

UNDERGRADUATE ORIENTATION HANDBOOK



MILDURA BASE
PUBLIC HOSPITAL

Welcome to Mildura Base Public Hospital

We are committed to delivering the MBPH vision:

Providing Exceptional Care



Acknowledgement of Country

The Mildura Base Public Hospital (MBPH) would like to acknowledge all the traditional owners throughout the Northern Mallee Region and on whose land we work and live as the first people of this nation. We also pay respect to all Elders past, present and emerging and to honour their culture.

Welcome to Mildura Base Public Hospital

We are excited to welcome you to our organisation! You will be faced with lots of new learning opportunities and challenges. We hope you have an enjoyable experience that sets you up for your career as a health professional. The Clinical Learning and Development team are here to support you throughout your placement here at MBPH.

The Sunraysia region

Mildura and the surrounding region has a bustling café culture, and pride ourselves on the local amazing eateries and places to visit. Some options for eateries are listed below, or alternatively chat with the department you're allocated to who can provide further recommendations:

Breakfast & Lunch –

- Nash Lane
- 3rd Avenue
- Brother Chris
- Stefanos
- Good Golly
- Shippys

Dinner –

- Andy's Kitchen
- Mr Bun Mi
- Thairiffic
- Curry and Tandoor
- Seoul Chicken
- T&T Roll House
- Pizza Cafe

History of Mildura Base Public Hospital

The original Mildura Base Hospital was constructed in the 1930s, and opened on the 30th of August 1934. Mildura Base Hospital provided care to the Sunraysia region for 66 years at the Thirteenth Street site. It was then relocated to the current Ontario Avenue site where it stands today.

For a period of time, Ramsay Health Care managed the operations of Mildura Base Hospital on behalf of the state government. On 15 September 2020, it was renamed to Mildura Base Public Hospital (MBPH), to signify the transition back to the public management. Our services are delivered by over 1200 dedicated staff who provide inpatient care and medical coverage 24 hours a day, 7 days per week.

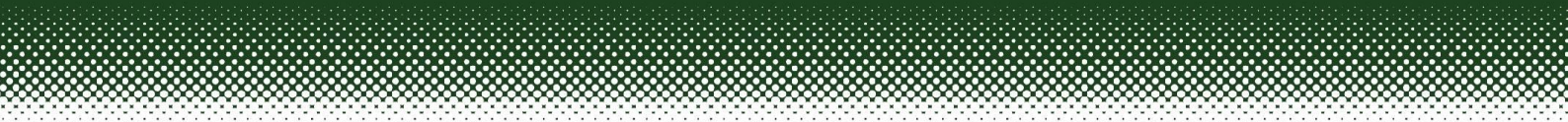
Services

MBPH is a tertiary teaching hospital (level 1), that offers services for public and private patients. We have a total of 172 beds within our organisation and additional outpatient services. The services we provide to the Northern Mallee Region include but are not limited to:

- | | |
|--|--|
| - Emergency Care | - Medical Imaging |
| - Maternity | - Clinical Trials and Research |
| - Intensive Care | - Mental Health (inpatient and community services) |
| - General Medicine and Surgery | - Ambulatory Services |
| - Oncology | - Pathology |
| - Dialysis | - Medical Imaging |
| - Specialist Clinic | - Pharmacy |
| - Pharmacy | - Allied Health Services |
| - Paediatrics and Special Care Nursery | |

MBPH Values

At Mildura Based Public Hospital (MBPH) we expect people within the organisation to display the highest standards of professional and personal conduct in serving the needs of patients, family members, visitors and the community.



The MBPH HEART values were developed through extensive consultation with staff and are at the core of everything we do – it is simply ‘the way we do things’. Our values drive our daily behaviours, decisions and shape our organisational culture. They are at the core of everything we do. They allow us to remain focused on what we are here to do – deliver patient centred care.

MBPH is proud to be a values-based organisation. These values are reinforced through everyday conversations, performance reviews and the Staff Recognition Program. All students are encouraged to recognise others in the display of living the HEART values and are also empowered to call out behaviour when it is not aligned to the values.



Finding your way and getting started

Accommodation Options

MBPH is a tertiary health service that supports a range of student placements throughout the year. With many students travelling significant distances to attend their placement we have identified there should be some standard information on accommodation available in the region.

Currently MBPH does not offer accommodation for undergraduate student placement. Accommodation may be available through Monash University – Rural Health Mildura for eligible students. Louise Hodgetts is the Projects Coordinator and Student Advisor, and also the contact in regards to the subsidised accommodation.

- louise.hodgetts@monash.edu
- P: +61 3 5022 5506

Unfortunately, this accommodation is not available to international students, and is often booked months in advance.

Other accommodation options are available through Visit Mildura, Visit Mildura is part of the Mildura Visitor Information. <https://www.visitmildura.com.au/>

There are a range of options online, however we recommend you call them and discuss your length of stay and needs (i.e. location, amenities etc). This website also has links to events that are on in the Sunraysia region.

The options outlined within this document are not affiliated with MBPH, this is simply a document to refer you to appropriate points of contact to discuss your placement accommodation options. Due to this we do not take responsibility for these bookings as they are an agreement between yourself and the accommodation provider.

Public Transport

A bus stop is located in close proximity to the hospital's main entrance, with services stopping at key locations throughout the city including the Mildura Railway station. You can find timetables for the bus services at the website for CDC Bus lines, (<https://cdcvictoria.com.au/travel-information/timetables-and-maps/mildura/>).

Unfortunately, Mildura does not have Uber or other rideshare services yet. Taxi services are available such as URCAB.

Parking

Students are requested to first consider using the allocated staff car parking areas as identified on the site map. We request that spaces closest to the building are left vacant for use by visitors to the hospital. It is important that we facilitate ease of access to our hospital for our patients and visitors. Designated undercover bicycle parking is available to the left of the front entrance to the hospital. Please ensure you secure your bicycle with a lock at all times.

Visitor car parking is located at various key access points to the Hospital. Disabled car parking and marked bays for Dialysis patients are also available and located close to the Main Entrance. For the convenience of patients and relatives, a 15-minute pick up and drop off zone to assist with patient arrivals and discharges at the Main Entrance of the Hospital and the Ward 2/3 entrance. There is a two-hour limit on some carparks closest to the building. Long term car parking is available at the car park located opposite the Hospital across Ontario Avenue, behind the hospital, near the Mental Health entrance and at the thirteenth street extension. Car parking for afternoon shift staff is available at the back of the health service close to the doors. If you are leaving late at night, Security is available to escort you to your car if required. There is also motor bike parking near the portable buildings between Mental Health and Stores.

Safety

We understand that students may not have access to a private car whilst on placement. We strongly encourage students not to walk to or from placement in the dark, and instead ask their preceptor, another ward staff member, student, or a member of the CLAD team to drive them to or from their accommodation. If walking to your car at night time and require assistance, please contact security on extension 1828.

Smoke Free Policy

To protect all employees, students and patients from exposure to environmental tobacco smoke, MBPH is a smoke free facility. All students are encouraged to support a healthy workplace and a smoke free environment. Smoking is not permitted in buildings, vehicles and outdoor areas within MBPH grounds. The Smoke Free policy can also be accessed via the intranet. Students must wear a protective covering (e.g. a jacket) over their uniform and leave hospital grounds to smoke. Non-compliance by students may lead to disciplinary actions. For students who do smoke it is expected that this will occur during designated breaks and be conducted in accordance with this policy.

OnLocation App

When entering buildings at the start of your shift, it is important for you to complete the attestation via the OnLocation app. If you are unsure how to access the attestation, please speak with the screening staff at the front reception. It is important to sign in and out of the OnLocation app so your presence on site can be known for work health and safety reasons.

Emergency Codes

Emergency Codes are announced via the PA system. There are also text messages sent to relevant phones/positions. In the event of an emergency, dial **'2222'** from an internal telephone and state clearly the Emergency Code you are calling.

Emergency	Colour
Fire/ Smoke	Red
Evacuation	Orange
Bomb Threat	Purple
Internal Emergency	Yellow
Armed Threat	Black
Unarmed Personal Threat	Grey
External Emergency	Brown
Medical / Cardiac Arrest	Blue

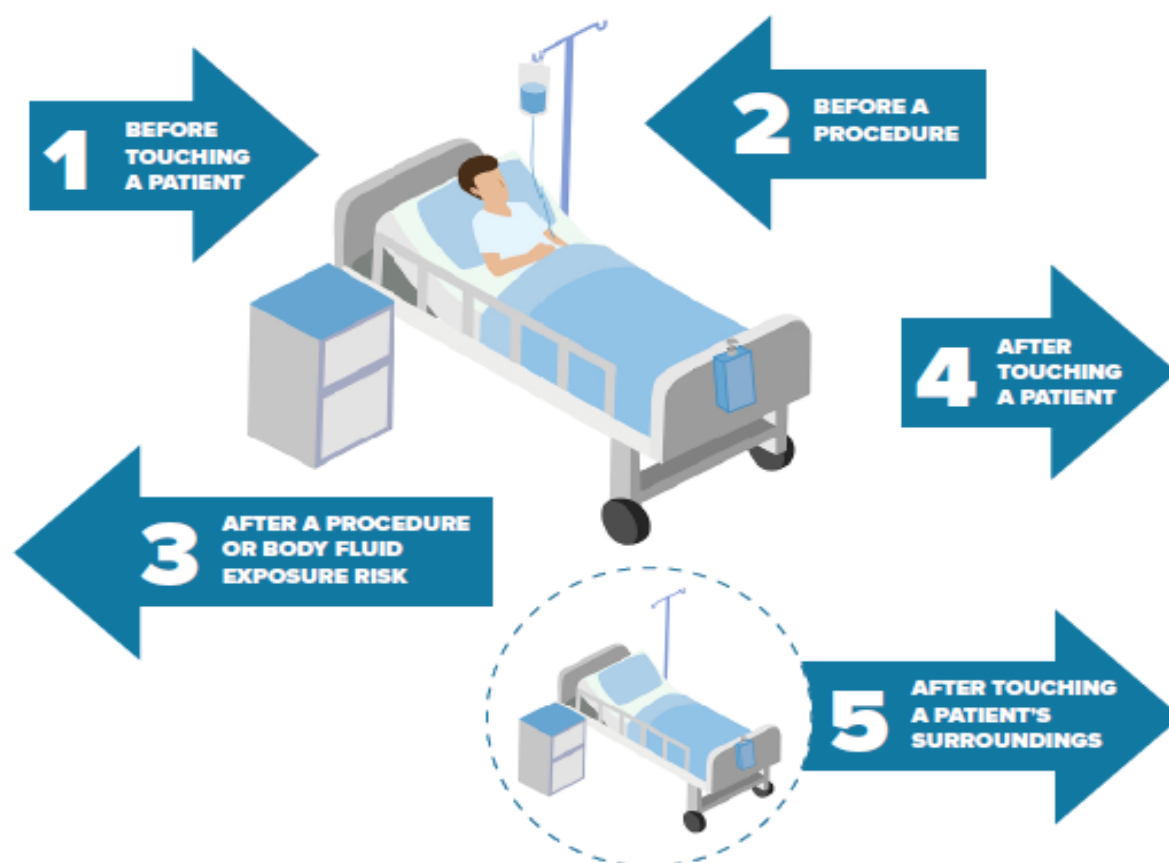
Infection Prevention & Control

Infection prevention and control is everyone's responsibility to reduce the risk of patients acquiring preventable healthcare-associated infections and effectively manage infections if they occur. Please refer to the Infection Prevention and Control intranet site and PROMPT for access to a range of resources, guidelines and policies.

Hand Hygiene (HH)

Clean hands are the cornerstone for good healthcare and patient safety. Students play a role in maintaining a safe environment. Frequent Hand Hygiene is a valuable and scientifically proven method of reducing spread of infection of many different diseases in healthcare. Anyone who works in an Australian healthcare facility is expected to know and comply with the 5 Moments of Hand Hygiene (a World Health Organisation program). Completion of the Hand Hygiene module is an annual mandatory requirement and ensures student knowledge is up to date.

5 Moments for HAND HYGIENE



1	BEFORE TOUCHING A PATIENT	When: Clean your hands before touching a patient and their immediate surroundings. Why: To protect the patient against acquiring harmful germs from the hands of the HCW.
2	BEFORE A PROCEDURE	When: Clean your hands immediately before a procedure. Why: To protect the patient from harmful germs (including their own) from entering their body during a procedure.
3	AFTER A PROCEDURE OR BODY FLUID EXPOSURE RISK	When: Clean your hands immediately after a procedure or body fluid exposure risk. Why: To protect the HCW and the healthcare surroundings from harmful patient germs.
4	AFTER TOUCHING A PATIENT	When: Clean your hands after touching a patient and their immediate surroundings. Why: To protect the HCW and the healthcare surroundings from harmful patient germs.
5	AFTER TOUCHING A PATIENT'S SURROUNDINGS	When: Clean your hands after touching any objects in a patient's surroundings when the patient has not been touched. Why: To protect the HCW and the healthcare surroundings from harmful patient germs.

This poster is based on the World Health Organization's My 5 Moments for Hand Hygiene approach, which defines the key moments when healthcare workers should perform hand hygiene.

Respiratory Hygiene and Cough Etiquette

Respiratory hygiene and cough etiquette should be applied as a standard infection control precaution at all times. Everyone needs to remember the following steps at all times:

- Cover the nose and mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions and discard into a waste bin.
- Perform hand hygiene with soap and water OR alcohol hand rub after having contact with any respiratory secretions (including after touching nose, sneezing and coughing) or contact with contaminated objects or surfaces.
- Students must be compliant with Respiratory Fit Testing and wear appropriate masks for the health and safety protection of staff, visitors and patients.



Personal Protective Equipment (PPE)

- PPE is a form of risk control that will be employed if the risk cannot be controlled by any other method
- Gloves should be close fitting to ensure proper protection and appropriate for the task involved
- Eye protection goggles should be worn when exposure to chemical splashes, infectious substances or flying objects is likely
- All students should wear non-slip sole shoes which are closed in and not permeable to fluid
- Students should wear the appropriate PPE in all designated areas

Respiratory Protection Program

The COVID-19 pandemic has resulted in a significant increase in the use of personal protective equipment (PPE) and more specifically the use of respiratory protective equipment (RPE). Whilst COVID-19 has reinforced how essential RPE is, it is important to note that respiratory hazards extend beyond infectious diseases (i.e. COVID-19, tuberculosis) and includes exposure to certain chemicals, such as disinfectants, surgical smoke and other hazards.

As a result of this the Mildura Base Public Hospital alongside other Health Care Providers are currently undertaking the Respiratory Protection Program (RPP) also known as “fit testing” as directed by the Department of Health and Human Services. Fit testing is a process which verifies whether a selected brand, model and/or size of N95 respirator adequately fits the wearer and protects them from harm.

To hold an approved N95 Mask Fit test the certificate must:

- Come from a Victorian testing site
- Be less than 12 months old on your final day of placement
- Have 2 masks with all four exercises achieving pass rate of >100 in order to be passed on the mask.

If your fit test meets these requirements, you must send your certificate(s) to placements@mbph.org.au

If you do not meet the above criteria, please book in to your Education Providers preferred fit testing site (if in Victoria); for students who live out of state please liaise directly with the MBPH Respiratory Fit Testing team for an appointment: RespiratoryFitTesters@mbph.org.au either before or in the first 1-2 hours of your first day of placement.

The Singh Thattha trial supports healthcare workers and students who are unable to shave due to religious, cultural or medical reasons.

Please note: MBPH is not an approved site to assess the Singh Thattha Technique, please review The Singh Thattha technique | health.vic.gov.au and liaise with The Royal Melbourne:

- Telephone: 9342 5590
- Email: RespiratoryProtectionProgram@mh.org.au

What should you do to prepare for fit testing?

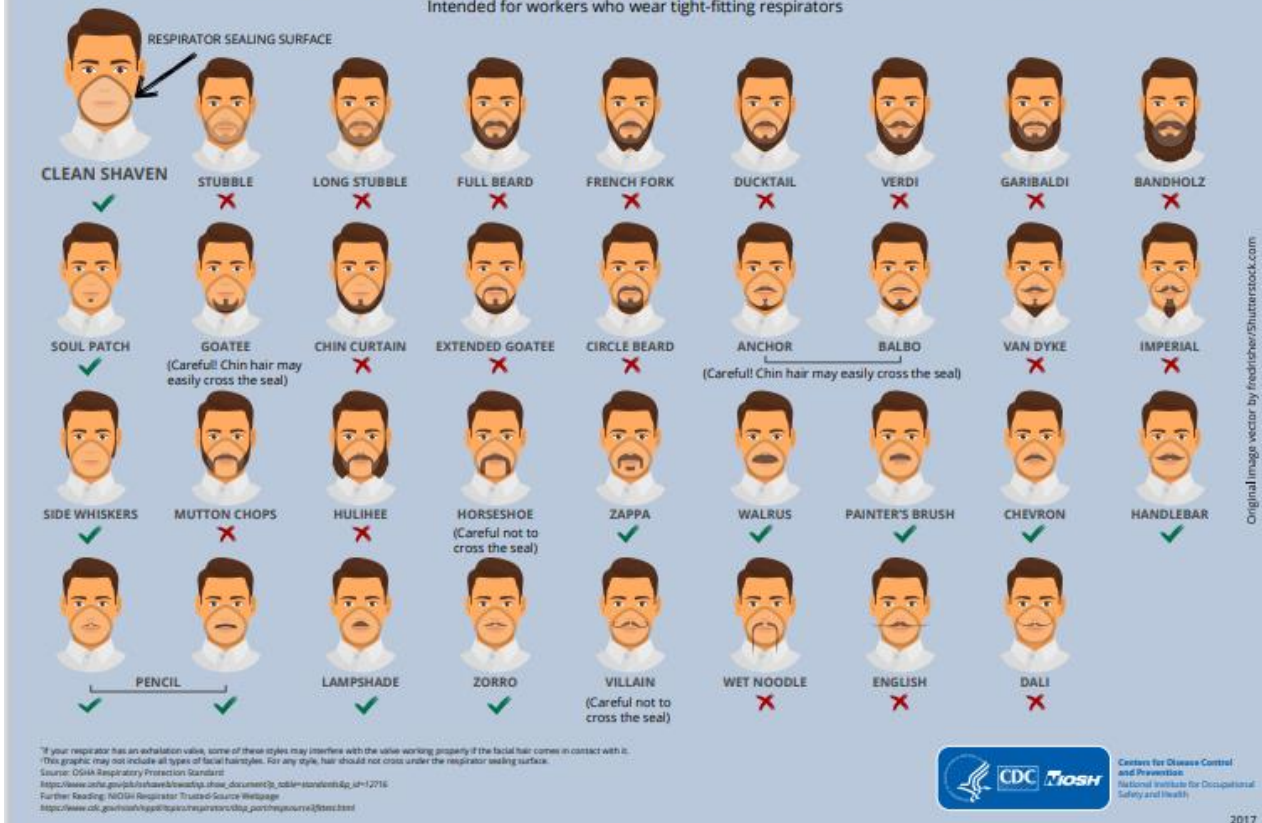
1. When being fit tested, you must only have the facial hair with the green ticks below.
2. Do not smoke 60 minutes prior to your test
3. Bring other usual devices (such as glasses) to ensure the fit is appropriate

The following N95 masks are available at MBPH:

- Industree Trident P2
- 3M AURA 1870+
- 3M 1860 Regular
- 3M 1860 Small
- BYD DE2322
- Trial Only: Care Essentials MSK-003 Regular
- Trial Only: Care Essentials MSK-003s Small

Facial Hairstyles and Filtering Facepiece Respirators

Intended for workers who wear tight-fitting respirators



Health & Wellbeing

Mildura Base Public Hospital values student's health and wellbeing, and is committed to building a healthy workplace environment where students can thrive, as healthy students tend to be happier, more engaged and proactive. Our Employee Assistance Program (EAP) is delivered through Converge International. EAP is an independent 3rd party, confidential *free coaching support service for students. All aspects of your life – physical, mental, social and financial can be discussed.

*Free for up to four sessions per topic. It is quick and easy to make an appointment, call EAP Ph: 1300 687 327, visit their website www.convergeinternational.com.au or download the App.





Your Psychological PPE to promote Mental Health and Wellbeing

Individual

- Take a deep breath to help you be more present
- Avoid unnecessary publicity & media coverage about COVID-19
- Chat & listen to colleagues, find out why they work in healthcare
- Take a day off to create more space between work & home life
- Reflect on a negative experience to seek out what did work
- Call & receive free mental health support from our confidential, third party Employment Assistance Program Ph: 1300 687 327 *Four free sessions per topic
- Facilitate opportunities to be thankful for what you have

Manager

- Encourage yourself & your staff to arrive & leave on time, to take breaks especially outside
- Communicate with clarity
- Encourage staff awareness of our Employee Health & Wellbeing SharePoint page & Employment Assistance Program
- Pair workers together to create a peer support buddy system
- Encourage staff experiencing stagnation to adopt a growth mindset, this can be anything you can learn and grow with
- Role model the behaviour you expect from you staff

Mildura Base Public Hospital with like to acknowledge the work of the Institute for Healthcare Improvement in the development of this document



Overview of Clinical Departments

Ward 1 / Special Care Nursery (SCN) / Birth Suite

Midwifery Unit Manager – Sandra Doyle

The Maternity Unit comprises a 12 bed Antenatal/Postnatal ward, 3 bed Midwifery Assessment Unit, and 4 Birth Suites that cater for approximately 900 births a year. The unit also has a Level 3 Special Care Nursery that cares for >34-week neonates and stabilisation of other premature or sick neonates prior to them being transferred to a tertiary centre.

Ward 2

Nurse Unit Manager – Katrina Gates

A 28-bed acute ward that cares for a variety of medical and surgical patients, refer to the end of this booklet for common patient medical and surgical conditions. The mixture of patients varies depending on seasonal demands. Therefore, respecting individual patient presentation is imperative.

Ward 3

Nurse Unit Manager – Jill Nihill

A 24-bed adult medical ward that is a designated unit for stroke, delirium, and alcohol withdrawal patients. Nursing care that aims at improving the patient's health and safety to optimise their recovery and subsequent discharge plan.

Ward 6

Nurse Unit Manager – Kris John

One of the acute units that comprises of 24 total beds that can cater up to 16 adult surgical and 8 paediatric patients. Emphasis is placed on the unique needs of our patients and we endeavour to promote a patient and family centred care.

Ward 4

Nurse Unit Manager – Tracey Tonkin

The Rehabilitation / Palliative Care Ward is an 18-bed specialty unit providing multidisciplinary care and discharge planning for sub-acute rehabilitation, geriatric management and evaluation and palliative care patients. When working in this area they ask that you consider the following points in your care.

Rehabilitation:

- Promote patient independence – encourage goal setting in morning and ambulation if required.
- Liaise with allied health when Physiotherapy or Occupational Therapy will take place to ensure that these opportunities are not missed if the patient is in the shower.

Palliative care:

- Understand the pharmacological and non-pharmacological interventions in managing end-of-life care symptoms.

Ward 5 / Mental Health

Nurse Unit Manager – Elisha Gottschutzke (acting)

The Inpatient Unit consists of 14 beds and caters for a variety of clients that require hospital admission. The inpatient unit maintains a high standard of care in order to provide a client, family and recovery inclusive approach to the care of clients.

Intensive Care Unit (ICU)

Nurse Unit Manager – Andrea Bock

The ICU caters to critically ill patients, providing around-the-clock care. We have eight dedicated beds for patients requiring Intensive Care, Coronary Care and High Dependency services.

Emergency Department (ED) / Short Stay Unit (SSU)

Nurse Unit Manager – Emma Gallagher & Debra Dommersnes

Our emergency department triages more than 33,000 emergency attendees each year. It has 18 examination bays and contains an eight-bed Short Stay Unit.

Operating Theatre (OT) / Day Surgery Area / Recovery

Nurse Unit Manager – Linda Stone

There are multiple nursing roles within the Theatre setting that are integral to ensuring the safety of our patients. These nursing roles include scrub/scout, anaesthetics, recovery, day surgery and pre-admission. Taking a team focus on delivery of care, our primary focus is on a patient's safe journey through theatre. We have a strong education focus and encourage staff to further develop their skills.

Oncology

Nurse Unit Manager – Joseph Mundava

The Oncology/Day Services Unit has a vibrant welcoming atmosphere.

The Unit provides many services, including Chemotherapy, Immunotherapy, Infusions, Immunoglobulins, Transfusions, Venesections, Trial of voids (TOV's) and other clinical support services as required. The unit also offers a Symptom Urgent Review Clinic (SURC) which encompasses telephone triage, education and support for Oncology patients.

Dialysis

Nurse Unit Manager – Edson Avisado

The Renal Dialysis Services are a satellite of the Royal Melbourne Hospital. The Unit has 9 machine stations and provides a friendly and dynamic environment for staff and provides a comfortable setting for clients. We currently provide dialysis for 36 patients in an expanding service.

Allied Health

Allied Health Manager – job share role between Helena Freckleton and Felicity Luckraft.

Physiotherapy, Occupational Therapy, Speech Pathology, Nutrition and Dietetics, Social Work, Exercise Physiology and Allied health assistants (AHA's)

Nurse Unit Manager Community Programs – Karen Garside

Hospital in the Home HITH – Provide nursing care to patients requiring ongoing management that can be provided in the home (for example: long term intravenous antibiotics, complex wound dressings, drains, etc.) Hospital admission reduction program (HARP) – Provide case management services to clients and their carer's who have a chronic disease or complex needs and are frequently admitted to the hospital or present to the Emergency Department. Diabetes Education services. Stomal Therapy. Wound Care Clinic.

Program Manager MBPH@Home - TBC

Residential in Reach - RIR

Transition Care Program – TCP

Post-Acute Care -PAC

Gem at home – GEM@home

Your Obligations as an Undergraduate Student

Prior to Placement

You will receive an email from the undergraduate placement team requesting you respond with the documents required for placement. These documents must be submitted prior to your first day.

Documents required:

- Fit test certificate of 2 mask fits within current year or evidence of booking
- Visiting immunity declaration (if requested)
- Vaccination statement – from your MyGov account
- NHHI training certificate (within current year)
- MBPH Undergraduate Student Checklist
- MBPH OnLocation Orientation Certificate
- *Swipe Card Security Access Application form (Allied Health only)*

On Your First Day

You must complete the attestation via OnLocation when entering the building.

Please enter via the main reception and present directly to your ward, they will be awaiting your arrival.

If you are undertaking a mental health placement, please present to the mental health reception and ask for directions to where your area of placement is.

Please refer to the map of MBPH on page 5 for more information.

Students must have printed and brought to placement:

- Preceptor log book (found on TEAMS)
- University appraisal document (if completed in hard copy)

Code of Conduct:

Students are to practice within the following frameworks at all times:

- MBPH values
- MBPH policies and procedures
- Code of Conduct and your disciplines respective Standards for Practice

Attendance and Punctuality

Reflected in the MBPH HEART values and behaviours, we strive to be a cohesive team that respects our colleagues and values their time by not keeping them waiting.

Please be aware of:

- Start and finish times of your rostered shift. Please be punctual to all shifts.
- Timing and duration of meal breaks – all students are entitled to 2x 10-minute (or 1x 20-minute) and 1 x 30-minute break.

Sick Leave

MBPH is a tertiary health service that supports a range of student placements throughout the year. Many patients who attend our organisation are here because they are unwell. It is important as a student working within our health service, that you identify as soon as you're not feeling well and raise this to the appropriate people to ensure everyone's safety.

If you are on your placement shift and notice you are not feeling well, raise this immediately with your Preceptor. If you require urgent medical attention please attend the MBPH emergency department to be triaged and seen to. If you are unwell but well enough to return to your home, you must leave the premises as soon as practicable.

If you are not on your placement shift and identify you are unwell, you must inform the appropriate people for each shift that you miss:

- If it is within 8.00am – 4.30pm you must contact the placement team on 03 5051 1831.

- If it is outside of these hours you must inform the ACCESS Manager on 03 5022 3343. You must identify that you are a student and which ward you are on.
- You must also inform your Education Provider – including the placement team and the subject coordinator for each shift that is missed.

If you fail to inform the appropriate people listed above, we will perform a welfare check at the nearest appropriate time. Each student's attendance is required to be logged in the booking system regularly, this must be accurate as it is reported to the Department of Health.

Important points:

- Please do not attend placement if you are unwell.
- You must be 48 hours free of any fever or GIT symptoms.
- It is your responsibility to contact the placements team to arrange make up shifts, via your Education Provider.
- We are concerned if you do not arrive for the start of your shift and you have not been in contact.
- We are required to attend to a welfare check in the event of an unexplained absence, this includes reporting the absence to your Education Provider.

Family Violence Leave

MBPH recognises that students may experience family violence. Our team can offer confidential support and guidance with instances of family violence leave. MBPH's EAP – Converge International – has trained family violence support officers and can be contact on Ph: 1300 687 327 by students if they require additional support, advice and guidance.

Shift Alterations

To change a shift, you need to organise a shift swap with a co-student on the same ward as you. In the event you organise a shift change, please ensure you notify the placements team, the ward educators, your supervisor and your Education Provider.

If all fails and you desperately need to change a shift, then please send an email to the placements team with notice as early as possible.

Last minute requests will not be accepted.

Social Media

Mildura Base Public Hospital recognises students use social media and that the lines between placement and home are becoming increasingly difficult to identify with the use of mobile devices. Students are personally responsible for the content they publish in a personal or professional capacity on any social media platform. This policy applies to all students.

Use of Mobile Phones

Students must not use their mobile telephone or device when undertaking any placement-related duties or patient care related activities. Personal devices may be switched on and used during authorised rest periods or meal breaks but must be switched off or to silent again at the end of any such break and returned to the student's locker or bag area. Use by students during authorised breaks must be professional, courteous and respectful at all times. Students are required to demonstrate general courtesy when using a device in a public area or in staff break rooms.

It is recognised that students may need to be contactable by family/schools etc. in the case of emergency however, this is to be done through the main switchboard or the relevant department after consultation with the Department Manager.

Accidents and Incidents

In the event of a student accident (causing physical or psychological injury) you should notify the MBPH placement team immediately during business hours or alternatively the Access Manager afterhours and they will assess the situation and decide on appropriate action.

Other workplace matters, such as incidents, are to be recorded in the VHIMS incident management system (also known as Riskman) by the person witnessing or involved in the incident. All incidents should be recorded prior to completion of the current shift. If help is required with this task contact the placement team (or Access Manager for after-hours support).

Important: Any Blood and Bodily Fluid Exposures (i.e. needlestick injuries, bodily fluid splashes to the face or open wounds) need to be urgently attended to. You must attend the MBPH Emergency Department (ED) immediately for assessment and urgent incident management. In ED they may (when necessary) offer you critical preventative medications to protect you from infection with HIV and Hepatitis.

Presentation and Uniforms

All students are required to present themselves professionally in a way that maintains public trust and confidence in the service. It is mandatory for students to wear the approved Education Provider uniform and university student ID. This includes maintaining standards associated with personal hygiene and grooming. All clothing worn in the workplace must be clean, neatly pressed and hole free, it is expected that all clothing be laundered by students regularly.

All bags are to be stowed away in provided lockers, hooks or rooms and are not to be taken into clinical areas. Footwear must be worn at all times while on duty and must be fully enclosed and leather. Footwear must also be clean and in good condition. Specific departmental, infection prevention and control and occupational health and safety policies must be adhered to at all times.

It is expected that all clothing worn whilst on clinical placement is to be laundered by students regularly. For reasons related to infection control, it may be necessary to launder items after each use.

Students in clinical areas are required to comply with the following practices in the workplace, as outlined in the Personal Presentation and Uniform Policy:

- Ensure nails are short, clean, free of polish and artificial nails
- Bare below the elbows, which means:
 - Not wearing a wrist watch
 - Not wearing rings (1 plain band accepted) or other jewellery below the elbows (medical alert bracelet accepted)
 - Long sleeves rolled up and secured above the elbow
- Wear fully closed and moisture proof shoes
- Hair is secured away from the face and above the shoulders
- Do not wear a scarf, lanyard or tie (not secured by a tie-pin) that may come in contact with equipment

Working and Placement

We strongly encourage that if you are employed during your placement period, that you do not continuing working.

Privacy and Confidentiality

All Mildura Base Public Hospital staff, students, and contractors are bound by privacy legislation, and this is taken very seriously across the organisation. Privacy and confidentiality requirements are in place to protect the patients / clients of MBPH. As an organisation, trust within the community regarding our ability to maintain patient confidentiality is vital to the service we provide.

Depending on your role, accessing patient information is important to be able to perform your duties. All students may be exposed to patient information at some point in time. Simply seeing patients in corridors is considered patient information and must not be disclosed to others unless it directly relates to your role. What you do with patient information is important and is what counts.

Access to information about patients is on a need-to-know basis and must only be shared with those who are professionally required to know in order to perform their role. All breaches are taken very seriously and may lead to disciplinary action including immediate termination of your placement. If you are placement team. For further information and understanding please access the Privacy and Confidentiality Policy available to all staff on Prompt.

Patient Contact

All patients have the right to refuse or limit student access. If this does occur, please abide by the patient's

wishes and alternative arrangements will be sought to ensure your practicum is not jeopardised.

Evaluation

MBPH is continually looking for ways to improve the experience for students. At the completion of placement, students will be asked to complete an exit survey to provide formal feedback.

Nursing/Midwifery Specific Information

Medication Safety

Student nurses/midwives must only give medications under the direct supervision of a MBPH Registered nurse/midwife. You must not take phone orders for medications, IV therapy or any other orders which may alter a patient's care regime. Failure to adhere to hospital policies will lead to the immediate removal of any student from their placement. Mildura Base Public Hospital may not grant any additional placement time in such cases.

Refer to PROMPT for MBPHs policies regarding medication safety:

- [Medications - Prescribing, Administration and Management](#)
- [High Risk Medication \(APINCH\)](#)

Preceptorship

Student nurses/midwives must be directly or indirectly supervised by a registered nurse/midwife. They can, therefore, be preceptored by an enrolled nurse under the supervision of a registered nurse.

Scope of Practice

A student nurse/midwife may gain experience in all available learning opportunities provided they are directly supervised by a competent registered nurse/midwife or enrolled nurse. A student should only provide direct clinical care within their level of knowledge and experience, university scope of practice, and in accordance with Mildura Base Public Hospital's policies, procedures and guidelines on PROMPT.

Preceptor Logbooks

Nursing and midwifery students will be given a preceptor logbook at the commencement of their placement. It is an expectation that these logbooks will be filled out by the student and their preceptor daily.

Interim and Final Assessments

It is an expectation that students will take responsibility for the completion of their interim and final assessments whilst on placement. The preferred assessor for these assessments is the student's preceptor. If students are unable to find an appropriate preceptor to complete these assessments, students may ask a member of the CLAD team to complete their assessment. The Midwifery CLAD team will complete the formative and summative assessments with midwifery students.

Important Contacts

MILDURA BASE PUBLIC HOSPITAL

Address: Ontario Ave, Mildura

PH: (03) 5022 3333

PLACEMENT TEAM

Isabella Gove – Undergraduate Nurse Educator

Katie Rogers – Allied Health Educator

PH: (03) 5051 1831

Mobile: 0473 853 344

Email: placements@mbph.org.au

ACCESS MANAGER

Office location: Access Manager Office – Located in Ward 2

Available: 24 hours, 7 days per week

PH: (03) 5022 3343

Clinical Learning and Development (CLAD)

The Education team is a dedicated group of educators committed to supporting the growth and professional development of the nursing, midwifery, allied health and non-clinical current and future workforce.

Director of Clinical Learning & Development	<i>Tim De Boo (ext. 3320)</i>
Deputy Principal Nurse Educator	<i>Sarah Palmer (ext. 3830)</i>
Graduate Nurse Educators (RN)	<i>Greta Reid & Courtney Symons</i>
Graduate Nurse Educator (EN)	<i>Kerri Roberts</i>
Undergraduate Nurse Educator	<i>Isabella Gove (ext. 1831)</i>
Acute Care Nurse Educator/s	<i>Ella Stewart & Olivia Spittlehouse</i>
Acute Care Clinical Support Nurses	<i>Courtney Symons</i>
Sub-acute & Palliative Nurse Educator	<i>Teila Loci</i>
Critical Care Nurse Educator (ED)	<i>Bill Klaric, Reena Joseph & Albin Thomas</i>
Critical Care Nurse Educator (ICU)	<i>Melissa Laing</i>
Clinical Support Nurse – Programs ICU/ED/Theatre/WD4	<i>Chelsea Hempel</i>
Midwifery Educator	<i>Erina Chininga</i>
Clinical Support Midwives	<i>Pix Hibberd, Rhiannon Duncan & Kath Beale</i>
Perioperative Nurse Educator	<i>Johanna Bagacay</i>
Allied Health Educator	<i>Katherine Rogers (ext. 1831)</i>
Mental Health Educator/s	<i>Stephen Butler Nola Cupper Melissa Kennelly Adele Morrison Shazmeen Hay Elisha Gottschutzke Kellie Gibson</i>

Acknowledgement of Receipt of the Orientation Handbook

This page is to be scanned and sent to the Undergraduate Nurse Educator / Allied Health Educator.

I _____ acknowledge receipt of the Mildura Base Public Hospital Orientation Handbook and understand that it is my responsibility to read and make myself familiar with the relevant Policies and Procedures.

Print name: _____

Signature: _____

Date: _____

Declaration

I believe I that I have been sufficiently orientated to the hospital and the clinical environment of by _____, enabling me to confidently deliver care appropriate to my level of skill and professional development.

I understand the role of an undergraduate student and I am satisfied that with the available resources I will be able to achieve the requirements of that role.

Print name: _____

Signature: _____

Designation: _____

Date: _____