

## Guidelines for Nursing, Midwifery and Paramedicine Clinical Facilitators

The following guidelines are to be observed by all clinical facilitators who attend SLHD facilities.

### 1. **Mandatory compliance**

Clinical Facilitators **must** have met all mandatory verification requirements and be fully compliant in ClinConnect, including ensuring they are currently registered with AHPRA, to attend a clinical placement to oversee students within our facilities. To assist facilitators to know what is required please refer to this webpage;

[https://www.slhd.nsw.gov.au/CCPU/fac\\_verification.html](https://www.slhd.nsw.gov.au/CCPU/fac_verification.html)

### 2. **Seasonal Influenza Vaccination**

- Influenza season is considered to occur between 1 June and 30 September annually.
- As Clinical Facilitators move about the organisation, entering and leaving clinical areas classified as 'Category A High Risk', clinical facilitators must ensure that they have had the **current year's** influenza vaccination. Evidence of this is to be recorded in their ClinConnect file.
- NSW Health advises that the annual flu vax is generally available from mid-April; however, check with your local GP or pharmacy and have it administered as soon as it is available, as it can take up to two-weeks to take full effect.
- The SLHD Clinical Placement Unit can assist clinical facilitators to update this information in their ClinConnect file. Acceptable evidence is to have the influenza vaccination recorded on the vaccination card with a signature, date and practice stamp affixed to the entry to validate the entry as legitimate **OR** provide a vaccination summary from their general practitioner **OR** supply evidence signed by an authorised immuniser, if the facilitator has obtained the influenza vaccination at a mass immunisation clinic at a public facility or pharmacy.
- Facilitators (or students) can email this evidence to [slhd-cpu@health.nsw.gov.au](mailto:slhd-cpu@health.nsw.gov.au) noting their name, DOB and/or student ID number.

### 3. Dress code

- An ID card and name tag must be worn by the clinical facilitator at all times whilst within the public health facility.
- Attire: uniform or professional attire is expected to be worn at all times. No jeans, leggings, midriff blouses, patches, fringes, tracksuit pants, football type socks or scrubs are to be worn.
- Nails: short nails and no nail polish is required to comply with infection control guidelines – please Refer to **3.1 and 3.2 of SLHD Uniform and Standards of Dress Policy (PD2014\_006) available on the SLHD intranet.**

### 4. Facility Orientation

- Clinical facilitators are expected to attend facility orientation with their students.

### 5. Students who are unable to commence placement on day 1

- Clinical facilitators/Education Providers are to negotiate with the local coordinator of nursing, midwifery or paramedicine clinical placements, as to whether the student can commence at a later date.
- Clinical facilitators are not to send these students directly to their allocated wards and are expected to provide orientation for those students who were unable to attend orientation on day 1.
- Students who fail to attend on day 1 will have their attendance recorded in ClinConnect as a 'no-show' to reflect their absence.

### 6. Student allocation

- The student's university ID **must match** the students name recorded in ClinConnect; if it does not, the student will be sent home and the university notified.
- Clinical facilitators must ensure that students remain in their allocated wards and are not to change student's shifts unless this has been discussed and authorised by the local coordinator of nursing, midwifery or paramedicine clinical placements. **This process must be followed to ensure other students are not disrupted and the correct location of the student is recorded in ClinConnect.**

- If a student needs to be reallocated to a different clinical area, the local coordinator of nursing, midwifery or paramedicine clinical placements will contact SLHD Clinical Placement Unit to arrange for the relevant 'template' to be completed by the respective education provider. This document is then returned to the SLHD Clinical Placement Unit which will be forwarded to the HETI, to arrange for the change to be made in ClinConnect.

#### **7. Students' clinical hours**

- Clinical Facilitators are expected to ensure that all students complete a full eight-hour shift and must not authorise students to leave early unless discussing this with the respective Nursing/Midwifery Unit Manager or Clinical Nurse Educator.

#### **8. Surgical follow through in OT / ICU visits / or visits to any other clinical areas**

- All visits to other clinical areas outside of the students allocated ward, needs to be discussed with local coordinator of nursing, midwifery or paramedicine clinical placements and relevant Nursing/Midwifery Unit Manager and/or Clinical Nurse Educator. Facilitators cannot authorise students to escort patients from wards to Operating Theatres with the expectation that they can stay to observe the patient in surgery unless this request has been pre-approved by theatre staff.

#### **9. Students' learning objectives**

- Clinical Facilitators must ensure that students have arrived at their clinical placement with clinical objectives relevant to that placement.

#### **10. Students' on-line eLearning modules**

- At the student's first debriefing with their clinical facilitator, students are to be encouraged to complete all allocated eLearning modules available through My Health Learning. These modules are designed to assist the student to better care for patients in our care. Further information to assist the student is located here <https://www.slhd.nsw.gov.au/CCPU/mandatory.html>

#### **11. Medication administration**

- Clinical Facilitators are not to be involved in the medication administration process; this includes preparation, checking and/or administration of medications.

## 12. Student debrief

- On commencement of the student's clinical placement, Clinical Facilitators should advise the Nursing/Midwifery Unit Manager or Clinical Nurse Educator of any proposed debriefing sessions the facilitator wishes to plan. This is so local staff are aware if students are missing from the ward or unit.
- **Note: for community health placements** students must arrange with their assigned clinician to meet with their facilitator at a time that suits the SLHD clinician. Community Health Nurses cannot transport students back to base to debrief with Clinical Facilitators in the middle of a community health visit.

## 13. eMR access

- Clinical Facilitators must not attempt to arrange eMR access for students who have failed to follow the process that has been mutually agreed between SLHD and partner education providers. The process for all nursing, midwifery & paramedicine students to gain access to the SLHD eMR is located here <https://www.slhd.nsw.gov.au/CCPU/mandatory.html>
- Please remind students that they are not to seek their Nursing/Midwifery Unit Manager or Clinical Nurse Educator's approval to gain access to the eMR. Local staff are not authorised to arrange eMR access for students and applications will be rejected.

## 14. Parking is available on site at each facility:

- **Balmain Hospital**  
[https://www.slhd.nsw.gov.au/balmain/p\\_parking.html](https://www.slhd.nsw.gov.au/balmain/p_parking.html)
- **Canterbury Hospital**  
<https://www.slhd.nsw.gov.au/canterbury/transport.html>
- **Concord Hospital**  
<https://www.slhd.nsw.gov.au/concord/transport.html>
- **RPAH** <https://www.slhd.nsw.gov.au/rpa/transport.html>

Please feel free to contact the SLHD Clinical Placement Unit with any further enquiries – [slhd-cpu@health.nsw.gov.au](mailto:slhd-cpu@health.nsw.gov.au)