

Midwifery Student Placement Information



Integrity



Compassion



Accountability



innovatioN

Sunshine Coast
Hospital and Health Service



Queensland
Government

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Welcome to the Sunshine Coast Hospital and Health Service (SCHHS)

The Sunshine Coast HHS provides services at a variety of facilities including:

- [Sunshine Coast University Hospital](#)
- [Nambour General Hospital](#)
- [Caloundra Health Service](#)
- [Gympie Hospital](#)
- [Maleny Soldiers Memorial Hospital](#)
- [Glenbrook Residential Aged Care Facility](#).

A range of acute, sub-acute, ambulatory, and extended care, community health, mental health, oral health, and aged care services are offered.

SCUH commenced services in March 2017. This tertiary teaching facility offers a range of new and expanded clinical services for the Sunshine Coast, along with state-of-the-art education and research services offered at the Sunshine Coast Health Institute (SCHI). SCHI also has a unique partnership with the University of the Sunshine Coast, Griffith University and TAFE Queensland.

Through the opening of SCUH and the transformation of existing facilities at Nambour and Caloundra, the SCHHS is investing to meet the growing healthcare needs of our community and deliver exceptional care into the future. In addition to offering clinical services, the SCHHS recognises and values the important contribution students on placements make to the care of patients and support of their families.

On behalf of the SCHHS workforce, we welcome you to your clinical placement. We look forward to working with you during your clinical placement and hope that it is both a challenging and rewarding experience.

Please use the information provided in combination with other SCHHS resources such as:

- Student Placement Orientation (eLearning module available through Sunshine Coast Learning Online [SC-LOL])
- [Student Hub Website](#)

Our Vision

Health and wellbeing through Person centred care.

Our Purpose

High-quality, cost-effective, innovative healthcare in collaboration with our communities and partners.

Our Strategic Priorities and our Future

We will respect, protect, and promote human rights in our decision-making and actions.

Our Values - I CAN



Integrity

We are respectful, trustworthy, equitable and honest in everything we do.



Compassion

We respect others, act with kindness, encourage and take time to listen to others.



Accountability

We take responsibility for our performance and behaviours and celebrate our achievements.



innovation

We embrace change and strive to know more, learn more and do better.

Closing the Gap - Aboriginal and Torres Strait Islander health – making it everyone's business.

We recognise that the provision of quality clinical placements and appropriate support is critical in the preparation for professional and competent graduate nurses. This orientation manual has been developed to facilitate your learning experience and give you foundational information that will help prepare you for your upcoming clinical placement.

Introduction

Welcome to your midwifery clinical placement within Women and Families Services at the Sunshine Coast University Hospital (SCUH), Gympie Hospital and Maternity Outreach clinics around the Sunshine Coast region. Opened in March 2017, over 15000 women have birthed at our facility with the support of the midwifery team.

We recognise that high quality clinical placement is essential to prepare professional and competent graduate midwives. We are committed to provide a quality clinical learning experience and a high level of support to facilitate your learning. Your clinical placement will be facilitated by Student Midwifery Experience Coordinators (SMEC) (previously named Clinical Facilitators), we look forward to welcoming you.

From the Student Placement team.

Phone: 5202 2271 / 5202 8016

Email: sc-clinicalfacilitator-midwifery@health.qld.gov.au

Minimum Pre-Placement Requirements

It is important that you read, understand, and comply with Queensland Health's policies, guidelines, and requirements before and during your placement with the SCHHS.

All students must complete the [QH Student Orientation Checklist](#) and the SCHHS [Student Minimum Pre-Placement](#) prior to commencement of placement ensuring that you have 100% compliance in order to progress to your clinical placement. Failure to complete mandatory requirements prior to commencing placement may result in your placement being cancelled. Mandatory requirements can be found on SC-LOL, log on details will be sent to your email address that has been provided to the SCHHS by your Education Provider (EP). You must ensure that all the listed requirements are commenced as soon as you receive your log on details and completed prior to starting your placement. This will ensure that your onboarding requirements are processed prior to placement. If you have not received this email one week prior to placement, check your inbox or junk mailbox before contacting your EP placement coordinator for further support. Some of your Mandatory requirements need updating annually, please ensure you are aware of these and maintain their currency.

Documents to bring on your first day:

- QH Student Orientation Checklist – completed
- Minimum Pre-Placement Requirements form - completed
- Transcript printed from SC_LOL – up to date, check you have updated your annual requirements
- Signed and witness Deed Poll

SCUH Access Card

You will get a SCUH Access Card on your first day if you have completed your pre-placement requirements the week before placement and you should receive an email from security. This can be picked up from the Security Office on the ground floor of SCUH, take a sharp right inside the main entrance. You must present your SC-LOL transcript to the security staff to obtain your access card.

If you are placed at SCUH for your whole degree, your card should remain active for the entire time. If you are here on a single placement, it will be deactivated at the completion of your placement.

Lost or forgotten cards

Report to the Security Office if you leave your card at home. You must present your SC-LOL transcript to obtain a “day pass” which will need to be returned after your shift. It is recommended to always carry your transcript with you for this reason. Lost cards must be reported to Security immediately.

Orientation

On your first day you will meet your SMECs at a pre-arranged place for orientation. This may take an hour or an entire day depending on the length and the stage of your placement. You will have had email confirmation of the exact details.

All orientations include:

Checking mandatory requirements
General Evacuation walk-through (annually).

Please note, if you have not completed your mandatory requirements prior to orientation day, your SCHHS placement may be cancelled.

If you are returning for a second placement within 12 months, we will only require an updated [QH Student Orientation Checklist](#) and the SCHHS [Student Minimum Pre-Placement Requirements](#) form including a recently printed SC-LOL transcript. If your “General Evacuation walk-through” is due (this is an annual requirement), we will arrange within your first few shifts.

Parking

You may park in SCUH’s public car park (P1) which is approx. \$15 per day. Alternatively, there is public parking at Oceanside Carpark at 3 Bright Place, Birtinya, directly over the road from SCUH. This parking needs to be pre-booked at:

- www.secureparking.com.au
- Select Secure-a-spot
- Select Oceanside Carpark
- Select casual hourly rate (**NB** leave lots of time either side of your shift in case you need to come early for an assessment or stay late for a birth)

- You can book a number of days at one time which will save on the 'booking fee'
- Redeem Promotion Code "USC" then proceed to payment.

There is undercover bike storage including lockers and amenities of the ground floor of P1 car park – swipe access is required.

If you need to access the Birth Suite after hours, you can park in the Fraser Lane carpark. Buzz at carpark boom gate and advise you are attending woman going to Birth Suite. Buzz security to get into Building. Pick up day security pass if needed from security office. Go up orange lifts and follow signs to Birthing Suites.

If leaving shift at night to go to Oceanside, if possible, find someone to walk with or advise Security on dect 22046 if you have any concerns or worries. Security cannot leave the premises but should be able to support you if you have genuine concerns.

Meals / Lockers

Fridges and staff areas are located near each area in the maternity service.

A staff amenities area is located on Level 3.

There are many places to purchase food / coffee at SCUH – most located on the ground floor of the main hospital building.

Lockers are also provided for daily use near each area. Please write your name on your locker and today's date with the marker provided as it is very easy to forget which locker you are using. They are to be emptied and left open after each shift. Lockers are locked and accessed using a 4-digit code of your choice.

To lock: press R (refresh button) then enter your 4-digit code. Code is accepted when green light flashes Turn the handle to the left (so the X is facing 11 on a clock face).

To unlock: press R then your 4-digit code. Code is accepted when green light flashes. Turn the handle to the right (1 o'clock) and open.

Rosters

Approximately 4-6 weeks prior to placement commencing you will need to submit any requests, these should be completed as outlined below – this can be a few days a week or a block placement within the semester / session for that placement.

To ensure equity of shift allocation amongst students, the overarching guidelines used to guide roster requests are the SCHHS Nursing and Midwifery Services Rostering Workplace Instruction. Please ensure that you follow the process outlined below to ensure that your requests are received and considered.

- A request is a specified shift or day off (please make these **Red**)
- You are entitled to request 25% of your shifts (please make these **Black**)

For example:

- If you are on placement for three shifts per week (0.6fte), you are entitled to 3 requests **per month (Red)** and 3 requests (Black)
- If you are on placement for one day per week (0.2fte), you are entitled to 1 request **per month (Red)** and 1 request per month (Black)

When selecting your preferred shifts, it is important to consider the following order of priorities:

1. Teaching / Classes
2. Facility Orientation
3. CONNECT/COC births
4. Placement
5. CONNECT/COC appointments

Before you start placement, your EP will email a “**Placement Roster**” along with the “Roster Key” which explains the abbreviations, shift times and the address. This roster will cover the whole semester and have all your allocated shifts to provide you with an overview of your placement. Any queries regarding your roster contact your EP going forward.

Sickness or Leave

Sickness and Family Leave are sometimes unavoidable during placement. Please try to minimise leave during placement and have back-up to help if you have family commitments. However, if leave cannot be avoided -

1. Please notify the SMECs on the email sc-clinicalfacilitator-midwifery@health.qld.gov.au in a timely manner before shift is due to start to advise if you need to take sick or family leave.
2. Notify the Team Leader (TL) of your shift area that you are unable to attend placement. Phone numbers below.
3. A medical certificate is required for more than two days off placement, which is to be viewed by the SMEC then uploaded onto SONIA or your University platform.
4. **USC** students make up shifts need to be arranged with USC Clinical Placements officer. You are responsible to initiate this discussion.
5. **All other EP** students - Make up shifts need to be arranged by discussion with your SMEC. You are responsible to initiate this discussion.

You are required to keep a log of hours with your hours of work, your “buddy” midwife’s name, and the area you worked in. You will need your buddy’s signature, and this form then becomes your personal record of hours and areas worked. It is uploaded onto your EP platform, at the end of placement.

Areas of Work in Maternity

You will have the opportunity to work across different areas within Maternity Services at SCUH and Gympie. Please check the “Roster Key” sent with your Placement Roster, for times and locations.

Birth Suite

Level 4 SCUH Team Leader 5202 8952 (for calls within SCUH use the last 5 digits)

Maternity Inpatient Unit (MIPU) – “Maternity Services” above door.

Level 4 SCUH Team Leader 5202 7787

Maternity Clinic / Maternity Day Assessment Unity (MDAU)

Level 4 SCUH Team Leader 5202 7706

Maternity Outreach Clinics

- Nambour: Nambour Hospital Outpatients Pod C start 0800hrs
- Maroochydore: 60 Dalton Dr. start 0800hrs
- Caloundra: Caloundra Hospital Renal Dept start 0730hrs
- Noosa: 14-16 Bottlebrush Ave, Noosa Heads start 0800hrs

Neonatal Unit (NNU)

Level 4 SCUH Team Leader 5202 8931

Extended Midwifery Service: (EMS)

Postnatal home visiting.

Office on level 4 off MIPU corridor

Phone 5202 2273 between 0730-0800hrs

Lactation Consultant

Level 4 MIPU corridor Phone 5202 7227

Gympie Hospital

12 Henry St, Gympie. Maternity Services on 4th Floor. Phone: 5483 6588

Parking: 2hrs free in hospital grounds and free untimed parking across the road.

Operating Room Suites

When going to ORS either with an emergency or Elective CS please abide by these rules as required by ORS:

The student midwife is to:

- Remain with their primary midwife for the duration of the case.
- Abide by theatre etiquette of:
 - leaving mobile phones and valuables in the Women’s and Families area
 - minimising noise and movement
 - wearing theatre attire and a mask when aseptic fields have been created
- Ensure they are wearing identification
 - ID card
 - ‘Student midwife’ sticker on their theatre attire so that it is visible
- Remain a distance from the aseptic field that reduces contamination of that field - suggested distance is a metre
- Refrain from taking photographs on behalf of the partner/significant other

Professional Appearance

You are expected to look professional, clean, and tidy.

- University uniform should be worn at all times, including on EMS and PROMPT study days
- Covered in shoes at all times
- Bare below the elbows – no jewelry (wedding band exception), no nail varnish or false nails. No wristwatch
- Earrings should be studs or small sleepers
- Shoulder length hair tied back
- Identification badge stating your first name and “Student Midwife” visible at all times.

Stop, step away, take time.

Student Placement Hub



Professional Behaviour

You will need to demonstrate a professional standard of behaviour in accordance with the NMBA standards, as well as your EPs Code of Conduct. This includes but not limited to:

- Being punctual for your shifts and returning from breaks
- Maintain professional boundaries and behaviour with staff and patients
 - Always discuss with your “buddy” before leaving and returning from breaks
 - Always notify “buddy” and TL if you need to change patients / buddy or leave shift
 - Always introduce yourself to your TL
 - Always introduce yourself as you meet a new patient
- Be willing to learn and come prepared with learning objectives
- Adhere to local workplace policies and procedures
- Maintain confidentiality and safety of women and their families
 - Handover sheets must not be removed from the facility but placed in the confidential waste bin at the end of your shift
 - Avoid discussion about women and their cases in communal areas e.g., coffee shops
 - Do not post any information about placement on social media
 - Do not use text to offer advice to Connect / Follow-through women
- Written and verbal communication should be professional
- Documentation should be legible, timely and countersigned /verified by your “buddy”
- Gain informed consent from the woman before undertaking any midwifery care

Scope of Practice

Please understand your scope of practice while on placement. You can undertake clinical tasks following appropriate education and support either from your university or your “buddy” midwife.

Medication can only be administered by a student under the direct supervision of a Registered Nurse / Midwife. This also applies to students who have a nursing registration as your scope of practice on clinical placement is related to your role as a student midwife.

Follow Through / Connect / Continuity of Care (COC) Women

You will have the opportunity to recruit women through Maternity Clinic or if women request a student, you can find their details in the white folder in MDAU (near the printer).

You can attend appointments and births while on shift if they are in the same location as your placement. If you need to travel off site, you may need to consider if the appointment is necessary or if you could perhaps change your shift. Please discuss with your SMEC.

Attending a Connect birth you should not work clinically for more than 12 hours in a day and will need an 8-hour break before returning to placement. If you miss a shift due to being with a Connect woman, please discuss make-up time with your EP (USC students) and your SMEC.

Assessments

You will be allocated an assessment day by an asterisk on that shift on your placement roster. Times: LE shift at 1300 and E shift at 0900hrs unless otherwise notified. Please present to the SMEC office on time, and with your self-assessment completed (preferably 24hrs earlier). If you cannot come due to an imminent birth, please ring your facilitator on Dect Phone 28016 as soon as you know to reorganise time.

Some assessments will be planned an hour or so before your designated late shift so please make arrangements to start these shifts earlier. You are eligible to leave your shift an hour or so earlier.

A formative assessment is generally completed with your SMEC in the first half placement. A summative assessment is completed near the end of your placement. SMECs will gather feedback from TL and buddies as well as from discussions with you.

Assessments are an important part of your placement. They are an opportunity to be proactive in meeting your own learning goals. Take some time to think about this and make the most of this time.

If at any time a learning need has been identified, and informal assessment will be done and may lead to a Learning Management Plan in collaboration with your EP

If we have had a discussion with you regarding an issue or learning need it will be noted on SONIA and you can write a response to this if you wish.

Debrief

Every day at 3pm, the SMECs are available for a debrief session with all students on shift that day. These are often held in Rooms 94 or 95 in the main level 4 corridor between MC and MIPU. They may also be in the 4C meeting room in the corridor linking BS to ward 4C or the MIPU education room. We will place a sign on the SMEC's office door where the room is for that day.

This is an informal opportunity to share your experiences with your peers, and all midwifery students from any year level and from any university are welcome to attend. This is a great opportunity to learn from each other, and to enhance your professional development through reflective practice. In debrief we encourage students to give a clinical handover for one patient as an opportunity to practice this important skill. Any questions can be discussed and any interesting or difficult experience can be brought to the group.

If you are involved in an important clinical opportunity e.g., a birth, this takes priority over debrief, otherwise it is an expectation that you will attend debrief. Always check with your midwife buddy that it is acceptable to leave at 3pm for debrief.

We look forward to you joining us at SCUH and hope you have a great placement experience.

Take 5

This initiative is to support students who are on placement in the SCHHS who need to stop, step away and take time to reflect on some of the following to ensure safe practice, patient safety and their own wellbeing.

1. Patient safety

Patient safety is the prevention of harm to patients through care delivery that:

- Prevents errors
- Learns from the errors that do occur
- Has a culture of safety that involves patients, health care professionals, students, and the organisation.

2. Scope of Practice

At all times, student midwives/nurses should demonstrate that they have the knowledge, skills, and abilities necessary to perform a specific task/nursing intervention. Student midwives/nurses must also adhere to their EPs scope of practice, and should there be



discrepancy, the lesser scope should be followed. It is the student nurse's responsibility to be accountable for their actions and ensure they are working within the appropriate scope of practice.

3. Seek Clarification

In communication, clarification involves offering back to the buddy/preceptor the essential meaning, as understood by the student, of what they have just said. Thereby checking that the students understanding is correct and resolving any areas of confusion or misunderstanding leading to unsafe practice.

4. Wellbeing

Is the state of being comfortable, healthy, and happy. We want to focus on the four dimensions of wellbeing to support students whilst on placement– mental, social, financial, and physical for students.

5. Communication

The importance of communication in providing safe and quality healthcare is evident from research and clinical practice. This is a key element that students should feel empowered to deliver in a safe manner that is supported by their buddy/preceptor.

References

Sunshine Coast Hospital and Health Service webpage, Queensland Health Access on 15072020; <https://www.health.qld.gov.au/sunshinecoast>

Hallinan C, Omaye L, 2020. SCHHS Graduate Nurse/Midwifery Program Information Booklet, Sunshine Coast Hospital and Health Service, Queensland Health.

2020. Clinical Facilitator Manual, Student Hub, Sunshine Coast Hospital and Health Service, Queensland Health.