

## ***Information Sheet for volunteers for physical examination.***

### **Overview:**

Training in clinical skills is a major component of the ANU Medical School curriculum and the Medical School uses a wide range of teaching approaches and technologies to deliver this training. One of the key teaching approaches used is for medical students to work with live physical examination models who are healthy adult volunteers from the community. Students learn their skills by observing and performing a hands-on physical examination of the volunteer model. The physical examinations taught this way include the sorts of examinations encountered at a general practice check-up, for example: measuring vital signs, examination of respiratory and cardiovascular systems, ears, nose, lymph, thyroid and muscles and bones. Intimate physical examinations are not included.

The teaching of these skills takes place within the Clinical Skills Program at the ANU Medical School. Sessions needing volunteers are held throughout the year. All sessions are supervised and facilitated by a clinical skills tutor who is a registered medical practitioner. Typically, a volunteer joins a small group of students (about 8 to 10) and their tutor for small group teaching on a specific skill, however volunteers may also participate in lecture demonstrations and student exams.

Volunteering as a physical examination model does not require any specific skills except a willingness to be physically examined up to ten times and to be able to follow the directions given as part of the physical examination. Volunteers are informed in advance of the nature of the physical examination and are required to give informed consent to take part in any physical examination activities.

### **What's involved in being a volunteer for physical examination?**

The information that follows covers what you need to know about being a volunteer for clinical skills teaching at the ANU Medical School. This information forms part of your consent giving (See below).

**Consent:** You must complete a consent form before commencing and again each year. You will be given a copy of your signed consent form for your personal records. Signing and submitting a Consent Form is acknowledgement that you have read the information provided here; that you understand your role as a volunteer for physical examination and that you have been given an opportunity to ask any questions about your volunteer participation in the Clinical Skills Program. A copy of the consent form can be found at the end of this Information Sheet. Please contact the Patient Recruitment Office if you have questions about participating on 6244 3389 or [Patient.Recruitment@anu.edu.au](mailto:Patient.Recruitment@anu.edu.au)



## Information Sheet for volunteers for physical examination continued

Who volunteers to be a live physical examination model: To volunteer you will be an independently mobile and generally healthy adult who consents to serve as a physical examination model for the teaching and assessment of clinical skills. You are not recruited for specific or existing physical signs, symptoms or medical conditions and your personal medical history is not taken. You need to be able to follow directions, comfortably and repeatedly get on and off an examination couch, stand and walk a few steps, and participate in repeated physical examination of a specified body region or system and generally fulfil the physical examination requirements of the teaching session.

Teaching locations: ANU Medical School clinical skills teaching is held at the ANU Medical School, Building 4, Canberra Hospital Campus and on occasion at the clinical skills teaching rooms at Queanbeyan Hospital. Clinical skills teaching locations are teaching facilities only; they are not medical treatment facilities.

About volunteering in the teaching environment: The ANU is committed to providing students with a safe learning environment, i.e., a controlled environment in which they can learn and be assessed without fear of making mistakes or causing harm.

Clinical skills teaching and assessment takes place in a simulated learning environment under the supervision of a tutor or examiner who is a registered medical practitioner. Tutors, examiners and students are not providing you with any medical service.

Simulation provides for a safe learning environment and can be described as “a technique to replace or amplify real experiences with guided experiences...that evoke or replicate aspects of the real world...”<sup>1</sup>

In addition to the teaching of hands-on skills, teaching sessions may also involve broad ranging discussion between students and tutors. You can anticipate that student opinions, information and observations may be incorrect and challenging and may not apply to you.

Students, tutors and all staff will respect your right to modesty, privacy and confidentiality and your participation will not be discussed outside the teaching/assessment setting.

Volunteers, students and staff actively contribute to the safe learning environment by demonstrating the mutual courtesies of respect, confidentiality and dignity.

Recommended infection control principles and equipment maintenance standards e.g. hand hygiene, clean linen and clean and regularly serviced equipment, apply in all teaching and assessment environments.

<sup>1</sup> Gaba, D.M, ‘The future vision of simulation in health care’, *Qual Saf Health Care*, 2004 13 Suppl 1. 12-10.ABST.



## **Information Sheet for volunteers for physical examination continued**

**What to expect in physical examinations:** The physical examinations taught and assessed in the program include examination of the following: head, neck, ears, eyes, mouth, chest, heart & lungs, abdomen, back, hips, lower limbs, upper limbs, feet, hands, taking blood pressure, pulse and temperature. Specifically, physical examination involves students, tutors and examiners: touching your body (palpation of); applying light pressure to your body; listening to (auscultation of) your heart and lungs with a stethoscope; moving or observing the movement of your neck, back & limbs; examining your eyes, ears, & mouth with a torch/otoscope; testing reflexes; testing sensation; testing strength.

Physical examinations can involve the removal of clothing. Hospital gowns and blankets are provided for your modesty and comfort. Genital regions are not examined and whilst female volunteers may be asked to remove their bra for the examination of chest, heart and lungs, female breasts will not be specifically examined.

You will be informed in advance of the nature of any teaching and learning activities; will be provided with a description of the physical examinations being taught or assessed and with recommendations regarding any clothing and disrobing requirements. (See: Availability, below)

All physical examination teaching and assessment is facilitated and supervised by a tutor or examiner who is a registered medical practitioner.

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**Your personal health status:** Living with a managed health condition does not exclude you from participating, however, your personal health status is not the purpose of participating. Teaching sessions focus on medical students learning how to perform specific physical examinations, the learning of which is required by the ANU Medical School's curriculum. Your personal medical history will not be taken. If, during the course of a clinical skills teaching session, evidence of disease is found which you may or may not know about, the evidence will be explained to you and you may be advised to consult your own doctor.





## **Information Sheet for volunteers for physical examination continued**

**Availability, times, dates rosters and cancellations:** The Medical School teaching program is flexible; as is the demand for your voluntary participation. You will be asked to advise the Medical School of your availability at various points throughout the year and before a teaching period commences you will be given a roster of your volunteer sessions. The roster usually covers a number of months. Your availability for student exams and for spontaneous and other volunteer opportunities may be emailed to you throughout the year. Indicating that you are available does not mean that you are participating; your participation will be confirmed with you. You are not rostered regularly nor for a specific number of sessions per roster period. Requests for availability provide a description of the physical examination taking place and advice about the level of undressing required. Teaching sessions may be cancelled or rescheduled and the Medical School will let you know as soon as practicable of any changes to your roster. If a session is cancelled by the Medical School, or by you, a substitute session is not offered. The Medical School will not roster you for consecutive sessions or two sessions in one week unless you agree. Sessions vary in length and session durations are provided in any requests for your availability. The Medical School has no expectations of a maximum or minimum level of voluntary participation. The ANU Medical School reserves the right to roster volunteers according to program needs.

**Exercising judgment and your responsibility:** You are expected to exercise judgement and not participate in any clinical skills session if you are unwell or if repeated examination of the body area listed for teaching may cause you discomfort. If you attend a session when you are unwell and if this is deemed to have a negative impact on you or on student learning or assessment you may be asked to withdraw.

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It is your responsibility to inform the tutor or examiner or support staff **immediately** if you are unwell, if you become unwell or if you are experiencing discomfort as a result of student activity.

If you have questions about your suitability for a physical examination please contact the Patient Recruitment Officer, Telephone: 6244 3389, in the first instance.

**Opportunistic learning:** Your personal health condition may provide a learning opportunity for students and a clinical skills tutor may ask you to agree to observations of, or physical examination of the body region or system affected by your personal health condition. You are under no obligation to agree to a physical examination which is different to the one for which you are rostered.

## **Information Sheet for volunteers for physical examination continued**

**Volunteering for student exams:** In addition to volunteering for clinical skills teaching, volunteers may be asked to participate in student exams. Student assessment activities are known as Objective Structured Clinical Examinations (OSCE).

**Information relating to student exams is confidential and you will be asked not to discuss it with or in the presence of students.**

Volunteers participating in student exams may be asked to fill the role of reserve or back-up patient. Volunteer OSCE participants should not have any current medical conditions which may adversely influence the assessment of students. If, due to a medical condition you are deemed unsuitable for a student examination you may be asked to withdraw.

**Video and audio recording of exams:** Objective Structured Clinical Examinations (OSCE) assess physical examination skill and are video & audio recorded. This is in line with ANU policy: Student assessment (coursework), item 7 which states that:

*Where the total sum of assessment of non-written activities (e.g. oral presentations, musical performances) exceeds 10% of the overall assessment in a course, Colleges must put in place appropriate procedures which would allow subsequent validation of the assessment, such as recording of the assessment items.*

To meet this requirement exam rooms are fitted with video cameras which will film all of the participants of an OSCE. Cameras run from the commencement of the OSCE and continuously throughout the exam day, including during breaks.

Recordings are only viewed in the case of a student appealing their assessment result in accordance with the ANU Assessment Review and Appeal procedure. Security measures are in place to ensure that the video recording will not be used or disclosed for any other purpose and the video file will be destroyed at the latest one year after the exam date.

By consenting to participate in OSCE (see consent form) you acknowledge that you will be video recorded.







## **Information Sheet for volunteers for physical examination continued**

**Communications:** Email is the Medical School's preferred mode of communication. As well as communications relating to availability and rosters you can anticipate receiving occasional updates relating to the program, the Medical School and student activities.

**Withdrawing/Cancelling:** You are free to withdraw/cancel your participation at any time. To withdraw during a teaching/exam event please notify the tutor, examiner or support staff. To withdraw or cancel by phone, call the Patient Recruitment Office: 6244 3389; by email: [Patient.Recruitment@anu.edu.au](mailto:Patient.Recruitment@anu.edu.au); by mail ANU Medical School Canberra Hospital Campus, Building 4, Canberra Hospital, Garran ACT 2605; in person at the clinical skills office, level 2, ANU Medical School, Building 4, Canberra Hospital Campus.

**Termination:** The ANU Medical School reserves the right, at its sole discretion, to terminate your voluntary participation at any time.

**For more information** and to have any questions answered about what is involved in being a volunteer for physical examination please contact the Patient Recruitment Office on Telephone: 6244 3389 or email: [Patient.Recruitment@anu.edu.au](mailto:Patient.Recruitment@anu.edu.au)





## Volunteer Declaration of Consent

I, \_\_\_\_\_  
(Volunteer's name)

Of

\_\_\_\_\_  
(Address)

**Declare** that I wish to participate as a volunteer in the ANU Medical School Clinical Skills Program as a volunteer for physical examination in: (tick applicable)

Clinical Skills Teaching

Observed Structured Clinical Examination

And I acknowledge that:

1. I have read this consent form and the Information Sheet for Volunteers for Physical Examination, attached, and fully understand their contents and my role as a volunteer for physical examination in the Clinical Skills Program.
2. I am participating in the program voluntarily and I will not receive payment for my participation;
3. My participation is taking place in a teaching and learning environment. Tutors, medical students, and examiners are not providing any medical service;
4. I must inform the tutor/examiner/support staff if I am unwell before or at any time during the session, or if I am experiencing any great discomfort as a result of the students activity;
5. If I volunteer for student assessment activities (OSCE) my participation will be video recorded;
6. I may withdraw at any time;
7. The ANU Medical School reserves the right, at its sole discretion, to terminate my voluntary participation at any time;
8. Consent forms will be filed in accordance with ANU record keeping policy and procedure which is available for me to read if requested and is available here: [https://policies.anu.edu.au/ppl/document/ANUP\\_010007](https://policies.anu.edu.au/ppl/document/ANUP_010007) I will be given a copy of my signed consent form for my personal records;



## Volunteer Declaration of Consent (continued)

9. The information I provide on this form, and as part of my participation as a volunteer, has been given with my consent and I understand that it will be used in connection with my participation as a volunteer in the teaching and examination of medical school students and will be provided to relevant ANU employees or agents, medical students, examiners or as required by law;
10. By participating I agree:
- a. that I am participating at my own risk; and
  - b. to waive all claims of liability against The Australian National University to the extent permitted by law for:
    - i. any illness or injury sustained by participating; and/or
    - ii. any loss, damage or theft to property while participating.
11. I have been given the opportunity to ask any questions I have about my participation and I sign this consent freely and voluntarily without any inducement.

Name of Participant _____
Signature of Participant _____ Date _____
Name of Witness _____
Signature of Witness _____ Date _____

Contact Details:
Home Phone: _____
Mobile Phone: _____
Email: _____