



CENTRAL
GIPPSLAND
HEALTH

Undergraduate Student Placement Program

Central Gippsland Health (CGH) welcomes you to our Undergraduate Student Nurse Placement Program.

We have designed this guide to help answer questions that you may have, and assist you with the essential paperwork requirements that you must complete to undertake placement at CGH.

There are 3 sections:

Section 1 - [About Central Gippsland Health \(CGH\)](#)

[Accommodation](#)

[Food](#)

[Library](#)

[Parking](#)

[Transport](#)

Meet our Team and contact details:-

[Staff members](#)

[Contact details](#)

Section 2 - [Preparing for placement](#)

[Provide your contact and emergency contact details](#)

[What do I bring with me](#)

[Immunisations](#)

[Covid19](#)

[Fit Test](#)

[Hand Hygiene](#)

[Rosters](#)

[Professional behaviour](#)

Policies & procedures:-

[Confidentiality](#)

[Dress code](#)

[EMR](#)

[Information & Communication Technologies](#)

[Manual handling & equipment](#)

[Media / social media](#)

[Mobile phones](#)

[Smoking](#)

[Workplace health, safety & wellbeing](#)

[Emergency Procedures](#)

Section 3 - [During Placement](#)

[Day one - Orientation](#)

[Swipe Cards](#)

[Prompt](#)

[Sick](#)

[Learning opportunities](#)

[Clinical facilitator responsibilities](#)

[Expectations](#)

[Debriefing and PACE sessions](#)

[Documentation](#)

All students are required to read the information provided below prior commencement of placement.

We hope you have a great time at CGH while on placement, but if you do require any further help or assistance please contact us as we aim to provide you a top service whilst at our facilities.

T: (03) 5143 8511

E: learning.services@cghs.com.au

About Central Gippsland Health (CGH)

Central Gippsland Health, originally known as Gippsland Base Hospital, was established over 150 years ago. Today, CGH is the major health provider within the Wellington Shire which has a total population of approximately 42,000. We offer a variety of placements within our Aged Care, Acute and Community services, which include Sale, Maffra District Hospital, Heyfield and Stretton Park.



Sale



Maffra



Heyfield



Stretton Park

All student placements are coordinated through Learning Services, located at Sale campus.

CGH also encompasses the community health Centre's at Rosedale and Loch Sport.



Rosedale



Loch Sport

Accommodation

Options available for accommodation - CGH and Monash University student accommodation.

CGH - Available to students

- Students are eligible to book accommodation for the duration of their placement with a minimum booking of 2 weeks (paid upfront)
- All CGH student accommodation requests are to be sent to: accommodation@cghs.com.au
- Student accommodation fees for 2023 are: \$70/week* (paid upfront), plus a 'refundable' bond
- This covers the price of accommodation and utilities
- **Places are limited**

Monash University - Available to all Monash University students and other eligible domestic students, based on capacity.

- All Monash student accommodation requests are to be booked via website: <https://www.monash.edu/medicine/rural-health/placements/accommodation>
- Student accommodation fees are reviewed periodically
- **Places are limited**

Alternatively, there are a number of accommodation options in the area that include caravan parks, motels and hotels. For other accommodation in Sale, we suggest that you "Google" - "Sale Victoria accommodation". There, you will find many links to popular booking sites including Wotif, Booking.com, AirBnB etc.

Food

At the Sale campus, there is a cafeteria and kiosk available. There are food dispensing machines at various locations.

Cafeteria hours

Breakfast: 0700 - 0845 hours

Morning tea: 0930 - 1030 hours

Lunch: 1130 - 1330 hours

Kiosk hours

Monday - Friday - 000 - 1630 hours

Saturday - 0930 - 1300 hours

Sunday - closed

Note: *These times may be subject to change.*

There are fridges in all the clinical areas for staff and students to store food items for meal times.

Clayton Willington Library

The [CGH Clayton Willington Library](#) (Sale campus) values and promotes an evidence-based information and learning culture for placement students across all sites. It aims to provide optimum electronic and physical access to a breadth of multidisciplinary information resources.

Access

- Electronic (remote) access includes databases, books and journals through a secure management platform
- Physical facility (local) access is traditional and recognised as a 'wellbeing' component for study, research, quiet time and document writing. Facility access is through a CGH issued fob.

At the commencement of placement students shall receive a library orientation and a 'welcome email' from the library with account credentials, following library registration, so they can use the library for the duration of placement.



Parking

There is no charge for parking in the designated parking spaces for staff and students at CGH. We ask that students and staff do not park in spaces designated for patients and visitors, and be mindful of time-restricted and permit only parking locations.

Sale campus

Maffra campus

Stretton Park

Heyfield campus

Entry is available from Palmerston Street & Cunninghame Street, Sale 3850

48 Kent Street, Maffra 3860 - rear of the hospital on Alfred Street

1 Kent Street, Maffra 3860 - rear of the hospital off Kent Street

14 Licola Road, Heyfield 3858

Transport

Trains - public transport to and from Melbourne via the Gippsland line is available 7 days per week.

<https://www.vline.com.au/getattachment/07135e21-33f0-4d01-8fa7-9fa137789416/Traralgon-Melbourne>

Buses - Sale and local towns bus routes, times and maps are available on

<https://www.travelvictoria.com.au/sale/transport>

Taxis are available 24 hours per day in Maffra and Sale. **Mobile:** 0490 370 701

The Learning Services Team

Photo of the current Learning Services multidisciplinary team.

Central Gippsland Health - Learning Services
Monash Building
Level 1
155 Guthridge Parade
SALE VIC 3850

Please contact us if you have any questions.

T: (03) 5143 8511

E: learning.services@cghs.com.au

Preparing for placement

To make the most from your placement experience at CGH, it is important to:

- Provide your full name and contact number
- Nominate an emergency contact and their phone number
- Complete all paperwork and forward any documentation (listed below*) to studentplacements@cghs.com.au
- Ensure you have your accommodation booked
- Think about your objectives and be prepared to ask questions

What do I need to bring with me?

- Police check certificate *
- Working with Children Check certificate *
- Immunisation certificate for Influenza and Covid19 *
- Hand Hygiene certificate *
- Fit testing certificate *
- Student identification
- Learning objectives
- \$20 deposit (cash or EFTPOS) for a CGH swipe card for Sale campus

Immunisations

Covid19 and Influenza immunisations are mandatory for **all** students.

Covid19

Staff, community and patient safety are our highest priority. CGH wish to provide you with a safe clinical environment for placement. Students are not permitted to come to placement if unwell. Students are encouraged to be vigilant for symptoms and to report even the mildest symptoms to their supervisor. **If you feel unwell, you must not attend for placement.**

Aged care placements

Strict health and safety measures are in place within the aged care environment. Students may be required to participate in screening prior to each shift and surveillance testing in line with care facility workers.

Masks and Fit Testing

Prior to day one of placement **all students** are required to be MASK Fit Tested for an N95 mask. Please forward a copy of your current Mask Fit Test certificate to studentplacements@cghs.com.au

Note: *Your Fit Test certificate is valid for 12 months. If you have not been Fit Tested, or do not have a valid certificate indicating the appropriate masks that you can wear, please contact your education provider prior to placement to arrange a mask fit test.*

Hand Hygiene

Effective hand hygiene is the single most effective action to reduce health care associated infections. Hand hygiene includes:

- Applying an alcohol-based hand rub to the surface of hands (including liquids, gels and foams)
OR
- Washing hands with the use of a water and soap or a soap solution, either non-antimicrobial or antimicrobial

When performed correctly, hand hygiene results in a reduction of microorganisms on hands and reduces the transmission of infection.

Correct hand hygiene means:

- Using an alcohol-based hand rub for all clinical situations where hands are visibly clean.
- Washing your hands with soap and water when visibly dirty or contaminated with material, or when visibly soiled with blood or other body fluids, or if there has been exposure to potential spore forming organisms, or after using the bathroom.

The **5 Moments of Hand Hygiene** approach defines the key moments when health care workers should perform hand hygiene. This evidence-based, field-tested, user-centered approach is designed to be easy to learn, logical and applicable in a wide range of settings.

This approach recommends health care workers to clean their hands

1. Before touching a patient
2. Before clean/aseptic procedures
3. After body fluid exposure/risk
4. After touching a patient, and
5. After touching patient surroundings



Glove use and the need for hand hygiene

Medical gloves are recommended to be worn for two main reasons:

- To reduce the risk of contamination of health-care workers hands with blood and other body fluids
- To reduce the risk of germ dissemination to the environment and of transmission from the healthcare worker to the patient and vice versa, as well as from one patient to another

Gloves should be used during all patient-care activities that may involve exposure to blood and all other body fluid (including contact with mucous membrane and non-intact skin), during contact precautions and outbreak situations.

Hand rubbing or hand washing should be performed before donning gloves.

When an indication for hand hygiene applies while the health-care worker is wearing gloves, then gloves should be removed to perform hand rubbing or hand washing.

Inappropriate glove use:

- The use of gloves when not indicated represents a waste of resources and does not contribute to a reduction of cross-transmission
- It may also result in missed opportunities for hand hygiene
- The use of contaminated gloves caused by improper techniques for donning and doffing, and/or the inappropriate storage of gloves i.e. in your pocket or pouch, may also result in germ transmission

Note: Each year, students and healthcare staff are required to provide evidence that they have completed Hand Hygiene training.

Rosters

[Nursing students](#) - your roster will be made available to your Education Provider approximately 2 weeks prior to the commencement of placement and they will forward this to you. You may be rostered across all shifts, including weekends (3rd year students may be rostered night shifts).

[Allied Health students](#) - your Educator will forward you a separate email with your requirements explained.

Professional behaviour

All students are expected to display professional behaviour whilst on placement. This includes the following:

- Student identification must be worn at all times whilst on placement. Ensure it is visible to staff members
- Be punctual, responsible and reliable
- Project a positive professional self-image in the way you act, dress and speak
- Treat other health professionals and students with respect and courtesy at all times
- Be respectful towards others at all times. Give your full attention in all meetings that you are present in. Be aware of how your presentation is perceived by others - including non-verbal behaviours
- Respect the confidentiality and privacy of others
- Ensure the curtains or doors are closed when performing procedures or discussing personal information with patients; utilize private areas, if required
- Abide by all CGH policies & procedures
- Confidentiality is an essential element of members of the health care profession and a legal requirement. You need to be careful of what you say and when and where you say it.
- Professional boundaries are integral and refer to the clear separation that exists between the health professional and the patient. Professional boundaries are integral to a good practitioner-patient relationship. They promote good patient care and aim to protect both parties.
- Adhere to the Code of Conduct that describes professional behavior and conduct that is expected of your profession.

For more information of Code of Conduct:

<https://www.ahpra.gov.au/Resources/Code-of-conduct.aspx>

CGH Policies and procedures

Please familiarize yourself with CGH policies & procedures, which you can access during placement on any onsite computer via PROMPT.

Some policy and procedures includes



(pic of PROMPT icon.)

[Dress code](#)

Students should always present themselves in the correct uniform set by their Education Provider which must be activity appropriate, neat, clean, and in good repair. Hair must be clean, well-groomed and tied back if long. Footwear must be a court shoe or lace up style with enclosed toe and low heel. Minimal jewellery (single plain wedding band) is permitted to be worn. No wrist watches are permitted to be worn on the wrist. Hands are to be kept clean and nails kept short; no false nails or nail polish to be worn in the clinical setting.

[Documentation \(including EMR\)](#)

Students should only access medical records for those patients whose care they are directly involved with.

Emergency procedures

Please ensure you familiarize yourself with the CGH Emergency Procedures (shown below).

SALE, MAFFRA and HEYFIELD

EMERGENCY CODES	
Code Black	Armed violence & aggression
Code Blue	Cardiac arrest, Medical emergency
Code Brown	External emergency
Code Grey	Unarmed violence & aggression
Code Orange	Evacuation
Code Purple	Bomb threat
Code Red	Fire / Smoke
Code Yellow	Internal emergency
Medical Emergency Team (MET) - Sale campus only	Adult, Paediatric, Obstetric, Trauma

Information & Communication Technologies

The Information Communication Technology facilities of CGH are provided to undertake activities directly related to a student's clinical placement and patient care.

Manual handling & Smart Lift

CGH expects that all staff and students will comply with the principles and practice of Manual Handling and Bariatric Patient Care procedures.

Staff and students are expected to undertake risk assessments and use appropriate equipment as provided in the workplace in the interests of health and safety associated with manual handling and lifting.

Appropriate CGH approved equipment is provided in the workplace to ensure staff and students are able to carry out patient handling and lifting techniques, according to the O'Shea "No lift" guidelines. CGH Department Heads are responsible for the equipment in their area. As a student, you are expected to report any problems that you are experiencing with equipment to a staff member.

If you are unsure of how to use a piece of equipment, ask someone for assistance before using it.

Reporting of incidents

All incidents or near misses are to be reported to RISKMAN. It is not about blaming staff or students but about being able to look at the incidents objectively and identify strategies that could prevent the same thing recurring. It is about continuous improvement. Appropriate management of incidents and near miss events lead to improved health care delivery.

Note: As a student, you must advise your clinical educator or facilitator of all incidents.

Media / Social Media

Students and staff should not make comments about patients, staff, the clinical area or the organization on social media, even in a de-identified way, as it may breach privacy and confidentiality. CGH has a strict Social Media Policy. The potential scope and ramifications of a breach of privacy or confidentiality when using social media can be severe. Access to social media websites for private or business usage must not compromise or impact on resident or patient care. Students must maintain professional boundaries in the use of social media and keep personal and professional lives separate as far as possible. Online relationships with current or former healthcare consumers must be avoided.



Mobile phones

As a student, mobile phones should be preferably left in your bags in the clinical area. Turn off your phone, or leave it on silent, when entering the clinical areas. Should you need to use your phone, ask staff for an alternate area where you can do this.

Clinical areas - Clinical staff are allowed limited use of mobile phones within patient related areas provided they agree to the following:

- They will maintain a distance of at least 0.5 metres from medical devices when carrying a mobile phone that is turned "ON".
- They will be attentive to unexpected medical device performance and immediately report any such incidents to their biomedical engineering service provider for investigation.

The use of mobile phones in Critical Care, Neonatal Nursery, Emergency Department and Operating Rooms is discouraged. When this is not possible due to staff on-call requirements, staff should be aware that mobile telephones may cause interference with electrical equipment and thus they should adhere to the statements above.

If participating in home visits within the community, students are encouraged to take their mobile phone as a safety precaution.

Non-patient areas - Mobile phones may be used in corridors and other non-patient areas.

Preventing and responding to workplace bullying

CGH considers any harassment within the workplace is totally unacceptable and will not be tolerated under any circumstances. The Health Service's goal is to support a workplace free from all forms of harassment (including sexual harassment) and bullying. Please refer to CGH policy and procedure available on PROMPT on '*Preventing and Responding to Workplace Bullying*'.

Smoke Free Workplace

We are a smoke free organization. Staff, patients and visitors are not permitted to smoke in any part of the grounds. There are designated sites in the residential facilities for residents only.

Workplace health, safety and wellbeing

CGH places the highest priority on the provision and maintenance of a safe and healthy work environment for all employees. CGH 'Workplace Health, Safety and wellbeing Induction Checklist' will be provided to you on Day 1 and must be completed by all students, and signed by both student and supervisor. This completed form must be submitted to your clinical educator.

During placement

On the first day of placement, you will attend orientation, which covers the following:-

- Introductions & orientation presentation
- Hospital Tour
- Library visit and discussion on how the Library can assist you
- Objectives
- Swipe Card
- EMR training
- Recap & question time

Swipe cards

For students on placement at all CGH campuses, a swipe card and fob will be available to you upon completion of a 'Student Swipe Card Record' form and payment of a \$20 deposit. The Student Swipe Card Record form will be provided to you during Orientation (on your first day of placement).

The swipe card and fob will allow you access into permitted areas, including the Library. The fob will enable you to access the computer system, where you will be able to document within the EMR program, if required.

We recommend that you return your swipe card early on the last business day of your placement. Upon return of your fob, the \$20 deposit will be refunded.

Note: *If your swipe card is lost or not returned to us at the conclusion of your placement, your deposit may be forfeited.*

CGH policies and procedures

Although you have received a brief outline of some CGH policies and procedures, we expect you to familiarise yourself with the CGH policies and procedures on PROMPT.



PROMPT is the name of CGH digital database which stores all documents, policies and procedures used at CGH. The PROMPT icon shown here, will take you to the CGH policies and procedures database. This icon can be found on any hospital desktop, or the intranet.

Students must ensure they conduct themselves according to our policies and procedures whilst on placement at CGH.

What do I do if I am sick?

There are 4 things you must do:

1. Phone Learning Services on 5143 8511 or email studentplacements@cghs.com.au to advise us that you won't be attending your shift
2. Contact the ward/unit where you are placed to advise that you won't be attending your shift
3. Contact your Education Provider to advise them that you are not attending your shift
4. Provide a medical certificate to your Education Provider and Clinical Facilitator on return to placement

Note: *After hours - please contact the Deputy of Associate Director of Nursing on 5143 8184. You will need to inform them that you are a student, along with the clinical area in which you are working.*

Learning opportunities

Students are often asked about objectives - be prepared to answer these questions clearly and concisely. Once you become familiar with the ward environment, you may be able to develop new objectives. These new objectives need to be communicated to others by you.

It is very important to understand why you are performing tasks. It is common for a student to get caught up in the technical skills that need to be practiced and consolidated. Ask yourself, "Why am I performing this task for this patient?" This will enable you to develop critical thinking skills and provide high quality holistic care.

Clinical facilitator responsibilities

- Provide students with adequate orientation
- Provide timely feedback to students
- Ensure appraisals are completed with feedback from staff members
- Ensure students are provided with clinical rosters
- Ensure they are contactable during working hours
- Provide opportunities for debriefing
- Discuss expectations for allocation of patients with students and staff
- Provide appropriate and adequate clinical teaching for the students including
 - open & honest communication
 - access to learning opportunities
 - support
 - professionalism
 - being approachable

What we expect from you

- Punctuality
- No shift swapping - unless pre-approved by your clinical facilitator
- Work within your scope of practice
- Be engaged & willing to learn
- Adherence to policies & procedures
- Ask questions & seek clarification
- Professionalism:
 - Positive attitude
 - Open communication
 - Adherence to uniform policy
 - Confidentiality
 - Abiding by Social Media policy

Debriefing and PACE sessions

PACE (Professional And Continuing Education) is our term for debrief and educational sessions which are run throughout student placements.

The 'PACE' agenda is displayed on the noticeboard inside the Monash Building at Sale campus. These sessions include educational sessions such as lectures, learning activities or debrief in small groups and are multidisciplinary.

Documentation

Students are able to document using a variety of modalities including EMR, MANAD, pen & paper and are encouraged to do so in order to develop this important skill. Documentation includes writing progress notes and care plans. This is a very important legal requirement. Student documentation must be:

- Timely
- Accurate
- Dated with the time of documenting
- Signed
- Countersigned

For hard copy documents, all signatures must have name clearly printed afterwards with designation. All student entries must be countersigned by the relevant health professional who has been involved in the patient care.

Case studies

All students who are required to undertake a case study **must** ensure a CGH Case Study Consent form is completed. This document is available via [PROMPT](#).

This document must be signed by the following:

- The patient/resident or guardian
- The student
- A Clinical Educator / Facilitator

Upon completion, the case study consent form becomes part of the patient history.

Feedback

We appreciate feedback about your placement at CGH. You will be provided the opportunity to share your thoughts and complete a placement evaluation form.