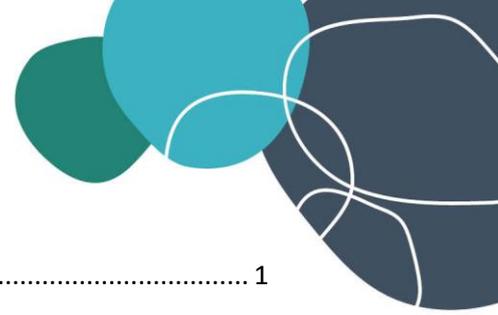




Midwifery Student Placement Information



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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](#)

A range of sub-acute, ambulatory and extended care, community health, mental health, oral health services, and aged care services are offered at many smaller facilities including the [Glenbrook Residential Aged Care Facility](#).

The Sunshine Coast University Hospital (SCUH) at Birtinya commenced services in March 2017 and is planned to expand to a 738-bed facility. 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 (SCHH). SCHH 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 Sunshine Coast HHS 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 SCHH recognises and values the important contribution students on placements make to the care of patients and support of their families.

On behalf of the SCHH 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.

Our Vision

Health and wellbeing through exceptional care.

Our Purpose

To provide high quality health care in collaboration with our communities and partners, enhanced by education and research.

Our strategic priorities and our future

The Sunshine Coast HHS has aligned its future planning to the Queensland Government's statement of objectives for the community and My health, Queensland's future: Advancing health 2026.

This will be achieved through:

- **Responsive health service** - Providing a network of health services that are responsive to the needs of our population/region
- **Partnerships** - Strengthen and grow strategic and operational partnerships
- **Focus on people** - Inspire a workplace where staff thrive and know they are valued
- **Grow research and education capability** - Leading and embedding an education and



research culture

- **Embrace technology for a digital future** - Leveraging digital and technology advances in health care
- **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 enable you to have foundational information to 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 new 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. We look forward to welcoming you.

From the Clinical Facilitator team.

Phone: 5202 2271 / 5202 8016

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



Pre-Placement Requirements

Once your education provider has registered your details to the SCUH Student Hub, an email will be sent to your student email account with a link, username and password to our online SCHHS Mandatory training platform. Please check your junk mail if this hasn't arrived.

On the first day of every new placement you must bring the [QH Student Orientation Checklist](#) and the SCHHS [Student Minimum Pre-Placement](#) form, printed and completed. If not completed your placement will be paused. Hand this into your Clinical Facilitator either at Orientation or on your first placement day.

Checklist: to bring on your first day:

- QH Student Orientation Checklist – completed
- Minimum Pre-Placement Requirements form - completed
- Transcript printed from SCHHS online training platform
- TB Screening Form
- CPR certificate

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. This can be picked up from the Security Office on the ground floor of SCUH once you have received an email from security, sharp right inside the main entrance. You must present your training 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 training 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 facilitator 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 on orientation day, you will be sent home and 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 training 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 but 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 to premise 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

USC – Please select your preferred shifts via the USC self-rostering system on Sonia Online for your upcoming placement at SCUH. Please ensure you roster yourself according to the Placement Requirements and Rostering Guidelines as directed by USC. When selecting your preferred shifts it is important to consider the following order of priorities:

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

All other Education Providers (EPs)

Approx. 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 outline 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:

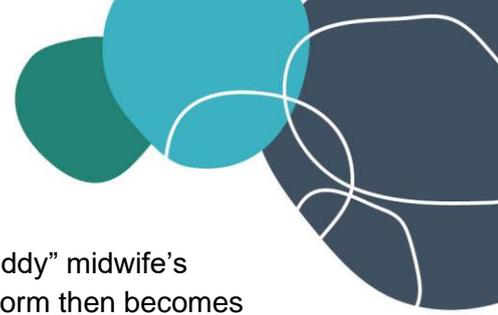
- If you are on placement for three shifts per week (0.6fte), you are entitled to 3 requests **per month** (Red) and 3 requests (Black)
- If you are on placement for one day per week (0.2fte), you are entitled to 1 request **per month** (Red) and 1 request per month (Black)

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 give you an overview of your placement. Any queries regarding your roster please contact your EP going forward.

Sickness or Leave

Sickness and Family Leave are not always avoidable during placement. Please try to minimise leave during placement and have back-up to help if you have family.

1. Please notify the facilitators 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 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 facilitator 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 facilitator. 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 her signature, and this form then becomes your personal record of hours and areas worked and is uploaded onto SONIA, or your University 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. 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.

Professional Behaviour

You will need to demonstrate a professional standard of behaviour in accordance with the NMBA standards, as well as your Education Providers 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 Team Leader if you need to change patients / buddy or leave shift
 - Always introduce yourself to your team Leader
 - 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.

Take 5

Is an initiative that supports students who need to stop, step away and take time to reflect to ensure safe practice, patient safety and their own well-being.

Stop, step away, take time.

Student Placement Hub



Follow Through / Connect 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 facilitator.

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 women, please discuss make-up time with your EP (USC students) and your facilitator.

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 facilitator 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 done with your facilitator in the first half placement. A summative assessment is done near the end of your placement. Clinical facilitators with gather feedback from Team leaders and buddies as well as from discussion 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 an Learning Management Plan in collaboration with your Education provider. 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 facilitators 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 of the facilitators 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.



Appendix A

Checklist of Potential Factors Impacting on Placement

✓/✗	Issue	Comments
	General health	
	Hearing / vision	
	Fatigue	
	Travel difficulties	
	Previous history of trauma	
	Child Care	
	Care of other dependents	
	Family commitments	
	Learning difficulties	
	Physical disabilities	
	English as a second language	
	Work commitments outside placement	
	Religious practices e.g. dress, prayer time, Ramadan	
	Meeting required placement hours	
	Clinical performance	
	Professional/behavioral issues	
	Expectation of student/supervisors	
	Environmental issues	
	Other	



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.