

Northern Health Mental Health Clinical Placement Guide 2025

NORTHERN HEALTH UNDERGRADUATE PROGRAM GUIDE

This Clinical Placement guide provides you with all the necessary information and instruction to best prepare you for your placement.



WELCOME TO NORTHERN HEALTH

Northern Health is a vibrant healthcare provider delivering essential public health services to residents of Melbourne's Northern suburbs and nearby regional communities. With five campuses, we cater to a diverse community across all life stages, offering a comprehensive range of specialist medical, surgical, and mental health services, including rehabilitation, aged care, community, virtual and home-based services from Northern Hospital Epping, Broadmeadows Hospital, Kilmore District Hospital, Bundoora Centre and Craigieburn Centre. In 2025, we will complete construction of the future Mernda Community Hospital

CODE OF CONDUCT

The Northern Health Code of Conduct and Ethics outlines the appropriate way to interact with our patients, consumers, clients, visitors, volunteers and staff. Adhering to these directions will assist in the delivery of high quality patient focused care and support a working environment where both the rights and responsibities of staff and volunteers are acknowledged and understood

Northern Health's Code of Conduct and Ethics principles are:



Northern Health takes the Code of Conduct and Ethics and supporting policies and procedures very seriously. As someone working within Northern Health you are required to comply with the principles and spirit of the Code of Conduct and Ethics and all Northern Health policies and procedures.

OUR SERVICES

Northern Health is the major provider of acute, sub-acute and ambulatory specialist services in Melbourne's north. Across our campuses we provide a range of primary, secondary and some tertiary health care services.

Visit our website for more specific information www.nh.org.au

Broadmeadows	Craigieburn
Hospital	Centre

 35 Johnstone Street
 274-304 Craigieburn Road

 Broadmeadows Vic 3047
 Craigieburn Vic 3064

 T. (03) 8345 5000
 T. (03) 8338 3000

Bundoora Northern Centre Hospital

 1231 Plenty Road
 185 Cooper Street

 Bundoora Vic 3083
 Epping Vic 3076

 T. (03) 9495 3100
 T. (03) 8405 8000

NORTHERN HEALTH MENTAL HEALTH DIVISION

Northern Health Mental Health Division offers a broad and integrated range of hospital and community-based mental health services for adults and older adults across Melbourne's Northern, North East, and North West regions.

We understand that starting a mental health placement can feel overwhelming and you might be unsure of what to expect. Rest assured, our experienced staff are here to support you every step of the way.

THE UNDERGRADUATE COORDINATION TEAM

Vesna Dempster - Senior Mental Health Nurse, Workforce, Professional Development and Research Preet Kaur - Undergraduate Program Coordinator

PLACEMENT FEEDBACK

Your feedback post clinical placement provides us with valuable information on what is working well and what we need to improve. To complete the survey please use the QR code below:



PRE-PLACEMENT

Before starting your placement, we recommend that you review your knowledge on mental health, particularly focusing on the following areas:

- Mental Status Assessment
- Psychiatric diagnosis and related symptomatology psychotic disorders, mood disorders, anxiety disorders, personality disorders, substance use
- Risk assessment
- Mental Health and Wellbeing Act 2022
- Psychopharmacology and medication management familiarise yourself with commonly used medications
- Recovery-oriented practice

You will also receive an email with important information outlining the mandatory requirements which you will need to complete prior to orientation day. These requirements include:

- Vaccinations
- Completion of Infection Prevention and Control modules
- Hand Hygiene Australia Nursing/Midwifery Online Learning Package
- Fire and Emergency Training
- Electronic Medical Records (EMR) training
- Mask fit test if you haven't got a recent one, please schedule a fit test at our centre, located at Northern Hospital Epping, email NHFitTesting@nh.org.au with the following details (Full Name, Mobile Number, Residential Address, Date of birth& Preferred days. Our fit test centre operates Monday - Friday between 8am - 4:20pm

If you cannot produce evidence of the above on your first day of placement, you will not be able to commence your placement.

HERE ARE SOME HANDY RESOURCES



Mental Health & Wellbeing Act, 2022



Safewards



Medication Safety Training



National Safety and Quality Health Service Standards



MHPOD Learning Portal

CONFLICT OF INTEREST

To ensure that you receive a fair and equitable experience throughout placement, you are required to declare all conflict of interest to avoid undertaking a placement in a workplace where an actual, possible or perceived conflict of interest exists.

Examples of this include:

- Placement ward/unit where you work as a RUSON/EN
- Family members work in the ward
- o Responsible for caring for family member or known associate

If you have conflict of interest please notify @ NHE-MHDUndergraduateNursing@nh.org.au

PRE-PLACEMENT SURVEY MONKEY - CHECKLIST AND STUDENT DECLARATION

Once you have completed your EMR training, read through the guide you are required to complete the Nursing pre-placement checklist and declaration via the survey link below or alternatively scan the QR code.

This is required to be completed by <u>1200pm the Thursday before</u> your placement commences. If you are unable to complete or submit the declaration please contact undergraduate coordinator in the first instance as this may indicate you do not meet the required criteria to commence placement.

Students may <u>not</u> be permitted to start placement if declaration is not received prior to orientation as lack of mandatory requirements could prohibit attendance.

https://www.surveymonkey.com/r/Preview/?sm=5YUOzAyH8xYWFPsK8CNYwOBnq8ErmOkBkZlFb3A KLZBU6SM_2FwerlAdmlLpn9h8e5



CENTRALISED ORIENTATION

You will receive details for your orientation in the *welcome* email. As orientation is completed online on Microsoft Teams, email will include a link to a Microsoft Teams meeting. Please ensure you follow instructions sent to you in the email.

ROSTERS AND ALLOCATIONS

Your allocations and rosters will be finalised on your orientation day and you will be given the copy of your roster either on the day of your orientation or on the first day onsite. We aim to accommodate students' needs as much as possible.

- Students allocated to a community-based team will work Monday to Friday 08:00 17:00hrs.
- Students allocated to bed-based units will be required to work shifts Monday to Friday AM Shift: 0700hrs 1530hrs.

PM Shift: 1330hrs - 2200hrs. (more details below).

If you are concerned about this or have any special requirements you are encouraged to email the undergraduate nursing program coordinator.

Northern Area Adult Mental Health Program Shift Times

Northern Emergency Mental Health (EMH)

AM Shift: 0800hrs - 1630hrs. PM Shift: 1500hrs - 2330hrs.

Inpatient Adult Mental Health Units

AM Shift: 0700hrs - 1530hrs. PM Shift: 1330hrs - 2200hrs.

Community Clinics

0830 -1700.

Continuing Care Units AM shift: 0700 - 1530hrs. PM shift: 1330 -2200hrs.

Bundoora inpatient

Morning: 0700hrs - 1530hrs

Afternoon: 1300hrs - 2130hrs

FIRST DAY OF PLACEMENT

Your first day of placement will commence on the day after the online orientation. You will meet the Clinical Nurse Educator at an allocated place and time which you will be informed of on orientation day.

Please make sure you know where to go and allow enough time to arrive on time.

STUDENT RESPONSIBILITIES

- ✓ Please attend your online orientation with full day commitment, failing to do so will impact your clinical placement hours. Any exceptions must be communicated with our organisation and university prior to orientation day.
- ✓ If you are unwell:
 - respiratory illnesses should be RAT tested and do not return to placement until you are 72 hours without fever and your symptoms have resolved.
 - gastro symptoms should not return till 48hrs post last symptom occurring
- ✓ Understand and respect patient rights
- ✓ Introduce yourself by stating your name, that you are a 1st/2nd/3rd year student nurse
- ✓ Seek consent from patient to provide care under the supervision of your buddy/preceptor nurse.
- ✓ Document consent sought from patient / consumer in progress notes
- ✓ Maintain patient / consumer and the facilities confidentiality at all times
- ✓ Be punctual at all times
- ✓ Adhere to the dress code (university approved uniform or smart casual)
- ✓ Be appropriately equipped (i.e., IDs & uniforms)

- ✓ Be appropriately prepared for clinical experience (i.e. objectives of placement to be completed)
- ✓ Take an active part in the care of patients / consumers appropriate to your year and skill level
- ✓ Be open to receiving feedback and proactive in implementing this feedback
- ✓ Familiarise yourself with the policies and procedures of the hospital including emergency protocols and abide by these protocols
- ✓ Be aware of scope of practice, if unsure do not continue and seek clarification from education provider and / or education team.
- ✓ Have your nursing EMR documentation reviewed and countersigned by the registered nurse responsible for the patients / consumer.
- ✓ Advise the clinical area if you are running late or are unable to attend a shift
- ✓ Notify the CNEs, preceptors and undergraduate program coordinator if you have any critical incidents or concerns whilst on placement
- ✓ Have a current fit test (if not current, NH will email to notify you and provide you with details about how to arrange a fit test at NH)
- ✓ Complete mandated training as requested by NH e.g. EMR

UNIFORM

Identification- Education Provider (university/TAFE) must be worn at all times. Identification badges are to be displayed with a plain clip.

Personal Hygiene- Students must maintain a high standard of personal hygiene. Strong smelling perfume or cologne should also be avoided.

Shoes- should wear shoes that are clean and in good repair to promote infection prevention. Open toed shoes or slip-on backless shoes are not acceptable for OH&S reasons.

PROFESSIONAL RELATIONSHIP CONCERNS / CONFLICT OF INTEREST

Any concern in regards to the conduct of professional relationships or conflicts of interest arising whilst you are on placement should be discussed with the preceptor, undergraduate coordinator, Clinical Nurse Educator at the time of the incident.

ABSENCE FROM PLACEMENT

If you are unwell or unable to attend placement for any reason please follow the following steps:

- 1) Notify your ward/clinical area by phone of your absence
- 2) Email CNE & your preceptor of your absence
- 3) Email your Education Provider as per their current process

Forward medical certificate/supportive evidence to your CNE/Preceptor/University

ATTENDANCE:

Time sheets must be completed by students and signed by CNEs via pebble pad or buddy nurse if paper based. Please note that portions of shifts are not offered, as this disrupts continuity of care for our consumers and service delivery. Check prior to placement completion that your timesheet is

correct and an accurate reflection of your placement. Timesheets / assessments will not be completed post placement completion. Full shift length must be attended, unless unexpected injury or illness occurs.

ROSTERS:

All placement types at NH MH Division shifts are of a rotating nature (this may include public holidays) except for placements within the community clinics. We are flexible with roster needs within reasonable grounds so it does not impact other students completing the rotation and learning. Make up hours will need to be negotiated with your local CNE and will require notification to your education provider.

SHIFT SWAPS:

- Shift swaps are considered in extenuating circumstances
- Students are directed to discuss and email their local educators/preceptors to request a swap and once approved can attend alternative allocated shift.

BREAKS AND FOOD:

All Northern Health Campuses have a café to buy food snacks and drink. Staff fridges are available on all main wards for storage of food.

Nutrition and hydration are an important aspect of self-care and shift work. Please take assigned breaks when designated.

Morning / afternoon Tea /Lunch / Dinner

PARKING

Parking is available at all campuses. To obtain a concession rate, please see your preceptor or educator.

Free parking is available on some of the side streets around the campuses, please be careful when crossing roads particularly the large main roads of Cooper Street and Plenty Road. These roads are extremely busy and dangerous therefore Northern Health strongly recommends all students and staff to utilise pedestrian crossings / traffic lights due to the risk associated with these roads.

Please note most parking off site is subject to time restrictions and infringement notices are issued.

ENSURING A SAFE WORKING ENVIRONMENT

While on duty it is prohibited for individuals to:

- Possess, use, manufacture or distribute illegal drugs
- Be affected by alcohol or illegal drugs
- Be adversely affected by legal drugs

Individuals have an obligation to report to their supervisor the use of prescription or non-prescription drugs which may affect normal functioning or which have specific warnings on use (i.e. impact on their duties).

SMOKE - FREE ZONE

Northern Health is committed to providing a safe, healthy environment for everyone, and staff are reminded that smoking (including vaping) is not permitted within any Northern Health buildings, grounds or fleet motor vehicle.

By law, smoking (including vaping) is banned in the vicinity of entrances to Northern Health campuses, and it is an offence for a person to smoke or vape at or within four metres of any part of a pedestrian access point to any of our sites.

BULLYING AND HARASSMENT

Northern Health is committed to providing all employees with a healthy and safe work environment free from bullying and where all members of staff are treated with dignity, courtesy and respect. Refer to the NH Bully and Harassment policy.

HAND HYGIENE

Effective Hand Hygiene is the single most important strategy in preventing health care associated infections. Please familiarise yourself with the five moments of hand hygiene on the <u>Hand Hygiene Australia</u> website.

STANDARD AND ADDITIONAL INFECTION CONTROL PRECAUTIONS

Some consumers require additional precautions for example: airborne/droplet or respiratory precautions or contact precautions. If your site has these in place please adhere to signage found outside door. If unfamiliar or unsure of precautions do not enter the environment and seek clarification prior to entering.

COVID - 19

To facilitate staff members, who are suspected or have confirmed COVID-19, clearance to return to work Northern Heath's policy is consistent with state and national guidelines to facilitate staff member's clearance to return to work. If this applies to you at any stage of your placement please ensure you have access to the latest policy and guidelines. Discuss with local CNE / preceptor if you have any queries.

MANUAL HANDLING

A 'No Lift' system exists within Northern Health aimed to significantly reduce the risk of musculoskeletal injuries attributed to manual handling and ensuring the continued health and

safety of staff and patients. A formal assessment of a patient's ability to assess the staff must be carried out prior to any patient handling task occurring. Please refer to the OH&S - Manual Handling: Patient (No Lift) policy.

INCIDENT REPORTING

If an adverse event occurs involving yourself or your patient / consumer, please inform the CNE, Nurse Unit Manager (NUM)/Nurse in Charge (NIC) or Education Team. An adverse event includes any injury, incident or near miss that involved you (either individually or whilst working with a patient or their carer). All events are reported via VHIMS (with assistance from NH Staff member) and student must complete an incident report for your educator provider.

POLICIES AND PROCEDURES

Accessible via PROMPT on any Northern Health computer desktop.

The following lists of policies are the minimum requirement for review within the **first 3 days of your placement**:

- Documentation
- Infection Prevention
- OH&S Manual Handling
- Incident management
- Preventing pressure injuries
- Preventing Falls
- Observation and Response Chart
- Clinical Handover
- Medication Safety
- Bullying and Harassment
- Respecting Diversity
- Confidentiality
- Voluntary Assisted Dying
- ICT access

SOCIAL MEDIA

Social media is great for helping people keep connected with their family and friends. However, social media within a professional health care environment is very different. We have a strong obligation to towards our patients and each other to maintain confidentiality and privacy at all times. It is also important that the organisation maintains its strong and positive reputation across the community. No videos, photographs or other postings about your work without the specific permission of Public Affairs is to occur.

FIRE & EMERGENCY PROCEDURES AT NORTHERN HEALTH

In the event of an emergency dial 2222 and provide the person answering the phone with details of the situation.

Please see below the Codes:

EMERGENCY RESPONSE CHECKLIST EMERGENCY Remove and assist any person in danger if safe to do so. Alert – Activate a Manual Call Point (Break Glass Alarm) and Dial 2222 and state Code Red, location, details of fire. Contain the fire by closing doors and windows to contain smoke and fire. Turn off oxygen and electrical supplies in area if safe to do so. FIRE / SMOKE CODE RED Extinguish the fire using the appropriate extinguisher or fire hose reel if safe to do or evacuate to your nearest safe fire compartment / emergency exit. Followinstructions from Area Warden or Emergency Controller Decision to evacuate and route taken will be determined by Area Warden / Emergency Controller. Do not use lifts. . When instructed, evacuate to the nominated area in the following order When instructed, evacuate to the infilmated area in the conforming of the Ambulant, Semi Ambulant and Non Ambulant patients. - Non Ambulant patients can be evacuated using beds, wheelchair, Albac evacuation mats or CODE ORANGE If safe to do so search all rooms, leave lights on and collect staff rosters and client lists. Area Warden to advise Emergency Controller of completed evacuation. On receiving phone call, keep caller talking. Do not hang up, keep line open, Activate MCID (Malicious Caller Identification) or Report Caller Function on desktop - Record information on bomb threat checklist - Alert another staff member to Dial 2222, state Code Purple, location and incident details. BOMB THREAT CODE PURPLE If suspect package is found - Do not touch. Remove anyone from immediate area/isolate area. . Do not use two way radios or mobile phones . Await further instructions from Area Warden and Emergency Controller MEDICAL EMERGENCY /CARDIAC ARREST CODE BLUE Dial 2222 and state type of emergency, adult/paediatric and location Remain with patient until response team arrives, commence basic life support as required. · Assist with ongoing treatment as requested. If safe to do so, move anyone in danger, to safety. Dial 2222 and state type of emergency and location INTERNAL Notify Area Warden. CODE YELLOW If necessary and safe to do so, provide medical assistance and/or isolate services. Await further instructions from Area Warden or Emergency Controller. If phone call or letter is received with a threat involving a weapon towards NH facilities Dial 2222 and state Planned Code Black, location and details. Do not jeopardise your own or others' safety. PLANNED/ CODE BLACK Obev instructions – do not withhold drugs/money if demanded. Activate Duress Alarm (where available), Dial 2222 and state Code Black, location and weapon used. . Stay calm, talk in a non-threatening manner and await assistance. If threat of patient aggression to staff for planned activity, Dial 2222 and state Planned Code Grey UNARMED THREAT PLANNED/ CODE GREY and location If unplanned incident Dial 2222 and state type of Code Grey and location Do not jeopardise your own or others' safety. Ensure safe distance is placed between you and the aggressor . Stay calm, talk in a non-threatening manner and await assistance Await instructions from the Emergency Controller. CODE BROWN ALL CLEAR At the completion of the emergency and only on the authority of the Emergency Controller will the 'All Clear' announcement be made. Northern Health **ALL EMERGENCIES DIAL 2222**

HOW CAN YOU BE PROACTIVE WITH YOUR LEARNING ON PLACEMENT?

- ✓ Objective setting
- ✓ Initiative
- √ Time management / plans
- ✓ Patient/consumer Conditions
- ✓ Medications
- ✓ Patient Assessment
- ✓ Critical Thinking
- ✓ Clinical Skills
- ✓ Clinical handover
- ✓ Communication written and verbal, therapeutic and professional
- ✓ Professional behaviour
- ✓ Interdisciplinary teamwork
- ✓ Be open to feedback and proactively implement this into practice.
- Reflective practice
- ✓ Aim to provide holistic, quality patient focused care

FEEDBACK

Feedback provides a learner or person with information about current knowledge, skill development or behaviours. This information enables the learner to be able to reflect on their learning strategies to confirm them, be able to make changes to improve or seek strategies for development.

Potential sources of feedback; direct observation of performance, review of documentation, communication, buddy nurses, peers, patients, other multidisciplinary staff, CNEs and self-reflection.

Be open and receptive to feedback, discuss further, seek clarification or additional strategies and be proactive about implementing feedback into your practice in a professional manner.

STUDENT WELLBEING

Northern Health is committed to providing our employees, patients, volunteers, contractors and visitors with a healthy and safe environment. We aim to integrate health and safety into our workplace activity through a process of continuous improvement and capability building

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Northern Health's Employee Assistance Program (EAP) is a professional counselling service that offers confidential, short-term support for a variety of work-related and personal problems that may be affecting you at work or at home. The Employee Assistance Program (EAP) gives you access to qualified professionals, including psychologists, social workers and management coaches.

Employee Assistance – EAP - Converge

8 streams of support available to you

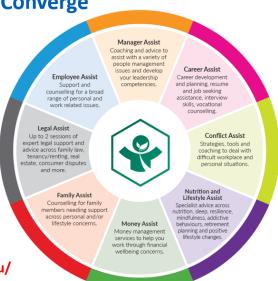
Provided by Converge, you can access:

- short-term, solution focused coaching and support
- emergency telephone counselling
- face to face counselling by appointment
- up to 6 individual sessions funded by Northern Health

To arrange an appointment, call

1300 OUR EAP (1300 687 327)

https://www.convergeinternational.com.au/



INSTRUCTIONS FOR UNDERGRADUATE STUDENTS: COMPLETING EMR TRAINING

Step 1. Follow this link to register for LMS self-registration: https://mylearning.nh.org.au/login/signup.php

Note: if you have previously registered or are current/previous Northern Health staff, please contact LMS via email (LMS-admin@nh.org.au) as you will not be able to create a second account.

Step 2. Once your account has been created, click "Log in" to access the LMS with your newly generated account.

Step 3. Enter your new account details into the fields provided and click "Log in" Note: your username will be your email address

Step 4. Upon successful login, you will be taken to your LMS homepage. Click "Start your learning" to access your My Learning Overview dashboard and view your assigned training.

Students will complete <u>2 eLearning modules</u> (excluding Mental Health students *see mental health section)

If you have previously completed Northern Health's EMR Training within the past 12 months, please only complete the Add-on specific to the area for your upcoming placement.

1. EMR Fundamental Training for Mental Health Students

Students completing a mental health placement will need to complete the **Power Chart: Nursing (Mental Health)** EMR Training



Upon completion, please retain a copy of your certificate to the Undergraduate Program coordinator as per instructions issued in welcome email.

STANDARD & TRANSMISSION BASED PRECAUTION SIGNAGE

Standard Precautions



Combines Airborne & Contact Precautions



DON PPE



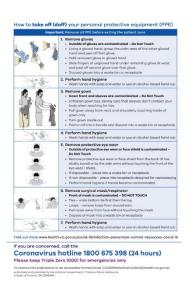
Contact Precautions



Airborne Precautions



DOFFING PPE



SMART OBJECTIVES

Please write objectives of what you would like to achieve during your placement by Wednesday of week one. These shouldn't all be task-orientated. Identify what you are seeking to achieve with your buddy nurses each shift so they can assist your development.

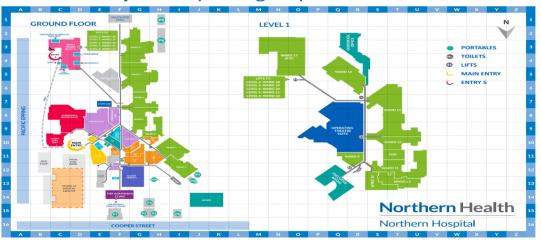


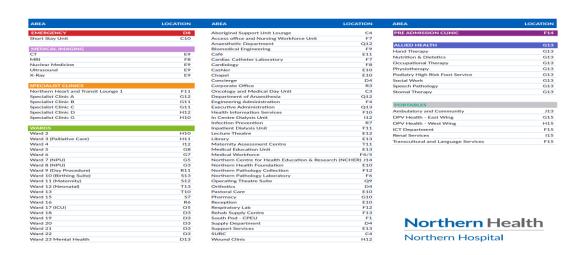
MEDICATION TABLE FOR YOUR OWN LEARNING

MEDICATION	USE (CONDITION)	CLASS	ACTION (HOW IT WORKS)	MAIN SIDE EFFECTS/ NURSING CONSIDERATIONS

NORTHERN HEALTH EPPING MAP

Northern Hospital Wayfinding Map





BROADMEADOWS MAP

Broadmeadows Hospital Staff Map



BUNDOORA CENTRE MAP



We hope you enjoy your placement with the Northern Health's Mental Health Division.