CONTACT PHONE NUMBERS: PROFESSIONAL DEVELOPMENT & RESEARCH UNIT

<table>
<thead>
<tr>
<th>Undergraduate Clinical Nurse Educator/Facilitator available</th>
<th>MSA = Message service</th>
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<tbody>
<tr>
<td><strong>Wodonga Campus</strong></td>
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<tr>
<td>Emma Horsfield / Hellen Wiaczek</td>
<td>Page 626</td>
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<tr>
<td>Zorica Hartles – Midwifery Clinical Support</td>
<td>Ph (02) 6051 7239</td>
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<tr>
<td>Belinda Andrews - Clinical Support Midwife</td>
<td>Ph (02) 6051 7239</td>
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<tr>
<td><strong>Albury Campus</strong></td>
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<tr>
<td>Genevieve Hansen / Dan Brockwell</td>
<td>Page 209</td>
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<tr>
<td><strong>Undergraduate &amp; Graduate Nurse Coordinator (Monday - Thursday):</strong></td>
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<tr>
<td>Sue Scheetz</td>
<td>Ph (02) 6051 7443</td>
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<tr>
<td><strong>Manager, Professional Development and Research:</strong></td>
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<tr>
<td>Debbie Stockton</td>
<td>Ph (02) 6051 7435</td>
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<td><strong>General Enquiries (Hospital Reception):</strong></td>
<td>Wodonga: 02 6051 7111</td>
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<td>Albury: 02 6058</td>
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**Click here for maps of the AWH Albury and Woonga campuses**

**Parking**

Staff and students are responsible for parking their private vehicles in public parking areas. Consideration for consumers and others visiting the health service by parking a short distance from the entrance is appreciated.

- **Wodonga Campus** - unrestricted (all day) parking is available at the sports ground car park at the end of Vermont street. Please use the carp parking area on Vermont St opposite Allied Health only if you are on night shift (for safety reasons).
- **Albury Campus** - students are encouraged to park in the bottom car park for an early (am) shift, and the car park outside Emergency Department for the late (pm) shift (for safety).
SHIFT HOURS:

**Wodonga Campus:**
- **Morning Shift** Acute unit 0700hrs to 1530hrs
- **Afternoon Shift** Acute Unit 1300hrs to 2130hrs

**Albury Campus:**
- **Morning Shift** 0700hrs to 1530hrs
- **Afternoon Shift** 1330hrs to 2200hrs

For specialty placements such as HC@H or OT, you will need to check with the Undergraduate Education Staff as starting and finishing times may vary.

After dark, security escorts are available to escort individuals to their car, if they are unable to travel with a group.

It is advisable that you arrive 10 minutes before the shift so you can put your belongings away, collect your handover sheet and be seated prior to handover. At the beginning of each shift you will be buddied with a nurse, who you will work with for the whole shift. If there are any concerns with the nurse you have been allocated to then discretely inform the undergraduate facilitator/clinical educator or the Nurse in Charge of the unit.

**SUPERVISION:**
Throughout placement, the reality is you will be spending a large amount of time with your preceptor whilst your work will be overseen by the Clinical Educator/Facilitator. At the beginning of each shift you will be assigned to a nurse who has ideally completed the preceptorship workshop. The Nurse In Charge of the shift will allocate a preceptor for you. If you have any queries or have concerns regarding your allocated preceptor you can talk to the nurse in charge or to your Clinical Educator/Facilitator.

**ASSESSMENTS:**
For clinical placement all assessments will be undertaken by the Clinical Educator/Facilitator. Information is collected through direct observation of your work by the Clinical Educator/Facilitator, daily feedback from your preceptor and other staff. This will all be collected and added into your file. You will be expected to participate in debriefing which will occur twice weekly. Fully preceptored placements, such as specialty placements, that do not have an undergraduate educator/facilitator directly observing clinical practice will have their assessments undertaken by a staff member in that area.
COMMUNICATION
Clinical Handover is also an important aspect of nursing. Clinical Handover should be concise and specific to the care that you have given the patient during your shift. All handover sheets must be shredded on completion of your shift. If they become lost during a shift the NUM should be notified immediately. Follow the link below as an example http://www.cec.health.nsw.gov.au/_documents/programs/sepsis/resources-2014/sepsis-tool/sepsis-isbar-tool.pdf

WEEKLY STUDENT SESSIONS (IPL)
Each week a student interprofessional learning (IPL) session is offered at each campus. These are offered to allied health and nursing students and it is strongly suggested you attend. The sessions range from simulation to case studies to topics of interest designed to help you get to know the other students and their disciplines. The sessions are great fun and hope you can come along!
Due to the large number of nursing students 2-3 nursing students attend each week.

Albury IPL – Tuesday 3-4pm in the Allied Health Group Room
Wodonga IPL – Thursday 1-2pm in Vermont Court Room 7.
MEDICATION ADMINISTRATION:

All students who are required to give medication as part of their clinical objectives must be accompanied by a RN at all times whilst administering medications. Students will also be required to read the AWH policy on Drug Administration and demonstrate to the Clinical Educator/Facilitator that they are competent to administer medications during placement. Under no circumstances are students to sign for the medication keys on the wards and no student is to be alone in the locked drug room. An electronic learning package on medications is available on each ward if extra practice is required.

Needle Stick Injury:

Never re-sheath needles and dispose of them appropriately. However, if you are exposed to blood or body fluids please follow the following procedure:

- Keep calm.
- Wash area well / rinse mouth, nose or eyes with water or saline, as relevant.
- Report incident immediately to your Unit Manager or higher.
- Contact the Infection Control Coordinator or Assistant Director of Nursing (ADON) for counselling, and appropriate blood tests.

For further details, refer to the Infection Control Policies, Handling and Disposal of Sharps Policy (listed below) and to the Infection Control Manual (yellow) as required.
Below are the wards that student nurses may attend throughout their placement

- Surgical
- Medical
- Theatre
- CRC
- ICU
- HDU
- Acute
- Maternity
- HITH
- Community Health
- Community Rehabilitation (CRC)

Please follow the web link below for description of each area
http://www.awh.org.au/services/a/

Please return to the generic orientation package in survey monkey to complete the final step of the orientation package