



AUT

Clinical Supervision Handbook

BHSc in Perioperative Practice

Perioperative Practice Shift
Feedback Report



Overview

The prescribed qualification enabling eligibility to apply to register as an Anaesthetic Technician (AT) has transitioned from a Diploma to a Bachelor of Health Science in Perioperative Practice.

During the BHSc in Perioperative Practice programme students will undertake a variety of clinical practice. A large portion of clinical hours is offered within this programme as clinical exposure is an integral part in the development of a students' journey to practice. With increased clinical exposure, there is a growth and richness in the way students may provide care for patients during their perioperative journey and become an integral part of the operating theatre team and the wider health sector. During the three years, students will complete a total of 360 points of study over 21 individual courses. Embedded within the BHSc in Perioperative Practice programme are various clinical placement opportunities that could include, but are not limited to, elective day surgery procedures, post-anaesthetic care unit, peripherally inserted central catheters (PICC), obstetrics, acute/emergency operating theatres, paediatric theatres, and clinical simulation.

Students are invited to identify their preferred hospital for each placement, and students will rotate through various hospitals and regions during their training. AUT manages this. This will provide diverse experiences across the perioperative sector and patient care continuum. It is also an opportunity for employers to attract students to complete placement within their hospital and establish relationships with prospective future employees.

Purpose

This document has been created to inform clinicians who may be supervising perioperative practice students of clinical placement expectations and recommendations. This handbook should be read in conjunction with the Clinical Placement Handbook.

***Disclaimer:** The information contained in this document should be used as a guide only and is accurate at the time of publication.*

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Clinical Placement Overview

Compliance

AUT has legal obligations in relation to students engaging with the public during their studies. These apply to all programmes which include placements, particularly those educating students in disciplines covered by the Health Practitioners Competence Assurance Act (2003). Prior to any student accessing clinical placement, AUT manages all enrolled students to ensure compliance requirements are met in full. This includes:

- Children's Act 2014
- Immunisation status
- Police vetting
- Fitness to practice questionnaire
- Covid-19 vaccination (2+1)

Structure

The structure for clinical placements is a collaboration between AUT and hospital providers. The AUT clinical placement team manages student placement. Hospital providers manage the co-ordination of student clinical experiences within their Organisation. These experiences must align with the Learning Objectives and expectations outlined in the Clinical Placement Handbook. The Organisation is required to provide a point of contact for AUT to liaise with regarding clinical experiences. This contact is referred to as the Clinical Centre Leader (CCL). Any suitably skilled and knowledgeable health professional appropriate to the context of the clinical placement may supervise specific tasks in placement (Supervisor). Some courses (ANAE603, 702-703) utilise a Preceptor.



Hours

Below is the outline of clinical placements for students enrolled in the AUT BHSc in Perioperative Practice. Hours are indicative. Shifts will vary dependent on the completion of eight- or ten-hour shifts.

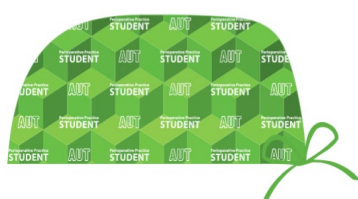
Year 1			
Semester 1		Semester 2	
		ANAE602 Introduction to anaesthesia & perioperative practice Approximately 11-14 shifts 110 hours	
Year 2			
Semester 3		Semester 4	
ANAE603 Anaesthetic & perioperative practice I Approximately 22-28 shifts 220 hours		ANAE604 Fundamentals of surgery Approximately 8-10 shifts 80 hours	ANAE701 Anaesthetic and perioperative practice II Approximately 11-14 shifts 110 hours
Year 3			
Semester 5		Semester 6	
PARA707 Intermediate Life Support Approximately 10-12 shifts 100 hours	ANAE702 Anaesthetic & perioperative practice III Approximately 22-28 shifts 220 hours	ANAE703 Anaesthetic & perioperative practice IV Approximately 22-28 shifts 220 hours	

*please refer to the latest Clinical Placement Handbook for the most up-to-date information

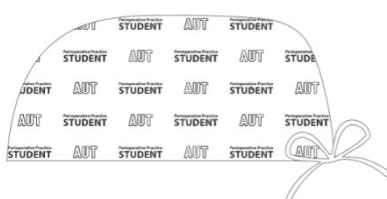
Uniform

Students will wear dress that is consistent with any standard of dress code developed by the Organisation. It is recommended that students may wear AUT student theatre hats which are colour coded by the year of their pathway enrolment. This indicates their student status to Organisation staff and provides an instant indication of the student's level of competence.

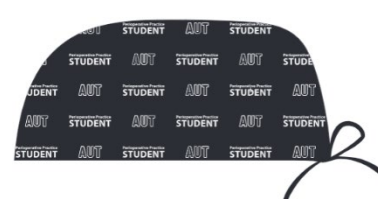
FIRST YEAR THEATRE CAP



SECOND YEAR THEATRE CAP



THIRD YEAR THEATRE CAP



Supervision framework

Supervision roles

Students are supernumerary whilst on clinical placement. Supervision expectations must meet Level One (Medical Sciences Council (2019) Supervision for ATs). There are three roles outlined in the table below which may support clinical supervision of students.

Title	Course	Role/responsibilities	Requirements
Supervisor (Any suitably skilled and knowledgeable health professional)	All courses	Supports and supervises students in clinical placement (as per Level 1- MSC (2019). Supervision for ATs.) Provides formative feedback verbally May advise a Preceptor when completing student formative assessment documentation Must demonstrate competence in the area of practice Implements local hospital policy	Registered practitioner with a minimum of six months post-qualification experience (recommended).
Preceptor (applies to Year Two Course ANAE603, and Year Three Course ANAE702 and ANAE703)	Year Two ANAE603 Year Three ANAE702 ANAE703	In addition to the above: Supports a student through the transition between academia and the clinical workplace during sustained clinical placement Completes formative assessment documentation Must implement AUT formative assessment instructions	In addition to the above: Completes an online AUT Perioperative Practice preceptor workshop every three years* <i>*Certification is valid for three academic years, as opposed to three years from the date of completion.</i>
Clinical Centre Leader (CCL) (typically a Practice Educator)	All courses	In addition to the above: Has overall responsibility of the co-ordination of student clinical experiences within the host organisation May organise workplace teaching sessions Placement organisation and preceptor allocation Holds current preceptor data and provides updates to AUT on request Attends AT education meetings.	In addition to the above: Has delegated responsibility of the host organisation to serve as AUTs point of contact to support and co-ordinate perioperative practice students on clinical placement.

The role of the Supervisor

Supervision of specific tasks in placement may be undertaken by any appropriately qualified, professionally recognised and suitably skilled and knowledgeable health professional appropriate to the context of the clinical placement.

Supervisors must:

- sign the students Placement Record in the Clinical Placement Handbook to confirm student attendance at each shift.
- supervise operational skills that may be observed and experienced in the clinical setting.

Supervisors may:

- complete a Shift Feedback Report to provide feedback on the students performance during a shift.

The role of the Preceptor

The purpose of the preceptor is to establish an educational relationship with the student, and to become familiar with their strengths and weaknesses during sustained clinical placement. A student will be allocated a preceptor (Courses ANAE603, 702-703) by the CCL. A preceptor may be allocated more than one student at the discretion of the department. The preceptor will be a key point of contact for the student on placement. Operating theatres can at times be difficult environments to learn in. The preceptor will support a student through the transition between academia and the clinical workplace and support the student's growth by creating a safe and inclusive learning environment to maximise their learning potential whilst on placement. The preceptor is expected to complete formative feedback at regular intervals, and this may include formative assessment of clinical practice. The preceptor will become familiar with, and must implement, AUT formative assessment instructions. **Whilst every effort should be made to ensure that the student is working with the same preceptor for at least 50% of their clinical placement, it is acknowledged this may not be possible. It is recommended that a core group of preceptors are allocated per Course, to support familiarity with student performance, and expectations with course requirements.** The preceptor will use feedback from other supervising clinicians and preceptors to inform the feedback. This will ensure that the feedback process is accurate, and the preceptor/student relationship may develop effectively.

Preceptors must:

- sign the students Placement Record in the Clinical Placement Handbook to confirm student attendance at each shift.
- supervise operational skills that may be observed and experienced in the clinical setting.
- complete formative assessment documentation via the Perioperative Practice Clinical App.

Preceptors may:

- complete a Shift Feedback Report to provide feedback on the students performance during a shift.

The role of the Clinical Centre Leader

Has delegated responsibility of the host organisation to serve as AUTs point of contact to support and co-ordinate perioperative practice students on clinical placement.

Student Placement

Orientation Checklist

This checklist should be used to inform the student of basic information necessary to function in the clinical setting. It is recommended that an orientation is completed within the first few days of student placement. This checklist may be partially completed by different personnel e.g. a Clinical Centre Leader, and a Preceptor, relevant to each topic.

Topic	Complete
Introduction to the department <ul style="list-style-type: none"> - Designated positions (e.g. Charge AT), Staffing, specialities, history. 	
Confidentiality <ul style="list-style-type: none"> - Mechanisms used in your department 	
Basic safety and prevention of accidents to self and patients <ul style="list-style-type: none"> - Health & Safety policy - Maintaining professional boundaries with patients - Other online learning? 	
Security <ul style="list-style-type: none"> - Access (Swipe card if necessary, codes) - Responsibilities (maintaining secure access into the OR) - Fire evacuation procedures 	
Housekeeping <ul style="list-style-type: none"> - Toilets, break areas, break length, lockers, changing rooms, computers. 	
Sickness <ul style="list-style-type: none"> - Advise students who to contact if unable to attend placement, including timeframe. 	
Facilities available (if appropriate) <ul style="list-style-type: none"> - Library, cafeteria, simulation suites, gym. - Parking and public transport 	
Personal profile <ul style="list-style-type: none"> - Personal objectives for the placement - Do they have an evening job, family commitments, a long commute? Any barriers to placement. 	
CCL/Preceptor profile <ul style="list-style-type: none"> - Work experience, experience with AT education/supervision. - Other relevant information (e.g. other professional responsibilities/roles) - Practice and/ or research interests. 	
Visits <ul style="list-style-type: none"> - Students may be involved in visits to other areas (e.g. sterile services, surgical ward, pre-admissions etc.) 	
Debriefing <ul style="list-style-type: none"> - Prepare students for any situations/clinical experiences which may be unpleasant/disturbing/unexpected (e.g. internal politics or conflicts; inappropriate, abusive, or aggressive patients; unpleasant smells or sights etc.). Remember this may be the first time a student observes a particular practice. 	
Documentation <ul style="list-style-type: none"> - Explain patient documentation used within your hospital (e.g. Written- patient check-in procedures, consent forms; and Electronic, if used. 	
Course requiring a Preceptor (Year Two- ANAE603, Year Three- ANAE702-703 only)	
Access the AUT Perioperative Practice Clinical App <ul style="list-style-type: none"> - Ensure you have access to, and are familiar with, clinical app requirements. 	
Meetings with Preceptor <ul style="list-style-type: none"> - Plan a review (catch-up) meeting each week (as appropriate) to discuss performance and provide regular feedback. This may be informal. Use the students Patient Log and Weekly Reflective Log for discussion. 	
Initial meeting <ul style="list-style-type: none"> - Arrange an agreed time to conduct Meeting One (Initial Learning Contract) 	

Supervising a student

Students must be supervised as per Level 1- Medical Sciences Council (2019). Supervision for Anaesthetic Technicians. This includes that:

- the supervisor must be in the same room as the student under supervision.
- the degree of supervision provided to the individual practitioner can be reduced over time and as the practitioner under supervision demonstrates competence in particular procedures/tasks.

Please review the following sections of the Clinical Placement Handbook:

- Students Level of Practice
To gain a better understanding of the students prior experience throughout the pathway, and the learning opportunities which the student may currently be completing.
- Placement Objectives
To gain a better understanding of what is expected for each placement, including clinical activities. These may form the basis of discussion and a particular learning focus throughout a clinical shift.

Students are advised to take the Clinical Placement Handbook to all shifts. The CCL will also have access to the latest version.

Absence from placement policy

- Absence from clinical practice should be for health or close family bereavement reasons only.
- In the event of sickness students must phone their Clinical Centre Leader (CCL) at the time agreed during orientation. **It is important that the student personally makes the phone call and does not ask other students, family or parents to give messages regarding sick leave;** unless they are unable to, due to significant injury, illness or bereavement.
- The student, in addition to the above, must also email peripracplacement@aut.ac.nz to confirm their absence immediately. Please include your full name, student ID number, course code, and placement hospital in the subject line (e.g. Absence- Jack Jones 1234567 ANAE602 Auckland City).
- All absences must be recorded by the CCL in the Absence Record (blue pages) for the relevant course in the Placement Record section (page 31 onwards).
- An absence of three consecutive days/shifts requires a Medical Certificate as documentary evidence –and needs to be supplied to the CCL, and peripracplacement@aut.ac.nz. If the student needs to isolate due to Covid-19 then a Medical Certificate is not warranted. The student must follow the service protocols and Ministry of Health guidelines.
- In the event of an absence, the student may be required to apply for an extension or undertake additional placements (due to not attending scheduled placements), therefore the AUT Practicum Leader must be contacted as soon as possible by the student and / or the CCL to facilitate this. Email peripracplacement@aut.ac.nz
- Any medical/dental appointments must be scheduled so as not to interfere with the placement day or outside of normal working hours where possible. If this is totally unavoidable, students are required to discuss the problem with their supervisor IN ADVANCE of any appointment being made.

Student Conduct

This section outlines how to escalate matters of concern regarding student conduct whilst on clinical placement. For perioperative services to function effectively in the role of surgical care providers to the community, they have essential disciplines and procedures. This is a high acuity, fast paced and dynamic, multiprofessional environment. Services directly delivered within the operating room may be provided by Anaesthetic Technicians, Nurses, and medical specialists such as Anaesthetists and Surgeons. When undertaking a placement in perioperative services, students must abide by the operating procedures of the placement organisation.

Indemnity

Whilst on placement, students are indemnified by the university's insurance policy. Students must make every effort not to breach clinical safety. A breach in clinical safety may result in a student being removed from practicum, and this may impact upon a student's ability to progress in the BHSc in their chosen programme.

Clinical Matters and Competency

- These matters can be addressed with the individual concerned first. If the matter is not resolved or you are not comfortable dealing with the individual concerned, then please contact the Clinical Centre Leader (CCL).
- An electronic record of student conduct may be provided through the Shift Feedback Report.
- If the matter is non-urgent, please contact the Programme Leader/s in cases that are un-resolved, or there is continued concern via email (peripracplacement@aut.ac.nz). Please include the students full name and student ID in the subject line.

Urgent, Critically Unsafe, Unlawful Practice, Inappropriate Clinical Practice, Matters of student wellbeing.

- Please contact the on-duty AUT staff member on 09 921 9665. This number is monitored Monday to Friday, between 0800-1800.
- In addition, please email the Programme Leader via email (peripracplacement@aut.ac.nz) in communication pertaining to clinical competency matters. Please include the students full name and student ID in the subject line.

Student Feedback

Information for Supervisors and Preceptors

Feedback can be given or sought at any point during clinical placement. Supervisors and preceptors are encouraged to give honest feedback on points of strength and points for improvement at any time. It is a fundamental part of anaesthetic technician education. Feedback is not an evaluation or test point. It is an opportunity for the student to grow, consolidate knowledge, be made aware of areas of strength and areas that require development and be compared to an accepted standard. It is a chance for the supervisor/preceptor to share their knowledge and experience and guide novice practitioners. It is a time to develop skills in reflective practice. Giving feedback is a skill. It would be wise for the supervisor/preceptor to reflect on how they delivered feedback so that they may hone their skills over time, gain more enjoyment, and benefit from the task.

Students thrive on feedback and constructive feedback, even if difficult. To give and receive feedback allows for the growth of both practitioners. Giving negative feedback can be compared to delivering tragic news. If feedback is going to be difficult to take, allow for pause. Give the student time to take in and deal with what is being said. Develop an action plan to improve the area of concern so that the student has a sense of this issue being resolved and that they continue to move forward on their journey to becoming an anaesthetic technician. Students are vulnerable at this point and feedback that is difficult to take should be delivered in a place where they feel safe and have time to reflect. Try to give examples and precise areas to work on rather than vague points. Equally, try not to bombard the student with too many points, which may make them feel overwhelmed, despondent and demotivated.

Any registered health professional supervising a student may provide feedback electronically via a Shift Feedback Report. This is done via scanning a QR code. Please see the Shift Feedback Report section of this handbook, or speak to the CCL. Feedback provided by the QR code is not there to only show the students in a good light. They are there as a record so that trends can be seen and dealt with. Any feedback should also be provided verbally.

We have outlined one method of giving feedback to guide supervisors/preceptors in the process of giving meaningful feedback that can improve practice.

Get a Commitment

i.e. "Based on this patient's presentation, what was your working diagnosis?"

Probe for Supporting Evidence

i.e. "What factors drove you to this conclusion?"

Reinforce What Was Done Well

i.e. "I'm pleased to see the care you took to maintain the patient's airway and how you pre-planned the airway requirements of this patient."

Give Guidance about Errors and Omissions

i.e. "It would have been wise to prepare your airway device for immediate use earlier. This would have allowed you to manage the bronchospasm episode alongside the anaesthetist more effectively, and auscultated the patients chest in a timely manner"

Teach a General Principle

i.e. "Bronchospasm occurs when bronchial tubes go into spasm and contract. It is often characterised by wheezing and may be due to irritation of the airway or an allergic reaction."

Conclusion

i.e. "I agree with the airway management devices which you had selected. Your airway skills and situational awareness were areas of strength. You should seek to prepare for future cases in a systematic fashion."

Shift Feedback Report

Students are required to request and submit a minimum of three Shift Feedback Reports for each Course they are accessing clinical placement. Student progress with this will be monitored throughout the programme.

Students are advised to:

- Approach their supervising health professional of the day, and politely request that they would like to receive feedback on their performance for the given shift.
- This request must be made as early in the shift as possible to give the supervisor sufficient time to assess, evaluate, and provide, meaningful feedback.
- The supervisor must document this feedback by completing a Shift Feedback Report. This is accessible using the QR code or web link below, or through the Clinical Centre Leader (CCL) of the hospital. This data is immediately accessible by AUT. Any feedback should also be verbally communicated with the student, by the clinician. You should also provide an electronic or printed copy to the student.

Perioperative Practice Shift Feedback Report



Or visit <https://forms.office.com/r/QPRERFjdZb>

Clinical App- Formative assessment documentation

Purpose

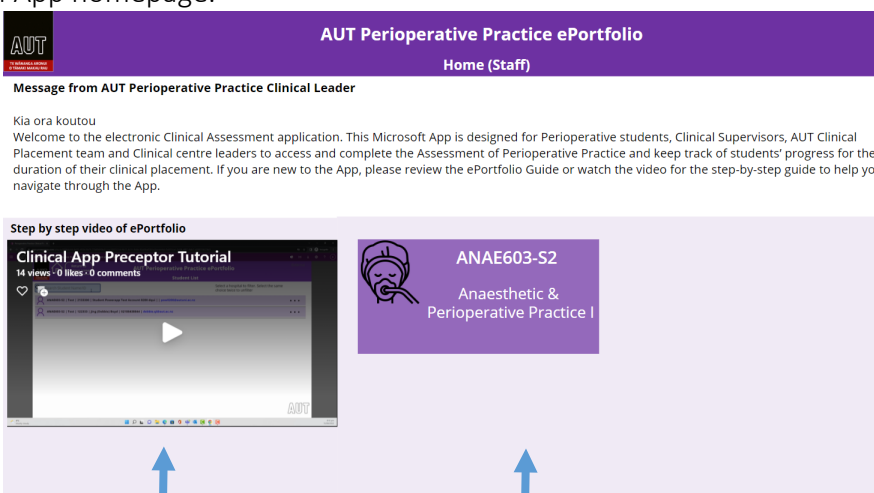
The clinical app is for Preceptors and CCLs only. It is designed for perioperative practice students, preceptors, CCLs, and the AUT Clinical Placement team, to access and complete formative assessment of Perioperative Practice students' and keep track of students' progress for the duration of their clinical placement. The clinical app is used for Year Two and Year Three students accessing placement for courses ANAE603, 702, and 703 only.

Access

Access details will be provided to each Clinical Centre Leader. Please contact your CCL for access.

Navigating the app

1. This is the Clinical App homepage.



AUT Perioperative Practice ePortfolio
Home (Staff)

Message from AUT Perioperative Practice Clinical Leader

Kia ora koutou
Welcome to the electronic Clinical Assessment application. This Microsoft App is designed for Perioperative students, Clinical Supervisors, AUT Clinical Placement team and Clinical centre leaders to access and complete the Assessment of Perioperative Practice and keep track of students' progress for the duration of their clinical placement. If you are new to the App, please review the ePortfolio Guide or watch the video for the step-by-step guide to help you navigate through the App.

Step by step video of ePortfolio

Clinical App Preceptor Tutorial
14 views · 0 likes · 0 comments

ANAE603-S2
Anaesthetic & Perioperative Practice I

Video tutorial demonstrating how to use the app.

View student information per Course

2. You can view a list of students who are accessing clinical placement at your hospital. Click the three dots at the end of your student's row to access the task page. Please do not access student information if the student is not under your supervision. If you cannot see your student(s) information, please email dqi@aut.ac.nz



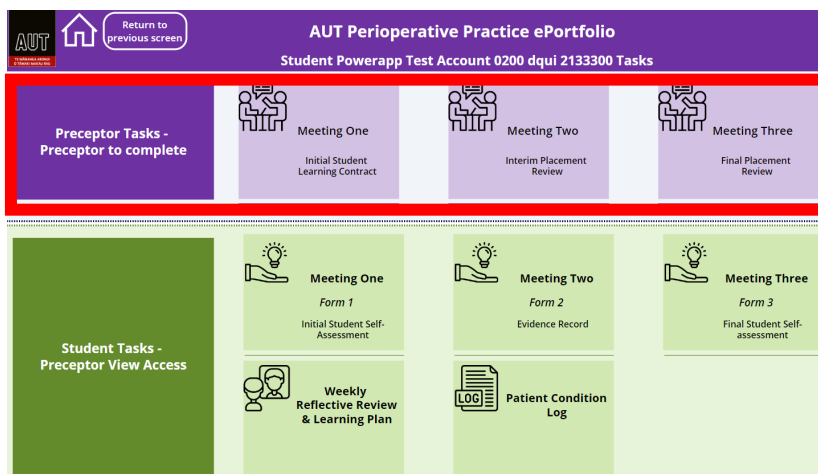
AUT Perioperative Practice ePortfolio
Student List

Search Student Name/ID: Test

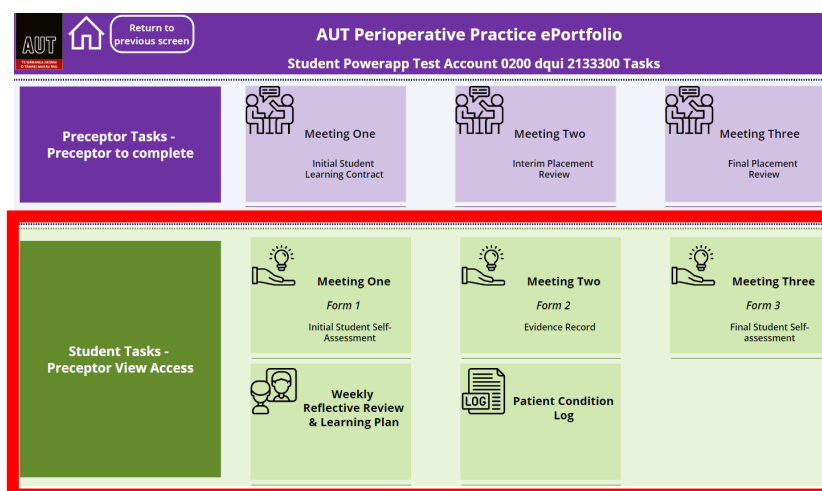
Select a hospital to filter. Select the same choice twice to unfilter

ANAE603-S2 Test 2133300 Student Powerapp Test Account 0200 dqi pow0200@autuni.ac.nz	...
ANAE603-S2 Test 122333 Jing (Debbie) Boyd debbie.qi@aut.ac.nz	...

3. The top row (purple) are preceptor tasks. This includes Document 1 (Meeting 1), Document 2 (Meeting 2), and Document 3 (Meeting 3).



4. The bottom row (green) are student tasks. As a preceptor, you will have 'View' access to monitor student progress.



5. Preceptors are required to complete formative feedback documentation for their allocated student. (Document 1, 2 and 3).

This occurs at three formal meetings throughout the clinical placement. To access the Documents, see step 3. To inform your entries, view student Forms, see step 4.

When updating a Document, remember to press 'Save'. Once the Document is complete, you should email a pdf copy to your student.



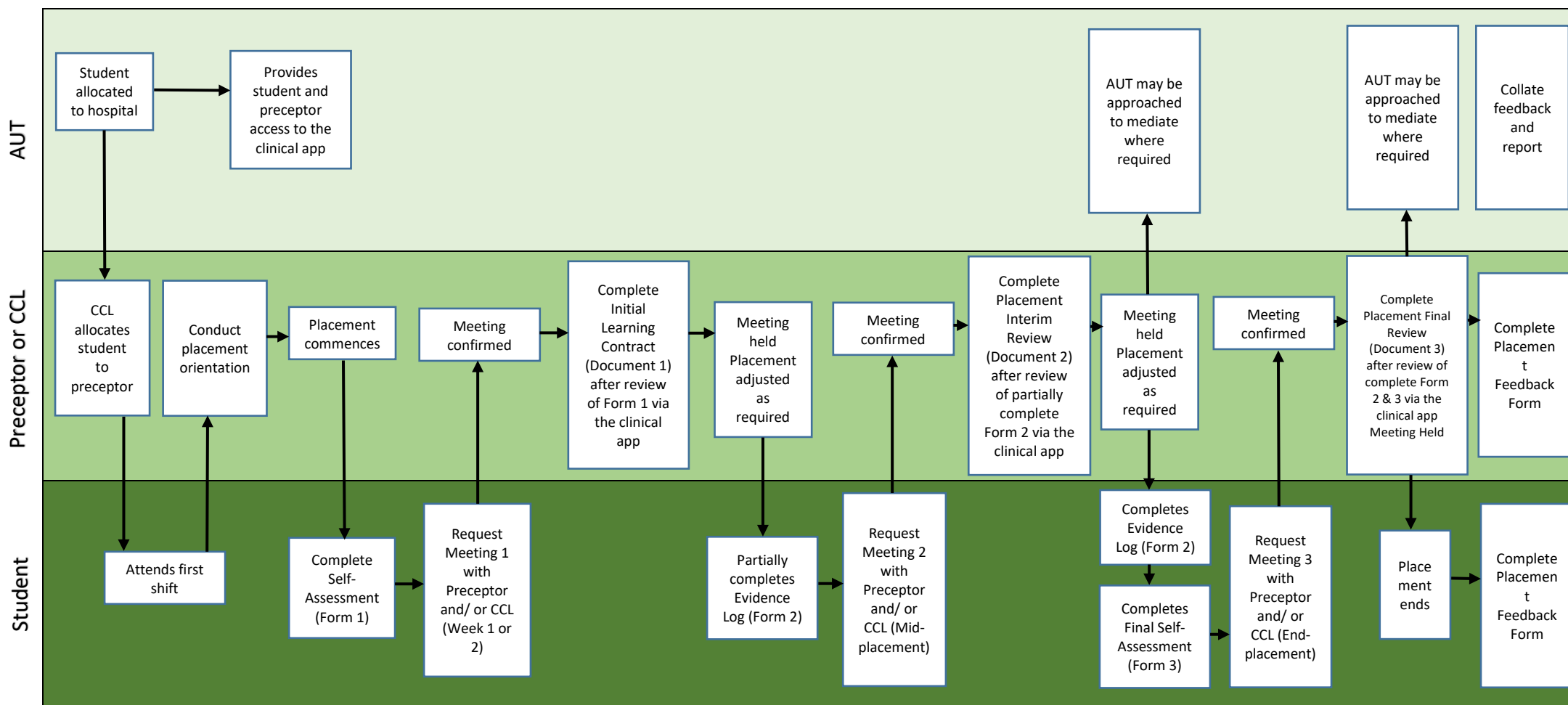
Troubleshooting

If you experience technical issues whilst using the clinical app, please email dqi@aut.ac.nz

If you have any queries with the expectations of a preceptor, please contact peripracplacement@aut.ac.nz

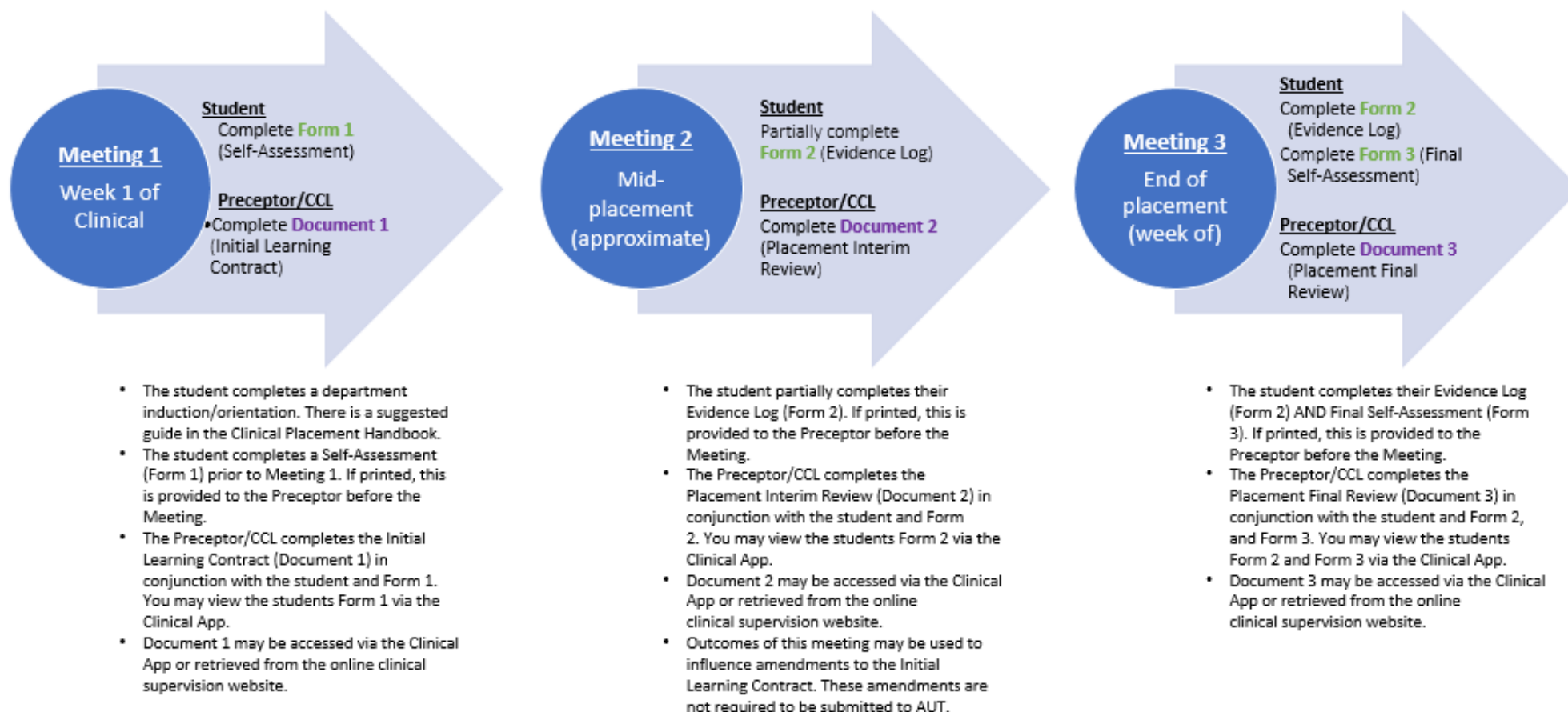
Process Flowchart

The below process flowchart outlines the required steps for completing formative assessment of Year Two (ANAE603) and Year Three (ANAE702 and ANAE703) students using the Perioperative Practice clinical app.



Meeting Guidelines

The formal meeting process which should occur is outlined below.



Additional information

- The purpose of the meetings is to provide valuable feedback and feedforward to the student to ensure clinical placements are rewarding and educationally sound.
- The above structure represents the documentation which is required to be submitted by the student to AUT. Additional meetings may be held at the Students and/or Preceptor/CCL request. Documentation from these meetings is not required.
- Either the student and/or Preceptor/CCL may request AUT to mediate where there are discrepancies between expectations. This may be arranged by contacting the Programme Leader, Perioperative Practice (see Clinical Placement Handbook for contact details).

Feedback to AUT

Hospital Clinical Placement Feedback

This form provides an opportunity for clinicians (Supervisors, Preceptors, CCLs) to provide feedback to AUT on your experiences with the clinical placement process. Your feedback will aid AUT with improving the user experience for future semesters and reinforce what went well. Your feedback is greatly valued.

Please scan the QR code or visit the web link below:



Or visit <https://forms.office.com/r/UbYZNpuSBB>

Suggestions

Please use this Form to submit your reflections, recommendations, and suggestions, for consideration by the programme team to improve the perioperative practice programme and sector user experience.

Please scan the QR code or visit the web link below:

Perioperative Practice Recommendations



Or visit <https://forms.office.com/r/mhgFKKLxDS>