**Welcome!**

All students commencing placement at Bairnsdale Regional Health Service (BRHS) are required to complete this Pre-placement Orientation Checklist.  To get started, please download the [Student Placement Agreement - Student Checklist](https://app.prompt.org.au/download/103585?code=d8830a5c76423bfa054a59a8a6f11247) (it's a Word document you can fill in as you go). By completing this document you are stating that you have read and understood the material.

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Areas that are specific to Nursing, Medical and Allied Health Students will be highlighted and are required to be completed by these disciplines only.

The purpose of this online orientation package is to help make your placement an effective and enjoyable learning experience by providing you with the information you need to know to begin your placement and to understand the organisation and workplace expectations.

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Throughout the following pages you will see the following two symbols:

  This means there is some extra reading to be done

  This means there is a task required of you

**Let's get started**

### Introduction

All students commencing placement will have been sent a roster indicating where and when orientation will commence and which area you will be working in.

Students must submit pre-placement documentation to their Education Provider so they can upload it to the placement system (Placeright) at least two weeks prior to placement. This documentation includes a completed Student Undertaking and Student Declaration and if you are attending an aged care placement you must also submit an Aged Care Statutory Declaration. Please remember to check that you have answered every question and personally signed the forms before submitting them to your provider.

Students must bring along the following evidence to show BRHS Clinical Facilitators on the first day of placement.

* Police check dated within the past three years or not more than six months prior to the commencement of the program of study (whichever is later).
* Current Working with Children Check
* Student University/ RTO photo ID
* Evidence of COVID vaccinations
* (For students on Aged Care placement) Record of Influenza and COVID-19 vaccination
* Immunisation status
* Provision of Hand Hygiene Australia Certificate completed within the 12 months prior to the placement commencement
* COVID-19 Infection Control Training Certificate completed prior to placement commencement
* Provision of Blood Safe ELearning Certificate completed within 12 months prior to placement commencement (for Acute IV placements only)
* Provision of Certificate of Antineoplastic Drug Administration Course (EVIQ) Module 1 – handling antineoplastic drugs and related waste safely prior to placement or within 2 years of placement
* Practical Placement Agreement for students attending RTO’s if BRHS signing if required
* Any pre-existing injury medical condition or health concerns must be declared and where required medically cleared to undertake placement. BRHS offer a Fit –For –Work check but specific only to BRHS and not to be used on other placements. This must be done at 2-4 weeks prior to placement for processing.
* Mask fit test certificate. If students have not had a mask fit test they can make a booking to be fitted via this link [QRG - Fit Testing Critical Information](https://app.prompt.org.au/download/188247?code=d28dcf51-8574-45ae-b278-338f4b113982)

All students MUST submit a current Police Check at least one week prior to placement.  The Police Check must be dated within the past three years or not more than six months prior to the commencement of the program of study (whichever is later) and you must present the original at Orientation. You are also required to submit your Working with Children Check (WWC) as you may be in regular, direct or unsupervised contact with children during your placement.  Your Working with Children Check must be current for the full period of your placement and you must present the original at Orientation.

Failure to submit the above documents one week prior to your placement may result in your placement being suspended until you can produce such documentation.

All documentation is required to be submitted even if you have already completed a placement at BRHS including Police Check and WWC. You are required to re-read the material and complete and sign (nursing only) the [Student Placement Agreement - Student Checklist](https://app.prompt.org.au/download/103585?code=d8830a5c76423bfa054a59a8a6f11247)

Hand hygiene and the Antineoplastic waste management competencies are required to be completed and submitted prior to the commencement of placement. Hand Hygiene needs to be updated every 12 months. If you are attending to blood transfusions you will need to submit and present the Blood safe eLearning certificate one week prior to your commencement. All other documentation and medication calculations (if applicable) need to be completed each placement. Nursing, Medical and Allied Health students are also required to be able to administer Basic Life Support as taught through their respective courses.

Please make sure you read all the information following and complete and submit the required forms.

If you have any queries regarding this online orientation package please contact us. We look forward to seeing you on placement.

*(Bairnsdale Regional Health Service recognises Benalla Health online orientation package, upon which this online orientation package is based.)*

### Confidentiality

Staff, students and volunteers are bound by privacy laws and strict confidentiality must be maintained.  In a regional setting such as this, it is not uncommon to encounter acquaintances amongst the patient population, making adherence to the Confidentiality Policy even more important.

Pre-printed handover sheets are provided in the acute/sub-acute wards and Aged care settings for the purpose of providing patient / resident diagnosis, past medical history and relevant doctors. They must be placed in the shredder bin at the end of the day to protect patient/ resident privacy. Wards will also have white boards located near the nurse’s stations if you need to locate specific patients and staff.



Please read the below policies:

[Privacy and Confidentiality](https://app.prompt.org.au/download/110501?code=e4a38583f2680e1f20a79fdc5540c689)

[Social Media Conduct by Employees - Policy](https://app.prompt.org.au/download/110321?code=72910d569e6a44feb99468170e4dc42f)



Please read, print and sign the [Student Placement - Student Undertaking](https://app.prompt.org.au/download/103381?code=83de86fa0bc8224f873e2c5d749e9923) and email form to education@brhs.com.au.

**Documentation**
Documentation is a vital part of any health professional’s role. As a student you will be expected to meet documentation standards within patient medical records. The following are some essential elements of written reports that ensure effective communication and fulfil legal requirements (please tick each point as you read them):

All documentation is required to be co-signed by your preceptor/supervisor

EMR passwords are required prior to placement. All documentation will be consigned on the EMR platform by your supervisor.

Reports to be complete, accurate and legible.

Reports should be considered and thorough.

Reports to be written according to the clinician’s level of competence.

Reports should be objective, factual and avoid judgements.

Avoid phrases such as “good day”, “appears improved” or “seems depressed”.

Reports to be confidential.

Reports to be written in chronological order regarding date and time.

Reports to be written in blue or black ink.

All entries to include date, time and to be legibly signed using both name and designation.

Abbreviations should be used minimally, within the context and within the bounds of the writer’s specialty.  Check that the sentence makes sense and that the abbreviations used are well-known and recognised.

Reports to be continuous – no lines are to be left between reports and any blank spaces that occur should be lined out.

Person who signs report entry is accountable for entry.

Reports must never be altered by anyone other than the writer.  Any differing opinion is written in progress notes.

Care Plans are to be updated each shift and where a change to care has or will occur, must also be added in the Patient’s progress notes.  Additionally Care Plans are also to be reviewed on a regular basis.  The timeliness is at the discretion of the professional judgement of allied health/nursing staff providing the care.  However if Care Plans are outcome based, some review date should be specified. EMR has been rolled out in the Emergency department and will be further implemented throughout the hospital in 2022. Education will be provided.



Please read [Clinical Documentation - Guideline](https://app.prompt.org.au/download/107112?code=08da5911c27b5cbf3fdbbcdf756b3cea) and Common [Abbreviations](https://app.prompt.org.au/download/103489?code=7ec47c6380c8eca8f9b8e6ceb1b6fb10) for Students list

### Professional Behaviour

All staff, students and volunteers at BRHS must behave in accordance with the Code of conduct and follow the BHRS trade mark behaviours. As a student you are expected to be aware of this code/ behaviours and abide by them whilst on placement.

As a student it is important to consider the following attributes that work towards making your placement successful:

* Remember to treat your placement like a real job.
* Clearly wear your Student Identification badge.
* Wear your university or TAFE uniform if required by your University or Tafe and please ensure your clothes are laundered and ironed daily (this includes Medical staff)
* Seek permission from the patient/carers or the responsible staff before proceeding with an intervention.
* When introducing yourself, state you are in a student role.
* Be aware of and maintain appropriate professional boundaries. As per the Nursing and Midwifery board.



Please read the [Code of Conduct - incorporating Principles and Trademark Behaviours](https://app.prompt.org.au/download/112872?code=5d442590200f5b06fdbfbd6cbe1e0270). Please familiarise yourself with the information provided from the [VPSC Code of Conduct](file:///%5C%5Cfileserver.bairnsdale.local%5Cdata%5CNursing%20Education%5CUndergraduate%20Students%5C2021%5C5.%20Administration%5C04%20Documentation%5C1.%20Student%20Documentation%5C3.%20BRHS%20Policies%20%26%20Procedures%5C11.%20VPSC_Code_VPSE_WEB.pdf)

### Occupational Health & Safety

OH&S policies are available in more detail at BRHS.  You will have access to these whilst you are a student here. On your orientation day you will be shown where to find this information in your work area.

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##### **Emergency Codes**

Should you be involved in an emergency, a large number of people usually arrive very quickly. Depending on the emergency the steps you can take to help would be to clear the area of clutter and perhaps assist other patients or family members to an area where they can sit and wait. Please follow the direction of your preceptor and/or other staff at all times and familiarize yourself with the locations of the emergency bedside buttons, fire extinguishers and evacuation location.

Codes are standard for all Victorian Hospitals and include the following:



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##### **Fire Safety**

It is a fact of life that every year people die as a result of fires within buildings.  However, significantly many more people suffer serious injury and trauma from smoke inhalation and burns. They also suffer from the emotional after effects of a fire.

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Bairnsdale Regional Health contains various types of fire safety equipment, including smoke and fire detectors, smoke and fire alarms, smoke and fire doors, fire suppression sprinklers, fire extinguishers, fire blankets and fire hose reels.  In the event of a fire within Bairnsdale Regional Health, there is a Chief Warden and Area Warden who are required to take charge and coordinate counter measures and supervise evacuation procedures as required.  The fire alarm system notifies the fire brigade via an automatic alarm monitoring service.

In the event of a fire, remember to keep calm, do not shout ‘Fire’ and remember the principles of RACE:



Throughout Bairnsdale Regional Health there are emergency stations which contain the Internal Emergency Procedures manual, a map of each area’s assembly point and the contact details for Area Wardens or relevant appropriate staff to undertake this role. All staff involved have access to Area Warden Role Cards which you can read to familiarize yourself with the role to ensure that you are able to comply with the requirements.

 Please read the [Occupational Health and Safety](https://app.prompt.org.au/download/107124?code=eedcd6ea850682b78fe6272e063647f3)

##### **Emergency Equipment**

Emergency trolleys can be shared by more than one unit. It is a good idea to familiarise yourself with its location.

There is emergency equipment which is located in each patient room and needs to be checked on each shift to ensure everything is present, in date and in functioning order.  Please ensure that if you are responsible for a patient that you remember to check the equipment.  You never know if you may need it!!!!!

Please seek out all emergency trolley and equipment during your first day.

##### **Cytotoxic Drug Waste Handling**

Cytotoxic / chemotherapy agents are high risk medicines used commonly in the Oncology/ Haematology settings. Many patients in Hospital, Community and Aged care settings may be on treatments requiring extra precautions. It is important that Health Care workers are aware of the risk when managing and preventing cytotoxic waste spills. These risks extend until the active metabolites are eliminated from the body cells. Extra precautions and awareness are required within this period.

Please be familiar with the cytotoxic symbol and purple colour and storage of the equipment within your setting.

**Nursing and Medical students** please complete this module to better familiarize yourself with the process and procedure for managing cytotoxic spills at BRHS.

 Please complete the [Cytotoxic Spills](https://app.prompt.org.au/download/110457?code=6f86a31345babfbed1571c0c1ccfae3a) module 1 on the link.

### Manual Handling

Manual Handling covers a wide range of activities including lifting, pushing, pulling, holding, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand tools, and operating machinery and equipment. Because most jobs involve some form of manual handling, most workers are at risk of manual handling injuries. Of course, not all manual handling tasks are hazardous. But it is significant that around a quarter of all workplace injuries are caused by manual handling.

###### What is hazardous manual handling?

Hazardous manual handling means Manual handling that involves any of the following:

* Repetitive or sustained application of force
* Repetitive or sustained awkward posture
* Repetitive or sustained movement
* Application of high force
* Exposure to sustained vibration
* Manual handling of live people or animals – unpredictable actions and behaviour
* Manual handling of loads that are unstable, unbalanced or difficult to hold
* Forces, posture, movements and vibration usually affect each other.

Musculoskeletal disorders (i.e. disorders affecting muscles and joints) associated with manual handling cause significant human suffering and significant decreases in productivity. From recent statistics, strains and sprains affecting shoulder, neck, arm, hand or back, account for 55% of all Work Cover claims; 62% of all Work Cover costs and 70% of long term Work Cover claims (Safework Australia, 2019).

When making an assessment of Manual Handling the following four factors must be considered:



Reference: review the reference on the link provided: http://www.safworkaustralia.gov.au/doc/work-related-musculoskeletal-disorders-australia

### No Lift Policy

This hospital has a NO LIFT policy and by signing the consent (in the student undertaking) means you are aware of and will comply with the policy. If you have not had any patient/manual handling instruction from your education provider, you need to let us know.

There is a range of equipment available for patient/resident handling.  If you are unfamiliar with this equipment or its location, seek out your preceptor or educator for assistance and training.

Do not attempt to use any equipment you are unfamiliar with on your own. All lifting equipment requires two personnel to operate.

 Please read the [Manual Handling Policy (incorporating No Lift)](https://app.prompt.org.au/download/110495?code=d2261c49caaea0f394342cb9944b3b1f)

### Patient centred care

It is important to understand that patient and family centred care forms the basis of the strategic plan for staff and students at BRHS

BRHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

Understanding that each of us has our own lives which can impact on how we deal with others is necessary to ensure that we are able to provide outstanding community services

Please watch and reflect on Empathy the human connection and its relevance to patient centred care: <https://www.youtube.com/watch?v=cDDWvj_q-o8>

Aboriginal Health

BRHS has a strong commitment to closing the health gap for Aboriginal and Torres Strait Islander people. East Gippsland has a large population of Aboriginal people and the information in the training video below is designed to ensure you are aware of the incentives available to help provide a culturally safe environment and to improve the hospital experience and healthcare outcomes of Aboriginal and Torres Strait Islander people.

 Please review this information [Aboriginal Health Unit - General Information](https://app.prompt.org.au/download/146271?code=fcd4c1ac-fac4-4064-ac66-45bfccadf278)

Please view this video to [Aboriginal Patient Journey Video](https://www.youtube.com/watch?v=IajXoP7GTYo)

### Workplace Violence

Occupational violence and aggression is defined as any incident where an employee is abused, threatened or assaulted in circumstances arising out of, or in the course of, their employment.  Adapted from Work Safe Guidance Note, Feb 2003

###### Within this definition:

Threat means a statement or behaviour that causes a person to believe they are in danger of being physically attacked; it may involve an actual or implied threat to safety, health or wellbeing and;

Physical Attack means direct or indirect application of force by a person to the body of, or clothing or equipment worn by, another person, where that application creates a risk to health and safety.

The term ‘occupational violence’ applies to all forms of physical attacks on employees, including:

* Striking, kicking, scratching, biting, spitting or any other type of direct physical contact;
* Throwing objects;
* Attacking with knives, guns, clubs or any other type of weapon;
* Pushing, shoving, tripping and grabbing; and
* Any form of indecent physical contact.

Aggression can include sexual harassment or assault or where an employee is abused or threatened.

‘Physical attack’ is defined without consideration of the attacker’s intent.

In healthcare, clients may exhibit challenging behaviour because of their condition or disability. Regardless of the intent of the perpetrator, or whether the behaviour is a result of clinical symptoms, violence to workers is unacceptable. It is important to identify the reasons behind such behavioural issues in order to control the risks.

###### Tips for crisis prevention

If you encounter aggression in the workplace, remember the following:

1. Become familiar with your own environment
2. Remove potential weapons e.g. scissors/knives
3. Never intervene alone (use a buddy system)
4. Keep escape route open - don’t isolate yourself
5. Respect personal space (yours and theirs)
6. Avoid over-reacting
7. Remain calm
8. Be empathetic and understanding; display non-threatening behaviour, body language and tone of voice
9. Clarify messages and utilise active listening skills
10. Ignore challenging questions and permit to vent verbally in an appropriate manner
11. Isolate aggressive patients if practical
12. Set and enforce reasonable limits
13. Retreat and call other staff, security or police
14. Re-evaluate the situation, know your limitations
15. Report, record and seek debriefing

Please read the policy on [Occupational Violence and Aggression Prevention](https://app.prompt.org.au/download/110710?code=035f62e6dfc5721c9ed255fd7215127e)



**If at any time you feel you require further assistance please do not hesitate to contact:**

* **EAP: For support, advice or to make an appointment: Call 1300 687 327.**
* **Go to**[**www.convergeinternational.com.au**](https://www.convergeinternational.com.au/) **Click Portal Login then enter:**
	+ **Username: BRHS**
	+ **Password: EAP**
* **Nurse and Midwife Support: 1800 667 877**
* **Victorian Doctors Health Program: 9280 8712**

### Infection Control & Hand Hygiene

Infection Control is an integral component of quality improvement in health care, directed towards reducing the incidence of hospital acquired infections and improving health outcomes.  Therefore it should also reduce:

* Patient/client suffering, inconvenience and possible risk to life.
* Patient/client financial charges, Hospital operating costs and the Nationwide cost of health care.
* Infectious risks to hospital staff in the workplace.

Please read the BRHS policy on  [[Infection Prevention and Risk Managemen](https://app.prompt.org.au/download/104643?code=e95f69928cc43637d39f77177dfd8e1e)](https://prod-prompt-documents.s3.ap-southeast-2.amazonaws.com/104643/104643_v3.0.pdf?X-Amz-Expires=86400&response-content-disposition=inline%3Bfilename%3D%22Infection%20Prevention%20and%20Risk%20Management.pdf%22&x-amz-security-token=IQoJb3JpZ2luX2VjEKj%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEaDmFwLXNvdXRoZWFzdC0yIkcwRQIhANbSO5%2FkXmlVqvA4IHF3tcf5LkbT3mnWB%2Fc8zQT8XyGQAiBQnAk%2BwuPd67QpCvR7X7fI%2FeBqjvKISsjvxBuCUhsN4CryAwghEAIaDDc0MjQ5MzU4NTk0MyIMuROggbD8bv%2FlZNzPKs8DfMmvNglPaNbIO3z8e%2B7CBlhX79NrTUetwnSqw2%2Fz9HJqyNaB4MC4ALfA8ZebaOB%2F4xxMHpbVbjhp5tKkE927bc3g9FFOsM9vLsaCrgd4Zvdt4XAK0ZZlIOV0QAx2aR5154zjbVZEHx2R3bDaoCisLgBb2vfIWbSlWDG7%2BvZOmjycJlccIPIZHz%2BMKPbDPOv2oPvD%2FEENxtqsNox9T6RDpwEbA4WYGbBBfB%2BJOU6dsS8FTXbsWrr%2BCHI0j6FhYGDC16iI5rhqZe7OGWbZt8sX8k5kagZlZ%2Forypnx8Q63wIOTHZNasSzSgCQjPIVu16ebyA4dL6Ivrl%2F7QXsrtsSAMQEZ7eyH8pBjcsZIbRgmSVIZ2F9%2BrsrhHoRDt%2FNr3hkn1dMbG8JA6iXaGaIhOOsX5xBmLf%2FcrFbOL5DOu%2FduONIEp7cAGy41U57hnoiZz6oNS4z3%2Bd3Q6MY0s%2B9MbnFQnDaMp2Sw4Me1DQXdsPyYE0HZdNTg%2FyFUyo2mPdIELU0xynktU1CsN6NCrasTe8Ko%2B9GVs5n8ClNbyg8UUnq3QYcnm8MlPv5wX5ohxaJmTFqq8ksDe8iYGYBQN1WGzRCdO6ticlEnzdv6mOL8YD5m4zDEhpiEBjrsAXMZE1KSzXluGbbWpeA1y05uTVxSp7C8487JixN7Fr9RoC93eksxtLKU9x6a8EkPyXJ8ZU%2FcX7aeF0TUDEbwxdNv%2Bkb%2FuVFsOVl3C%2B4hBvDc%2FSZatPp8HYQrE9P2IUHPVjAt5Qcl8dlDEachfsNzBiqVTwBJ7PcK%2FVPa3UGfUBWdbI%2BJ4W1otkLna%2BcrqNMTeJQZdWUdTq7PHTsl82WqMWITjW3hF2zrdMRrLLOVNiBuEk6yZJw2LznW9KHs6WUIEyrttHIlqjsPkA4y8bYLCxk7IIKPooFASUBMLqA42GYbq4bqhdr4aiiCCVXg&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=ASIA2ZYARAIL72VV4UBL/20210426/ap-southeast-2/s3/aws4_request&X-Amz-Date=20210426T022637Z&X-Amz-SignedHeaders=host;x-amz-security-token&X-Amz-Signature=f1e2398d30571d5f8a958762616ff1f04b79e67b02727ff8c290d28e075c6b2b)t

###### **Hand Hygiene**

The single most important measure in reducing the risk of cross-infection is effective hand hygiene by health care workers (HCWs) and ancillary staff.

* Hand hygiene is a term that applies to the process of hand washing, or hand decontamination
* Hand washing involves washing your hands with plain, i.e. non-antimicrobial soap and water
* Hand decontamination involves washing your hands with antimicrobial soap and water or alcohol/chlorhexidine hand rub (ABHR).
* Use of alcohol and chlorhexidine may potentially cause irritation of previously damaged skin (e.g. contact dermatitis)

For hand hygiene to be effective, HCWs in clinical areas must:

* Not wear cardigans or jackets when attending to patients. Uniform sleeves and under garments (spencers) also must not extend below the elbow,
* Keep Jewellery to a minimum - single plain banded rings e.g. wedding ring only. Wristwatches, bracelets and bangles are also not to be worn,
* Keep fingernails short and clean. Artificial nails and nail extensions must not be worn,
* Cover cuts and abrasions on the hand with a waterproof dressing.

We encourage staff to perform hand hygiene using ABHR according to the five moments of hand hygiene set out by the world health organisation these moments include:

* Before patient contact
* Before a procedure
* After a procedure or body fluid exposure risk – including after glove use
* After patient contact
* After contact with patient surroundings

Washing with soap and water is still needed, when you feel it is appropriate to you or when your hands are visibly soiled.

###### **Non Intact Skin**

Non intact skin e.g. cuts, abrasions, or dermatitis, constitute a breach in the skin’s protective barrier and should be covered with protective waterproof dressing (e.g. ‘Opsite’, ‘Tegaderm’) or gloves.

Aqueous-based hand creams can be used to avoid chapped hands. Oil-based preparations should be avoided as they may cause latex gloves to deteriorate.

###### **Hand Care**

All staff are encouraged to maintain good skin integrity. Regular use of moisturising lotions is encouraged. In clinical areas only moisturising lotions endorsed and provided by the facility are to be used, as these are compatible with the hand hygiene products currently in use.

Any adverse skin conditions should be reported to the Occupational Health & Safety Department.

Please read the guideline [Hand Hygiene - Guideline](https://app.prompt.org.au/download/127233?code=a4cf40c76281b068585e105488c100e5)

Please complete the certificate on this site for healthcare workers **https://nhhi.southrock.com/** and email to education@brhs.com.au.

***Note:****If have been on placement at Bairnsdale Regional Health Service before this online learning is still required on an annual basis 12 months from the previous completion date. Please email a copy of the certificate prior to commencing placement.*

###### **Clean between**

Please ensure equipment is wiped between patients with available antiseptic wipes. If you are unsure of which to use please ask your preceptor.

###### **Personal protective equipment (PPE)**

We encourage you to use personal protective wear such as gloves and eye wear in any situation where you may be exposed to patient body fluids or contaminated materials.  This is particularly important if you have any cuts or grazes on your hands; body fluid exposure in this instance would require us to follow our body fluids exposure protocol. The hospital provides powder free, latex free gloves for your use. Full PPE such as eye wear and gowns also available for use and you are encouraged utilise these whenever appropriate and according to relevant guidelines.

If an exposure such as an eye splash or a needle stick injury does occur please see the person in charge of your shift immediately so that the appropriate measures can be put in place, this will include associated pathology screening for yourself and the patient. A formal reporting and documentation process is required along with ongoing monitoring and appropriate counselling.

###### Glove Use

* Gloves are intended for single use only.
* Gloves are to be worn as a standard precaution for staff safety when handling blood or other body fluids
* Routine use of gloves is not recommended when caring for ‘standard precaution’ patients, unless as previously noted, when handling blood or body fluids. Good hand hygiene provides better protection.
* Gloves must be changed between conducting clean and dirty procedures, even if performed on the same patient,
* Gloves must not be washed or cleaned with hand washing agents or alcohol based hand rubs,
* Gloves must not be worn when answering telephones, using computer keyboards, opening doors or writing patient notes.
* Gloves must not be worn when taking linen off the linen trolley.

**Note:**Gloves do not always provide a completely impermeable barrier to the user, therefore it is important that hand hygiene is performed before and after glove usage.

 Please read the policy [Infection Prevention and Control](https://app.prompt.org.au/download/104643?code=e95f69928cc43637d39f77177dfd8e1e)

Please watch the following Video: <https://youtu.be/RIsBB6TmZvA>

### Health & Wellbeing

The aim of the staff immunisation program is to prevent the transmission of vaccine preventable diseases to and from healthcare workers and patients.

All your vaccinations should be up to date before commencing your placement at Bairnsdale Regional Health Service. The following form must be forwarded to the Education Unit at least 2 weeks prior to commencement of your placement.  All students are required to provide evidence of protection against specified infectious diseases including the vaccinations for HCW requirements as per Department of Health regulations.

If you are unsure how to answer the below screening questions please contact the Education Unit on (03) 51503651 or email education@brhs.com.au.  All information provided is confidential and Education Unit will contact you if any follow-up is required before your placement begins.

Covid – 19 attestation is also a requirement prior to and on a daily basis during placement as the health and safety of you, the patients and staff is our top priority.

You will need to signs a daily attestation sheet in each clinical area while on placement declaring you are fit and well to work without any Covid signs and symptoms.

 Please read the policy [Covid 19 - Student Placements](https://app.prompt.org.au/download/147422?code=6904005d-eaf0-4bbc-9949-4d3472298ccc)

 Please read, print and sign the below document

* [Student Placement Agreement - Student Declaration](https://app.prompt.org.au/download/104776?code=6c8c6d67b03ffaf79e719cd60db824ae) and email to education@brhs.com.au

### Nursing specific tasks:

### Medications

Medication management is the system by which health care organisations handle medications.  All nursing students should read the Medication Policy. It is expected that all students attending to medication administration bring suitable resources i.e. a medication administration handbook to refer to on each shift.

Please read the BRHS medication management policy:

[Administration of Medication](https://app.prompt.org.au/download/103864?code=162d0bacd3180a6b577862a4a02f7df7)

### Blood safe

As part of intravenous infusion administration it is a BRHS requirement to complete the Blood Safe module as part of your orientation to the hospital. Most of you should have completed this within your training however if you haven’t yet learnt this component during your course please do not undertake this training at this stage.

 Please copy this link to complete the module: <https://learn.bloodsafelearning.org.au/course/details/ctp>

### Completed!

Thank you for completing the online BRHS Student Orientation, please scan and email all required documents two weeks prior to the commencement of your placement.

Please bring to placement the following documents

* Police check dated within the past three years or not more than six months prior to the commencement of the program of study (whichever is later) – original sighted at Orientation.
* Current Working with Children Check – original sighted at Orientation.
* Student University/ RTO photo ID
* Evidence of COVID vaccinations
* (For students on Aged Care placement) Record of Influenza and COVID-19 vaccination
* Immunisation status
* Provision of Hand Hygiene Australia Certificate completed within the 12 months prior to the placement commencement
* COVID-19 Infection Control Training Certificate completed prior to placement commencement
* Provision of Blood Safe ELearning Certificate completed within 12 months prior to placement commencement (for Acute IV placements only)
* Provision of Certificate of Antineoplastic Drug Administration Course (EVIQ) Module 1 – handling antineoplastic drugs and related waste safely prior to placement or within 2 years of placement
* Practical Placement Agreement for students attending RTO’s if BRHS signing if required
* Any pre-existing injury medical condition or health concerns must be declared and where required medically cleared to undertake placement. BRHS offer a Fit –For –Work check but specific only to BRHS and not to be used on other placements. This must be done at 2-4 weeks prior to placement for processing.
* Mask fit test certificate. If students have not had a mask fit test they can make a booking to be fitted via this link <https://app.squarespacescheduling.com/schedule.php?owner=24578068>

For students attending to medication administration please bring your medication drug handbook or relevant resources.

Please direct any completed documents or relevant correspondence to

Email:    education@brhs.com.au

Phone:  (03) 51503651

Thank you

Learning, Support and Development Unit

Bairnsdale Regional Health Service