Foreword

Welcome to the School of Life & Physical Sciences (formerly Department of Health & Biosciences).

Our School is part of the Science, Engineering & Technology Portfolio and is committed to the provision of quality vocational education and training for a range of technical and patient service occupations in the health industry. As part of RMIT’s commitment to continuous quality improvement for the programs and other services which it provides, our School has implemented a range of quality improvement strategies to ensure that our services adapt to the changing needs which continuously emerge in education, technology and the industry specific areas.

An important aspect for the success of the programs offered by the School is the collaboration and partnership between the School, the industry and the learners. By working collaboratively these groups facilitate the implementation of education and training programs based on learning experiences which are appropriate, accessible, challenging and worthwhile. The learning experiences that you will participate in are designed to prepare you for:

- your specialised pathology collection role in the health care team
- your responsibility for maintaining continuous professional development
- your role in the management of changes which occur in workplace organisation, practice and procedures

Learners come to the program with a range of learning styles and needs and vocational expectations. The learning experiences provided in your program are designed to include a variety of learning strategies to:

- suit individual and group learning styles and needs
- prepare you for your role as a member of a work team
- focus on the required competencies identified in the curriculum.

As a learner your role is to ensure that you maximise the learning opportunities which are available to you. This will require that you make a personal commitment to achieving success in your studies by:

- applying sustained effort and motivation
- seeking appropriate assistance as required
- self-evaluation of your performance

To assist us meet your learning needs we hope that you will take the opportunity to provide regular feedback on your learning experiences to the program staff.

On behalf of the School of Life & Physical Sciences and the RMIT University I wish you an enjoyable and productive time during your studies of this program.

Cheryl Underwood
Head of School
Introduction to the School

This Student Handbook and Program Guide has been developed to provide you with an overview of the facilities and policies of the University and details of your program. The program detail information provided in this document should be supplemented by the information that is provided in the learning unit specific Study Guides which you will receive throughout the program. For further details relating to general University matters you should take the opportunity to read the information relating to the University’s services, facilities and policies which are outlined in the Student Diary and the RMIT Staff and Student Handbook. You will receive a copy of both of these documents at your enrolment. You may also access the Staff and Student Handbook on the RMIT Web page at: http://www.rmit.edu.au/handbook.

We appreciate that this may seem a confusing number of sources of information, however each document has been provided for your benefit to assist in facilitating your learning. While your Program Coordinator will explain the role of each of these documents as part of your induction to the program, if at any time you require clarification on any issue you are encouraged to seek assistance from the education and/or administration staff and/or Head of School.

The School offers a range of programs in the education and training of health personnel. These programs include:

- Advanced Diploma of Myotherapy
- Advanced Diploma in Dental Prosthetics
- Diploma of Applied Science (Biotechnology)
- Diploma of Clinical Neurophysiology
- Diploma of Dental Technology
- Diploma of Laboratory Technology (Pathology Testing)
- Certificate IV in Health (Nursing)
- Certificate IV in Optical Dispensing
- Certificate III in Pathology Specimen Collection
- Certificate III in Health Services Assistance (Pathology Assistance)
- Certificate III in Dental Assisting

We encourage liaison between staff and students of all programs as it helps to foster the team approach to health care. School staff promote a learning environment which is competency based, student centred, flexible in its delivery and assessment and focussed on meeting the individual needs of its learners. We hope that you will maximise the learning opportunities that this approach offers so that you will find your studies with us both personally and professionally rewarding.
General Program Description

Course Title: Diploma in Clinical Neurophysiology

Course Code: RC15A/A

Course Duration: The Diploma in Clinical Neurophysiology involves a total of three years concurrent on-the-job industrial experience in a Neurology Department (or similar related facility) whilst undertaking the off-job training via flexible delivery with RMIT. The off-job training comprises a three year study program involving 1310 nominal hours contact over the three years.

- **Course Purpose:** The Diploma in Clinical Neurophysiology is designed to provide a broad-based training program for the learner to enable them to become a para-professional clinical neurophysiology (CNP) technician who works in the areas of electroencephalography and electrophysiology. The program outcomes require the self directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

- CNP Technicians/Technical Officers/Technologists provide technical support for clinical neurophysiology examinations, usually working on a one to one relationship with the patient. They are responsible for the minor maintenance of equipment, and prepare reports from which a neurologist can write a clinical report.

- Through its philosophy and delivery, the course aims to develop in the student those attributes of task and contingency management, work team co-operation, and the ability to adapt to changes in technology and the workplace.

- Successful completion of the course will enable the participant to develop the knowledge and skills required to undertake work at the technical level (AQF level 5) in the field of clinical neurophysiology technology.

This course facilitates students in the development of the knowledge, skills and attitudes required for:

- performance of a broad range of skilled applications, including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills,
• Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising of self and others as well as contributing to technical solutions of a non routine or contingency nature, and,

• Applications involve participation in development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may be involved.

Entry Prerequisites: Entry requirements to this course are consistent with the requirements of students enrolling in any part-time vocational program, that is, they must be employed as a clinical neurophysiology technician. Students must be employed in either a public or private neurology clinic prior to commencing the course.

Students also need to be able to demonstrate
• literacy and numeracy skills equivalent to successful completion of:
  • Year 12 VCE English (Units 3 and 4)
  • Year 12 VCE Mathematics (Units 3 and 4)
  • Year 12 VCE Science (Units 3 and 4)
• oral communication skills in the English language sufficient to ensure understanding

Applicants without this background may be directed to bridging or supplementary programs that already exist in RMIT to acquire the necessary competencies in English, Mathematics or Communication. Additional supplementary programs in biology, study skills and basic computer skills are available should students need to develop competencies in these areas prior to enrolling in the course.

Course Structure: The following table shows the modules, which will be delivered in each year of the course. All are essential core modules (there are no elective Modules in this program). You will be required to complete an off-campus program to satisfy the theoretical components of the course. The on-job component of your training will occur in your workplace.
### First Year

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation to Clinical Neurophysiology</td>
<td>20</td>
</tr>
<tr>
<td>Occupational Health and Safety</td>
<td>40</td>
</tr>
<tr>
<td>First Aid</td>
<td>20</td>
</tr>
<tr>
<td>Introductory Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>Computer Fundamentals</td>
<td>25</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>20</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 1</td>
<td>40</td>
</tr>
<tr>
<td>Introductory Physics</td>
<td>50</td>
</tr>
<tr>
<td>Energy</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Instrumentation</td>
<td>50</td>
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</table>

### Second Year

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills – Client Interaction</td>
<td>20</td>
</tr>
<tr>
<td>Communication Skills – Presenting Information</td>
<td>20</td>
</tr>
<tr>
<td>Legal and Ethical Issues in Health Care</td>
<td>15</td>
</tr>
<tr>
<td>Biophysiological Recording Systems 1</td>
<td>40</td>
</tr>
<tr>
<td>Biophysiological Recording Systems 2</td>
<td>40</td>
</tr>
<tr>
<td>Operational Techniques 1</td>
<td>40</td>
</tr>
<tr>
<td>Operational Techniques 2</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Experience 1</td>
<td>150</td>
</tr>
<tr>
<td>Clinical Studies A</td>
<td>50</td>
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</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology 2</td>
<td>40</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology of the Nervous System</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Studies B</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Studies C</td>
<td>50</td>
</tr>
<tr>
<td>Biophysiological Recording Systems 3</td>
<td>40</td>
</tr>
<tr>
<td>Biophysiological Recording Systems 4</td>
<td>40</td>
</tr>
<tr>
<td>Operational Techniques 3</td>
<td>50</td>
</tr>
<tr>
<td>Clinical Experience 2</td>
<td>50</td>
</tr>
<tr>
<td>Clinical Experience 3</td>
<td>120</td>
</tr>
<tr>
<td>Managing and Developing Teams</td>
<td>40</td>
</tr>
<tr>
<td>Managing Finance – Setting and Achieving Budgets</td>
<td>20</td>
</tr>
</tbody>
</table>

**Completion:** An RMIT Diploma Certificate will be issued to all students upon successful completion of all 30 Modules in the Course.
General Program Information

Location
The administration office for the Diploma in Clinical Neurophysiology program is located at the City Campus on level 4, in RMIT Building 51, (Cnr of Victoria and Cardigan Streets) 80 Victoria Street, Carlton South. A map of RMIT’s City campus can be located on page 51 of the Staff and Student Handbook or through the RMIT Web page at: http://www.rmit.edu.au/maps/

Public Holidays for 2004 Academic Year:
- Australia Day: Monday 26 January
- Labour Day: Monday 8 March
- Good Friday: Friday 9 April
- Easter Monday: Monday 12 April
- Easter Tuesday: Tuesday 13 April (University Holiday)
- Anzac Day: Friday 25 April
- Queen’s Birthday: Monday 14 June
- Melbourne Cup Day: Tuesday 2 November

Fees for Students in 2004:

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<tbody>
<tr>
<td><strong>Enrolment Fees:</strong></td>
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<tr>
<td>Tuition Fees:</td>
<td>$</td>
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<tr>
<td>Student Services &amp; Amenities Fee:</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL FEES:</strong></td>
<td>$</td>
</tr>
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</table>

Text Books:
Texts for the Diploma in Clinical Neurophysiology are prescribed in each of the Course Guides For example:
- C. Marshall & S. van Megan. MATHEMATICS for Biology/Pathology Technicians. Open Training Education Network TAFE NSW.
Student Handbook and Program Guide


Some journals are available by RMIT library e-digitalisation service. Using ‘Keyword’ search, enter the Course Code, eg, OHTH5020, with no spaces. Select the article you wish to view, open the full details, then click on ‘Electronic Resources’. Right click on the URL, and ‘Open in a new window’. You may be asked to both re-login, plus agree to copyright conditions, and then you can read the article.

Staff Contact Details:

<table>
<thead>
<tr>
<th>Role</th>
<th>Telephone</th>
<th>Facsimile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Ms Cheryl Underwood</td>
<td>9925 4932</td>
<td>9924 4144</td>
</tr>
<tr>
<td>Student Administration Officer</td>
<td>Ms Helen Dundas</td>
<td>9925 4979</td>
<td>9925 4144</td>
</tr>
<tr>
<td>Building 51 Reception Officer</td>
<td>Ms Linda Sharman</td>
<td>9925 4932</td>
<td>9925 4144</td>
</tr>
<tr>
<td>Program Coordinator for Diploma in Clinical Neurophysiology – City Campus</td>
<td>Ms Meg Colasante</td>
<td>9925 4662</td>
<td>9925 4144</td>
</tr>
</tbody>
</table>

Postal Address

RMIT is a large University with many campuses. To assist in a safe delivery of any correspondence you are required to use the full details of the postal address given below.

Name of Teacher
Diploma in Clinical Neurophysiology
School of Life & Physical Sciences
RMIT University
City Campus
GPO Box 2476V
Melbourne  Vic  3001
Student Service Support Information

Counselling Service
The Counseling Service consists of a team of educational and counseling psychologists whose role is to assist students to develop their full potential and achieve success in their studies at RMIT. The counselors provide a free individual, confidential service. The service is available to students to discuss any wide range of problems and decisions that affect life at RMIT. This service may be accessed at City campus – Building 43. Telephone: 9925 4365 or 9925 4366

Dental Service
RMIT Union’s Dental Clinic provides subsidised dental care for students. The highly qualified staff operate the clinic Monday to Friday 8.45 am to 1.00 pm and 2.00 pm to 4.45 pm in Building 45, 33 Lygon Street, Carlton. To book an appointment bring your student card and the booking fee ($30). Telephone 9925 4876.

Financial Advice
The Student Financial Adviser can help you with a range of matters including: student loans, financial counseling, social security, deferment of fees. Bookshop grants are available to financially disadvantaged students. Students will be assessed by application and an interview with the Financial Adviser. You can contact the Financial Adviser in the Student Affairs Centre – Building 14, Level 4. Telephone 9925 2963.

Health Service
The nursing staff provide a free service to all students and staff from 8.00 am to 6.00 pm Monday to Thursday during semesters; 9.00 am to 5.00 pm on Friday and TAFE student vacations and 9.30 am to 12.00 noon every Saturday. The services include:
- An emergency service and general medical care
- Immunisation programs
- Contraception advice and pregnancy testing
- Health promotion and education programs
- Nutrition and dietetics advice
- Needle and syringe exchange

The Health service doctors bulk-bill all clients. Please bring your Medicare card.

The Health Centre is located at Building 13 (City Campus). Telephone 9925 2297 or 9925 2723
Learning Skills Unit

The RMIT Learning Skills Unit (LSU) can provide assistance to help you do better in your Program. Staff can help you gain skills in: essay and assignment writing, oral presentations, fast and efficient reading, spelling, English grammar, general study skills, time management, math and science. Workshops and individual consultations are available to all students. Self-help booklets are also available. This is a free service located at level 3, Building 94 (City campus) 23 – 27 Cardigan Street, Carlton. Telephone: 9925 4488. Students can also access teachers and request assistance at any time by emailing: dearteacher@rmit.edu.au

Libraries

As soon as you enrol as an RMIT student you may use the facilities and services available at the seven RMIT libraries. Information about the services and facilities offered through the RMIT library is available on the RMIT Web page at: http://www.lib.rmit.edu.au.

The following RMIT libraries offer items which are of particular relevance to your studies in this course:

- The Carlton (TAFE) Library – Building 94, level 3, 23 – 25 Cardigan Street, Carlton South
- Bundoora West Library – Building 210 (Hayes Building)

General Information

All RMIT libraries provide extensive services, facilities, study space and comprehensive collections of print based resources, books, periodical and microform collections as well as audiovisual, electronic and multimedia resources to support your studies.

Information desk staff at every library can provide individual assistance and information skills training. Access to the ever expanding virtual library of electronic resources and networks including CD ROMs, data base products, full text electronic access to numerous journal titles and the RMIT Libraries’ on-line public access catalogues is also available.

Opening Hours

During the academic year, February to November, some libraries are open for over 70 hours per week. During the long vacation however, these hours are reduced. Always check the notice boards in the library foyers to confirm library opening hours.

Library Guides

These are available from each library and give details of services, resources and opening hours. Knowing how to use the many library resources can be of great benefit, so please use your Library Guide when necessary and seek advice from library staff if you need it.
Student Handbook and Program Guide

**Loans**
Books and some audiovisual materials can be borrowed but periodicals cannot as they are for reference use only. To borrow books or materials from the libraries you will need to show your student card as this is also your library borrower’s card. All loans issued on your card are your responsibility and the library must be notified immediately if you lose your card. *Please note that loan periods and the number of items you can borrow at any one time do vary depending on the material you wish to borrow.*

**CAVAL (Cooperative Action by Victorian Academic Libraries)**
RMIT Libraries are part of this reciprocal borrowing program whereby students and staff of participating libraries are able to borrow material from other participating Victorian libraries. In order to borrow you must first register as a CAVAL reciprocal borrower at an RMIT library. If you borrow from another library you are subject to the borrowing conditions and regulations of that library. If you would like more details pick up a CAVAL brochure from one of the libraries.

**Penalties**
Strict penalties apply to books, which are overdue or not returned. Borrowing privileges may be suspended and a replacement and administrative charge may apply. A complete statement of borrowing conditions is available at the loans desk of any RMIT library.

**Photocopying**
All RMIT Libraries have card operated photocopiers for student use. The copiers all offer plain paper A4 copies, copy reduction and enlargement, multiple copying and contrast controls. Some copiers also provide A3 and transparency copies.

**Security**

**Personal Safety on Campus**
RMIT and the Student Union have been working closely to improve safety on campus for staff and students. While much work has been done to improve things, like making sure lighting on campus is adequate, it is extremely important for students to be aware of their personal safety studying at RMIT.

If you ever feel unsafe on campus, immediately contact RMIT security staff:
- City – Security Control Centre (Franklin Street) Telephone: 9925 2051

**Theft**
Beware of thieves on campus at all times! Never leave your bags and belongings unattended, especially whilst researching in libraries. It is strongly recommended that bikes be secured by means of ‘hoops’ or ‘U bolts’ rather than chains or wires as the latter are often easily cut resulting in a very quick loss of bikes. At any time a theft is suspected report it immediately to the nearest area counter and then proceed to complete a report. Depending on the nature of a theft you will probably be advised to report to police at the nearest station to your home.
Students’ Rights

The Student Union aims to represent and safeguard students’ interests. It employs staff who provide advice, information and assistance to students with problems which may include: discipline (cheating, misconduct charges), appeals against assessment, special consideration, harassment of any kind, appeals against exclusion, unfair treatment, apprentice issues, health and safety issues etc.

The staff of the Student Union are able to help you to resolve problems in a variety of ways:

- Giving confidential advice
- Assisting in preparing submissions and documentation
- Supplying RMIT regulations and procedures
- Attending meetings with you and administrative or academic staff members
- Helping to clarify issues through discussion
- Identifying your options
- Referring you to appropriate services

All discussions are strictly confidential and no action will be taken without your explicit direction.

- City (TAFE) – Building 57, level 4. Telephone: 9925 4768
Policies and Procedures for Students

Responsibilities as a Learner

The School of Life & Physical Sciences adopts the philosophy of adult education in which the learner has ultimate responsibility for their individual achievement. While staff give all assistance possible, the student has responsibility for completion of assessments and advising staff of any problems they may be experiencing. The learning experiences provided will involve a variety of methods and will encourage the student to develop skills in research and presentation. Assessment will also be varied and will depend on the stated outcomes of the individual module.

Should the student be experiencing difficulties either with the learning tasks required or the completion of assessments the matter must be addressed and agreement reached (through a learning contract) to rectify the situation. The learning contract will be in writing and signed by the relevant lecturer(s), the student and a witness. A copy of the contract will be provided to the student.

Students must understand that the integration and sequencing of modules in the program, in many instances reflects the requirements for attainment of prerequisites. Failure to ‘keep up’ with the program requirements may present the student with difficulties in continuing with other modules in the program.

Students are required to conduct themselves at all times in a professional manner appropriate to their role as members of the health care team. They must conform to the University, Portfolio, School and Program policies in relation to Equal Opportunity, Sexual Harassment, Occupational Health and Safety and Infection Control.

Assessment Policy

Assignment Presentation

The following conditions apply as a minimum standard for presentation of written assessment items:

- Your work must be presented on A4 size paper or in the appropriate learning guide
- Each page must be numbered in sequence
- Assessment items are expected to be word-processed unless otherwise stated
- Leave double line spacing between each paragraph of an essay/report or short answer response.
- Ensure that all pages of your assignment are stapled together to avoid loss
- Ensure all material which is derived from another source (eg lecture notes, text books etc) is appropriately referenced (see section on Plagiarism in this policy)
Please note where further conditions for presentation of written work are advised by the module facilitator these must also be adhered to before a grade of “Pass” can be awarded.

Assignment Submission
The following conditions apply as a minimum standard for presentation of written assessment items:

- All assessment submissions must be accompanied by a fully completed assessment cover sheet (see Appendix B) which is firmly attached to the assignment
- Assessment submissions (including the assessment cover sheet) must be contained in a clear plastic sleeve
- The due date identified for submission of assessment items is the last date for submission unless special consideration conditions apply. Failure to submit an item by the due date, will result in a grade of ‘fail’ being awarded which may preclude your ability to progress with your studies in the course.
- You are encouraged to take a photocopy of your assessment submission in the event that a situation arises in which evidence of the completion of the assessment item is required.

Training Record Book
This student assessment tool is very important, and it is essential that the document is not lost. It provides:

- A guide to the employer and student of the training and experiences that should occur during the course
- A permanent record of course work achievements and on-the-job achievements during the course which will be assessed as part of the Clinical Experience Modules.
- The final record of competency at the end of the course.

RMIT Result Codes are as follows (Mark Table 7):

<table>
<thead>
<tr>
<th>Mark</th>
<th>Result</th>
<th>Description and Usage Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>H</td>
<td>High Distinction – indicative score 80 – 100%</td>
</tr>
<tr>
<td>DI</td>
<td>D</td>
<td>Distinction - indicative score 70 – 79%</td>
</tr>
<tr>
<td>CR</td>
<td>C</td>
<td>Credit - indicative score 60 – 69%</td>
</tr>
<tr>
<td>PA</td>
<td>P</td>
<td>Pass - indicative score 50 – 59%</td>
</tr>
<tr>
<td>PX</td>
<td>P</td>
<td>Pass in subjects where no higher grading is given – indicative score 50 – 100%.</td>
</tr>
<tr>
<td>NN</td>
<td>N</td>
<td>Fail – indicative score – 0 – 49%</td>
</tr>
<tr>
<td>DNS</td>
<td>N</td>
<td>Did not sit an examination and/or did not submit all relevant assignment materials for the subject.</td>
</tr>
</tbody>
</table>
Assessment Submission

The following conditions apply as a minimum standard for presentation of written assessment items:

- All assessment submissions must be accompanied by a fully completed assessment cover sheet (see Appendix D) which is attached by paper clip (not stapled) to the assignment.
- No assessment item will be accepted without the appropriately completed cover sheet.
- You are encouraged to keep the Assessment Receipt Slip (back copy of Appendix D) to maintain a record of your submission.
- Assessment submissions (including the assessment cover sheet) must be contained in a clear plastic sleeve.
- The due date identified for submission of assessment items is the last date for submission unless special consideration conditions apply. Failure to submit an item by the due date, will result in a grade of ‘fail’ being awarded which may preclude your ability to progress with your studies in the Program.
- You are encouraged to take a photocopy of your assessment submission in the event that a situation arises in which evidence of the completion of the assessment item is required.
- All assessments must be submitted to the School Office (after hours submissions should be placed in the after hours assignment box located on the wall of the School administration area. Assessments must not be submitted directly to the teacher.

Cheating

Cheating will not be tolerated. Any occurrence will result in a charge of academic misconduct which carries a range of penalties including cancellation of results and exclusion from your course.

Plagiarism

Plagiarism is a form of cheating in assessment. It may occur in oral, written or visual presentations. It is the presentation of work, idea or creation of another person, with attribution, as though it is your own. Plagiarism is not acceptable. The use of another person’s work or ideas must be acknowledged. Failure to do so will result in a charge of academic misconduct which carries a range of penalties including cancellation of results and exclusion from your course. The resource RMIT101 will assist you in adopting appropriate referencing techniques. If you are unsure of the appropriate techniques to use, you should seek advice from the staff of the Learning Skills Unit or your teacher/program coordinator.

Students are responsible for ensuring that their work is kept in a secure place. It is also a disciplinary offence for students to allow their work to be plagiarised by another student.
Special Consideration
You may apply for special consideration if you feel you have been disadvantaged in an examination or other form of assessment. Special consideration may be granted for circumstances where factors beyond your control have affected your academic performance. For example:

- You have been unable to attend examinations, present an assignment etc
- You have not met an assessment deadline or have been unduly inhibited in your performance in an examination, assignment etc.

Forms to support your special consideration application are available from Student Administration or the School Office (located on level 4 Building 51). Your application must be lodged with your Program Coordinator together with supporting evidence (e.g., medical certificate) prior to, or within 48 hours of the schedule time of examination or assignment submission. Please note, you should advise the teaching School of any pre-existing disability or condition, which may affect your performance so that an appropriate form of assessment can be determined as early as possible in your Program.

If you wish to seek advice on handling the procedures of obtaining special consideration or appeal against an examination result, please contact the either the

- Counseling Services:
  - City – Building 43, Cardigan Street. Telephone 9925 4365
- Disability Liaison Unit
  - City – Building 11. Telephone 9925 1089

If you require a medical certificate, visit the Health Service at RMIT or your own doctor.

Note: Misreading the official examination timetable will not entitle you to special consideration in assessment so be careful when checking your exam dates, times and locations.

Change of Address
In the event that you change your address it is essential that you immediately notify the:

- Program Coordinator
- School Administration Officer (RMIT Building 51, level 4)

You will be required to complete a change of personal details form to ensure that the appropriate changes may be made to the student database.

Equal Opportunity and Sexual Harassment
Equal opportunity is about a ‘fair go’ for everyone. The School is committed to providing an environment in which all students irrespective of gender, sexuality, ethnicity, disability, pregnancy, marital status etc are able to achieve appropriate access to and support for their education and

**Students with Disabilities**

RMIT provides the following support services for students with disabilities:

- Helping at times of Program application, enrolment and orientation
- Assisting with physical access to buildings and special parking facilities
- Organising direct learning support; e.g.: note takers, special tutors and signing interpreters for the deaf
- Providing special study materials and equipment, e.g.: large print, ergonomic chair, tape recorder
- Negotiating alternative assessment and special examination consideration
- Liaising with students, academic staff and the University
- Liaising with external agencies e.g.: TAC, CRS, and RVIB
- Assisting with other University related needs resulting from disability

These support services can be accessed by contacting:

- City – Disability Liaison Unit, Building 11. Telephone 9925 1089

**Sexual Harassment**

Sexual harassment is against the law. RMIT has in place policies and procedures to educate the RMIT community and to deal with complaints about sexual harassment. Visit the RMIT Web site http://www.rmit.edu.au/School/hr/manual/581.html for the University’s Sexual Harassment policy.

Sexual harassment covers a range of unwelcome behaviour of a sexual nature, such as sexual comments, gestures, offensive images, demands of a sexual nature, repeated requests to date, physical contact such as patting or pinching. Sexual harassment also includes behaviour of a sexual nature by a member of staff, which as a student you may feel will have an effect on your grade or academic progress.

RMIT takes the issue of victimisation very seriously. All enquiries and complaints are dealt with confidentially. If you are experiencing a problem which you think might be sexual harassment contact:

- your Program Coordinator
- the Head of School – City: 9925 4274
- Student Sexual Harassment Complaints Officer – 9925 4728
- a Student Union Rights Officer - City (TAFE): 9925 4768; or
- an RMIT Student Services Counselor – City (TAFE): 9925 4365
Course Information

Stage 1

The module descriptors are presented in order to reflect the sequencing in which they occur in the course.
**Course Name:** Orientation to Clinical Neurophysiology

**Course Code:** OHTH 5017

**Nominal Hours:** 20

**Course Purpose:** On successful completion of this course the learner will be able to describe the basic principles and practices of neurophysiological recording.

**Prerequisites:** Those required for entry into the program.

**Learning Outcomes:**
1. Identify the different recording tests in the Neurophysiology Department.
2. Outline briefly the history of EEG.
3. Outline the development of computer averaging and evoked potentials.
4. Describe strategies for obtaining and documenting patient history.
5. Describe routine EEG procedures.
6. Describe the principles of the International 10/20 Measuring System.

**Planned Learning Experiences**

The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s) and a topical video. There is a compulsory employment and workplace supervision requirement concerning this course.

**Assessment**

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment
Course Name: Occupational Health and Safety

Course Code: OHTH 5018

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply the principles of occupational health and safety to the clinical neurophysiology workplace and to their own practice as a clinical neurophysiology technician.

Prerequisites: Those required for entry into the program.

Learning Outcomes:
1. Identify the legal requirements covering Occupational Health and Safety responsibilities as required by Commonwealth and State/Territory legislation and their implementation in the clinical neurophysiology workplace.
2. Identify potential hazards in a clinical neurophysiology environment and outline preventative and control measures.
3. Demonstrate safe handling of equipment and the potential for overuse injuries for clinical neurophysiology technicians and outline preventative measures.
4. Identify strategies designed to minimise risk to self, colleagues and patients in the event of aggressive or violent situations.
5. Identify the accident/incident report forms and reporting procedures in the clinical neurophysiology workplace.
6. Identify factors that affect workplace performance.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment.
Course Name: First Aid

Course Code: OHTH 5019

Nominal Hours: 20

Course Purpose: On successful completion of this course, learners will be able to perform basic first aid in the clinical neurophysiology workplace.

Prerequisites: Those required for entry into the program.

Learning Outcomes:

1. Assess accidents or workplace medical emergencies in accordance with accepted first aid procedures.
2. Provide immediate life support to a non-breathing person.
3. Provide immediate life support to someone in cardiac arrest.
4. Explain the correct first aid care and management for external bleeding.
5. Describe the signs and symptoms of shock.
6. Explain the first aid care and management of different types of seizures.
7. Describe how to manage burns and electrocution.

Planned Learning Experiences

The subject is classroom based and includes worksheets, practical sessions, simulations and discussion.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

50% of assessment is practical (CPR, EAR and bandaging)
50% of assessment is a written examination (the pass mark for the theory test is 80%).
Course Name: Introductory Mathematics

Course Code: MATH 5166

Nominal Hours: 50

Course Purpose: The purpose of this course is to provide the participant with the knowledge and skills required to develop and solve mathematical problems and perform mathematical calculations in later courses in the program.

Prerequisites: Those required for entry into the program.

Learning Outcomes:

1. Solve vocational mathematical problems using fractions and decimals.
2. Solve vocational mathematical problems using ratios, proportions and percentages.
3. Solve vocational mensuration problems in two and three dimensions.
4. Solve vocational mathematical problems using linear algebraic equations.
5. Solve vocational mathematical problems by transposing and evaluating vocational formulae.
6. Solve vocational mathematical problems involving polynomials.
7. Solve vocational mathematical problems by determining the equations of straight lines and representing them graphically on the Cartesian plane.
8. Solve vocational mathematical problems using the geometry of triangles and quadrilaterals.
9. Solve vocational mathematical problems using the right triangle definition of sin, cos and tan.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s).

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

50% of assessment is an assignment
50% of assessment is a written examination.
Course Name: Science Laboratory Computer Fundamentals

Course Code: ISYS 5447

Nominal Hours: 25

Course Purpose: The purpose of this course is to provide the learner with sufficient skills to produce a report on a personal computer. The report will include information retrieved from a computerised system (e.g., Library catalogue or database).

Prerequisites: Those required for entry into the program.

Learning Outcomes:

1. Use computing industry terminology correctly and in the appropriate context.
2. Create, save and print a word-processed document.
3. Spell check, format, and amend existing simple documents.
4. Use an operating system/environment to manage disks for personal use.
5. Use printed materials and on-line help to solve operational problems.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s).

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment.
Course Name: Medical Terminology

Course Code: MEDS 5009

Nominal Hours: 20

Course Purpose: On successful completion of this course, learners will be able to apply basic medical terminology and abbreviations used in CNP to their workplace.

Prerequisites: Those required for entry into the program.

Learning Outcomes:
1. Apply appropriate terminology to human anatomy and physiology.
2. Apply medical terminology to surgical and investigative procedures.
3. Apply medical terminology in disorders and diseases.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

70% of assessment is an assignment
30% of assessment is a written examination
Course Name: Anatomy & Physiology 1

Course Code: BIOL 5078

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply a knowledge of the structure and function of a range of human anatomical and physiological systems to their workplace practice as a clinical neurophysiology technician.

Prerequisites: MEDS 5009 Medical Terminology.

Learning Outcomes:
1. Explain the structure and function of human cells and tissues.
2. Explain the structure and function of the cardiovascular system.
3. Explain the structure and function of the respiratory system.
4. Explain the structure and function of the nervous system.
5. Explain the structure and function of the eye.
6. Explain the structure and function of the musculoskeletal system.

Planned Learning Experiences
The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment
All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

70% of assessment is an assignment
30% of assessment is a written examination
Course Name: Introductory Physics

Course Code: ONPS 5121

Nominal Hours: 50

Course Purpose: The purpose of this course is to provide the participant with knowledge and skills in pure and applied sciences. It will introduce the basic concepts, terminology and measurement plus the investigation skills in physics which underpin much of the work of the clinical neurophysiology technician.

Prerequisites: Introductory Mathematics.

Learning Outcomes:
1. Use accurate terminology and concepts to explain commonly experienced phenomena.
2. Set up simple controlled experiments given the necessary instructions.
3. Perform investigations and safely record, analyze and report data.
4. Use given formulae and appropriate methods to solve problems involving physical quantities.
5. Work collaboratively on investigative activities.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
Course Name: Energy

Course Code: ONPS 5122

Nominal Hours: 50

Course Purpose: The purpose of this course is to enable the learner to apply energy principles to real life and industry situations. It will also provide underpinning knowledge and support concerning subsequent courses in the clinical neurophysiology program.

This course places a strong emphasis on the development of measurement skills, and also on critical evaluation of both measurement technique and the data collected. This course also promotes good laboratory practice and technical communication skills.

Prerequisites: Introductory Mathematics, and,
Introductory Physics.

Learning Outcomes:

1. Interpret and communicate key terminology and concepts in energy.
2. Transfer the key concepts and terminology of energy to familiar and unfamiliar situations in technology and everyday life.
3. Conduct experiments safely and confidently, following instructions.
4. Solve quantitative problems involving energy.
5. Apply appropriate analytical, experimental and problem solving techniques to an investigation.
6. Work effectively, efficiently and confidently, both as an individual and as a member of a team.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully.
Assessment is progressive throughout the course.
50% of assessment is an assignment
50% of assessment is a written examination
Course Name: Principles of Instrumentation

Course Code: ONPS 5108

Nominal Hours: 50

Course Purpose: This course introduces the learner to the safe use of laboratory instrumentation and aims to develop the learner’s confidence to undertake later courses involving more complex laboratory instruments.

Prerequisites: Introductory Mathematics, and,
Introductory Physics.

Learning Outcomes:
1. Interpret and apply relevant terminology and key concepts.
2. Use given equipment/instruments to make valid measurements.
3. Safely perform investigations.
4. Work effectively, efficiently and confidently both as an individual and a team member.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

50% of assessment is an assignment
50% of assessment is a written examination
Course Name: CLIENT INTERACTION

Course Code: MKTG 5321

Nominal Hours: 20

Course Purpose: The purpose of this course is to provide training for effective communication in interacting with clients.

This course is suitable for participants who work independently on tasks that require a combination of technical and theoretical knowledge plus motor skills. The participants may range from those who have limited creative planning, design or supervisory functions to those who have significant responsibility related to these functions.

Prerequisites: Those required for entry into the program.

Learning Outcomes:
1. Establish a working relationship with a client.
2. Maintain a working relationship with clients.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment
Course Name: PRESENTING INFORMATION

Course Code: COMM 5282

Nominal Hours: 20

Course Purpose: The purpose of this course is to provide the participant with the knowledge and skills required to develop the written and verbal skills required by a health care provider. These skills will then be applied at a paraprofessional level in presenting written information and developing an oral presentation.

Prerequisites: Those required for entry into the program.

Learning Outcomes:
1. Present written information in a form relevant to a specific task.
2. Prepare an oral presentation relevant to a specific task.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment.
Course Name: Legal and Ethical Issues in Health Care

Course Code: JUST 5037

Nominal Hours: 15

Course Purpose: On successful completion of this course, the student will be able to apply knowledge of legal and ethical issues in health care to their workplace practice as a clinical neurophysiology technician.

Prerequisites: Those required for entry into the program.

Learning Outcomes:
1. Outline the legal requirements and responsibilities of workers in the health sector.
2. Explain the ethical responsibilities of workers in the health sector.

Planned Learning Experiences
The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment
All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment.
Course Name: Biophysiological Recording Systems 1

Course Code: ONPS 5123

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply the principles of operation, calibration and routine maintenance of analogue and digital EEG and other biophysical recording systems.

Prerequisites: MATH 5166 Introductory Mathematics, and, ONPS 5108 Principles of Instrumentation.

Corequisites: ONPS 5124 Biophysiological Recording Systems 2, ONPS 5125 Operational Techniques 1, and, OHTH 5020 Clinical Experience 1.

Learning Outcomes:

1. Explain the principles, function and operation of the amplifying system of the EEG apparatus.
2. Explain the principles, function and application of the filter in the EEG apparatus.
3. Explain the principles, function and application of the writing system.
4. Describe the Routine Calibration of the EEG apparatus.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
Course Name: Biophysiological Recording Systems 2

Course Code: ONPS 5124

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply the principles of:
- recording electrodes for EEG and other biophysical recording systems,
- different derivations and montage design for EEG and other biophysiological recording systems.

Prerequisites: MATH 5166 Introductory Mathematics, ONPS 5108 Principles of Instrumentation, and, ONPS 5123 Biophysiological Recording Systems 1.

Corequisites: ONPS 5125 Operational Techniques 1, OHTH 5020 Clinical Experience 1, and, MEDS 5010 Clinical Studies A.

Learning Outcomes:
1. Explain the functions and operation of the amplifiers of an EEG apparatus.
2. Explain the principles and methods of maintaining electrodes.
3. Explain the measurement of the resistance between electrode and skin.
4. Explain the principles and practices of recording derivations.
5. Explain the principles and practices of montage design.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
Course Name: Operational Techniques 1

Course Code: ONPS 5125

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply the principles and practices for recording routine EEGs and basic potential difference recordings.

Prerequisites: ONPS 5123 Biophysiological Recording Techniques 1.

Learning Outcomes:

1. Measure each patient’s head according to the International 10/20 system of placements.
2. Collate and present information.
3. Justify the selection of recording parameters.
4. Explain the procedure of recording a routine EEG.
5. Explain potential difference measurement in differential amplifiers.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
## Course Name: Operational Techniques 2

<table>
<thead>
<tr>
<th><strong>Course Code:</strong></th>
<th>ONPS 5126</th>
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</thead>
<tbody>
<tr>
<td><strong>Nominal Hours:</strong></td>
<td>40</td>
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</tbody>
</table>

### Course Purpose:
On successful completion of this course, the student will be able to identify the changes in waveforms recorded during an EEG and then write a detailed factual report.

### Prerequisites:
ONPS 5125 Operational Techniques 1.

### Learning Outcomes:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>6</td>
<td>Explain and identify normal waveforms in the EEG</td>
</tr>
<tr>
<td>7</td>
<td>Write accurate factual reports.</td>
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<tr>
<td>8</td>
<td>Explain the principles of recording sleep EEGs.</td>
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<tr>
<td>9</td>
<td>Describe the practices for recording sleep EEGs.</td>
</tr>
<tr>
<td>10</td>
<td>Explain the principles of recording an EEG during Phonic Stimulation.</td>
</tr>
<tr>
<td>11</td>
<td>Explain the practices for recording an EEG during Phonic Stimulation.</td>
</tr>
<tr>
<td>12</td>
<td>Explain the principles for recording Hyperventilation.</td>
</tr>
<tr>
<td>13</td>
<td>Explain the practices for recording an EEG during Hyperventilation.</td>
</tr>
<tr>
<td>14</td>
<td>Explain the principles and practices of Neonatal EEG recording.</td>
</tr>
</tbody>
</table>

### Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

### Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
### Course Name: Clinical Experience 1

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>OHTH 5020</th>
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<tr>
<td>Nominal Hours:</td>
<td>150</td>
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</table>

**Course Purpose:** On successful completion of this course, the student will be able to perform routine EEG recordings on a digital or analog machine consistently to industry standards.

**Prerequisites:** Those required for entry into the program.

**Corequisites:**
- OHTH5017 Orientation to Clinical Neurophysiology,
- Introductory Mathematics,
- MEDS 5009 Medical Terminology,
- BIOL 5078 Anatomy & Physiology 1,
- ONPS 5108 Principles of Instrumentation,
- MEDS 5009 Medical Terminology,
- BIOL 5078 Anatomy & Physiology 1,
- ONPS 5123 Biophysiological Recording Systems 1
- ONPS 5124 Biophysiological Recording Systems 2,
- ONPS 5125 Operational Techniques 1, and,
- ONPS 5126 Operational Techniques 2.

**Learning Outcomes:**

1. Measure patient heads accurately according to the International 10/20 system of placement allowing for any asymmetries.
2. Apply a set of electrodes correctly.
3. Achieve an acceptable impedance level for a routine EEG recording.
4. Perform complete machine calibration.
5. Handle and care for the patient appropriately during the routine EEG.
6. Perform a routine EEG.
7. Write a factual report concerning the routine EEG.
8. Clean and maintain equipment including electrode chloriding and dechloriding.
Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

50% of assessment is an assignment
50% of assessment is a practical examination.
Course Name: Clinical Studies A

Course Code: MEDS 5010

Nominal Hours: 50

Course Purpose: On successful completion of this course, the student will be able to relate clinical conditions, especially epilepsy, to waveforms recorded in an EEG.

Prerequisites: BIOL 5078 Anatomy & Physiology 1,
ONPS 5125 Operational Techniques 1, and,
ONPS 5126 Operational Techniques 2.

Learning Outcomes:

1. Explain the classification of seizures and epilepsy.
2. Explain the EEG correlate for the different classifications of epilepsy.
3. Explain the principles and practices of performing activation or provocation techniques on patients with possible epilepsy.
4. Explain precautions or actions that must be taken with a patient having a seizure.
5. Differentiate between childhood epilepsies and adult.
6. Relate epilepsy medication to EEG recordings.
7. Describe basic features of EEG recording related to the neurosurgical treatment of epilepsy.
8. Relate important aspects of cerebrovascular conditions/head injuries to EEG recording.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination.
Course Information

Stage 2

The module descriptors are presented in order to reflect the sequencing in which they occur in the course.
Course Name: Anatomy & Physiology 2

Course Code: BIOL 5079

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply a knowledge of the structure and function of a range of human anatomical and physiological systems to their workplace practice as a clinical neurophysiology technician.

Prerequisites: MEDS 5009 Medical Terminology, and,
BIOL 5078 Anatomy & Physiology 1

Learning Outcomes:

1. Specify the structure and function of the digestive system.
2. Specify the structure and function of the excretory system.
3. Specify the structure and function of the endocrine system.
4. Specify the structure and function of the lymphatic/immune system.
5. Specify the structure and function of the ear.
6. Specify the structure and function of the integumentary system.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

70% of assessment is an assignment
30% of assessment is a written examination
Course Name: Anatomy & Physiology of the Nervous System

Course Code: MEDS 5011

Nominal Hours: 40

Course Purpose: The purpose of this course is to provide participants with the appropriate background studies in anatomy and physiology of the nervous system.

Prerequisites: MEDS 5009 Medical Terminology, and,
BIOL 5078 Anatomy & Physiology 1.

Learning Outcomes:
1. Investigate what is meant by a resting neuron.
2. Investigate how an action potential is produced.
3. Relate how a nervous impulse is conducted along an axon.
4. Relate how an impulse is transmitted across a synapse.
5. Specify the structure and function of the spinal chord.
6. Investigate the structure and function of the spinal chord.
7. Investigate the pathway of nerve impulses from the receptors to the brain.
8. Investigate the structure and function of the autonomic nervous system.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

50% of assessment is an assignment
50% of assessment is a written examination
Course Name: Clinical Studies B

Course Code: MEDS 5012

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply a knowledge of general medical conditions encountered in patients undergoing electrophysiological studies.

Prerequisites: BIOL 5079 Anatomy & Physiology 2.

Learning Outcomes:
1. Relate information provided on request forms or in patient notes to a specific condition or disease.
2. Classify general medical conditions and diseases.
3. Apply safety precautions or sterilisation procedures to tests on patients with a medical condition/disease.

Planned Learning Experiences
The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment
All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination.
Course Name: Clinical Studies C

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>MEDS 5013</th>
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</thead>
<tbody>
<tr>
<td>Nominal Hours:</td>
<td>50</td>
</tr>
<tr>
<td>Course Purpose:</td>
<td>On successful completion of this course, the student will be able to apply knowledge of clinical conditions to abnormal waveforms during test procedures.</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>BIOL 5079 Anatomy &amp; Physiology 2, MEDS 5011 Anatomy &amp; Physiology of the Nervous System.</td>
</tr>
</tbody>
</table>

Learning Outcomes:
1. Relate waveforms to conditions in a range of abnormal EEG recordings.
2. Relate waveforms to conditions in a range of abnormal evoked potentials or nerve conduction studies to the patient's medical condition/disease.
3. Apply safety precautions or sterilisation procedures.

Planned Learning Experiences
The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment
All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

80% of assessment is an assignment
20% of assessment is a written examination.
Course Name: Biophysiological Recording Systems 3

Course Code: OHTH 5021

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply principles of evoked response studies.

Prerequisites: ONPS 5123 Biophysiological Recording Systems 1, ONPS 5124 Biophysiological Recording Systems 2, BIOL 5079 Anatomy & Physiology 2, and, MEDS 5011 Anatomy & Physiology of the Nervous System.

Learning Outcomes:

1. Investigate the concept of computer averaging.
2. Relate the principles, functions and methods of application to the following evoked potential (EP) types:
   - Visual Evoked Potential,
   - Somatosensory Evoked Potential,
   - Brainstem Auditory Evoked Potential.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
Course Name: Biophysiological Recording Systems 4

Course Code: OHTH 5022

Nominal Hours: 40

Course Purpose: On successful completion of this course, the student will be able to apply principles of the neurological examination of the peripheral nervous system.

Prerequisites: ONPS 5123 Biophysiological Recording Systems 1, ONPS 5124 Biophysiological Recording Systems 2, BIOL 5079 Anatomy & Physiology 2, and, MEDS 5011 Anatomy & Physiology of the Nervous System.

Learning Outcomes:
1. Investigate the concept of volume conduction.
2. Investigate the functions and use of different recording and stimulating electrodes employed in EMG and NCS examinations.
3. Investigate the structure and function of the EMG and NCS recording apparatus.
4. Relate the anatomical principles of muscle innervation to EMG/NCS examinations.
5. Differentiate between the study of individual motor-unit-action-potentials (MUAP) and the study of the global EMG picture.
6. Analyse the function of EMG and NCS in neuromuscular transmission disorders.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
Course Name: Operational Techniques 3

Course Code: OHTH 5023

Nominal Hours: 50

Course Purpose: On successful completion of this course the learner will be able to:

- Explain the principles of specialised EEG recording techniques, and,
- Derive relative input values of a differential amplifier for all derivation types.

Prerequisites: MEDS 5011 Anatomy & Physiology of the Nervous System

Learning Outcomes:

1. Investigate the principles of different recording derivations.
2. Apply appropriate calculations to derive relative values of Input I and Input II of a differential amplifier.
3. Investigate EEG changes during anaesthesia.
4. Investigate the measurement of long term EEG recording and Telemetry.
5. Investigate the principles and techniques of EEG monitoring during operations.
6. Investigate the principles and techniques for polygraphic recording.
7. Investigate the principles of recording isoelectric EEGs and cerebral death.
8. Investigate the principles and practices for recording isoelectric EEGs and cerebral death to international standards.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

40% of assessment is an assignment
60% of assessment is a written examination
Course Name: Clinical Experience 2

Course Code: OHTH 5024

Nominal Hours: 50

Course Purpose: On successful completion of this course, the student will be able to:
- Use a sine wave generator to show an understanding of frequency response characteristics and common mode rejection ratio.
- Explain appropriate montage use and identify focal or generalised abnormalities.

Prerequisites: OHTH 5023 Operational Techniques 3

Learning Outcomes:
1. Use a sine wave generator to demonstrate the frequency response characteristics and Common Mode Rejection Ratio of an EEG machine.
2. Select or design specific montage choices for focal or generalised abnormalities in EEG.
3. Recognise focal or generalised EEG abnormalities.

Planned Learning Experiences
The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment
All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment
Course Name: Clinical Experience 3

Course Code: OHTH 5025

Nominal Hours: 120

Course Purpose: On successful completion of this course, the student will be able to perform or assist with a range of advanced/specialised neurophysiological procedures.

Prerequisites: ONPS 5125 Operational Techniques 1, ONPS 5126 Operational Techniques 2, OHTH 5021 Biophysiological Recording Systems 3, OHTH 5022 Biophysiological Recording Systems 4, OHTH 5020 Clinical Experience 1, and, OHTH 5024 Clinical Experience 2.

Corequisites: MEDS 5013 Clinical Studies C, and, OHTH 5023 Operational Techniques 3.

Learning Outcomes:
1. Write advanced factual reports for the following recording conditions:
   - Sleep,
   - Anaesthesia,
   - Theatre,
   - ICU,
   - Polygraphic,
   - Isoelectric.
2. Relate waveforms to the sleep stages in the EEG.
3. Relate waveforms to the different range of ages in the EEG.
4. Record EEGs under one of the following specialised conditions:
   - Drug administration,
   - Anaesthesia,
   - Theatre,
   - Intensive Care Unit.
5. Select appropriate types of long term monitoring.
6. Record EEGs in conjunction with other physiological measures.
7. Record EEGs on suspected isoelectric patients.
8. Identify the specific primary complex for each of the following neurophysiological tests:
   - Brainstem auditory evoked potentials,
   - Visual evoked potentials,
   - Somatosensory evoked potentials,
   - Nerve conduction studies,
   - Electromyograms.
9. Interpret test conditions to enhance outcomes
10. Record EEGs on difficult patients
    Difficult patients may include:
    - Extremely distressed patients or family,
    - Retarded children and/or adults,
    - Uncooperative children,
    - Altered conscious states,
    - Delirious patients,
    - Patients having seizures or ‘attacks’.

Planned Learning Experiences
The subject is off-campus assignment based and includes worksheets, discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment
All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment
Course Name: Managing and Developing Teams

Course Code: BUSM 5443

Nominal Hours: 40

Course Purpose: The purpose of this course is to provide competency based training to develop skills in managing and developing teams, with the emphasis on work teams.

It is suitable for students who have an established work orientation, can perform tasks under normal supervision, and more complex tasks, involving theoretical knowledge and/or cognitive motor skills with direction. It is also suitable for students who have responsibility for others in a work team situation. It is suitable for technicians who desire or need management training.

Prerequisites: Those required for entry into the program.

Learning Outcomes:

1. Plan and present strategies and engage in activities to improve teams and their performance.
2. Analyse needs and plan for self and individual development related to the job role within work teams.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment
Course Name: Managing Finance – Setting and Achieving Budgets

Course Code: BAFI 5066

Nominal Hours: 20

Course Purpose: The purpose of this course is to provide competency based training in the development of relevant operational budgets, the monitoring and analysis of budgets, and the identification and recommendation of relevant and effective operational actions to achieve the budgets.

The aims of the course are for students to acquire the skills, knowledge, attributes and professional practices that will enable them to recognise the financial implications of operational performance, and facilitate operations management through the use of relevant operational budgets to achieve effective financial performance.

Prerequisites: Those required for entry into the program.

Learning Outcomes:

1. Develop budgets, institute related monitoring and control methods and recommend actions to achieve budgets.

Planned Learning Experiences

The subject is off-campus assignment based and includes worksheets, and discussion with workplace supervisor(s). There is a compulsory employment and workplace supervision requirement concerning this course.

Assessment

All of the learning outcomes must be achieved in order to complete this Course successfully. Assessment is progressive throughout the course.

100% of assessment is an assignment
Appendices

A  Sample of an Assessment Cover Sheet
B  Program Evaluation Proforma
Appendix A
Sample of an Assessment Cover Sheet
~ Please see office for correct version, which could not be formatted to fit in this space~

Part A
To be completed by the student

Student Name: ____________________________  Student Id No: ________________
Postal Address: _____________________________________________________________
Program Title: Diploma in Clinical Neurophysiology  Program Code: C5091
Course Title: ____________________________  Course Code: ____________________________
Teacher Name: ____________________________
Assessment Title: ____________________________
Due Date: ___________ / ______ / ______

Student Declaration
I declare that the attached assessment item is my own work as defined by the
RMIT Policy on Plagiarism
Student Signature: ________________

Office Use Only
Date Received: ___________ / ______ / ______  Date Returned: ___________ / ______ / ______
Name of Recorder: ________________  Signature of Recorder: ________________

Part B
To be completed by the teacher

Assessment Result Achieved:
Comments:

Teacher’s Signature: ________________  Date: ___________ / ______ / ______
# Program Evaluation Proforma

**Diploma in Clinical Neurophysiology**

**Program Evaluation Form**

As part of our commitment to continuous quality improvement in the delivery of the Diploma in Clinical Neurophysiology we believe it is important to gain your perceptions of the learning you have experienced through your studies in this program. To assist us gain this information it would be appreciated if you would take the time to complete this questionnaire.

## Part A  General Information

Please tick the appropriate box to indicate your response to each question

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Gender:</strong></td>
<td>Male ☐  Female ☐</td>
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<tr>
<td><strong>2 Age</strong></td>
<td>under 16 ☐  16 – 20 ☐</td>
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<td></td>
<td>21 – 25 ☐  26 – 30 ☐</td>
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<td>31 – 35 ☐  36 – 40 ☐</td>
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<td></td>
<td>41 – 45 ☐  46 – 50 ☐</td>
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<tr>
<td></td>
<td>51 – 55 ☐  over 55 ☐</td>
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<tr>
<td><strong>3 Highest level of secondary schooling completed</strong></td>
<td>less than year 10 ☐ Year 10 ☐</td>
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<td>Year 11 ☐  Year 12 ☐</td>
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<tr>
<td><strong>3 Previous post secondary studies commenced but not completed</strong></td>
<td>Not applicable ☐ Pre-vocational ☐</td>
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<tr>
<td></td>
<td>Certificate level ☐ Diploma ☐</td>
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<td></td>
<td>Advanced Diploma ☐ Degree ☐</td>
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<td></td>
<td>Other ☐  Please specify: ☐</td>
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<td><strong>4 Previous post secondary studies successfully completed</strong></td>
<td>Not applicable ☐ Pre-vocational ☐</td>
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<td>Certificate level ☐ Diploma ☐</td>
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<td>Advanced Diploma ☐ Degree ☐</td>
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<td>Other ☐  Please specify: ☐</td>
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<td><strong>5 Details of Training in the Diploma in Clinical Neurophysiology</strong></td>
<td>City Campus ☐  Bundoora Campus ☐</td>
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<td>Combined with the Certificate IV in Health (Nursing) ☐</td>
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<td>Stand alone study of this course ☐</td>
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## Part B  Program Orientation/Induction

**Using the rating scale provided place a tick in the appropriate box ☐ to indicate the quality of the orientation/induction information you**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
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received about the following areas:

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<tr>
<th>Area</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
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<tr>
<td>Program Structure and Content</td>
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<td>Recognition of Prior Learning</td>
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<td>RMIT Occupational Health and Safety Policy</td>
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<td>RMIT Equal Opportunity Policy</td>
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<td>Student Services at RMIT</td>
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<td>Portfolio IT Induction</td>
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<tr>
<td>Library/Learning Resource Centre Orientation</td>
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<tr>
<td>Off-Campus Study Orientation</td>
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<td>Study Skills Orientation</td>
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<td>Student Handbook and Program Guide</td>
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</table>

Comments:

Part C  Facilities

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the facilities used to deliver the off-the-job training:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
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<td>Size of classrooms/practical laboratories</td>
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<td>Temperature of classrooms/practical laboratories</td>
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<td>Lighting of classrooms/practical laboratories</td>
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<tr>
<td>Learning resource facilities of classrooms/practical laboratories</td>
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<tr>
<td>University Library/Learning Resource Centre facilities</td>
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<tr>
<td>Portfolio Computer/Learning Centre facilities</td>
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Comments:

Part D  Teaching/Learning Support

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the teaching/learning support provided during your Program in relation to the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
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Comments:
Relevance of the information/skill was explained before commencing

Clarity of explanations given by the teachers

Teachers’ knowledge of the subject

Teachers’ enthusiasm for the subject material

Teaching strategies used for class presentations

Teaching strategies used for tutorial presentations

Teaching strategies used for practical/laboratory sessions

Student questions were encouraged

Student participation was encouraged

Additional learning support was provided when required

Students were actively encouraged to engage in self-directed learning

Comments:

Part E  Student Learning Materials

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the student learning materials used during the Program:

<table>
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<tr>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
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</thead>
</table>

Course Guide available for each course/learning unit

Presentation of learning resource manuals.guides

Relevance of information

Relevance of learning activities

Availability of support learning resources

Comments:

Part F  Assessment

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the assessment tasks you undertook during this Program:

<table>
<thead>
<tr>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
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</table>
### Assessment requirements for each course/learning unit were explained

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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### Relevance of assessment tasks were explained

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<tr>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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### Variety of assessment tasks used

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<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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### Relevance of assessment tasks (assignments, presentations, tests)

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<tr>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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### Fairness of assessments

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<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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### Timeliness of feedback from assessment task

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<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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### Usefulness of feedback from assessment task

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<th>Agree</th>
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<th>Undecided</th>
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**Comments:**

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### Part G Overall Program Evaluation

**Using the rating scale provided place a tick in the appropriate box ☑ to indicate your overall perceptions of the Program**

<table>
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<tr>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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</table>

- The initial induction program adequately prepared me for my studies

- There was a definite link between my off-the-job and work experience training

- The courses/learning units studied in the Program were relevant

- The sequencing of the courses/learning units was appropriate

- The workplace visits/placements were useful

- The teachers were supportive of my learning

- I would recommend this Program to others

**The aspects I found most useful about the Program were:**

<table>
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<tr>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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**The aspects I found least useful about the Program were:**

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<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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**Things that I think would improve the Program are:**

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<tr>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
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Thank you for taking the time to complete this questionnaire.