



CHIR20011 Clinical Practice 5

Term 2 - 2023

Profile information current as at 05/05/2024 01:03 am

All details in this unit profile for CHIR20011 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

Clinical Practice 5 provides you with your fifth block of practical experience within a chiropractic clinic. Under decreasing guidance from your clinic supervisors, you will work as a functional team member and use the theoretical knowledge and practical skills developed in the previous four clinical units. Therefore, you will be expected to demonstrate this increased knowledge and skill by delivering patient assessment and treatment. You will begin to actively lead clinical decision making and management planning discussions. During this unit you will be able to undertake many clinical tasks independently. This intern experience is a valuable bridge between university and professional practice.

Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

Pre-requisites or Co-requisites

Prerequisite: CHIR20009 Clinical Practice 4

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 2 - 2023

- Brisbane
- Mackay

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **In-class Test(s)**

Weighting: Pass/Fail

2. **Professional Practice Placement**

Weighting: Pass/Fail

3. **Professional Practice Placement**

Weighting: Pass/Fail

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student unit evaluation and feedback from the students.

Feedback

The students enjoyed the unit and in particular the interdisciplinary case discussions.

Recommendation

It is recommended that case based learning continue to be a part of this unit.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Plan and perform an appropriate patient-centered clinical assessment, at a mastery level
2. Independently appraise clinical data to determine differential diagnoses, formulate an appropriate working diagnoses and then generate an appropriate treatment plan
3. Use case studies with minimal supervisor guidance to assess the need for a patient to receive emergency care and/or referral to another health care professional, and perform an appropriate course of care
4. Prepare and present a health promotion plan as part of a patient's management plan
5. Explain a diagnosis and treatment plan to a patient, and produce professional written reports using effective communication skills
6. Independently and consistently comply with the duty of care of a primary health care practitioner and the Chiropractic Code of Conduct.

The Learning Outcomes address the majority of elements and performance indicators of CCEA's Accreditation Standards: Unit 3 Professional Interaction, Unit 6 Patient Assessment, Unit 7 Diagnostic Decision Making, Unit 8 Planning of Patient Care, and Unit 9 Implementation of Care. There will be some elements addressed from Unit 10 Disease Prevention and Health Promotion and Unit 11 Professional Scientific Development. These will be evidenced by the portfolio which will log each patient interaction.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - In-class Test(s) - 0%	•	•	•	•	•	•
2 - Professional Practice Placement - 0%		•	•		•	
3 - Professional Practice Placement - 0%	•			•		•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Knowledge	○	○	○	○	○	
2 - Communication	○		○	○	○	○
3 - Cognitive, technical and creative skills	○	○	○			
4 - Research		○	○			
5 - Self-management	○	○				
6 - Ethical and Professional Responsibility	○	○	○	○		○
7 - Leadership			○	○	○	○
8 - Aboriginal and Torres Strait Islander Cultures						

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Dawn Dane Unit Coordinator

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Schedule

Week 1 - Welcome and course overview - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction to CP5 Clinical duties: Rehabilitation, Reception, Radiography and Clinical Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering	Relevant content will be available on Moodle.	

Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Vacation Week - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Happy Studying/Vacationing!		

Week 6 - 21 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering	es.	

Week 7 - Complex case panel discussion - 28 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Multi-Discipline Case Conference: Online zoom discussion Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 8 - 04 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Zoom discussion with special guests Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 9 - - 11 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 10 - Blast-from-the-past - 18 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Zoom discussion with special guests Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 11 - 25 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering		

Week 12 - 02 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
Clinical duties: Rehabilitation, Reception, Radiography and Clinical tasks Clinical performance: Direct observations of procedures, mini-CEX, participation in weekly gathering	Relevant content will be available on Moodle. Case content will be available on Moodle -an open forum will also be available for sharing case related resources.	Log book audit and competencies due Logbook Due: Week 12 Friday (6 Oct 2023) 12:00 pm AEST Competencies Due: Week 12 Friday (6 Oct 2023) 12:00 pm AEST

Review/Exam Week - 09 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
		End of Term Test Due: Review/Exam Week Tuesday (10 Oct 2023) 12:00 pm AEST

Exam Week - 16 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 End of Term Test

Assessment Type

In-class Test(s)

Task Description

This end of term test will be made up of a mix of long and short case scenarios that have a higher level of complexity than the scenarios tested in Chiropractic Practice 4. You will be required to provide answers demonstrating appropriate clinical reasoning, diagnosis and clinical management. The test will take place in a computer lab on-campus and will be invigilated by a staff member. An information guide will be provided during the term to provide study and preparation tips.

Assessment Due Date

Review/Exam Week Tuesday (10 Oct 2023) 12:00 pm AEST

The end of term test starts at 12pm

Return Date to Students

Exam Week Friday (20 Oct 2023)

via Moodle

Weighting

Pass/Fail

Minimum mark or grade

50

Assessment Criteria

This end of term test will require you to assess your knowledge and clinical reasoning skills as described above. The assessment criteria will require you to select the correct answer for any MCQ questions. For the short or long answer questions, these will be marked by the UC and clinical educators. The requirements will involve accuracy of the answers, grammar, spelling and completeness. Feedback will be provided after the results are released.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Plan and perform an appropriate patient-centered clinical assessment, at a mastery level
- Independently appraise clinical data to determine differential diagnoses, formulate an appropriate working diagnoses and then generate an appropriate treatment plan
- Use case studies with minimal supervisor guidance to assess the need for a patient to receive emergency care and/or referral to another health care professional, and perform an appropriate course of care
- Prepare and present a health promotion plan as part of a patient's management plan
- Explain a diagnosis and treatment plan to a patient, and produce professional written reports using effective communication skills
- Independently and consistently comply with the duty of care of a primary health care practitioner and the Chiropractic Code of Conduct.

2 Logbook

Assessment Type

Professional Practice Placement

Task Description**Attendance and clinical requirements**

As a health care professional your attendance is relied upon for the provision of quality patient care. Your absence and or tardiness impacts service delivery and safe patient care. It is expected that you attend 100% of the scheduled time during the clinical placement to achieve the required clinical attendance. All hours worked must be entered into the clinical attendance form in your logbook. This e-form must be signed by your clinical supervisor.

Public holidays are included as hours worked. You can log your shift hours worked for each public holiday. These do not need to be 'made up'.

Any time you are away from your clinical institution, you MUST supply a verifiable supporting document indicating why you have not attended. Both your clinical supervisor and the unit coordinator MUST be informed by you of any absences from your clinical placement. Any absence for part, or all of, a working day must be made up during the clinical placement. During your time in clinic, you MUST complete your clinical requirements as detailed in the clinic manual (This term targets are 120 treatments, 15 new patients consultations, 2 systemic examinations, 20 radiology reports 10 radiographic positioning encounters and 3 lab investigations).

The logbook and your student drive MUST be kept UP TO DATE as logbook audits will be performed periodically throughout the term. It is your responsibility to ensure that all of these requirements are completed in order to attain a pass for this assessment. Upload completed competencies to your student drive.

If the clinical supervisor deems your skills are not progressing well by week 6 remedial support will be offered

Assessment Due Date

Week 12 Friday (6 Oct 2023) 12:00 pm AEST

Logbooks must be kept up to date throughout the term however all requirements need to be completed by the end of week 12.

Return Date to Students

Review/Exam Week Friday (13 Oct 2023)

Competencies need to be uploaded to your student drive and in your logbook.

Weighting

Pass/Fail

Minimum mark or grade

successful completion of all tasks (100%)

Assessment Criteria

To pass this assessment you must attend all scheduled shifts AND provide documented evidence of completion of the clinical requirements (Both term and final year totals see above for required numbers). Any days away from your clinical site must be documented and approved prior to leave being taken and must be signed by the primary clinical supervisor and reception. In addition, it is your responsibility to make this time up. Any shortfall in clinical requirement numbers or attendance hours must be completed before this task can be awarded a passing grade.

Clinical requirements are an important measure of your progress and skills development, if the targets set for this term are not met, please submit an explanation to the unit coordinator and your supervisor for further discussion. If there are concerns about your skills development or your ability to meet clinical requirements as detailed this may result in you not passing this unit.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Independently appraise clinical data to determine differential diagnoses, formulate an appropriate working diagnoses and then generate an appropriate treatment plan
- Use case studies with minimal supervisor guidance to assess the need for a patient to receive emergency care and/or referral to another health care professional, and perform an appropriate course of care
- Explain a diagnosis and treatment plan to a patient, and produce professional written reports using effective communication skills

3 Competencies

Assessment Type

Professional Practice Placement

Task Description

Overall Clinical Performance and Competency Assessments

Clinical placement occurs in a professional workplace. As a clinical student you are provided access to that workplace on the condition that you demonstrate behaviours and attributes of a healthcare professional and present a positive image to the staff and clients. As a student in the chiropractic profession in Australia, you are required to be in consistent compliance with the AHPRA Code of Conduct for Chiropractors ([AHPRA Code of Conduct for Chiropractors](#)).

This assessment considers your ability to communicate professionally with a diverse cultural audience of patients, staff and the general public, demonstrate professional respect for all, and function as a reliable, competent, well organised member of the healthcare team.

It is your responsibility to ensure that the following competencies are completed by the end of week 10:

- 2 history taking scenarios
- 1 physical (ortho/neuro) examination
- 1 systemic examination
- 3 adjustive techniques (at least one extremity)
- 1 report of findings
- 1 rehabilitation functional screen
- 1 file audit
- 10 Radiological reports
- 2 Overall clinical competence assessments (OCCA) (one formative during week 6 and one summative which will be completed during week 11)

Your clinical supervisor, or delegate, will be working with you, directly observing your day-to-day performance, and/or obtaining feedback from supervising chiropractors who are doing so. These observations and completed competencies relating to your demonstrated knowledge, skills and behaviours over the term, will contribute to the grades awarded in the final Overall Clinical Competence Assessment provided on Moodle.

There are seven main sections to the OCCA form:

- Section 1: Professional Behaviour
- Section 2: Communication
- Section 3: Patient Assessment
- Section 4: Clinical Reasoning and Planning
- Section 5: Interventions / Management
- Section 6: Evidence-based/Informed Practice
- Section 7: Documentation

In each of the 7 sections there are multiple observable behaviours that you are **REQUIRED** to demonstrate throughout your placement. It is your responsibility to ensure that these are successfully completed. Your assessor will score your performance based on how frequently and to the extent you demonstrate each of the listed behaviours and your completed competency feedback. Your assessor is also encouraged to provide comments to expand on the scoring feedback. This assessment occurs twice during the placement. The first occurs at the mid-placement point (week 6). The mid-placement OCCA is a formative discussion, meaning its function is to provide you and your unit coordinator with formal documented feedback on your performance, but for the formative assessment there are no minimum required scores contributing to your final grade. You are expected to use that feedback to reflect on your performance, develop an action plan to address any areas of performance that are not yet at the target level for this placement, and use the remaining weeks to achieve those targets. For any behaviour that you score well on at the mid-placement assessment, it is expected that you will continue to meet that level of performance or surpass it for the rest of the placement.

The second OCCA assessment occurs toward the end of the second last week of the placement (week 11). The end-of-placement OCCA assessment is summative, in that its primary use is to evaluate and document your competence and performance relative to the stated competence targets. The minimum required scores are listed in the Assessment Criteria section below. Your final overall grade in this assessment depends on where you stand relative to those performance targets.

The OCCA form and marking criteria is available in the assessment block in the unit Moodle site. A copy has been given to the clinical supervisors. It is your responsibility to read the OCCA form carefully to ensure that you understand the criteria against which your professional and clinical behaviour will be evaluated. Your clinical supervisor will meet with you after completing each assessment to discuss it with you. This is your opportunity to get timely clarification on any score or comment on the assessment. Once you have had that discussion, you both need to sign and date the assessment. You should complete a brief summary of the discussion. It is your responsibility to ensure that each completed assessment form has all required documentation, including the name, and dated signature of your assessor as well as your dated signature. Your supervisor will provide you with a copy of the completed assessment form. You will then upload the OCCA and all completed competency assessments into the Moodle assessment item.

It is your responsibility to ensure that you remind your clinical supervisor at least one week prior to the assessment that it needs to be done, and book a meeting with him/her toward the end of the week that the assessment is due. This gives your supervisor the opportunity to collect and review feedback. Competencies should be completed by week 10 so that the final summative OCCA meeting can take place in week 11 (due date on Moodle).

If there are extenuating circumstances at the clinical facility that prevent you from being assessed during the required weeks, you must contact the unit coordinator in a timely manner. This will require obtaining approval for an assessment extension via the unit Moodle site. It is also your responsibility to ensure regular access to the technology needed to upload your assessment by the submission due dates. In the absence of an approved assessment extension, if you have not met all of the requirements listed in the Assessment Criteria section by the stated due dates, you will fail this assessment, and because this is a pass/fail

course that means you will receive a Fail grade for the unit.

On occasion, clinical sites inform us of student behaviours which either: compromise the reputation of the clinical site and/or the University, compromise patient / staff safety and/or well-being or breach the Code of Conduct for Chiropractors (examples of such behaviours include but are not limited to - data protection violations, radiation guideline violations, failure to complete file documentation, violation of approved treatment plans etc). In these instances students are notified that they must cease attendance at the clinical site and discuss their position with the unit coordinator and head of course. This may result in applying student behavioural misconduct procedures in line with the CQ University Student Behavioural Misconduct Procedure.

Assessment Due Date

Week 12 Friday (6 Oct 2023) 12:00 pm AEST

Upload to student drive.

Return Date to Students

Review/Exam Week Friday (13 Oct 2023)

Logbooks and Competencies will be assessed from the student drive.

Weighting

Pass/Fail

Minimum mark or grade

All competencies and assessments must be successfully completed

Assessment Criteria

The criteria for assessment are detailed on the OCCA form, which details behaviours, attributes and competency assessments that will contribute to your score. The assessor will use the stated not assessed (NA), 0,1,2,3 or 4 point scale to indicate the frequency and extent to which you demonstrate each. The required behaviours, attributes and competency assessments are grouped into 7 sections (examples of material that will inform your score are detailed in bullet point form -this list is not exhaustive -see scoring indicators on Moodle for further information), each section has its own minimum required scores.

For Section 1: Professional Behaviour demonstrated during:

- Systemic examinations
- Treatment and examination competencies
- Daily observations

For Section 2: Communication during:

- History taking competency
- Physical examination competency
- Report of findings competency
- Adjustive technique competency
- Written interprofessional skills
- Communication within the clinic environment with peers and staff
- Daily observations

For Section 3: Patient Assessment during:

- History taking competency
- Physical examination competency
- Rehabilitation functional screen
- Physical examination planning discussions
- Daily observations

For Section 4: Clinical Reasoning and Planning during:

- History taking competency
- Physical examination competency
- Case summary presentations/discussions
- Case summary write ups
- Daily observations

For Section 5: Interventions / management during:

- Case summary presentations

- Case summary write ups
- Adjustive technique competency
- Rehabilitation skills
- Patient records management
- Daily observations

For Section 6: Evidence-based/informed Practice during:

- Case summary write ups
- o Treatment plans
- o Prognosis
- o Outcome measures
- Report of findings competency
- Case management
- Daily observations

For each of the 7 sections there are multiple required behaviours.

The minimum required score to be considered successful in the first (formative) OCCA:

- No more than one score of NA
- No scores of 0 or 1
- No more than 10 scores of 2
- All remaining scores must be 3 or higher

The requirements to successfully pass the second (summative) OCCA:

- No scores of NA or 1
- An overall score of 65%

In order to achieve an overall grade of 'Pass' in this assessment task, you must:

- Schedule and complete both the formative OCCA in week 6 and summative OCCA in week 11
- On the overall placement assessment, meet the minimum required scores in all seven sections and successful completion of all associated competencies
- Ensure the documentation of each OCCA is complete, signed and submitted via Moodle with all completed competencies and the OCCA via moodle in weeks 6 and 11

If minimum required scores in the formative OCCA are not met, you will be regarded as a "Student At Risk". The unit coordinator will contact you via email to advise you of the risk of failing CHIR20011 and provide formative feedback. You must respond to this email to show you understand the implications of this information and give details of your plans for immediate improvement. A phone call or visit will follow. If concerns continue, your supervisor or unit coordinator may request an OCCA, a review of your progress will be completed. Unsatisfactory scores at this second OCCA will result in a fail grade for CHIR20011. When a student's behaviour is beyond acceptable risk to clinical sites (compromise the reputation of the clinical site and/or the University, compromise patient / staff safety and/or well-being or breaches the Code of Conduct for Chiropractors, or the the clinical sites policies and procedures), clinical supervisors are required to contact CQUniversity academics/unit coordinator immediately. An OCCA will be performed at this time, IF the outcome of this out of sync OCCA is unsatisfactory, and/or the site feedback indicates that they can no longer host you due to the risk incurred, then this one OCCA alone, or site refusal to host, will constitute a fail of CHIR20011. Where such risk exists your placement will terminate immediately. It is difficult to place such students in the clinical environment again. Your continued progress within the chiropractic course may be at risk. During the term, clinical interns will be required to demonstrate an increasing level of competency in all aspects of clinical practice as described in the summative competencies. The supervisor will select from competent, requires improvement or incompetent in regards to individual performances - feedback will be provided. All competency assessments must be successfully completed receiving a level of competency consistent with Clinical Practice 5 to pass the overall practical assessment activity. Minimal prompting or guidance from the clinical supervisor is acceptable, the competencies may be repeated if deemed necessary by the clinical supervisor. The competency forms will be available on Moodle and in the clinic for your reference.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Please submit a copy of each of your completed assessments into Moodle and your online drive folder at your clinic.

Learning Outcomes Assessed

- Plan and perform an appropriate patient-centered clinical assessment, at a mastery level
- Prepare and present a health promotion plan as part of a patient's management plan
- Independently and consistently comply with the duty of care of a primary health care practitioner and the Chiropractic Code of Conduct.

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

**Be Honest**

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

**Seek Help**

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

**Produce Original Work**

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem