

East Grampians Health Service, Ararat

Student Placement Information Handbook 2020



East Grampians Health Service
Girdlestone Street, Ararat 3377
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Integrity



Excellence



Community



Working Together



Learning Culture

eghs.net.au

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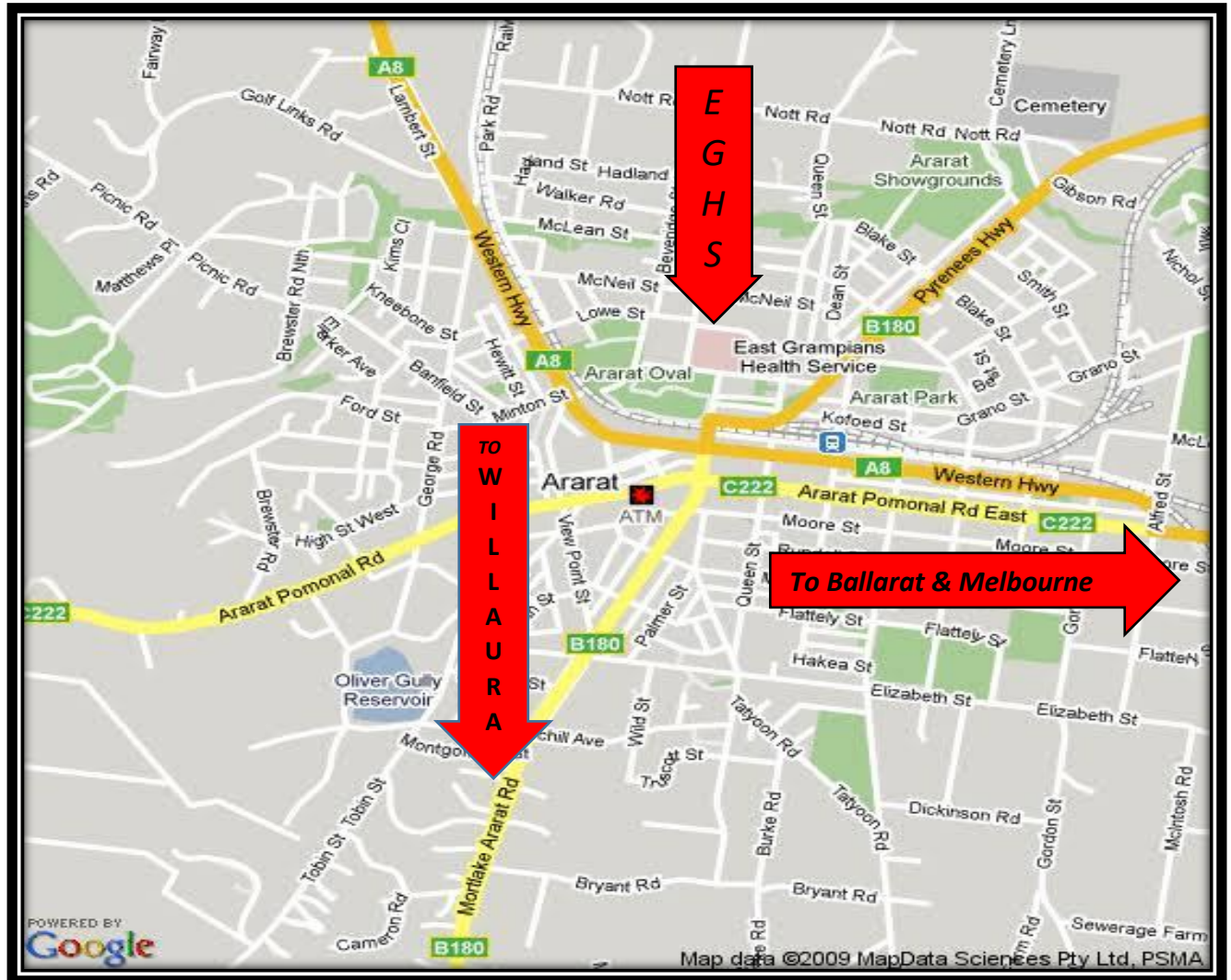
Support to students is always available whilst on placement at EGHS: “Don’t be afraid to ask.....”

When you commence your placement you will have many support people available to you, including your Clinical Teacher/Supervisor, Unit Manager and your University contact person. It is important to use these resources to assist you as required.

Please contact your University **PRIOR** to commencement of placement, if you are unsure of the expectations regarding documentation completion, whilst on placement with EGHS.

If you ever require extra information concerning your placement, do not be afraid to ask your Nurse buddy/preceptor, Clinical Teacher or Clinical Supervisor, Unit Manager etc. We are all here to help make your clinical placement an enjoyable one.

Welcome to Ararat and surrounds:



Checklist for Orientation Day:

Please use this checklist to make sure you are prepared and have the following with you on orientation day:

- ☐ **Current** Police Check (original copy) ☐ **Current** Working with Children Check Card
- ☐ **Current** Immunisation Documentation
- ☐ **Completed** Online Student Orientation Evidence (printed to be given to Clinical Teacher)
- ☐ **Documented** Student Objectives of what you wish to achieve during your placement.
- ☐ **Nursing Students:** A copy of a drug reference book currently used by your University
- ☐ Appropriate Student Identification to be visible

It is the responsibility of ALL students to ensure ALL documentation is CURRENT ON THE DAY OF ORIENTATION. This includes immunisations.

Please read ALL this information very carefully:

Your first placement day will be your Orientation:

Students are to report to East Grampians Health Service, Front Entrance, Girdlestone Street, Ararat **by 0850am.**

This **ALSO includes** students that are rostered to the **Willaura Campus.**

- Reception staff will contact the Education Centre to collect you from the Front Entrance.
- You will be completing a morning orientation session, with your fellow students and EGHS Clinical Teacher.
- During the afternoon session of orientation, you will commence your departmental orientation, in your allocated area of placement.

The morning orientation sessions cover such information including:

- Information & History of EGHS
- Privacy and Confidentiality / Basic Life Support / Manual Handling / No Lift / Infection Control
- Customer Service
- Other topics to assist you whilst on placement at East Grampians Health Service (EGHS).

Whilst completing placement at EGHS it is our facilities expectation that ALL students wear their University/Education Providers identification card & name badge, visible on their shirt/shirt collar (not in or on pants pockets).

Online learning to be completed PRIOR to commencing placement:

Hard copies of the following **MUST** be printed and available to the Clinical Teacher **on the day of Orientation:**

- Evidence of completion of online student orientation prerequisites:
<http://eghs.net.au/education/student-orientation-prerequisites>
- Student learning objectives are to be made available for the Clinical Teacher to view **ON** the day of Orientation (this is as per student **SMART** goals/Objectives)

Contact Numbers for EGHS Clinical Placement

Clinical Teacher		joey.collins@eghs.net.au Monday to Friday	53 529589 Ext: 29589
Clinical Teacher		amanda.cranstoun@eghs.net.au Monday & Tuesday	53 529589 Ext: 29589
Clinical Area	Phone Number	Clinical Area	Phone Number
Education Department	5352 9760	Perioperative Unit (POU)	5352 9335
Inpatient Unit (IPU)	53529 321	Community Nursing (District)	5352 9328
Urgent Care Centre	53529 420	Radiology	5352 9325
Willaura Hospital	5354 1600	Garden View Court Hostel (GVC)	5352 9324
70 Lowe Street	53529 323	Primary Care/Allied Health	5352 9327

Students Hours of Work:

The hours of work may vary depending on the location of your placement. Your shift hours are indicated on your roster. These shifts rostered, may include:

Inpatient Unit / Urgent Care Centre: AM: 07:00hrs-15:30hrs

PM: 13:00hrs-21:00hrs

District/Community Nursing: AM: 08:00hrs – 16:30hrs

PM: 12:00hrs – 20:30hrs

70 Lowe ST (Aged Care): AM: 07:00hrs-15:30hrs

PM: 13:00hrs-21:00hrs

Willaura Hospital: AM: 07:00hrs-15:30hr

PM: 13:00hrs-21:00hrs

Garden View Court Hostel: AM: 07:00hrs-15:30hrs

PM: 13:00hrs – 21:00hrs

Perioperative Unit: AM: 07:30hrs – 16:00hrs

Allied Health/Radiology/Other: As per Departmental hours (e.g. 08:30hrs-17:00hrs)

Weekends/Public Holidays: (as per University & EGHS agreement)

Night Shift: 21:00hrs-07:30hrs (as per University & EGHS agreement)

WILLAURA HOSPITAL/CAMPUS: Students completing placement in Willaura **WILL HAVE TO HAVE THEIR OWN TRANSPORT.**

Willaura is an approximate 25 minute drive from Ararat. **There is NO ACCOMMODATION available at Willaura.** Please book in to the EGHS Student Accommodation at ARARAT if you require accommodation for your Willaura placement.

Shift Swapping and roster requests:

- Rosters are completed by the Clinical Teacher in consultation with Department managers. At times, there may be more than one University group completing placement in the same area. This will NOT be displayed to each University on their roster. Students will only see the completed roster for their University.
- Rostering is time consuming and MANY factors are taken in to consideration, when completing rosters to allow EACH student the BEST learning opportunities available to them at EGHS.
- Nursing students can only negotiate their requests/shift swaps with fellow students once placement has commenced.
- If a student wishes to request a shift swap or “day off” the request MUST then be emailed to the CLINICAL TEACHER, PRIOR to the swap/request. The final decision to grant the request/s, will be decided by the Clinical Teacher (or Department Manager/Associate Nurse Unit Manager after hours).
- Allied Health students can negotiate rosters with their Department Manager.

Student Debrief Sessions:

Will be held in Pyrenees House at 14:00hrs EVERY Wednesday. It is an expectation that ALL students attend Debrief Sessions if rostered. DENTAL students attend their Debrief sessions 12md-13:00hrs, every Thursday with their Dental Educator.

Student Parking:

- There is to be **STRICTLY NO PARKING** in the main hospital car park. This car park is for clients, family and visitors.
- Car parking for students is available onsite at EGHS. Parking is free of cost and located at entry to Lowe Street complex (entry off Basham Street). For students attending placement at the Community Centre of Health there is a carpark off Queen Street beside the student accommodation. This carpark can also be utilised by students staying in the Queen Street accommodation. There is also non-metered parking along Lowe, Queen and Basham Street available.

Please note: Vehicle parking, on the grassed areas around the student accommodation, is **STRICTLY PROHIBITED**.

General Reminders for students:

*East Grampians Health Service is a designated “**smoke free**” facility, and thus there is a **strict no smoking policy** on the hospital grounds, including car parks and student accommodation.*

- Confidentiality to be maintained at all times.
- Undertake clinical tasks within relevant student scope of practice.
- Notify your Clinical Area, Clinical Teacher **and** University of any absence.
- Be prompt for commencement of shifts. Lateness will not be tolerated.

(If you are running late for a shift notify the Clinical Teacher and Area of placement)

- **Student ID is to be visible at all times.** Please also remember to verbally introduce yourself to patients and seek consent of care.
- Ensure you dress professionally (as per university protocol) with suitable footwear.
- **No Mobile Phones to be carried during your shift.**
- No jewellery, nail polish/gel nails or wrist watches. **INCLUDING FIT BITS/I Watches** are to be worn in the Clinical Areas.
- **No patient information (including files and or handover sheets) are to be removed from your assigned work area.**
- Use only approved abbreviations in the medical records. Ask your Clinical Teacher/Preceptor for details.
- Use **black ball point pen only** in file notes.
- **Supervising preceptor/s must co-sign all students' progress notes and any documentation in the patients/client/residents medical history.** You need to indicate when signing your notes that you are a student, by writing "student" and name of attending university in brackets next to your name. For example: *Andrew Brown* (Brown) ACU Student.

Student Accommodation:

- If you require accommodation please book as soon as you are advised of your placement.
- THERE IS NO ACCOMMODATION or PUBLIC TRANSPORT AVAILABLE AT OUR WILLAURA CAMPUS
- An Accommodation Agreement must be completed and signed PRIOR to placement.

Contact Deakin University - Deakin Rural Health

<http://www.deakinruralhealth.com.au/>

Email: drhstudentofficer@deakin.edu.au

Telephone: 03 5563 3035 or 0409 948 626

Location of Free Student Accommodation:

There is a *STRICTLY NO VISITORS* permitted at the student accommodation

Please note: Accommodation is available for students ONLY whilst completing placement.

Be aware that due to the high volume of students, you may be allocated a shared room (with one other student).



Dental Students:

10 Wilson St, Ararat 3377

Other Students:

83 Queen ST, Ararat 3377

85 Queen Street, Ararat 3377

Student Accommodation Facilities:

- A total of 10 secured **shared** bedrooms
- Comfortable living room with television and heating
- Fully functional kitchen for self-catering (kettle, toaster, crockery, cutlery, cooking utensils etc. included)
- Toilet paper/ Tea towels
- There is wireless internet access available. Contact your University for Eduroam user name and details.
- Students are also welcome to utilise the Student Resource Computer Room in our Education Centre, Pyrenees House: East Grampians Health Service. Please contact Jenny Turner 03 53529 760 to book this area.

What to Bring:

- All personal items
- Bed linen (single bed) – mattress protector, sheets, blankets/doona, pillow
- Bath towel, bath mat
- Food

The Grampians Region can be very cold in winter and weather can be unpredictable at other times of the year, so make sure you bring plenty of warm clothing/bedding.

Cleaning of the accommodation:

- The facilities common areas will be cleaned weekly (Friday) but please keep premises in a clean and tidy condition during your stay.
- All dishes are to be washed and put away **promptly** after your use, please.
- Your bedroom is required to be cleared, cleaned and vacuumed **PRIOR TO** departure.

Cost \$/Week:

There is no cost to students. To enable this to continue please assist by turning off lights, heating/cooling when leaving the premise. All house maintenance issues, during office hours are to be reported to the Pyrenees House coordinator immediately on 03 53529 760.

Alternate Accommodation:

For accommodation in Ararat and surrounds, please contact **Ararat and Grampians Visitor Information Centre:**

- Phone Freecall: 1800 657 158 Fax: (03) 53550280
- E-mail: tourinfo@ararat.vic.gov.au High Street, Ararat (at the V/Line complex).
-

Additional Financial Support:

There are various organisations providing financial assistance to health professional students completing a regional or rural placement. An example is the Student Support Scheme at Going Rural Health: <http://goingruralhealth.com.au/student-information/student-support-scheme/>

Your university may also be able to offer assistance.

EGHS Education Centre



Our **Education Centre** is located in **Pyrenees House** in Girdlestone Street, Ararat (next to the main hospital building). The Education Manager, Clinical Educator/s, Clinical Teacher and Pyrenees House Coordinator are housed in this building. If you have any questions prior to placement please call the Clinical Teacher on 0353 529 589 and our education staff member will endeavour to assist.

This building is also used for internal and external education sessions, student debriefings, and clinical education sessions. The Education Centre has two computers in the Student Resource Room which are available for student use. This includes free internet access. **USB sticks are unable to be used in this area.**

EGHS Café Pyrenees:

Café Pyrenees is located on the East side of the hospital to the rear of Pyrenees House. It is open to staff, patients, visitors and the public Monday to Friday from 0830 hours to 1530 hours. The Cafe

At the End of Your Placement

If you have stayed in EGHS accommodation please leave your room clean and take all your possessions with you. Remove all of your food/drink items from cupboards and refrigerator. Swipe card is to be personally returned and 'signed in' at Urgent Care Centre. Failure to return swipe card/keys will result in a charge to you.

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