Clinical Unit Guide 2017 – CHQ-LCCH

Children’s Health Queensland – Lady Cilento Children’s Hospital

Information and guidelines to assist medical students on clinical rotation.
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Dear Students

I would like to take this opportunity to welcome you all to the Lady Cilento Children’s Hospital (LCCH) as part of the Children’s Health Queensland (CHQ) Clinical Unit in South Brisbane.

The LCCH opened in November of 2014 and combined the paediatric hospitals of The Royal Children’s Hospital (Herston) and the Mater Children’s Hospital (South Brisbane).

The LCCH is a University of Queensland teaching hospital and is the base for the UQ, Faculty of Medicine, Academic Discipline of Paediatrics & Child Health.

While we have overarching responsibility for some 110 students in the UQ Discipline of Paediatrics & Child Health at any one time, we welcome between 55-60 final year UQ medical students to CHQ-LCCH for their 8 week core clinical rotation in Paediatrics.

The CHQ-LCCH serves as a hub for students who return from their near metropolitan clinical sites for the last half of the Paediatrics & Child Health rotation.

The CHQ-LCCH hosts over 50, 1st year UQ MD Elective students on elective placements each November. Students from the Discipline of Surgery also attend Orthopaedic clinics here on Rotation during the year. Students from the Discipline of Mental Health will commence week long placements at CHQ-LCCH in Rotation 4, 2017.

We also welcome a large number of other Elective medical students from Queensland, interstate and overseas Universities to the CHQ-LCCH. All these elective placements are first approved by the University of Queensland with on-site supervision through the UQ Faculty office here on Level 7 of the CHQ-LCCH.

The CHQ-LCCH is a busy, tertiary paediatric setting. We look forward to seeing you here.

A/Prof Mark Coulthard
Paediatric Course Coordinator
Paediatrics & Child Health
CONTACT DETAILS

ADDRESS
Lady Cilento Children’s Hospital (CHQ-LCCH)
UQ Faculty - Level 7
501 Stanley Street
PO Box 3474
South Brisbane
QLD 4101
Email: paediatricsandchildhealth@uq.edu.au
Mobile: 0438 764 472 (Paeds)

PROFESSIONAL AND ACADEMIC STAFF

<table>
<thead>
<tr>
<th>ROLE</th>
<th>STAFF MEMBER</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHQ Clinical Unit Head &amp; Discipline</td>
<td>VACANT</td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paediatrics Course Coordinator</td>
<td>A/Prof Mark Coulthard</td>
<td><a href="mailto:Mark.Coulthard@health.qld.gov.au">Mark.Coulthard@health.qld.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 7, UQ Faculty, CHQ-LCCH</td>
</tr>
<tr>
<td>CHQ/Mater Clinical Unit Team Leader</td>
<td>Ms Sian Gillinder</td>
<td>Mater Hospital</td>
</tr>
<tr>
<td>Student/Academic Discipline Coordinator</td>
<td>Ms Virginia Whittle</td>
<td><a href="mailto:v.whittle@uq.edu.au">v.whittle@uq.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 7, UQ Faculty, CHQ-LCCH</td>
</tr>
<tr>
<td>Acting Student Coordinator</td>
<td>Dr Ian Wilkins</td>
<td>Level 7, UQ Faculty, CHQ-LCCH</td>
</tr>
<tr>
<td>Acting Student Coordinator</td>
<td>Ms Elli Hamlyn</td>
<td>Level 7, UQ Faculty, CHQ-LCCH</td>
</tr>
<tr>
<td>2017 Medical Education Fellows</td>
<td>Dr Kristy Kimlin</td>
<td>January – December 2017</td>
</tr>
<tr>
<td></td>
<td>Dr Fifi Djatmiko</td>
<td>January – July 2017</td>
</tr>
</tbody>
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2017 ROTATION DATES
(MBBS YEARS 4 & MD Year 3 Oschner)

<table>
<thead>
<tr>
<th>ROTATION</th>
<th>DURATION</th>
<th>HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon 9 Jan – Fri 3 March</td>
<td>• Public Holidays: Australia Day – 26th Jan</td>
</tr>
<tr>
<td>2</td>
<td>Mon 13 March – Fri 5 May</td>
<td>• Public Holidays:</td>
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<tr>
<td></td>
<td></td>
<td>o Good Friday – 14th Apr</td>
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<tr>
<td></td>
<td></td>
<td>o Easter Monday – 17th Apr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Anzac Day – 25th Apr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Labour Day – 1st May</td>
</tr>
<tr>
<td>3</td>
<td>Mon 15 May – Fri 7 July</td>
<td>• NIL</td>
</tr>
<tr>
<td>4</td>
<td>Mon 17 July – Fri 25 Aug</td>
<td>• Public Holiday: RNA Show Day – 16th August</td>
</tr>
<tr>
<td>5</td>
<td>Mon 4 Sept – Fri 27 Oct</td>
<td>• Public Holiday: Queens Birthday – 2nd October</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Mon 20 Nov – Fri 15 Dec</td>
<td>• NIL</td>
</tr>
<tr>
<td>(yr1MD only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Welcome to the University of Queensland at the Lady Cilento Children’s Hospital (LCCH) Clinical Unit.

The LCCH, which opened on 29 November 2014, is Australia’s largest and most advanced paediatric facility. Located in South Brisbane, the 359-bed hospital features more than 80,000 square meters of facilities spread across 12 levels.

The hospital is built on more than 200 years of excellence in paediatric care combining the exceptional staff and services from the former Royal and Mater Children’s Hospitals.

Children, young people and their families were consulted during early planning to ensure a comfortable and supportive hospital that is not only therapeutic and practical, but also fun and engaging. At the bedside, all ages will be catered for with an interactive patient entertainment system delivering in-house radio, as well as play and recreation spaces in wards and outpatient areas.

Rooftop terraces, outdoor spaces, performance areas and a vibrant art collection help to deliver a hospital experience second to none.

As Queensland’s single specialist paediatric facility, CHQ at the LCCH is the hub of a dedicated network of paediatric services available at other Brisbane and Queensland hospitals. Expanding on Children’s Health Queensland’s statewide remit, the LCCH also supports regional hospitals through telemedicine and outreach services. This means children and young people can access the services they need as close to home as possible.

The hospital precinct includes the Centre for Children’s Health Research, the Children’s Hospital Foundation, Ronald McDonald House South Brisbane (opened in 2016) and a new Adolescent Drug and Alcohol Withdrawal Service building.

**LCCH Fast Facts:**

- 359 beds – 25 per cent more than the Royal Children’s Hospital and Mater Children’s Hospital combined
- Majority of inpatient rooms are single rooms with ensuite and provision for a parent/carer to stay at patient’s bedside
- 48 emergency department treatment bays
- 14 operating theatres
- Child and youth mental health unit
- Sleep medicine service
- 11 rooftop terraces and gardens
- Multi-faith centre
- George Gregan Foundation Playground
- Radio Lollipop studio and Starlight Express Room
- Co-located Centre for Children’s Health Research
- LCCH has a pet visiting area
- Overnight emergency accommodation for parents/carers
The Discipline of Paediatrics and Child Health has a designated space, called the UQ Faculty, based on Level 7 of the LCCH.

It provides students with a teaching and learning space; as well as being the office location for the Head of Discipline and Professional staff.

**UQ Faculty Housekeeping**
- Students are welcome to eat, drink and meet in the UQ Faculty space. However:
  - Kitchen facilities (eg. Tea/coffee-making facilities, microwave, fridge) are not available in the UQ Faculty space for students.
  - Students must utilise the facilities in the Doctors’ Common Room, located on Level 7.
- Students are individually allocated lockers, found in the UQ Faculty space.
- It is the **student's responsibility to keep the UQ Faculty tidy**.
  - Pushing chairs back under the table when getting up
  - Throwing papers / food items in the bins provided
  - Wiping up spills / messes
  - Closing locker doors
FINDING YOUR WAY AROUND THE LCCH

- Each level of the hospital is colour-coded to assist with way-finding and directory signs are located in each lift lobby.
- The main reception desk is located on level 2.
- Information desks are located on levels 2, 3 and 6. Our volunteers can help with directions and information about the hospital.
- There are two public lifts – A and B. Use lift A to access levels 1-7 (and basement car park). Use lift B to access levels 1-12 (including all inpatient areas). If using lifts before 7.00AM and after 5.00PM, an LCCH access card is required.
- Staff lifts are located behind the B lifts and can only be accessed with an LCCH swipe card.

Hospital services and facilities directory

<table>
<thead>
<tr>
<th>daytime units level</th>
<th>level</th>
</tr>
</thead>
<tbody>
<tr>
<td>5B medical</td>
<td>L5</td>
</tr>
<tr>
<td>5C oncology</td>
<td>L5</td>
</tr>
<tr>
<td>6E rehabilitation</td>
<td>L6</td>
</tr>
<tr>
<td>4C surgical</td>
<td>L4</td>
</tr>
<tr>
<td>inpatient units</td>
<td></td>
</tr>
<tr>
<td>9B babies</td>
<td>L9</td>
</tr>
<tr>
<td>10B cardiac/oncology</td>
<td>L10</td>
</tr>
<tr>
<td>8B child &amp; youth mental health</td>
<td>L8</td>
</tr>
<tr>
<td>10A medical</td>
<td>L10</td>
</tr>
<tr>
<td>9A medical/babies</td>
<td>L9</td>
</tr>
<tr>
<td>11A neuroscience/orthopaedic</td>
<td>L11</td>
</tr>
<tr>
<td>11B oncology</td>
<td>L11</td>
</tr>
<tr>
<td>4A paediatric intensive care unit (PICU)</td>
<td>L4</td>
</tr>
<tr>
<td>8A rehab/transition care/sub-acute</td>
<td>L8</td>
</tr>
<tr>
<td>5D surgical/burns</td>
<td>L5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>outpatient clinics</th>
<th>level</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A allied health</td>
<td>L6</td>
</tr>
<tr>
<td>5E burns</td>
<td>L5</td>
</tr>
<tr>
<td>3D cardic</td>
<td>L3</td>
</tr>
<tr>
<td>6D child development</td>
<td>L6</td>
</tr>
<tr>
<td>2F child protection</td>
<td>L2</td>
</tr>
<tr>
<td>3A ear, nose &amp; throat/audiology</td>
<td>L3</td>
</tr>
<tr>
<td>2E general medicine</td>
<td>L2</td>
</tr>
<tr>
<td>3C medical (diabetes, dermatology, endocrinology, immunology)</td>
<td>L3</td>
</tr>
<tr>
<td>6C neurology/metabolic</td>
<td>L6</td>
</tr>
<tr>
<td>2D ophthalmology</td>
<td>L2</td>
</tr>
<tr>
<td>1B orthopaedics</td>
<td>L1</td>
</tr>
<tr>
<td>6G rehabilitation/orthotics</td>
<td>L6</td>
</tr>
<tr>
<td>6F social work</td>
<td>L6</td>
</tr>
<tr>
<td>3B surgical</td>
<td>L3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>public amenities</th>
<th>level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATM</td>
<td>L1.2</td>
</tr>
<tr>
<td>cafe</td>
<td>L1</td>
</tr>
<tr>
<td>escalator</td>
<td>L1.2</td>
</tr>
<tr>
<td>kiosk</td>
<td>L3.6.7</td>
</tr>
<tr>
<td>retail</td>
<td>L2</td>
</tr>
<tr>
<td>taxi call</td>
<td>L1.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>other clinical and support services</th>
<th>level</th>
</tr>
</thead>
<tbody>
<tr>
<td>administration/main reception</td>
<td>L2</td>
</tr>
<tr>
<td>cashier</td>
<td>L2</td>
</tr>
<tr>
<td>2C central resources service</td>
<td>L2</td>
</tr>
<tr>
<td>emergency</td>
<td>L1</td>
</tr>
<tr>
<td>night emergency entrance (after 9pm)</td>
<td>L1</td>
</tr>
<tr>
<td>information desks</td>
<td>L2,3,6</td>
</tr>
<tr>
<td>1A medical imaging &amp; nuclear medicine</td>
<td>L1</td>
</tr>
<tr>
<td>4D medical imaging</td>
<td>L4</td>
</tr>
<tr>
<td>4B surgical admissions &amp; lounge</td>
<td>L4</td>
</tr>
<tr>
<td>(for operating suite)</td>
<td></td>
</tr>
<tr>
<td>6B oral health unit</td>
<td>L6</td>
</tr>
<tr>
<td>post anaesthetic care unit (PACU)</td>
<td>L4</td>
</tr>
<tr>
<td>pharmacy</td>
<td>L2</td>
</tr>
<tr>
<td>5A respiratory &amp; sleep studies unit</td>
<td>L5</td>
</tr>
<tr>
<td>security</td>
<td>L2</td>
</tr>
<tr>
<td>1C short stay</td>
<td>L1</td>
</tr>
<tr>
<td>2B volunteer services</td>
<td>L2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>patient and family facilities</th>
<th>level</th>
</tr>
</thead>
<tbody>
<tr>
<td>book bunker</td>
<td>L2</td>
</tr>
<tr>
<td>gardens (public)</td>
<td>L5,6</td>
</tr>
<tr>
<td>gardens (inpatient)</td>
<td>L8,9</td>
</tr>
<tr>
<td>family room (managed by Ronald McDonald charities)</td>
<td>L6</td>
</tr>
<tr>
<td>2A family resource centre</td>
<td>L2</td>
</tr>
<tr>
<td>George Gregan playground</td>
<td>L2</td>
</tr>
<tr>
<td>laundry</td>
<td>L8,11</td>
</tr>
<tr>
<td>multi faith centre</td>
<td>L5</td>
</tr>
<tr>
<td>meeting place</td>
<td>L2</td>
</tr>
<tr>
<td>pet visiting enclosure</td>
<td>L2</td>
</tr>
<tr>
<td>radio lollipop</td>
<td>L6</td>
</tr>
<tr>
<td>sensory room</td>
<td>L6</td>
</tr>
<tr>
<td>Starlight express room</td>
<td>L6</td>
</tr>
<tr>
<td>school (middle and senior)</td>
<td>L8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>parenting facilities</th>
<th>level</th>
</tr>
</thead>
<tbody>
<tr>
<td>inpatient family lounge</td>
<td>L5,8,9,11,12</td>
</tr>
<tr>
<td>parent room/lounge (baby change/feeding area)</td>
<td>L1.4.6.7</td>
</tr>
<tr>
<td>personal care rooms</td>
<td>L2.6</td>
</tr>
</tbody>
</table>
The LCCH is within walking distance of regular bus, train and ferry services.

**Bus**
Mater Hill Busway Station, part of Translink’s South East Busway, is located on Stanley Street, approximately 100m from the LCCH. The 66 bus, running every 10 minutes, is the best way to travel between LCCH, RBWH, Herston, and UQ St Lucia campus. For further information and timetables, see: [http://translink.com.au/](http://translink.com.au/) or phone 13 12 30.

**Train**
South Bank Train Station is about 350m from the LCCH. There are regular services to Roma Street Station’s Transit Centre, which is only two stops from South Bank. Trains also run frequently between South Bank Station and the Gold Coast.

**CityCat and City Ferry**
There are three ferry terminals located along Clem Jones Promenade at South Bank, approximately 500m from the LCCH. For further information and timetables, see: [http://translink.com.au/](http://translink.com.au/) or phone 13 12 30.

**Car**
**Set-down areas** – to ensure easy off-street access to the LCCH without disrupting traffic flow, the LCCH has two set-down areas:
- Raymond Terrace – main hospital entrance, Level 2: general set down and taxi drop-off / pick-up
- Stanley Street – adjacent to the Emergency department, Level 1: Emergency access

**Parking** – All car parks are operated by Mater Health Services. For information about parking costs, visit the Mater Health Services website [http://www.mater.org.au/home/location/general-parking](http://www.mater.org.au/home/location/general-parking)

NB: Parking is limited and expensive. We suggest using public transport.

**Bicycle**
Bicycle racks for visitors are located at the Stanley Street and Raymond Terrace entrances of the LCCH.
CHQ-LCCH AMENITIES & RESOURCES

Access Cards
- LCCH access cards are issued by the UQ Faculty on Level 7
- Students will be provided an access card on completion of all mandatory orientation requirements.
- Before 7am and after 7pm, access cards are required to access the lifts.
- Any student using the building inappropriately will have their swipe card access removed.

ATM
- Level 2, LCCH

Cafes
- Hudson Level 1, LCCH
- Food court Level 2, LCCH
- Mini-mart Level 2 LCCH
- Coffee cart Level 7 LCCH
- Under the Clock Opposite LCCH – Somerville House, 17 Graham Street
- Hana Sushi Next to LCCH – Stanley Street
- Zambrero Mexican Next to LCCH – Stanley Street
- Coffee Club Mater Hill Bus Station – Stanley Street
- Subway Mater Hill Bus Station – Stanley Street

Library Kiosk
- Level 7, LCCH – ieMR support only

Lockers
- UQ Faculty – Level 7, LCCH – each student is allocated a specific locker.
- Padlocks are not allowed.

Paging Doctors
- Dial 9 for switchboard and request to be put through to the clinician or request for the clinician to call you back.

Staff Common Room
- Level 7, LCCH – indoor/outdoor seating.
- Facilities include: refrigerator, microwave, sandwich press and tea/coffee making
Student Common Room
- UQ Faculty – Level 7, LCCH – indoor seating/study area, outdoor balcony seating area
  
  **NB:** The door to the balcony locks on entry/exit. Ensure that you have your access card with you when making use of the balcony. The second door on the balcony has swipe card access to gain entry into the LCCH if you are locked on the balcony.

Wireless Access
- Eduroam is a secure wireless network available to University of Queensland staff and students.

EXCEPTIONATION OF STUDENTS

PROFESSIONAL CONDUCT

When you commence your clinical placement in Paediatrics at CHQ-LCCH you will take your place as a junior member of the team in a busy professional world and as such you are expected to comply with all requirements of the hospital. Remember to always introduce yourself to the Clinical Nurse Consultant in charge of any ward in which you may be working.

**Basic Rules:**
- No alcohol
  - CHQ-LCCH is an **alcohol-free facility**.
  - For the UQ alcohol consumption policy, please see the University’s handbook of policies and procedures, policy number 2.30.17 for more details ([http://www.uq.edu.au/hupp/index.html?page=25058](http://www.uq.edu.au/hupp/index.html?page=25058))
- No smoking on hospital grounds
- No excessive noise
- Do not congregate in the passageways or other areas where ward traffic may be obstructed.
- Mobile phones must not be activated to take photographs/videos
- Mobile phones / tablets MUST be switched off while in clinics, ward rounds and theatre.
- **Students are not permitted to sleep in the rooms overnight or use the rooms for personal purposes.** Any person found contravening this rule will have their swipe card access removed immediately and disciplinary action may be taken.
- All staff have the right to request identification (Blue Card, LCCH swipe access, etc.) from students at any time.
ATTENDANCE – Clinical work and Lectures

Students’ clinical activities and involvement with patients, as directed by clinicians, is an essential component of the rotation’s work, as is attendance at tutorials and seminars relating to these patients. Inability to attend programmed activities should be communicated to student coordinator. The course demands a full time commitment and students must ensure that any employment undertaken will not interfere with the demands of the course. There is a 100% attendance requirement for all students. If you are ill please notify your student coordinator. If you are ill for more than three days you will need to obtain a doctor’s certificate and present it to your student coordinator.

The Faculty of Medicine requires you to complete a Leave of absence form for any day missed during the rotation including absence due to illness. Please ensure you contact the student coordinator to arrange for a form to be completed.

CONFIDENTIALITY

During your clinical placements you will be in possession of highly confidential clinical information about patients; and will have access to unpublished scientific data which is the intellectual property of your supervisors and their teams.

Basic Rules:

- NEVER discuss patients by name with anyone not entitled to this information.
- NEVER discuss a patient’s problem within the hearing of the patient. Statements are often misheard or misconstrued and can lead to considerable mental anguish.
- Avoid discussing patients with colleagues in hospital lifts or other confined places where conversations may be overheard. Even if the patient’s name is not mentioned, other people in the lift or within ear-shot may relate the comments to the problems of their own relatives or friends. The hospital records are confidential documents. They are the property of the Hospital and may not be copied in any way. Access to these records is a privilege granted to you by the hospital administration – please do not abuse this privilege.
- NEVER permit a patient, their relatives or friends to see the hospital records. Any release of the information in these records is the prerogative of the doctor who is responsible for the overall care of the patient. You could be sued by the patient for breaches of confidentiality, and indeed some proven breaches could lead the Faculty of Medicine to have grave doubts as to your fitness to continue the Program.
- Hospital records are confidential documents and must not be copied or divulged in any way.
**DRESS CODE**

Medical students are to project a professional image at all times in the hospital setting. It is potentially hazardous to wear clothes or pieces of jewellery which may become caught in bedrails and hospital equipment.

Students should be suitably attired to handle patients in various care situations. We request that students dress professionally.

- Be neatly dressed in clean, modest clothing
  - CHQ has a ‘bare-below-the-elbow’ policy
  - Long pants, medium/long skirt with professional-style shirt
  - No short skirts, low-cut tops, bare midriffs
  - White coats are not required
  - Only students in Theatre wear scrubs and these must be those issued by CHQ
- Wear adequate footwear
  - Shoes with a comfortable heel height and fully closed inc
  - Thongs are not acceptable
- Display your CHQ ID card and Blue Card at all times.
- Ensure that long hair is firmly secured when bending over to examine patients

**LEARN.UQ (BLACKBOARD)**

For all relevant information pertaining to the rotations students are to access Blackboard on [https://learn.uq.edu.au](https://learn.uq.edu.au)

Blackboard will provide information about Curriculum, Timetables, Assessments and any changes to lectures/tutorials. Paediatrics is a paper-free rotation with all documentation loaded to Bb.

It is the **student’s responsibility** to check the Learn.UQ [Blackboard] site and their student email for any timetable changes, examination timetables or urgent messages.

For any problems or queries regarding the rotation, students should contact their Student Coordinator for any further information.
WORKPLACE HEALTH & SAFETY

In Queensland, workplace health and safety (WHS) is governed by the Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulation 1997. Students are required to complete relevant workplace health and safety training.

As a student undergoing a placement at the LCCH you have obligations under the Queensland Health Code of Conduct and the Work Health and Safety Act 2011.

Your health and safety obligations include:

- follow safety instructions;
- immediately report hazards or anything dangerous to your supervisor;
- complete a workplace incident report form if you have injury or illness that you think is work-related and let your supervisor know;
- use personal protective equipment if it is provided;
- attend training and information sessions about health, safety and injury management
- do not put anyone in the workplace at risk by recklessly interfering or misusing anything in the workplace;
- not willfully injure yourself; and
- taking responsibility to maintain your own health and fitness

WHAT TO DO IN AN EMERGENCY

If you are in an emergency situation or an emergency situation is imminent, contact your supervisor / security desk.

The Emergency phone number is: 555

Please find the Emergency Codes listed on your left.

It is the responsibility of the student to familiarise themselves with the Evacuation Plans at LCCH and to follow the instructions of emergency/evacuation personnel.
HOW TO REPORT A WORKPLACE INCIDENT, INJURY OR NEAR MISS

Children’s Health Queensland (CHQ) and the University of Queensland are required by law to immediately report:
- Dangerous electrical event
- Dangerous event
- Serious adverse event (very high or extreme risk rated incidents)
- Serious bodily injury
- Serious electrical event
- Work caused illness.

To ensure your employer meets their legal obligation, every staff member plays an important role in ensuring that all workplace incidents are reported and recorded.

All staff must report any workplace incidents or near misses to their local Occupational Health and Safety Unit as soon as possible following their occurrence.

To assist Queensland Health to achieve their mandatory obligation of identifying and controlling exposure to WH&S hazards and risks, a Queensland Health Workplace Incident Report form and procedures have been developed to standardise the existing practices throughout all Queensland health facilities.

In addition to this, students are required to report it to the University of Queensland by filling in a form on the following web site:  [http://www.uq.edu.au/ohs/](http://www.uq.edu.au/ohs/)

SAFETY & INFECTION CONTROL @ THE LCCH

HAND HYGIENE

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 is the most effective and least expensive measure in the prevention of health-care associated infections. On average, infections complicate 7-10% of hospital admissions and in many cases, these infections are largely preventable. We all need to play a part in reducing disease transmission in healthcare settings. Wash basins and alcohol-based formulations are easily accessible throughout the hospital and both are effective hand hygiene methods if performed properly.
The Five Moments for Hand Hygiene have been identified as the critical times when Hand Hygiene should be performed.

You should clean your hands:
- Before patient contact
- As part of an aseptic procedure
- After body fluid exposure risk
- After glove removal
- After patient contact
- After contact with a patient’s surroundings including equipment.

“Bare Below the Elbows” is designed to improve the effectiveness of the Hand Hygiene in the health care setting. Long sleeves, jewellery, lanyards and ties have been found to be contaminated with pathogens such as Staphylococcus aureus including MRSA, gram-negative Bacilli and Candida species.

To avoid impeding effective Hand Hygiene and re-contamination:

- Skin must be intact or covered with a waterproof dressing.
- Fingernails are to be short and clean. Nail Polish and/or Artificial nails must not be worn by any Health Care Worker with direct patient contact.
- Long sleeved clothing show be ROLLED up (not pushed up) above the elbow as to not impede Hand hygiene.
- Jewellery should be restricted to one flat ring/band. Watches should be removed before Hand hygiene and Clinical care.
- Lanyards and ties should be tucked in or secured. A retractable ID holder is highly recommended in place of lanyards.
BLOOD AND BODY FLUID EXPOSURE

The healthcare environment carries a risk of exposure to infectious material. Needle stick injuries and cuts caused by sharp objects such as scalpel blades are common causes of percutaneous exposure. Blood splash to the eye is a common cause of mucocutaneous exposure. It is important to report all accidents or exposures however trivial they appear.

AVOID Needle stick Injury

- **Always** activate safety mechanisms – retractable syringes should be activated in patient tissue
- **Venepuncture** – blood tube collection holder the device of choice
- **Overfilling** sharps containers results in unnecessary injury
- **Immediately** dispose of sharps after use – the user of the sharp must dispose of the sharp
- **Don’t** ever recap a used needle or sharp

In the instance of a “needle stick injury” students should report it to both the hospital and a University member of staff IMMEDIATELY.


CHQ-LCCH SPEAKING UP FOR SAFETY

Speaking Up For Safety provides a stepwise framework to assist all staff in speaking up in a respectful and effective way in situations where patient harm may be about to occur. It provides the words and skills that will support and facilitate an individual’s decision to speak up.

Learning Objectives

- Review the research findings and insights
- Examine the barriers to speaking up for safety
- Look at the way we can speak up effectively
- Rehearse the skills needed to speak up
- Address challenges that may arise

This module is mandatory at LCCH. Speak to your on-site student coordinator regarding this training module.
INFECTION CONTROL ON THE WARDS

While hand hygiene is of paramount importance, contact with some patients will demand that additional precautions be met. Patients carrying resistant micro-organisms such as MRSA or VRE are isolated on the wards to prevent further transmission. Instructions will be posted outside their room concerning necessary personal protective equipment such as gloves and aprons. ALWAYS check that you have met the specific infection control requirements for a patient before entering their room. Contact with these patients requires thorough hand cleaning before and after contact and cleaning of instruments such as stethoscopes. Ask one of the nursing staff if you are unsure about the requirements for a particular patient.

CHRISP (Centre for Healthcare Related Infection Surveillance and Prevention) is both an implementer and an enabler of evidence-based and clinical led business practice change committed to preventing patient and staff healthcare associated infections.

<table>
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<th>Surveillance 24 QH public hospitals actively undertake surveillance for healthcare associated infections including:</th>
<th>Prevention/Management</th>
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| Post-operative surgical site infections | • Appropriate anti-biotic prescribing in accordance with the antibiotic therapeutic guidelines. Available from: [http://etg.hcn.net.au/](http://etg.hcn.net.au/)
• Wound management including utilization of appropriate dressings
• ‘Clean hands are life savers’ hand hygiene program |
• Investigation of all healthcare associated BSI |
| Significant Organisms | • Monitoring for significant organisms and appropriate management of cases. e.g. Additional oral precautions and contact tracing
  o Significant Organisms include: MRSA, ESBL (Klebsiella spp.), VRE and Acinetobacter spp. (multi-resistant) |
• If an occupational exposure occurs, contact your superior and follow organisational protocol |

UNDERSTANDING CHQ-LCCH

During your first two years of medical school you have had consistent patient contact, you have learnt to take a history and perform basic examinations but probably not spent a great deal of time as part of a medical team immersed in the day-to-day running of a hospital. Here are a few things that may help you understand what’s going on, at least some of the time...

*The Journey to Becoming a Doctor – Also a who’s who in the hierarchy
MD – YEAR 3

MD YEAR 3 – ROTATION INFORMATION

Above are the five courses that must be completed in MBBS Year 3. At CHQ-LCCH we have recently welcomed students from the Discipline of Mental Health.

An introduction to having medical students in Mental Health at CHQ-LCCH.

Here at CHQ we have been working with the Academic Discipline of Mental Health, Faculty of Medicine, University of Queensland to provide week long clinical placements for a small number of medical students. This is an exciting development. CHQ already supports 50-60 medical students at any one time across 30+ clinical areas of our hospital and here in Paediatric Psychiatry we have also hosted Year 1 medical students as part of the UQ Year 1 Elective program in November each year. Moving into having our own small group of medical students weekly is the logical extension of this. We are keen to provide everyone involved with as much information about this initiative as possible and so have pre-empted some queries.

**How many students will come to us weekly?** At this stage the Academic Discipline of Mental Health will allocate CHQ 2 students weekly.

**How long is the placement for each student?** Each student will have a one week placement, Monday – Friday. Two students will be placed at the same time.

**What are the dates?** Medical students have an 8 week Rotation and allowing for Orientation in the first week and assessment in the final week they would be allocated to CHQ for Weeks 2-7 (Rotation 4, 24 July – 1 Sept 2017, Rotation 5, (25 Sept – 3 Nov, 2017)

**What year are these students in at University?** These students are 3rd years in the second to last year of their medical degree.

**How does the University of Queensland support these students during their week here with us?** Staff at the CHQ Clinical Unit, UQ Faculty office will ensure all administration for these students is attended to prior to their placement commencing. In addition, we will meet with all students on the Monday morning, provide orientation to the site and walk them to your area. We provide students with their swipe access and a locker. We keep in contact with the students throughout the week long placement. Students will sign in and out daily here on Level 7 of the LCCH. Attendance is compulsory for medical students.
Who is responsible for clinical supervision of these students? There is joint responsibility between CHQ clinical staff and UQ Faculty staff at CHQ for these students in the clinical setting.

Will students have had orientation prior to coming to CHQ? Yes, the students will have had a full week of Mental Health orientation workshops and lectures prior to coming to CHQ.

How will CHQ swipe access be arranged? The UQ Faculty office on Level 7 of LCCH will have rearranged for all students to complete the CHQ online orientation and following successful completion of that the CHQ UQ office will provide students with swipe access for the placement week.

What about administrative requirements (eg BlueCards, insurance)? The Faculty of Medicine will have already checked all administrative requirements for these students. All students are required to carry their Blue Card on them whilst on rotation in the hospital setting.

Do students need a desk or locker? All students will be allocated a locker in the UQ Faculty space on Level 7 of the LCCH. There are computers here for student use.

What will the student’s schedule look like for the week? The medical students are based here at CHQ-LCCH for a full week. We will provide them with a schedule including ward rounds, clinics and meetings as appropriate. The schedule will develop over time.

Are the students assessed while they are here? We will work with the med students’ supervisors. At this stage the emphasis of the placement is on clinical participation. There may be a clinician sign off requirement to ensure attendance.

What about medical students using CIMHA? By way of background, all UQ medical students here on their paediatric placement have ieMR, PACS and Auslab ‘read’ and ‘write’ access. All medical students must go through the same ieMR training as any other worker here at CHQ. We have not negotiated for these new Mental Health students to have ieMR access though this may be something to investigate in the future. In the first instance students may need to make their own paper notes. CIMHA access is something for us to plan for.
Above are the five courses that must be completed in MBBS Year 4. Paediatrics and Surgical Specialties (Orthopaedic clinics) are the courses offered at the Lady Cilento Children’s Hospital.

MBBS YEAR 4 – ROTATION INFORMATION

Paediatrics & Child Health is an eight week clinical immersion rotation underpinned by the paediatric online interactive education (POLIE) curriculum, supplemented by a specialist lecture series and other teaching sessions depending on the specific Clinical Unit attachment. Assessment includes work based assessment (mini-CEX) and an end of rotation MCQ and OSCE examination. The course goals include; preparing the student for work readiness in a paediatric clinical unit, recognition of the sick child, understanding the scope of paediatrics and developing sufficient knowledge and experience to progress to post-graduate training in Paediatrics and Child Health.

In addition, the LCCH provides one off surgical placements for 4th year medical students in Orthopaedics. Students will be allocated to a day at CHQ- LCCH. On your arrival at the hospital for the first time please come up to the UQ Faculty, Level 7 to say hello. Orthopaedic students are only here for short periods and are not provided with swipe access but still need to complete the online orientation.

MISCELLANEOUS

GRAND ROUNDS

Students’ are invited to attend the weekly Paediatric Medicine Grand Rounds sessions. These are information sessions delivered by Clinicians.

When: Every Wednesday morning
Time: 7.45am – 9:00am
Venue: Auditorium, Level 7, LCCH

HOSPITAL EDUCATION MEETINGS

With permission from each clinical team, Students are able to attend Hospital Meetings with the clinical team they are based with for that week. For students in Paediatric Medicine, they will be invited to attend the Paediatric Medicine Monday meeting and go along with their supervising clinician.
CHQ-LCCH ORIENTATION

All Orientation for Paediatrics & Child Health at CHQ-LCCH will be held on the first Monday of each Rotation. We will provide you with information to complete the online orientations.

STUDENT SUPPORT

Whilst we acknowledge that a primary focus throughout your time with us will be your studies, in order to be a balanced student it is essential to maintain balance in other aspects of your life. Significantly, without a healthy approach to work-life balance, it is not possible to perform to your potential in your studies. It is our objective to support you wherever possible to ensure that you enjoy your rotations here, whilst developing your clinical acumen.

Please inform us of issues or problems – we can help!

It is essential to communicate any issues or problems, in order to make adjustments and help overcome any immediate interruptions to your studies. If you are experiencing any difficulties that might affect your attendance, participation and/or your study, please contact:

- the relevant student coordinator / rotation Head
- The University and the UQMS offer support to students. If you have concerns that may be assisted with support, counselling or academic advice, we encourage you to contact the Faculty directly, or the UQMS Academic VP (academic@uqms.org)
- Student Services is available to support students as well.

Appointments:
- Face-to-face
- Phone
- Email
- Skype

Contact:
St Lucia
(07) 3365 1704
ss@uq.edu.au
Building 21D
8:30am – 4:30pm

Ipswich
(07) 3361 1011
aap@uq.edu.au
Building No. 8
8:30am – 4:30pm

Gatton
(07) 5460 1046
sgatton@uq.edu.au
Monash Hall
8:30am – 4:30pm

Student Counselling
- Stress
- Family
- Depression
- Relationships
- Anxiety
- Grief
- Confidence
- Motivation

www.uq.edu.au/student-services/counselling

www.mbs.uq.edu.au