



ST. VINCENT'S HOSPITAL

Clinical School Manual

-----o0o0o-----o0o0o-----o0o0o-----o0o0o-----o0o0o-----

I N D E X

CONTENTS	PAGE
INTRODUCTION	1
S.V.H. SITE PLAN	2
ST. VINCENT'S HOSPITAL	3
THE CLINICAL SCHOOL	4
OBJECTIVES OF ST. VINCENT'S HOSPITAL	4
CLINICAL SCHOOL YEARS	5
WHO'S WHO AND WHO WEARS WHAT	7
THINGS TO KNOW ABOUT THE WARDS	10
POINTS TO REMEMBER WHEN SEEING PATIENTS	12
THE ROLE OF THE STUDENT	14
HEADS OF VARIOUS DEPARTMENTS	16
THE HOSPITAL LIBRARY	19
EQUIPMENT NECESSARY FOR STUDENTS	21
CHANGE OF ADDRESS	24
PRESTON & NORTHCOTE COMMUNITY HOSPITAL	24
ST. VINCENT'S STUDENT CLUB	27
OTHER FACILITIES	27
OTHER ACTIVITIES WITHIN THE HOSPITAL	28
DISABLED STUDENTS	28
CONTACT WITH HEPATITIS OR LIVER DISEASE	29

-----o0o0o-----o0o0o-----o0o0o-----o0o0o-----o0o0o-----

-----oOoOoOo-----

I N T R O D U C T I O N

This booklet has been prepared by the staff of the Clinical School to help you become familiar with the Hospital and its routine. The Clinical School Office is situated on the ground floor of the Clinical School building which is in Princes Street. The Office is open between 9 a.m. and 5 p.m.

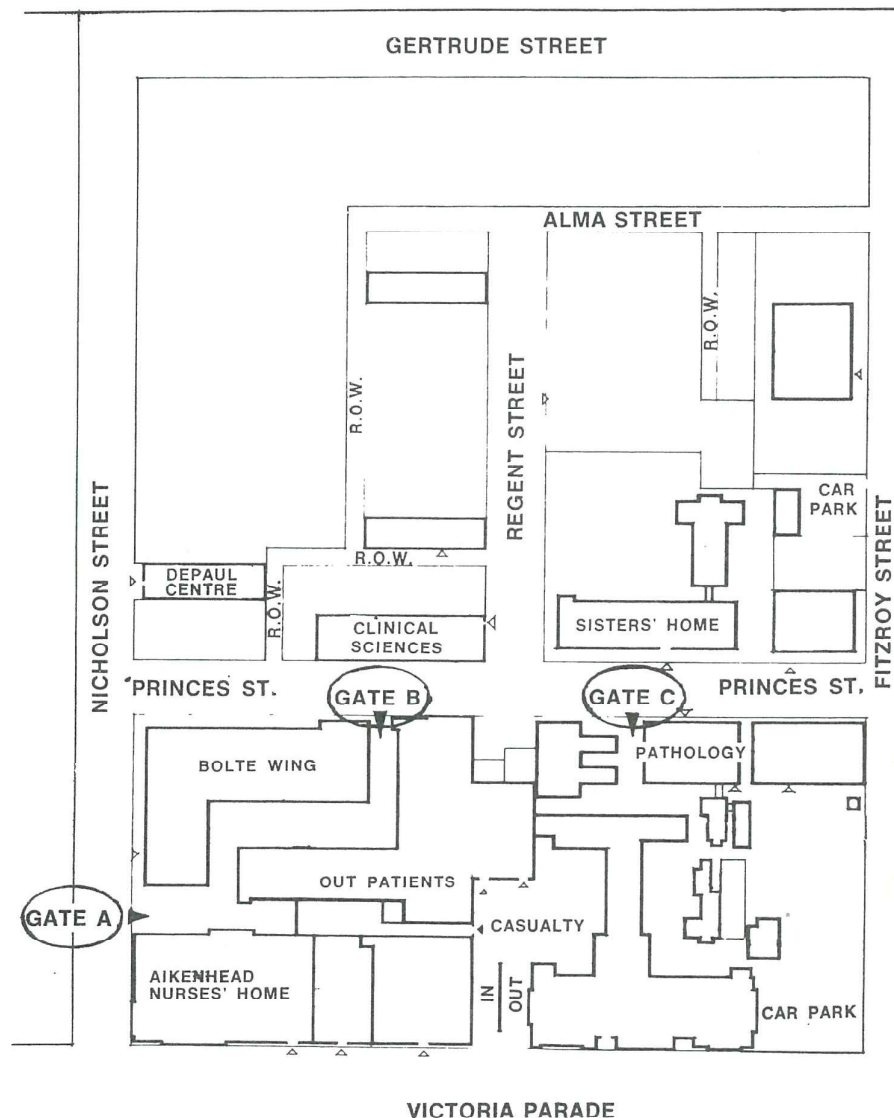
The Clinical School is responsible for all student affairs, such as rostering, teaching arrangements and assistance with student problems. You are encouraged to discuss any problem you may have with us, whether they be with the course or of a more personal nature.

On behalf of the staff of the Clinical School, I would like to welcome you to the Hospital and wish you the best in the coming years.

Dr. Greg Whelan,
Associate Dean (Clinical)

-----oOoOoOo-----

SITE PLAN - ST. VINCENT'S HOSPITAL



ST. VINCENT'S HOSPITAL

St. Vincent's Hospital is conducted by the Sisters of Charity, a religious order founded by a group of five Irish Sisters of Charity who responded to a request made by Archbishop Polding of Sydney for help in caring for the women convicts of the Botany Bay penal settlement in Sydney. When these Irish sisters came to Australia in 1838, the journey took four and a half months.

A Melbourne foundation was established in 1888, and in 1889 three terrace houses were purchased in Victoria Parade, now occupied by the hospital. This was during a time of economic deprivation in the community and one of the earliest activities was the provision of daily meals for more than 200 people.

During the first few years the sisters were mainly occupied in schools but on the 6th of November, 1893, No. 3 of the Victoria Parade terrace was formally opened as a hospital. Adjacent land was bought, a new hospital began and was opened on the 6th of November, 1905.

The Sisters of Charity opened a private hospital in February 1915, close to the public hospital. This was Mount Saint Evin's which has now been replaced by St. Vincent's Private Hospital.

The St. Vincent's School of Medical Research was established in 1957 and the Bolte Rehabilitation Wing was opened in 1975. The centenary of the arrival of the first sisters in Australia was marked in 1938 by the opening of the Caritas Christi Hospice for the terminally ill in Kew.

THE CLINICAL SCHOOL

The Clinical School commenced teaching undergraduate medical students from the Faculty of Medicine in 1910. Three of its graduates, Frank R. Kerr, John Eccles, and Peter McCulloch became Rhodes Scholars. One of the first students was Mary Glowrey who was to become a pioneer missionary in India.

St. Vincent's Hospital was one of the first of the general teaching hospitals to establish specialist departments, beginning with orthopaedics, neurosurgery and urology.

.....
OBJECTIVES OF ST. VINCENT'S HOSPITAL
.....

- (1) To provide within a Christian environment the highest possible standard of care for the sick, and especially for the sick who are poor.
- (2) To participate with the University of Melbourne in the teaching of medical students.
- (3) To conduct a Nurse Training School recognised by the State Authorities.
- (4) To provide continuing education for doctors, nurses, allied health professional staff and all other members of staff.
- (5) To foster medical research.
- (6) To provide community health education.

CLINICAL SCHOOL YEARS

The main subjects of fourth year are medicine and surgery and study for these continues throughout the clinical years and your professional life. Pathology, microbiology, clinical pharmacology and clinical biochemistry will continue to be taught throughout the clinical years. These subjects will be taught in a relevant setting using case studies and presentations with an emphasis on clinico-pathological correlations.

.....
FOURTH YEAR
.....

During the year you will be allotted to medical or surgical units alternately. The main object of this year is to teach you how to communicate with sick people and to obtain and record the details of a patient's symptoms as well as how to examine a patient properly. You will need to learn how to formulate a diagnosis, to present your findings and to be able to discuss the patho-physiology of the patient's clinical condition. You will also be expected to know the principles underlying special investigations and management of a patient. Management includes all forms of therapy, (drugs, surgery, physiotherapy etc.) as well as careful explanation to the patient and consideration of the social and environmental factors.

During the year students will be rostered to Preston & Northcote Community Hospital for teaching in medicine and surgery and to the Royal Victorian Eye & Ear Hospital for teaching in ophthalmology and otolaryngology.

F I F T H Y E A R

This is mainly spent outside St. Vincent's Hospital. Ten weeks are spent at both the Royal Children's Hospital and the Royal Women's Hospital and two weeks each are spent doing Infectious Diseases, Community Health & Forensic Medicine. Students will be at St. Vincent's Hospital for C.T.R.A. (Casualty, Trauma, Resuscitation and Anaesthetics) and psychiatry for four weeks each. Another four weeks will also be spent at Royal Park Hospital doing psychiatry.

F I N A L Y E A R

Options occupy the first ten weeks of final year. Information concerning electives can be obtained from the Clinical School Office. The remaining twenty weeks will be spent in medical, surgical or specialist units of St. Vincent's, P.A.N.C.H., Peter MacCallum Clinic and the Royal Victorian Eye & Ear Hospital.

W H O ' S W H O A N D W H O W E A R S W H A T

MEDICAL STAFF:

Senior Staff (Visiting or Full Time)

Wear long white coats. Their name badges are blue with white printing.

Residents & Interns

Wear long white coats. They have white badges with black printing. Registrars are graduates in their third or later years after graduation. They supervise the work of residents (graduates in their second year) and interns (first year). Laboratory technicians also wear long white coats.

NURSING STAFF:

Registered Nurses

Wear pale blue dresses and identification badges indicating status.

Male Registered Nurses

Wear white uniforms and identification badges indicating status. You should address a male nurse as "Mr."

NURSING STUDENTS:

Female Nursing Students

Wear a fine blue and white striped dress with a white collar and cap. The year of training is indicated by the number of stripes on the cap.

Male Nursing Students

Wear a white uniform with a pocket that follows the same system as the nurses cap, i.e. a first year nurse has one blue stripe etc. A male nurse should also be addressed as "Mr."

State Enrolled Nurses

Wear an aqua uniform.

PARAMEDICAL STAFF:

Ward Clerk

Wears a blue uniform with S.V.H. marked on the lapel. She can be very helpful regarding information about patients going to X-Ray, patients admitted and discharged and generally knows the whereabouts of all patients in the ward.

Orderly (Porter)

An orderly wears a blue top with white trousers.

Dietitians, Social Workers, Speech Therapists

Wear white coats and have a badge indicating their area of expertise.

Occupational Therapists

Wear navy blue cullottes with a white shirt.

Physiotherapists

Wear lime green cullottes with a white shirt.

Radiographers

Male radiographers wear a white coat and female radiographers wear a white uniform.

THINGS TO KNOW ABOUT THE WARDS

In the first place, try to establish a good relationship with the nursing staff. The nursing staff, ward staff and patients should always be treated courteously.

CHARGE NURSE:

When entering a ward you should introduce yourself to the Charge Nurse who will be able to inform you how the ward runs and whether any special arrangements are applicable to that ward.

WARD HOURS:

Wards are open to students from 8.30 a.m. to 5.30 p.m. Monday to Friday. Many wards have rest periods from 12.30 - 2.00 p.m. and are not available to students during that time. Students rostered to work with medical or surgical receiving units may work there outside these hours but must first gain permission from the Charge Nurse.

Allocation of Cases for Clerking

Each patient on admission is allocated to a student for clerking. This is the responsibility of the students and one of the group should be appointed to liaise with the registrar or intern of the Unit. If a patient refuses to see you or becomes upset, seek help from the ward staff.

Clinical Rooms

Each ward has a clinical room for use by the students. Students should not congregate around the ward desk and are not permitted to work there.

Receiving Day

Each medical and surgical unit has a particular day of the week as its "receiving day". In general all patients admitted as emergencies in a 24 hour period are cared for by one medical or surgical unit, which are "said" to be receiving on that day.

Cross Infection

The prevention of cross infection between wards should be a guiding principle for all medical personnel. Some of the wards are "protected". These require a strict gowning and hand washing routine when entering and leaving. If uncertain whether a ward is protected ask!

**NEVER WEAR A HOSPITAL GOWN THAT YOU HAVE WORN
IN ONE WARD TO ANOTHER AND DO NOT USE THEM
AS SUBSTITUTES FOR WHITE COATS !!!!!!!!!!!!!!!**

**** POINTS TO REMEMBER WHEN SEEING PATIENTS ****

The Christian medical tradition recognises a primary responsibility to the patient. This tradition is an extension of the pre-Christian Hippocratic teaching that the role of the physician is never to destroy life but to save life, to restore health whenever this is possible, to support the handicapped, and to provide comfort and relief of symptoms to those who are incurably ill.

The Hospital is a place for treating patients, therefore caring for them takes precedence over everything else. It is the aim of the hospital to provide the best possible medical care for each patient. This remains the ambition, no matter how much the patient may himself have neglected his health. The patients are often seriously ill, many of them are anxious and afraid, and their relatives are also seriously concerned about them. You have a role in the care of patients, therefore it is essential that your appearance which includes your cleanliness and mode of dress, and your conduct should be such that you do not disturb them in any way. You have by now completed three years of University and can be expected to exhibit an appropriate level of maturity and self respect.

Before approaching a patient wash your hands. Then introduce yourself to the patient as a medical student. If he/she is weak or too tired to be seen at that time, come back later perhaps on the following day.

Always respect the patient's privacy and make sure that the screens are pulled during the interview and examination. During the examination it is important that the area under examination be adequately exposed, and for this purpose the examination should proceed area by area, making sure that only the area being examined is exposed at any one time. Remember that what you learn about the patient is confidential information, and this confidentiality should always be strictly respected.

Do not offer opinions to the patient regarding diagnosis or prognosis, as this is not your responsibility and you do not have the necessary competence.

When examining a patient of the opposite sex it is desirable that a nurse should be present.

Do not undertake internal examinations, that is, rectal or vaginal examinations, without first speaking to the Intern concerned in the care of the patient. Always make sure a nurse is present when these examinations are being performed.

When you have finished the examination, thank the patient for his co-operation and make sure that he is comfortable and the bed tidy before you leave.

THE ROLE OF THE STUDENT

Medical students commencing clinical studies may feel uncomfortable in the wards and when talking to patients. Students should understand that they have a real and potentially valuable role to play in the care of patients. The patient often feels that doctors are very busy and does not like to mention new symptoms or ask questions which may be trivial but which are worrying him. The student spends more time with the patient and often establishes a closer relationship than any of the medical staff. A friendly interest in the patient's family life away from the hospital helps to make the patient feel more comfortable in the hospital atmosphere. The student is then regarded by the patient as an important member of the medical team, and may reveal information which had previously been withheld.

You are learning to become doctors by the study of human patients, and you will find them generous and co-operative. The ideals that influence your notions of what sort of person a doctor should be, and what ethical standards should govern his vocational work, will be part of the contribution that you will make to the more senior members of the profession who will be your teachers. They will also learn from you and your high ideals for patient care.

THE IMPORTANCE OF DRESS

When in the wards and out-patients clinics you are required to wear clean, short white coats. Identity cards must be worn at all times. Some of your teaching will be carried out at other hospitals, and you must wear your identity cards there also. In order to guard against cross-infection, you should not take your white coats to other hospitals. You will be issued with gowns at other hospitals.

It is recommended that you have at least three white coats, each labelled with your name in Indian ink and (S.V.H.).

Frayed and dirty jeans are not permitted, nor are thongs or bare feet. Shorts are permitted in Summer, but long socks must be worn. Hair may be long or short, men may be bearded or clean shaven, but hair (scalp and/or beard) must be clean and tidy.

These rules are not for the benefit of the staff but for the reassurance of patients, who are mostly of an older generation than the students. The relationship between patient and doctor is serious and purposeful, not social or casual. People usually dress formally for serious business, and illness is serious to patients.

HEADS OF VARIOUS DEPARTMENTS

Anatomical Pathology:

DR. N.A. DAVIS

PATHOLOGY BUILDING, GROUND FLOOR

Biochemistry:

DR. E. JANUS

PATHOLOGY BUILDING, SECOND FLOOR

Clinical School:

DR. G. WHELAN

GROUND FLOOR, CLINICAL SCHOOL

Casualty Department:

MR. P. BURKE

GROUND FLOOR, DALY WING

Catering Department:

MR. J. FRARACCIO

THIRD FLOOR, HEALY WING

Haematology:

DR. B. RUSH

SECOND FLOOR, DALY WING

Domestic Services:

MR. JOHN FORD

GROUND FLOOR, BOILER HOUSE BLOCK

Medical Administration:

DR. J. GRIFFIN

FIRST FLOOR, 55 VICTORIA PARADE

Medical Library:

MISS S. RUSSELL

GROUND FLOOR, CLINICAL SCIENCES BUILDING

Microbiology:

DR. J. ANDREW

FIRST FLOOR, PATHOLOGY BUILDING

Radiology:

DR. E. GILFORD

LOWER GROUND FLOOR, HEALY WING

University Department of Medicine:

PROFESSOR D.G. PENINGTON

FOURTH FLOOR, CLINICAL SCIENCES BUILDING

University Department of Psychiatry:

PROFESSOR R. BALL

LEVEL TWO, BOLTE WING

University Department of Surgery:

PROFESSOR R.C. BENNETT

SECOND FLOOR, CLINICAL SCIENCES BUILDING

T H E H O S P I T A L L I B R A R Y

The Hospital Library is located on the ground floor of the Clinical Sciences Building, and is open from 8.45 a.m. to 8.00 p.m., Monday to Friday.

The Library collection includes books, pamphlets, journals and some audio-visual materials. Books and pamphlets are available to medical students on overnight loan. They must be borrowed after 4 p.m. and returned by 9.00 a.m. the following day, to ensure that they are available for use in the Library. Journals are not available for loan to students. Photocopying is available at 5 cents per page.

The catalogue is divided into author and title in one alphabetical section, and subject in the other. Each book has a Dewey call number and is placed in numerical order on the shelves. The journals are shelved alphabetically by title, in separate sequences for current bound and unbound issues. The pamphlets are filed in a filing cabinet, alphabetically by subject.

There are only a few simple rules to be observed. Eating, drinking and smoking are not allowed. Quietness is to be observed at all times. In accordance with standard practice in medical libraries, any borrower who fails to return a borrowed book on its due date will incur a fine (\$1.00 per day for each day overdue).

Personal books may be brought into the Library, but all books taken out of the Library are to be submitted for checking.

Library staff members are happy to assist students in their use of the library.

EQUIPMENT NECESSARY TO STUDENTS

TEXT BOOKS:

Text books required for fourth year students are listed on the sheets handed out on the first day of term. A copy is available from the Office if you need to check the list.

STETHOSCOPES:

In past years, Burrows-Wellcome Co. has given new students a stethoscope free of charge. We can only presume that they will continue this service next year. If so, they will probably be distributed during the first week.

It is always wise to have these checked to ensure that they are in good working condition your tutor at your first clinical session will do this for you if asked.

If you wish to buy your own, the Littman is the most highly recommended. A Panascope is much cheaper and is nearly as good.

OPHTHALMOSCOPES:

Every ward has an ophthalmoscope for use by staff and students. There is no need for you to buy one at this stage and you are urged not to until you have experienced using those on the wards.

If you wish to buy one, Welch-Allyn is perhaps the best, but also expensive. Keeler would be the most satisfactory ophthalmoscope in a "reasonable" price range.

A diagnostic set combining both ophthalmoscope and auroscope is better value than buying those separately.

PLESSOR:

It is advised that you have your own plessor. The large 35 cm. plessor is recommended.

These instruments and books may be obtained from various suppliers. Two such suppliers are Medi-Shield Ramsay Pty. Ltd. of 182 Berkeley Street, Carlton and Anax Pty. Ltd. of 416 Heidelberg Road, Fairfield.

NAME BADGES:

Name badges must be worn at all times. If the badge provided to you by the Clinical School is lost, another one may be obtained from Patrick Brothers of 84 Leveson Street, North Melbourne, who can be contacted on 329-9200.

LABELLING OF EQUIPMENT:

Please make sure that your books, clipboards, ophthalmoscopes, etc. are clearly labelled with your name.

WHITE COATS:

Secondhand white coats may be available through the Clinical School Office at a nominal charge. New coats can be purchased via Crown Uniforms or other retailers.

PLEASE NOTE: WHITE COATS MUST BE WORN AT ALL TIMES.

LAUNDRY OF WHITE COATS:

The Hospital Laundry is prepared to launder students' white coats. Please place them in the appropriate bin near the basement lecture theatre when dirty and collect them from the appropriate cupboard in the Students' Common Room when returned.

HELPFUL PUBLICATIONS

Faculty of Medicine Handbook:

This can be purchased from the Bookroom, University of Melbourne. A copy is available in the Clinical School.

Handicapped Students' Handbook:

A University of Melbourne Publication.

Financial Assistance available to Students:

This University of Melbourne publication is available from the Student Financial Aid Office at 272 Faraday Street, Carlton. (345-1844 ext. 6053).

St. Vincent's Hospital Fire Manual & St. Vincent's Hospital Telephone Directory:

This booklet contains information concerning fire prevention and the fighting of fires within the Hospital. It also contains the telephone numbers of the Wards and most of the Departments within the Hospital. It should be available near most telephones within the Hospital.

CHANGE OF ADDRESS:

The address which you put on your application for a Clinical School is the one that is recorded in the Clinical School Office. If you should change either your term address or home address at any time throughout the three clinical years, please notify the Office.

The Clinical School will then notify the Students Record Office and the Faculty Office at the University.

PRESTON & NORTHCOTE COMMUNITY HOSPITAL

In Fourth Year all students currently receive half of their surgical teaching at P.A.N.C.H. and some receive half of their medical teaching there also.

Students thoroughly enjoy the time at P.A.N.C.H. They comment that the entire Hospital Staff is enthusiastic and helpful and the teaching excellent. They are encouraged to see patients in Casualty and to undertake minor procedures. The student supervisor at P.A.N.C.H. is Dr. Jennifer Brown who works in the Medical Administration Office on the first floor.

Students should report to her and make themselves known when commencing their teaching rotation at P.A.N.C.H. Locker keys are available from her secretary. Breakfast and lunch are available in the cafeteria, which

is also one of the main meeting places for socialising.

The Library is situated near the Out-Patients Department on the Ground Floor, East Wing. There are no lending privileges but journals and books can be read there.

Lockers are available in the Student House at 82 Hotham Street. After hours the main Enquiry Desk at the Hospital has a key to this building. Students working in Casualty at night time, and those who stay overnight on receiving nights are accommodated in duty rooms in the Nurses' Home. Access to these rooms is organised through the Nurses' Home Supervisor.

Students should remember when attending P.A.N.C.H. that the physical resources of the hospital are limited. There are no clinical teaching rooms and there is not much space for students to congregate. Students are therefore asked not to use the day rooms as meeting places, or the Sister's Station as a work place. When going to see a patient, students should first check with the Ward Sister and get his/her permission.

Preston & Northcote Community Hospital may be reached from St. Vincent's Hospital by either a Preston or East Preston tram which runs along Nicholson, Gertrude and then Smith Streets. It is approximately a 30 minute ride. Most students car-pool for the drive to and from P.A.N.C.H. Currently parking is easy on side streets, near the hospital.

You should note that an identification label with your name on it should be worn while at P.A.N.C.H., and that the white coats that you use at P.A.N.C.H. should be kept there and not worn when you return to St. Vincent's Hospital or vice versa.

ST. VINCENT'S HOSPITAL STUDENTS' CLUB:

This club organises functions for students and their friends and keeps students aware of interesting issues. All students are automatically members of the Students' Club which elects a committee to run its social and financial affairs. One of the most important functions organised by the Students' Club is the Annual Staff/Student Dinner which is generally held at the end of the year. Accumulated funds are generally channelled back into improved facilities for the Students' Quarters.

OTHER FACILITIES

The State Bank:

There is a branch of the State Bank of Victoria situated in 55 Victoria Parade. It is open between 9.30 a.m. and 4.00 p.m. Monday to Thursday and 9.30 a.m. until 5.00 p.m. on Fridays.

Squash Court:

There is a Squash Court situated behind the Clinical School which is available to all staff and students. Court bookings can be made within 8 days of the time of use. Bookings can be made in a book that is situated at the Enquiry Desk in the Foyer of the Daly Wing. A yearly subscription is payable at the Bulk Store Office, which is situated in the basement near the lifts of the Daly Wing. This entitles people to a key to the squash court.

OTHER ACTIVITIES WITHIN THE HOSPITAL

Clinical Meetings:

The Department of Medicine holds a Clinical Meeting in the Seminar Room on the second floor of the Clinical Sciences Building on Thursdays between 12 noon and 1.00 p.m. Other unit meetings are advertised in the Bulletin of Graduate Studies. The details of these are available on noticeboards throughout the hospital. Students are usually welcome to attend any of these clinical meetings.

Unit/Team Meetings:

Meetings are held in most wards between the Ward Staff and the Social Worker to discuss aspects of the management of some patients. Students are encouraged to find out when these meetings are held and to attend those for their own unit as they will find the discussion valuable.

DISABLED STUDENTS

Amongst our students there may be some who suffer from a physical disability that may warrant some special consideration in teaching as well as examining. In many such cases, evidence of the disability is apparent, and appropriate steps can be taken to assist the student. In certain cases, however, such as profound or partial deafness or partial loss of sight, the disability may not be apparent, particularly in large lecture groups. In such

circumstances, students are invited to notify staff and seek appropriate assistance. If any student is in this position, Dr. Pisasale will be pleased to discuss it and advise on appropriate equipment and to assist in making any special arrangements for exams.

CONTACT WITH HEPATITIS OR LIVER DISEASE

Any student who accidentally pricks his finger with a contaminated needle from a patient with hepatitis or liver disease, or who believes that blood from the patient may have come in contact with broken skin, should present himself to Dr. John Andrew in the Microbiology Department, on the second floor of the Pathology Department so that tests and treatment can be arranged.

-----o0o0o0o-o0o0o0o-----