Nursing and Midwifery Student Orientation 2020

Students and facilitators undertaking clinical placement within a MNHHS facility, must complete Queensland Health and MNHHS orientation requirements annually. These orientation requirements must be current for the duration of the placement period.

The orientation requirements are outlined below:

1. Visit the Clinical Placements website and follow instructions.

2. iLearn courses:
   a. Log into iLearn via https://ilearn.health.qld.gov.au (if this is the first time using iLearn, register as per instructions in Appendix A.) Please note that iLearn is not able to be accessed from Internet Explorer. Please use alternative browser, i.e. Edge.
   b. Once logged in, click the blue “click here for the Course Catalogue”
   c. Search for Nursing and Midwifery Clinical Placement Orientation (please ensure that you have the Metro North Orientation suite):
      
      ![Nursing and Midwifery Clinical Placement Orientation](image)
      
      (2020) MNHHS Nursing and Midwifery Clinical Placement Orientation
      Nursing and Midwifery Clinical Placement Orientation. Covers required courses for Nursing and Midwifery Clinical Placement at Metro North Hospital and Health Service.
      
      d. Enrol and complete the following courses:
         • First-Response Evacuation Instructions
         • Occupational Violence Prevention Fundamentals (OVP)
         • Prevention and Management of Musculoskeletal Disorders (MSD)
         • Health, Safety and Wellbeing Induction
         • Infection Control Awareness

3. Review the Cytotoxic Fact Sheet (Appendix B). If you have any questions regarding this content, please refer to your Education Provider.

4. Watch the Social Media video via link https://vimeo.com/255304468/cbeb643f3a and review the MNHHS Social Media Guidelines (Appendix C). If you have any questions regarding this content, please refer to your Education Provider.

Appendix A

How to register onto iLearn

The following instructions provide an overview on how to register yourself on iLearn.

Step 1: From the login screen click on the link Register here for an iLearn account

Welcome to iLearn

iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public.

First time here?

Register here for an iLearn account

Support and Assistance

System Check | Reset your Password | iLearn Help

For technical issues please contact the Help Desk on 1800 198 175.

Note: The Frequently Asked Questions window opens.
Step 2: From the FAQs locate ‘I am a STUDENT on clinical placement’ and click Go here

Note: iLearn does not have an option for ADF – use the student account creation as per this guide

Click

Step 3: Select I do not have an iLearn@Health username and password then select Submit

A. Click

B. Click
Step 4: Click on the link Non Queensland health learner (e.g. student, trades, contractor, volunteer)

<table>
<thead>
<tr>
<th>Course Offering Code</th>
<th>Course Offering Name</th>
<th>Course Offering Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP_Self Reg External</td>
<td>Non Queensland Health learner (eg student, trades, contractor, volunteer)</td>
<td></td>
</tr>
<tr>
<td>CP_Self Reg Internal</td>
<td>Queensland Health employee (eg staff, contracted employee)</td>
<td></td>
</tr>
<tr>
<td>CP_Self Reg MHA General Access</td>
<td>Mental Health Act (Non Queensland Health employee)</td>
<td></td>
</tr>
</tbody>
</table>

Step 5: Select the Register button

Step 6: Complete the form with the following information:

First Name
Last Name
Email - Use your University email address (preferred) or personal email if you do not have a tertiary email account.

- List your phone number as your Business Phone
- List 'Student' as your Position
- List your University (Tertiary Institution) as Employer
- List Student Placement coordinator details within Supervisor 'Name & Contact'.
- List your City, State, Post Code and Country
Step 7: You will receive an email notification once your registration application has been checked and processed.

Note: Registrations are processed daily Mon-Fri.

TIP: We recommend you check your email junk and spam folders for your registration confirmation email. If you do not receive email notification within 4 working days call the InfoService Centre on 1800 198 175

Learner Help

Use the following video reference guides before logging an InfoService Centre support call.

Navigation basics

How to search for and enrol into courses

Manage ‘my courses’ on homepage

Where’s my certificate?

How to locate and print certificates

How to change your password

How to unenrol from a course

Technical issues viewing content?

- You may need to ‘Download Flash Player’ OR Enable Flash Player’ within your web browser. Find out how here.

- You may need to enable ‘pop-ups’ in your web browser.
Appendix B

CYTOTOXIC FACT SHEET

Cytotoxic drugs and related waste are hazardous substances
If control measures are not used, workers may be at risk of adverse health outcomes

What are Cytotoxic Drugs?
- Substances that kill cells
- Used to treat:
  - Cancer
  - Rheumatoid Arthritis
  - Multiple sclerosis
  - Psoriasis
  - Systemic Lupus Erythematosus (SLE)
  - Ophthalmology Conditions
- Cytotoxic drugs are:
  - Carcinogenic
  - Mutagenic
  - Teratogenic

How might I be exposed?
- Inhalation
- Ingestion
- Dermal absorption
- Mucosal absorption
- Percutaneous injury

How do I recognise Cytotoxics at my facility?
- Containers are:
  - Purple in colour
  - White label with a symbol of a cell in telophase
  - Labelled as ‘Cytotoxic’
  - Purple stickers in medical record, on contaminated IV Lines, drainage bags and pathology specimens

What is Cytotoxic Waste?
Cytotoxic contaminated body waste:
  - Urine
  - Bowel Motions
  - Vomit
  - Bile
  - Fluids drained from body cavities

Requires staff to wear PPE for 7 days after cytotoxic administration when handling body waste

Cytotoxic waste includes:
- Incontinence aids, ostomy bags & disposable nappies/pads

- Linen or clothing that is contaminated with cytotoxic drugs or body waste
- Bedding that is contaminated and is unable to be cleaned
- Materials/equipment used in preparation, transport, administration, & disposal of cytotoxic drugs e.g. Disposable medicine cups, IV lines
- Pathology specimens that contain cytotoxic contaminated body waste

PPE to be worn when handling cytotoxic waste and cytotoxic drugs regardless of dose or route
- Impermeable gown with closed front, long sleeves and elastic cuffs
- 1 x pair of purpose manufactured gloves or 2 x pairs of powder-free latex gloves pulled over gown cuffs
- Class P2 (N95) Respiratory Protective Equipment
- Protective Eyewear (Goggles or safety spectacles with side shields as a minimum)

How do I decrease my risk of exposure?
- Eliminate dangerous work practices e.g. all cytotoxic drugs must be prepared in pharmacy
- Substitute hazardous work processes e.g. use needleless access systems
- Use barriers & technology to prevent exposure e.g. use a Cytotoxic Drug Safety Cabinet for drug preparation
- Use hospital policies, Standard Operating Procedures, training, signs and labels
- Use Personal Protective Equipment (PPE)

What do I do if I am personally exposed?
- Clean contaminated skin with soap and copious amounts of water for at least 15 minutes (shower if necessary)
- Irrigate contaminated eye, mouth, and/or nose with normal saline for at least 15 minutes
- Manage contaminated clothing as per hospital policy
- Report to - Manager, Workplace Health & Safety
- Complete a Workplace Incident Report Form
- Follow hospital policy and procedure for management and follow up

What do I do to manage a cytotoxic spill?
- Stay with the spill and get help
- Access a Hazardous Drugs Spill Kit
- If trained, decontaminate the spill by following the hospital policy
- Complete PRIME
Social media guidelines for staff

Purpose and Intent
These guidelines outline the responsibility of Metro North Hospital and Health Service (MNHHS) staff to comply with legislative, policy and professional requirements when using social media and/or networking sites.

Scope and Target Audience
Social media is an umbrella term covering websites, technology, applications or tools that enable active and participatory publishing and interaction between individuals over the internet.

These guidelines apply to all Metro North Hospital and Health Service (MNHHS) employees (permanent, temporary and casual), its agents, Visiting Medical Officers, students undertaking undergraduate or post graduate training in a MNHHS facility or service and other partners in care, contractors, consultants and volunteers (target audience).

Use of MNHHS network and information, communication and technology (ICT) devices for private purposes is covered by existing Department of Health policy and will not be repeated in this document.

MNHHS staff who have any questions in relation to the appropriate use of MNHHS ICT during working hours should access the Department of Health Guideline for the Authorised and unauthorised use of ICT services.

Access and use of social media is becoming widespread and people who work within the healthcare system are not immune to this growth. Use of social media may lead to potential issues for individual health care professionals and their organisations where misinterpreted information has been posted on social media and/or networking sites.

Principles

Mandatory Requirements
MNHHS staff are to comply with MNHHS Media Policy (POL003442)

Procedure / process
- MNHHS target audience (as defined above), its agents, Visiting Medical Officers, students undertaking undergraduate or post graduate training in a MNHHS facility or service and other partners in care, contractors, consultants and volunteers are all bound by the Queensland Public Service Code of Conduct, which requires that individuals ensure the appropriate use of social media and/or networking sites and disclosure of official information.
- Social media guidelines Doc75/15 GUI008 Version No: 2.0 Effective date: 07/2015 Review date: 07/2018 Printed versions are uncontrolled.
Queensland Health staff are required to abide by the provisions of the Hospital and Health Boards Act 2011 (Part 7 – Confidentiality applies), which clearly outlines the requirement to maintain confidentiality of information provided to staff during the conduct of their duties.

These confidentiality requirements apply whether the staff member is on duty or not and, for the Hospital and Health Boards Act 2011, extends to former employees.

Developing and maintaining a personal web page on, or from, departmental devices is specifically identified in the Department of Health policy as an ‘unauthorised use’.

Use of educational interactive sites and blogs

There are various social media and networking sites set up by professional, special interest or other groups from time-to-time, which may be used by MNHHS target audience where case studies are posted, discussed, analysed and learning derived from such interaction. Participation in such groups should not compromise confidentiality and MNHHS target audience should proceed with caution. One post may in itself appear to be unidentifiable; however, when a series of posts occur over time, patient identifiable information may develop.

Proceed with caution

Issues may arise in the use of social media with:

- boundaries between what is considered ‘private’ and ‘public’
- professional boundaries between health care staff and patients
- employment, registration or other background checks which may include Internet searches
- defamation
- professional/registration bodies where members may breach codes of conduct/ethics or bring the profession into disrepute.

Any information posted on the Internet should be viewed as permanent as there are sites that archive web pages to allow users to view information that has been deleted from the live site. Users of social media and other networking sites are reminded that information that is deemed and set up as ‘private’ will still be available to the operators of the site and may also be available to advertisers, as well as the owners of any applications loaded onto a page/site.

House Rules

- Social media and/or networking sites are not appropriate avenues for redressing work related personal grievances, making comments in relation to other staff or criticising another service. Not only will such posts place the person making the comment at risk of possible defamation and impact negatively on the brand, they will not resolve the issues outlined (even if the issues are legitimate) as MNHHS is unable to act on unofficial information.
- Staff concerns, whether in relation to an issue applicable to them or the performance of a colleague, should be addressed through their line management using the appropriate, official channels. If the issues are in relation to a line manager, then the issue should be discussed with the senior line manager or the appropriate head of the facility/service.

Legislation and other authority

- Code of Conduct for the Queensland Public Service
References and Benchmarking

- ACT Government Social Media Policy Guidelines
- NSW Government Trade & Investment Social Media Policy
- NSW Police 'Use of Social Media Policy'
- Metro North Hospital and Health Service Social Media Guidelines for Staff

Related Documents

- MNHHS Social Media Moderators Procedure
- MNHHS Social Media Social Media Factsheet for Staff
- MNHHS Social Media Moderators Questions and Answers

The above documents can be accessed on the Communications Intranet site on the following link:

Appendix 1 - Definition of terms

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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| Social media       | Social Media may include (although is not limited to):  
  - social networking sites (e.g. Facebook, Twitter, LinkedIn, Yammer); video and photo sharing websites (e.g. Flickr, Instagram, YouTube); blogs, including corporate blogs and personal blogs; blogs hosted by media outlets (e.g. comments or your say feature); micro-blogging (e.g. Twitter); wikis and online collaborations (e.g. Wikipedia); forums, discussion boards and groups (e.g. Google groups, Whirlpool); Video On Demand (VOD) and podcasting; online multiplayer gaming platforms; instant messaging (including SMS); geo-spatial tagging (Foursquare); Any other websites that allow individual users or companies to use simple publishing tools to share information with a network of individuals  
  - Social media can be characterised by: Relationships; User participation; User-generated content; Collaboration; Multi-directional conversations; Highly accessible and scalable publishing; 24/7/365 operation and availability  
  
Source: Department of Public Works, Queensland Government Enterprise Architecture guideline – official use of social media guidelines |

| Social networking | • Social networking is defined broadly, although is not limited to: a website that allows subscribers to interact, typically by requesting that others add them to their visible list of contacts, by forming or joining sub-groups |
Document History

<table>
<thead>
<tr>
<th>Custodian</th>
<th>MNHHS Director, Communication</th>
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</table>
| Risk rating            | Consequence – Reputation (minor)  
                         | Likelihood - Unlikely  
                         | Risk – Possible (Low, 3) |
| Compliance evaluation and audit | Report and review any breach of policy to the Director of Communication  
                                        MNHHS with escalation to CE and Board via monthly reporting  
                                        Annual audit of policy breaches to inform policy review |
| Replaces Documents     | Social Media Guidelines for Staff GUI008 |
| Previous issue date/s | July 2015                      |
| Key stakeholders       | MNHHS Communication  
                         | MNHHS Safety and Quality Units  
                         | MNHHS Legal Team  
                         | MNHHS Workforce and Organisational Development Unit  
                         | Senior Social Media Advisor, Queensland Health |
| Marketing Strategy     | Staff will be made aware of changes via MN Broadcasts and All Staff,  
                         | publication on MNHHS Policy & Procedures website. |
| Key words              | Social; Media; Facebook; Twitter; Guidelines; Staff; Moderator;  
                         | Communication; Metro; North; MNHHS; Public; YouTube. |

AUTHORISATION

Signature

Chief Transformation Officer, Metro North Hospital and Health Service

Date

The original signed version is retained by MNHHS Policy and Procedure, Clinical Governance, Safety, Quality and Risk.