SLHD Nursing Work Experience

Orientation Booklet

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Welcome to SLHD

Welcome to your nursing work experience placement at one of the many health facilities within the Sydney Local Health District (SLHD). We hope this placement provides you with a realistic opportunity to experience first hand the science of practicality of a nursing career. Nursing isn’t for everyone. It is important to obtain a realistic idea of what it is like to be a nurse before you embark on further studies. We hope to be able to assist you in this process.
After downloading and completing all documentation applications to attend a nursing work experience placement can be made directly to the following contacts.

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**Nursing Work Experience is not offered at**  
**Concord Hospital**
The philosophy of the NSW Health system is “Better Health, Good Health Care”

To achieve this SLHD have identified the following issues that will assist with its success:

- Working with our community and staff to develop a shared sense of responsibility and direction

- Working in partnership with other agencies to improve health

- Ensuring that people in SLHD access health services according to need

- Developing effective and efficient health services, which focus on improved health outcomes

- Attracting, developing and retaining the best staff

- Becoming a learning and teaching organisation
Objectives of Your Nursing Work Experience Placement

At the end of the placement the student will have:

- Been provided with a planned and supported opportunity to experience Nursing as a profession
- Participated in clinical and administrative nursing activities under direct supervision
- Observed any clinical or administrative activity with the consent of the patient, the approval from their Nursing Work Experience Preceptor and where appropriate with approval from other health professionals undertaking the activity
- Been provided with a mentor for each placement to ensure their Nursing Work Experience is consistent
• Been informed that Nursing is a valued, rewarding and challenging career that is both scientific and humanistic

• Been provided a broad overview of nursing as a career by providing the student with information on what nursing is and what nurses do

• Been provided access to information regarding the different aspects of nursing as a career to students and thereby promote informed career decisions
Nursing Work Experience Student Rights and Responsibilities

SLHD is committed to providing you with a Nursing Work Experience placement that is realistic and provides an interactive experience that includes ‘hands on’ nursing. To do this, you will need to interact closely with patients, the patients’ relatives, nursing staff and other allied health professionals. This Rights and Responsibilities Agreement informs you of your rights and responsibilities as a participant in the Nursing Work Experience programme within one of our Hospitals.

Your rights and responsibilities are:

Confidentiality

In your application package you were required to sign a ‘Protection of Confidential Information Declaration’. During your work experience placement you will have access to confidential information about the LHD, the hospital, the patients and/or the staff. Information that you may hear, read or be told concerning the hospital, the patients and/or the staff must NOT be disclosed to anyone other than approved hospital nursing, medical or allied health personnel. You cannot copy, photograph or remove any documents from the LHD or hospital other than the documents given to you as part of your Nursing Work Experience Programme for personal educational purpose only.

Work Health and Safety

Work Health and Safety is an important part of Nursing and the hospital environment. While in this environment you may need to adhere to a few Infection Control requirements. These requirements are:

- Wash hands before and after patient contact and normal hand washing requirements
- Wear gloves, protective eyewear and protective apparel in all patient care areas
- Sharp objects are to be placed in yellow sharps containers
- Contaminated waste is disposed in labelled contaminated waste bins
- General waste is disposed into general waste bins
• Exposure to blood and body fluids are to be reported to your ward manager

**Immunisation**

Your Nursing Work Experience will require hands on experience in different clinical settings. The NSW Health Department Policy Directive PD2011_005 requires that you **must** be fully immunised against:

- Hepatitis B
- Diphtheria, Tetanus & Pertussis (Whooping Cough)
- Measles, Mumps, Rubella
- Varicella (Chicken pox, or have had the disease)
- Influenza (if the placement falls during terms 2 and 3 covering the Flu season)
- You may be required to be screened for Tuberculosis (TB) – this decision will be made when you submit your application as well as form 2 and form 3 (TB Declarations)

**Fairness and Equity**

Whilst on Nursing Work Experience you have the right to be treated fairly and with respect. If you believe that you are being unfairly treated then you should discuss this with your nurse preceptor and/or your facility Coordinator for Nursing Work Experience.

**Participation and observation in Nursing Activities**

Your Nursing Work Experience is about a ‘hands on’ experience and you are encouraged to participate and observe all nursing activities that are offered to you. You do however, have the right to choose not to participate or observe. Before you participate in or observe an activity, you must get approval from the patient and your nurse preceptor (or the health professional performing the activity). To do this you must ask both your nurse preceptor and the patient if your involvement is permitted.
Dress Code
Nursing is a profession and you need to dress accordingly. Therefore it is a requirement that all nursing work experience students wear appropriate and professional clothing to a nursing work experience placement. This allows staff to easily identify you as a nursing work experience student and to provide easier interaction between yourself, the staff and the patients in our care. You will need to remove cardigans and/or jumpers when assisting with patient care so make sure you are wearing something appropriate underneath. Jewellery must also be kept to a minimum. This means minimal facial piecing and necklaces, rings, necklaces, bracelets and earrings. If you have long hair you must tie it back so as that it doesn’t dangle in anything. Ensure any make-up is discreet and appropriate.

Personal and Professional Behaviour
Whilst on your placement, you must behave in a manner that does not cause offence or embarrassment to yourself, your school, members of the public and the staff with whom you are working, the hospital or the LHD. You are expected to treat and speak to the people with whom you interact with respect and dignity.

Relationships with Patients
During their time in hospital, patients are very vulnerable and often scared and anxious. You must not develop a personal relationship with the patients and you must avoid any unnecessary or inappropriate physical contact or communication.

Rewards and Gifts
Patients often like to reward those who have helped them with gifts. As professionals we perform the activities we do because we choose to, therefore it is inappropriate to accept a gift from a patient and must be reported to your Nurse Preceptor or Facility Coordinator.
Attendance
If you are going to be absent while on your placement for a day, you, or someone on your behalf must notify your Facility Coordinator for Nursing Work Experience. If you need to arrive late or leave early, you must also make your Facility Coordinator for Nursing Work Experience aware. Your Facility Coordinator for Nursing Work Experience will make your Ward/Unit and nurse preceptor aware of what is happening. If you need to be away from your Ward/Unit for a period of time, you must let your nurse preceptor know that you will be out of the Ward/Unit. This is essential as it is in regard to your safety and a requirement of Work Health and Safety legislation. Someone must know where you are at all times.

Security and Corrupt Conduct
Hospitals are crowded with people, such as staff, approved visitors like yourself and the general public. Some people have no real reason for being in the hospital. Therefore, if you see anyone behaving suspiciously or acting appropriately or witness a criminal activity you must report them to your Nurse Preceptor or an appropriated Staff member as soon as possible. If you, on the other hand, are the one suspected of corrupt conduct or alleged inappropriate behaviour, the hospital will follow its usual processes. If indicated, Security and/or the Police will be contacted. Your school and Careers Adviser will be notified and a teacher may be asked to come to the hospital and take you back to school.

Travel
As a way of offering you a variety of experiences and to ensure that you get the most out of your Nursing Work Experience placement, you may be required to travel within SLHD in approved transport. The purpose of this travel will be to visit patients in their home or to travel between hospital or community sites.
Failure to Meet the Expectation of Conduct

These expectations are easy to meet and are no more than any future employer would expect from you. They are not designed to make your nursing work experience difficult, but more to ensure that you, the staff and the patients are safe and that your experiences whilst on placement, are positive ones. If you do not seem to be to meeting these expectations, you will be given a reminder of them by either your Nurse Preceptor or by the Facility Coordinator for Nursing Work Experience. However, if you do not adhere to the warnings and/or are involved in a serious breach of these expectations, then your school will be notified and you will be asked to leave the Hospital.

EAT BREAKFAST BEFORE EACH DAYS PLACEMENT!

Make sure you eat breakfast before each day’s placement. Nursing is a physically challenging job so you need energy to start your day. In addition, low blood sugar levels contribute to faints and dizzy spells.

Other Important Information Whilst on Your Nursing Work Experience

Keys and Computer Passwords

You may need to access your ward area using a ‘keypad lock’. Do not write this number down or disclose to any other person. If you are given a locker key, please ensure you return it to the ward staff when completing your placement.

Meal Breaks

You are entitled to a 20-minute morning tea break and 30-minute lunch break. Ask your preceptor for directions to the staff cafeteria or café located on site. Students are not to leave the health facility during work time, unless they have permission from the Facility Coordinator for Nursing Work Experience.
Debriefing and Evaluation

Feel free to approach the manager on your ward or your Facility Coordinator for Nursing Work Experience to discuss any matters. We understand this is an exciting time and you may have issues to discuss. A formal debriefing session will be conducted on the last day of your placement.

Commencement Time

The commencement time varies with each facility and the coordinator of nursing work experience will be able to advise you of start times. Not all areas of clinical specialities are available to nursing work experience students and your placement will be dependent on available places within the hospital that allow work experience students at the time you request to attend.

Immunisation Policy Directive

Remember, it is MANDATORY that all grades of students entering any NSW Health Facility are fully immunised as per NSW Health policy directive PD2011_005. Documentation will be required to be completed by your GP providing evidence testifying to this fact and returned to the work experience facilitator prior to work experience commencing. Failure to provide this documentation prior to the placement will result in the placement being cancelled.

Fire Procedures

R  Remove people from immediate danger
A  Alert switchboard – on the emergency number – and nearby staff
C  Confine fire and smoke
E  Extinguish or control fire – if safe to do so
In the event of a Fire, the switchboard operator will call New South Wales Fire and Rescue and alert all hospital staff according to the fire control orders. During normal working hours the Hospital Fire Officer will take charge until the arrival of the team from New South Wales Fire and Rescue.

Before a fire you should know:
- Where all the fire fighting equipment is kept
- Where all the fire exits are located

In a fire Staff should:
- Prevent panic amongst patients and visitors,
- Remain calm,
- Stop people shouting fire, reassure patients,
- Assist as required.

**Code Red** is a Fire/Smoke alert. **Code Purple** is a Bomb Threat alert.

Check with your coordinator what the **emergency number** is at the facility hosting your nursing work experience placement as they are different at each site.

**Security Awareness**

**Prevention**
- Whilst on duty wear your **IDENTIFICATION BADGE**.
- Ensure your personal belongings are locked away.
- Report all SUSPICIOUS incidents IMMEDIATELY.
- Please return your identification Badge at the end of your work experience placement to your facility coordinator.
What should I do if I witness an incident?

Do not approach the person or persons; instead contact your supervisor or the switchboard immediately and then provide the following information:

- Identify yourself and state you need security.
- Describe the incident.
- Give the location of yourself and the building.
- Description and number of offenders.
- If a vehicle is used, registration number, colour and make.

Manual Handling

As a nursing work experience student you are advised to refrain from attempting any activity, which meets the following definition as a Manual Handling task:

“Any activity that requires the use of force to; Lift, lower, push, pull, carry or to otherwise move, hold or restrain people, animals or objects”.

Manual Handling activities come under the authority of the Work, Health and Safety Act (2011). It is an employers’ responsibility to prevent the occurrence of injury and /or to reduce the severity of injuries resulting from manual handling tasks in workplaces. Employers and Employees have a duty of care under the act to each other, visitors and the General Public to take the necessary steps to:

- Consult with each other regarding safety and Manual Handling issues, and to Identify Risks, to Assess Risks and to take steps to Control Risks,
- Evaluate all Risk Control activities and to Design and Re-design the means to effectively control safety risks.
As a nursing work experience student your interests are best served by not placing yourself “at risk” by undertaking any activity for which you have not been trained. Please discuss any queries that you have regarding Manual Handling with your preceptor in the ward/unit where you are allocated to work.

DO NOT LIFT OR MOVE ANYTHING OR ANYONE WITHOUT SPEAKING TO SOMEONE FIRST!
## Suggested activities for nursing work experience students

<table>
<thead>
<tr>
<th>Always under the supervision and observation of an RN or EEN</th>
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</thead>
<tbody>
<tr>
<td>Correctly wash your hands</td>
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<tr>
<td>Assist with bed making</td>
</tr>
<tr>
<td>Search and feel for a pulse rate</td>
</tr>
<tr>
<td>Listen to heart sounds during blood pressure reading</td>
</tr>
<tr>
<td>Read a thermometer</td>
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<tr>
<td>Count a respiratory rate</td>
</tr>
<tr>
<td>Assist a patient with personal hygiene</td>
</tr>
<tr>
<td>Assist with a patient escort</td>
</tr>
<tr>
<td>Assist at meal times</td>
</tr>
<tr>
<td>Feed a baby with your preceptor</td>
</tr>
<tr>
<td>Change a baby</td>
</tr>
<tr>
<td>Palpate a fundus with your preceptor</td>
</tr>
<tr>
<td>Listen to foetal heart sounds</td>
</tr>
<tr>
<td>Read to a patient</td>
</tr>
<tr>
<td>Attend a ward round</td>
</tr>
<tr>
<td>Help check and test equipment</td>
</tr>
<tr>
<td>Find the fire extinguisher</td>
</tr>
<tr>
<td>Attend an in-service education session</td>
</tr>
<tr>
<td>Watch a patient education video</td>
</tr>
<tr>
<td>Attend the handover report</td>
</tr>
<tr>
<td>Interview a nurse or patient</td>
</tr>
</tbody>
</table>
ENJOY YOUR NURSING WORK

EXPERIENCE PLACEMENT