End of 2nd term - 1 week child day care;
1 week infant welfare centre;
End of 3rd term - 2 weeks infant welfare centre;

Prerequisite: Nil

Content: The intermittent days combine seminars and demonstrations at the School of Nursing, visits to community agencies and visits to an assigned infant welfare centre.

Assessment: To be advised.

References: To be advised.

ORTHOPTICS

OR110 Ocular Anatomy

Contact Hours: 28 (28 × 1 hour lectures)

Prerequisites: Nil

Content: This subject is designed to give the student a thorough knowledge of the structures of the eye; The ocular adnexa; The skull and central nervous system, and their relation to each other. The subject also provides relevant background to ocular embryology.

Assessment: Short tests throughout year - 20%
1 × 2 hour final written paper - 80%

References: JAKOBIEC F A 1982 *Ocular Anatomy Embryology and Teratology* Philadelphia Halper and Row
STEPHENSON R S 1973 *Anatomy Physiology and Optics of the Eye* 2nd ed London Kimpton
WOLFE E rev R J LAST 1968 *The Anatomy of the Eye and Orbit* 6th ed London Lewis and Co

OR120 Ocular Motility I

Contact Hours: 131 (56 × 1 hour lectures;
25 × 1 hour tutorials;
25 × 2 hour seminars)

Corequisite: OR130

Content: This subject introduces the historical appreciation of orthoptics, the role of the orthoptist and the relationship to other professions. Introduction is made to the normal function of the eye, ocular movements, visual acuity and binocular vision. Included also is aetiology, classification and investigation of concomitant strabismus with introduction to management.

Assessment:
9 essays (500 words each) - 20%
1 × 2 hour written assessment end of term 2 - 20%
1 × 2 hour written assessment end of term 3 - 60%

References: BREDEMEYER H C and BULLOCK K 1968 *Orthoptics, Theory and Practice* St Louis Mosby
CASHILL G T W and DURRAN I M 1971 *Handbook of Orthoptic Principles* 2nd ed Edinburgh Churchill Livingstone

OR130 Orthoptic Clinical Practice I

Contact Hours: 218
(3 vision screening sessions per term for 3 terms; 3 clinical tutorials, 63 hours instrumentation seminars, 1 clinical block of 9 sessions per week for 4 weeks).

Corequisite: OR120

Content: This subject provides the opportunity to apply the knowledge gained in theoretical subjects. The student will acquire a detailed knowledge of all the instruments used in the investigation and treatment of concomitant squint. In the clinical situation the student should become familiar with the skills required in the investigation and treatment of these deviations.

Assessment:

1 × 1 ½ hour written assessment - 30%
Final practical assessment - 70%
Evidence of attendance at minimum 85% of allotted clinical placements is a prerequisite for pass in this subject.

References: BREDEMEYER H C and BULLOCK K 1968 *Orthoptics Theory and Practice* St Louis Mosby
CASHILL G T W and DURRAN I M 1971 *Handbook of Orthoptic Principles* 2nd ed Edinburgh Churchill Livingstone.

OR212 Ocular Physiology

Contact Hours: 28 (28 × 1 hour lectures)

Prerequisite: OR110

Content: This subject aims to provide an understanding of visual function from the formation of optical images in the eyes to the presentation of visual percepts in the mind.

Assessment: 3 × 1 hour written assessments; each one at the completion of each term unit. Equal weighting

References: DAWSON H 1982 *Physiology of the Eye* 4th ed Edinburgh Churchill Livingstone

OR222 Ocular Motility II

Contact Hours: 140
(56 × 1 hour lectures;
28 × 2 hour seminars;
28 × 1 hour tutorials)

Prerequisites: OR120 and OR130

Corequisite: OR232

Content: This subject focuses on major theoretical concepts and skills in the investigation and management of parietic eye movement disorders. It is intended that this theory form the foundation for the practical skills to be learned in Orthoptic Clinical Practice II and III.

Assessment:
4 essays (500 words) - 15%
1 × 2 hour written assessment end of term 2 - 25%
1 × 3 hour written assessment end of term 3 - 60%

References: DUKE ELDER S R S 1973 *System of Ophthalmology Vol VI* London Kimpton
LEIGH R J and ZEE D S 1983 *The Neurology of Eye Movements* Philadelphia F A Davis

OR232 Orthoptic Clinical Practice II

Contact Hours: 312
(27 × 1 hour seminar instrumentation;
4 × 3 hour clinical placements per week, two terms;
3 × 3 hour clinical placements, one term.)

Prerequisites: OR120 and OR130

Corequisite: OR222

Content: This subject forms the second part in the core subject area of orthoptic clinical practicum and allows the student to build on experience gained in Orthoptic Clinical Practice I.

Orthoptics

Assessment: Evidence of attendance at minimum 85% of allotted clinical placements is a prerequisite for a pass in this subject.
Unit I: Student Report (written and verbal) 10%
1 × 2 hour written assessment 30%
Final practical assessment 60%
Unit II and III: Practical assessments during term III.

References: DUKE ELDER SIR S 1973 *System of Ophthalmology Vol VI* London Kimpton
DUKE ELDER SIR S 1971 *System of Ophthalmology VOL XII* London Kimpton
LEIGH R J and ZEE D S 1983 *The Neurology of Eye Movements* Philadelphia F A Davis

OR242 Optics I

Contact Hours: 28
(20 × 1 hour lectures;
8 × 1 hour clinical visits)

Prerequisite: BL151

Content: This subject is designed to provide the student with a general introduction into the ophthalmic clinical, investigatory and treatment procedures based on optical principles.

Assessment: Three essays - 20%
1 × 2 hour final written examination paper - 80%

References: ABRAMS D 1978 *Duke-Elder's Practice of Refraction* 9th ed Edinburgh Churchill Livingstone
HARTSTEIN J 1971 *Practice of Refraction* St Louis Mosby
MICHAELS D 1980 *Visual Optics and Refraction: a Clinical Approach* 2nd ed St Louis Mosby

OR250 Ophthalmology I

Contact Hours: 28 (28 × 1 hour lectures)

Prerequisite: OR110

Content: This subject introduces the students to the areas of Ophthalmology where it may be necessary for the graduate orthoptist to capably and efficiently assist in the clinical setting, evaluation and treatment of many medical conditions with ocular problems.

Assessment: 3 × 1 hour written assessments, each at the end of the term in which each unit is taught. All units have equal weighting.

References: REED H and DRANCE S M 1972 *The Essentials of Perimetry* 2nd ed London Oxford University Press
HARRINGTON D D 1981 *Visual Fields* 5th ed St Louis Mosby
ANDERSON D R 1982 *Testing the Field of Vision* St Louis Mosby

OR300 Ocular Motility III

Contact Hours: 188
(1 × 3 hour tutorials per week;
1 × 2 hour seminar per week;
48 hours individual/group literature research.)

Prerequisites: OR222 and OR232

Content: This subject focuses on problems of care management, applying all the theoretical and clinical knowledge gained in Years I and II, stimulating further individual and group research into all areas of orthoptic practice and encouraging the awareness of the orthoptist's role in interdisciplinary health care.

Assessment:

1 × 2 hour problem-based written assessment at the end of term
2 - 25%
1 × 3 hour problem-based written assessment at the end of term
3 - 55%
Assignments - 20%

References: To be advised.

OR301 Surgical Techniques

Contact Hours: 9 (9 × 1 hour lectures)

Prerequisites: OR222 or OR110

Content: This subject familiarises the students with current surgical techniques used in the management of strabismus and other ophthalmic disorders.

Assessment: 1 × 1 hour written assessment.

References: DORELL E D 1978 *Surgery of the Eye* Oxford Blackwell Scientific Publications
HELVESTON E M 1977 *Atlas of Strabismus Surgery* 2nd ed St Louis C V Mosby
PARKS M M 1983 *Atlas of Strabismus Surgery* Philadelphia Harper and Row

OR302 Electrodiagnosis

Contact Hours: 9 (5 × 1 hour lectures;
2 × 2 hour clinical demonstrations)

Prerequisites: BL151 and OR212

Content: This subject introduces the general concepts of the ophthalmic uses of electrodiagnostic techniques.

Assessment: 1 × 1 hour written assessment.

References: COLEMAN D J LIZZI F L and JACK R L 1977 *Ultrasonography of the Eye and Orbit* London Kimpton
DALLOW ed 1979 *Ophthalmic Ultrasonography comparative techniques* Boston Little Brown and Co
GALLOWAY N R 1981 *Ophthalmic Electrodiagnosis* 2nd ed Lloyd Duke Medical Books

OR303 Optics

Contact Hours: 9 (9 × 1 hour lectures)

Prerequisite: OR242

Content: This subject gives a comprehensive study of the clinical management of contact lenses and intraocular lenses.

Assessment: 1 × 1 hour written assessment.

References: BIER N and LOWTHER G E 1979 *Contact Lens Corrections* 2nd ed Sydney Butterworths
HARSTEIN J 1973 *Questions and Answers on Contact Lens Practice* 2nd ed St Louis C B Mosby

OR304 Pharmacology

Contact Hours: 6 (6 × 1 hour lectures)

Prerequisite: OR212

Content: This subject is an introduction to ocular pharmacodynamics.

Assessment: 1 × 1 hour written assessment.

References: DAVIES P H 1981 *The Actions and User of Ophthalmic Drugs* 2nd ed London Butterworths
ELLIS P P 1977 *Ocular Therapeutics and Pharmacology* 5th ed St Louis C B Mosby

OR305 Microbiology

Contact Hours: 5 (5 × 1 hour lectures)

Prerequisite: BL112

Content: This subject describes the micro-organisms responsible for ocular disease and the main characteristics of the disease.

Assessment: Written assignment.

References: DUGRID J P MARMION B P and SWAIN R H 1981 *Medical Microbiology VOL I Microbial Infections* 13th ed Edinburgh Churchill Livingstone
GREEN C H 1979 *Ocular Pathology* 3rd ed Oxford Blackwell Scientific Publications

OR307 Commonly Seen Eye Disorders and Ocular Emergencies

Contact Hours: 9 (9 × 1 hour lectures)

Prerequisite: OR250

Content: This subject is an introduction to the most commonly seen eye disorders and ocular emergencies.

Assessment: 1 × 1 hour written assessment.

References: GOMBOS G M 1977 *Handbook of Ophthalmic Emergencies* 2nd ed Edinburgh Churchill Livingstone
FREEMAN H M 1979 *Ocular Trauma* New York Prentice-Hall

OR308 Research Design

Contact Hours: 18 (9 × 2 hour discussion groups)

Prerequisite: BS105

Corequisite: BS250

Content: This subject focuses on the design and implementation of clinical research projects, complementing the earlier units of BS105. Introduction to Research Methodology and BS250 Research Evaluation.

Assessment: Group research article participation. Individual research design (1,000 words).

References: To be advised.

OR309 Objective and Subjective Testing

Contact Hours: 90 (36 hours clinical tutorials)
(54 hours clinical practice)

Prerequisites: OR242 or OR323

Corequisite: OR303

Content: This subject focuses on the skills required in the investigation and management of patients with refractive errors.

Assessment:

1 × 1 hour written assessment - term II - 25%

On-going clinical assessment,

Term II & III - 60%

Final viva-voce assessment - term III - 15%

References: ABRAM'S D 1978 *Duke-Elder's Practice of Refraction* 9th ed Edinburgh Churchill Livingstone
HARSTEIN J 1971 *Review of Refraction* St Louis C V Mosby
MICHAELS D D 1980 *Visual Optics and Refraction* 2nd ed Saint Louis C B Mosby

OR310 Examination of Fundus and Media

Contact Hours: 90 (90 hours clinical practice)

Prerequisites: OR212, BL211, OR232 and OR250

Content: This subject focuses on the testing procedures used in the investigation of disorders of the media, fundus and visual pathology.

Assessment:

On-going clinical assessment - 70%

Final viva-voce - 30%

References: ANDERSON D R 1982 *Testing the Field of Visions* St Louis C B Mosby
ELTENBERGER C 1980 *Refrimetry Principles Techniques and Interpretation* New York Raven Press
REED H and DRANCE S M 1978 *The Essentials of Perimetry Static and Tetric* 2nd ed Oxford Oxford University Press

OR311 Major and Minor Surgery

Contact Hours: 28 (28 hours clinical observation)

Prerequisite: OR232

Corequisite: OR301

Content: This clinical subject familiarises the student with the current ophthalmic surgical procedures.

Assessment: By attendance at clinical observation.

References: To be advised.

OR312 Orthoptics - Investigation and Management

Contact Hours: 120 hours of clinical practice.

Prerequisites: BL211, OR212, OR242, OR222, OR250, OR232

Corequisite: OR300

Content: This subject provides the opportunity to apply the objectives of the theoretical subject OR300 Ocular Motility III in a clinical situation, further consolidating the clinical experience gained in Years I and II, and increasing expertise in the skills required for the competent management of orthoptic patients.

Assessment:

On-going assessment at clinical placements (85%)

Final viva-voce (15%)

References: To be advised.

OCCUPATIONAL THERAPY

OT110 Principles of Occupational Therapy

Contact Hours: 49

(27 × 1 hour lectures;
17 × 1 hour tutorials;
1 × 3 hour practical session;
1 × 2 hour practical session)

Prerequisite: Nil

Content: This subject is an introduction to the profession of Occupational Therapy, the role of activities in human functioning, and the theoretical basis for the use of activities in therapy. The subject explores the professional skills of data collecting, professional responsibility, problem solving, teaching, activity analysis and safe practice. It also includes a classification of the Australian health and welfare services and the role of the occupational therapist in these.

Assessment:

1 × 1,400 word essay - 40%
1 × 1.5 hour exam - 60%

References: HOPKINS H L and SMITH HD eds 1983 *Willard & Spackman's Occupational Therapy* 6th ed Philadelphia J B Lippincott

OT120 Intervention Processes I

Contact Hours: 40

(15 × 1 hour lectures;
3 × 1 hour tutorials;
9 × 1.5 hour practicals;
4 × 1.5 hour films;
4 hours directed learning)

Corequisites: OT110, BS100

Content: Introduction to concepts of normality, mental health and mental illness and psychosocial history and epidemiology. Introduction to basic approaches to psychosocial health care, including the medical, behavioural, psychoanalytic, social-interpersonal and competence models. The helping process - characteristics of helpers; helping models; specific strategies/techniques and occupational therapy application.

Assessment: 1 × 1,400 word essay - 100%

References: WILSON H S and KNEISL C R 1983 *Psychiatric Nursing* 2nd ed Medlo Park Addison Wesley

OT130 Anatomy Pure and Applied

Contact Hours: 125

(This subject is made up of the following units:

OT131 Pure Anatomy - 98 hours
OT132 Applied Anatomy - 27 hours)

Content: This subject provides students with an introduction to the structure of the human body including, histology of tissues, structure of the organs of the body systems and the development of the nervous system. A detailed examination of the skeletal, muscular, and articular structure and blood and nerve supply of the upper and lower extremity is made. Students are taught the principles of palpation and identification of anatomical structures of the limbs and the principles of assessment of joint and muscle function in practical sessions. In addition they will have experience in the analysis of movements and mechanical principles involved in specific activities.

Assessment: To obtain a satisfactory grade in OT130 Anatomy Pure and Applied, the student must achieved a pass grade in both units.

OT131 Pure Anatomy contributes 60% to the final grade;
OT132 Applied Anatomy contributes 40% to the final grade.

Students are expected to purchase a half set of bones (with or without skull).

OT131 Pure Anatomy

Contact Hours: 98

(50 × 1 hour lectures;
48 × 1 hour demonstrations)

Prerequisite: Nil

Corequisites: BL112; OT132

Content: Refer OT130

Assessment:

.5 hour laboratory test end of Term I - 10%
1.5 hour essay type examination end of Term II - 15%
2.5 hour essay type examination end of Term III - 75%

References: BASMAJIAN J V ed 10th Ed 1980 *Grant's Method of Anatomy* Baltimore, Williams and Wilkins.

Additional references to be provided in class

OT132 Applied Anatomy

Contact Hours: 27

(27 × 1 hour tutorial/practical)

Prerequisite: Nil

Corequisites: BL112; OT131

Content: Refer OT130

Assessment:

1 × 10 minute oral examination end of Term II - 15%
1 × 10 minute oral examination end of Term III - 20%
1 × 2 hour written examination - 65%

References: *O'RAHILLY R 1983 *Basic Human Anatomy A Regional Study of Human Structure* Philadelphia W B Saunders

*TROMBLY C A 1983 *Occupational Therapy for Physical Dysfunction* Baltimore Williams and Wilkins

*HIEW L SANDFORD L HOLLIDAY S and TAYLOR J 1984 *OT130 (Anatomy Pure and Applied) Anatomy & Kinesiology Manual* School of Occupational Therapy Lincoln Institute of Health Sciences

BRUNSTROM S (Rev R Dickinson) 1972 *Clinical Kinesiology* 3rd ed Philadelphia Davis

HOLLINSHEAD W H and JENKINS D B 1980 *Functional Anatomy of the Limbs and Back* 5th ed Philadelphia W B Saunders

OT134 Human Development I

Contact Hours: 36

(1 × 24 hour lectures;
3 × 2 hour practical sessions;
6 × 1 hour tutorials)

Prerequisite: Nil

Content: This subject provides an introduction to life-span psychology, aiming to highlight the continuity of human development at every stage of life. Attention will be given to methodological and theoretical issues of life-span psychology. Emphasis will be placed on social, cognitive, emotional and physical aspects of development across the life-span and the relationship of changes in these areas to the development of competence.

Occupational Therapy

Assessment:

Life-cycle observation - Assignment 2,500 to 3,000 words;
- submitted end of term II - 60%
¾ hour short answer question examination,
during exam week term III 40%.

References: *PETERSON CANDIDA C 1984 *Looking forward through the life span* Sydney Prentice Hall Australia Pty Ltd

Students will be given other references as relevant throughout the subject.

OT170 Directed Professional Practice I

Contact Hours: 106

(1 × 1 hour lecture;
105 hours practical)

Prerequisite: Successful completion of OT Year one.

Content: This is an orientation period of three weeks duration, arranged to enable the student to observe the work of an Occupational Therapist and a health care team and to practise the application of some skills learnt in the first academic year. This three week period falls at the end of the first year of the course.

Assessment:

Full time attendance at the clinical setting;
Overall satisfactory level of performance as rated by both the field and the school tutor from observation of student performance.

References: Advice on references for the subject will be provided at the commencement of teaching.

OT180 Ergonomics I

Contact Hours: 44

(13 × 1 hour lectures;
1 × 1 hour practical class;
(8 × 1.5 hour practical class;
2 × 2 hour practical class;
1 × 3 hour practical class;
1 × 2 hour seminar;
3 × 3 hour seminar)

Content: This subject introduces students to the analysis of selected daily tasks. Aspects of human disability and disadvantage are examined along with their relative affects on the performance of daily living activities. Alternative techniques and environmental adaptations are introduced to achieve and maintain maximum personal independence. Concepts of recreation and leisure and their value in daily life are introduced. The role of the Occupational Therapist working in recreation for the disabled, using community facilities and the principles of leisure counselling and programme planning are examined. Students gain experience in a range of recreational activities. This subject is made up of OT181 and OT182

Assessment: Students must gain a pass in both units to pass this subject.

OT181 Activities of Daily Living I

Contact Hours: 24

(12 × 1 hour lectures;
8 × 1.5 hour practical)

Prerequisite: Nil

Corequisite: OT110

Content: Refer OT180

Assessment:

1 × 15 minute oral - practical examination to assess practical skills and application of theoretical knowledge - 100%
Eligibility to attend the examination will be determined by attendance at 75% of the practical classes.

References: *HALE G 1983 *The New Source Book for the Disabled* Heinemann London

*STANDARDS ASSOCIATION OF AUSTRALIA ASI 1428 1977 *Design Rules for Access by the Disabled*

Available from the School of Occupational Therapy.

Students will be required to purchase a 3 metre retractable steel tape measure.

OT182 Recreation

Contact Hours: 20

(1 × 1 hour lecture;
1 × 2 hour seminar;
3 × 3 hour seminar;
1 × 1 hour practical;
2 × 2 hour practical;
1 × 3 hour practical)

Prerequisite: Nil

Corequisite: Nil

Content: Refer OT180

Assessment: 1 × 1,400 word assignment - 100%

References: *CHAMPION P and DAVISON B 1985 *Recreational Activities* School of Occupational Therapy Lincoln Institute of Health Sciences

*DALEY-SMITH P 1980 *Activities for all ages and abilities* W A Association of Occupational Therapists

OT190 Activity and Technical Skills I

Contact Hours: 97

(This subject is made up of
OT191 Computer Skills - 9 hours;
OT192 Construction Skills - 34 hours;
OT193 Food Skills - 12 hours;
OT194 Horticultural Skills - 8 hours;
OT195 Printmaking - 24 hours;
OT196 Textile Skills - 10 hours;

Distribution of hours will be advised at the commencement of teaching)

Content: OT190 is a six part subject that will provide students with detailed instruction in a wide variety of practical and theoretical skills and techniques that may be utilised in the treatment process by the Occupational Therapist. Each part is assessed separately.

OT191 Computer Skills

Contact Hours: 9

Prerequisite: Nil

Content: Refer OT190

Assessment: 75% attendance

References: KEMBER N F 1982 *An introduction to computer applications in medicine* London Edward Arnold

SANDERS D H 1977 *Computers in Society* 2nd ed New York McGraw Hill

OT192 Construction Skills

Contact Hours: 34

Prerequisite: Nil

Content: Refer OT190

Assessment: 75% attendance;
Completion of three set practical projects, each of equal weighting to evaluate skill acquisition and the therapeutic potential of wood-working activities.

References: Advice on references for the subject will be provided at the commencement of teaching.

SIME S M 1984 *Construction Skills* Melbourne Lincoln Institute.

OT193 Food Skills

Contact Hours: 12

Prerequisite: Nil

Content: Refer OT190

Assessment: 75% attendance;
1 x 500 word assignment to assess application of theoretical knowledge.

References: Advice on references for the subject will be provided at the commencement of teaching.

OT194 Horticultural Skills

Contact Hours: 8

Prerequisite: Nil

Content: Refer OT190

Assessment: 75% attendance;
In class presentation of basic horticultural skills and techniques;
Participation in practical assignments;
Compilation of a resource folder; including 5 book/journal projects.

References: Advice on references for this subject will be provided at the commencement of teaching.

OT195 Printmaking

Contact Hours: 24

Prerequisite: Nil

Content: Refer OT190

Assessment: 75% attendance;
Completion of a folio of 4 practical projects to evaluate skill acquisition;
Compilation of a resource folder for use in therapeutic setting.

References: Advice on references for this subject will be provided at the commencement of teaching.

OT196 Textile Skills I

Contact Hours: 10

Prerequisite: Nil

Content: Refer OT190

Assessment: 75% attendance;
In class presentation of one decorative sewing procedure;
Presentation of completed practical work to demonstrate skill acquisition.

References: Advice on references for this subject will be provided at the commencement of teaching.

OT220 Intervention Processes II

Contact Hours: 210

(71 x 1 hour lectures;
1 x 2 hour lecture;
11 x 2 hour practical;
18 x 1.5 hour practical;
15 x 3 hour practical;
5 x 2 hour clinic;
2 x 3 hour clinics;
25 x 1 hour tutorials)

Prerequisite: All first year subjects.

Content: This subject builds on students' knowledge of the normal structure, function and behaviour of the individual and of Occupational Therapy Theory and Practice. It focusses specifically on students' attitudes towards the ill, disabled and disadvantaged, on the impact of physical and psychological dysfunction, and on Occupational Therapy intervention strategies, approaches and techniques (including splinting).

Assessment: Assessment will be cumulative and will consist of:
2 x 1,400 word clinic reports - 20%
1 x 30 minute oral examination - 10%
2 x 1.5 hour practical examination - 20%
1 x 3 hour written examination - 50%

References: *HEMPHILL B J ed 1982 *The Evaluative Process in Psychiatric Occupational Therapy* New York Charles B Slack
HOPKINS H SMITH H eds 1983 *Willard and Spackman's Occupational Therapy* 6th ed Philadelphia J P Lippincott
*TROMBLY C 1983 *Occupational Therapy for Physical Dysfunction* 2nd ed Baltimore Williams and Wilkins
*WILSON S KNEISL C 1983 *Psychiatric Nursing* 2nd ed Menlo Park California Addison Wesley

OT242 Neuropsychology

Contact Hours: 9 (9 x 1 hour lectures)

Prerequisites: BS100, OT140, BL112, OT130

Corequisite: BL222

Content: In this subject students will study the neuropsychological basis and clinical presentation of a selection of common cognitive disorders. Including disorders of memory, praxis language, perception and adaptive behaviour.

Assessment: 1,500 word assignment

References: HEILMAN K and VALERSTEIN E 1985 *Clinical Neuropsychology* Oxford University Press 2nd ed
WALSH K *Neuropsychology - A clinical approach* 1978 Churchill Livingstone

OT250 Clinical Medicine

Contact Hours: 54 (54 × 1 hour lectures)
This subject is made up of the following units:
OT251 Pathophysiology 18 × 1 hour lectures;
OT252 Orthopaedics 12 × 1 hour lectures;
OT253 Paediatrics 12 × 1 hour lectures;
OT254 Neurology 12 × 1 hour lectures;

Content: Students are taught the outline of basic disease processes and mechanisms of injury and how these may affect clients. They learn diagnostic procedures, clinical assessment, healing and recovery processes, and the medical and surgical intervention relevant to a range of diseases and traumatic conditions commonly treated by occupational therapists. The subject also addresses the ways in which this treatment affects the functional abilities of the clients and the ways in which this may interact with occupational therapy intervention.

All units must be successfully completed to pass the subject.

OT251 Pathophysiology

Contact Hours: 18 × 1 hour lectures;

Prerequisites: BL112, OT130

Corequisite: OT220

Content: Refer OT250

Assessment: 1 × 1 hour written examination.

References: ROBBINS S ANGELL M KUMAR V 1981 *Basic Pathology* W B Saunders Philadelphia
SPECTOR W G 1980 *An Introduction to General Pathology* 2nd ed Churchill Livingstone Edinburgh
WALTERS J B 1982 *An introduction to the Principles of disease* 2nd ed W B Saunders Co Philadelphia
WIDMANN F K 1978 *Pathobiology How Disease Happens* Little Brown and Co Boston

Students may also be required to purchase a manual prepared by Lincoln Institute staff.

OT252 Orthopaedics

Contact Hours: 12 (12 × 1 hour lectures)

Prerequisites: BL112, OT130

Corequisite: OT220, OT251

Content: Refer OT250

Assessment: 1 × 1.5 hour written examination.

References: APLEY G 1982 *Systems of Orthopaedics and Fractures* 6th ed London Butterworth and Co Ltd
ADAMS J C 1981 *Outline of Orthopaedics* 9th ed Churchill Livingstone Edinburgh

OT253 Paediatrics

Contact Hours: 12 (12 × 1 hour lectures)

Prerequisites: BL112, OT130, BS100, OT134

Corequisite: BL222, BS234

Content: Refer OT250

Assessment: 1 × 1.5 hour written examination

References: Advice on references for the subject will be presented at the commencement of teaching.

OT254 Neurology

Contact Hours: 12 (12 × 1 hour lectures)

Prerequisite: BL112, OT130

Corequisite: OT220

Content: Refer OT250

Assessment: 1 × 1.5 hour written examination

References: JENNETT B 1977 *Introduction to Neurosurgery* 3rd ed Heinemann Medical London

OT270 Directed Professional Practice II

Contact Hours: 30

(30 hours of clinics which are incorporated in hours allocated to the subject OT220).

Prerequisites: All first year subjects -

Corequisite: All second year subjects.

Content: This subject builds on knowledge acquired in all first year and concurrent second year subjects. It is designed to give students the opportunity to apply theoretical material under direct supervision. Content will vary according to the setting but will include - observation, implementation and evaluation of the occupational therapy process; application and evaluation of skills learned in OT220; collection and presentation of information in written and oral form.

Assessment: Skills assessed in OT220.

References: Advice on references for the subject will be provided at the commencement of teaching.

OT280 Ergonomics II

Contact Hours: 57

(This subject is made up of:

OT281 Activities of Daily Living II - 24 hrs

OT282 Work - 18 hours

OT283 Ergonomic Fundamentals - 15 hours)

Content: This subject examines further aspects of activities of daily living and work within an ergonomic perspective. Students learn how to improve home management and budgeting skills, and how to assess and prescribe suitable mechanical aids; the role of work in rehabilitation, the planning and adaptation of the working environment, and the development of work programs; and principles and practices of ergonomics.

OT281 Activities of Daily Living II

Contact Hours: 24

Prerequisite: OT180

Content: Refer OT280

Assessment: 2 × 500 word assignment.

References: *HALE G 1983 *The New Source Book for the Disabled* Heinemann London

OT282 Work

Contact Hours: 18
(lectures, demonstrations and class exercises)

Prerequisite: Nil

Content: Refer OT280

Assessment:
1 × 1 hour examination;
Participation in and satisfactory completion of class exercises.

References: Advice on references for this subject will be provided at the commencement of teaching.

OT283 Ergonomic Fundamentals

Contact Hours: 15 (15 × 1 hour lectures)

Prerequisite: OT180

Content: Refer OT280

Assessment: Written assignment (approx. 1,200 words) due at the end of the term in which the subject is timetabled.

References: GRANDJEAN E 1973 *Ergonomics of the home* London Taylor and Francis
GRANDJEAN E 1982 *Fitting the task to the man* London Taylor and Francis

OT290 Activity and Technical Skills II

Contact Hours: 72
(This subject is made up of the following units:
OT291 Textile Skills - 24 hours workshop
OT292 Ceramics - 24 hours workshop
OT293 Creative Studies - 24 hours workshop)

Prerequisite: Nil

Content: This subject develops student skills in a range of basic creative crafts and teaches students how these are employed for therapeutic purposes and what resources are needed for practical implementation of craft programs.

All units must be successfully completed to pass the subject.

OT291 Textile Skills II

Contact Hours: 24

Prerequisite: Nil

Content: Refer OT290

Assessment: 75% attendance;
Folio of four practical projects;
Resource folder.

References: Advice on references for the subject will be provided at the commencement of teaching.

OT292 Ceramics

Contact Hours: 24

Prerequisite: Nil

Content: Refer OT290

Assessment: 75% attendance;
Folio of four practical projects;
Resource folder.

References: Advice on references for the subject will be provided at the commencement of teaching.

OT293 Creative Studies

Contact Hours: 24

Prerequisite: Nil

Content: Refer OT290

Assessment: 75% attendance;
Folio of four practical projects;
Resource folder;

References: Advice on references for the subject will be provided at the commencement of teaching.

OT313 Assessment, Treatment and Rehabilitation (Physical Dysfunction)

Contact Hours: 47
(27 × 1 hour lectures;
10 × 1 hour tutorials
10 × 1 hour practical)

Prerequisites: OT213, OT270, OT240, OT250

Content: This subject develops the student's awareness of the theoretical, practical and clinical application of occupational therapy applied to neurological disorders in both children and adults. Cognitive, sensori-motor, psychosocial disturbances are discussed. It also reviews the likely problems encountered in activities of daily living and provides the student with further specific assessment and treatment techniques.

Assessment:
2 × 750 word assignment - 15%
ADL Assignment - 10%
1 × 2.5 hour examination - 55%
1 × 1500 words case study - 20%

References: Students will be advised of texts to be used at the commencement of lectures.

OT314 Assessment, Treatment and Rehabilitation (Psychosocial Dysfunction)

Contact Hours: 47

(16 × 1 hour lectures;
18 × 1.5 hour practical sessions;
4 × 1 hour tutorial sessions)

There may be some slight variation in the distribution of contact hours from the above figures.

Prerequisites: OT214, OT260, OT270**Corequisite:** OT370

Content: This subject aims to further develop the student's knowledge and understanding of the theoretical, practical and clinical application of occupational therapy in the area of psychosocial dysfunction. Students study special client populations and the application of specific treatment techniques, and gain experience in planning assessment and treatment programs.

Assessment: 1 × 2.5 hour exam;
Case study to be completed during the student's OT370 affiliation in the area of psychosocial dysfunction.

References: *McSWIGGAN C A NEWGREEN D B 1981 *Nurses Guide to Psychoactive Drugs* Sydney Australia and New Zealand Book Company
*WILSON AND KNEISL 1983 *Psychiatric Nursing* 2nd ed California Addison Wesley Publishing Co

At the commencement of teaching students will be given a reference list to use as a guide to reading on topics covered in this subject.

OT315 Management I

Contact Hours: 50

(11 × 1 hour lectures;
9 × 2 hour lecture/group work sessions;
1 × 2 hour practical class;
1 × 3 hour practical class;
15 hours self directed learning)

Prerequisites: OT220, OT270

Content: This subject aims to provide students with a working knowledge and experience of the administrative and managerial functions of an occupational therapist. Lectures, practical sessions and workshop sessions cover departmental planning, decision making, communication skills, submission writing, time and meeting management, record management, legal factors and administration.

Assessment:

1 × 1,500 word assignment - 50%
1 × 1 hour multiple choice, short answer examination - 50%
Attendance at practical sessions is compulsory.

References: *SMITH H and BAKER W 1978 *Manual on Administration* Chicago Science Research Associates
*VICTORIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS 1982 *Manual for planning occupational therapy facilities* Melbourne V A O T

OT325 Design and Development

Contact Hours: 10 (5 × 2 hour lectures)**Prerequisite:** OT280**Corequisite:** OT370

Content: The subject is about objectively defining the real needs of disabled people; recognising inherent and harmful ergonomic factors in equipment, teaching and therapeutic processes used by the occupational therapy profession. The students also learn investigatory and research techniques appropriate to the preparation of a design objective. There is instruction in the art of creative and lateral thinking related to the process of design problem solving and the students are made aware of appropriate test procedures for clinical evaluation of new ideas.

Assessment: Satisfactory submission of a design proposal, that is to be investigated during one or more of the student's clinical placements. The student cannot proceed with the study until approved by the subject co-ordinator.

References: JONES J 1976 *Design Methods: Seeds of Human Futures* J Wiley and Sons
DeBONO E 1977 *Lateral Thinking* Penguin Books
PAPANEEK V and HENNESSEY J 1974 *How Things Don't Work* Pantheon

OT330 Occupational Psychology

Contact Hours: 20

(10 × 2 hour lectures)

Prerequisite: OT270

Content: This subject aims to introduce students to some basic research and theory in the areas of work motivation, vocational psychology and organisation behaviour. The implications of these research findings for the design of effective health care delivery systems shall be stressed, with respect to both effective professional occupational therapy behaviour, as well as effective client behaviour.

Assessment:

1 × 2,000 word assignment - 50%
1 × 1 hour multiple choice, short answer examination - 50%

References: Advice on references for the subject will be provided at the commencement of teaching.

OT370 Clinical Education III

Contact Hours: 760

(This subject is made up of the following units:

OT371 Clinical Affiliation A - 252 hrs prac.
OT372 Clinical Affiliation B - 252 hrs prac.
OT373 Clinical Affiliation C - 252 hrs prac.
1 × 4 hrs lectures)

Prerequisite: OT270**Corequisites:** OT313, OT314, OT315

Content: Students undertake twenty-four weeks of supervised clinical practice: 8 weeks with emphasis on sensory-motor and cognitive aspects of pathology, 8 weeks with emphasis on the psychological aspects of pathology, and eight weeks experience in some of geriatrics, paediatrics, intellectual disability, and community care.

Assessment: Satisfactory level of performance as rated by the clinical supervisor;
Full-time attendance.

All units must be passed in order to pass the subject. Students repeating the subject will not necessarily be given exemptions in units they may have passed at the previous attempt.

References: Advice on references will be supplied at the commencement of teaching.

OT415 Management II

Contact Hours: 17

(7 × 2 hour lecture/workshops;
1 × 3 hour practical class)

Prerequisites: OT310, OT370

Content: In this subject students are introduced to a variety of management topics that relate to the supervision and evaluation of occupational therapy practice. There is an emphasis on human resource management, highlighting the selection, orientation, training, appraisal and development of staff and volunteers. Financial planning and submission writing are discussed and quality assurance techniques and programmes are introduced. The use and care of audio-visual equipment is demonstrated.

Assessment:

1 × 2,000 word assignment - 100%

Attendance at 80% of sessions is required to pass this subject.

References: *AMERICAN OCCUPATIONAL THERAPY ASSOCIATION 1978 *Manual on Administration* Rockville M D AOTA Publications

SMITH H and BAKER W 1978 *The Administrative Manager* Chicago Science Research Associates

OT416 Applied Occupational Therapy

Contact Hours: 80

(20 × 3 hour seminars;
5 × 1 hour lectures;
5 × 3 hour seminars/workshops;
20 × 3 hour seminars are student presentations (3-4 students per seminar))

Prerequisites: Successful completion of all year 3 subjects.

Content: An indepth investigation of broad areas of health care. Students are required to present formally their theoretical and practical knowledge of selected topics e.g. Death and Dying, Sexuality. This is achieved through seminar presentation and a literature review.

Assessment:

1 × 1,500-2,000 word literature review - 40%

Seminar presentation (3 hours) - 60%

75% attendance requirement

Seminar presentations are in groups of 3 - 4.

References: To be advised.

OT425 Design and Development

Contact Hours: 5 (5 × 1 hour lectures/seminars)

Prerequisite: Ergonomics III;

Corequisite: OT470

Content: Individual instruction or small group seminars providing specific direction for the attainment of the learning objectives and design skills associated with individual projects, that were approved as part of OT325 Design and Development.

Assessment: Completion of the design project as proposed and approved in Ergonomics III - approx. 2,500 words. Documented with survey questionnaires and photographic records where applicable.

References: Provided to suit individual student requirements.

OT460 Clinical Psychiatry

Contact Hours: 24

(8 × 1 hour lectures;
8 × 2 hour practical/experiential classes)

Prerequisite: OT314

Content: This subject aims to extend and develop the individual student's skills in occupational therapy in psychiatry. The subject provides a number of elective units and is a balance of theoretical and experiential work. Different approaches and techniques are explored and critically evaluated for relevance and application in treatment. Students take one of the following electives:

- (1) Working with Individuals;
- (2) Behaviour Therapy;
- (3) Expressive Group Therapies;
- (4) Community Mental Health and Families and Family Therapy;

Assessment:

1 × 1,500-2,000 word essay;

Compulsory attendance at all lectures and classes;

References: Advice on references for this subject will be provided at the commencement of teaching.

OT470 Clinical Education IV

Contact Hours: 318

(1 hour lecture introduction;
315 hours practical;
2 hours evaluation seminar)

Prerequisite: OT370

Content: Students will undertake ten weeks supervised clinical practice. The area of Occupational Therapy practice may be elective, or allocated to ensure that each student experiences a broad range of clinical practice.

Assessment:

Satisfactory level of performance;

Attendance requirement.

References: Advice on references for this subject will be provided at the commencement of teaching.

PHYSIOTHERAPY

P1600 Anatomy I

Contact Hours: 208 (208 hours lectures, demonstrations and practical work)

Prerequisite: Nil

Content: This subject consists of lectures, demonstrations, and practical work during first, second and third university terms in accordance with detailed timetables to be published each year in the Department of Anatomy of the University of Melbourne. The subject includes detailed anatomy of the upper and lower limbs; detailed anatomy of the muscles, bones, and joints of the trunk; a general account of the abdominal contents; and surface anatomy of the limbs and abdomen. The practical programme gives every opportunity to dissect such parts of the human body as decided by the Chairman, Department of Anatomy. There are also practical classes in osteology and demonstrations of radiological anatomy.

Assessment:

Term 2 - Osteology (Flag Race) test 10% plus oral exam - 10%
Term 3 - Oral exam 10% plus 3 hour written exam - 70%
Satisfactory practical book;

References: SAUERLAND E K *Grant's Dissector* 9th ed 1983 Williams and Wilkins
MOORE K L 1980 *Clinically oriented anatomy* Baltimore Williams and Wilkins
WILLIAMS P L and WARWICK R eds 1980 *Gray's anatomy* 36th ed Edinburgh Longman

Additional Items:

Resources (Anatomy I and II)
Dissecting Instruments
Full set of bones
White coats (drill, long-sleeved, full length)

P1700 Physiotherapy I

Contact Hours: 161

Prerequisite: Nil

Content: This subject introduces the students to an understanding of normal movement and its development, therapeutic movement and its application.

It comprises the following units: P1710 Kinesiology;
P1720 Therapeutic Movement;

P1710 Kinesiology

Contact Hours: 60
(20 × 1 hour lectures;
22 × 1 hour tutorials;
12 × 1.5 hour practical sessions)

Corequisites: P1600; P1720; BL163

Content: This subject is an introduction to the study of normal human movement and functional anatomy through a theoretical component and practical sessions.

Assessment: The practical components of the unit are assessed at the same time as P1720 - 20%
Theoretical to be advised;
2 assignments 10% and 15%) under review
1 written exam end of year 55%)

References: *KAPANDJI I A 1972 *The physiology of joints* 2nd ed Vols 1 2 and 3 Edinburgh Livingstone
*NORKIN C and LEVANGIE P 1982 *Joint structure and function* Philadelphia Davis
*Practical Manual (to be purchased from the School of Physiotherapy)
*BRUNNSTRÖM S 1982 *Clinical Kinesiology* 4th ed Philadelphia Davis
HOPPENFELD S 1976 *Physical examination of the spine and extremities* New York Appleton Century Crofts
MacCONNAILL M A and BASMAJIAN J V 1969 *Muscle and movements a basis for human kinesiology* Baltimore Williams and Wilkins
*REID D C 1979 *Functional anatomy and joint mobilisation* Edmonton University of Alberta Press
WILLIAMS M and LISSNER H R 1962 *Biomechanics of human motion* Philadelphia Saunders
WILLIAMS P L and WARWICK R eds 1980 *Gray's anatomy* 36th ed Edinburgh Longman

Further references will be indicated throughout the course.

P1720 Therapeutic Movement

Contact Hours: 78 (6 × 1 hour lectures;
4 × 1 hour tutorials;
68 hours practical work)

Corequisites: P1600, P1710

Content: This subject covers a practical and theoretical study of techniques of therapeutic movement and their application. The syllabus includes assessment, exercise, passive joint movement, massage and introductory orthotics. These are considered in terms of safety (patient and therapist), kinesiology and anatomy, techniques of application and recording.

Assessment: To be advised.

References: GARDINER M D 1981 *The principles of exercise therapy* 4th ed London Bell and Hyman
HOPPENFELD S 1976 *Physical examination of the spine and extremities* New York Appleton Century Crofts
First Year Practical Manual Lincoln Institute
Further references will be advised throughout the year.

P1800 Introduction to Clinical Study

Contact Hours: 2 (2 × 1 hour visits to hospitals)

Corequisite: P1700

Content: Each student makes two clinical visits in patient observation and where applicable has the opportunity to perform certain practical physiotherapy skills.

Assessment: Attendance only

P2600 Anatomy II

Contact Hours: 168 (168 hours of lectures, demonstrations and practical work)

Prerequisite: P1600

Content: This subject consists of lectures, demonstrations and practical work during first, second and third university terms in accordance with detailed timetables to be published each year in the Department of Anatomy of the University of Melbourne. The syllabus includes the detailed topographic anatomy and the applied anatomy of the thorax and head and neck as well as a general account of the brain and spinal cord. In addition demonstrations of radiological anatomy will be given.

Assessment:

Term 2 - oral exam 10%

Term 3 - oral exam 10% plus three hour written exam - 80%;

References: CUNNINGHAM D J (rev G J ROMANES) 1976 *Manual of practical anatomy* 14th ed Vols 2 3 London Oxford University Press

MOORE K L 1980 *Clinically oriented anatomy* Baltimore Williams and Wilkins

or
WILLIAMS P L and WARWICK R eds 1980 *Gray's anatomy* 36th ed of Edinburgh Longman

NOLTE J 1981 *The Human Brain* C V Mosley

P2700 Physiotherapy II

Contact Hours: 237

(237 hours of lectures, demonstrations, discussions, tutorials, practical classes and clinical study)

Prerequisite: P1700

Content: This aspect of the course is aimed at introduction, development, and integration of techniques of assessment and treatment prior to clinical training in the third and fourth years of the physiotherapy programme.

It comprises the following units:

P2721 Therapeutic Movement and Kinesiology;

P2722 Electrotherapy;

P2770 Child Development;

P2721 Therapeutic Movement and Kinesiology

Contact Hours: 140 (23 x 1 hour lectures;

27 x 1 hour tutorials;

60 x 1.5 hour practical sessions)

Prerequisites: BL163 or equivalent, P1700

Corequisites: P2600, P2800

Content: This subject covers a practical and theoretical study of techniques of therapeutic movement and their application to spinal and peripheral joints, posture, locomotion, balance and co-ordination. The movement component includes assessment, exercise, passive joint movement, massage, use of apparatus, class-work, orthotics and functional training.

These are considered in terms of: safety (patient and therapist), physics (particularly mechanics), anatomical bases, physiological effects, indications, contra-indications, dosage, techniques of application, recording (techniques and results of assessment and treatment) and care of apparatus.

The kinesiology component emphasises posture, locomotion and normal movement of the vertebral column together with the kinesiological bases of therapeutic techniques included above.

Assessment: To be advised.

References: GALLEY P M and FORSTER A C 1982 *Human movement* Edinburgh Churchill Livingstone

HOLLIS M 1981 *Practical exercise therapy* 2nd ed Oxford Blackwell
MAITLAND G D 1977 *Peripheral Manipulation* 2nd ed London Butterworth

Therapeutic Movement and Kinesiology practical manual, Lincoln Institute.

Further references will be advised during the course.

P2722 Electrotherapy

Contact Hours: 81 (27 x 1 hour lectures;

27 x 2 hour practical sessions)

Prerequisites: P1600, P1710, P1720, BL160

Corequisites: P2600, BL215, BL271

Content: This subject covers a practical and theoretical study of the principles and practice of treatment and diagnosis by electrical and allied forms of energy. The syllabus includes: electrical safety, therapeutic heat, therapeutic cold, electromagnetic radiation, electrical stimulation, interferential therapy and myoelectric feedback.

The techniques are considered in terms of: physics, biophysics, physiological effects, indications, contra-indications, dosage, principles and techniques of application, recording (techniques and results of assessment and treatment) and care of the apparatus.

Assessment: Written examination; Practical assessment.

References: *Lincoln Institute electrotherapy manual 1986.

FORSTER A AND PALASTANGAN 1981 *Clayton's Electrotherapy* London Balliere Tindall and Cassell

LEHMAN N F ed 1982 *Therapeutic heat and cold* 3rd ed Baltimore Williams and Wilkins

STILLWELL G K ed 1983 *Therapeutic electricity and ultraviolet radiation* 3rd ed Baltimore Williams and Wilkins

WADSWORTH H H and CHANMUGAN A P P 1983 *Electrophysiological agents in physiotherapy* Marrickville Science Press

WARD A R 1984 *Electricity fields and Waves in therapy* 3rd ed Marrickville Science Press

WOLF S L ed 1981 *Electrotherapy* New York Churchill Livingstone

Further references will be given throughout the course.

P2770 Child Development

Contact Hours: 22 (16 x 1 hour lectures;

6 x 1 hour tutorials)

plus 2 baby visits each approximately 1 hour, plus time to write up (6-8 months & 12-14 months).

Prerequisite: Nil

Content: This subject is designed to develop skills in observation and analysis of normal patterns of movement in babies. It is a study of the development of normal co-ordination which is a necessary prerequisite for understanding normal variations in the overall development of the child. It also forms a background to the study of conditions resulting in abnormal co-ordination which the student will encounter in years three and four. All aspects of development are studied from conception to the age of 5, with the emphasis on the development of movement and normal postural reactions.

Assessment: Written assignment including 2 baby visits - 50%
practical examination - video analysis - 10%

Written examination 1 hour - 40%

Physiotherapy

- References:** BOBATH K 1980 *A Neurophysiological Basis for the treatment of cerebral palsy* London Heinemann
- ROSENBLOOM L and HORTON M E 1971 *The maturation of fine prehension in young children in Developmental Medicine and Child Neurology* 13 3-8
- *SHEPHERD R 1980 *Physiotherapy in Paediatrics* 2nd ed London Heinemann *Children's Developmental Progress from Birth to five years*
- *SHERIDAN M D 1975 *The Stycar Segverxes* 3rd ed NFER Publish Co Ltd Windsor U K
- SHERIDAN M D 1979 *Spontaneous Play in early childhood* NFER Publishing Company Ltd
- STONE L J and CHURCH J 1979 *Childhood and adolescence* 4th ed New York Random House
- *VAN BLAKENSTEIN M et al 1975 *The development of the infant* London Heinemann

P2800 Clinical Study

Contact Hours: 100 (100 hours of theoretical material and clinical practice. Experience is gained in both adult and paediatric areas).

Prerequisite: P2700

Content: This subject comprises the following units: P2801 Nursing Procedure; P2802 Preliminary Clinical Studies - Physiotherapy aide.

P2801 Nursing Procedure

Contact Hours: 48 (10 hours lectures and demonstrations at the School of Nursing and; 38 hours clinical experience in allotted hospitals)

Content: This subject provides students with an appreciation of basic nursing techniques (a knowledge of which is necessary to carry out physiotherapy procedures), and understanding of the nursing needs of patients and an appreciation of ward routines and procedures.

Assessment: Attendance

References: To be advised.

P2802 Preliminary Clinical Studies

Contact Hours: 52 (52 hours clinical teaching)

Content: (a) Physiotherapy aide

Students spend one week working in a physiotherapy clinic assisting with aspects of patient management. These activities are appropriate to the expectations of a physiotherapy aide. Students have the opportunity to develop their skills in communication and observation.

(b) Clinical tutorials

Students participate in small group tutorials including observation of patient treatment and supervised practice of selected physiotherapy techniques.

Assessment: Attendance

References: To be advised.

P3600 Anatomy III

Contact Hours: No formal teaching hours, but supervisors will be available for discussion.

Prerequisite: P2600

Content: This subject provides students with the opportunity to carry out an in-depth study of an approved subject and to advance their knowledge and understanding of anatomy as applied to physiotherapy.

Assessment: Presentation of a research project.

References: To be advised.

P3700 Physiotherapy III

Contact Hours: 333

(333 hours of lectures, seminars, discussions, workshops, films, practical work and demonstrations)

Prerequisite: P2700

Content: The subject comprises the pathology, aetiology, incidence, signs, symptoms, complications, aims and techniques of medical and surgical management; the theory and practice of techniques used by physiotherapists in the management of thoracic, orthopaedic, neurological disorders in the acute and rehabilitation stages. The theoretical study of the rationale and applications of the above in the assessment and treatment of selected disorders in adults and children is presented. Students also consider the legal and ethical dimensions of professional practice.

Assessment: Details will be announced at the commencement of teaching.

References: References will be made available at the commencement of teaching.

P3800 Clinical Study

Contact Hours: 330 (330 hours clinical teaching)

Corequisite: P3700

Content: The focus of this subject is on the acquisition of basic skills of patient assessment and treatment, and an appreciation of the processes of clinical problem solving.

Assessment: To be advised.

References: DUNPHY J and WAY L 1977 *Current surgical diagnosis and treatment* 3rd ed California Lange Medical

GOODMAN L and GILMAN A 1980 *The pharmacological basis of therapeutics* 6th ed New York MacMillan

LAURENCE D 1973 *Clinical pharmacology* 4th ed Edinburgh Churchill

MACLEOD J ed 1977 *Davidson's principles and practice of medicine* 12th ed London Churchill Livingstone

P3920 Physiotherapy Elective

Contact Hours: 40

Prerequisite: Nil

Content: This subject comprises a number of units involving either 20 or 40 hours. It includes:

P3921 Introduction to Creative Movement

P3923 Occupational Health

P3924 Physiotherapy Elective Project

P3921 Introduction to Creative Movement

Contact Hours: 20 (20 hours of lectures, demonstrations, tutorials and practical sessions)

Content: This subject introduces students to the principles of the creative movement approach, providing the ability to analyse and vary movement within the elements of space, time, weight and flow, to relate creative movement to specific physiotherapy treatments for individuals and groups, and to 'heighten students' personal kinaesthetic awareness.

Assessment: Preparation and delivery of section of class notebook.

References: CAPLOW-LINDNER E et al 1979 *Therapeutic dance-movement* New York Human Sciences Press

EXINER J and LLOYD P 1973 *Teaching creative movement* Sydney Angus and Robertson

LABAN R 1963 *Modern educational dance* 2nd ed London Macdonald and Evans

LABAN R 1971 *The mastery of movement* 3rd ed London Macdonald and Evans

LABAN R and LAWRENCE F C 1963 *Effort* London Macdonald and Evans

Further references are given during the unit.

P3923 Occupational Health

Contact Hours: 20

Content: This subject provides students with an understanding and awareness of concepts of disease and health in the workplace, roles of the members of the occupational health team, and the function of physiotherapy in the areas of prevention, health promotion and education, ergonomics and workplace design, screening, treatment and rehabilitation.

Assessment: Class paper during the unit.

References: References will be presented in class.

P3924 Physiotherapy Elective Project

Contact Hours: 40

Prerequisites: P2721, BL215 and BL271

Content: Under the direction of staff, students review and critically evaluate literature relative to at least two therapy techniques which are based on Eastern rather than Western philosophy, e.g. Acupuncture, Shiatsu and Yoga.

Assessment: Research Project

References: To be advised.

P4800 Physiotherapy IV

Contact Hours: 826

(756 clinical hours, supported by 70 hours of lectures, demonstrations and practical classes.

Content: This subject comprises the following units:

Compulsory units:

- P4801** Independent Study
- P4802** Ethics and Professionalism
- P4830** Cardiothoracic Physiotherapy
- P4840** Physiotherapy in Neurology
- P4850** Physiotherapy in Orthopaedics

Elective Units:

Two (2) of:

- P4871** Physiotherapy in Paediatrics: General
- P4872** Physiotherapy in Paediatrics: Mental and Physical Retardation
- P4873** Physiotherapy in Paediatrics: Special Schools
- P4891** Physiotherapy in Rehabilitation
- P4892** Physiotherapy in Geriatrics
- P4893** Physiotherapy in Spinal Paralysis

Plus one (1) of:

- P4821** Physiotherapy in Rural Health
- P4822** Physiotherapy Private Practice
- P4823** Physiotherapy in Community Health
- P4824** Physiotherapy in Mental Health
- P4825** Overseas Work Experience
- P4831** Physiotherapy in Cardiothoracic Rehabilitation
- P4880** Physiotherapy in Obstetrics and Gynaecology
- P4894** Physiotherapy in Progressive Illnesses

P4801 Independent Study

Contact Hours: 60

(Subject undertaken by individual study/research with the opportunity to discuss the topic with the student supervisor.

Prerequisites: P3700, P3800 and for the research stream BS350 or its equivalent.

Content: This subject provides students with the opportunity to carry out an in-depth study of their own choice in a topic relevant to Physiotherapy. It can be undertaken in either of two ways: (i) a literature review, or (ii) a guided research project as either (a) a continuation of the project undertaken in BS350 Research Design or (b) an approved topic for which the student has the appropriate prerequisites.

Assessment: Students are required to present a 20 minute dissertation on the chosen topic supplemented by an annotated bibliography. Assessment will be carried out at the end of the subject.

References: To be advised.

P4802 Ethics and Professionalism

Contact Hours: 5 (3 × 1 hour lectures; 2 × 1 hour tutorials)

Prerequisite: Nil

Content: This subject provides students with the opportunity to gain further understanding and knowledge of the legal and ethical responsibilities of professional practice including medical records and the role of the professional association.

Assessment: Attendance

References: To be advised.

P4821 Physiotherapy in Rural Health

Contact Hours: 126 (4 weeks full time clinical placement undertaken at a country hospital)

Prerequisites: P3700, P3800

Content: The rural health subject gives students knowledge and skills related to the practice of physiotherapy in rural or provincial setting. Students are based in the physiotherapy department of a country hospital and particular emphasis is placed on participation in the services provided, such as itinerant physiotherapy, domiciliary care and physiotherapy in community health centres.

Assessment: Comprises:

- (i) clinical report
- (ii) 3 clinical experience reports
- (iii) Paper presentation

References: A reading list is supplied at the commencement of the subject.

P4822 Physiotherapy in Private Practice

Contact Hours: 126

(4 week full-time clinical placement in a private practice)

Prerequisites: P3700, P3800

Content: The private practice subject gives students knowledge and skills related to physiotherapy in private practice. Students are affiliated with a private practitioner and assist in the treatment of patients in the practitioner's rooms, in the home setting and in hospital and nursing homes. Emphasis is placed on gaining insight into the position of the practice in the community in general.

Assessment:

- (i) Clinical report;
- (ii) Student self assessment
- (iii) Clinical assignment. A 2,500 word unit is imposed.

References: A reading list is supplied at the commencement of the subject.

P4823 Physiotherapy in Community Health

Contact Hours: 126 (31.5 hour/week clinical teaching)

Content: This subject gives students knowledge and skills related to physiotherapy and community health. Students are affiliated with a community health centre and are given the opportunity to participate in a wide variety of curative and preventative health programmes. Emphasis is placed on preventative medicine and the team approach to health care.

Assessment:

Clinical assessment (Health Centre Staff) 50%
Student self assessment 15%
Oral examination 35%

References: A reading list is supplied at the commencement of the subject.

P4824 Physiotherapy in Mental Health

Contact Hours: 126

(A four week full-time clinical placement in a Psychiatric Setting)

Prerequisites: P3700, P3800

Content: This subject provides students with an introduction to physiotherapy in the field of Mental Health. Students are affiliated with a Psychiatric hospital and gain knowledge of the structure and function of psychiatric services, the role of physiotherapy and the ethical and legal responsibilities of the role. Emphasis is placed on acquiring a basic knowledge and understanding of the aetiology and treatment of selected psychiatric disorders and the skills related to the competent physiotherapy treatment of these patients. Tutorials, ward rounds and visits to specialised units serve to give the student a broad overview of patient management.

Assessment:

- (i) Clinical Assessment
- (ii) Oral examination of 15 minutes duration
- (iii) Case presentation

References: GIBBONS J L 1983 *Integrated Clinical Science: Psychiatry* London Heinemann Medical Books Ltd

A reading list is supplied at the commencement of the subject.

P4825 Overseas Work Experience

Contact Hours: 126

(A four week full time clinical placement in an approved hospital or centre overseas).

Prerequisites: P3700 and P3800 without need for supplementary assessment.

Content: The Overseas Work Experience subject provides students with an opportunity to experience, and expand their understanding of the practice of physiotherapy through work experience outside Australia.

Assessment:

- (i) Clinical Assessment
- (ii) Written report; a 3,000 word limit is imposed.

P4830 Cardiothoracic Physiotherapy

Contact Hours: 126 (31.5 hours/week clinical teaching)

Content: This subject gives students an appreciation of the role of physiotherapy in cardiothoracic conditions. Includes intensive care, medical pulmonary conditions, cardiothoracic surgery, coronary care and respiratory care of patients undergoing general surgery. Students apply knowledge gained throughout the previous years, including anatomy, physiology and pathology.

Assessment:

Clinical report/Hospital staff 55%
Clinical report/School staff 10%
Clinical assignment 35%

References: To be advised.

P4831 Physiotherapy in Cardiac Rehabilitation

Contact Hours: 126

(31.5 hours/week clinical teaching)

Prerequisite: Nil

Content: During this subject students develop knowledge and skills in the management of patients following myocardial infarction, from the acute to final rehabilitative stages. Emphasis is placed on primary and secondary preventative medicine and the team approach to health care in this field. Students are affiliated with a rehabilitation centre with visits to related specialist areas.

Assessment:

Clinical reports/Hospital staff 30%
Clinical report/School staff 10%
Clinical test 30%
Written examination 30%

References: Advice on references for the subject will be provided at the commencement of teaching.

P4840 Physiotherapy in Neurology

Contact Hours: 126 (31.5 hours/week clinical teaching)

Content: This subject gives the student a concept of the complete physiotherapy management of the patient with a neurological disorder. The subject includes care of the unconscious patient, the management of acute conditions, and the rehabilitation of function in the neurological patient. There is special emphasis on identification and analysis of the multiple problems associated with neurological conditions.

Assessment:

Clinical report/Hospital staff 25%
Clinical report/School staff 15%
Clinical examination 35%
Case presentation 25%

References: The Neurological Manual to be purchased at the School of Physiotherapy

- BOBATH B 1979 *Adult hemiplegia: evolution and treatment* 2nd ed London Heineman
- BURKE D C 1975 *Handbook of spinal cord medicine* London MacMillan
- CARR J H and SHEPHERD R 1981 *Physiotherapy in disorders of the brain* London Heineman Medical
- CARR J H and SHEPHERD R 1982 *A motor relearning program for stroke* London Heineman Medical
- DeMYER W 1980 *Techniques of the neurological examination* 3rd ed New York McGraw Hill
- HARRISON M ed 1983 *Contemporary neurology* London Butterworths
- JENNETT W B and GALBRAITH S 1984 *An introduction to neurosurgery* 4th ed London Heineman Medical
- LANCE J W and McLEOD J J 1981 *A physiological approach to clinical neurology* 3rd ed London Butterworths
- MORLEY T P ed 1976 *Current controversies in neurosurgery* W B Saunders Philadelphia
- UMPHRED D A ed 1985 *Neurological Rehabilitation* Missouri C V Mosby
- VOSS D IONTA and MYERS 1985 *Proprioception Neuromuscular Facilitation* Philadelphia Harper and Row

P4850 Physiotherapy in Orthopaedics

Contact Hours: 126

(31.5 hours/week clinical teaching)

Content: This subject covers physiotherapy in orthopaedics with an emphasis on the assessment and treatment of musculo-skeletal conditions, greater student responsibility and the treatment of the patient as a whole rather than the area of injury. Includes the medical, surgical and physiotherapeutic management of both hospital patients and outpatients.

Assessment:

Clinical exam - 30%
Clinical Report/Hospital staff 35%
Clinical Report/School staff 20%
Theory test 15%

References: References will be made available at the commencement of teaching.

P4871 Physiotherapy in Paediatrics: General

Contact Hours: 126

(31.5 hours/week clinical teaching; including 3 x 1 hour tutorials; other tutorials, conferences attended as offered by the placement).

Content: The students develop skills in the physiotherapy assessment and treatment of children of all ages with acute and chronic conditions. The student further develops effective communication skills to relate to children, their families and other professionals. Some insight is gained into the multidisciplinary approach to treatment.

Assessment:

Clinical assessment/hospital staff 60%
Clinical test/school staff 30%
Log book written assessments 10%

References: *SHEPHERD R 1980 *Physiotherapy in paediatrics* 2nd ed London Heinemann

Further reading is supplied prior to the commencement of this unit.

P4872 Physiotherapy in Paediatrics: Mental and Physical Retardation

Contact Hours: 126 (31.5 hours/week clinical teaching; including 3 x 2 hour tutorials)
Other tutorials, conferences attended as offered by the placement.

Content: The student develops skills in assessment and management of children with chronic physical and mental handicaps, and gains an appreciation of the wide range of resources available for the child and family. The student will become aware of the special needs of the child and family and of the need for a multi-disciplinary approach to management.

Assessment:

Clinical assessment/hospital staff 60%
Clinical test/staff 30%
Log book written assessments 10%

References: *SHEPHERD R 1980 *Physiotherapy in paediatrics* 2nd ed London Heinemann

Other references supplied at the commencement of this subject.

P4873 Physiotherapy in Paediatrics: Special Schools

Contact Hours: 126
(31.5 hours/week clinical teaching;
3 x 2 hour tutorials)
Other tutorials, conferences as organised by various clinical placements.

Content: The student develops skills in the physiotherapy assessment and management of pre-school and school aged children with chronic physical disability. Insight is gained into all aspects of management including recreational activities. Students gain an appreciation of the roles of the members of the multi-disciplinary team.

Assessment:

Clinical assessment/Special School staff - 60%
Clinical test/Physiotherapy School staff - 30%
Log book written assessments - 10%

References: SHEPHERD R 1980 *Physiotherapy in paediatrics* 2nd ed London Heinemann

Further references will be provided prior to the subject.

P4880 Physiotherapy in Obstetrics and Gynaecology

Contact Hours: 126
(126 hours of clinical practice, clinical tutorials, visits to special clinics, and observation of relevant surgery)

Content: Students conduct ante and post natal classes, treat biomechanical problems related to pregnancy and the post partum, assist women with relaxation, breathing and different positions in labour, care for women who have had a Caesarean birth, treat women with gynaecological problems, attend special clinics within the hospital and observe other therapists working in the field to gain an overview of the scope of physiotherapy in the field.

Assessment:

Clinical assessment - 40%
Clinical test - 30%
Oral exam - 30%

Assessment is undertaken in the last week of the unit.

References: The reading list contained in the *Obstetrics and Gynaecology Manual*; advice on the additional references will be given at the commencement of teaching.

P4891 Physiotherapy in Rehabilitation

Contact Hours: 126
(31.5 hours/week clinical teaching)

Content: This subject gives the student an understanding of the function of rehabilitation centres and their places in long-term health care, together with the role of the physiotherapist and other personnel in the rehabilitation team. Students are based in one metropolitan centre and gain an overview of total patient care by attending case conferences, planning treatment programmes and participating in domiciliary nursing and hydro therapy.

Assessment:

Clinical Test - 25%
Clinical Assessment/Hospital staff - 35%
Clinical Assessment/School staff - 15%
Written assignment - 25%

References: Supplied within subject.

P4892 Physiotherapy in Geriatrics

Contact Hours: 126 (31.5 hours/week clinical teaching)

Content: This subject furthers the understanding of the physical, social and psychological factors relevant to the treatment of elderly patients and the implications of these factors for short and long term management. Students are based in a geriatric centre and gain an overview of total patient care by visiting other centres investigating community facilities and observing the role of other professionals including that of the domiciliary physiotherapist and the district nurse in the care of the elderly.

Assessment:

Clinical test - 25%
Clinical Assessment (Hospital) - 35%
Clinical Assessment (School) - 15%
Assignment - 25%

References: Supplied within the subject.

P4893 Physiotherapy in Spinal Paralysis

Contact Hours: 126
(31.5 hours/week clinical teaching)

Content: This subject enables students to develop special knowledge, skills and insight into the role of the physiotherapist as a member of the team involved in the management of patients with spinal injuries. Students attend the Spinal Injuries Centre of the Austin Hospital where they treat patients in both the acute and rehabilitation stage. Tutorials, group discussions, ward rounds, patient education sessions and both staff and patient conferences serve to give the student a broad overall view of patient management.

Assessment:

Clinical assessment (Hospital staff) - 50%
Clinical assessment (School staff) - 25%
Oral examination - 25%

References: To be advised.

P4894 Physiotherapy in Progressive Illnesses

Contact Hours: 126 (31.5 hours/week clinical teaching)

Content: This subject gives students further knowledge and skills related to physiotherapy in the management of patients with progressive illnesses. Students are based in a metropolitan centre and gain an overview of total patient care by visits to specialised programmes and discussions with other members of the health care team.

Assessment:

Clinical assessment (Hospital Staff) - 40%

Clinical assessment (School Staff) - 20%

Clinical test - 40%

References: To be advised.

P5435 Diagnostic Procedures

Contact Hours: 6 (6 × 1 hour lectures)

Prerequisite: Nil

Content: This subject extends student's knowledge of the principles of techniques used in specific investigations. The limitations of certain diagnostic procedures, the rationale for choice of selected procedures and the relevant implications for physiotherapy management.

Assessment: Class attendance

References: To be advised.

P5454 Medical Sciences: Orthopaedics

Contact Hours: 50

(50 × 1 hour lectures/demonstrations; 18 hours will contribute towards the Elective Studies)

Prerequisite: Nil

Content: This subject consists of the pathology of the musculo-skeletal system with special emphasis on sports related conditions. Medical and surgical management of these conditions are presented by medical practitioners, i.e. orthopaedic surgeons, radiologists and general practitioners with special interests in sports medicine.

Assessment:

1 hour written examination - 40%

2 hour written examination - 60%

References: *Journal of bone and joint surgery*

Clinical orthopaedics and related research

Orthopaedic clinics of North America

The American journal of sports medicine

P5461 Medical Sciences - Manipulative Therapy

Contact Hours: 50

(50 × 1 hour lectures, including slide and X ray presentations and class discussions)

Corequisite: BL515

Content: This subject provides further knowledge of the aetiology, pathology and clinical presentation of musculo-skeletal and related disorders, and of relevant pharmacological, medical and surgical management. Students will acquire further knowledge of indications for differential diagnosis and contra-indications to management by manipulative therapy. Topics include pathological basis for common orthopaedic conditions of the vertebral column and peripheral joints (including degenerative diseases, trauma, inflammatory, neoplastic and congenital conditions) headache, referred pain and nerve root compression; and medical or vascular conditions which influence treatment or diagnosis. Students acquire further understanding of pharmacology and radiology relevant to manipulative therapy, including anti-inflammatory drugs, analgesics and muscle relaxants.

Assessment: 1 × 3 hour written examination.

References: To be distributed at commencement of unit.

P5472 Medical Sciences: Paediatrics

Contact Hours: 36 (32 × 1 hour lectures;

2 × 2 hour demonstrations)

Prerequisite: Nil

Content: This subject extends students' knowledge and understanding of the aetiology, pathology, signs and symptoms, medical, pharmacological and surgical management of selected paediatric, orthopaedic, cardio-thoracic and neurological disorders. Covers clinical and pathological processes associated with burns and reconstructive surgery, haematological and mesenchymal disorders in the paediatric patient. Students acquire further knowledge and understanding of diagnostic procedures and medical technology particularly relevant to intensive care.

Assessment:

Assignment - 75%

Peer presentation - 25%

References: Advice on references for this subject will be provided at the commencement of teaching.

P5481 Medical Sciences: Obstetrics Gynaecology and Neonatology

Contact Hours: 24

(Mainly made up of 1 hour lectures from members of the medical and allied professions. Some tutorial and seminar work).

Content: This subject is designed to extend the student's knowledge of the medical, surgical and pharmacological management of pregnancy, parturition, the puerperium, gynaecological disorder and disorders of the neonate, and to gain a greater understanding of the relevant medical technology.

Assessment:

Log book with bibliography - 75%

Reading diary - 25%

References: Advice on references for the subject will be provided at the commencement of teaching.

P5491 Medical Sciences: Geriatrics

Contact Hours: 24 (24 × 1 hour lectures)

Prerequisite: Nil

Content: This subject extends students' knowledge and understanding of the aetiology and pathology of selected musculo-skeletal, neurological, vascular and cardiothoracic conditions commonly presenting in the elderly and the total management of these conditions, including diagnostic procedures, pharmacological, medical and surgical management.

Assessment: 3 hour written examination prepared short answer questions.

References: Supplied during subject.

P5492 Psychogeriatrics

Contact Hours: 12 (12 × 1 hour lectures)

Prerequisite: Nil

Content: This subject further develops knowledge and awareness of psychological impairment associated with ageing processes, principles of management and implications for physiotherapy management. Includes classification and signs and symptoms of selected disorders, organic and functional states, principles of medical treatment, social therapy, psychotherapy, rehabilitation programmes, overview of community resources and a review of current research.

Assessment: 3,000 word assignment

References: References will be supplied at the commencement of teaching.

P5541 Neuropsychology A

Contact Hours: 12 (6 × 2 hour lectures including class discussion)

Corequisites: BL511, P5641

Content: This subject provides a conceptual model for the study of brain behaviour relationships, and gives an introduction to methods of patient assessment and data analysis used in clinical neuropsychology. Recent research findings concerning cognitive functions of the central nervous system are reviewed.

Assessment: 1 × 1.5 hour written examination.

References: To be distributed at commencement of subject.

P5542 Neuropsychology B

Contact Hours: 18

(9 × 2 hour lectures including clinical case discussion)

Prerequisite: P5541

Content: This subject provides an introduction to modern clinical psychology and review of recent clinical research findings concerning disturbances of higher cognitive functions and lesions of the central nervous system.

Assessment: 1 × 2 hour written examination.

References: Selected texts and journal articles will be recommended at commencement of subject.

P5553 Sports Psychology

Contact Hours: 18

(9 × 2 hour lectures including class discussion and case presentations)

Prerequisites: An understanding of behavioural sciences equivalent to second year undergraduate level.

Content: This subject explores psychological aspects of training, performance, competition and rehabilitation following injury or illness. The subject investigates the role of games and sports in development of personality, the concept of self and social development; factors which influence motivation and performance; the concept of stress in relation to performance, and psychological reaction to injury, ageing and ill-health.

Assessment: 2,500 word written assignment.

References: To be distributed at commencement of subject.

P5561 Theory and Management of Pain

Contact Hours: 18 (lectures, demonstrations, tutorials)

Prerequisites: P2600, P2721, P2722, BL215, BL271 and BS025 or equivalent.

Content: This subject increases students' knowledge of physiological and behavioural theories of pain mechanisms, including a review of recent research findings. Students are introduced to principles of management other than physiotherapy and develop further knowledge of physiotherapy management. Topics include the concept of pain, measurement and assessment of pain, pain perception and response, review of physiology of pain and the role of pain clinics in pain management.

Assessment: 3 assignments of no more than 500 words each.

References: MELZACK R and WALL P D 1982 *The challenge of pain* Penguin Harmondsworth

Further texts and journal articles to be advised.

P5562 Biomechanics and Kinesiology

Contact Hours: 30 (20 × 1 hour lectures;

2 × 1 hour and 2 × 2 hour laboratory sessions;

4 × 1 hour student presentations)

Corequisite: P5661

Content: This subject gives students detailed knowledge of kinesiology and biomechanics as a basis for clinical expertise in manipulative therapy. Includes study of physical concepts and quantities, tissue rheology, joint lubrication, MacConail's geometry and regional kinesiology of spinal and peripheral joints.

Assessment:

Seminar presentation - satisfactory/unsatisfactory

1,200 word written report - satisfactory/unsatisfactory

laboratory report 1,200 words - satisfactory/unsatisfactory

Students must achieve a satisfactory standard in each component.

References: To be distributed at commencement of subject.

P5572 Growth and Development

Contact Hours: 12 (6 × 2 hour lectures including class discussion)

Prerequisite: BL584

Content: This subject provides advanced knowledge of development and function of biological systems from foetal life to adulthood: repair, regeneration and maturation processes; measurement of growth and biological indices of maturity; and biological factors affecting growth and development of the individual as a member of the family. Topics covered include prenatal factors affecting family development, parent and parent/baby interaction, and psychological and social growth and development.

Assessment: Written assignment 1,500 words.

References: Prescribed reading, including tests and journal articles will be distributed at commencement of subject.

P5581 Sexuality in Pregnancy and the Post Partum

Contact Hours: 6 (3 × 1 hour lectures; 1 × 3 hour seminar)

Prerequisite: BL522

Content: This subject is designed to enable the student to gain an understanding of sexuality during pregnancy and the post partum, and the usual variations in sexuality during those periods and the ability to relate to patients with empathy and sensitivity.

Assessment: 1,500 word assignment.

References: BING E and COLEMAN L 1977 *Making love in pregnancy* New York Bantam
KITZINGER S 1983 *Woman's experience of sex* London Dorling Kindersley
LUMLEY J 1980 *Sexual feeling in pregnancy and after birth* British journal of sexual medicine May
MACCOURT D 1979 *Sexuality in pregnancy* Patient Management March
NAEYE R L 1981 *Coitus and antepartum haemorrhage* British journal of obstetrics and gynaecology

P5582 Theory and Practice of Relaxation

Contact Hours: 18
(9 × 2 hour sessions comprising lectures discussions and practical work)

Prerequisite: Nil

Content: This subject introduces the student to various theoretical concepts of anxiety, stress and relaxation. Enables the student to interrelate theoretical principles with the practice of relaxation and other stress management methods. Enables the student to use selected relaxation techniques and methods in patient management.

Assessment: Practical examination - 40%
1,500 written assignment - 60%

References: Advice on references for the subject will be provided at the commencement of teaching.

P5631 Anatomy and Kinesiology of the Thorax

Contact Hours: 12 (6 × 2 hour lectures)

Content: This subject advances knowledge of the anatomy and kinesiology of the thorax and the mechanics of respiration. Provides a detailed review of thoracic musculo-skeletal and pulmonary anatomy, radiological anatomy of the thorax, and kinesiology of the respiratory muscles and ultrastructure of the lungs.

Assessment: Will be determined following consultation with the students.

References: Advice on references for the subject will be provided at the commencement of teaching.

P5641 Neuroanatomy A

Contact Hours: 12

(4 × 2 hour lectures including slide presentations and use of anatomical models, 2 hour demonstrations of brain dissection)

Prerequisite: Nil

Content: This subject provides an overview of neuroanatomical methods, regional neuroanatomy, relevant blood supply and systems. Also provides a neuroanatomical basis for further study in neuropathology and neuropsychology.

Assessment: 1,500 word written assignment.

References: To be distributed at commencement of subject.

P5642 Neuroanatomy B

Contact Hours: 18 (9 × 2 hour lectures including slide presentation and class discussion)

Prerequisite: P5641

Content: This subject provides knowledge of structure and parallel processing in the cerebral cortex, lateralisation of brain function, limbic system and hypothalamus brain, development and nutrition, neuroanatomical studies on mental states, ageing and dementia and principles of recent advanced in neural tissue transplants in deficiency states.

Assessment: 2,500 word written assignment

References: To be distributed at commencement of subject.

P5661 Anatomy for Manipulative Therapists

Contact Hours: 90

(90 hours practical work. No formal lectures but anatomy teaching staff are available to monitor progress and discuss aspects of students' dissection. Some demonstration/tutorials).

Content: This subject is an advanced study of the skeleton, nervous system and locomotor apparatus. Students study the vertebral column and associated muscles; the spinal cord and its nerves including their plexuses and branches, the brain stem, and thoracic inlet.

Includes a general review of the joints of the body with particular reference to those of the upper and lower limbs; the major nerves of the limbs, including their distribution and function; and the applied anatomy of the back. Practical work is undertaken on one afternoon per week.

Physiotherapy

Assessment: 2 × 3 hour written examination plus oral examination.

References: WILLIAMS P L and WARWICK R eds 1980 *Gray's anatomy* 36th ed Edinburgh Longman
ROMANES G J 1977 *Cunningham's manual of practical anatomy* 14th ed Oxford University Press Vols 1 2 3
LAST R J 1984 *Anatomy regional and applied* 7th ed Edinburgh Churchill Livingstone

P5702 Literature Review

Contact Hours: 30
(Independent review in consultation with supervisor)

Prerequisite: BS501

Content: A literature research project on a topic relevant to students' elected major study, which facilitates ability to read, critically analyse and discuss literature pertinent to clinical practice.

Assessment: 3,500 - 4,000 word written report.

References: To be advised.

P5703 Independent Project

Contact Hours: 30
(Independent empirical research in consultation with supervisors from the School of Physiotherapy, and either the School of Biological or the School of Behavioural Sciences).

Prerequisites: BS501 Graduate Research Skills.
Students may elect to undertake P5702 in conjunction with P5703. This subject is a compulsory subject for all candidates undertaking the Orthopaedics Stream.

Content: This subject provides the opportunity for students to carry out an empirical study of a problem previously identified in P5702 or in clinical practice. This is an elective subject for all students except for those enrolled in the sports orthopaedics stream of the course.

Assessment: 4,000 word written report.

References: To be advised.

P5704 Independent Research Project - Manipulative Therapy

Contact Hours: 30
(Independent empirical research project supervised jointly by a staff member from the School of Physiotherapy and either a staff member from the School of Biological or Behavioural Sciences).

Corequisite: P5760

Content: This subject provides skills in critical analysis, evaluation and discussion of research literature relevant to clinical practice in manipulative therapy. The subject enables students to design and carry out an empirical project, to gain skills in scientific report writing and in presenting a scientific paper in an academic forum.

Assessment: 5,000 word written report.

References: To be advised.

P5705 Graduate Reading Seminars

Contact Hours: 18
(Directed reading and preparation of a seminar paper)

Prerequisite: Nil

Content: An elective subject which enables students to study literature in an area pertinent to their major study under supervision and to prepare and present seminar material for discussion with their peer students.

Assessment:
Class presentation;
Submission of written report - 1,500 words.
Students must achieve a satisfactory standard in each component.

References: To be advised.

P5730 Cardiothoracic Physiotherapy

Contact Hours: 246

Content: This subject comprises the following units:
P5731 Cardiothoracic Physiotherapy - Theory A
P5733 Cardiothoracic Physiotherapy - Theory B
P5732 Cardiothoracic: Clinical Education

P5731 Cardiothoracic Physiotherapy: Theory A

Contact Hours: 54
(Seminars, discussions, student presentations, lectures, practical sessions, self-directed learning)

Prerequisite: Nil

Content: This subject extends the student's knowledge of the aetiology, pathophysiology, clinical presentation, diagnostic procedures and treatment of selected medical disorders of the respiratory system, pulmonary conditions requiring surgery, and cardiovascular disorders. Students study the mechanical and physiological responses to thoracic surgery.

Advances students' knowledge and skills in relation to the physiotherapy management of cardiopulmonary disorders. The physiological basis and effects of techniques are studied and an evaluation and comparison of techniques is made together with their application to specific conditions. Students increase knowledge and expertise in the use of relevant therapeutic technology. A compulsory 6 hour segment on relaxation is included in the unit. It comprises advanced knowledge of relaxation techniques and their therapeutic application.

Assessment: This will be determined in the first week of the unit following consultation with the students.

References: Advice on references for the subject will be provided at the commencement of teaching.

P5732 Cardiothoracic Physiotherapy: Clinical Education

Contact Hours: 120 (Clinical experience)

Prerequisites/Corequisites: P5731

Content: This subject provides the student with the opportunity to further develop clinical skills in the management of cardiac and pulmonary disorders. The clinical experience is tailored to meet the needs of the individual student.

Assessment: Clinical report; case study or log book.

References: To be advised.

P5733 Cardiothoracic Physiotherapy Theory B

Contact Hours: 72

Prerequisite: Nil

Content: A continuation of P5731 - Cardiothoracic Physiotherapy: Theory A

Assessment: This will be determined in the first week of the subject following consultation with the students.

References: Advice on references for the subject will be provided at the commencement of teaching.

P5740 Physiotherapy in Neurology

Contact Hours: 204

Prerequisites: All subjects, other than Physiotherapy, are either prerequisites or corequisites.

Content: This subject comprises the following units:
P5741 Physiotherapy in Neurology: Medical Management
P5742 Physiotherapy in Neurology: Theory of Movement
Re-education;
P5743 Physiotherapy in Neurology: Clinical Experience.

P5741 Physiotherapy in Neurology: Medical Management

Contact Hours: 24

(24 hours lectures, discussions and seminars as determined by the class.)

Content: In relation to selected neurological disorders students further their knowledge of pathology, pathophysiology, medical, surgical and pharmacological management, diagnostic procedures and interpretation of results, and the implications of these for physiotherapy. Topics addressed include: space occupying lesions, trauma, infections and cerebrovascular conditions affecting the nervous system, acute management of brain and spinal cord trauma and surgical patients, epilepsy.

Assessment: Seminar paper(s) and/or essay as determined by the class.

References: Will be made available at the commencement of teaching.

P5742 Physiotherapy in Neurology: Theory of Movement Re-Education

Contact Hours: 60

(60 hours of seminars, discussions, demonstrations and clinical experience)

Content: This subject exposes students to major issues in neurological rehabilitation and practise a variety of measurement and handling skills. Particular emphasis is placed on measurement and recording of movement and the application of learning theory in rehabilitation.

Assessment: Seminar paper(s) and/or essay(s) as determined by the class.

References: Will be made available at the commencement of teaching.

P5743 Physiotherapy in Neurology: Clinical Experience

Contact Hours: 120 (120 hours of clinical experience)

Content: This subject is designed with regard to the individual student's needs. It is arranged as a contract between the Physiotherapy School, the clinic and the student.

Assessment: As determined for each student after consultation between the Physiotherapy School, the clinic and the student concerned.

References: Will be provided at the commencement of teaching.

P5746 Hydrotherapy

Contact Hours: 18 (3 × 2 hour lectures, lecture/demonstrations and 6 × 2 hour practical classes in water)

Content: This subject provides knowledge of principles of hydrodynamics, the use of water as a medium for therapy and recreation, water safety, pool design and special equipment, physiological effects of water and water temperature, indication and contraindications for hydrotherapy. Methods covered include Hallewick and Badragaz.

Assessment:
1,000 word written assignment (satisfactory/unsatisfactory);
1 hour practical examination (satisfactory/unsatisfactory)
Students must achieve a satisfactory standard in both.

References: To be determined at commencement of subject.

P5750 Physiotherapy in Orthopaedics (Sports)

Contact Hours: 145

Prerequisite: Nil

Content: This subject comprises the following units:
P5751 Physiotherapy in Orthopaedics (Sports): Theory
P5752 Physiotherapy in Orthopaedics (Sports): Clinical

P5751 Physiotherapy in Orthopaedics (Sports): Theory

Contact Hours: 25

(1 hour or 1.5 hours lectures/demonstrations/discussions)

Content: This subject consists of advanced Physiotherapy management of various sporting injuries: acute, chronic and post-surgical. Rationale for treatment is presented by physiotherapists, physical educationalists and biomechanics.

Assessment: 1 × 2 hour written examination.

References: *Journal of orthopaedic and sports physical therapy*
Exercise and sports sciences reviews
Physical and sports medicine
Journal of biomechanics
Physician and sport medicine
Patient management

P5752 Physiotherapy in Orthopaedics (Sports): Clinical

Contact Hours: 120

(2 hour or 3 hour demonstrations/practical sessions; 72 clinical hours in a sports injury practice; 24 clinical hours in a manipulative therapy practice).

Content: Practical classes focus on the rationale and development of advanced skills related to the assessment and treatment of soft tissue and joint pathology.

Assessment:

Clinical exam: 35%

Clinical Report: 35%

Practical Exam (Manipulative Therapy/Electrotherapy): - 30%

Cybox and Strapping tests - satisfactory/unsatisfactory;

References: To be advised.

P5760 Theory and Practice of Manipulative Therapy

Contact Hours: 304

Prerequisites: The following subjects must be taken either as prerequisites or corequisites.

P5461

P5562

P5661

Content: The subject is designed to give students the opportunity to develop advanced skills in the total management of patients with musculo-skeletal conditions. It embraces areas of assessment, differential diagnosis, selection and implementation of appropriate treatment techniques, as well as evaluation of the effectiveness of the techniques and awareness of the indications and contraindications to mobilisation and manipulation. It comprises the following units:

P5761 Theory of Manipulative Therapy

P5762 Practice of Manipulative Therapy

References: CYRIAX J 1978 *Textbook of orthopaedic medicine* vol 1: *Diagnosis of soft tissue injuries* 7th ed London Balliere Tindall

MAITLAND G D 1976 *Peripheral manipulation* 4th ed London Butterworths

MAITLAND G D 1977 *Spinal manipulation* 2nd ed London Butterworths

P5761 Theory of Manipulative Therapy

Contact Hours: 76

(Lectures, lecture demonstrations and case presentations)

Content: Theoretical knowledge required for the application of advanced clinical skills to enable students to develop a systematic and analytical approach to the management of patients with musculo-skeletal conditions. Students develop skills in examination, differential diagnosis, treatment selection and progression, planning on-going programmes as well as taking accurate patient records. Strong emphasis is on mobilisation and manipulation of spinal and peripheral joints.

Assessment:

1 × 3 hour written examination 95%

Class presentation 5%

References: To be advised.

P5762 Practice of Manipulative Therapy

Contact Hours: 228

(3 half days per week in outpatient clinics under supervision)

Prerequisite: Nil

Content: Application, in the clinical situation, of knowledge and skills acquired in P5761 - Theory of Manipulative Therapy. Students learn examination procedures for spinal and peripheral joints, and develop finesse with respect to palpation and treatment techniques. Skills are practised both in the School setting, and in the clinical situation where patients with selected musculo-skeletal disorders are examined and treated under supervision.

Assessment:

Clinical examinations - 80%

Techniques examinations - 20%

References: To be advised.

P5771 Physiotherapy in Paediatrics

Contact Hours: 186

(66 hours theory;

120 hours clinical)

Content: This subject comprises the following units:

P5773 Physiotherapy in Paediatrics: Theory

P5774 Physiotherapy in Paediatrics: Clinical

P5773 Physiotherapy in Paediatrics: Theory

Contact Hours: 66 (66 × 1 hour lectures)

Prerequisite: Nil

Content: Students acquire both theoretical knowledge and expert proficiency in the application of the various methods of physiotherapy treatment of paediatric neurological, cardiothoracic, and orthopaedic conditions, and neonatal conditions. Students acquire proficiency in the physiotherapy management of children with haematological, mesenchymal and other medical disorders and conditions following burns and reconstructive surgery.

Assessment:

Assignments - 75%

Peer presentations - 25%

References: Advice on references for this subject will be provided at the commencement of teaching.

P5774 Physiotherapy in Paediatrics: Clinical

Contact Hours: 120

(30 hours each, neonatal, intensive care, orthopaedics/general; neurological; neurological specialisation)

Prerequisite: Nil

Content: Students have the opportunity to reinforce in a clinical setting the knowledge gained in the theoretical component of the course. The programme will be a contract between the student, the School and the clinic, designed to fit the needs of the individual student.

Assessment:

Clinical examination - 25%
Neonatal Intensive care, Orthopaedics general - 25%
Neurology - 25%
Written assignment - 25% on Neurology (specialisation)

References: Advice on references for this subject will be provided at the commencement of teaching.

P5775 Recreation for the Handicapped Child

Contact Hours: 18 (18 x 1 hour lectures)

Prerequisite: Nil

Content: This subject develops the awareness of the role of recreation in promoting and maintaining health and well being; provides awareness of community resources and segregated and integrated recreational programmes; provides skills in assessment of needs, planning, conducting appropriate programmes for individual children and the design, construction and improvisation of aids and equipment relevant to different recreational activities.

Assessment:

Assignment - 75%
Peer presentation - 25%

References: Advice on references for this subject will be provided at the commencement of teaching.

P5780 Physiotherapy in Obstetrics and Gynaecology

Contact Hours: 162

Content: The subject comprises two units:

P5781 Physiotherapy in Obstetrics and Gynaecology and Neonatology: Theory
P5782 Physiotherapy in Obstetrics and Gynaecology: Clinical

P5781 Physiotherapy in Obstetrics and Gynaecology and Neonatology: Theory

Contact Hours: 42

(42 hours of lectures, tutorials, practical work and discussions)

Prerequisite: Nil

Content: This subject will help the student in planning, conducting and evaluating ante-natal, post natal and relaxation classes; treating biomechanical problems resulting from pregnancy, parturition and the puerperium; assisting women with skills for use in labour; assessing and treating the neonate; treating gynaecological problems and communicating effectively with members of the health care team and support agencies.

Assessment:

Class presentation - 30%
Log book - 70%

References: Advice on references for the subject will be provided at the commencement of teaching.

P5782 Physiotherapy in Obstetrics and Gynaecology: Clinical

Contact Hours: 120

(120 hours of practical participation, lectures, tutorials, attendance at operations and different hospital departments).

Prerequisite: Nil

Content: Students have the opportunity to reinforce in a clinical setting the knowledge gained in the theoretical component of the subject. The programme is a contract arranged by the student, the School and the clinic, designed to fit the needs of the individual student.

Assessment:

Class taking - 40%
Individual paper - 30%
Log book - 30%

References: Advice on references will be provided at the commencement of teaching.

P5791 Physiotherapy in Geriatrics

Contact Hours: 174

Content: This subject comprises the following units:

P5792 Physiotherapy in Geriatrics: Theory
P5793 Physiotherapy in Geriatrics: Clinical

P5792 Physiotherapy in Geriatrics: Theory

Contact Hours: 54

(50 x 1 hour lectures and demonstrations;
2 x 2 hour visits to clinics)

Prerequisite: Nil

Content: This subject integrated knowledge of ageing processed in different body systems and enables students to formulate and administer appropriate assessment, treatment, and evaluative principles in cases of multiple pathology, in programmes for maintenance of health or rehabilitation in institutions and in community settings. Includes a component of domiciliary physiotherapy focussing on the topics: organisation of domiciliary programmes, assessment, treatment and evaluation of management in the home and family context. Reinforces students' knowledge of the roles of other health care professionals, their goals and methods in the overall management of geriatric patients. Introduces students to perceptual problems of the aged, and the effects on physiotherapy management.

Assessment:

3 x 2,500 - 3,000 word assignments (1 each term - 33% each)

References: Will be supplied at the commencement of the subject.

P5793 Physiotherapy in Geriatrics: Clinical

Contact Hours: 120

(120 hours of clinical experience)

Content: In clinics, students develop and consolidate knowledge gained during the theoretical subject. Students consult and communicate with staff on overall programmes of management of the geriatric patient.

Physiotherapy

Assessment:

Unit 1 Diary/log book 1.

Satisfactory/unsatisfactory

Unit 2 Diary/log book 2. - 20%

Hospital report - satisfactory/unsatisfactory

Clinical test - 30%

Units 3, Diary/log book 3. 20%

Hospital report - satisfactory/unsatisfactory

Clinical test - 30%

References: Will be supplied at the commencement of this subject.

PROSTHETICS AND ORTHOTICS

PO110 Prosthetics and Orthotics Laboratory Techniques

Contact Hours: 132 (lectures, demonstrations, practical classes).

Prerequisite: Nil

Content: Work methods are reinforced by student participation in use of tools, techniques and machines that are common to the prosthetics/orthotics laboratory. There will be a strong emphasis on safety in this subject.

Assessment:

Class projects
1,000 word assignment
1½ hour exam

References: Printed notes may be purchased from the School of Prosthetics and Orthotics.

PO111 Technical Drawing

Contact Hours: 21 (lectures and drawing practice).

Prerequisite: Nil

Content: A subject designed to give an understanding and allow development of drawing skills. There is emphasis on pictorial and diagrammatic communication relevant to prosthetics and orthotics.

Assessment: Folder of class drawings.

References: To be advised.

PO112 Materials Technology

Contact Hours: 36 (lectures and laboratory classes).

Prerequisite or Corequisite: BL152

Content: This subject along with BL152 (General Science) is designed to give students a theoretical and practical understanding of a range of materials used in prosthetics and orthotics. Aspects include safety when using materials, structure and properties of materials, and how these are affected by fabricating processes and use in prosthetic and orthotic devices.

Assessment:

1,500 word assignment.
2 hour exam

References: To be advised.

PO121 Introduction to Orthotics

Contact Hours: 135 (lectures, demonstrations and laboratory classes).

Prerequisite or Corequisite: PO110

Content: Students will receive instruction and develop skills relevant to their functioning in the orthotic laboratory. Emphasis is given to the use of equipment and materials in fabricating and finishing processes.

Assessment:

Class projects.
1,000 word assignment and oral presentation.
1½ hour exam

References: To be advised.

PO122 Introduction to Prosthetics

Contact Hours: 145 (lectures, demonstrations and laboratory classes).

Prerequisite or Corequisite: PO110

Content: Students will receive instruction and develop skills relevant to their functioning in the prosthetic laboratory. Emphasis is given to the use of equipment and materials in fabricating and finishing processes.

Assessment:

Class projects
1,000 word assignment and oral presentation
1½ hour exam

References: To be advised.

PO125 Clinical Education 125

Contact Hours: 35 hours of clinical placement.

Prerequisite: Nil

Content: Students are allocated to hospitals and prosthetic/orthotic centres for block clinical placements in which they are familiarised with clinical practice in prosthetics/orthotics. Practical skills are to be expanded during these placements.

Assessment: Satisfactory performance during placement and completion of a diary of activities.

References: To be advised.

PO221 Below Knee Orthotics

Contact Hours: 153 (lectures, demonstrations and clinical/laboratory classes).

Prerequisite: PO121

Content: Students gain specialised knowledge of specific areas of casting, measuring, fabricating, fitting and aligning of below knee orthoses. This subject includes applied anatomy and biomechanics relevant to the level of dysfunction.

Assessment:

Classwork including clinical assessment and projects.
1,500 word assignment and oral presentation
2 hour exam

References: NEW YORK UNIVERSITY, 1981 Revision. *Lower limb orthotics with supplement*, New York.

PO222 Above Knee Orthotics

Contact Hours: 153 (lectures, demonstrations and clinical/laboratory classes).

Prerequisite: PO121

Content: Students gain specialised knowledge of specific areas of casting, measuring, fabricating, fitting and aligning above knee orthoses. This subject includes applied anatomy and biomechanics relevant to the level of dysfunction.

Assessment:

Classwork including clinical assessment and projects.
1,500 word assignment and oral presentation
2 hour exam

References: NEW YORK UNIVERSITY, 1981 Revision. *Lower limb orthotics with supplement*, New York.

PO223 Upper Extremity Orthotics

Contact Hours: 83 (lectures, demonstrations and clinical/laboratory classes.)

Prerequisite: PO121

Content: Students gain specialised knowledge of specific areas of casting, measuring, fabricating, fitting and aligning upper extremity orthoses. This subject includes applied anatomy and biomechanics relevant to the levels of dysfunction.

Assessment:

Classwork including clinical assessments and projects.
1,500 word assignment and oral presentation
2 hour exam

References: To be advised.

PO224 Spinal Orthotics

Contact Hours: 70 (lectures, demonstrations and clinical/laboratory classes).

Prerequisite: PO121

Content: Students gain specialised knowledge of specific areas of casting, measuring, fabricating and fitting spinal orthoses. This subject includes applied anatomy and biomechanics relevant to the levels of dysfunction.

Assessment:

Classwork including clinical assessments and projects.
1,500 word assignment and oral presentation
1½ hour exam

Reference: NEW YORK UNIVERSITY, 1975 Revision. *Spinal orthotics with supplement*, New York.

PO225 Clinical Education 225

Contact Hours: 70 hours of clinical placement.

PO226 Clinical Education 226

Contact Hours: 70 hours of clinical placement.

Prerequisite: PO125

Content: Students are allocated to hospitals and prosthetic/orthotic centres for block clinical placements. Students participate under supervision in clinical activities, patient treatments and laboratory work.

Assessment:

Performance during placements.
500 word assignment for each of PO225 and PO226.

References: To be advised.

PO240 Introduction to Design and Development

Contact Hours: 9 (lectures).

Prerequisite: Nil

Content: This subject provides the student with an introductory knowledge of ergonomics and the principles of design in preparation for an independent development project in third year.

Assessment: 1,500 word assignment and oral presentation.

References: To be advised.

PO241 Nursing Procedures

Contact Hours: 20 (lectures and practical classes).

Prerequisite: Nil

Content: This subject provides an introduction to ward and theatre procedures, sterilisation and patient handling procedures.

Assessment: 1,500 word assignment.

References: Nil

PO321 Below Knee Prosthetics

Contact Hours: 149 (lectures, demonstrations and clinical/laboratory classes).

Prerequisite: PO122

Content: Students gain specialised knowledge of specific areas of casting, measuring, fabricating, fitting and aligning below knee prostheses. The subject includes applied anatomy and biomechanics relevant to below knee amputations.

Assessment:

Classwork including clinical assessments and projects.
1,500 word assignment and oral presentation
2 hour exam

References: NEW YORK UNIVERSITY, 1982 Revision. *Lower limb prosthetics with supplement*, New York.

PO322 Above Knee Prosthetics

Contact Hours: 153 (lectures, demonstrations and clinical/laboratory classes.)

Prerequisite: PO122

Content: Students gain specialised knowledge of specific areas of casting, measuring, fabricating, fitting and aligning above knee prostheses. The subject includes applied anatomy and biomechanics relevant to above knee amputations.

Assessment:

Classwork including clinical assessments and projects.
1,500 word assignment and oral presentation
2 hour exam

References: NEW YORK UNIVERSITY, 1982 Revision. *Upper limb prosthetics with supplement*, New York.

PO323 Upper Extremity Prosthetics

Contact Hours: 120 (lectures, demonstrations and clinical/laboratory classes.)

Prerequisite: PO122

Content: Students gain specialized knowledge of specific areas of casting, measuring, fabricating, fitting and aligning upper extremity prostheses. The subject includes applied anatomy and biomechanics relevant to upper limb amputations.

Assessment:

Classwork including clinical assessments and projects.
1,500 word assignment and oral presentation
2 hour exam

References: NEW YORK UNIVERSITY, 1982 Revision. *Upper limb prosthetics with supplement*, New York.

PO325 Clinical Education 325

Contact Hours: 70 hours of clinical placement.

PO326 Clinical Education 326

Contact Hours: 105 hours of clinical placement.

PO327 Clinical Education 327

Contact Hours: 105 hours of clinical placement.

Prerequisites: PO225, PO226

Content: Students are allocated to hospitals and prosthetic/orthotic centres for block clinical placements. While students continue to work under supervision, they are expected to show initiative and ability in the areas of clinical activities, patient treatments and laboratory work. Awareness of the Centre's functioning and management is to be developed.

Assessment:

Performance during placement.
500 word assignment for each of PO325, PO326 and PO327.

References: To be advised.

PO329 Allied Health Clinics

Contact Hours: 60 (clinical placement).

Prerequisites: PO225, PO226

Content: Students are allocated to allied health departments in hospitals for interdisciplinary professional experience. At the end of the programme students will have a knowledge of professional/clinical conduct of allied health professionals and their interaction in the Australian Health Care System.

Assessment: Performance during placement and completion of a log book of activities.

References: To be advised.

PO330 Administration and Management

Contact Hours: 24 (lectures).

Prerequisite: Nil

Content: This subject develops the student's knowledge and understanding of the theory and techniques of management, and of principles and types of organizational structure for communication, direction and control. It introduces factors affecting management decisions such as costing, stock control and work study, as well as governmental, legal and ethical aspects in the delivery of prosthetic/orthotic clinical health care services.

Assessment:

1 x 1,500 word assignment.
1 hour exam

References: To be advised.

PO340 Design and Development

Contact Hours: 88 (lectures and clinical/laboratory classes).

Prerequisite: PO240

Content: This subject develops the student's ability to apply principles of design, analysis, evaluation in carrying out an independent practical prosthetic/orthotic project.

Assessment:

Project presentation.
2,000 word assignment.

References: To be advised.

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Lincoln Institute of Health Sciences is at three locations; the addresses are as follows:

Main Carlton campus:

625 Swanston St., Carlton 3053 Phone: 342 0222

School of Nursing:

School of Nursing, 2-6 Slater St., Melbourne 3004
Phone: 269 1700

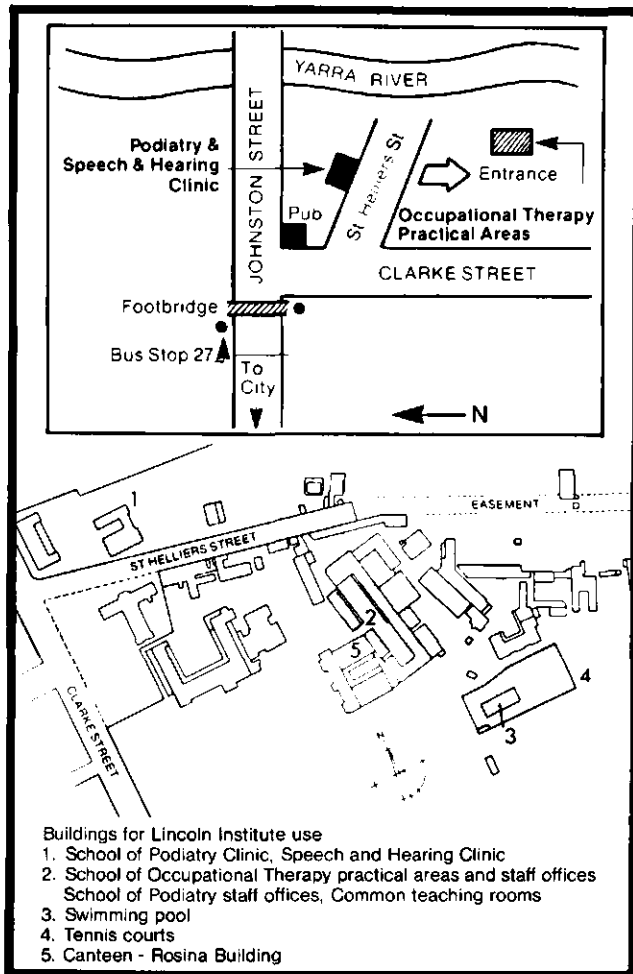
Abbotsford campus:

School of Podiatry and Speech and Hearing Clinic.
St Helliers St., Abbotsford 3067 Phone: 418 6800

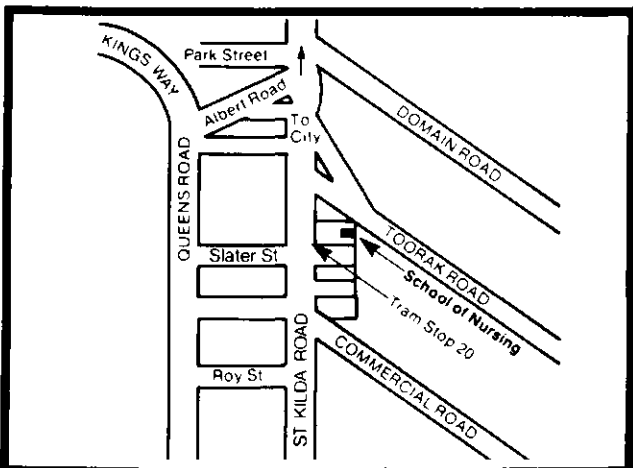
Enquiries about courses should be directed to:

Student Administration and Admissions Office.
Lincoln Institute of Health Sciences, 625 Swanston St.,
Carlton 3053 Phone: 347 6088

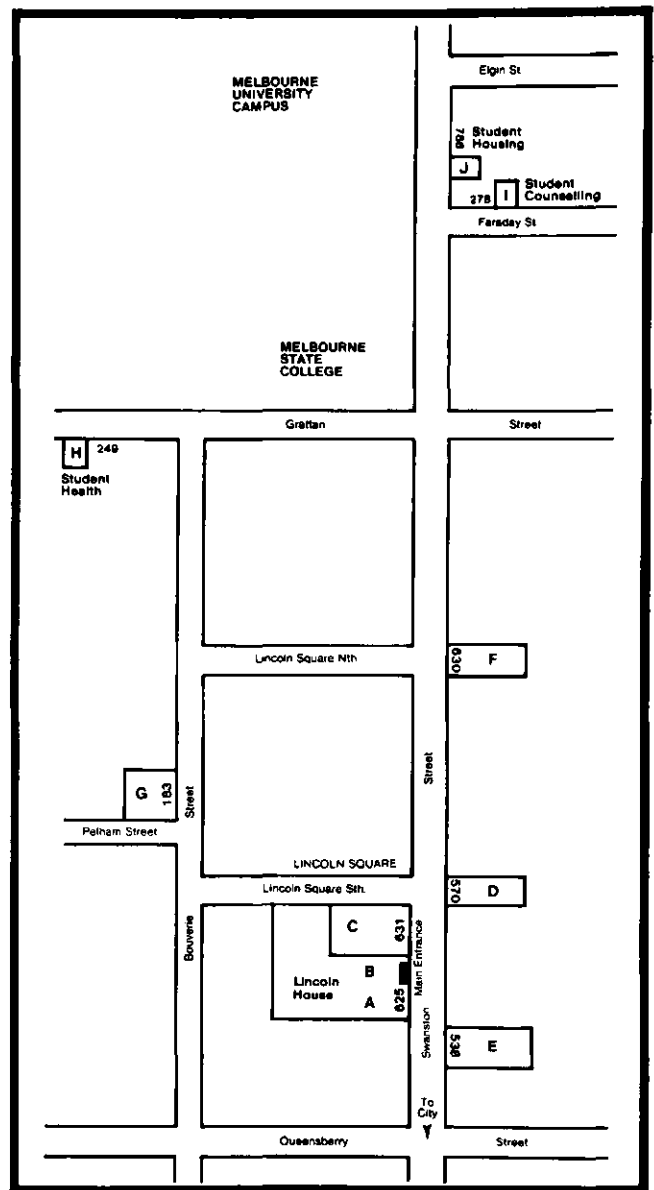
ABBOTSFORD CAMPUS



SCHOOL OF NURSING



CARLTON CAMPUS/STUDENT COUNSELLING, HEALTH AND HOUSING SERVICES



BUILDING A

Ground Floor
First Floor
Second Floor
Third Floor
Fourth Floor

BUILDING B

Ground Floor
First Floor

BUILDING C

Ground Floor

BUILDING D

Ground Floor

BUILDING E

Ground Floor

Second Floor

BUILDING F

First Floor

BUILDING G

BUILDING H

BUILDING I

BUILDING J

Central Administration

First Floor
School of Occupational Therapy
School of Physiotherapy
School of Communication Disorders

Cafeteria

Student Services Office, Student Union
Office, and Student Lounge

School of Orthoptics

School of Prosthetics and Orthotics

School of Health Administration and
Education

School of Behavioural Sciences

Student Administration and Admissions
Office

Accounts and Pay Office

School of Biological Sciences

Student Health

Student Counselling

Student Housing

