



**2018/19**

## **Participant Handbook**

# **Sydney Child Health Program (SCHP)**

*Essential Reading  
for ALL  
Participants and Tutors*

## Welcome from the Acting Executive Principal

Dear Sydney Child Health Program Participants,

Welcome to the Sydney Child Health Program (SCHP), hosted by Sydney Children's Hospitals Network and endorsed by the University of Sydney.

The SCHP is a graduate-entry, non-award program of study for doctors and other health care professionals and aims to enhance - knowledge, confidence and skills in treating children and adolescents. This is an online continuing professional development program and sits outside the Australian Qualifications Framework (AQF) Non-award programs of study may be recognised as prior learning by universities and are considered case-by case upon application

This Handbook outlines the enrolment procedure, the program and associated learning opportunities and resources and details regarding the assessment components. It is essential reading for all SCHP participants.

One of the key strengths of this program is that it is provided by specialists in every field and reviewed annually and updated regularly. This assists the challenge of the escalating rate of change of medical knowledge; if we are not abreast of this change, we are effectively going backwards. Our expert presenters share their extensive experience, most commonly in case based teaching, so that you gain pearls of true wisdom which may not be found in textbooks. This enables you to be confident that you are providing the best evidence based care for the children and young people you are treating.

The SCHP enables you to become fully absorbed in paediatrics and adolescent medicine and we urge you to use this opportunity to fully immerse yourself to gain the maximal benefit as you progress through the content provided and undertake your own additional reading.

In 2018, further enhancements in your learning environment will be introduced as the year progresses:

- Webcasts divided into 4 sections with embedded questions following each segment
- Continued option to select bandwidth settings likely to be most appropriate for local environment
- Increased numbers of webinars which are assessable
- Additional non-assessable webcasts
- Enhanced search functionality (whole of program), take notes and book mark
- Ability to vary speed of recorded video (faster or slower)
- A moderated online discussion board is under planning
- Online Discussion Forum to commence in mid-2018

You are most welcome to send questions to presenters: please email [service@magga.org.au](mailto:service@magga.org.au) Your questions and their answers will be published in our Case Journal for all to benefit.

Your feedback is important for further program refinements and is sought for all aspects of the program and assessment on completion of the final examination. It will be good to hear from you throughout the year, especially reflecting on how this program provides a benefit to your practice.

I trust that you benefit from the SCHP so that you can better care for children, young people; parents and carers and your communities wherever you are located.

Kind regards



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# 1. 2018/19 Participant Agreement for all Sydney Child Health Program Participants

This Participant Agreement outlines the terms and conditions of enrolment and constitutes the agreement between you (the Participant) and the SCHP Office of the Sydney Children's Hospitals Network (SCHN), Westmead, Australia for the provision of the SCHP.

## Background

The SCHP is an Adult Learning environment which follows the principles of adult learning including:

- a high degree of Participant involvement
- a high level of Participant understanding
- the capacity to be self-motivated and self-directed
- the ability to follow instructions without detailed supervision or support

## SCHP Office Obligations

Under this Agreement, SCHP Office agrees to:

- provide you with access to the SCHP website, [www.magga.org.au](http://www.magga.org.au) and Participant Portal access
- provide you with on-line program materials
- provide you with appropriate notification for any website maintenance or interim technical issues
- respond to all enquiries from Participants
- conduct and mark your assessments
- provide marks for your assessment by email and may provide feedback (if required). (Please note, assessment material submitted to SCHP Office will not be returned).
- issue you with the appropriate certificate on successful completion of program requirements including all program assessments and paediatric clinical experience.

Please note, SCHP Office make changes as reasonably required from time to time to:

- your program (including learning materials and assessments)
- SCHP Policies and Procedures and
- the schedule of program and administration fees.

## Participant Obligations

By accepting this Participant Agreement, you:

- agree to comply with SCHP Policies and Procedures outlined in this document.
- confirm that you fulfil all entry requirements for the program, as specified in the Participant Handbook, available on the SCHP website.
- confirm that all information provided to the SCHP Office at the time of enrolment is accurate and complete, including anything that may impact on your ability to complete the program (such as but not limited to a disability)
- For Participants undertaking the SCHP, it is the participant's obligation to check if this program of study meets local employment and professional body regulatory requirements. The SCHP office is not responsible if the SCHP does not meet local or professional requirements.

- agree to pay all required fees associated with your program on or before the due date
- acknowledge and accept that some administration fees may apply under various circumstances such as examination fee, refunds, instalment payment.
- acknowledge that you will require access to a computer, smart phone or tablet and internet, or DVD player and audio-visual equipment access, for the duration of the program
- acknowledge that you have a maximum of 2 program years to complete the program if you are a Doctor (a total of 3 program years if you are a Nurse or Allied Health Professional)
- acknowledge that program continuation fees may apply)

Under this Agreement you agree it is your responsibility to:

- inform SCHP Office in writing within seven (7) days of any corrections or changes to your personal details including name, address, contact details and current email address
- promptly respond to all SCHP communications sent from time to time.
- retain a copy of all assessments submitted to SCHP Office for the duration of your study
- maintain and regularly access a current email address for the duration of your program and you acknowledge that SCHP Office will officially communicate with you via email or SMS.

### Online enrolment

Enrolment applications are made via our SCHP Website [www.magga.org.au](http://www.magga.org.au)

If your application to enrol is successful, you will be provided with:

- a provisional offer of a place in the program which you need to accept
- your program fee information
- free access to online material, including Webcasts for 30 days

Enrolment is completed on meeting all entry requirements which includes submitting:

- Medical / Nursing / Allied Health qualifications documentation
- Current Curriculum Vitae (CV)
- photograph
- payment of program fees as per invoice

On meeting entry requirements and payment of fees, you will be provided:

- a formal offer of a place in the program
- an official receipt for program fee paid
- on-line program access will be extended for the duration of the program

### Program duration

For Participants who are Doctors;

- SCHP is structured as a one-year part time program
- maximum duration of your enrolment is 2 program years
- should you not complete within 2 years, your enrolment will be discontinued

For Participants who are Nurses or Allied Health Professionals

- SCHP for Nurses and Allied Health Professionals can be structured as a 2-year part time program
- Maximum duration of your enrolment is 3 program years

- Should you not complete within 3 years, your enrolment will be discontinued

### Withdrawing and refunds

If you wish to withdraw before the completion of your program, you must notify SCHP Office in writing. Withdrawal and refund requests received via phone will not be processed.

If you withdraw from the program within two (2) months of full payment of fees, a refund of the program fee, less the applicable administrative fee, will be issued.

For those who opt to pay their program fee via instalments, refund for withdrawal from the program will be made only if you notify within two months of payment of your **1st** instalment less administration fee.

Refunds are not paid for withdrawals beyond 2 months from the date of payment full program fees or 1<sup>st</sup> instalment. Requests for special consideration regarding refund requests, with supporting documentary evidence, will be considered by the Senior Management Group.

### Re-enrolment

If you do not complete the program within the maximum program duration and your enrolment is discontinued, you may elect to re-enrol in the program. You are required to advise the SCHP Office in writing to receive a discounted re-enrolment fee.

### Program access and web environment

We will assist with difficulties accessing our web platform should they arise.

SCHP Office is not responsible for your personal technological environment including: your PC, laptop, tablet or smartphone; nor the software or firmware within that device; nor issues with the worldwide web.

Providing support for basic computer, hardware and basic software operational issues is outside of scope of the SCHP support services and are not available.

**Please note, the SCHP Office cannot guarantee access to streamed Webcasts as there are multiple factors, locally, nationally and internationally, which can affect web services.**

### Learning Resources

- The suite of 112 Webcasts forms the core of this program and all Webcasts include:
  - Recorded Webcast presentations with self-assessment questions embedded throughout
  - Learning outcomes
  - Webcast notes
- Webinars\* (based on case studies)
- SCHP 2018/19 Journal Case Studies

All of the material from 2018/19 is examinable. Please refer key dates relevant to your exam stream. Links to both Key dates 2018 ([link](#)) and 2019 ([link](#)) lists the program duration start and end date for examinable content for each exam stream.

Additional learning resources for Participants are available online following enrolment. These include links to lists of free e-journals, Kids Health Fact Sheets to enhance your communication with Parents and Carers, online National Prescribing Curriculum – paediatric modules, and additional (non-examinable) Webcasts.

### Teaching

Webcasts are recorded one hour at 8.00 am (Sydney local time) from Mon-Wed at The Children's Hospital, Westmead. Participants are welcome to attend the LIVE sessions.

### Tutorials (International Participants only)

Regular Tutorials are arranged and notified to Participants at specified formally approved international locations. The Provisional Offer you receive will advise you of the contact details for your Tutor and, similarly, they will be provided with your contact details, if Tutorials are offered at your location.

### Assessment Tasks

**All Australian and New Zealand participants** enrolled in the Sydney Child Health Program (SCHP) are required to complete the following assessment tasks:

Assessment task	Weighting	Key aspects TO BE REVISED
Case Report 1 – Health Inequity	10%	1000 word case report using template
Case Report 2 – Medical	10%	1000 word case report using template
Written Final examination	80%	Multiple choice examination (Must achieve 'PASS')
Oral Assessment Task (Replaces Oral Examination)	n/a	Standardised structured viva with your documented reflections (300 words) conducted during the program year (Must achieve 'SATISFACTORY').
<b>TOTAL</b>	<b>100%</b>	

**International SCHP Participants (ie outside Australia and New Zealand)** are required to complete the following assessment tasks:

Assessment task	Weighting	Key aspects
Case Report 1 – Health Inequity	5%	1000 word case report using template
Case Report 2 – Medical	5%	1000 word case report using template
Written Final examination	70%	Multiple choice examination (Must achieve 'PASS')
Oral Final examination	20%	Standardised structured viva (Must achieve 'PASS')

TOTAL	100%	
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Further information regarding assessment tasks and requirements are detailed on the SCHP Website and in this document.

### Clinical Paediatric Experience

To receive a certificate of completion, in addition to successfully passing the program, you must provide evidence of 6 months clinical paediatric experience. Participants may acquire paediatric experience at any time before, during or after undertaking the program and assessments (*see page 16*).

### SCHP Assessment Processes

Key processes are described below. Regulations related to assessment tasks are provided on the SCHP website and further in this document.

#### Case Reports

- Both Case Reports are to be submitted online using your login ID and password
- Case Reports **must** be submitted to be eligible to attempt the Final Examination
- Lengthy discussions with SCHP Staff regarding your Case Report prior to its submission are outside of scope of SCHP
- Case Report marks are provided by email on advertised Case Report mark release dates
- Case Reports which receive a mark of less than 50% are remarked prior to release
- Feedback is available to Participants who fail, and is limited to a face to face meeting if possible, email and a phone/Skype discussion
- Remarking of case reports after release is not available
- Late submissions receive a 'zero' mark

### Final Examination for SCHP Participants in Australian and New Zealand only

- The SCHP Final Examination has two components:
  - a summative **written** examination; and
  - Australian Participants (Doctors) enrolled in SCHP will undertake an **Oral Assessment Task (OAT)** in place of the summative Final Oral Examination – *see 3.4 page 26 of the Handbook and SCHP website.*
- Participants with special needs are accommodated on the day of the Final Examination (e.g. breast feeding mothers). Requests must be submitted no later than 3 weeks prior to the Final Examination date.
- Arrangements are made for Final Examinations to be conducted in the nearest available location to your residential address
- Past Examination Papers or parts thereof are confidential documents and are not available for revision
- Should a Participant fail one or more components of the Final Examination in the first year he/she may:
  - Re-attempt the failed component/s **ONCE** at no cost in the second year
  - In this instance, Case report marks are carried forward and re-submission of Case reports is not required.



## Final Examination for SCHP Participants (International)

- The SCHP Final Examination has two components:
  - a summative **written** examination; and
  - a summative **oral** examination for all Participants
- Participants with special needs are accommodated on the day of the Final Examination (e.g. breast feeding mothers). Requests must be submitted no later than 3 weeks prior to the Final Examination date.
- Arrangements are made for Final Examinations to be conducted in the nearest available location to your residential address
- Past Examination Papers or parts thereof are confidential documents and are not available for revision
- Should a Participant fail one or more components of the Final Examination in the first year he/she may:
  - Re-attempt the failed component/s ONCE at no cost in the second year\*
  - In this instance, Case report marks are carried forward and re-submission of Case reports is not required.
  - \*Unless you are a Nurse or Allied Health Professional who may re-attempt ONCE at no cost in 2<sup>nd</sup> or 3<sup>rd</sup> year.*

## Additional Services

During the SCHP there may be opportunities to attend additional educational experiences or services to some Participants which have been held in Sydney. In the past these have included:

- Community Child Health visits for Sydney Participants (Participants from all other locations are strongly encouraged to seek out services and attend at least once where possible)
- Annual Paediatric Update (weekend) for General Practitioners held at The Children's Hospital at Westmead, Sydney
- Clinical Workshop is held just prior to the December Final Examination held at The Children's Hospital at Westmead, Sydney

## Participant Misconduct including Plagiarism

The SCHP Senior Management reserves the right to exclude or penalise any Participant found to be behaving in ways that bring the SCHP Office, the SCHP or the Sydney Children's Hospitals Network and the University of Sydney into disrepute. Further information is available on the SCHP Website (**refer to page 32 of Handbook for further details**).

Reasons for exclusion may include and are not limited to: misuse of SCHP material, examination misconduct, inappropriate copying and distribution of program material.

Suspension or withdrawal of professional registration may result in the SCHP not being provided.

## Grievances

Any dispute arising under this Participant Agreement will be addressed using the grievance handling system as described in the *SCHP Special consideration, appeal, misconduct and grievance procedure*.



## Privacy

We are committed to treating your personal information in accordance with legislative requirements as set out in the NSW Ministry of Health Policy Directive called the **Privacy Management Plan** which requires mandatory compliance and is available at

[http://www0.health.nsw.gov.au/policies/pd/2015/pdf/PD2015\\_036.pdf](http://www0.health.nsw.gov.au/policies/pd/2015/pdf/PD2015_036.pdf)

The Privacy Management Plan explains how **personal** information [staff or members of the public] is managed by NSW Health [in accordance with the Privacy and Personal Information Act 1998 (**PIIP Act**)].

In international locations, where Tutorials are offered, you will be provided with your Tutors' names and contact details. It is our practice to share your name and email address and assessment results with your Tutor unless you indicate otherwise. If you have any concerns, please contact the SCHP Office via [service@magga.org.au](mailto:service@magga.org.au)

## Other Terms

Our program materials and the works comprising it are protected by copyright which is owned by or licensed for use by SYDNEY CHILDREN'S HOSPITALS NETWORK ("SCHN"). No part of these materials may be reproduced, or any other use made of them, without the express written permission of SCHN". You may not reproduce, distribute, store in a retrieval system or disseminate by any means, any part of the program materials, in whole or in part, without the prior written consent of SCHP Office.

All submissions by Participants are the property of SCHP and may be used for education, advertising, program development or other purposes, with acknowledgement. If you do not wish your material to be used, please advise in writing to the SCHP Office at [service@magga.org.au](mailto:service@magga.org.au)

## Changes to this Agreement

Our agreement with you may change. Should changes to this Agreement arise, you will be promptly advised and an updated Agreement will be available at the SCHP website, [www.magga.org.au](http://www.magga.org.au)

**END OF PARTICIPANT AGREEMENT**

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## 2. Sydney Child Health Program Structure

In Australia, the **SCHP** includes:

<b>112 Program Webcasts</b>	<b>Essential</b>
<b>Participant Case Study Journal</b>	<b>Essential</b>
<b>Webinars (recording available for all)</b>	<b>Essential</b>
<b>Additional Webcasts</b>	<b>Recommended</b>
<b>Community Paediatric Visits</b>	<b>Recommended</b>
<b>Annual Paediatric Update for GPs **</b>	<b>Optional</b>
<b>Clinical Workshop (Sydney)**</b>	<b>Optional</b>
<b>Discussion Forum</b>	<b>Optional</b>

Internationally, the **Sydney Child Health Program** includes:

<b>Program Webcasts</b>	<b>Essential</b>
<b>Participant Case Study Journal</b>	<b>Essential</b>
<b>Tutorials</b>	<b>Strongly Recommended (available to International Participants)</b>
<b>Webinars</b>	<b>Essential</b>
<b>Additional Webcasts</b>	<b>Recommended</b>
<b>Community Paediatric Visits</b>	<b>Recommended</b>
<b>Annual Paediatric Update for GPs **</b>	<b>Optional</b>
<b>Clinical Workshop**</b>	<b>Optional</b>
<b>Discussion Forum</b>	<b>Optional</b>

\*\* held in Sydney

### 2.1 Program Webcasts

- The core of the program is based on a series of 112 Program Webcasts
- *2018 Program Webcast Timetable* for SCHP is available [here](#) .  
The 2019 time-table will be published later)

- Participants in Sydney are encouraged to attend live recordings of Program Webcasts at The Children's Hospital at Westmead (Monday – Wednesday inclusive, 8-9 am Sydney time) during the program year
- This is an excellent opportunity to participate in a live, interactive teaching sessions with experts and have your questions answered
- Program Webcasts are available via internet streaming at any time for all Participants

## Content in all 2018/19 Program Webcasts is examinable in the Final Examination

### Remote Locations in Australia

If you are located in a remote area without reliable internet access, it may be possible to provide Webcasts via DVD. These must be viewed in a secure and approved location such as hospital or medical centres. All requests must be submitted in writing to [service@magga.org.au](mailto:service@magga.org.au). Please note fees apply and DVDs will not be sent to private residences.

### Program Materials – Copyright

All program material is copyright. The Webcasts are for viewing strictly by SCHP Participants, Tutors and Alumni only. This is in keeping with our intellectual property and privacy requirements.

### Webcast Feedback

Your feedback is important. Continuous improvement is fundamental to our philosophy. It enables ongoing refinements and ensures that your needs are best met. Your reflective comments also have significance to your SCHP colleagues, Webcast Presenters and staff and assist in crystallizing your learning.

### We ask you to:

- Complete the online Webcast Feedback Form for every Program Webcast. This is available as a link on the last page of every webcast when you view the Program Webcasts.

Your comments are sent to our Webcast Presenters and used to create improvements for the program. If you are not able to view streamed Webcasts, please email comments each week to [service@magga.org.au](mailto:service@magga.org.au).

- Complete the end of Program Evaluation Survey

## 2.2 Participant SCHP Case Journal

The SCHP team produces a Case Journal to maintain communication with all Participants, many Tutors and Alumni including reminders of upcoming events. You will receive an email prompt when the monthly Case Journal become available on our website; 10 are produced each year.

The Case Journal is a valuable resource that includes:

- clinical case scenarios with questions and answers to enhance clinical reasoning with web-linked references
- Participant questions with Presenters responses
- recent topics of interest
- useful web resources
- a “spot diagnosis”

We welcome cases and articles of interest from all of our Participants, Tutors and Alumni. Please review all SCHK Journal Case Studies: **Case Studies from the SCHK Journal are examinable in the Final Examination as indicated on the SCHK website.**

### 2.3 Webinars

Webinars were offered to all Australian Participants since 2015 and are recorded to be available as additional learning resources online for all Participants. The content is based on material covered in Program Webcasts.

A series of Webinars will again be offered to Australian Participants and the 2018/19 Schedule will be made available on the website. The Webinar format will include cases for discussion from the intended Presenter. Cases will be sent by email a week prior to the Webinar.

**Participants are strongly encouraged to attend or access the Webinars as content in Webinars is examinable.**

2018/19 Webinars will be available on-line for Participants to view after the live presentation within 48 hours.

### 2.4 Additional Webcasts (non-examinable)

Additional Webcasts covering paediatric topics outside the formal SCHK content have been included on our website have been recorded by subject matter experts and offered to all Participants as additional learning resources. These are intended to be useful to all Participants as they continue their lifelong journey in paediatric education.

In 2018/19, content in Additional Webcasts is NOT examinable in the Final Examination.

### 2.5 Community Paediatric Visits

Paediatric care encompasses resources in both hospital and community settings. To best support the care of children, young people and their families, it is important to be aware of all resources available. We encourage each Participant to seek out resources in your area and learn of other resources to optimize care for children wherever they are, assisting them to reach their best potential in health and well-being.

For Australian Participants, community visits are strongly encouraged so as to gain a full understanding of paediatric services available to children and families. International Participants are urged to visit community clinics of a similar nature wherever possible. Local Paediatricians and/or public health authorities will be able to advise you about relevant services.

#### Community Health Centre and Developmental Disability Unit Visits

A visit to a Community Health Centre and a Developmental Disability Unit will be organised by the SCHK office and offered to Sydney Participants. Please note that spaces are limited and every effort will be made to coordinate a visit to suit you. Details will be sent via email during the program year. Previous Participants have indicated that these sessions provide a valuable insight into community paediatrics.

**Other Participants are strongly encouraged to take time to learn about the local services in your area and, wherever possible, to organise visits to services of the same or similar nature, if available.** In general Community Health Centres are equipped to assess children that have been referred to them due to concerns regarding their development in any one domain while Developmental Disability Units / Children's Assessment Centres consist of a team of specialists and allied health professionals who assess children with global developmental delay or developmental / behavioral problems of a more widespread nature.

### **Early Childhood Health Centre (ECC) Visit (or equivalent service)**

This is strongly recommended where possible and is to be organised by you.

**Early Childhood Health Centres (ECC)** are clinics in the community where infants and toddlers may be reviewed by "Child and Family Health Nurses" to assess their growth, development and general wellbeing and offer anticipatory guidance. In case of concerns they may then be referred to a General Practitioner or Paediatrician for review. The service offers support, information and advice regarding parenting, child health and development, child behaviour, maternal health and well-being, child safety, immunisation, breastfeeding, nutrition and family planning. The centres provide counselling, and health / practical parenting information for families and growth / development assessments for children, offer women screening for postnatal depression and provide referrals as necessary.

You are also encouraged to learn of any additional services for children and families in your areas.

It is your opportunity to make connections within your community. You are responsible for arranging this visit. It is envisaged that you plan to spend a morning or afternoon to sit in with the Nurse seeing patients and discuss how the ECC is run. Your objectives for this visit are to:

- Understand the place of the ECC in community child health
- Understand the activities and resources of an ECC
- Determine the clinical situation where the ECC is most useful such as for follow up and advice
- Determine what clinical issues are likely to be referred from an ECC to a general practitioner and how to deal with them.

It is recommended that you organise a visit to a Centre close to your practice or home

- An introductory letter should be sent following a telephone approach (contact SCHP Office).
- You may be asked to contact the Nursing Unit Manager in that Area for permission.
- Please return the completed visit form to the SCHP Office after the visit for your program record.

## **2.6 Annual Paediatric Update Weekend for General Practitioners held in Sydney**

### **4th and 5<sup>th</sup> August 2018 / 3<sup>rd</sup> and 4<sup>th</sup> August 2019**

This event is organised and run annually by the Education Centre at The Children's Hospital at Westmead, Sydney. This is offered to Australian Participants only as places are limited.

Presentations emphasize important updates in Paediatrics, and include topics requested by past attendees. Speakers provide focused presentations to allow time for questions and interaction.

This weekend is an opportunity for our Participants to share experiences with each other, to meet with many of the Webcast Presenters from The Children's Hospital at Westmead and to explore the hospital and

its facilities.

- Learning Objectives are provided for each speaker, together with a lecture outline.
- Workshops and case presentation sessions provide an interactive forum to encourage participation in learning and 'hands-on' experience.
- The QUIZ is the ever-popular finale. It emphasizes important 'take-home' messages in a stimulating environment.
- GP attendees will qualify for CPD points with the Royal Australian College of General Practitioners (RACGP).
- Our Participants may attend the GP weekend free of charge on one occasion during their candidature (subject to seating availability, registration and withdrawal penalties).
- Places are limited and allocated on a first-come, first-served basis.
- Information is distributed by email by the end of May.

**Attendance at the GP Weekend (Sydney) is optional.**

### **2.7 Clinical Workshop (Sydney): Dates 3<sup>rd</sup> to 5<sup>th</sup> December 2018 and 2<sup>nd</sup> to 4<sup>th</sup> December 2018**

The Clinical Workshop is conducted over 3 days at The Children's Hospital at Westmead, Sydney, immediately prior to the Final Examination. It consists of interactive case-based sessions from experts on various topics in paediatrics that are relevant to caring for children and young people in the general practice setting. The opportunity for discussions in small groups with experienced paediatric clinicians was reported as beneficial and highly valued.

The dates and program schedule for the Workshop will be confirmed by email when available.

**Attendance at the Clinical Workshop (Sydney) is optional. This is not a Final Exam preparation workshop. A modest fee applies to cover local costs.**

### **2.8 Supported Learning**

#### **Questions to Webcast Presenters**

In addition, our Webcast Presenters welcome questions from Participants as it gives them a real sense of where you are and what you do and stimulates their interest. You are invited to send questions relating to the Program Webcasts to our Office at [service@magga.org.au](mailto:service@magga.org.au).

Questions will be forwarded to the relevant Webcast Presenters and replies sent back to you. Your questions and answers will be included in SCHP Case Journals to benefit our whole community.

#### **Study Groups**

Feedback from our Participants suggests that Study Groups are beneficial to those who enjoy interaction and group learning with colleagues (some groups even organise regular meals for these sessions!). You may wish to do this in person, if geographically possible, by phone, or online.

We facilitate the opportunity for you to participate by keeping a Study Group List of those who have shared their contact details on our website. **Please send us an email and permission to list your contact details if you wish to be included** on the Study Group List which is made available online. This will enable your colleagues to contact you.

This list is available [here](#).



## 2.9 Paediatric Clinical Experience - Program Requirement

### Minimum Requirement

To be eligible to receive your certificate of completion following successful completion of the program and assessments, 6 months clinical Paediatric experience is required in all countries. You can gain your paediatric experience at any time before, during or after undertaking the program.

Please note that postgraduate paediatric experience is not an entry requirement into the SCHP.

### Calculations

Equivalent paediatric experience is calculated as:

- 100% of time spent in a hospital or community paediatric environment
- 25% of time spent in General Practice or Emergency Departments in which paediatric patients are seen
- 25% of time spent in Obstetrics terms

The SCHP Office will advise Participants on paediatric clinical experience requirements, if required, based on information provided in the on-line enrolment form and the Participant's Curriculum Vitae (CV).

For all SCHP Participants who successfully complete the formal program assessments and have not yet attained the required paediatric experience, we will provide you with a letter of program completion for your CV. Your certificate of completion will then be issued upon receipt of evidence of your 6 months of paediatric experience detailed in an updated CV and an accompanying Paediatric Experience Form. Paediatric experience gained overseas after graduation is included towards the calculation of your paediatric experience.

Experience treating paediatric patients in an intern year is included in the calculation of your paediatric experience.

For further information regarding paediatric clinical requirements please contact the SCHP Office by emailing [service@magga.org.au](mailto:service@magga.org.au)

## 2.10 Assessments and Program Requirements

The SCHP provides an overview of paediatrics that aims to improve your knowledge, confidence and skills and, most of all, the health of children and young people. It is expected that Participants who view all Webcasts, Webinars, Tutorials (where available) and other learning opportunities, regularly review the Participant Case Study Journal and who commit to 4 hours of personal study time per week will be successful in the Final Examination.



## Program Requirements

### Australian SCHP requirements:

In Australia, the SCHP requirements include completion of the following assessment tasks:

Assessment task	Weighting	Key aspects
Case Report 1 – Health Inequity	10%	1000 word case report using template
Case Report 2 - Medical	10%	1000 word case report using template
Oral Assessment Task	N/A	Standardised structured viva – must achieve 'Satisfactory' grade
Written Final Examination	80%	Multiple choice exam
<b>TOTAL</b>	<b>100%</b>	

### International SCHP Requirements:

Internationally, the SCHP requirements include completion of the following assessment tasks:

Assessment Task	Weighting	Key Aspects
Case Report 1 – Health Inequity	5%	1000 word case report using template
Case Report 2 - Medical	5%	1000 word case report using template
Written Final Examination	70%	Multiple choice exam
Oral Final Examination	20%	Standardised structured viva
<b>TOTAL</b>	<b>100%</b>	

**To pass the program Participants MUST:**

Program	Program Requirements	Assessments	Pass Marks in Final Exam	
			DOCTOR	NURSE /Allied Health
Sydney Child Health Program <i>(Australian and New Zealand participants)</i>	- Successfully complete Case Report 1 and 2	Written Exam	50%	45%
	- Successfully complete the Oral Assessment Task	OAT	Satisfactory	Satisfactory
	- Pass the Final Written Examination	Overall	50%	45%
Sydney Child Health Program <i>(International participants)</i>	- RACGP participants must complete a Critical Reflection task on Case studies, Written exam, and OAT to gain 80 category 1 QI & CPD points.			
	- Successfully complete Case Report 1 and 2	Written Exam	50%	45%
	- Pass the Oral Final Examination	Oral Exam	50%	50%
	- Pass the Final Written Examination	Overall	50%	45%

Please note, Participants who do **NOT**:

1. Submit their case reports will NOT be eligible to attempt the Final Exam.
2. Case reports that are submitted after the due date will not be marked and awarded a “zero” mark, however Participant will be permitted to attempt the Final Examination.
3. Complete their OAT will NOT be eligible to sit the Written Final Exam. Late submission of the OAT is not available.

**English Language Recommendation**

Following discussions with international SCHP colleagues our **recommendation** is a minimal level of IELTS 5.5 overall (or equivalent); noting that skills in reading and listening are of greatest importance.

### 3. Assessment Tasks

#### 3.1 Case Report 1: Health Inequity in Children and Young People

**Due date:** AUGUST 2019 Stream: 1 February 2019

DECEMBER 2019 Stream: 14 June 2019

Case Reports MUST be submitted online before the due date.

#### Submission requirements

Case Report Templates:	The <b>Health Inequity Case Report template</b> is available on the website at <a href="#">Participant Resources</a> and must be used for case report submission. <b>Case Reports submitted on earlier versions of report templates will not be accepted or marked.</b> The template includes a cover page and marking guide.
Word limit:	1,000 word length excluding references (1,100 maximum) Word count to be listed on cover page Marks deducted for exceeding the word limit
Font and size:	Arial font, size 12 pt is preferred
File format:	MUST be a single document in Microsoft Word format (.doc or .docx)
File size:	Maximum file size is 1MB Files exceeding the limit may not be received or accepted Images may need to be reduced in size before submission.
Consent:	Ensure all cases are de-identified (you may use pseudonyms) Written consent from the patient is required for the use of any clinical images or identifying information.
Marks:	Case report marks release date: <b>AUGUST 2019 Stream: 5 April 2019</b> <b>DECEMBER 2019 Stream: 23 August 2019</b>
Late submissions:	Case Reports will not be marked if submitted late. Late submission of Case Reports will however enable Final Examination eligibility criterion to be met.

#### Assessment Task Requirements

You are required to submit a case report where health inequity has had a significant impact on the health care of an infant, child or young person as considered in the webcast on health issues in disadvantaged children.

The purpose of this case report is to encourage you to identify health inequity and reflect on effective ways that you can address this in your daily practice and in your life.

Some of the issues patients face may be overwhelming but even the process of understanding the challenges that a child and family face and thoughtfully discussing these with the family, community and your colleagues may effect change.

### Task Structure

- Write a case report on a particular child or young person with emphasis on issues arising from health inequity.
- Follow the marking criteria structure below to maximize marks
- 1,000 word length excluding references (maximum 1,100)
- Meet submission requirements listed above

### TABLE 2: Case Report 1: Marking Criteria

**This Case Report will be marked according to the table below and weighted (scaled to a % of total program marks as shown in Table 1)**

<b>Case Report 1: Health Inequity in Children and Young People Marking Criteria</b>	<b>Maximum Mark</b>
Outline your understanding of what health inequity is and explain the difference between health inequity and health inequality	1.0
Description of the case that highlights the issues of health inequity; include brief history and examination details (include key paediatric issues of growth and immunisation)	2.0
Outline the challenges of this presentation and how these impact on managing the child or young person	2.0
Reflection on considerations in dealing with this family, other healthcare professionals and agencies	2.0
Discussion of ideas that are proposed or have been implemented and a description of outcomes where possible	2.5
References: At least 3 current references (maximum 5). References may be traditional academic references such as journal articles, websites, books; but also may also be other; for example; SCHP Webcasts, local hospital protocols, guidelines, government policies, discussions / consultations with Senior Clinicians etc.	0.5
<b>Total Marks</b>	<b>10</b>

### Helpful Tips for writing Case Report 1

What does health inequity mean to YOU (not health inequality)? Include an explanation of up to 100 words and a reference.

- Select a child and family and describe the problem or problems associated with health inequity. Include enough information to give a clear picture with important paediatric details of growth and immunisation history.
- What challenges does this present to you as a medical practitioner? Are they Social? Financial? Other?
- Explain how it impacts on your management of the child or young person.
- Reflect on considerations in dealing with this family and healthcare agencies or professionals
- How can you help? Demonstrate that you have applied your ideas and describe outcomes. Was it possible to monitor the outcome?
- Extending your knowledge is a key part of adult learning, provide a list of current references. This is not included in word count.
- References: may be traditional academic references such as journal articles, websites, books; but also may also be other: for example; SCHP Webcasts, local hospital protocols, guidelines, government policies, discussions / consultations with Senior Clinicians etc.
- Submit using the required template according to listed requirements.
- **A Medical Case Report presented as a Health Inequity Case Report will not be marked.**
- Cases detailed in Participant Newsletters are an excellent guide to writing case reports.
- Deduction of marks may apply for exceeding the word count.
- Plagiarism of another Participant's work or significant portion of unacknowledged work of others is a form of academic misconduct and a penalty will apply.

**Sample Health Inequity Case Reports** are available for review on the SCHP website.

To submit Case Report 1 - Health Inequity in Children and Young People **go to 'My Assessments' on the SCHP website.**

### 3.2 Case Report 2: Medical Case Report

#### Assessment Task Outline

**Due date: AUGUST 2019 Exam Stream: 17 April 2019**  
**DECEMBER 2019 Stream: 6 September 2019**

Case Reports may be submitted before the due date

## Submission Requirements

Case Report Templates:	The <b>Medical Case Report template</b> is available on the website at <a href="#">Participant Resources</a> and must be used for case report submission. Case Reports submitted on earlier versions of report templates will not be accepted or marked. The template includes a cover page and marking guide.
Word limit:	1,000 words (excluding references) 1,100 maximum Word count to be listed on cover page Marks deducted for exceeding the word limit
Font and size:	Arial font, size 12 pt is preferred
File format:	MUST be a single document in Microsoft Word format (.doc or .docx)
File size:	Maximum file size is 1MB Files exceeding the limit may not be received or accepted Images may need to be reduced in size before submission.
Consent:	Ensure all cases are de-identified (you may use pseudonyms). Written consent from the patient is required for the use of any clinical images or identifying information.
Marks:	Case report marks release date: <b>AUGUST 2019 Stream: 14 June 2019</b> <b>DECEMBER 2019 Stream: 15 November 2019</b>
Late submissions:	Case Reports will not be marked if submitted late. Late submission of Case Reports will however enable Final Examination eligibility criterion to be met.

## Assessment Task Requirements

You are required to submit a case report based on a case of your own clinical interest. This can be taken from any time in your professional history.

The purpose of the case report is to encourage reflection on your day to day practice, encourage you to read about cases of interest to enhance your knowledge and assess competency in writing a thorough review of a clinical case with evidence of appraisal of current evidence-based best practice and relevant recent literature.

Common cases are just as appropriate as those that are rare or very complex. This is especially the situation in paediatrics where many presenting scenarios may have a wide range of possible outcomes. Suggested cases include presentations that are unusual or educational with a subtle or unexpected association between clinical features and symptoms or signs, or those cases that highlight an area of variance in approach or opinion.

## Task Structure

- Write a medical report that reviews a clinical paediatric case with evidence of appraisal of current evidence-based best practice and relevant recent literature
- Follow the marking criteria structure below to maximize marks
- 1,000 word length excluding references (maximum 1,100)
- Meet submission requirements listed above

**TABLE 2: Case Report 2: Marking Criteria**

This Case Report will be marked according to the table below and weighted (scaled to a % of total program marks for SCHP(Syd) Participants as shown in Table 1)

Case Report 2: Medical Case Report Marking Criteria	Maximum Mark
<b>History</b> (Include: past/perinatal (if relevant)/development/social/family/immunization history)	1.5
Physical Examination (Include: Growth parameters with centiles and relevant clinical findings)	1.5
Differential diagnosis and investigations (Include normal ranges)	2
Final/provisional diagnosis, management and progress	2.5
Discussion and summary	2
References: At least 3 current references (maximum 5). References may be traditional academic references such as journal articles, websites, books; but also may also be other; for example; SCHP Webcasts, local hospital protocols, guidelines, government policies, discussions / consultations with Senior Clinicians etc.	0.5
<b>Total Marks</b>	<b>10</b>

## Helpful Tips for writing Case Report 2

- Submit using the required template according to listed requirements.
- **A Health Inequity Case Report presented as a Medical Case Report will not be marked.**
- Cases detailed in Participant SCHP Case Journal are an excellent guide to writing case reports.
- If you have not been in recent medical practice you are welcome to use a case from your past practice and review that case in light of current best practice.
- Deduction of marks may apply for exceeding the word count.
- Plagiarism of another Participant's work or significant portion of unacknowledged work of others is a form of academic misconduct and a penalty will apply.

## History

Include relevant details of the presenting symptom(s); relevant past medical history; immunization history; perinatal history (where relevant); developmental milestones; social history; family history; nutrition and growth history.

## Differential diagnosis

Include a list of several differential diagnoses

## Investigations and Results

List relevant results with normal ranges

## Final /Provisional Diagnosis, Management and Progress

Provide a Provisional Diagnosis and if possible a Final Diagnosis and include brief management and progress, either actual or anticipated

## Discussion

This would include points of interest; interpretation of findings; a summary of relevant information **from your reading** about features of the case; its presentation; subtle signs; challenges; management rationale or unusual features. It may incorporate discussion of this case in context of similar presentations and relevant current evidence

## Summary

Summarize outstanding points that you have learned

## References

Extending your knowledge is a key part of adult learning, list a maximum of 5 current references (journal articles, website or books) you utilized to support your discussion using standard referencing. This is not included in word count. References: may be traditional academic references such as journal articles, websites, books; but also may also be other; for example; SCHP Webcasts, local hospital protocols, guidelines, government policies, discussions / consultations with Senior Clinicians etc.

**Sample Medical Case Reports** are available for review on the SCHP website.

To submit Case Report 2 – Medical Case **go to 'My Assessments' on the SCHP website.**

## 3.3 Final Examination

For **Australian SCHP Participants**, the final Examination comprises one component, a Written Examination. Participants are required to achieve 'Satisfactory' results for OAT to be eligible to sit the final Written Examination.

For **International SCHP Participants**, the final Examination comprises of two components; a Written Examination and an Oral Examination.



## 2018/19 Final Examination Date

**AUGUST Stream: 10 August 2018**

**DECEMBER Stream: 7 December 2018**

**AUGUST Stream: 9 August 2019**

**DECEMBER Stream: 6 December 2019**

- No changes to the date are possible.
- Participants must make necessary arrangements to be available for the full day.

Further information on Key Program Dates for 2018/19 are available on the SCHP website.

## Examination Venue

The SCHP Office undertakes extensive planning each year to facilitate the Final Examination in locations across Australia and over 60 locations internationally.

The SCHP Office will communicate via email with each Participant during the program year regarding a suitable Final Exam venue. Every effort is made to by the SCHP Exam Team to provide a venue in the vicinity of your residential address

In order for this planning to be effective and to enable the Final Examination to be Participants are required to advise the SCHP Office approximately 12 weeks prior to the examination day whether they intend to sit the final examination. An email will be sent to Participants and charges will apply for late notification.

## Please note the following information regarding the Final Written Examination

- Examination content is based on information in Program Webcasts, Webinars and Case Study from the SCHP Journal which include major child health issues of current interest
- Examination focus is on practical issues of assessment and management of common problems, rather than rarities
- Examination Paper: Multiple Choice Questions (MCQ) of 100 questions
- Duration is 2.5 hours
- Computerized mark sheets are utilized

## Please note the following information regarding the Oral Examination

- Examination content is based on information in Program Webcasts, Webinars and Case Study from the SCHP Journal, which include major child health issues of current interest
- Examination focus is on practical issues of assessment and management, rather than rarities
- Is a standardized, structured viva and there are no patients or actors
- Examination Paper: Two (2) case-based scenarios (up to 10 questions each scenario)
- Duration is 25 minutes (including feedback)
- Oral Examiner will provide feedback
- All Participants undertaking the Oral Examination are required to achieve at least 50% in the Oral Examination paper.

### Helpful hints for the Final Examination

- An Exam Talk is scheduled annually in the Program Webcast Timetable with specific information about the exam.
- A small sample of previous examination questions are available for review. Self-assessment questions throughout each webcast may also assist with revision.
- In order to prepare for the Oral Examination it is recommended that you review the Sydney Children's Hospitals Network parent information factsheets available on the SCHP Website.
- The Oral Examination aims to test your communication skills, as well as your clinical knowledge.
- Examination content is primarily based on Program Webcasts content.

### 3.4 Oral Assessment Task (OAT) for all Australia and New Zealand SCHP participants

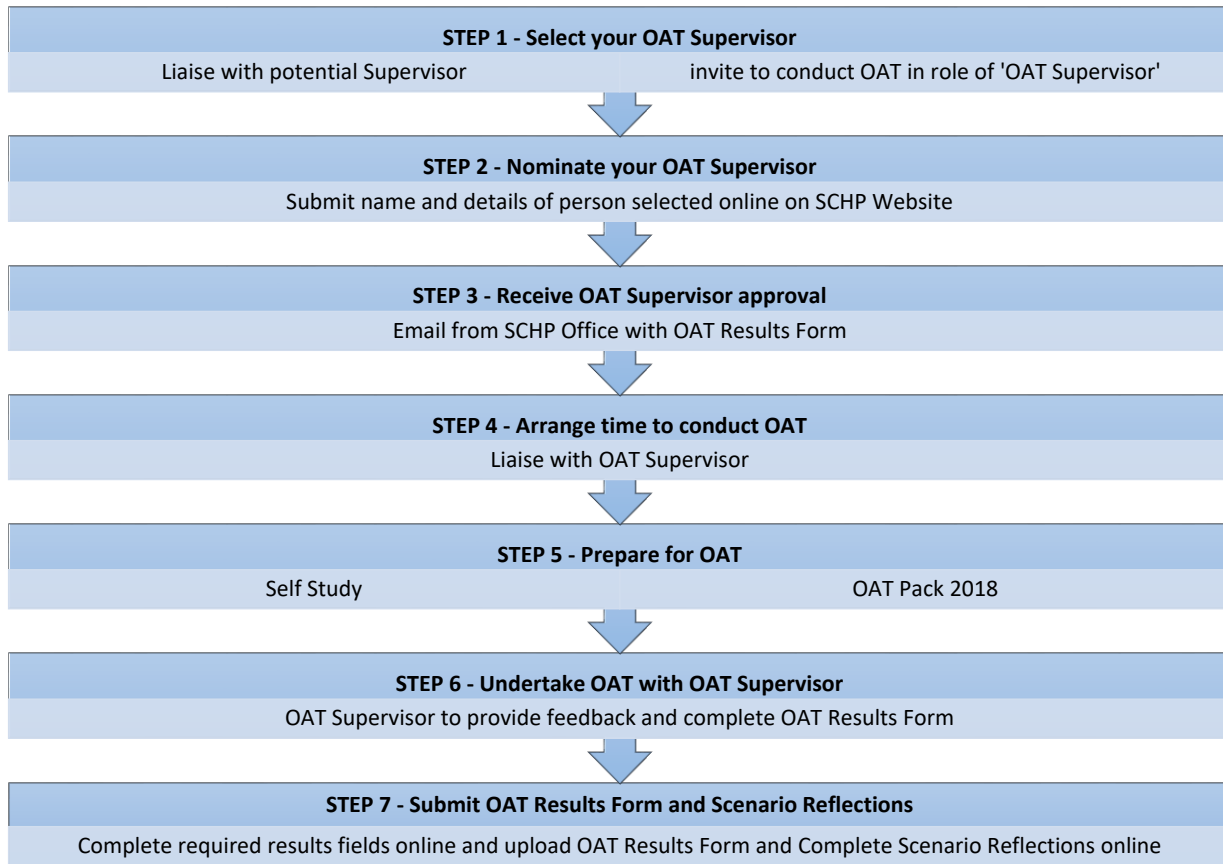
#### Due date:

AUGUST 2019 Exam Stream:	Supervisor Nomination: 1 <sup>st</sup> March 2019
	OAT Completion: 28 <sup>th</sup> June 2019
DECEMBER 2019 Exam Stream:	Supervisor Nomination: 5 <sup>th</sup> June 2019
	OAT Completion: 13 <sup>th</sup> September 2019

**Australian SCHP Participants need to complete an Oral Assessment Task (OAT) during the 2018/19 program year. Participants must be assessed as "Satisfactory" to be eligible to undertake the Final Written Examination.**

#### Steps to complete ORAL ASSESSMENT TASK

The following steps are required to complete the Oral Assessment Task (OAT)










The Oral Assessment Task (OAT) pack contains step-by-step guide will be available on SCHP website.

2019 OAT Pack will be distributed later in the year.



## 4. Reading List

We suggest reading one book in each category


### Paediatric Textbooks

-  Kliegman RM, Marc Dante KJ, Nelson Essentials of Pediatrics. 8<sup>th</sup> ed. 2018
-  Lissauer T, Clayden G. Illustrated Textbook of Paediatrics. Mosby -5<sup>th</sup> ed. 2017
-  Oates K, Currow K, Hu W. Child Health: a Practical Manual for General Practice. MacLennan and Petty; 2001.  
(Australian text – Out of print but available from The Children's Hospital at Westmead Library)
-  Crocetti M, Barone MA. Oski's Essential Pediatrics. 2<sup>nd</sup> ed. Lippincott, Williams and Wilkins: 2004.
-  South M, Isaacs D. Practical Paediatrics. 7<sup>th</sup> ed. Churchill Livingstone; 2011. (Australian text)
-  Rudolf M, Lee T. Paediatrics and Child Health. 3<sup>rd</sup> ed. Wiley Blackwell; 2011.  
(Includes CD-ROM of paediatric clinical examination)
-  Rudolph AM, Kamei RK, Overby KJ. Rudolph's Fundamentals of Pediatrics. 3<sup>rd</sup> ed. McGraw Hill; 2002.







### Paediatric Clinical Examination

-  Gill D, O'Brien N. Paediatric Clinical Examination Made Easy. Churchill Livingstone; 6<sup>th</sup> ed. 2017
-  Lewis I, Oates RK, Robinson M. Consulting with Children. Thomson Learning; 1993. (Excellent small book on the examination of children)(CHW Medical Library has 1989 edition.)

### Paediatric Surgery

-  Hutson, JM, O'Brien M, Beasley SW, Teague, WJ, King, SK, Jones' Clinical Paediatric Surgery. Blackwell: (Australian text) 7<sup>th</sup> ed. 2015

### Other Recommended Reading

-  Bellman MH, Peile E. The Normal Child. 11<sup>th</sup> ed. Churchill Livingstone; 2006.  
(Not available at The Children's Hospital at Westmead Library)
-  Kilham H, Alexander S, Wood N, Isaacs D. Paediatrics manual – the Children's Hospital at Westmead Handbook. 2<sup>nd</sup> ed. McGraw-Hill; 2009.
-  Oates RK. The Spectrum of Child Abuse: Assessment, Treatment and Prevention. Brunner/Mazel; 1996.
-  Royal Children's Hospital. Paediatric Pharmacopoeia. 13<sup>th</sup> ed. Royal Children's Hospital Melbourne; 2002. (Not available at The Children's Hospital at Westmead Medical Library)
-  Tasker RC, McClure R, Acerini C. Oxford Handbook of Paediatrics. Oxford University Press; 2008. (There 2<sup>nd</sup> ed. 2013 is held at The Children's Hospital at Westmead Medical Library)
-  Gwee, A. Rimer, R. Marks, M. Paediatric Handbook. Royal Children's Hospital, Melbourne; 9<sup>th</sup> ed. 2015

## Reference Books

- 📖 Kliegman RM, Stanton BR, St. Geme, JW, Schor, NF. Nelson Textbook of Pediatrics. Saunders Elsevier; 20<sup>th</sup> ed. 2015
- 📖 Rudolph CD, Rudolph AM, Hostetter MK, Lister GE. Rudolph's Pediatrics. 22<sup>nd</sup> ed. McGraw-Hill; 2011.
- 📖 Strobel S, Marks SD, Smith PK, El Habbal MH, Spitz L. The Great Ormond Street Colour Handbook of Paediatrics and Child Health. Manson Publishing; 2007.
- Zitelli, BJ, Davis, HW. Atlas of Pediatric Physical Diagnosis Mosby; 7<sup>th</sup> ed. 2018  
(Excellent clinical photographs)

## Free Medical Journals On-line

BioMed Central

<http://www.biomedcentral.com/>

PubMed Central

<http://www.pubmedcentral.com>

PLOS

The Public Library of Science (PLOS) is a nonprofit organization of scientists and physicians committed to making the world's scientific and medical literature a public resource

<http://www.plos.org/publications/journals/>

Free Medical Journals

<http://www.freemedicaljournals.com/>

Geneva Foundation for Medical Education and Research (Free Journals, atlases books etc.)

[http://www.gfmer.ch/Medical\\_journals/Free\\_medical.php](http://www.gfmer.ch/Medical_journals/Free_medical.php)

HighWire Press – Stanford University

A division of the Stanford University Libraries, HighWire Press hosts the largest repository of free, full-text, peer-reviewed content, with 1739 journals and the “portal offers advanced searching and browsing capabilities and tools, creating an alternative means to find and make sense of information from over five million full-text articles” <http://highwire.stanford.edu/>

Directory of Open Access Journals

<http://www.doaj.org/>

Medscape

<http://www.medscape.com/home>

## Websites

- The Sydney Children's Hospitals Network website contains a number of useful resources:  
A directory of The Children's Hospital at Westmead services can be found at [www.chw.edu.au/prof/clinics/](http://www.chw.edu.au/prof/clinics/) and a directory of Sydney Children's Hospital services can be found at <http://www.sch.edu.au/services/services.html>
- SCHN Children's Health Fact sheets - <http://kidshealth.schn.health.nsw.gov.au/fact-sheets>.
- RCH (Melbourne) Children's health fact sheets - <http://www.rch.org.au/rch/patients-families/>
- LCCH (Brisbane) Children's health fact sheets - <http://www.childrens.health.qld.gov.au/patients-families/childrens-health-information/>

These sites are especially useful for Oral Exam Preparation as well as for parent information.

- You are encouraged to join Professor Mike South's email distribution group from Royal Children's Hospital at this link: [http://www.rch.org.au/genmed/resources.cfm?doc\\_id=2838](http://www.rch.org.au/genmed/resources.cfm?doc_id=2838)

The Merck Manual online medical library can be found at <http://www.merckmanuals.com/professional/sec19.html>

- RPA Newborn care guidelines for doctors is an excellent resource <http://www.slhd.nsw.gov.au/rpa/neonatal/protocols.html>

## Program Administration

Management of the SCHP includes a range of policies and procedures that ensure a fair and equitable approach to all Participants during their enrolment in the SCHP program.

Participants should seek clarification on any aspects of program administration, not found on the website. Assistance is available by contacting the SCHP Office at [service@magga.org.au](mailto:service@magga.org.au) or by phone: +61 2 9933 8600.

### Program Fees and Refunds

- When an application for a program is received, program fees will be advised with the Provisional Offer made by SCHP office, if eligible.
- All programs fees must be paid within 30 days of the date of the Provisional Offer made to applicants. Payment by installments may be possible.
- If you wish to withdraw before the completion of your program, you must notify SCHP office in writing to [service@magga.org.au](mailto:service@magga.org.au) Withdrawal and refund requests via phone will not be processed.
- Refunds are paid within 2 months of enrolment finalisation (payment of fees) less the applicable admin fee. If you opt to pay your program fee via instalments and subsequently wish to withdraw from the program, a refund of program fee will be made only if you notify within 2 months of your 1<sup>st</sup> instalment less admin fee.
- An Administration Fee applies if a refund is issued
- Requests for special consideration for refunds, with supporting documentary evidence will be considered by the Senior Management Group.

Re-Enrolment Fees may apply when Participants have failed a program twice or wish continue in a program beyond two years

For all further enquiries related to Program Fees and Refunds please email [service@magga.org.au](mailto:service@magga.org.au) or phone: +61 2 9933 8600.

### Special Consideration

If you are unable to complete an assessment or attend an Examination due to medical or exceptional circumstances; you may request for Special Consideration in writing. You may be eligible for Special Consideration if you didn't complete your final exam or assessment due to exceptional circumstances **beyond your control**, the reasons may include:

- acute illness
- loss or bereavement
- hardship or trauma.

All requests for Special Consideration must be in writing with supporting documentation such as a medical certificate must be provided and sent to [service@magga.org.au](mailto:service@magga.org.au)

For all further enquiries related to Special Consideration please email [service@magga.org.au](mailto:service@magga.org.au) or phone: +61 2 9933 8600.

### Program completion

- Participants are required to meet both Assessment requirements and Paediatric Clinical Experience requirements to complete the program and receive a certificate of completion
- Program Results including Final Examination results are provided in a formal letter at the end of the program.

### Deferring Final Examination

Participants may defer their Final Examination, if eligible, at no cost if they advise in writing and meet notification deadlines. Requests for further examination deferrals must be in writing and may incur an Exam Fee.

### Notification requirement

Participants are required to advise the SCHP Office about their intention to attend the scheduled Final Examination within 12 weeks of the scheduled Final Examination. Rescheduling of a Final Examination for Participants is a resource intensive activity; late fees will apply if notification to the SCHP Office does not meet the advertised notification deadline.

### Australian SCHP Participants and QI & CPD points (doctors)

The Royal College of General Practitioners (RACGP) and the Australian College of Rural and Remote Australian Medicine (ACRRM) both recognize the Sydney Child Health Program as Continuing Professional Development (CPD). SCHP Participants are required to provide their QI & CPD number to enable the SCHP Office to communicate to both RACGP and ACRRM regarding the successful completion of the program.

RACGP participants who successfully completed the program of study are entitled to claim 80 Category 1 CPD points from the RACGP during the triennium of 2017 -2019.



RACGP members who have completed the course in 2017/18 will be required to fill out a Reflection of Learning from both their case reports and their written exam. This is submitted online at [www.magga.org.au](http://www.magga.org.au), in the same way that the OAT reflection is completed. A certificate of attendance will then be sent to the Participants within 30 days of successful completion of the program. Once the Participants have received their certificate of attendance, they will be able to self-submit with the RACGP for 80 category 1 points. This is done through the RACGP website and clicking the "myRACGP" tab: <https://www.racgp.org.au/myracgp>

Participant who are completing the program of study in 2018 and 2019 will receive a certificate of attendance upon successful completion of the program of study, and the SCHP office will notify the RACGP to update 80 category 1 points to the Participant for the triennium of 2017-2019. This is subject to the participants submission of their RACGP QI & CPD number upon application.

ACCRM members will receive 30 points upon successful completion of the program of study.

### Referencing

When preparing written work which is to be submitted for marking please read the Assessment Task Outline carefully and follow instructions. Information will be provided regarding referencing requirements.

**There are many reasons why referencing is important and some are listed below:**

- To distinguish your own ideas from those of someone else
- To cite different points of view
- To validate what you are writing, by referring to documented evidence
- To inform readers of the scope and depth of your reading
- To integrate information by assessing, comparing, contrasting or evaluating it, to show understanding
- To enable readers to consult the original source independently. For instance, the interpretation you give may be different from the one intended.

You must acknowledge the source of any information to avoid **plagiarism**.

*This section was sourced from the University of Auckland's 'Referencite' [www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz)*

### Plagiarism and Academic Misconduct - Case Report writing

Plagiarism is a form of Academic Misconduct; some types and examples of Academic Misconduct are provided in the Table below. Table extract sources from University of Wollongong's 'Procedure for Managing Academic Misconduct by a Participant undertaking Program work' (2007).

Types and Examples of Academic Misconduct	
Cheating	Example: Bringing unauthorised equipment or material into an examination
Behaving deceitfully or dishonestly (in examinations)	Example: Copying another Participant's work
	Example: Accessing confidential examination information prior to examination



**Fabrication**

Intentional and unauthorised falsification or invention of any information or citation in an academic exercise. Examples:

- Making up sources for a bibliography
- Making up footnotes
- Claiming results of research where none have been obtained
- Changing results of research

**Facilitating academic dishonesty**

- Intentionally or knowingly helping or attempting to help another Participant engage in some form of academic dishonesty
- Providing an assessment item, or providing access to an assessment item to others, either directly or indirectly, in circumstances where it is reasonably foreseeable that that it will be used dishonestly

**Misrepresentation**

Representing data or information incorrectly, improperly, or falsely. Examples:

- Stating or presenting a material or significant falsehood
- Omitting a fact so that what is stated or presented as a whole states or presents a material or falsehood.

**Plagiarism**

Using another person's ideas, designs, words or works without appropriate acknowledgement. Examples:

- Failure to acknowledge sources of quotations, ideas or data (including when paraphrasing)
- Copying another Participants' work (with or without consent)
- Collusion (presenting an assessment item as independent work when it has been produced in part or in whole in collusion with other people)

**Re-using one's own work**

Example:

- Re-using, without acknowledgement, part or all of one's own work that has been previously submitted and counted towards another assessment item.

The SCHP Senior Group reserves the right to exclude or penalise any Participant found to be behaving in ways that bring the SCHP Office, SCHP or the Sydney Children's Hospitals Network and the Sydney Medical School into disrepute.

Reasons for exclusion may include and are not limited to: misuse of SCHP material, examination misconduct, inappropriate copying and distribution of program material.

Suspension or withdrawal of professional registration may result in the SCHP not being provided.

For all further enquiries related to Academic Misconduct or Plagiarism please email [service@magga.org.au](mailto:service@magga.org.au).

## Grievances

Any dispute arising in relation to the programs offered by the SCHP Office of SCHN will be addressed using the grievance handling system as described in the *SCHP Special consideration, appeal, misconduct and grievance procedure*.

Please contact the SCHP Office for further information at [service@magga.org.au](mailto:service@magga.org.au)

## Privacy

We are committed to treating your personal information in accordance with legislative requirements as set out in the NSW Ministry of Health Policy Directive called the **Privacy Management Plan** which requires mandatory compliance and is available at

[http://www0.health.nsw.gov.au/policies/pd/2015/pdf/PD2015\\_036.pdf](http://www0.health.nsw.gov.au/policies/pd/2015/pdf/PD2015_036.pdf)

The Privacy Management Plan explains how **personal** information [staff or members of the public] is managed by NSW Health [in accordance with the Privacy and Personal Information Act 1998 (**PPIP Act**)].

In international locations, where Tutorials are offered, you will be provided with your Tutor's name and contact details. It is our practice to share your name and email address and assessment results with your Tutor unless you indicate otherwise. If you have any concerns, please contact the SCHP Office via [service@magga.org.au](mailto:service@magga.org.au)

## 7. Contact the SCHP Office

### 7.1 Contact Us

Please direct all program-related enquiries to the SCHP office.

### 7.2 SCHP Office

Phone: +61 2 9933 8600

Fax +61 2 9933 8699

Email: [service@magga.org.au](mailto:service@magga.org.au)

Mail: SCHP Office,  
The Children's Hospital at Westmead  
Locked Bag 4001  
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### How to find us if you are visiting

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## 8. Glossary of Acronyms used in 2018/19 SCHP Webcasts

Please see [link](#) here for a glossary of acronyms used in all our webcasts.