

## **NNSWLHD Student Orientation Checklist**

To be completed and signed by the Clinical Facilitator (or equivalent) & sent to checklist mailbox repository (PTO)

Student Name:	StaffLink No.:
Email Address:	Ph. Number:
Education Provider:	Discipline:
Year:	Education Provider Contact Person:
Area of Placement:	Start date:
Finish date:	Emergency Contact Name:
Contact No.:	Relationship:

Student Coordinator / Supervisor / Facilitator / Clinical Teacher ('Clinical Facilitator'):

Orientation Area	Complete
1. Day 1 – Welcome to NNSWLHD – Requirements of the Clinical Facilitator (CF)	
Welcome - Students to the workplace, and introduce key staff in their work area.	
<ul> <li>ClinConnect – CF is required to open ClinConnect and ensure:         <ul> <li>The student details are correct against their University (education provider) Student ID card</li> <li>The student is verified</li> <li>Attendance/non-attendance of placement is recorded on the first day of the student placement (Student tasks&gt;Manage Commencement).</li> </ul> </li> </ul>	
Orientation Handbook – Information for Students on Clinical Placement	-
CF to provide a copy to the student, with discussion of local governance / protocols / expectations etc. Students need to sign that they have read Orientation Handbook & the CF to also co-sign and date, with file kept.	
<ul> <li>Discuss and develop an Individual Clinical Placement Plan including:         <ul> <li>Placement learning objectives, clinical experience and knowledge of student</li> <li>Finalise the learning activities/timetable/plan for this placement</li> <li>Student's roster and regular opportunities for in/formal supervision and debriefing as needed</li> <li>University / Educator Provider (EP) information, assessment requirements and deadlines</li> </ul> </li> </ul>	
2. Introduction to Facility - Department/Service and Discipline	
Hospital/Community/Department/Service Profile – staffing, description of service/case mix/activity	
Team members roles, responsibilities and contact numbers etc.	
Tour of health facility/campus including local work area, student workspace, staff amenities (e.g. toilets, café, car parking, library etc.). Demonstration of general office & stationary provisions, equipment, notice boards etc.	
Support services - Employee Assistance Program (EAP) 1300 361 008	
3. Communication and Attendance systems	
Administration procedures including telephone systems: protocols for answering phone, taking messages, paging, key telephone numbers (including emergency telephone numbers, photocopier, facsimile, computers, email etc.).	
What to do if sick – Calling in sick & how to leave messages?	
4. Information Technology	
Check access to NNSWLHD computer network – intranet, internet and electronic medical records systems using StaffLink number emailed to student pre placement. For log in and password instructions, ( <u>click here</u> ). BYOD set-up - Medicine – Tweed Hospital and Lismore Base Hospital	
Departmental folder access – If required complete form and Log a ticket with the SWSD on Day 1 of placement commencement (refer to the 'NNSWLHD Clinical Placement Handbook – Information for Facilitators' – found on the <u>NNSWLHD website</u> ).	



b. My Hearn Learning (MHL) - Wandbatory elearning rearing woodues         Students are given access to MHL 33 days prior to their placement commencing. Ideally students will complete prior, but have 2-4 weeks from commencement to do this.         The CF can MHL completions in ClinConnect by going to the 'Student profile'> Student Tasks → Find a Student → Edit → scroll down to MHL Completions.         MHL mandatory training modules for students include:         Introduction to Work, Health and Safety         Hazardous Manual Tasks         Privacy – It's Yours to Keep         Hand Hygiene         Between the Flags – Tier 1: Awareness, Charts and Escalation – Clinical students only         Cyber Security Fundamentals         Infection Prevention and Control Practices         Perisonal Protective Equipment for Combined Transmission-Based Precautions         Security Awareness – All Staff         Additional training modules - <u>HETI training may be required for some disciplines (i.e. nursing and midwifery)</u> <b>6.</b> Work Health & Safety         Education Provider Photo ID Badge, student uniform & LHD ID Security Access Card (provided by site security) to be worn at all times by the student         Emergency contact details – to be documented         Security & Personal Safety – including duress alarm system (where available)         Safe work practices: Fire procedures/exists, Assembly/evacuation areas, Emergency procedures/phone numbers         Waste management         S	Authorith Leave in (MIII)     According Training Medules	
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Standard precautions / Hand Hygiene         Personal Protective Equipment (PPE)	7. Infection Control	
Personal Protective Equipment (PPE)	Fit Testing	
	Standard precautions / Hand Hygiene	
Body substance exposure	Personal Protective Equipment (PPE)	
	Body substance exposure	

## STUDENT DECLARATION

To be completed and signed by Clinical Facilitator – and sent to mailbox repository using naming convention: student name, placement date, education provider and location: <u>nnswlhd-studentchecklist@health.nsw.gov.au</u>

I(Student name)		
Certify that the details contained in this NNSWLHD Orientation checklist have been completed (within the first week of placement).		
Student Signature	Date	
I (Student coordinator/supervisor/facilitator)		
Certify that the details contained in this NNSWLHD Orientation checklist have been completed (within the first week of placement).		
Student Clinical Facilitator Signature	Date	

For more information regarding student placements, go to: <u>NNSWLHD Student clinical placement website</u> or <u>NSW Health Student</u> <u>Placement Central</u>