



# Preregistration Orientation (Nursing)

Lifelong *learning,*  
*caring & teamwork*

**AlfredHealth**



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# NURSING

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## Womindjeka

Alfred Health is a leading provider of preregistration nursing professional experience clinical placements in Victoria. Nursing represents the largest sector of the healthcare workforce at Alfred Health, and nursing placements occur across three of our campuses; The Alfred Hospital, Sandringham Hospital and Caulfield Hospital. Alfred Health values, respects and supports preregistration nursing students. We recognise that supporting nursing students on placement, is a key aspect in the creation of our future nursing workforce.

This document and the [Preregistration web page](#) are designed to assist you in preparing for your placement at Alfred Health. Here you will find our welcome video and pre-placement requirements. Please read the information provided carefully and seek clarification where necessary from your clinical preceptor, Clinical Support Nurse (CSN) or the placement team at your university.

Many students find their time at Alfred Health a challenging yet rewarding component of their preregistration program. We hope you enjoy your time at Alfred Health and take every opportunity to maximise your learning in the clinical area. We wish you well and hope that you find your placement at Alfred Health a positive learning experience

 **WATCH:** [Alfred Health - Orientation video](#)

Alfred Health services are located within the lands of the Kulin people.

Alfred Health respectfully acknowledges the Traditional Custodians of this land, the people of the Kulin Nations. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing connection to land and waterways.



## ALFRED HEALTH FELLOWSHIP PROGRAM

Alfred Health offers fellowship programmes to nursing students from Deakin, La Trobe & Monash Universities.

Alfred Health fellowship students undertake placements in diverse health environments across Alfred Health exclusively.

Being an Alfred Health fellowship student exposes you to extraordinary opportunities to learn new skills.



You will undertake placements in specialty areas such as Emergency & Trauma, Intensive Care, Cardiology, Cancer Services, Victorian Adult Burns Service, Heart and Lung Transplant Service.

[Find out more here.](#)



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## About us

Alfred Health is one of Australia's leading public healthcare services. We provide healthcare for more than 700,000 locals who live in inner-southern Melbourne. Alfred Health's catchment reflects our role in providing tertiary, state-wide and specialised health services. Our local catchment includes the local government areas of Bayside, Glen Eira, Melbourne, Port Phillip, Kingston and Stonnington. Our three hospital campuses – The Alfred, Caulfield Hospital and Sandringham Hospital, as well as numerous community-based clinics, provide lifesaving treatments, specialist and rehabilitation services through to accessible local healthcare. We care for a wide range of people across the lifespan.

## Our purpose

- To improve the lives of our patients and their families, our community and humanity

## Our beliefs

- Patients are the reason we are here  
– they are the focus of what we do.
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow



**WATCH** [\*Nursing at Alfred Health: A Career makes a difference\*](#)



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## Our hospitals

We offer almost every form of medical treatment across our multiple sites and three hospital campuses. We provide the most comprehensive range of adult specialist medical and surgical services in Victoria.



**The Alfred** is a major tertiary and quaternary referral hospital and is best known as one of Australia's busiest emergency and trauma centres. It is home to 17 state-wide services, including the Heart and Lung Transplant Service, Victorian Melanoma Service and Major Trauma Service, as well as the national Paediatric heart and Lung transplant service. We provide comprehensive care for the most complex patients. We also train the next generation of healthcare professionals through

our education and learning programs, while working to discover breakthroughs in clinical care through translational research. The Alfred is home to the Alfred Research Alliance (A+) further informing our practice.

**Caulfield Hospital** specialises in community services, rehabilitation, geriatric medicine and aged mental health. The hospital delivers many services through its outpatient and community-based programs. It plays a state-wide role in providing rehabilitation services, which includes the Acquired Brain Injury Rehabilitation Centre and the Transitional Living Service which works to further independence in patients before discharge. Providing care for people in their homes continues to be a key part of the site's work. The Better at Home program offers a diverse range of services outside of an inpatient environment and is aimed at avoiding or shortening the need for hospital admission.



**Sandringham Hospital** is community-focused, providing hospital healthcare for the local area through emergency, general medicine, general surgery, orthopaedics and outpatient services. The hospital works closely with the Royal Women's Hospital and local community healthcare providers. Alongside the hospital's Emergency Department, the Sandringham Ambulatory Care Centre (SACC) plays a vital role treating non-urgent patients, allowing our ED staff to care for higher-

acuity patients. The Sandringham Community Bank® Day Procedure Centre continues to provide a modern, bright space for same-day surgery patients. Obstetric & Neonatal services on the Sandringham Hospital site are provided by The Royal Women's Hospital and are not placement venues for Alfred Health students to access as a result.



**WATCH** [Nursing at Alfred Health](#)



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## Pre-Placement requirements

### Getting to Alfred Health

Alfred Health has three distinct campuses located throughout Bayside. All three campuses are well served by public transport with limited on street parking or limited visitor carparking. Unfortunately due to limited capacity, students are not able to access the staff car parks or receive concessionary parking rates.

Visitor parking rates are \$29 per day at Alfred Health (parking in visitor car park under Alfred Centre, access from gate 3), visitor rates at Caulfield are \$8 per day (\$1 or \$2 coins only), visitor parking at Sandringham is capped at 4 hours for \$16. On street parking restrictions apply and students should adhere to council parking restrictions to avoid incurring fines. You cannot leave your shift to move your car unless you are on a scheduled break. Please plan your travel ahead to ensure your placement is not disrupted.



#### Alfred Hospital

55 Commercial Road  
Prahran 3004  
03 9076 2000

#### [Getting to The Alfred](#)



#### Sandringham Hospital

193 Bluff Road  
Sandringham 3191  
03 9076 1000

#### [Getting to Sandringham Hospital](#)



#### Caulfield Hospital

260 Kooyong Road  
Caulfield 3162  
03 9076 6000

#### [Getting to Caulfield Hospital](#)

### Tips for success:

- To reduce stress when attending your first shift. Please ensure you are aware of your placement site, specific clinical venue and how to access the venue in advance of your start date. If you are unsure of your placement site or clinical venue please clarify with your university placement team when you receive your roster.
- Ensure you are clear about which campus you are going to and be certain about what time you should attend on the first day. Arrive early and make sure you know who you are meeting and where. Roads can be congested and parking can take a while, factor this into your arrival time.
- Students are required to undertake a full range of clinical shifts. Please ensure you have a safe plan for travelling to and from placement that allows for you to undertake early starts, late finishes, nightshifts and weekend shifts.
- Students are strongly encouraged to travel together when possible to enhance safety and reduce financial costs and fatigue that can be caused by travelling to and from placement.



## Mandatory Requirements- Healthcare workers

Your Education Provider has responsibility for ensuring that mandatory requirement documentation has been provided by you and that you are ready to commence placement at Alfred Health.

The following are mandatory requirements:

- Australian criminal history check (Police Check)
- Overseas criminal history check (where applicable)
- Working with Children Check
- Evidence of infection/immunity status for relevant diseases or infections including Influenza and 3 COVID-19 vaccinations
- AHPRA student registration

Non-compliance with the above requirements will result in students being ineligible for placement at Alfred Health.

## Mask Fit Testing

Students at Alfred Health are required to be mask fit tested for an N95 mask. If you have been fit tested in the last 12 months then your university will advise you are compliant. If you have never been tested, or your test was greater than 12 months ago you will be required to book yourself into the Alfred Health Respiratory Protection team for a fit test. You can book your test in the 2 week period before your placement start date & you must have been tested no later than the end of the first week of placement. Please note most testing sessions are conducted at The Alfred site. To book a fit test please email your name, university & proof of allocation to an Alfred Health placement to [RPPenquiries@alfred.org.au](mailto:RPPenquiries@alfred.org.au) please note sessions fill quickly so please be proactive in booking your fit test. It is a student responsibility to update your university placement team of any fit testing result.

## Fitness for Practice

Nurses have a responsibility to maintain their physical and mental health in order to practice safely and effectively (Code of Conduct for Nurses, NMBA, 2018). Being fit to practise requires a student to have the skills, knowledge, health and character to do their job safely and effectively. Nursing practice requires students to meet a range of clinical competencies whilst on placement. These clinical competencies and tasks require cognitive ability, mobility, agility and dexterity, physical exertion and the ability to see, hear and communicate effectively.

At Alfred Health, students' health and well-being are important to us. We are committed to ensuring students are supported and provided with every opportunity to maximise their success in the clinical learning environment. If you believe you have a health, medical condition or disability that is likely to detrimentally affect your ability to safely participate in placement, please declare it to your university placement team at least 6 weeks in advance of your placement start date to allow adjustments to be put in place.

## Diversity, Equity and Inclusion

At Alfred Health, we welcome everyone. Being inclusive and providing equitable healthcare is our commitment. We are working to ensure that our services are fair, accessible and appropriate for all patients, visitors and carers in the community we serve. We extend this to all staff and students.

 **WATCH *Diversity and inclusion at Alfred Health***



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## Allocations and Rosters

At Alfred Health, placements can occur in medical, surgical, mental health, community health or specialist / critical care environments. Placements can take place at any time during the year and experiences are allocated in different ways. Placement allocations are governed by subject intended learning outcomes and student scope of practice which will develop as you progress through your preregistration program.

Fatigue is a risk associated with shift work and excess hours of work. Student who have private employment are advised that attendance and performance on placement must take precedence over their work commitments. Wherever possible, work commitments should be reduced or cleared for the duration of placement. Fatigue has adverse effects on student's health and performance, as well as on patient safety and care.

Your roster will be provided to you by your university placement team. To ensure roster requests are considered by the clinical area, please advise your university placement team of any rostering requirements at least six (6) weeks in advance of your placement start date. On your first day of placement, please check your roster to ensure you have the correct number of hours required for the subject. Contact your Clinical Support Nurse (CSN) if clinical hours are incorrect.

**Please note:** You do not attend shifts on your roster that appear as *"Alfred Hospital: Placeholder no attendance"*.

Time management is a fundamental nursing skill; punctuality is expected in professional workplaces. Students are expected to arrive 10 to 15 minutes before their shift starts, and remaining in the clinical area for the entire time allotted to that shift. Students who leave a shift early, jeopardize the successful completion of their placement. Leaving a shift early is unacceptable and unprofessional behaviour, and may result in the cancellation of the placement.





## Access to electronic medical records (eMR)

Alfred Health is a paperless organisation, and all students are required to create an IT account for each placement block, even if you have had a previous account with Alfred Health. Your eMR username and initial password will be provided to you via email from our IT department. Please keep this safe, do not share it with anyone and do not use log on credentials that are not yours such as those of your preceptor. Passwords need to be a minimum of 13 characters long. Once activated, your IT account will give you on-site access to Alfred Health policies, guidelines and patient electronic records (eMR). The eMR is used for all documentation including recording of observations, documenting nursing notes, documenting comprehensive care plans, recording patient risk assessments and recording administration of medications.

Student IT accounts are activated on the weekend prior to placement start dates. ENSURE that you have followed the directions and signed the request form sent to you, if you have not followed the directions correctly, your account will not be activated and this will delay your access.

Data protection in healthcare is very important. Only access the information you require for patients in your direct care. Do not look up your own medical records, or records for anyone not directly in your care. User access trails are audited regularly, students found to be accessing records inappropriately will have their placement cancelled.

Your preceptor and/or Clinical Support Nurse will orientate you to the student view of eMR and help you to navigate common workflows. All data entered by a student needs to be authenticated by a RN. When you enter data into a patient record, please ensure the RN is aware, so they can authenticate it. Data not authenticated by a RN will not be committed to the patient record. Ensure you identify your text entries as a Student Nurse.

## Pre- Placement Checklist

A great placement depends upon several factors including the extent to which you embrace the varied learning opportunities presented to you and the level of your preparedness for clinical nursing practice. To ensure you get the most out of placement at Alfred Health please ensure you have completed these tasks before your first shift:

- ✓ Reviewed this document and the [Preregistration webpage](#) in full and clarify anything you are unsure of with your university placement team. Remember they aren't available at weekends
- ✓ Formulated a safe travel plan
- ✓ Researched your clinical venue
- ✓ Set learning objectives
- ✓ Ensure your Education Provider has a current contact number for you on record
- ✓ Ensure you are fit to practise
- ✓ Source a copy of your roster
- ✓ Ensure your uniform is clean and you have a university ID badge or name badge
- ✓ Complete the eMR survey to initiate your IT access
- ✓ Ensure you have advised your university placement team of any adjustments required to support you on placement well in advance of the placement start date

We encourage you to be vigilant with your personal belongings while on placement. Do not leave bags, laptops or mobile phones unattended and avoid carrying large amounts of money. Lockers are available to students in most areas of Alfred Health but are not guaranteed. Once you start placement your preceptor will show you a safe place to store your belongings. Alfred Health cannot assume responsibility for items brought to placement. Additional equipment that you may wish to bring include items such as a Stethoscope, a pen light, a four-colour pen, and a small pair of stainless-steel scissors.



## During placement

During placements at Alfred Health, students are encouraged to spend time reflecting on developing an awareness of what is meant by accountability, responsibility and how they affect patient safety and the quality of nursing care.

At Alfred Health you will be supervised and supported by Clinical Nurse Educators (CNE), Clinical Support Nurses (CSN) Clinical Support and Development Nurses (CSDN) and/or Registered Nurses (RN). Your preceptor and the clinical education staff at Alfred Health are here to support and facilitate your professional development.

## Models of Care – Team Nursing

The four principal models of nursing care delivery are primary nursing, individual patient allocation, team nursing and functional nursing. At Alfred Health, we use team and primary nursing. The goal of team nursing is safe, comprehensive and quality patient focused nursing care. In team nursing, nurses work together to identify, plan, implement and evaluate patient care. An experienced nurse is allocated as the Registered Nurse (RN) Team Leader, they coordinate the team & provide clinical support & expertise to team members. Nursing team members may include Registered Nurses, Enrolled Nurses, student nurses, RUSONS and Personal Care Attendants.



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### What to expect from the Preregistration Coordinator

You may have no direct contact with the Preregistration Coordinator during placement. Students work more closely with preceptors and Clinical Support Nurses (CSN). The role of the Preregistration Coordinator is to liaise with Education Providers (universities) and clinical venues to plan all preregistration placements (nursing & paramedicine) across all three campuses of Alfred Health. The role also encompasses quality assurance of placements, responding to issues and strategic planning.

You can contact the Preregistration Coordinator (Sam Miller) via email [undergraduate@alfred.org.au](mailto:undergraduate@alfred.org.au) or phone 0417 993 491 (0800-1630 M-F).

### What to expect from your Clinical Support Nurse (CSN)

A Clinical Support Nurse (CNS) is responsible for supporting bedside nurses in order for them to develop high quality clinical nursing care skills. The role of the CSN is also to support your preceptor, and to liaise with the Preregistration Coordinator. Clinical Support Nurses are assigned to several clinical areas, and may have a large group of students concurrently allocated to their area. Some clinical venues are not covered by CSNs for example community services, Emergency & Trauma, Intensive Care, Operative Suites and Alfred Centre venues. Your preceptor will know if your venue is supported by a CSN. These areas have a different structure of education support and coordinate student support in different ways. Similarly, at Caulfield Hospital there is a clinical supervision model, so the CSNs will complete your assessments. The CSN will liaise with the Preregistration Coordinator as required. You will usually meet your CSN on day one of placement.

Clinical Support Nurses are available Monday – Friday 0730 - 1600.

### What to expect from your preceptor

**Your preceptor is your primary contact whilst you are on placement.** The role of the preceptor is to enhance your competence and confidence as a preregistration students as you transition into the clinical environment. It is important to remember that while supporting you on placement, your preceptor will have a full clinical load. Your preceptor will ensure you are exposed to learning opportunities unique to the clinical area and patient type. You will be rostered to work most clinical shifts with your preceptor. They will complete your assessments during placement, so it is vital that they work closely with you to gauge your level of competency. At times, your preceptor may delegate your direct supervision to another Registered Nurse. For example, there may be a procedure or activity that would be educationally beneficial for you to observe or participate in.

Preceptors provide feedback on your clinical performance to Clinical Support Nurses and the Preregistration Coordinator. Remember to link back in with your preceptor on a regular basis during you shift and whilst on placement. If your preceptor swaps their shift, you can swap with them, your CSN will help you to change your roster. During placement, you may find some of the learning objectives more difficult to achieve than others. If you are having difficulties achieving any of your learning objectives, talk to your Preceptor or your CSN. Remember your preceptor and CSN are there to guide you in developing strategies to achieve your learning objectives.

If you have any concerns, questions or suggestions regarding placement, these should be raised in the first instance with your preceptor who may discuss these with the venue management team (NUM) or the education team (CS&D/ CNM or CSN). If you are having any issues with your preceptor, please escalate this to your CSN when they visit you on shift or by paging them.



## What we expect from students

During placement and throughout your future healthcare career, your professional conduct will be on display due to the nature of your work. Providing patient focused care based on compassion is a fundamental value required of all preregistration students at Alfred Health. Alfred Health expects high standards from students in relation to honesty, integrity and general behaviour.



### **WATCH** Patients Come First - Caring with compassion and respect

Students who demonstrate unprofessional behaviour during their placement will be asked to leave Alfred Health and will have the rest of their placement cancelled. Your university will have a document outlining expected behaviours whilst on placement, please review this. As a part of professional behaviour, punctuality is expected at all clinical venues. Students who consistently demonstrate unprofessional behaviours will be asked to meet with the Preregistration Coordinator.

## Social Media

To ensure your safety while on placement, and to protect your professional integrity we recommend that you do not post anything relating to your placement on social media.

Students are also unable to accept gifts or any form of benefit from a patient/client, that could be viewed as potentially influencing decisions about care or treatment, or be viewed as influencing the impartiality of health care delivery. Ask your preceptor if you are unsure.



## Bullying & Harassment

Alfred Health maintains a zero-tolerance policy to bullying, stalking, harassment or workplace violence.

Reasonable measures will be taken to prevent and eliminate this from taking place in the workplace.

If you believe, you have been subjected to an incident of unacceptable behaviour while on placement at Alfred Health you should report the incident to your Preceptor, Clinical Support Nurse, the Preregistration Coordinator or your Education Provider for support.

## Professional Dress

The professional image you present on placement significantly contributes to the way in which you are regarded by colleagues, patients and the public. Students are expected to wear their clinical uniform whilst on placement as per their Education Provider protocol. Some clinical venues such as theatres may require students to change into scrubs. Students are to change into their clinical uniform at start of their shift (change rooms are available in clinical areas). As per Alfred Health Infection Control Policy you are NOT PERMITTED to wear your clinical uniform to travel to and from work due to transmission risk. Uniforms should be clean and in good condition. A student identification badge must be worn and visible whilst on placement.

## Scope of Practice

It is important for students to take responsibility for understanding and communicating their scope of practice while on placement. Students are expected to understand their limitations and inform venue staff if they are delegated a task they are unable to undertake. Students that act outside of their scope of practice or fail to alert staff that they have been delegated tasks outside of their scope of practice will be removed from placement due to unsafe practice.

## Medication administration

To ensure patient safety and compliance with national regulations and legislation, students are ONLY permitted to administer medications that fall within their scope of practice. Students must NEVER administer a medication that they themselves have not prepared & checked. The supervising RN has final say on student administration of medication, as they hold overall responsibility for the delegation of the task.

Typically, syringe drivers and volumetric infusion pump administer intravenous drugs &/or fluids into a patient's circulator system. Pumps can also administer medications or nutrients to a patient via the subcutaneously, arterial and epidural routes. At Alfred Health students are NOT permitted to adjust the rate or silence the alarms of any pumps without the direct supervision of a RN.

Students should sign the eMR for medications they administer, this then needs to be co-signed and authenticated by the supervising RN. For medications that need to be signed by two RNs, these RN signatures take priority, the student nurse can administer the medication under supervision and document this in the notes section.

Students administering medications without meeting the above conditions will be considered to be acting outside of their scope of practice, they will be asked to leave Alfred Health and the remainder of their placement will be cancelled.



## Non-Attendance at Professional Experience Placement

Student absences due to illness or personal crisis are unavoidable. A student should NOT attend placement if they are unwell or are pyrexial. Preceptors will send home any student not fit to undertake the shift. If you are unwell, physically or mentally, you must seek medical attention at the onset of your illness. Students presenting as excessively tired will be considered as unfit for placement and will be sent home.

As with any workplace arrangement if you are to be absent you are required to:

1. Notify the ward/venue at least four (4) hours prior to the commencement of the clinical shift  
i.e. contact your ward by phone and speak to the Nurse in Charge
2. Notify your CNS via email at least four (4) hours prior to the commencement of the clinical shift
3. Notify via email the Preregistration Coordinator & your university placement team of your non-attendance at least four (4) hours prior to the commencement of the clinical shift
4. Provide documentation via email to the university placement team to support the validity of the nature of the emergency or illness e.g. medical certificate written by a registered medical practitioner. The clinical venue does not need to see this.

### Example of Email:

To: [undergraduate@alfred.org.au](mailto:undergraduate@alfred.org.au)

Subject: Student Absence \*Your Name\*\* Clinical Area\*\* Education Provider\*\*

Dear Coordinator,

I will be absent from placement today as I am unwell. I am on placement on ward \*\*\*\*\*, I am from \*\*\*\*\* University. I have contacted the ward by phone and my University to inform them of this absence.

My next rostered shift is \*\*\*\*\*

Thank you

Full name (as held by the University.)

Failure to follow the outlined protocol can result in the student being placed at risk of failure for unprofessional conduct.

## Non-Attendance related to COVID

Do not attend PEP if you are unwell, if you have COVID-19 symptoms, if you are awaiting the results of COVID-19 screening or if you have been instructed to isolate by Department of Health.

You must complete the [staff self-assessment form](#) if you have COVID-19 symptoms.

Staff from Infection prevention will be in contact with you in due course and advise you of what actions to take. Please list Sam Miller ([undergraduate@alfred.org.au](mailto:undergraduate@alfred.org.au) Preregistration Coordinator) as your manager.



## Returning to Professional Placement Experience after illness

Students experiencing symptoms of viral illness for example Respiratory syncytial virus (RSV) or Gastroenteritis (i.e. norovirus and rotavirus) must not attend placement until they are 48 hours symptom free. Only attend placement when you are well and do not pose a risk to others.

## Make up Hours

Discuss with your CSN or preceptor on your return to placement if there is capacity for you to undertake make up hours. Make up shifts may be incorporated into a fortnightly roster with consideration of previous hours of work, ensuring safe hours and appropriate rest breaks. Make up hours from previous PEP cannot be accommodated unless agreed by the Education provider and the Alfred Health Preregistration Coordinator. Make up hours cannot be added outside of your original placement dates.

## Getting Feedback on your Clinical Performance

Students should seek feedback from staff they work with on every shift. Please utilise the daily feedback forms or 'Stop, Start, Continue' forms for every shift. Students should keep a copy of all feedback provided and their reflections/action plan. Verbal feedback on performance, the daily feedback forms and the student's reflections will contribute to the completion of the formative (interim) and final (summative) assessments.

## Assessments

Assessment of your clinical competence on placement is governed by your universities policy. Competent nursing practice involves the application of knowledge, skills, attributes and professional behaviours. Students need to make sure they are familiar with the learning objectives, skills list and competencies they are expected to achieve by the end of placement; if you are uncertain seek clarification your university.

**Your preceptor will complete your assessments in a fair and accurate way.** The preceptor will base their appraisal on direct observation of your performance on placement in collaboration with clinical staff. Appraisal of a student's clinical competence is based upon the student scope of practice, their demonstrated behaviour and the required standard as determined by the university / subject.

**Students must initiate discussion with their preceptor regarding times for the formative and summative assessment.** Please ensure you discuss the required assessment tasks and associated timeframe with your preceptor in the first week of PEP. If you are experiencing difficulties with the completion of your assessment by your preceptor please contact your CSN.

It is the student's responsibility to

- Ensure they provide their preceptor with the assessment documentation at an appropriate time relative to workload and with adequate time to complete.
- Ensure all assessment documentation is correctly and fully completed prior to the completion of PEP. This includes Pebble Pad Attendance records.

**Alfred Health staff are unable to complete assessments (including Pebble Pad attendance records) After the completion of placement. Please check your assessments are complete before finishing placement.**



### Identification of Unsatisfactory Clinical Performance:

Competent nursing practice involves the application of knowledge, skills, attributes and professional behaviours. Alfred Health is committed to ensuring that fair and effective systems exist for identifying unsatisfactory clinical performance. Examples of unsatisfactory clinical performance include but are not limited to:

- not asking questions or seeking clarification when unsure of instructions
- inability to pick up and report on patient cues
- difficulty with organisation or time management
- inability to provide safe care and seek feedback
- lack of insight, or limited ability to reflect on practice
- inability to connect theory and practice or lack of theoretical knowledge
- frequent absences from or late arrivals to practice
- not being fit for practice and/or poor communication skills i.e. English language skills.

Students identified as being at risk of not meeting placement objectives will be commenced on a Professional Development Plan or Learning Contract as per the established process with the relevant university.

It is a student responsibility to understand the specifics of the plan, to keep the physical document safe and to communicate the details of the document to any RN supervising their clinical practice. If you are unsure about anything relating to Professional Development Plan, please discuss with your preceptor, your CSN, or your Education Provider. You must bring it to placement with you and work through the objectives on each shift until you have been told you have met or not met the requirements (usually 3 shifts).

### Withdrawal from Professional Experience Placement:

Where a student is involved in a case of misconduct or unprofessional conduct of a serious nature whilst on placement at Alfred Health, they may be removed from placement. A student may be withdrawn from placement when after due instruction and guidance, is consistently unable to perform in a professional situation without an appropriate or an attainable degree of supervision from the Clinical Educator/Preceptor in relation to:

- professional skills compromising and or endangering patient/client comfort or safety,
- the performance of technical procedures already taught, demonstrated and practiced in a prior professional or practical situation,

### Dealing with critical incidents

Issues sometimes arise on placement that you may not be able to resolve by yourself. The first point of contact when any complex issue arises on placement is your preceptor or CSN. The CSN is there to act as your advocate and to help resolve any matters of concern. Any accidents, near misses or injuries whilst on placement must be reported to ward leadership and the Preregistration Coordinator within 24 hours of the incident regardless of the outcome.

At times, many students experience stress from work or family pressures which may interfere with their performance on placement. Your university will have support services for students undertaking placement, remember you have free access to these counselling and psychological services. If you are uncomfortable approaching your university counselling service, students can also access the [Alfred Health EAP Assure](#).





## OH&S: Emergency Procedures

Students are required to complete Risk Man reporting with the support of their preceptor or CSN should they be involved or witness an adverse incident while on placement. Students will also need to complete the risk assessment reporting process provided by their Education Provider if they are involved in an adverse incident.

## Emergency Codes

At Alfred Health, all emergency codes are announced throughout the hospital public address system to ensure response staff are notified and able to respond. There are clearly defined teams and equipment required to attend each difference code. It is important that you familiarise yourself with the emergency codes and procedures. Your preceptor will show you the emergency evacuation points once you commence placement. It is important that you are aware of where these points are located while at Alfred Health and the evacuation process. Emergency Code policies and guidelines can be accessed from within Alfred Health intranet by clicking on the PROMPT icon, ask your preceptor to assist you with locating the guidelines.

**All codes are activated by internally dialling 2222.**

It is important in any emergency to stay calm and follow the direction given to you by staff. Assisting patients to remain calm and follow instructions will ensure the safety of all involved. Ensure you are always practicing within your scope of practice, even in emergency situations to protect yourself, patients and other staff. Debriefing after an emergency is very important. Your preceptor will initiate a debrief with you or as part of the wider team. If you need to discuss the event further please contact your CSN.

## Code Blue & MET Call

A Code Blue is a medical emergency that could involve a patient, staff member, visitors or staff personnel; this is usually a cardiac or respiratory arrest. A Medical Emergency is when an individual's physical health is compromised or has deteriorated and they require urgent medical attention i.e. MET call. If a patient deteriorates or you have concerns escalate immediately to your preceptor or the nurse in charge of the shift. If the patient meets MET Call or Code Blue criteria, do not leave the patient. Press the emergency buzzer and shout for help.

It is important for you to feel prepared and understand the role you can play in supporting staff to manage these medical emergencies. Students are permitted to undertake BLS as appropriate, refresh yourself by accessing the Australian Resuscitation Council resources. You will have undertaken theory and skills training in university prior to your placement, however please review the ARC flowcharts below and be aware of the Alfred Health policies on medical emergencies available on PROMPT accessible when you start. Your preceptor will discuss local management of medical emergencies as part of your local orientation on day one. If you are unsure of anything relating to medical emergencies please discuss with your preceptor or your CSN.








## Keeping COVID-19 Safe

Please follow current guidance on Covid response as this change to meet the Covid level in the community. You may be required to wear a surgical or N95 mask in some or all areas of the hospital. Staff will inform you of the requirements when you start placement.

Due to the ongoing COVID-19 pandemic, we understand students might have increased concerns about ensuring they adhere to PPE requirements while attending placement at Alfred Health.

Please review the following videos prior to commencing with us or as required.

-  **WATCH** [Personal Protective Equipment \(PPE\) and standard precautions](#)
-  **WATCH** [Personal Protective Equipment and enteric precautions \(as for contact precautions\)](#)
-  **WATCH** [Personal Protective Equipment \(PPE\) and droplet precautions](#)
-  **WATCH** [COVID 19 PPE application and removal with buddy spotting](#)
-  **WATCH** [Donning, fit checking and doffing N95/P2 respirator masks TRI FOLD](#)

## Blood and body fluid exposures

Due to the nature of healthcare, staff and students are at risk of blood and body fluid exposure. Alfred Health have a policy to provide guidance for you in the management of exposure to ensure prompt reporting, treatment and follow-up to minimise the risk of acquiring an infection from such exposures. You must notify your preceptor or buddy nurse immediately if you are involved in needle sticks / sharps / splash injury while on placement. Your preceptor will be able to provide you with guidance and you will be required to assist with completing an incident report.



## Hand hygiene

Students must adhere to the [5 moments of hand hygiene](#) while on placement.

The effectiveness of hand hygiene is improved when: skin is intact, nails are natural, short and unvarnished; hands and forearms are free of jewellery; and sleeves are above the elbow. All students having direct contact with patients or a patient's zone should comply with the steps outlined below:

- Bracelets, wrist watches and rings with stones or ridges should not be worn when providing clinical care. A single flat ring/band may be worn but must not interfere with effective hand hygiene practice
- Long sleeved clothing should be rolled up above the elbow so as not interfere with effective hand hygiene practice
- Nails should be kept short and clean and nail polish should not be worn. Artificial nails (gel or acrylic) must not be worn.
- Any breached skin (cuts, dermatitis or abrasion) should be covered with a waterproof film dressing. Students with dermatitis should report for evaluation as per local protocols.



## After Professional Experience Placement

### Student Experience Survey

Evaluation of your placement experience is important for Alfred Health quality assurance of placements. At the completion of placement, you will be emailed a link to the Alfred Health Student Experience Survey. The data collected from the survey is de-identified and aids routine reporting and future planning for student placements. We encourage you to complete the survey with honest, constructive responses to help improve placements for future students.



UG Student



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