

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.	
ClinConnect – CF is required to open ClinConnect and ensure: <ul style="list-style-type: none"> • The student details are correct against their University (education provider) Student ID card • The student is verified • Attendance/non-attendance of placement is recorded on the first day of the student placement (Student tasks>Manage Commencement). 	
<u>Orientation Handbook – Information for Students on Clinical Placement</u> CF to provide a copy to the student, with discussion of local governance / protocols / expectations etc. <i>Students need to sign that they have read Orientation Handbook & the CF to also co-sign and date, with file kept.</i>	
Discuss and develop an Individual Clinical Placement Plan including: <ul style="list-style-type: none"> • Placement learning objectives, clinical experience and knowledge of student • Finalise the learning activities/timetable/plan for this placement • Student’s roster and regular opportunities for in/formal supervision and debriefing as needed • University / Educator Provider (EP) information, assessment requirements and deadlines 	
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, (click here). 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 NNSWLHD website).	

5. My Health Learning (MHL) – Mandatory eLearning Training Modules	
Students are given access to MHL 13 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:	
<ul style="list-style-type: none"> • 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 • Personal Protective Equipment for Combined Transmission-Based Precautions • Donning and fit checking of P2 or N95 respirators in NSW Healthcare settings • Security Awareness – All Staff 	
<i>Additional training modules - HETI training may be required for some disciplines (i.e. nursing and midwifery)</i>	
6. 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	
Smoke free workplace	
7. Infection Control	
Fit Testing	
Standard precautions / Hand Hygiene	
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: nswlhd-studentchecklist@health.nsw.gov.au

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
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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
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For more information regarding student placements, go to: [NNSWLHD Student clinical placement website](#) or [NSW Health Student Placement Central](#)