

INFORMATION FOR NURSING STUDENTS ON CLINICAL PLACEMENTS

St Vincent's Health Network Sydney

St Vincent's Health Network Sydney (SVHNS) is committed to providing a supportive and quality learning environment for nursing students.

Whilst this information page will provide an introduction to important information you will require whilst on placement, it cannot cover everything.

We hope you have an enjoyable and rewarding experience, and hope to see you back in the future!

Welcome to St Vincent's Hospital, Sydney

Founded in 1857 by the Sisters of Charity, St Vincent's Hospital, Sydney (SVHS) is one of Australia's most iconic Hospitals, which functions as a full service acute public teaching hospital.

Part of the NSW-based arm of St Vincent's Health Australia, the Hospital provides significant training and research activities, housing several specialty units that are internationally recognised as centres of excellence.



Welcome to St Joseph's Hospital, Auburn

St Joseph's Hospital is a public hospital of St Vincent's Health Australia. St Joseph's has a proud tradition of more than 100 years of providing quality health care in a compassionate and highly personalised atmosphere. The hospital provides inpatient, outpatient and community service, and is a centre of excellence in rehabilitation, mental health for older people, Huntington Disease and palliative care.

St Joseph's Hospital (SJH) as a sister Hospital to St Vincent's, is guided by the same governance structure and strategic endeavours, and is an extension of St Vincent's Hospital Sydney's care into the greater West



Please visit our website or social media sites for more information & career opportunities!
www.svhs.org.au

RESPONSIBILITY OF SVHNS

- Provide students with learning opportunities in accordance with their level of experience, competence and scope of practice
- Provide adequate supervision so that students can undertake clinical skills in a safe environment
- Provide students with an adequate facility orientation and local clinical department orientation
- Provide students and the EP Facilitator with constructive, timely, specific and meaningful feedback regarding the students progress on clinical placement



RESPONSIBILITY OF STUDENTS

- Take and follow direction and instructions provided to you by the SVHS staff/preceptor
- Be punctual for your designated shift
- Inform the SVHS staff/preceptor if you are unsure or unfamiliar with a skill or task you have been delegated responsibility for – this is taking into account the nature of the task/skill, the students skill level or experience and their scope of practice.
- Be proactive in achieving any clinical skills or learning objectives and organise in advance with their EP facilitator and/or preceptor to undertake any skills based assessments
- When undertaking any clinical documentation, ensure to have all documentation sited and countersigned by the preceptor
- Ensure you are allocated a break at the commencement of your shift. Ensure you leave and return at your designated times and advise your preceptor/nurse in-charge when you leave and return
- Confidentiality & Privacy: All students must maintain patient confidentiality and privacy as per NSW MoH and SVHS policy. This includes both verbal and written information. Any clinical handover sheets must be destroyed/placed in confidential waste bins prior to leaving each shift. Discussion about specific patient cases or conditions must only be done in the appropriate clinical setting with staff or patients directly involved in care. Students may debrief with their EP facilitators, but must maintain the patients' confidentiality
- Comply with all policies and procedures of SVHS and NSW MoH
- Comply with the Smoke Free Campus Policy
- Do not use personal mobile/electronic devices within the clinical unit– all devices should be switched off and only utilised once your shift is finished or whilst on a break

Please note: Failure to comply with the above responsibilities will be reported to and managed by your Education Provider Facilitator / Manager / Educator for the clinical department. Additionally, concerns may be escalated to the Nursing Clinical Placement Coordinator for ongoing non-compliance and may result in removal from placement.



STANDARD OF DRESS

- University/TAFE/Education Provider (EP) uniform to be worn (homeless health exempt)
- Smart casual dress required in areas exempt from uniform: jeans, cargos, sneakers and t-shirts are not appropriate
- ID badges with name and photo visible are to be worn at all times
- Hair must be worn off the collar and free from the face. Long hair needs to be in a bun or secured so as to not swing into the face
- Facial/ear jewelry are to be limited to a small discreet stud or sleeper
- Bare below the elbows. Rings are limited to one wedding ring band (no stones). Coverings on nails (i.e. false nails, shellac, SNS, gel or nail polish), bangles, bracelets or arm bands are not permitted. Wrist watches must be removed for direct patient care
- Offensive tattoos must be covered
- Shoes must be fully enclosed, non- permeable (i.e. leather or vinyl shoes – cannot be mesh or fabric) with a non-slip sole

Please Note: failure to comply with Standard of Dress will result in removal from the clinical unit. Only once compliant with the standard will a student be permitted into the clinical environment. This is a matter of student safety and infection prevention compliance as per SVHS and NSW Ministry of Health (NSW MoH) Policy. Ongoing non-compliance may result in removal from placement.

SCOPE OF PRACTICE & SUPERVISION

As a student on clinical placement you will have many learning opportunities. However it is important to remember your scope of practice and ensure you effectively and accurately communicate your experience, training and ability to perform a task or skill to your precepting nurse. Please be aware that there is often a range of students on the same ward at different levels of study. Ward staff may inadvertently provide you with direction or opportunity which is not within your scope of practice. You must speak up and inform staff of your scope if this occurs.

As a student you will have tasks delegated and supervised by nursing staff. It is essential that you understand your responsibilities in accepting these tasks. Therefore when undertaking certain skills it is important to consider the following (please note this list is not exhaustive). This has been adapted from the Nursing & Midwifery Board of Australia's Nursing Practice Decision Flowchart.

- Does hospital/NSW MoH policy or legislation allow students to undertake this skill with supervision?
- Is there appropriate supervision available i.e. is your preceptor skilled and knowledgeable?
- Have I received education at my education institute for this skill and have I been deemed safe/competent to perform this with supervision?
- Do I understand the task/skill including appropriate treatment, care involved, potential adverse reactions/complications and escalation procedures?
- Have I read and understood the relevant policy or procedure?

MEDICATION ADMINISTRATION

Students MUST be supervised at all times while preparing and administering medications (providing the medications they are preparing and administering are within their scope of practice). A suitable medication accredited RN employed by SVH must be the supervisor.



MANDATORY TRAINING REQUIREMENTS

As per the Guidelines for Clinical Placements in NSW Health (GL2016_02) all students (excluding TVET) due to commence a clinical placement must complete mandatory training. This mandatory training is in the form of the following eLearning modules on the NSW Health Learning Management System (My Health Learning).

MODULE	RELATED POLICY DIRECTIVE
Hand Hygiene	Hand Hygiene Policy (PD2010_058)
Management of the deteriorating patient - Between the Flags – Tier 1: Awareness, Charts and Escalation	Recognition and Management of Patients who are Clinically Deteriorating (PD2013_049)
Cyber Security Fundamentals	Electronic Information Security policy (PD2020_046)
Privacy – It's Yours to Keep	NSW Health Privacy Manual for Health Information – March 2015
Work, Health, Safety and Hazardous Manual Tasks	Work, Health and Safety: Better Practice Procedures (PD2013_050)
eMR Training (Nursing and Midwifery)	NSW Health Privacy Manual for Health Information – March 2015

KEEPING MYSELF, STAFF, PATIENTS & VISITORS SAFE

- Adhere to safe work practices and manual handling procedures. There may be equipment available you are unfamiliar with, therefore ask for help when required
- Adhere to the 5 moments of hand hygiene and use gloves appropriately. Remember glove use does not replace the need for hand hygiene and should only be worn:
 - When there is a risk of contamination of the healthcare workers hands with blood or body fluids
 - Where indicated by local infection control policy, for example with transmission based precautions
- Adhere to all infection prevention procedures & policy
- Familiarise yourself with Between the Flags and escalation of the deteriorating patient
- Familiarise yourself to the Emergency Procedure guide which are found at every phone in the clinical unit. **Emergency # is 2222**
- Escalate any clinical or practice concerns you have to your preceptor or nurse in charge of shift as soon as possible

Please Note: If you are having any difficulty in the clinical area (not concerning a patient/visitor/clinical issue) please inform your EP facilitator AND the Nursing Clinical Placement Coordinator as soon as possible so that concerns can be addressed in a timely manner. Please do not wait until the end of your placement to raise your concerns.

FREQUENTLY ASKED QUESTIONS

CAN I CHANGE MY SHIFT OR UNIT?

- Students are to remain in their designated clinical areas throughout the duration of the clinical placement
- Under no circumstances are you to organise tours or work in other areas of the hospital without notifying the Clinical Placement Coordinator for consideration
- Shift changes can not be organised between students. In exceptional circumstances the ward CNE or manager can approve a direct shift swap. However the EP facilitator and the Clinical Placement Coordinator must first approve the swap

CAN I MAKE UP CLINICAL PLACEMENT TIME?

Students or facilitators are not authorised to organise 'make up' time during the placement. This is organised through the university via ClinConnect. Please contact your EP clinical office—do not approach the clinical unit staff to approve extra hours/days.

WHAT IF I WITNESS OR AM INVOLVED IN AN ADVERSE EVENT?

It is your responsibility to inform your preceptor or nurse in-charge of shift as soon as possible. Ensure you instigate any appropriate interventions according to your scope of practice. You must inform your EP Facilitator and the Nursing Clinical Placement Coordinator as soon as practicable. Depending on the event a SVH staff member may need to complete an incident report and if the event involved yourself— you will need to complete an incident report for your EP.

WHAT IF I AM RUNNING LATE FOR A SHIFT?

It is your responsibility to contact the clinical unit & your EP Facilitator.

WHAT IF I AM SICK?

It is important to not attend placement and put yourself and others (especially patients) at risk of illness if you are unwell.

If you are sick it is your responsibility to contact the following:

1. Clinical unit
2. Your EP Facilitator
3. The Nursing Clinical Placement Coordinator (details below)- text message is ok. Leave your full name, clinical unit and EP details

CONTACT

NURSING CLINICAL PLACEMENT COORDINATOR

Phone: 8382 2709 or 8382 2276
Mobile: 0459 870 700
Email: SVHS.NEDC@svha.org.au

NURSE EDUCATION & DEVELOPMENT CENTRE

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