

Pre-Registration Handbook

Education & Learning – Fitzroy Campus



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Welcome



St Vincent’s Hospital is one of five A1 tertiary hospitals in Melbourne. The Hospital provides general medical and surgical, specialist medical and surgical, state-wide services, extensive training and research and operates an area mental health service for northern and eastern corridors. The facility has extensive networks in rural and regional Victoria and is a major provider of correctional health services. St Vincent’s Hospital Melbourne is committed to facilitating and supporting the professional development of all our nursing staff from pre-registration students, graduates to postgraduate students.

We have a proud history as a major tertiary teaching organisation, providing you with the opportunity to experience a variety of clinical areas while under the guidance of skilled professionals. St Vincent’s Hospital Melbourne (SVHM) is steadfast in its dedication to fostering the clinical learning and professional development of undergraduate student nurses. We achieve this through meticulously organised and comprehensive clinical placements across our acute, sub-acute, aged care and specialty units.

Our Values



Compassion

Our care is an act of love. We are present to and accompany people as they are, and as they need.



Integrity

Our actions and decisions are transparent and aligned with our values.



Justice

Our pursuit of what is right and just empowers us to speak and act with courage on behalf of those in need.



Excellence

Our services are safe and evidence-based, and we continually seek to improve in everything we do.

The Pre-registration Team

SVHM has a dedicated team of pre-registration educators who work specifically to facilitate your clinical placement. The team have a range of clinical backgrounds and work closely with the universities to ensure you have a supportive clinical placement. Responsibilities of the pre-registration team include:

- Providing quality supervision that promotes safe patient care
- Providing clear expectation of student requirements on placement
- Providing constructive feedback throughout the placement
- Complete your required assessments

This handbook contains important information related to your placement. Please look over it prior to attending your first day of clinical placement to familiarise yourself with the organisation.

Pre-registration Coordinator

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Pre-registration Administration

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Pre-registration Educators

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Fitzroy Campus



St Vincent's Hospital Melbourne's main campus is located at **41 Victoria Parade, Fitzroy VIC 3065.**

Education & Learning

The Education and Learning Department is located over two levels, on level 2 and level 3 in the Healy Wing (Building C). Orientation will be held in one of these locations which will be indicated in your orientation email. If your first shift starts with orientation take the lifts in building C to the correct floor and wait on the chairs outside the department. Please see the Orientation section of this handbook for further information related to orientation.

Building A

Inpatient Wards and Specialty Units

The wards in the table below are in building A. To navigate to these wards make your way into the front entrance of the building and use the front lifts to the correct level i.e. 4 East is on the 4th Floor.

The only ward that cannot be accessed from the front lifts is St Augustine's. St Augustine's is our correctional unit, and this can only be accessed from the back lifts. To access these, please see security at the entrance to the Emergency Department entrance. You will also be required to bring a form of identification such as a driver's license to prove your identity and have evidence of your student roster.

<i>Ward</i>	<i>Specialty</i>	<i>Educator Number</i>	<i>Ward Number</i>
4 East	Cardiothoracic/Respiratory	92311432	92314621
4 West	Cardiology	92311432	92314624
5 East	Plastics, Vascular, ENT	92313309	92314624
6 East	Orthopaedics	92314296	92314703
6 West	Oncology, Haematology	92314296	92314877
7 East	Gastroenterology, Colorectal surgery, Urology	92313308	92314741
7 West	Heptobiliary, Upper GI surgery, Breast surgery	92313308	92314740
8 East	General Medicine	92315530	92314829
8 West	General Medicine	92315530	92314874
9 West	Renal, Rheumatology, Endocrinology, Dialysis	92313309	92314830
10 West	Stroke, Neurology, ACE	92313795	
10 East	Neurosurgery	92313795	92314785
<i>Ward</i>	<i>Location</i>	<i>Educator Number</i>	<i>Ward Number</i>
St Augustine's	Level 3 (see access above)	92313309	92314568
ED	Ground Floor	92314176	92314357
ICU	1 st Floor	92314500	92314476
Theatre	1 st Floor	92314529	92314529
Day Procedures	1 st Floor	92311432	92314472
Medical Imaging	Ground Floor	92311498	92314779

Building C

Specialty Units

<i>Ward</i>	<i>Location</i>	<i>Educator Number</i>	<i>Ward Number</i>
Community Nursing	1 st Floor	0437111631	92313817

Building D

Specialty Units

- The security doors to the Daly wing open at 0800hrs
- To make your way to outpatient clinics present to the reception desk on the ground floor
- To make your way to cancer centre go to reception desk and ask to be let through to treatment centre

Ward	Location	Educator Number	Ward Number
Outpatients Clinics	Ground Floor	92311432	92313770
Cancer Centre	1 st Floor	92311432	92313155

Building F

Sub-acute Inpatient Wards

Ward	Location	Educator Number	Ward Number
Rehabilitation	2 nd Floor	92312453	92315361
GEM Unit	2 nd Floor	92312453	92315368

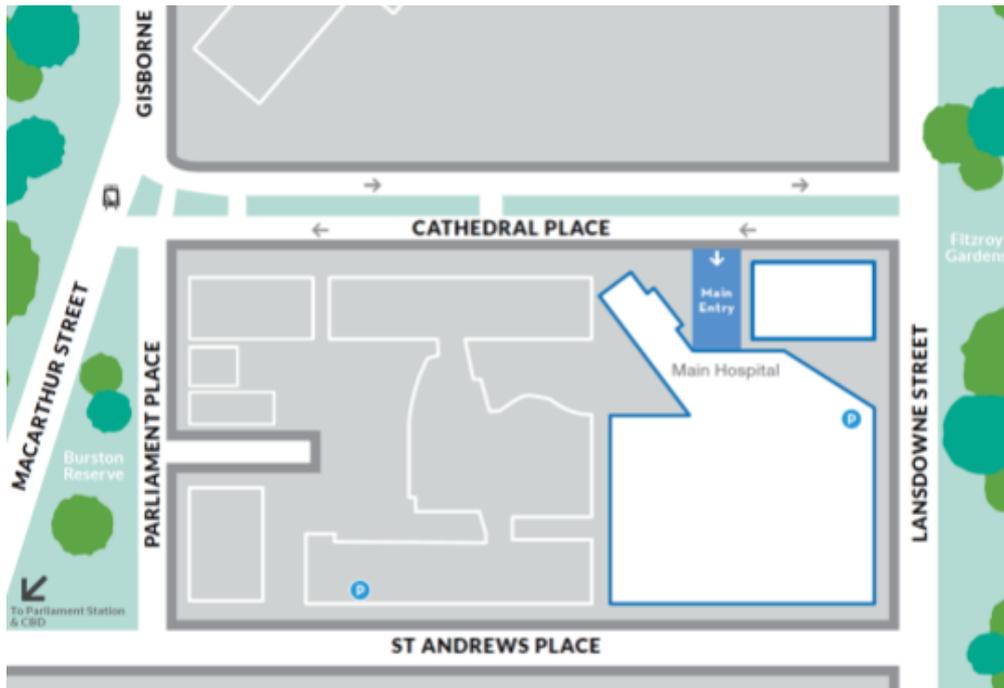
Caritas Christi

The palliative care ward is located at **104 Studley Park Road, Kew**. Please report to the reception of Caritas Christi at the commencement of your shift.



Ward	Location	Educator Number	Ward Number
Palliative Care	Caritas Christi, Kew	90561065	90561055

St Vincent's on the Park



St Vincent's on the Park (SVOP) is located at **11 Cathedral Place, East Melbourne.**

Ward	Location	Educator Number	Ward Number
SVOP Theatre			
Dialysis	6 th Floor (Intercom entry via reception as per directions below)	92313209	92314100



PUBLIC TRANSPORT AND PARKING GUIDE

ST VINCENTS HOSPITAL MELBOURNE - FITZROY CAMPUS

CAR

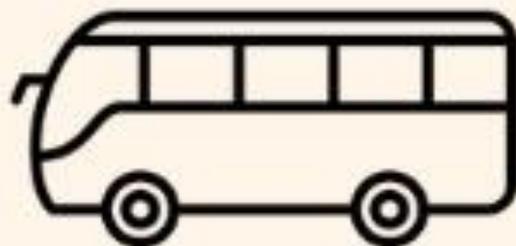
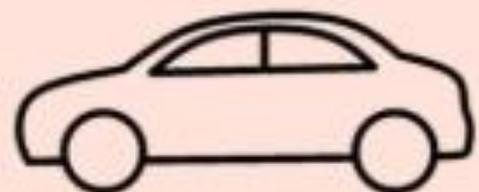
Melbourne Museum Car Park (Refer to website)
Open 5.30am - Midnight



St Vincents Hospital Melbourne Fitzroy Street
Open 6.30am - 10.45pm



Wilson Parking - 90 Victoria Parade
Open 24 hours

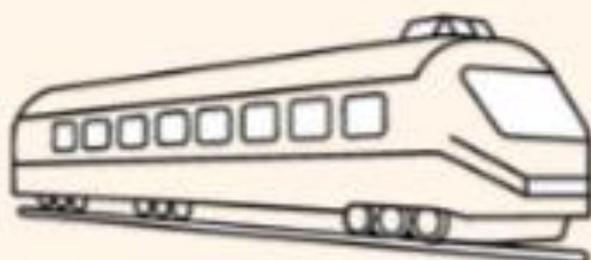
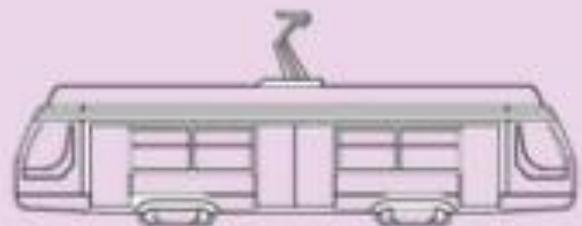


BUS

302: Box Hill
304: Doncaster
350: Latrobe University
907: Mitcham
905: The Pines
906: Warrandyte

TRAM

12: Victoria Gardens
109: Box Hill
86: Bundoora
11: West Preston
96: East Brunswick



TRAIN

Parliament Station is a 5-minute walk from St Vincents Hospital - Fitzroy, providing services to all lines via the city loop.

Code of Conduct



All students are expected to act professionally and ethically as guest of St Vincent's Health Australia. Each student has a responsibility & accountability to exercise good judgement & obtain guidance when in doubt. We each have a personal responsibility to contribute to a work environment that is fair, transparent in its operations, impartial & treats individuals with dignity, courtesy & respect.

You must ensure at all times that the privacy & confidentiality of patients, residents, staff & visitors is upheld. You must not at any time publish or declare any contact details which could be used to invade a patient's privacy or identity. Breaches in privacy are considered a breach in code of conduct & is taken seriously by St Vincent's Health Australia.



Be aware of discussing patients with staff or other students in public spaces such as when you are on a break or in elevators. These discussions should remain in the clinical areas only, between staff who are directly involved in providing clinical care to the patient.

Any breaches in SVHM Code of Conduct will result in escalation to your education provider and your placement will be terminated.

Health & Safety

In order to keep yourself and your fellow workers safe, it is important to always assess the safety of the task you are undertaking and report any concerns.

- ✓ Report any spills, faults or broken equipment to your buddy nurse, educator or the Nurse Unit Manager
- ✓ If you are injured while on clinical placement you must report it to your buddy nurse or educator immediately. Medical assistance will be provided if required.

Reporting an incident helps us to identify occupational issues to ensure that we mitigate the risks in the future for yourself and others.

Emergency Codes

Red	Fire or Smoke	DIAL 2222 Respond: RED Give details and location. Attempt rescue if safe to do so.
Orange	Evacuation	DIAL 2222 Respond: ORANGE Report to Area Warden.
Grey	Patient Violence	DIAL 2222 Respond: GREY Give details and location. Remove self and others from harm.
Black	Police Assistance	DIAL 2222 Respond: BLACK Remove self and others from harm.
Purple	Bomb Threat	DIAL 2222 Respond: PURPLE Report threat, bomb, arson, extortion, suspicious packages.
Yellow	Internal Disaster	DIAL 2222 Respond: YELLOW Give details and location. Remove self and others from harm.
Brown	External Disaster	DIAL 2222 Respond: BROWN Report to Area Warden. Await further instructions. SVH Staff Hotline 1300795885
Blue	Medical Emergency	DIAL 2222 Respond: BLUE Give details and location.
Ivory	<i>Correctional Health</i>	DIAL 2222 Respond: IVORY Give details and location. Part 1 - All other areas (Fitzroy) Part 2 - St Augustine's only

Our emergency codes are standardised with all other Australian healthcare organisations, but St Vincent's has one additional code – a code Ivory. A Code Ivory is called for breaches of security and escalating behaviour in correctional patients.

To call a code, call **2222** and state the following:

- ✓ Type of Code
- ✓ The location
- ✓ The applicable treating unit if relevant

Please report your buddy nurse if you hear a code called in your clinical area and follow the direction of the Area Warden.

While we learning opportunities may arise from these situations, it is imperative that you maintain a safe distance and do not obstruct other staff in completing their role during a code.

Infection Prevention and Control

Hand Hygiene

Infection prevention is every healthcare worker's responsibility. It is imperative that we all maintain effective hand hygiene by following the 5 Moments for Hand Hygiene.



Alcohol-based hand rub (Avaguard or Microshield)	Soap and Water	Glove use
<ul style="list-style-type: none"> • End of each bed • Outside rooms • Utility rooms • Medication Rooms • Procedure trolleys • Use at all times outside of soap and water (right column) 	<ul style="list-style-type: none"> • When hands are visibly soiled • Before eating • After toilet • Patients with Gastroenteritis (use chlorhexidine soap) • C Difficile • Norovirus 	<ul style="list-style-type: none"> • ONLY when handling bodily fluids • Hand hygiene must be maintained prior to donning gloves and after removing gloves • Avoid cross contamination, e.g. when changing soiled bed linen, discard gloves and hand hygiene before touching clean linen

Precautions

During your shift, you may be required to care for patients in contact precautions. It is important to be aware of the infection control requirements to keep both yourself and others safe. Always ensure you understand the correct PPE before entering the room, and refer to your handover sheet, your buddy nurse, and door signage for guidance. As a student, you are **NOT** permitted to enter CPO rooms.



Cytotoxic Precautions

At times, you may also be required to care for patients under cytotoxic precautions. It is essential that you understand and follow the correct PPE requirements to ensure your safety. Always check your handover sheet, confirm with your buddy nurse, and follow the door signage for guidance.



Exposure for students to cytotoxic patients may be present when:
 Assisting with toileting
 Emptying their IDC or bedpan
 Cleaning up vomit or blood

The required PPE is:
 Double glove
 Don eyewear
 Double flush toilet after patient's use

***If any bodily fluids spill on the floor, you MUST NOT clean this up. You must notify your buddy nurse, an educator or the NUM to ensure a trained staff member is responsible for cleaning the spill**

Orientation

For information regarding your orientation to clinical placement at SVHM, please ensure you review the online orientation content by the Friday before your first allocated shift. **You will not be able to commence on the ward until this review is completed.**

[Click here](#) to start your review.

There will be a face-to-face orientation that commences at 1100hrs on your first day of placement ran by the pre-registration educators. You will find details of the location of the orientation in your email. Please refer to the campus map in this handbook to find the location and ensure you arrive in a timely manner.

Please follow the following guide to your orientation day based off shift commencement time:

<p>0700-1530</p>	<ul style="list-style-type: none"> • Make your way to the ward you have been allocated • Leave enough time to find the handover room & locate the place to leave your belongings • Attend the morning handover • Shadow your buddy nurse until 10:45hrs • Your educator will introduce themselves to you during the morning You will attend orientation at 11am
<p>1100-1930</p>	<ul style="list-style-type: none"> • Meet at the location of orientation noted in your email • Attend orientation • You will then have a quick break before attending the afternoon handover at 1300hrs <p>Your shift will finish earlier on this day at 1930hrs.</p>

Daily Expectations of Students

Punctuality

Please arrive at your ward at least 10 minutes before your shift begins to ensure you have enough time to put your belongings away. Handover will start at the start time of your shift, which means if you are late and miss handover you are not safe to care for the patients and will be sent home from the shift due to the potential risk to patient safety.

If a student is late or will not be attending placement for the allocated shift, they are to contact the Clinical Nurse Educator, as discussed on orientation. Please see Sick Leave section of the workbook for process.

A student is not to leave their shift before the rostered completion time, unless approved by the Clinical Nurse Educator. In extenuating circumstances, please contact the Clinical Nurse Educator. Any time absent from placement will be reflected on your time sheet.

Dress Code and Hygiene

Students are required to always wear their university approved uniform, including:

- Uniform is clean and in a good condition
- Black or navy pants
- Closed toe, non-slip, black shoes
- University student photo ID and name badge (at all times)
- Clean and short fingernails – no nail polish
- Clean, neat and secured hair
- Neat and trim facial hair
- No wrist watches or jewellery

You must be able to adhere to the SVHM infection control policy of remaining bare below the elbows.

Healthcare environments require close and often prolonged contact with patients, colleagues, and members of the multidisciplinary team. As such, being clean, well-groomed, and maintaining personal hygiene is not only a matter of personal dignity but also a reflection of your professionalism and respect for others. Patients and staff alike may be sensitive to strong odours, and maintaining good hygiene is an essential part of ensuring a comfortable and safe environment for all.

It is important to adopt consistent personal hygiene practices, such as:

- Daily bathing or showering
- Wearing clean clothes and uniforms each day
- Using deodorant or antiperspirant
- Laundering uniforms regularly

Students will be asked to leave placement if they are not meeting the uniform requirements.

Preparation

Students are required to attend placement prepared for their shift. This includes completing the pre-placement orientation requirements. Students must bring all necessary equipment including a pen, pen torch, stethoscope and small notebook.

Daily shift expectations

- Show engagement in your own learning and take initiative in completing patient care
- Communicate with respect to all ward staff, your buddy nurse, educator and patients
- Discuss expectation of patient load and collaboratively allocate appropriate patient/s for your shift under the supervision of your buddy nurse
- Complete detailed time planner for your focus patient. Don't forget safety checks, research and breaks.
- Complete comprehensive research for focus patient including patient diagnosis, past medical history and medications. Link the connection between these back to your patient to demonstrate critical thinking
- Complete all nursing interventions for your focus patient within your scope
- Complete head-to-toe assessment and be prepared to provide an ISBAR handover about your patient
- Develop systematic documentation skills

Most importantly, we want you to seek out new learning opportunities for improvement and show receptiveness to feedback.

Scope of Practice

Students are to work under the clinical supervision of a Registered or Enrolled Nurse. This may be in the form of direct or indirect supervision depending on what the task, and university scope of practice is. All documentation written by a student in the clinical file is to be co-signed by a Registered or Enrolled Nurse. A student should only provide direct clinical care within their level of knowledge and experience, university scope of practice and in accordance with St Vincent's policies, procedures and guidelines.

It is your responsibility to understand and practice within your own scope of practice and to adhere to SVHM policies. Any breach of scope of practice, or failure to comply with organisational policy will result in notification to your education provider and termination of your placement.

Sick Leave

Please do not come to placement if you are sick or having any symptoms at all.

If you show any flu/cold like signs or symptoms you **MUST NOT** come to placement and have a respiratory (COVID/Influenza/RSV) swab completed. These include; fever, cough, runny nose, shortness of breath, nausea or vomiting, or sore throat. Even if your COVID RAT/swab returns negative, you are unable to return to placement until you are symptom free.

If you have had gastro symptoms you need to be clear of symptoms for 48 hours prior to returning to placement.

Any absences from placement must be notified to your ward, an educator and your education provider. You need to include these shifts on your time sheet. If you are absent from placement you must provide notification at least **2 hours before the commencement of your shift.**

If you are not able to make it to your shift, please follow the following notification process:

Between 0700-2100hrs	Call educator on number listed on page	Call ward nurse in charge on number listed on page
From 2100-0700hrs (outside educator shift times)	Email svhm.education.clinicalplacements@svha.org.au	Call ward nurse in charge on number listed on page

Please provide notification of your absence and supporting documentation to your education provider as soon as possible so they can assist you with your clinical hours required for your course.

Support, Diversity and Inclusion at SVHM

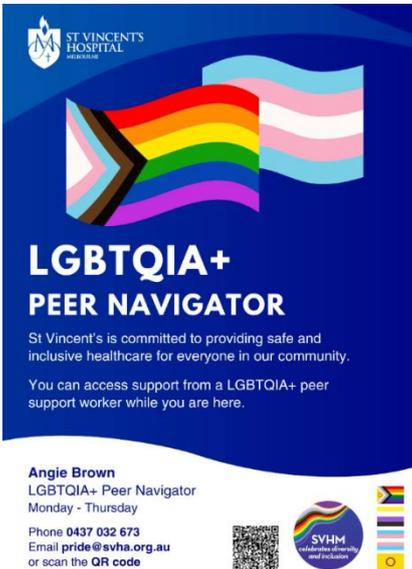
First Nations Support

As a leading health care provider to First Nations patients for metropolitan Melbourne, it is well recognised that growing the Aboriginal health workforce will have a positive impact on health outcomes for Aboriginal people. For staff members who identify as Aboriginal or Torres Strait Islander, there is a First Nations Practice Development Nurse who you can reach out to for cultural and wellbeing support.

Molly Kennedy
First Nations Practice Development Nurse
molly.kennedy@svha.org.au
Ext. 12438



LGBTQIA+ Peer Navigator



LGBTQIA+ PEER NAVIGATOR

St Vincent's is committed to providing safe and inclusive healthcare for everyone in our community.

You can access support from a LGBTQIA+ peer support worker while you are here.

Angie Brown
LGBTQIA+ Peer Navigator
Monday - Thursday
Phone 0437 032 673
Email pride@svha.org.au
or scan the QR code





The LGBTQIA+ Peer Navigator draws on their lived experience and expertise to provide direct peer support and navigation to Rainbow communities accessing healthcare at SVHM. The role leads and contributes to various activities aimed at building LGBTQIA+ safety and responsiveness across SVHM.

The LGBTQIA+ Peer Navigator can provide:

- ✓ Peer support
- ✓ Support to LGBTQIA+ people accessing our services
- ✓ Education and training for staff
- ✓ Community links
- ✓ Consultation on inclusive practice, policies and guidelines

Referrals can be made directly to pride@svha.org.au, or get in touch with Angie (angie.brown@svha.org.au) for a chat.

EAP

The Employee Assistance Program (EAP) is a free confidential counselling service providing short-term and solutions focused advice which aims to support and empower you to assist in resolving personal and work-based issues.

Call 1800 818 728 or visit www.accessprograms.com.au

Nursing and Midwifery Health Program Victoria

NMHPV is a free, confidential and independent support service for nurses, midwives and students experiencing sensitive health issues related to their mental health. It is a 24/7 national support service for nurses and midwives providing access to confidential advice and referral. You do not have to be a union member to access this.

You can contact them by phone - 9415 7551