



WA Country Health Service
Government of Western Australia

Goldfields South East Health Region

**GOLDFIELDS SOUTH EAST HEALTH REGION
KALGOORLIE REGIONAL HOSPITAL**

INFORMATION FOR STUDENTS

Welcome, thank you for choosing our health region for your placement. Below is information you may require throughout your stay.

1. GENERAL INFORMATION

ACCOMMODATION

If available, is provided free of charge to students. Students are accommodated in the Brick Quarters. These are on site and consist of a single room and shared toilet/shower facilities and communal kitchen with plates, cutlery etc. supplied. Staff must supply their own linen/blankets and pillows. The keys should be picked up and returned to the **Admissions Centre** (Emergency Dept entrance) off Piccadilly Street.

Any problems regarding accommodation should be directed the Property & Transport Coordinator (ext 5686) during office hours. After hours contact the Hospital Coordinator on page 813 or via the hospital switchboard. The hospital phone number is (08) 90805888.

PARKING

Available on Maritana Street, outside the Brick Quarters or in the staff car park at the rear of the hospital (entrance off Charlotte St.). See the Property & Transport Coordinator for a temporary permit.

MAIL

Personal mail addressed c/o KRH, Locked Bag 7, Kalgoorlie, 6433 is available for collection during office hours from the alphabetical mailboxes situated in the corridor leading to the Human Resources Dept. in the Administration building.

MEALS

The hospital kiosk is located in the main foyer of the Administration building. Opening hours are displayed in their window. Meal tickets may be purchased from the main office cashier for meals that are ordered in the hospital dining room.

UNIFORMS

Students are required to adhere to their training institution's uniform policy. This includes the wearing of enclosed footwear of a uniform colour, that fulfills occupational safety & health requirements. Training institution identification cards must also be worn at all times.

Kalgoorlie Regional Hospital

Staff Development Department

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2. PRACTICUM EXPERIENCE

HOURS

Rosters are 76-80 hours per fortnight, commence on a Monday and are available the week prior to practicum commencement. On the first day of practicum at KRH, students are rostered on at 0830 and should report to the Staff Development department, situated off the main corridor of the Administration building. On this first day, students undergo a brief orientation to the health service including a tour of the hospital.

Students are expected to work the same shifts as their Preceptor (i.e. AM; PM; NIGHTS). However shift changes can be negotiated with Preceptors. Should a student request a change of shift, an alternate buddy must be arranged by the Preceptor, to ensure that the student is adequately supervised.

During practicum at KRH, students are encouraged to participate in activities that will broaden their knowledge and consolidate theory. Should a student wish to do a couple of shifts in another area, they need to liaise with their Preceptor and Staff Development. This opportunity will only be available to students who are meeting the objectives stated for their practicum.

SHIFT TIMES

Morning (early) 0700 - 1530; Evening (late) 1300 - 2130; Night 2100 - 0730. Please note that some areas have variations on these start and finish times, and these will be indicated on the ward rosters (i.e. D Ward 0600 - 1430). An 'A' shift is 6hrs, 'B' is 7hrs and 'E' is 8hrs.

SICK LEAVE

Students should inform their ward before the commencement of shift should they be unable to attend work due to illness. Staff Development should also be informed of any sick leave.

MEDICATION ADMINISTRATION

The KRH policy regarding students' involvement in medication administration is detailed in the KRH Medication Policy section 2, page 3. This states that students may only be involved in medication administration as a second or third person only. This does not prevent them from administering medications altogether, but does mean that they must be directly supervised at all times by an authorised checker (RN or EN), who must then sign the medication chart indicating that the medication has been given under their direct supervision. In the case of an intravenous medication, this must be a Registered Nurse.

NEEDLESTICK INJURIES

Needlestick injuries and splashes with body fluid must be reported to the Infection Control Nurse (page 930) during office hours or Hospital Coordinator (page 813) out of hours.

3. THE STAFF DEVELOPMENT DEPARTMENT

The Staff Development Department is responsible for student placements at Kalgoorlie Regional Hospital. The department consists of the Manager Staff Development, the Staff Development Nurse and the Staff Development Clerk (ext 5874). The department is open Monday - Friday from 0800 until 1600 hrs, and students are welcome to call in with any enquiries, or if they wish to access resource material or utilize the department computer for internet access (bookings available on ext 5874).

The Staff Development Nurses provides clinical support for all staff, and students are encouraged to page the SDN in their area for any assistance required. Students who are experiencing difficulties with any aspect of their practicum should contact the Staff Development Department ASAP (ext 5874).

CURRENT STAFF

Manager Staff Development	<i>ext. 5818</i>
Staff Development Nurse (p/time)	<i>ext. 5874</i>
KRH Staff Development Nurse (F/time)	<i>ext. 5819 and page 819</i>
Staff Development Clerk	<i>Anne Williams ext 5874</i>