



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

School of Public Health – Master of Public Health

PUBH7044: Professional placement in Public Health – Supervisor Handbook



Contents

Definitions	3
Placement Provider	3
Placement Supervisor	3
Project Description	3
UQ Contacts	3
Course Coordinator	3
The Master of Public Health Program	3
PUBH7044 Professional Placement in Public Health	3
Learning Objectives	3
Graduate Attributes	3
Course Structure and Attendance	4
Supervisor's Responsibilities	4
Dress Code	4
Punctuality	4
Placement Orientation and OHS	4
Pre-Placement Checklist	4
Placement Assessment	4
At-risk students	4
Contract	4

Definitions

Placement Provider

The organisation at which the student undertakes his/her placement.

Placement Supervisor

An employee of the Placement Provider who will provide day-to-day supervision of the student, provide the Supervisor Evaluation, and sign-off on the attendance Timesheet. The supervisor must have completed a Master of Public Health qualification (or 5+ years of relevant industry experience).

Project Description

An outline of the duties, responsibilities and expected outcomes associated with the position / project that the student undertakes.

UQ Contacts

Any questions can be directed to the SPH Placements Office:

- **E:** SPHplacements@uq.edu.au
- **T:** +61 7 336 55295 / 55520

Course Coordinator

- Associate Professor Sheleigh Lawler
- **E:** s.lawler@sph.uq.edu.au
- **T:** +61 0433.655.512
- **W:** [Profile](#)

The Master of Public Health Program

The Master of Public Health is an interdisciplinary program that teaches courses relevant to public health practice and research. The program is evidence-based, comprehensive, and reflects UQ's strong links with organisations such as Australian Aid, the World Bank, the World Health Organization, UNICEF, and international ministries of health. This program is taught through the School of Public Health, which is [ranked number one in Asia Pacific for Public Health](#). UQ was also ranked 30th in the world for Life Sciences and Medicine in the [2018 QS World University Rankings by Subject](#). This program is the first in the Asia Pacific region to achieve Curriculum Validation from the [Agency for Public Health Education Accreditation](#), which confirms the curriculum adheres to European standards and contains the structure and core content expected from a comprehensive Master of Public Health program.



PUBH7044 Professional Placement in Public Health

PUBH7044 Professional Placement in Public Health has been developed to provide final year MPH students with hands-on experiences in a public health work environment. The course will draw from the students' accumulated knowledge and skill base and prepare them for future employment within the public health sector.

Learning Objectives

The aims of PUBH7044 are for students to:

1. Demonstrate high level of interpersonal and communication skills in writing, oral and negotiation when engaging with internal and external stakeholders.
2. Critically analyse information and data to provide evidence-based recommendations for colleagues, supervisors, and other stakeholders.
3. Demonstrate strategic planning and project management skills, including applied knowledge of the coordination, development, implementation and evaluation of projects or public health programs.
4. Apply time management skills to prioritise competing demands, adapt effectively to change, and complete tasks on time.
5. Demonstrate relationship skills by identifying, negotiating, and working effectively with partners, stakeholders and colleagues.
6. Understand and identify the role of various frameworks, guidelines and policies in addressing population health.
7. An ability to reflect on personal skills and professional strengths and develop self-awareness.

Graduate Attributes

Graduates of the Master of Public Health are expected to portray the following attributes:

1. **Accomplished scholars.** The ability to engage with different traditions of thought and apply this knowledge in multi-disciplinary and global settings and contexts to enact a positive difference in their world.
2. **Courageous thinkers.** The ability to critically question, analyse, interpret, and evaluate their world and experiences to conceive innovative responses to future challenges.
3. **Connected citizens.** Responsible, independent, outward-looking global citizens who possess a sound understanding of their communities.
4. **Culturally capable.** Have an understanding of, and respect for, Australian Aboriginal and Torres Strait Islander and global Indigenous peoples' values, cultures, and knowledge.
5. **Influential communicators.** Convey ideas and information effectively to a range of audiences for a variety of purposes.
6. **Respectful leaders.** Act with knowledge of, and respect for, ethics and ethical standards within their professional and disciplinary fields as leaders and emerging leaders.

Course Structure and Attendance

PUBH7044 has academic content and processes as well as committing students to 180 hours in a work placement over the course of the semester. Students will complete 13 weeks in the host organisation working the equivalent of 9am – 5pm, two (2) days per week for the duration of the placement. *Under some circumstances, other arrangements can be negotiated but must be discussed with the host organisation and approved by the University prior to the commencement of the placement.* Students are required to keep a log or timesheet of their daily and accumulated hours and to have this signed off by their field supervisor.

Students are also required to attend PUBH7044 classes facilitated by the University on campus and to complete all assessment items for the course. These classes and assessments are in addition to the 180 hours required for the placement.

Supervisor's Responsibilities

- Provide day-to-day supervision of the student
- Sign-off attendance timesheet/s to ensure student/s completing their hours within the recommended timeframe.
- Sign-off student interim and final self-reflection reports. This report is an important communication tool. It provides an opportunity to raise any concerns you have regarding the student, or alternatively, to celebrate their progress and success.
- If a student is sick, it is **their** responsibility to organise with you a time that they can make up their hours to ensure that they still get their full 180 hours of placement time. If you are concerned that they are taking too much sick leave and will not be able to make up the hours, either ask the student to get in touch with the Course Coordinator, or contact the Course Coordinator yourself.
- Contact the Course Coordinator as soon as possible if you are experiencing any concerns regarding the student.

Dress Code

If your organisation has a dress code, please provide it to the student at the orientation session.

Punctuality

The importance of punctuality has been stressed to students. If they are unable to attend for any reason, or are running late, it is their responsibility to contact you as soon as is practicable. Please list all absences (along with any reasons given) in your report.

Placement Orientation and OHS

It is important that students receive an orientation so that they are aware of any relevant policies and occupational health and safety requirements. Students have been advised to contact you if they feel unsafe, or potentially unsafe, at any time during the placement. Appropriate risk assessments must be undertaken before students participate in any off-site activities.

Pre-Placement Checklist

1. Have you confirmed the specific location to meet your student on the first day?
2. Have you provided the student with all relevant policies?
3. Have you conducted an orientation session as you would for all new employees?
4. Is the student aware of OHS requirements?
5. Have the placement dates and times (totalling 180 hours) been finalised?
6. Have you confirmed the start date and time with your student?
7. Does the student have an alternative contact in case you are unavailable?

Placement Assessment

One of the conditions of passing the placement is that students must complete the required number of placement hours in addition to the compulsory attendance at university-based workshops and completion of the four assessments.

Assessment includes:

- a goal-setting plan
- an interim and final self-reflection report (completed by the student and signed-off by the supervisor)
- completed time-sheets (must be signed-off by the supervisor)
- final presentation to PUBH7044 colleagues and course coordinator (supervisors are welcome to attend these student presentations)

At-risk students

If at any time you feel the student is at risk of failing the placement, please contact the Course Coordinator promptly so that an appropriate intervention strategy can be planned and implemented. Under no circumstances should a student fail a placement without first having been identified as at-risk.

Contract

Placement Providers will be required to enter into a formal contract with The University of Queensland. Further details will be supplied upon receipt of an EOI.

