



WEST WIMMERA HEALTH SERVICE

Clinical Placement Guidelines/Information for Nursing and Allied & Community Health Students

West Wimmera Health Service Vision:

'To establish a health service without peer through the pursuit of excellence and by opening the doors to innovation and technology.'



WEST WIMMERA HEALTH SERVICE

Welcome to West Wimmera Health Service. We will endeavour to make your placement, enriching, interesting, challenging and enjoyable! Staff at West Wimmera Health Service (WWHS) believe in providing a highly supportive environment to students that encourages professional development and excellence in the provision of health care.

WWHS provides students with the opportunity to consolidate and apply knowledge, while developing skills in a variety of settings.

Student responsibilities:

- Ensure you bring ***Photo Identification, Police Checks, Working with Children Check and Learning Objectives.***
- Wear your ***University/TAFE/other institution ID badge at all times.***
- Ensure attire is neat and professional.
- Ask for assistance!! All staff are very willing to answer any questions, show you procedures and assist you with any simple or complex skills in the delivery of health care.
- Be punctual for your shift, if delays are expected please inform the assigned clinical area (e.g. Unit Manager, District Nurse, Community Health Centre supervising staff member, and contact your Clinical Support Nurse).
- If you are unable to attend your shift due to illness etc., please inform the assigned clinical area (and contact your Clinical Support Nurse on the number that will be provided) as early as possible.
- The attendance requirements for clinical placements including what constitutes a legitimate reason for non-attendance are between yourself and your institution of study.
- Adhere to all WWHS policies and procedures. These can be accessed via the WWHS intranet web page.
- Maintain the confidentiality standards of WWHS at all times.
- For Acute or Aged Care Ward placements: report any changes or concerns in regard to patient/resident condition to your supervising staff member or Unit Manager immediately.
- Be self-directed and take initiative where/when safe to do so.
- Ask for feedback regularly.

WEST WIMMERA HEALTH SERVICE

Objectives of Clinical Placement:

- Provide an opportunity to consolidate and extend experience in the delivery of health care.
- Assist the students with identifying their own learning needs.
- Facilitate participation within the team in each clinical area.
- Encourage collaborative relationships with other health service providers.
- Encourage reflective practice and critical thinking skills in relation to practice.
- Provide effective feedback and encouragement.

Clinical Orientation – the first day:

West Wimmera Health Service provides Nursing and Allied & Community Health placements at many of its facilities. If you are on placement in **Nhill Acute or Iona**, you will be required to commence your first day at **0830hrs** and will be met in the main foyer of Nhill Hospital. If you are on placement in the Allied & Community Health Department, you will be met in the Allied Health Reception area of the Mira Building, unless otherwise advised by your supervisor.

If you have a placement assigned at **Kaniva, Rainbow, Jeparit, Natimuk or Rupanyup**, you will need to present at the Nurses station on your first day at that facility at **0700hrs**.

Students attending a Community Health Placement in **Minyip, Murtoa or Goroke** are advised to confirm the commencement time by phoning **03 53914222** and asking to speak with the manager at that site.

You will complete an induction and orientation at the commencement of your placement. Orientation will include checking **student ID, Police Check and Working with Children Check**. OH&S, identifying students to patients, Infection Control, Privacy and Confidentiality, Social Media, Emergency Training. Code of Conduct and collection of students emergency contact details are also covered in orientation. In addition, a checklist of information that is specific to WWHS will be covered. Rosters and contact number will be completed on your first orientation day.

Students will be buddied with clinical staff members throughout the placement. It is the student's responsibility to ensure that the staff they work with are aware of what is required for completing the **Clinical Skills Booklets**.

Please discuss these requirements with each supervising staff member and ensure your booklet is completed in a timely manner (some sections may need to be completed on a daily basis).

WEST WIMMERA HEALTH SERVICE

Meals:

Tea/coffee and one meal per day is provided free of charge. Students are welcome to bring their own food and there are kitchen facilities at each site (refrigerator, microwave, hot water, etc.).

Staff at each site will orientate students on how to order meals from the kitchen. Please note that Goroke, Minyip and Murtoa do not have a kitchen to offer the free meal.

Car Parking:

Free car parking available at every site of WWHS.

Security:

There are a limited number of lockers available to students whilst on their clinical placement. Students will be shown where they may keep their bags, coats, etc. it is not advisable to bring personal items and valuables (including large amounts of money) to any facility.

Supermarket:

The towns have a local grocery store available, but they are not open 24 hours, 7 days a week. Best to check trading hours when you arrive.

Public Transport:

If you are travelling via public transport to your destination please book your tickets through the daytime, so that you arrive in daylight hours. As arriving at night is not fair on the other students in the house.

There is no public transport available at any of the towns when you arrive.

Accommodation:

In order to assist students, WWHS presently offers free accommodation. WIFI is not available in all our student accommodation houses – please clarify when booking.

- **Nhill**

79 Victoria Street, Nhill, Victoria, 3418

65 George Street, Nhill, Victoria, 3418

Both houses are self-contained but not on site and linen is not supplied.

To make a booking please contact Megan Nossack, Executive Assistant on

03 53914225.

WEST WIMMERA HEALTH SERVICE

- **Kaniva**

9 Farmers Street, Kaniva, Victoria, 3418

A self-contained flat on site with linen supplied.

To make a booking please contact Kaniva administration on **03 53927000**.

- **Rupanyup**

89 Cromie Street, Rupanyup, Victoria, 3388

A self-contained flat with linen supplied.

To make a booking please contact Rupanyup administration on **03 53855700**.

- **Goroke**

Private accommodation available – please contact Goroke Community Health Centre administration on **03 53 632200**.

- **Jeparit, Rainbow, Natimuk, Minyip and Murtoa**

No student accommodation available at these sites.

There are local caravan parks that may offer cabins but would need to check availability prior to placement.

Once a booking has been made, you will be advised of where to collect keys from. The accommodation is basic but comfortable and fully equipped. Students will need to bring own toiletries (soap, shampoo, etc.). No **PETS** are allowed.

Toilet paper and cleaning products for washing dishes, etc. are supplied along with a vacuum cleaner. We expect that the accommodation you are provided will be neatly maintained and that it is left clean and in a usable state at all times.

WWHS cleaners at **Nhill** will clean your accommodation on a weekly basis on a Tuesday before lunch, please ensure personal effects are tidied. The cleaners are not employed to tidy up after you and will not enter your bedrooms, whilst occupied, they will need to be maintained by yourself.

Communal areas **MUST** be clean at all times, and rubbish disposed of appropriately. This includes cooking facilities, refrigerators and the appropriate removal of food items/waste. Appropriate floor cleaning equipment is provided for cleaning if required.

Please ensure that when leaving your accommodation each day that all lighting, air-conditioning, heating and other electrical appliances are turned off. Failure to do so may result in fees being charged.

WEST WIMMERA HEALTH SERVICE

Fire Training search and find exercise:

Please locate the following items and write down their location:
(e.g. outside room B31)

- Emergency procedures manual
- Break glass alarms
- Hose reel
- Fire extinguishers
- Fire doors
- Fire exits
- Fire alarm panel

Contact details:

West Wimmera Health Service
45-47 Nelson Street
Nhill, Victoria, 3418
Ph: 03 53914222
Fax: 03 53914228



WWHS