



PODI14013 *Professional Podiatry Practice*

Term 2 - 2024

Profile information current as at 12/07/2025 11:23 am

All details in this unit profile for PODI14013 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

Corrections

Unit Profile Correction added on 29-07-24

Requirements for assessment task 1 have been amended. Assessment task 1 now reads as follows:

Assessment task 1 (Written Assessment, 60%) You will be required to submit a written assessment that will assist and prepare you for the health workforce. This assessment task will be split into two sections (part A and part B). Part A (30%) – Job Application You will be required to compile a job application including a Curriculum Vitae, cover letter and responses to a specified selection criteria made available to you early into term 2. The maximum length for part A is as follows:

- Curriculum Vitae – 2 - 3 pages
- Cover letter – 1 page
- Responses to selection criteria – 3 pages

Part B (30%): Students will be required to develop a 1500-word essay about the National standards and strategies for Aboriginal and Torres Strait Islander health and cultural safety. In this essay, students will be required to access a range of directed and self-selected publications.

This essay will be marked according to a rubric designed specifically for this assessment item. The marking rubric will include criteria related to the purpose, interpretation, and application of the national standards and strategies to health service organisations and to podiatrists; and to critical use of resources and academic writing and referencing.

General Information

Overview

In this unit students will develop financial, legal, ethical and professional skills to enable them to successfully transition to a qualified practitioner. Students will explore basic business concepts, knowledge of the ethics and law, professional regulation guidelines and the skills required to delegate tasks to supporting staff. Interviewing, resume development and contract negotiation skills will also be developed.

Details

Career Level: *Undergraduate*

Unit Level: *Level 4*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Pre-requisites: All Year 4, Term 1 Units.

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

Offerings For Term 2 - 2024

- Rockhampton

Attendance Requirements

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

Website

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

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

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

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Written Assessment**

Weighting: 60%

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

Weighting: 40%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

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

You may wish to view these policies:

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

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

Previous Student Feedback

Feedback, Recommendations and Responses

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

Feedback from Unit Coordinator

Feedback

Upon reflection, the unit lectures require consolidation to provide students with more time to prepare for final assessments in their final year.

Recommendation

It is recommended to adjust the unit schedule by consolidating lectures into an intensive block (mid-term), hence offering students more time to prepare for final assessments. This adjustment aims to minimise stressors and improve overall learning experience in their final year.

Unit Learning Outcomes

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

1. Explain financial, legal and ethical theoretical concepts within professional practice
2. Implement podiatry practice as required by the national professional and regulatory bodies, within private and public healthcare settings
3. Describe the processes applicable to job search, interviews, resumes and contract negotiation
4. Design and apply basic business processes applicable to starting and managing a private practice
5. Analyse the social and cultural challenges faced by new allied health employees.

Podiatry Board of Australia

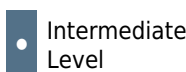
Alignment of Learning Outcomes, Assessment and Graduate Attributes



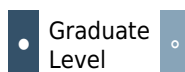
N/A
Level



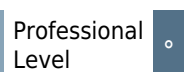
Introductory
Level



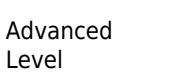
Intermediate
Level



Graduate
Level



Professional
Level



Advanced
Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - In-class Test(s) - 40%	•	•	•	•	•
2 - Written Assessment - 60%	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
3 - Critical Thinking	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•
5 - Team Work	•	•	•	•	•
6 - Information Technology Competence	•	•	•	•	•
7 - Cross Cultural Competence	•	•	•	•	•
8 - Ethical practice	•	•	•	•	•
9 - Social Innovation					
10 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - In-class Test(s) - 40%	•	•	•	•	•		•	•		
2 - Written Assessment - 60%	•	•	•	•	•	•	•	•		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Zoom (both microphone and webcam capability)

Referencing Style

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

For further information, see the Assessment Tasks.

Teaching Contacts

Sally Purvis Unit Coordinator
s.purvis@cqu.edu.au

Schedule

Week 1 - 08 Jul 2024

Module/Topic

Chapter

Events and Submissions/Topic

There is no class for PODI14013 in weeks 1-5 due to students being on external clinical placement for PODI14012.

Week 2 - 15 Jul 2024

Module/Topic

Chapter

Events and Submissions/Topic

There is no class for PODI14013 in weeks 1-5 due to students being on external clinical placement for PODI14012.

Week 3 - 22 Jul 2024

Module/Topic

Chapter

Events and Submissions/Topic

There is no class for PODI14013 in weeks 1-5 due to students being on external clinical placement for PODI14012.

Week 4 - 29 Jul 2024

Module/Topic

Chapter

Events and Submissions/Topic

There is no class for PODI14013 in weeks 1-5 due to students being on external clinical placement for PODI14012.

Week 5 - 05 Aug 2024

Module/Topic

Chapter

Events and Submissions/Topic

There is no class for PODI14013 in weeks 1-5 due to students being on external clinical placement for PODI14012.

Vacation Week - 12 Aug 2024

Module/Topic

Chapter

Events and Submissions/Topic

No lecture due to vacation week

Week 6: Intensive - 19 Aug 2024

Module/Topic

Chapter

Events and Submissions/Topic

Welcome back to campus.
There will be scheduled intensive sessions on Wednesday afternoon 21/8/24 - 1pm to 4pm; Thursday 22/8/24 - 8am to 4pm; and Friday 23/8/24 - 8am to 4pm. These sessions will consist of various presentations from guest speakers and academics relating to professional podiatry. Further details pertaining to these presenters will be made available closer to the event.

Week 7 - 26 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to professional practice in Podiatry and Clinical practice guidelines and Quality assurance		

Week 8 - 02 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Entering the health workforce: This lecture will cover the knowledge and skills required in preparation for the health workforce. A range of topics will be covered including job application, medico-legal issues in podiatry, ethical practice, insurance, and Occupational Work Health and Safety legislation and AHPRA Podiatry Board of Australia's registration requirements for new graduates.		

Week 9 - 09 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
These lectures will cover topics related to public and private sector podiatry. o Public: This lecture will cover topics including structure of different public organisations, key performance indicators, budget management, union memberships, stock ordering and control, mentoring, working with allied health assistants and health literacy. o Private: This lecture will provide business knowledge and skills required to manage a business. Topics such as budgeting, stock control, employment law, and working with accountants will be explored.		

Week 10 - 16 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
This lecture will focus on industry engagement and provide insight into the importance of industry engagement.		

Week 11 - AHPRA Podiatry Board of Australia: Registration - 23 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
This lecture underscores the registration requirements set by the AHPRA Podiatry Board of Australia for new graduates.		Assessment item 1 due: Monday September 23rd, 2024, 11:59pm Written Assessment Due: Week 11 Monday (23 Sept 2024) 11:59 pm AEST

Week 12 - Funding arrangements for podiatry services - 30 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
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This lecture will cover funding mechanisms for podiatry services for patients and the requirements for the funding. Funding sources such as Medicare, Department of Veteran's Affairs, Private Health Insurance, National Disability Insurance Scheme (NDIS), and My Aged Care will be explored.

Review/Exam Week - 07 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic
Self-directed revision		

Exam Week - In-class test - 14 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic
In-class test scheduled for 12:00pm on Monday October 14th, 2024, in usual lecture space.		In-class Test Due: Exam Week Monday (14 Oct 2024) 12:00 pm AEST

Term Specific Information

During week 1 to week 5, 4th years will be on external clinical placement at various placement sites Monday to Friday 8am-5pm. There will be no specific lectures or tutorials organised for this time. In week 6, you will attend campus for an intensive block consisting of 2.5 days (Wednesday 1pm-4pm; Thursday 8am - 4pm; Friday 8am - 4pm) where varied guest speakers will present on various topics relevant to Professional Issues in Podiatry Practice. You will then spend week 7 to week 12 attending lectures and tutorials around varied topics relevant to Professional Issues in Podiatry Practice as well as completing the assessment items aligned to this unit. Your unit coordinator is Sally Purvis.

Assessment Tasks

1 Written Assessment

Assessment Type

Written Assessment

Task Description

You will be required to submit a written assessment that will assist and prepare you for the health workforce. This assessment task will be split into two sections (part A and part B). Part A will involve you completing a job application including a Curriculum vitae, cover letter and responses to a specified selection criteria made available to you early into term 2. The maximum length for part A is as follows:

Curriculum vitae - 2 - 3 pages

Cover letter - 1 page

Responses to selection criteria - 3 pages

Part B will involve you completing a job interview to convince the panel that you are the right candidate for the position through articulating your skills and knowledge.

Further details related to assessment task 1 will be made available via the unit-related Moodle site at the commencement of the term.

Assessment Due Date

Week 11 Monday (23 Sept 2024) 11:59 pm AEST

to be submitted via Moodle.

Return Date to Students

Review/Exam Week Monday (7 Oct 2024)

Results will be released prior to the finalisation of grades.

Weighting

60%

Assessment Criteria

You will be marked against a specific marking rubric aligned to this assessment task. This will be made available to you early in term 2 via Moodle.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Explain financial, legal and ethical theoretical concepts within professional practice
- Implement podiatry practice as required by the national professional and regulatory bodies, within private and public healthcare settings
- Describe the processes applicable to job search, interviews, resumes and contract negotiation
- Design and apply basic business processes applicable to starting and managing a private practice
- Analyse the social and cultural challenges faced by new allied health employees.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

2 In-class Test

Assessment Type

In-class Test(s)

Task Description

The In-class test will be in a form of a closed book in-class test covering content from all sessions covered in the intensive block conducted in week 6 as well as all content covered in week 7 to week 12, including all pre-requisite knowledge to date. Students will be required to attend on-campus to complete this in-class test. The class test will be up to 180 minutes long.

Assessment Due Date

Exam Week Monday (14 Oct 2024) 12:00 pm AEST

In-Class Exam

Return Date to Students

Exam Week Friday (18 Oct 2024)

Results will not be released prior to the finalisation of grades.

Weighting

40%

Assessment Criteria

The in-class test will assess all content covered within the intensive block conducted during week 6 as well as all content covered in week 7 to week 12, including all pre-requisite knowledge to date. Students must demonstrate that you have gained knowledge and understand content delivered.

Referencing Style

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

Submission

Offline

Learning Outcomes Assessed

- Explain financial, legal and ethical theoretical concepts within professional practice

- Implement podiatry practice as required by the national professional and regulatory bodies, within private and public healthcare settings
- Describe the processes applicable to job search, interviews, resumes and contract negotiation
- Design and apply basic business processes applicable to starting and managing a private practice
- Analyse the social and cultural challenges faced by new allied health employees.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

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

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

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

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

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

What is a breach of academic integrity?

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

Why is academic integrity important?

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

Where can I get assistance?

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

What can you do to act with integrity?

**Be Honest**

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

**Seek Help**

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

**Produce Original Work**

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