

Nursing Students - Before You Start

Concord Centre for Mental Health

Practical Things

What to Wear

Mental Health staffs in the Sydney Local Health District do not wear uniforms. You can wear tidy casual clothing, but please do not wear ripped jeans, shorts or singlet tops. Shoes need to be enclosed with rubber soles (no ballet flats). Long hair needs to be tied back and no neck scarves or lanyards are to be worn. Please keep jewellery worn to a minimum. *General rule: If you can see up it, down it or through it – Don't wear it!*

Student ID and Name Badges

All students must have identification clearly visible at all times – this includes both your student ID card and your name badge.

Transport and Parking

Concord Centre for Mental Health is a 20 minute walk from Rhodes railway station. Bus route 458 runs regularly from Strathfield and Rhodes railway stations. Bus route M41 runs regularly from Burwood station. Entry to Concord Centre for Mental Health is through Gate 3 on Hospital Road, following the driveway until you see the sandstone signage.

Nursing students have access to onsite parking at a rate of \$10/week – access is granted only after parking has been paid for. You will be required to pay the total amount in cash on your first day (e.g. \$30 for a 3 week clinical placement). On the first day, you will have the opportunity to retrieve your vehicle and move it to the onsite parking area once you have paid for parking.

Access to the Wards

General access to and from the wards is through the main entrances. You will be allocated and provided with an access key on your first day of placement. You will be required to pay a \$50 cash deposit for this access key that will be returned to you on your final day of placement after you return it to nursing administration – deposits will be withheld should keys become lost.

Personal Duress Alarms

Personal duress alarms should be worn at all times when in clinical areas – you will be allocated a duress alarm for the entirety of the shift you are working. Duress alarms are worn on your person; either clipped to belt or pants, and is not to be covered by clothing as this interferes with the system's ability to accurately locate you. During your ward/unit orientation you will be shown how to use a personal duress alarm.

Breaks and Time off the Ward

You should be taking your breaks at the same time as your allocated nurse preceptor for the shift. Any time off the ward for debriefs or education organised by your clinical facilitator should also be brought to the attention of the nurse in-charge of the ward/unit at the start of your shift. If you are going to be off sick, in addition to contacting your facilitator we ask that you also call your allocated ward/unit to notify them of your absence.

Food and Drinks

Concord Centre for Mental Health does not have an onsite cafeteria. You will have access to staff rooms with tea/coffee, a fridge to store your lunch and space to take your breaks. Concord Repatriation General Hospital has a cafeteria and coffee cart which is approximately a 5 minute walk from CCMH.

Shift Times

At Concord Centre for Mental Health you may be allocated by your university to work either an AM or PM shift. On the first day **all students and facilitators** should arrive for an **8am start** to complete orientation, regardless of shift allocation. From your second day onwards, please arrive to your allocated ward at least 5 minutes early in time for handover to start promptly. Shift times are as follows:

AM: 07:00 – 15:30hrs

PM: 13:30 – 22:00hrs

Mobile Phones

Your mobile phone should be switched off or on silent and should not be used during work hours for personal use – this is permitted only during scheduled breaks.

Social Media

Please remember that confidentiality is to be maintained at all times. It can take very little information for a consumer to be identified, so caution should be taken when using social media (this includes any comments, photos, blog posts, and 'check-ins'). As a general rule, we ask that you do not take any photos within our mental health facilities/grounds.

Electronic Medical Records (eMR)

If you have completed your online eMR training and have been given a login prior to commencing your clinical placement then you are permitted to access and use the eMR system. You will be able to document progress notes and document medication administration co-signed by your registered nurse preceptor. You will also be able to document observations via Between-the-Flags (PowerForm) and Fluid Balance information (I-view).

Key

Broughton (Building 102) – Rehabilitation and Extended Recovery

Kirkbride (Building 104) – Acute Recovery

Walker (Building 105) – Child and Adolescent (Long Stay)

Norton (Building 107) – Acute (Continuing Care)

McKay East (Building 108) – Intensive Psychiatric Care Unit (IPCU)

McKay West (Building 108) – Male High Dependency Unit

Nursing Administration (Building 109) – **You will meet here on your first day on the ground level at reception**

Manning (Building 110) – Acute (First Presentation)

Manning East (Building 110) – Female High Dependency Unit

Jara (Building 112) – Acute Psychogeriatric

Rivendell – Child and Adolescent (Mental Health Service and Department of Education School)

Mental Health Clinical Nurse Educators

William Tsang – A/CNE Undergraduate and Graduate Nursing Staff CCMH (P 0436 915 382)

Mia Thomas – CNE Concord Centre for Mental Health (P 0491 217 115)