

# UnitingCare Clinical School

## Medical Student Handbook

### 2025

### CAMPUSES



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## Welcome from the Head of School

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Welcome to the UnitingCare Clinical School located at The Wesley Hospital, St Andrew's War Memorial Hospital, Buderim Private Hospital and St Stephen's Hospital in Hervey Bay.

Your placement with the UnitingCare Clinical School is to prepare you for a career in medical practice. We are committed to providing you with the resources to assist you in this journey.

We hope that you will find your rotation with us interesting and stimulating.

This handbook is a concise statement of current procedures and practices. Please read through it and use it as a reference guide.

The Clinical School Medical Education Coordinators are always available should you experience any difficulties throughout your placement. Please direct any queries or problems regarding your rotation to your Coordinator.

Please ensure you check student email for any timetable changes or urgent messages.

We sincerely hope that you will enjoy your time at the UnitingCare Clinical School and that it will be mutually rewarding to both you and the Hospital.



Dr Stephen Cook  
Head of School, UnitingCare Clinical School

## UnitingCare Mission

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UnitingCare is the overarching organisation that owns 4 private hospitals

- The Wesley Hospital – Brisbane
- St Andrew's War Memorial Hospital – Brisbane
- The Buderim Hospital – Buderim
- St Stephen's Private Hospitals – Maryborough and Hervey Bay

### Mission

UnitingCare is part of the Uniting Church (Qld Synod) and the mission of UnitingCare Qld is to improve the health and wellbeing of individuals, families and communities as we: Reach out to people in need: Speak out for fairness and justice; Care with compassion, innovation and wisdom.

### Values

**Compassion:** Through our understanding and empathy for others we bring holistic care, hope, and inspiration

**Respect:** We accept and honour diversity, uniqueness and the contribution of others

**Justice:** We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society

**Working Together:** We value and appreciate the richness of individual contributions, partnerships and teamwork

**Leading through Learning :** Our culture encourages innovation and supports learning.

These values inspire us to promote the health of our patients and the good of the community.

### Diversity

We aim to provide a workplace free of discrimination, harassment, bullying or violence. UnitingCare treats all people with respect and dignity. A supportive and understanding environment is encouraged where all individuals have the opportunity to achieve their potential within the organisation.

UnitingCare has a zero tolerance of discrimination, sexual harassment, bullying, and aggression.

### UnitingCare Code of Conduct

Our success and reputation as health care providers depends on our behaviour towards our patients, their families and friends, our colleagues and each other. The Code of Conduct sets out the acceptable standard of conduct and workplace behaviour required while working within UnitingCare facilities.

The Code of Conduct promotes a high degree of professionalism. Employees, accredited practitioners, and service providers should behave ethically at all times and encourage others to adopt a similar approach. This applies to students on our campuses as well.

At times decisions will be made or actions taken that are not specifically covered in the Code of Conduct. A set of principles have been developed to assist in reaching an outcome, which is in the interests of our patients, the community that we serve, and Uniting Care as detailed in this Code.

## Our Hospital Campuses

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### The Wesley Hospital – 451 Coronation Drive, Auchenflower Qld 4066

The Wesley is a not-for-profit tertiary level private hospital with over 525 inpatient beds. It is the largest hospital in the UnitingCare Group and is one of the state's leading facilities offering a comprehensive range of medical services.

The Wesley Hospital comprises a dedicated family of caregivers, with 2500 employees, 1200 visiting and fulltime medical staff, and 400 volunteers. Our people are our greatest strength.

### Clinical Services

- Surgery
- Women's Health
- Cardiac services
- Cancer services
- Back Rehabilitation and Pain Management Programs
- Breast Clinic
- Counselling Services
- Dialysis
- Functional Independence Program
- Gastroenterology
- Hyperbaric Medicine
- Infection Control
- Intensive Care
- Neurology / Stroke Unit
- Paediatric Medicine and Surgery
- Palliative Care
- Plastics
- Breast/ Endocrine
- ENT
- Pre-Admission Centre
- Slade Pharmacy
- Therapy Services, (Physiotherapy, Occupational Therapy, Nutrition, Speech and Diabetes Services)
- Urology
- Wesley Emergency Centre
- Wesley Hospital Kim Walters Choices Program (Choices)
- I-Med Xray
- Oncology
- Rehabilitation
- Obstetrics / Gynaecology

### Other Services and Departments

- Executive Offices
- Patient Administration Services
- Health Information Unit
- Clinical Governance Unit
- Pastoral Care and Counselling

### Facilities

#### ATMs

1. Level 2 of the main hospital (across from Wesley Medical Imaging)
2. The ground floor of the Sandford Jackson Building

#### Dining Facilities

- The Gown and Glove Restaurant - Level 1 of the Main Hospital
- Coffee Shop – Level 2 (near the Main Entrance)
- SJs – Ground Floor (Sandford Jackson Building)
- Rosies Café – Ground Floor (Wesley Medical Centre)

### Security

The Security Office is open 24 hours a day so you can visit the service anytime you are on placement. Should you lose your Hospital Access Card, you **must** report the loss to the Clinical School as soon as possible.

A safety escort service is available to chaperone students to their cars or public transport within and nearby the hospital at any time throughout the day or night.

If you require help from Security ring the Monitor Room: 3232 7214.

### Car Parking

Students are welcome to park in the Multi-Storey Car Park.

- P2 – P8: staff and student parking
- P1: VMO/ doctor parking only

Car parking fees: discounted for students – **0530 to 2030 ONLY**

Motorbikes and pushbikes park for free.

**NOTE:** Car parking fees may be subject to change.

### Public Transport

The Wesley is conveniently located next to the Auchenflower train station.

Bus services are also available with stops close by on Coronation Drive.

Ferry services are available opposite the Regatta Hotel on Coronation Drive.

## TWH Student Facilities

Moorlands Wing Level B2 (MB2) – UnitingCare Clinical School.

The offices of the Head of School, Medical Education Coordinators are located in this facility. This area is also used for other functions related to Medical Education on the campus as well as weekly subdean tutorials.

Entry to the Clinical School from corridor.





### **St Andrew's War Memorial Hospital – 457 Wickham Terrace, Spring Hill Qld 4001**

The Presbyterian and Uniting Churches established St Andrew's War Memorial Hospital (SAWMH) as a 260 bed acute care “not for profit” hospital in 1958. St Andrew's War Memorial Hospital serves as a living memorial to those who gave unselfishly in World War I and II. The foundation stone was laid on 14 May 1958. Dr Harold Crawford, Chairman of the Hospital's Board of Governors, performed the hospital's first operation on 2 June 1958.

St. Andrew's became the first private hospital in Queensland with an Intensive Care Unit; it was the first hospital to provide diagnostic services such as CT scanning, the first to have a Cardiac Catheter Theatre, and the first private hospital to perform open-heart surgery.

#### **Clinical Services**

- Surgery
- Cardiac Services
- Rehabilitation
- Gastroenterology
- Infection Control
- Intensive Care
- Neurology / Stroke Unit
- Paediatric Medicine and Surgery
- Plastics
- Breast / Endocrine
- ENT
- Pre-Admission Centre
- Slade Pharmacy
- Therapy Services, (Physiotherapy, Occupational Therapy, Nutrition, Speech and Diabetes Services)
- Urology
- Emergency Centre
- Intensive Care Unit
- I-Med Xray

#### **Facilities**

An ATM is located near the front entrance of St Andrew's Hospital.

Dining Facilities - Little Birdee Cafe (Level 3)

#### **Security**

If you require help from Security ring the Monitor Room on: 3834 4805

#### **Public Transport**

Roma Street or Central Station are the closest rail stations. You can also catch the free City Spring Hill Loop Bus to the hospital from stop 141 on Edward Street, (outside the Westpac Bank at Post Office Square). The bus has two stops on Boundary Street, Spring Hill (one at the Post Office and the other closer to the hospital's back entrance) and one stop on Wickham Terrace.

#### **Car Parking**

**St Andrew's Hospital: Please not do not park in the St Andrew's Hospital car park on North Street.**

We suggest the 'Little Edward street' carpark use the secure parking app. Or park at the Grand Chancellor Hotel - \$35 a day.

#### **SAWMH Student Facilities**

- Lady Bowman House (LBH) - 6 Leichhardt Street, Spring Hill (across North St from the Hospital)

The student facility is open from 0600 to 1900 Monday to Friday ONLY and requires swipe access. There is an open study area including; computers, printer, lockers, kitchenette, fridge and microwave all for student's use.

### **Buderim Private Hospital – 12 Elsa Wilson Drive, Buderim Qld 4556**

Buderim Private Hospital is a not-for-profit organisation owned by the Uniting Church and is a member of UnitingCare.

#### **Clinical Services**

- Intensive Care
- Cardiovascular
- Vascular
- Obstetrics and Gynaecology
- General Surgery
- Urology and Urodynamic's,
- Cancer Care
- General Medicine
- Renal
- Respiratory Services
- Endocrinology
- Mental Health
- Plastics
- ENT
- Orthopaedics
- Oral and Maxillofacial
- Rehabilitation
- Endoscopic Services

#### **Facilities**

An ATM is located at the main hospital reception.

The hospital coffee shop is located at the front entrance. Hours of operation are:

Monday – Friday: 0800 - 1500

Saturday: 0930 - 1330

Sunday: Closed

#### **Security**

Many areas in the hospital are secured by passcodes; these will be given to you at Orientation.

You may use the staff lockers to store your personal belongings, which are available in the clinical departments. Do not bring valuables to work. Please ensure that you lock your items in a locker.

#### **Car Parking**

Students need to park in the Cricket Ground car park on Syd Lyngard Drive and catch the hospital mini bus to the hospital during the hours of 0545 - 1730

Please note that after-hours access to the hospital is only available through the main entrance, using the entrance code. All other access doors are locked between the hours of 2100 - 0600.

### **St Stephen's Hospital – 1 Medical Place, Urraween, Hervey Bay Qld 4655**

St Stephen's Hospital in Hervey Bay is Australia's first fully integrated digital hospital and will transform the quality of healthcare available to the Fraser Coast's growing population. St Stephen's Hospital provides a comprehensive range of inpatient medical services, as well as day surgery. Our Motto, "Personal Care, Professional Approach", employs compassion, care, honesty and integrity throughout every aspect of our care.

### **Other Hospitals That are affiliated with the UnitingCare Clinical School**

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NorthWest Private Hospital

St. Vincent's Private Hospital Northside

As well as a number of privately run clinics that may be off site.

Many student placements within the Clinical School include some time spent at one or more of these hospitals. Your timetable will detail placement locations specifically.

### **UnitingCare Clinical School Resources**

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#### **Computer Access**

All students have access to computers for study purposes in each of the Medical Student Centres. Each computer has a generic username and password attached to the monitor.

#### **EduRoam**

All students can access EduRoam using their university usernames and passwords. EduRoam has been set up at both the Wesley and St Andrew's Student Centres.

## Hospital Security

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The security monitor theatre are manned 24 hours per day, 7 days per week.

CCTV cameras are situated throughout the hospitals and car park. All cameras are monitored and video recorded 24 hours per day, 7 days per week.

Duress / panic alarms situated at various locations throughout the Hospital and are monitored by the Security Fire Services Department. The duress alarm at TWH is located under the admin assistants desk at the front of the school. The duress alarm at LBH is located in the student area on the wall near the bookshelf.

### Contacting Security Personnel

*Emergency situation* - activate the nearest duress alarm and refer to your Hospital Access Card.

*Personal enquiries* - contact the Security Monitor Room near the Hospital Main Entrance at both TWH and LBH. This is staffed 24hrs a day.

### Property Theft, Wilful Damage Form

Incidents of theft or wilful damage to patient, visitor, staff or hospital property will be reported to the Security Department immediately.

Incidents of property theft or wilful damage will be reported using the blue Property Theft or Wilful Damage Report Form, (available in all areas). The completed form will be hand delivered to the Security Monitor Room as soon as possible after the event.

All reported incidents will be investigated by the Security Department.

### Identification Badges

A student badge that bears the students name and designation must be worn by all students whilst on campus.

Lanyards are not to be used to display staff identification in clinical areas, clip-on or retractable devices are to be worn.

Identification cards will **NOT** be loaned to or used by anyone other than the designated holder.

Identification cards are not to be defaced. ie Stickers or graffiti.

## Medical Student Placement Guidelines

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### Expectations:

- Maintain the **UnitingCare Confidentiality Policy** at all times.
- **You must read and understand the Confidentiality Clause** in the deed poll that you sign prior to commencement of your placement. All students must abide strict confidentiality in all matters relating to patients and hospital business. Information must not be divulged outside the hospital or to other staff unless in the course of duty. Strict hospital confidentiality will protect you and guarantee the rights of patients who gave us their confidence.
- **You must read and understand the Expectations of Medical Student Professional Behaviour** document that you sign prior to the commencement of your placement.
- Be polite, professional and courteous at all times. Introduce yourself to all team members and staff.
- Attendance at all sessions as outlined on your timetable is **COMPULSORY**. If you are unable to attend, you must notify two Medical Education Coordinators.
- Be on time.
- Be engaged and positive.
- Invest time to get the most out of your experience – go to see patients on the wards!
- Bring all necessary writing material and instruments needed on placement.
- Do not use your phone or electronic equipment while on placement unless advised to do so.
- Be appropriately dressed wearing the correct student identification – i.e business attire, security passes.

### Dress Code

Hospital access cards will be issued during hospital orientation by the Clinical School and must be worn at all times along with their university photo identification. This will allow swipe card access to all relevant areas of the hospitals.

- **Males** — Professional business appearance including button up shirt with collar, (short or long sleeve) and no jeans. When attending a clinic in a Doctor's room, a tie must be worn, (take the lead from the Dr if they are wearing a tie or not).
- **Females** — Professional business appearance, modest neck line, no midriff tops or short skirts or dresses, no jeans.
- **Nails** — Nails are to be trimmed. Artificial nails and nail varnish, (including colourless) are not permitted in the clinical areas.
- **Jewellery** — To maintain infection control standards, only wear one flat-banded ring in the clinical area.
- **Shoes** — Must be clean, non-slip and fully enclosed – no sandals.

### Students are permitted to:

- Access medical records, x-rays and other clinical records of patients under the supervision of their supervising Visiting Medical Officer (VMO).
- Access the medical records of other patients with the permission of the admitting VMO and the patient.
- Take histories and perform physical examination of patients under the care of their supervising VMO. If a student would like to see a patient that isn't under the care of their supervising VMO, they will have to seek the permission of the admitting VMO or Clinical Nurse Manager.
- To assist and observe in surgery of patients of their supervisor or of other VMOs with their permission; VMOs will ensure patient is informed.
- Assist or observe procedures in other clinical areas with the permission of the supervising or admitting VMO.
- Students are encouraged to scrub in and assist at surgical procedures. If a student is acting as an assistant they are doing so under the guidance of a VMO.
- Students are encouraged to make use of these learning opportunities and obtain clinical experience with; cannulation, induction, insertion of indwelling catheters and suturing.
- Follow patient through care in Intensive Care Unit (ICU), Critical Care Unit (CCU) and in Radiology.
- Write in a patient chart, as long as you identify yourself as a student by noting your name, university, year level and student number, and have it countersigned by a VMO.
- Students are to follow all reasonable instructions and requests of any hospital employee. Hospital staff with any concerns of the student's behaviour should contact the Head of School. *Students are not to undertake any procedures on patients without the permission or supervision of the admitting VMO and the patient's consent.*
- If a serious matter is reported to the Head of School regarding a student, a Notice of Concern will be sent to the student's University for their information. The matter will then be dealt with according to the respective University's Notice of Concern Policy.
- If a student has any concerns, they are to report directly to a Medical Education Coordinator. Concerns may be escalated to the Head of School depending on the seriousness of the issue and dealt with according to UnitingCare Clinical School policy.

### Accessing Patients on the Wards

All hospitals within the UnitingCare Clinical School are a private institution which means that all patients are under the direct care of one of our VMOs.

If you have any questions about seeing patients on the wards, please do not hesitate to speak to the Clinical Nurse Manager of the ward or your Coordinator.

## Operating Room (OR) Guidelines and Behaviours

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### Mobile Phones

Mobile phones maybe used but they must be kept on silent at all times.

### Theatre Attendance Procedure

- When you arrive at the theatre, introduce yourself to the Surgeon, Anaesthetist and nursing staff. Ask the surgeon's permission to observe their list.
- If the surgeon declines, contact your discipline coordinator to suggest another suitable list you may be able to attend.
- Allow time to store your belongings at the Student Centre before attending theatre.
- Arrive at Theatre 30 minutes before the scheduled start time. Theatre start times are indicative of 'knife to skin' times, therefore, you need to allow time for visiting pre-op, changing into scrubs, and obtaining your gown and gloves.
- Change into scrubs in the theatre change theatre – no jewellery at all.
- Sign the register at the desk and check in on the QR code opposite the theatre monitors, before entering theatre and when leaving theatre (sign on AND off times are essential for safety purposes).
- Wear appropriate PPE (this includes eye shields).
- Only enter and leave a theatre through the door near the scrub sink.
- Do not walk between sterile fields ie: do not walk between the patient after they are prepped and the Scrub Nurses back table.
- Always have a minimum of 50cm between yourself and the sterile field.
- Never turn your back on a sterile field.
- Don't touch anything unless asked.
- Ask questions when appropriate and be helpful whenever possible.
- Students should observe the extubation etc, transfer to recovery and hear handover.
- Should you feel unwell in the operating theatre, inform someone immediately and take a seat on the floor and place your head between your knees or lie flat.
- In the case of fire please follow the instruction of the "theatre emergency officer".
- If evacuation has been necessary, remain in the assembly area until notified that it is safe to leave.

A student can leave an OR if the conversation or behaviour of other persons in the makes the student feel uncomfortable. You must then report the incident to a Medical Education Coordinator IMMEDIATELY.



## Access to the OR

The presence of medical student observers in the OR is supported by the Director of Medical Services, Surgeons, Anaesthetists and the Clinical Nurse Manager.

## Inside the OR

You must introduce yourself to the staff (Scrub Nurse, Scout Nurse, Surgeon, Anaesthetist, Anaesthetic Nurse & Orderly) and let the staff know if you are with Surgeon or the Anaesthetist. Your name will be included in the peri-operative documentation and on the OR white board which is used to record personnel and other details during each procedure.

Show interest in the surgical procedure and in the anaesthetic procedure, do not stand or sit at the back of the room.

Items in the theatre may be part of a surgical count and should be left untouched. No rubbish is to be leave the OR until the final count has occurred.

Participating in theatre by asking appropriate questions and observing the nursing staff and surgeon is part of the learning process.

For specialty equipment such as lead gowns you will have to negotiate, make sure that you do not wear a named lead gown.

## Aseptic Technique

The Surgeon, Scrub Nurse and Assistants will put on a sterile gown and gloves before prepping the skin with antiseptic and draping the patient with sterile drapes. You will be assessed in scrubbing, gowning and gloving technique by an experienced scrub nurse as part of your orientation process should this be required for your placement.

There is a 'sterile field' around the draped patient and the instrument trolley. Unless you are also gowned and gloved you must keep a distance of at least half a metre from the draped patient, from the instrument trolley, and anyone in a sterile gown and gloves. **Never** walk between the Scrub Nurse and the draped patient or between a sterile instrument trolley and the nurse, unless you are gowned and gloved.

Always face the sterile field.

Your mask is put on before gowning and gloving. Always wear a mask as soon as sterile equipment is being opened.

Leave the rubbish in the OR until the final count has taken place.

## OR Attire

The student will be directed to the appropriate change room. In the change room, all outer garments must be removed, and the student will wear scrubs before entering OR .

- Ensure that all under garments are covered by scrubs.
- Scrubs must not be worn outside the main hospital building.
- You must wear a **yellow** hat / covering all hair, including facial hair.
- Ensure that fingernails are clean and free from nail polish.
- Remove wrist watches, bracelets and rings, (apart from plain bands, which must also be removed before scrubbing).
- Masks must be worn when sterile instruments are being opened.

Footwear shall be clean, comply with occupational health and safety standards and be of a design and material to permit cleaning.

- At Wesley Hospital: each student will need to bring in a pair of shoes that are suitable to be worn in theatres (solid shoes that protect the whole top of the foot from sharps dropping and can be wiped off to clean). This pair of shoes must stay in theatres for the duration of their placement.
- At St Andrew's students must wear shoe covers over their shoes when in Dr Weinrauch's theatre.

All bags and valuables must be stored in the Clinical School securely before entering the OR precinct. Storage space is not available in the change theatre.

## Radiation Protection

Your personal role

- The primary objective in controlling external exposure to ionising radiation is to minimise the accumulated radiation dose.
- Radiation safety is based on a minimum permissible dose which is aimed at keeping radiation exposure to a minimum at all times. The role of the operator is defined by the ALARA principle – keeping doses as low as reasonably achievable.

Radiation Exposure to Staff

- Staff working in areas such operating theatres, CCT, Endoscopy, and X-ray interventional theatre will be exposed to scattered radiation as part of their normal duties. They may be required to wear dosimeters to monitor their exposure levels. Staff who work in areas where plain x-rays are performed, or who work around patients who have had some Nuclear Medicine or Radiotherapy procedures may also be exposed to small amounts of radiation.
- By using safe work practices, exposure to staff can be kept at very low levels.

#### Minimising the Risk

1. **DISTANCE** – move at least 2 metres from the source Note: O-Arm move at least 5 metres from the source
2. **SHIELDING** – use Personal Protective Equipment (PPE) or fixed shielding.
  - Wear a two – piece lead apron that wraps around body, covering the back to protect from scattered X-rays and a thyroid shield – make sure you do not use a named xray gown.
3. **TIME** – minimise the time you spend near x-rays- essential staff only

#### Pregnant students

Are to avoid being involved in any xray exposure.

### Laser Safety

#### Basic Safety Principles:

- Three types of laser in the operating theatres at the Wesley Hospital; CO<sub>2</sub>, Holmium Yag and Thulium.
- The laser apparatus is used by appropriately licensed VMO's and Registered Nurses.
- Red warning lights are overhead at the entrances to each laser theatre, when these lights are on, staff are permitted to enter the theatre only when wearing Personal Protective Eyewear (PPE).
- The laser safety nurse is responsible for ensuring that safety precautions as described in The Wesley Hospital Laser Safety Policy are implemented and enforced.

#### Minimising patient and user exposure to laser light

- All personnel in the operating theatre where the laser apparatus is being used must wear protective eyewear, compatible with the wavelength of the laser light, as designated by the laser safety nurse.
- Patient's eyes should be protected.
- Protective facemasks must be worn.
- Gowns, drapes are made of fire retardant material but in extreme risk cases, drapes are removed or wet sponges placed over laser area on patient.

## Infection Control

Infection Control Practice is the implementation of various precautionary measures aimed at preventing the occurrence or transmission of infection. Direct contact transmission is the most common or likely mode of transmission; many of these measures are designed to interrupt this mode. Infection control measures in themselves are mostly based on the understanding and application of good hygiene practices, good patient care techniques and good housekeeping practices, whether infection is present or not. All categories of staff have a responsibility for ensuring that high standards are maintained.

### Hand Hygiene

Hand Hygiene is the most important infection control measure. The purpose of correct hand hygiene technique in the health care setting has major implications: the shedding of micro-organisms from our hands:

- To prevent the possibility of acquiring an infection yourself
- To prevent the possibility of cross contamination to patients and staff members

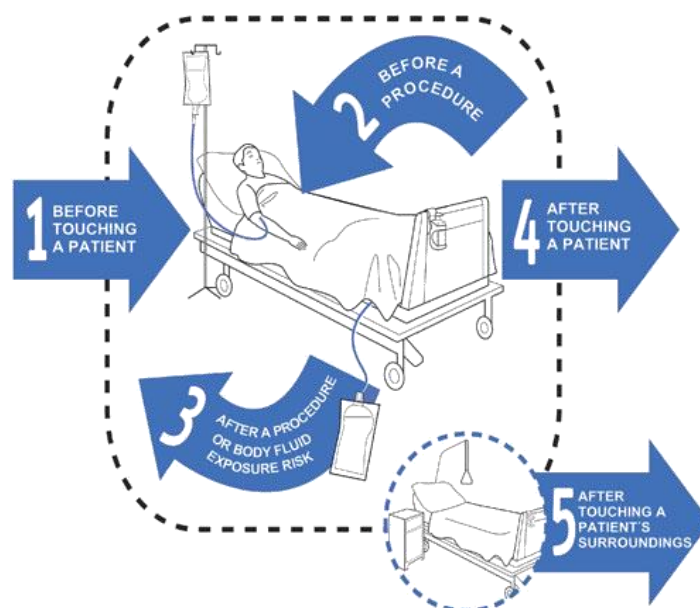
Hand Hygiene Agents used in general ward and public areas

1. Johnson & Johnson “Micro shield” (white) for general use
2. Chlorhexidine Gluconate 2% (green) for aseptic procedures
3. Alcohol Gel: eg *Angel* and *Bactol* used only on clean hands
4. Other solutions are used in procedural areas.
5. Moisturizing lotion is also provided and should be used regularly.

### 5 Moments of Hand Hygiene

Improving Hand Hygiene among healthcare workers is currently the single most effective intervention to reduce the risk of hospital-acquired infections in Australian hospitals.

Five Moments for Hand Hygiene have been identified as the critical times when Hand Hygiene should be performed.



## Personal Protective Equipment

*Gloves:* wear gloves before touching body fluids, mucous membrane and non-intact skin, skin irritants e.g. cleaning chemicals.

*Mask & Eye protection or Face Shield:* Protect eyes, nose and mouth during procedures that may cause splashes or sprays of body fluid or hazardous chemicals.

*Apron / Gown:* Wear gown during procedures that may cause splashes or sprays of body fluid or hazardous chemicals.

## Patient Care Equipment

Handle soiled equipment so as to prevent personal contamination or transfer to other patients.

Handle linen soiled with body fluids so as to prevent personal contamination or transfer to other patients. **NEVER place soiled linen on the floor.**

## Needle stick Injury & Body Fluid Exposure

- First Aid – wash and clean the wound.
- Report all incidents or exposures.
- Collect kit from the Floor Coordinator in OR or from Teresa in the Clinical School.
- Contact RMO in ICU (3M) and arrange for blood collection from self / an Anaesthetist in OR.
- Contact admitting VMO and arrange for blood collection from source. If incident happens in OR the Anaesthetist will take blood intraoperatively.
- Complete forms and return to Infection Control Manager via internal mail.
- Follow-up blood tests (where applicable) **are your responsibility**. Tests can be conducted through the Staff Health Clinic, run every Thursday 7-11am in 3M, or can be attended via your GP if you wish.

## Precautions & Isolation

- Standard Precautions – all patients – wash hands after patient contact.
- Contact Precautions – MRSA, shingles, clostridium difficile, ESBL, – sign on door, preference for single room, wear gloves and gown / apron, wash hands when leaving room, clean room last, isolation clean on discharge.
- Respiratory Precautions – Chicken Pox, TB, Influenza – Sign on door, ideally placed in Isolation theatre 5 & 6 in 2W, wear full PPE, wash hands when leaving room, clean room last, Isolation clean on discharge (+ N95 Mask for Avian Influenza – staff will need to be fit tested).
- Protective Isolation – neutropenic – protect patient from us – single room, gloves and mask to be worn, wash hands before entering room, clean first.

## Occupational Health & Blood Borne Pathogens

- The person generating the sharp is responsible for its safe disposal.
- Prevent injuries from needles, scalpels, and other sharp devices by taking care whenever using sharps. Never re-cap needles.
- Place sharps in a puncture proof sharps container as soon as practical after use.

## Waste Streams

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### Clinical Waste

Dressings	Soiled bandages
Disposable sputum mugs	Nasogastric and drainage tubes
All gloves, masks and plastic aprons	Disposable nappies
Paper towels soiled with body fluids	Incontinence pads
All soiled operating theatre waste	Blueys contaminated with bodily fluids
Serums, vaccines, antigens and anti-venoms	

### Cytotoxic waste

Items contaminated with cytotoxins are disposed of in purple, cytotoxic waste bags and placed into purple garbage bins, sharps are disposed of into purple cytotoxic sharps containers. Cytotoxic waste containers bear the international symbol and are clearly marked “cytotoxic waste”.

### General Waste / Recyclable Waste

Paper, plastic, food and other items uncontaminated with large quantities of blood. General waste is disposed of into clear plastic bags or into recycling bins located throughout the organisation.

Director of Medical Education/ Head of School	Dr Stephen Cook
Clinical Sub Dean	Dr Jeff Conn
Clinical Sub Dean	Dr Luke Jeremijenko
Clinical Sub Dean	Dr Riesa Ginsberg
Clinical Sub Dean	Dr Mark Armstrong
Clinical Sub Dean	Dr Kim Gill
Clinical Sub Dean	Dr Maddy Martin
Clinical Sub Dean	Dr Mohammad Khan
Clinical Sub Dean	Dr Peter Del Mar
Women's Health Lead	Dr Pauline Joubert
Anaesthetics Lead	Dr Chris Jackson
Critical Care Lead	Prof John Fraser
Surgical Lead (The Wesley)	Dr Nicholas O'Rourke
Surgical Lead (St Andrew's)	Dr Toby Cohen
General Medicine Lead (The Wesley)	Dr Omar Kaiser
General Medicine Lead (St Andrew's)	Prof Keshwar Baboolal
Paediatrics Lead	Dr Johanna Holt
Director of Medical Services – Wesley	Dr Trisha O'Moore-Sullivan
Director of Medical Services – SAWMH	Dr Michael Gilman
Director of Clinical Services & Clinical Lead – Buderim Private	Dr Carl Scott
General Manager – St Stephen's	Mr Paul Bell
Clinical School Practice Manager	Jo Henderling
Medical Education Coordinator	Mark Reilly
Medical Education Coordinator	Teresa Wilson
Medical Education Coordinator (St Andrew's)	Dimity Barlow
Medical Education Coordinator (Buderim)	Felicity Alvey

## Social Media And The Medical Profession

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Medical students are not held to any lesser standards of professionalism than doctors. They may face disciplinary action from their universities and, in Australia where all medical students are registered with the Medical Board of Australia, from the medical registration authority.

Under no circumstances is information regarding the hospitals or patients to be disclosed to the press or media. Photographs of patients are not permitted.

## Workplace Health and Safety

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The Wesley Hospital is committed to fulfilling its corporate, legal and health and safety responsibilities by implementing and maintaining policies, procedures and practices to provide a healthy and safe working environment.

All students are responsible for their own safety and that of their co-workers, patients, visitors, and contractors. Students have a responsibility to comply with health and safety requirements established by UnitingCare and to report risks and incidents in a timely manner.

### Workplace Health and Safety Training

Workplace Health and Safety training is provided to all students at orientation.

### Hazards

A hazard is anything at the workplace which has the potential to cause harm to a person, property or environment.

### Manual Handling

Students have an obligation to ensure the workplace health and safety by identifying tasks that have the potential to cause harm and implement measures to reduce the risk.

Students have an obligation to follow instructions for safe manual handling, not to place themselves or others at risk and to use PPE provided.

### Incident Reporting

If an injury occurs, receive first aid or medical attention (if required) and inform your immediate supervisor. Once the initial first aid is rendered, please contact your Medical Education Coordinator and complete an incident report form. The incident is also required to be reported to the your respective university.

All incidents are recorded on the UCare data base.