Midwifery Graduate and Double Degree Graduate Orientation Booklet
ABOUT THIS BOOK

This resource book has been developed to assist Graduate Nurses/Midwives who are commencing employment at Albury Wodonga Health (AWH). It is to be used as a guide. If you have any issues or questions relating to any area of this resource book, please speak to the Graduate Nurse Facilitator or staff on the unit on which you are working.

ALBURY WODONGA HEALTH

Albury and Wodonga Hospitals form the AWH Service.

AWH is a public care provider, and works in partnership with the community, community agencies and health professionals to ensure a continuum of care for the health care needs of patients / clients and the community.

AWH is involved in the undergraduate and postgraduate training of nursing, midwifery, medical and allied health students in affiliation with Charles Sturt, La Trobe, New South Wales, Sydney, South Australia, RMIT, Melbourne Universities and Wodonga TAFE.

ABOUT THE DOUBLE DEGREE GRADUATE NURSE PROGRAM

The Albury-Wodonga Health Double Degree Graduate program is based in the Maternity Unit at the Wodonga Hospital Campus.

The Graduate Program includes:
- Combined Midwifery/Acute Rotations. 9 months will be spent rotating through the antenatal/postnatal ward, SCN, Birth Suite, Bookings, Midwife Care Program, and DOM. A 3 month rotation will occur in the women’s surgical unit which is attached to the maternity unit to enable consolidation of general clinical skills and knowledge.

The Double Degree Graduate Program has been designed to offer you, as a new Nurse/Midwife, further exposure to the nursing/midwifery continuum of care in a well-supported and nurturing environment.

Graduates will undertake buddy shifts with trained preceptors as an introduction to each area. Following an initial period of orientation, the graduate Registered Nurse/Midwife has their own patient load and is supported by the Ward Educator, Clinical Support Nurses, Clinical Midwife Consultant, the Nurse in Charge and other RN’s/RM’s.

All graduates will have a different set of unit rotations, which are based on organisational need, clinical performance and graduate preference.
ABOUT THE MIDWIFERY GRADUATE PROGRAM

The Albury-Wodonga Health Graduate Midwifery Program is based in the Maternity Unit at the Wodonga Hospital Campus.

The Graduate Program includes:
- 12 months will be spent rotating through the antenatal/postnatal ward, SCN, Birth Suite, Bookings, Midwife Care Program, and Domicillary program.

The Graduate Midwifery Program has been designed to offer you, as a new Midwife, further exposure to the midwifery continuum of care in a well-supported and nurturing environment.

Graduates will undertake buddy shifts with trained preceptors as an introduction to each area. Following an initial period of orientation, the Graduate Midwife has their own patient load and is supported by the Clinical Midwifery Graduate Facilitator, Clinical Support Nurses, Clinical Midwife Consultant, the Nurse in Charge and other RN's/RM's.

It is your responsibility to contact the unit to which you are rostered in advance for your roster, shift times, or any particular preparation you are required to do before you arrive.

Debriefing:

Fortnightly debriefing sessions will be held with the clinical midwifery graduate facilitator whilst rotating through the maternity unit. Debriefing is a process whereby group members can take a step back from events and situations to reflect on practice through the discussions of feelings and concerns in a critical way (Mangone and King 2005).

- Debriefing has many benefits:
  - Provides support, including peer support
  - Helps develop a sense of belonging within an organisation
  - Improves interpersonal communication skills
  - Encourages the sharing of skills, knowledge and experiences with peers
  - Develops confidence in nursing and midwifery skills
  - Reduces the experience of ‘reality shock’
  - Develops reflective and critical thinking skills
  - Encourages the development of a supportive relationship with facilitators

Study Days:

In addition to the orientation program, there will be four study days scheduled throughout the year. It is your responsibility to request the scheduled days as “study day” in your roster to ensure you can attend. They are compulsory paid study days.
During one of the study days, you will be required to conduct a short presentation on a nursing/midwifery related topic of your choice. You will be notified of the date that you will be required to present during your graduate program.

**Roster Request System:**

**Wodonga**

Graduates will utilise the Roster On system for managing their roster / roster requests. You will be instructed on the usage of this system when you arrive in the unit.

Remember to place your requests well in advance.

**Key Performance Indicators for Completion of Program:**

There are a number of requirements you must complete as part of the Graduate Program. These include:

- Completion of some competencies (you will be notified of which ones) prior to commencing the program. You will be required to present certificates of completion to the Graduate Coordinator prior to / on commencement of your Graduate program.
- Completion of all AWH mandatory education and nursing competency priorities as set by AWH.
- Completion of Orientation Packages relevant to each unit.
- Completion of a Graduate Workbook within the first 9 months.
- Presentation of a one 15 minute in-service session.
- Attendance at all study days.
- Attendance at 12 hospital in-service sessions throughout the 12 months (minimal requirement).
- Completion of performance reviews after each rotation with satisfactory performance achieved.
- What have you observed or experienced recently in your clinical practice?
- Providing a sample section from your Reflective Journal (see below).

**Reflective Journal:**

What is a journal, and why is it so important in your transition to practice as a nurse? A Reflective Journal provides an opportunity for you to consider the clinical theories you learnt during your degree and link these to your experiences in practice through your own personal writing.

By writing regularly (eg: weekly) in your journals about your thoughts, observations and responses to experiences in clinical practices you will develop a record enabling you to reflect on what these experiences mean to your personal growth, understanding, and development as a nursing professional.
Principles of Reflective Journaling:

- Reflective journal writing is an opening: a way to explore what we can become without being judged. Stories are a gift to ourselves and others, and express the uniqueness of individuals and their circumstances as well as the common ground they share.
- What we bring to an experience is essential to our understanding of what occurs. This is influenced by our past, our future, and our present world-views.
- A deeper understanding enables us to integrate former learning with experiences, to form relationships between parts of knowledge, and to search for meaning.
- We reflect because issues arise that need to consideration both before and after we act. As nurses, we are agents of history for ourselves and others.
- Critical reflection promotes an understanding of diversity in beliefs, values, behaviour, and social structures. Any claims to a universal truth or total certainty are questioned. The more we share our thoughts and feelings, the more we challenge accepted views of traditions and myths, which have kept alternate interpretations from becoming possibilities.
- Reflection is not a political act.
- Because reflective writing is a personal journey, you write only what you feel comfortable sharing.
- Journal writings are not right or wrong, simply places to discuss movement in thinking.
- Journal entries are reflections, which often evoke more questions than answers. The purpose of forming questions is to help focus on personal meaning and interpretation in the reflective moment.
- Journals are confidential between the student and the instructor.
- Change is the only constant, and writing reflectively offers a way to examine the meaning of change.

Below are some sample questions to help prompt your reflection:

- What have you observed or experienced recently in your clinical practice?
- What stands out as particularly positive or challenging?
- What happened (objective)?
- How did I make you feel?
- How did you respond?
- What exactly did you do? How would you describe it precisely? Why did you choose that particular action? What theories / models / research informed your actions?
- What were you aiming for when you did that?
- What was the outcome?
- Could things have been done differently?
- What I have learnt.
- How will this affect my practice in future?

Please ensure you read over your Reflective Journal prior to Graduate Nurse/Midwifery Program Debriefing sessions. This will prompt you and better equip you to participate, contribute and benefit from the Debriefing Sessions.

Please inform the Graduate Nurse Facilitator if you are having difficulty in completing any aspect of your program requirements.
PERFORMANCE IMPROVEMENT SYSTEM

Performance review of all staff is an ongoing requirement for AWH. The purpose of performance review is to:

- Encourage employees to reflect on their performance and development strategies for progression in their career.
- Share views on the employee’s work performance.
- Find out if there are any work-related issues / concerns that need attention.

For double degree graduates/graduate midwives performance appraisals will be conducted at 3, 6, 9 and 12 months by the Graduate Facilitator.

CONDITIONS OF EMPLOYMENT

Registration and Enrolment:

All RN’s and RM’s must be currently registered with Australian Health Practitioner Regulation Agency (AHPRA), and produce evidence of registration or enrolment on request. Also have a current Working with Children Check and Police Check.

Changes of Address and Telephone Numbers:

To ensure that nursing staff records are kept up to date, any change of address or telephone numbers must be reported to the Human Resources Department by email or phone ext. 7656.

Leave:

Annual Leave

Nursing staff who work the 7 day rotating roster are entitled to 6 weeks annual leave. All annual leave applications must be requested well in advance through the Nurse Unit Manager (NUM) of the unit on which you will be working at the time. They will then notify the Graduate Nurse Coordinator once it has been approved. If the employee is on a shift roster, the projected roster hours must be written on the back of the leave application form (Wodonga Campus). All leave must be requested and approved prior to being taken.

Sick Leave

All employees are entitled to sick leave on full pay, after the first 3 months of service. The extent of the entitlement varies depending on the hours the nurse works per annum. Part-time employees have a pro-rata entitlement, but this does not apply to casual staff.

Sick leave in excess of two days will not be paid unless a medical certificate is produced.

Fulltime employees are entitled to 10 sick leave days per year. Casual staff are not entitled to paid sick leave.

Special Leave / Family and Community Service Leave / Leave without pay
Nursing staff may be granted leave of absence for special reasons.

**EBA Study Leave**

Part time workers are entitled to EBA study leave. In your graduate year 2 of these days are used for graduate study days.

### WARD / DEPARTMENT INFORMATION

**WODONGA CAMPUS:**

**Acute AGEM Unit:**
- Number of beds: 16 (Surgical and Medical)
- Shift times: 0700 - 1530, 1300 - 2130, 2100 - 0730
- Ward Educator: Lynda Brown & Bec Brennan

**The Acute Ward (AGEM unit)** is a 16 bed unit. These beds comprise of medical and surgical patients. Surgical patients include those recovering from General, Urology, Gynaecological, ENT and Ophthalmology.

**Rehabilitation Unit:** consists of 30 beds. 20 of these comprised of rehabilitation patients. These can include pt’s recovery from surgery and medical conditions. The 10 GEM beds comprise of more self-caring patients who are also rehabilitating.

**Renal Dialysis Unit:**
- Number of chairs: 9
- Shift times: 0700 - 1530, 1100 - 1930
- Ward Educator: Lynda Brown

The Dialysis Unit provides total dialysis care to clients with renal failure. It is affiliated with the Northwest Dialysis Service, Melbourne Health and operates under the direction of a Nephrologist.

**Maternity Unit:**
- Shift times: 0700 - 1530, 1300 - 2130, 2100 - 0730
- Graduate Midwifery Program Facilitator: Belinda Andrews
- Clinical Midwife Consultant: Kayleen Filliponi,
- Clinical Support Nurse: Vicki Ferguson
- Student Midwife Program Facilitator: Zorica Hartles

The Maternity Unit is one of the largest in rural Victoria and NSW, catering for an estimated 1600-1800 births annually. The unit comprises of six fully equipped Birthing Suites, 30 dedicated maternity and gynaecology beds, a 14 bed(+) Level 2B Special Care Nursery. The maternity unit is well supported by clinical support staff.
The midwifery continuum provides extended services in the following areas:

- Booking Clinical
- Domiciliary Care
- Neonate Hospital In The Home
- Breastfeeding Support Service
- Specialist Lactation Service
- Midwife Care Program (Lilypilly and Emerald).
- Young Mum’s at Gateway Midwife Care Clinic
- Antenatal Clinic
- Antenatal Education
- Parents and Babies Service
- Ronald McDonald Housing

**Women’s Surgical Unit:**

Shift times 0700-1530, 1300-2130, 2100-0730

A part of the Maternity Unit, is 6 women’s surgical beds. These comprise of general surgical, ENT, gynae, small orthopaedic cases and some medical.

**COU Unit (Close Observation Unit):**

Shift times 0700 - 1530, 1300 - 2130, 2100 - 0730

The COU Unit comprises 4 beds. The unit cares for adults requiring medium to complex intervention and support. At times it is necessary to transfer patients to higher acuity intensive care units such as AWH Albury Campus or metropolitan units for more specialised care. This would include patients requiring prolonged respiratory support or renal replacement therapy. The short stay unit comprises of 2 beds and is situated within the COU unit. These two beds are overflow from pt’s in the emergency department. These patients should be discharged within 24 hours from admission.

Clinical Support Nurse: Alanna O’Connor

**Emergency Department:**

Shift times 0700 - 1530, 1300 - 2130, 1730 – 0200, 2100 - 0730

Clinical Support Nurse Aleece O’Connor

The ED has approximately 25000 presentations each year, and is the referral centre for many rural hospitals and health centres. The ED has 12 monitored beds, 1 resuscitation bay and 2 assessment areas.

**Theatre:**

Shift times 0800 - 1630, 1230 - 2100

Clinical Support nurse Wendy James

There are three theatres and the types of surgery performed includes paediatrics (day surgery only), general, ENT, endoscopy, gynaecological / obstetric and urology.
Day Procedure Unit:

Shift times 0700 - 1530, 1200 - 2030

Clinical Support Nurse Wendy James

The Day Procedure Unit (DPU) looks after a variety of patients from simple day theatre cases, to patients who come in for regular transfusions or infusions. Numbers vary, but the unit may treat up to 40 cases per day.

Health Care at Home:

(Incorporates District Nursing Service, Palliative Care and Hospital in the Home)

- **District Nursing Service (DNS):**
  Provides nursing services to patient’s and their carer’s in their homes.

- **Hospital in the Home (HITH):**
  This program provides an alternative to in-hospital care, providing suitable patients with the opportunity to be discharged from hospital earlier or be totally cared for in their own home.

- **Palliative Care:**
  Offers support and assistance to people to make informed choices about treatment and care options that enhance quality of life and inform end of life decision making processes.

Shift times: 0730 - 1600 or 0930 - 1800 (DNS)
0800 - 1630 or 1300 - 2130 (HITH)

Clinical Support Nurse Michelle Ardern

**EMERGENCIES AND OH&S**

You will receive training and information on all of the below:

**Medical Emergencies:**
AWH has a Medical Emergency Team (MET) system. It can be activated by pressing the MET call buzzers (red) located in all clinical areas or by dialling 333. Once activated the teams from the HDU, Critical Care and ED will respond. Yearly CPR training is mandatory.

**Fire:**
All employees of AWH are expected to be aware of fire safety. Initial campus orientation includes a practical session, which must be repeated every 2 years. As well as this, a unit-based session, which includes locating fire fighting equipment and knowing the evacuation plans for your allocated area, must be completed as soon as possible. This can be achieved by contacting your unit fire trainer.
Other Emergencies:
During your employment, other emergencies may occur. As a general rule, do not place yourself in a dangerous or potentially dangerous situation. If an emergency occurs follow the directions of your NUM or Nursing Supervisor.

Familiarise yourself with the various codes which you may hear announced over the PA system. They are listed on the back of your ID card:

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<th>Code Red:</th>
<th>Fire</th>
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<td>Code Orange:</td>
<td>Evacuation</td>
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<tr>
<td>Code Blue:</td>
<td>Medical Emergency</td>
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<td>Code Purple:</td>
<td>Bomb / Arson Threat</td>
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<td>Code Yellow:</td>
<td>Internal Disaster</td>
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<td>Code Black:</td>
<td>Personal Threat</td>
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<td>Code Brown:</td>
<td>External Disaster</td>
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Manual Handling:
Manual handling education is provided at orientation. Manual handling aids with or without assistance should be used as required. Porters are available to assist as required. Manual Handling training is mandatory and you are required to attend scheduled sessions annually.

Disaster Management:
Each department has a disaster manual (placed in a folder near the Nurse’s Station). Please make yourself familiar with this folder.

VHIMS RiskMan Incident Reporting System:
Incidents are to be reported via the staff intranet connection to VHIMS RiskMan. It is located on the left side toolbar within the ‘Common’ section. The reporting of incidents is expected at AWH. You will not be blamed for an incident which occurs. Instead, incidents are assessed and may result in an improvement to clinical practice or system management.

MEALS, CAR PARKING & SMOKING

Meals:
Meal breaks are to be taken at your allocated time. It is an Occupational Health and Safety (OH&S) requirement that you take your scheduled breaks. Meals can be purchased on site if you wish. Most areas have a fridge for storing meals brought from home.

Staff Cafeteria:
Wodonga
Open for meals at 1200 - 1400 and 1730 - 1930. It offers a selection of hot and cold food and drinks. Tea, coffee and water are available free of charge. A microwave is available for general use. There is a food dispensing machine located near the ED should you wish to purchase something out of cafeteria hours.
Car Parking:
Wodonga
Staff are responsible for parking their private vehicles in public parking areas. Much of the parking directly surrounding the hospital is restricted and is monitored by council parking inspectors. The car park outside Midwifery is mostly unrestricted parking, as is the sports ground car park and the Vermont Street car park opposite the Community Rehabilitation Centre (CRC) at the end of Vermont Street. For evening shifts, you may need to move your car closer to the hospital in your break if you are parked some distance away.

Smoking:
Smoking by staff is prohibited within AWH owned-buildings, AWH-owned vehicles and all highly populated areas including building entrances, outdoor seating areas and high traffic footpaths. AWH is a smoke free environment for all staff. Smoking must take place within allocated areas.

Security:
Swipe Cards:
All AWH staff are issued with a swipe card which provides access to the Campus. The swipe card enables staff to access specific areas within our facility. An individual’s level of access is determined by their role / responsibility within the Campus. Not all staff have the same level of access. Staff should not share cards, as use of the card automatically identifies the user and records the door at which the card was used.

Workplace Security:
Workplace security is required in order to maintain privacy for service users and a safe workplace for staff. If you notice anything that may jeopardise workplace security such as broken or damaged windows, door locks or other security equipment, you need to notify the NUM or Supervisor. You are also required to follow procedures for secure storage of clinical records and medication within your workplace.

Payroll INFORMATION

Pay:
Wages are paid by direct deposit each fortnight into your nominated bank account. The pay period ends on Sunday and wages are paid by the following Wednesday.

Pay Queries:
Contact: Payroll Enquiry Line (02) 6051 7480.
Please leave a message, stating your name, contact number, and enquiry. If you know your payroll number and tell us that, it will be helpful. We will return your call within 24 hours. Or email: paygroup@awh.org.au

Payroll Deductions:
Wodonga
Salary Packaging and Salary Sacrifice are available for Staff.

For further information contact Salary Options on 1300 660 416 or visit the website: www.salaryoptions.com.au
Compulsory Superannuation is paid into either Health Super or Hesta Superannuation. If you do not nominate a superannuation fund the default fund will be Health Super. Please contact HR if you nominate to pay extra tax, or choose to make allocations into separate bank accounts. Extra HECS payments cannot be made via payroll, but you can arrange your own direct payments of HECS through your own bank provided you supply.

Overtime:
Prior approval by either the NUM or ADON is required before the shift completes. This will then be adjusted on Roster On.

Reporting Sick:
When on duty: Notify the relevant NUM if during business hours

When off duty: Notify the relevant NUM if during business hours. If after hours, the ADON on (02) 6051 7595 (Wodonga).

GENERAL INFORMATION

Human Resources:
Enquiries regarding Human Resource issues can be directed to Human Resource Consultant’s on Ext 7652 (Wodonga).

Identification Badges:
The following is AWH Policy:
• Staff must wear identification badges provided by the hospital at all times. Persons accessing staff designated areas without the authorisation to be in those areas will be asked to leave the premises immediately.
• Relatives of staff, families and carers should not be in staff designated areas, as this constitutes a breach of confidentiality.
• Staff should not conduct tours for friends or relatives unless permission is sought and approval granted by the Chief Executive Officer (CEO) or Executive Director of Clinical Operations (EDCO).

STAFF RESOURCES

Library:
The library is situated at AWH Albury Campus and is staffed Monday, Wednesday and Thursday: 0830 – 1700, by the librarian Maggie McCafferty. Her contact number is (02) 6058 4588. There are a number of Nursing, Medical and Allied Health texts and journals available. Internet is available for staff use.
Staff Health, Infection Control:
Sue Nelson is the Clinical Nurse Consultant for Staff Health and Infection Control at AWH. She can be contacted on (02) 6051 7413 pager 413. (Wodonga) / (02) 6058 4416 pager 416 (Albury) or 0408 672 210

Wound Management and Stomal Therapy:
Wound Management Nurse: Jenny Love

Blood – Clinical Transfusion Practice:
Jane Howell – Blood Management Nurse (CNC) can be contacted Monday - Thursday for all enquiries relating to patient blood management and blood products usage
Phone: 0477 301 134

Clinical Education:
Each unit has a Ward Educator or Clinical Support Nurse to assist and support staff as necessary. In-service’s and Education sessions are held frequently- refer to the maternity calendar in the A/N area or the hospital in-service calendar for details. If you would like assistance with any particular clinical skill, ask your Educator or Clinical Support Nurse.

Annexes:

Related AWH Documents:

Accreditation Standards:

Other Relevant Information:

References:

Contact Point: Education Office.

In consultation with:

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