



## CASTERTON MEMORIAL HOSPITAL

### STUDENT CLINICAL PLACEMENT COMMENCEMENT PACKAGE

*Please complete and present the following documentation to the Education & Development Officer on your orientation day.*

#### **Documentation to be returned to the Education & Development Officer:**

1. AGREEMENT & DECLARATION – STUDENT PLACEMENT
2. POSITION SPECIFICATION
3. STATUTORY DECLARATION

#### **You will also need to provide:**

1. COPY OF CURRENT POLICE CHECK CERTIFICATE

#### **Additional information to be retained by Student:**

1. PATIENT CONFIDENTIALITY POLICY
2. PRIVACY POLICY
3. MINIMAL HANDLING POLICY

*This commencement package has been developed in line with Hospital Policy. If you wish to view any associated policies please contact the Hospital.*



# Agreement and Declaration

## Student Placement



### Casterton Memorial Hospital (CMH)

The following form and agreement must be signed and completed by the student prior to Placement at CMH.

#### Information Privacy:

The information collected about you is stored at CMH as per the CMH corporate file requirements. All CMH staff members involved in your placement that may access your information are professionally bound by privacy and confidentiality legislation.

STUDENT DETAILS			
Student First Name		Student Surname	
Educational Institution		Student Number	
Course Title		Year Level	
Course Coordinator		Contact Details	
Student Postal Address			
Student Home Ph.		Mobile	
Email Address			
Emergency contact (name)		Relationship to student	
Emergency Contact Home Ph.		Mobile	
Do you identify as Aboriginal or Torres Strait Islander	Yes    No	Special needs/ Cultural/Spiritual	

PLACEMENT DETAILS			
Commencement Date:		Completion Date:	
Department			
Supervisor name (please print)			
Supervisor Ph.		Supervisor Email:	

# Agreement and Declaration Student Placement

Casterton Memorial Hospital (CMH)



## Student Agreement

As a student at CMH, I agree to:

- Ensure that all matters pertaining to the conduct of the business remains confidential.
- Carry out all lawful directions given by the Supervisor/Manager/Department Head or any other authorised officer of CMH.
- Wear my Educational Institution identification card / badge at all times whilst at CMH.
- Maintain the same standards of confidentiality, courtesy, professionalism, and behaviour as required by all employees in accordance with the Victorian Public Service Code of Conduct and CMH policy.
- Recognise that safety is paramount to the organisation's ability to function, and agree to ensure any action will not compromise personal safety or the safety of others.
- Report any hazards or 'near-misses' as a priority to the Supervisor/Manager
- Agree to abide by the following provision:
  - Information obtained from hospital records, or from persons having access thereto shall be treated as private and confidential information in respect of any individual patient and such information shall not be published, released or disclosed in any manner.
  - The undertakings of this clause continue forever, even on cessation of placement.
  - Release or disclosure of information shall terminate the placement; any legal proceedings may be activated.
- Provide evidence of a current National Criminal History Record Check prior to placement.
- Complete a Statutory Declaration if required. (This may be a requirement if a citizen or resident of another country other than Australia since attaining 16 years of age.)
- Complete all relevant mandatory training to placement.
- Declare any pre-existing injury or medical condition that may be exacerbated by certain duties of my placement as per the following disclosure advice
- Consent to medical attention in the event of accident or illness whilst on placement
- Maintain up to date immunisations for the following: Hepatitis B (Hep.B); Diphtheria, Tetanus and Pertussis (dTpa), Measles, Mumps, and Rubella (MMR); Varicella; and Influenza (seasonally).
- Read and understand the Manual Handling and Minimal Handling requirements of CMH. I agree to follow the CMH Manual Handling and Minimal Handling Principles and understand that if I am unsure of a procedure I can contact the Minimal Handling Coordinator, Nurse Educators, Charge Nurse or relevant Departmental Manager for clarification and/or assistance.
- While on placement agree to advise CMH of any changes to the information provided in this form and agreement.

I hereby agree to placement/experience on the above terms and conditions.

Student Name (print) .....

Student Signature ..... Date: .....

Witness Name (print) .....

Witness Signature ..... Date: .....

# Agreement and Declaration Student Placement



Casterton Memorial Hospital (CMH)

## DISCLOSURE ADVICE

Please disclose in the space below any pre-existing injuries or diseases that you suffer from, or have suffered from, that you are aware of (or could reasonably be expected to foresee) which could be affected by the nature of your proposed placement with CMH.

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*Please attach a separate page if necessary*

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_

Thank you for completing the CMH Student Placement Agreement form. Unless otherwise directed, please bring this completed form with you on your orientation day.

## HOSPITAL USE ONLY:

Current National Criminal History Record Check Certificate Sighted: ☐ Yes ☐ No

Sighted By: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## CASTERTON MEMORIAL HOSPITAL

### POSITION DESCRIPTION – CLINICAL STUDENT PLACEMENT



**Division:** Nursing

**Position:** Clinical Student on Placement

**Classification:** Undergraduate - ☐ Year 1 ☐ Year 2 ☐ Year 3

Diploma of Nursing - ☐ Year 1 ☐ Year 2

IRON Student ☐

Certificate 3 in Aged Care ☐

Certificate 4 in Leisure and Lifestyle ☐

**Responsible to:** Nurse Unit Manager

**Hours:** Acute & Aged Care 0700-1530/1430-2300/2245-0715  
District Nursing 0730-1600  
Community Health 0800-1630  
Programmed Activity 0800/1630

**Duration:** Commencing: \_\_\_\_/\_\_\_\_/\_\_\_\_ Finishing: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Total Days: \_\_\_\_\_

**Department:** ☐ Acute ☐ Residential Care ☐ Community Health  
☐ District Nursing ☐ Programmed Activity Group

#### Essential Pre Placement Requirements:

- Contractual agreement between student and CMH.
- Fully Immunised and up to date with flu vaccination or happy to have flu vaccination at CMH.
- Completed Police check.
- Completed Statutory Declaration
- Completed hand washing competency.
- Completed minimal handling and safe practice education.

#### On completion of orientation:

- Understanding of CMH emergency procedures.
- Understanding of documentation for patients. Clients or residents in their area.
- Ability to escalate care to employed nursing staff.

#### Primary Objective:

- The student on clinical placement is responsible under the direction of a registered nurse, for the provision of consumer focused holistic nursing care to those assigned to him/her, in order to achieve desired clinical outcomes. At all times the student on clinical placement is to ensure that they provide care within their scope of practice and competency level.

**Decision Making Authority:**

*In consultation and planning with preceptor or nursing staff.*

(Consulted and indirect supervision)

- Provision of direct consumer care through a person centre approach and within the student's scope of practice that they are educated, competent and authorised to perform.
- Ensures all work is completed accurately on time and in reference with their preceptor for that shift.

(Consulted and direct supervision)

- Appropriate consultation of any instances where the patient needs fall outside the student's scope, experience or legal requirements for direct supervision.
- Administering medications under direct supervision of nursing staff.
- Clinical deterioration as per deteriorating patient observation chart.
- Complaints and compliments.
- Family or other health professional communication.
- Occupational health and safety issues.
- Improving care initiatives.

KEY ACCOUNTABILITIES		
Key Result Area	Major Activities	Performance Measures:
Patient/Resident/Client care	<ul style="list-style-type: none"><li>• Practice in accordance within own competency level which is verified by the Education Provider.</li><li>• Delivery of person centred care that meets best practice standards and is in line with Casterton Memorial Hospital requirements.</li><li>• Provide quality patient/resident/client care using an evidence based approach in consultation with the registered nurse and other members of the health care team</li></ul>	<ul style="list-style-type: none"><li>• Completion of educationally prepared procedures.</li><li>• Achievement of best practice standards</li></ul>
Safety and Quality	<ul style="list-style-type: none"><li>• Understand the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies in maintained</li><li>• Demonstrate respect for individual's values, customs and spiritual beliefs to ensure consumer care is effective and culturally appropriate</li></ul>	<ul style="list-style-type: none"><li>• Adherence to National Safety and Quality Standards</li><li>• Compliance with Managing Diversity and EEO policies</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Establish and maintain effective communication within a multi-disciplinary team to ensure consumers receive quality ongoing care</li><li>• Actively participate in the promotion of a positive and engaging team culture</li></ul>	<ul style="list-style-type: none"><li>• Active ongoing contribution within multi-disciplinary team</li><li>• Positive role model within team</li></ul>
Information Management	<ul style="list-style-type: none"><li>• Utilise Casterton Memorial Hospitals' IT systems to ensure accurate development and maintenance of clinical &amp; non-clinical documentation in a timely manner.</li></ul>	<ul style="list-style-type: none"><li>• Patient/resident/client related documentation is complete and accurate</li><li>• Documentation complies with legal and regulatory bodies requirements</li></ul>
Professional competence and development	<ul style="list-style-type: none"><li>• Ensure awareness of the National Framework for Decision Making by Nurses and Midwives on scopes of practice (National DMF) (Nursing Student)</li><li>• Currently enrolled in an approved course of study.</li><li>• Completes all clinical placement requirements ie: OSCAR/clinical reviews.</li><li>• Provides feedback to mentors/preception</li></ul>	<ul style="list-style-type: none"><li>• National DMF requirements are understood</li><li>• All required clinical placement requirements completed.</li></ul>



KEY ACCOUNTABILITIES		
Key Result Area	Major Activities	Performance Measures:
Other duties	<ul style="list-style-type: none"> <li>Lives and models the Casterton Memorial Values at all times.</li> <li>Participate and contribute to team, organisational and initiatives as required.</li> </ul>	<ul style="list-style-type: none"> <li>Casterton Memorial Hospital Values modelled at all times</li> <li>Participation in team and clinical placement review.</li> </ul>

#### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Reports to preceptor for that shift
- Accountable to the Manager Nursing Services.

REQUIREMENTS FOR CLINICAL STUDENT ON PLACEMENT	
<b><i>Our Mission</i></b>	<p>To provide services that promotes an individual's life to the fullest.</p> <p><b>W</b>ith Open Arms</p> <ul style="list-style-type: none"> <li>• To welcome and include all persons equally.</li> </ul> <p><b>E</b>xcellence</p> <ul style="list-style-type: none"> <li>• To provide the optimum standard of care and service within available resources.</li> </ul> <p><b>A</b>ccountability</p> <ul style="list-style-type: none"> <li>• To be accountable and transparent for all our actions.</li> </ul> <p><b>R</b>espect</p> <ul style="list-style-type: none"> <li>• To demonstrate dignity, privacy and honesty towards all clients.</li> </ul> <p><b>E</b>mpathy and Compassion</p> <ul style="list-style-type: none"> <li>• To understand and respond to people's needs and feelings.</li> </ul>
<b><i>Code of Conduct</i></b>	<p>The expectation is that Casterton Memorial Hospital employees will adhere to the values as outline in the <i>Code of Conduct for Victorian Public Sector Employees (No 1) 2007</i>.</p> <p><u>CMH Code of Conduct Policy</u></p>
<b><i>Confidentiality</i></b>	<p>You must ensure that the affairs of Casterton Memorial Hospital, its patients, residents, clients and employees remain strictly confidential and are not divulged to any third party, for any reason, except where required for clinical reason or by law. Such confidentiality shall extend to the commercial and financial interest of Casterton Memorial Hospital. Any breach of confidentiality will be viewed as a serious matter and may be subject to disciplinary action including termination.</p> <p><u>CMH Privacy/Confidentiality Policy</u></p>

<b><i>Contract of Employment</i></b>	Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment. Terms and condition will apply until by mutual agreement they are altered or replaced in writing.
<b><i>Clinical Handover</i></b>	CMH recognises the importance of clinical handover in the delivery of safe, effective, high quality care. It is the responsibility of all CMH employees to ensure that clinical handover is performed in an effective manner with the appropriate communication so that safe, timely and effective patient care is delivered. This includes all employee groups who provide clinical and non-clinical care in their role at CMH <u>CMH Clinical Handover Policy</u>
<b><i>Infection Control</i></b>	It is the responsibility of the employee to comply with the Infection Control policies and practices of Casterton Memorial Hospital. You will also be expected to participate in infection control education yearly. <u>CMH Infection Control Policy</u>
<b><i>Information Technology</i></b>	The employee is to be aware of the need to be familiar with and able to access and use the technology systems e.g. computer, intranet, email, telephone, photocopier, facsimile machines, data projector. They will also need to become familiar with the programs used by Casterton Memorial Hospital. <u>CMH Information Technology &amp; Communications Management Policy</u>
<b><i>OH&amp;S</i></b>	CMH does not tolerate violence or aggression in the work place. All employees must provide evidence of training in occupational violence prevention or complete a compulsory unit on employment. The employee is required to comply with all Casterton Memorial Hospital Occupational Health and Safety policies and procedures. Employees should take reasonable care to ensure personal safety and the safety of others is not compromised by their actions or omissions in the workplace. Employees must take special note of minimal / manual handling guidelines with their work practices. Employees should notify or rectify actual or potentially hazardous situations where appropriate and report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act 2004 - Sec 25) <u>CMH Occupational Health and Safety Policy</u>
<b><i>Charter of Human Rights &amp; Responsibilities</i></b>	The employee is required to understand this “Charter” which sets out basic rights, which are protected by law for all Victorians, in regards to freedom, respect, equality and dignity. Employees should act compatibly with the charter rights. <u>Victorian Charter of Human Rights &amp; Responsibilities</u>

<b>Quality &amp; Safety</b>	<ul style="list-style-type: none"> <li>• All employees should understand the application of National Safety and Quality Healthcare Standards, Aged Accreditation Standards and other applicable regulatory standards to ensure compliance is maintained.</li> <li>• Actively participate and support CMH Quality Improvement framework, plan, activities, audits, projects and documentation.</li> <li>• Adhere to CMH Emergency, OH&amp;S and Safety procedures.</li> <li>• Ensure effective response to and reporting of complaints and incidents.</li> </ul> <p><u>CMH Quality Improvement Policy</u> <u>CMH Emergency Response Policy</u></p>
<b>Performance Review</b>	<p>The Manager of Nursing Services / Department Head / Education Officer / Preceptor will undertake a formative and summative performance appraisal.</p> <p><u>CMH Performance Review Policy</u></p>
<b>Person Centred Care</b>	<p>Person Centred Care is an approach to treatment and care that consciously adopts the person's perspective around such dimensions as respect for the person's values, preferences and needs, beliefs and cultural needs, family situation and lifestyle. CMH is committed to ensuring that patients, residents, clients and their families/carers are encouraged to play an effective role in planning, development, delivery and evaluation of the services provided by the organisation. CMH employees have a responsibility to encourage patients/residents/clients and their family/carer to participate in all activities undertaken by the organisation and should be considered a part of routine management practice. Examples are the Active Service Model in Primary and Community Health care, dining and socialisation in Residential Care, and active rehabilitation in Acute Care.</p>
<b>Police Check and Statutory Declaration</b>	<p>Appointment is subject to a satisfactory police records check. All staff must have approval by the CEO before confirmation of employment is made.</p> <p>The applicant is also required to sign a statutory declaration indicating whether since the age of 16 they have been a citizen or permanent resident of a country other than Australia and, that they have no conviction of murder, sexual assault or assault resulting in imprisonment.</p> <p><u>CMH Police Checks Policy</u></p>
<b>Privacy</b>	<p>Employment is subject to compliance with the <i>Health Records Act</i>. This <i>Act</i> requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.</p> <p><u>CMH Privacy Policy</u></p>
<b>Cultural Diversity</b>	<p>CMH recognises and respects cultural diversity within the community and is committed to respecting individual beliefs, age, gender, economic, cultural and linguistic backgrounds of CMH clients and staff.</p> <p><u>CMH Cultural Diversity Plan Policy</u></p>

<b>Employee and Student Development and learning environments</b>	<p>The employee is required to attend an Orientation Day prior to commencement of employment and participate in their own Personalised Development Program and competencies as they are developed and implemented across CMH. A matrix of mandatory and non-mandatory competencies is updated annually.</p> <p>CMH actively encourages and supports new employees, trainees and students in the work place. CMH works collaboratively with several universities, schools and TAFES to provide clinical and employee based experience. It is the expectation that all employees are actively involved in supporting and preceptoring these clinical placements and to reflect a continuous learning environment.</p> <p><u>CMH Orientation of New Staff Policy</u></p> <p><u>CMH Student / Clinical Placement Policy</u></p>
<b>Smoke Free Campus Policy</b>	<p>Smoking is prohibited throughout all grounds, buildings and vehicles controlled by Casterton Memorial Hospital. This policy applies to employees, patients, residents, clients, volunteers, visitors and contractors.</p> <p><u>CMH Smoke Free Policy</u></p>
<b>Employee Assistance Programs</b>	<p>All new employees are provided with a mentor to support them during their transition to CMH</p> <p><u>CMH Mentor Information Pack</u></p> <p>CMH encourages healthy lifestyle for employees and provides services and referrals to support wellbeing.</p> <p><u>CMH Employee Assistance Program</u></p>
<b>Child Safety and Mandatory Reporting</b>	<p>Our organisation is committed to child safety.</p> <p>We want children to be safe, happy and empowered. We support and respect all children, as well as employees and volunteers.</p> <p>We are committed to the safety, participation and empowerment of all children.</p> <p>We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.</p> <p>We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</p> <p>Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.</p> <p>Our organisation has robust human resources and recruitment practices for all employees and volunteers.</p> <p>Our organisations is committed to regularly training and educating employees and volunteers on child abuse risks.</p> <p>We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.</p> <p>We have specific policies, procedures and training in place that support our leadership team, employees and volunteers to achieve these commitments.</p> <p>CMH Child Safety and Mandatory Reporting Policy</p>

Student: \_\_\_\_\_ Date:     /     /

Print Name: \_\_\_\_\_

Manager Nursing Services: \_\_\_\_\_ Date:     /     /

Print Name: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Date: 1 / 3 / 17

  
**Owen Stephens**

**Chief Executive Officer**

Print Name: \_\_\_\_\_  
**Casterton Memorial Hospital**

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<b>Author:</b>	Mary-Anne Betson - NP, RM, Cert Crit Care, Nurse Immuniser, Cert IV Tng & Ass, MN, MNP
<b>Approved:</b>	Owen Stephens - CEO
<b>Initial Compilation:</b>	September 1997
<b>Previous Review:</b>	June 2016
<b>Current Review:</b>	February 2017
<b>Next Review:</b>	February 2020
<b>Distribution:</b>	Position Specification
<b>File:</b>	Personnel Data\HumanResources\Position Specifications\Nursing

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Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 Insert the name,  
address and  
occupation of  
person making the  
declaration

1  
I,

make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter  
declared to in  
numbered  
paragraphs

2

I declare that (place a tick or cross in applicable box);

☐ since turning 16 years of age, **I have been** a citizen or permanent resident  
of a country /countries other than Australia.

☐ since turning 16 years of age, **I have never been** a citizen or permanent  
resident of a country /countries other than Australia,

I declare that I have never been convicted of murder or sexual assault; or convicted  
of, and sentenced to imprisonment for any other form of assault.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of  
an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in  
this declaration are true in every particular.

3 Signature of  
person making the  
declaration

3

4 Place  
5 Day  
6 Month and year

Declared at <sup>4</sup> on <sup>5</sup> of <sup>6</sup>

Before me,

7 Signature of  
person before  
whom the  
declaration is made  
(see over)

7

8 Full name,  
qualification and  
address of person  
before whom the  
declaration is made  
(in printed letters)

8

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is  
imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

*Note 2* Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of  
the Statutory Declarations Act 1959.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailiff

Bank officer with 5 or more continuous years of service  
Building society officer with 5 or more years of continuous service  
Chief executive officer of a Commonwealth court  
Clerk of a court

Commissioner for Affidavits  
Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution





# Casterton Memorial Hospital

**Title: PRIVACY / CONFIDENTIALITY - CLIENT**

**Manual: Hospital Policy**

**Type: Policy**

## ***STATEMENT OF POLICY:***

Staff have a legal responsibility to respect the dignity of the patient and to maintain the privacy of patient information. This includes medical records, and those documents and registers not normally regarded as being part of the medical record, such as admission, accident & emergency and operating theatre registers, radiographs and similar material. A breach of patient confidentiality will be treated most seriously, and could lead to disciplinary proceedings.

## ***APPLICATION OF POLICY:***

- ◆ It is an offence under the Health Services Act 1988 to disclose directly or indirectly personal or health information of a patient or care recipient of Casterton Memorial Hospital.
- ◆ Staff should ensure that they do not discuss confidential patient information either within or outside the hospital, to or in the presence of any unauthorised person.
- ◆ A breach of trust in this regard will be treated most seriously and could lead to disciplinary proceedings.
- ◆ Disclosure is permitted in specific circumstances as detailed within legislation.
- ◆ Where an employee is unsure of discussing material that may be of a confidential nature, he or she should endeavour to avoid discussing the matter until further direction is sought.
- ◆ Department Heads have a responsibility of discussing confidentiality with each new employee as a part of the orientation process.

**References:** Health Services Act 1988

Prompt Doc No: <#doc\_num> v<#ver\_num> Approval Date: <#issue\_date> Due for Review: July, 2018



# Casterton Memorial Hospital

**Title:** PRIVACY / CONFIDENTIALITY - CLIENT

**Manual:** Hospital Policy

**Type:** Policy

*Health Records Act 2001  
Privacy & Data Protection Act 2014 (Vic)*

<i>Category (See CMH Policy)</i>	<i>Risk Rating</i>
Likelihood of Adverse Event occurring. <i>(Almost Certain, Likely, Possible, Unlikely, Rare)</i>	Possible
Consequence <i>(Insignificant, Minor, Moderate, Major, Extreme)</i>	Moderate
Overall Risk Rate <i>(Extreme, High, Medium, Low)</i>	Medium

Monitoring Method (audit, survey, KPI, Clinical Indicator, Incident reports)	Complaints Incident Reporting
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Signed Off: .....  
Chief Executive Officer

Date: ..... 25/8/15

**Author:** Mary-Anne Betson - Manager of Nursing Services.  
**Validated:** Owen Stephens - Chief Executive Officer.  
**Approved:** Board of Management  
**Initial Compilation:** February 1987  
**Previous Review Date:** June, 2014  
**Current Review Completed:** July, 2015  
**Next Review Date:** July, 2018  
**Distribution:** All Departments.  
**File:** Winword/Accred/Hospital Policy/Index-P



# Casterton Memorial Hospital

**Title: PRIVACY POLICY**

**Manual: Hospital Policy**

**Type: Policy**

## **STATEMENT OF POLICY:**

Casterton Memorial Hospital and Casterton Memorial Hospital Residential Care “Glenelg House” is committed to protecting your privacy.

CMH are required by law to protect personal sensitive and confidential information such as information relating to your health and other personal details, in accordance to State and Commonwealth legislation.

We comply with all applicable Victorian legislation relating to confidentially and privacy, including where relevant, the health Services Act 1988 (Vic), the Health Records Act 2001 (Vic), Information Privacy Act 2000 and the Privacy Amendment (private sector) Act 2000.

## **APPLICATION OF POLICY:**

- ◆ Casterton Memorial Hospital Privacy Officer shall be responsible for the day to day management and application of policy in respect of Privacy and Health Information. Overall responsibility lies with the Chief Executive Officer.
- ◆ The Freedom of Information Act 1982 (Vic) continues to regulate individuals request for access to, or correction of, their own health information held by Casterton Memorial Hospital.
- ◆ Casterton Memorial Hospital will disclose information without first obtaining consent where it is legally obliged to in accordance to the relevant Legislation ie;

Health Records Act 2001

Coroners Act 1985 & Regulations 2007

Child Wellbeing & Safety Act 2005 (Vic)

Births, Deaths & Marriages Act 1996

Health Services Act 1988

Children Youth & Families Act Guardianship 1986 & Admin Act 2005

Infertility Treatment Act 1995

Mental Health Act 1986

Road Safety Act 1986

Freedom of Information Act 1982

Privacy and Data Protection Act 2014

Family Violence Protection Act 2008 (Vic)



# Casterton Memorial Hospital

**Title: PRIVACY POLICY**

**Manual: Hospital Policy**

**Type: Policy**

## **Management of Health Information:**

Detailed herein are management policy statements in respect of management of health information at C.M.H.

## **Identification:**

- ◆ CMH will use unique identifiers only where it is necessary to carry out its business functions.
- ◆ Clients may wish to remain anonymous. CMH will endeavour to respect this choice where it is practical.

## **Access:**

- ◆ Access to Health Information we hold about you is guided by the Freedom of Information Act 1982, and other State / Commonwealth legislation.
- ◆ All reasonable steps will be taken to provide access where requested.
- ◆ Who can consent to disclosure if I am unable?
  - A suitably responsible person may consent on your behalf, when you are unable to do so. Responsible persons are based on Hierarchical list as per the Guardianship and Administration Act 1986. The person responsible is the first person in descending order, on the following list.
  - A person who is the patient's medical enduring power of attorney appointed under the Medical Treatment Act 1988.
  - A person appointed by the Victorian Civil and Administrative Tribunal (VCAT) to make decisions about the proposed treatment.
  - A person appointed by VCAT to act as guardian who has the power to make decisions about the proposed treatment.
  - A person appointed by the patient (before the patient became incapable of giving consent) as an enduring guardian with power to make decisions about the proposed treatment.
  - A person appointed in writing by the patient to make decisions about medical or dental treatment which includes the proposed treatment.
  - The patient's spouse or domestic partner.
  - The patient's primary carer, including carers in receipt of Centrelink Carer Payment but excluding paid carers or service providers.
  - The patient's nearest relative over the age of 18, which means (in order of preference)
    - Son or daughter
    - Father or mother
    - Brother or sister (including adopted persons and step relationships)
    - Grandfather or Grandmother
    - Grandson or Granddaughter
    - Uncle or Aunt
    - Nephew or Niece,



# Casterton Memorial Hospital

**Title: PRIVACY POLICY**

**Manual: Hospital Policy**

**Type: Policy**

- ◆ Access to these records and computer systems is controlled and monitored.
- ◆ CMH staff and authorised external users are permitted access to systems that their duties require. CMH physical and paper records are securely stored and can be accessed only by authorised personnel.
- ◆ If requested CMH will provide you with access to information we hold about you. However there are some exceptions to this, for example CMH are not required to give you access to health information CMH hold about you where doing so would unreasonably disclose information about other people or where the information would otherwise be exempt from disclosure by law.

## **Correction:**

- ◆ Casterton Memorial Hospital will take all reasonable steps to correct information that is not accurate, complete or up to date.
- ◆ Requests should be in writing using relevant forms.
- ◆ Corrections and amendments should be written clearly. Pages must not be removed. Correction fluid / tape will not be used.
- ◆ Casterton Memorial Hospital will collect health information that is necessary for us to perform our functions.
- ◆ Casterton Memorial Hospital will always try to do so in a fair, lawful and non intrusive manner.
- ◆ Wherever possible CMH will collect information directly from you rather than from third parties, which may occur should you be incapacitated at the time. CMH will do our best to inform you if they collect information about you from a third party.
- ◆ When CMH collect your information, you may wish to know why they are collecting it, any law that requires it to be collected, the organisations or type of organisations to whom they would disclose it and the consequences for you if the information is not provided.
- ◆ Casterton Memorial Hospital will generally collect and use information for the purpose of providing initial and on-going care and treatment to you and for the purposes directly related to such care and treatment.
- ◆ Casterton Memorial Hospital does everything it can to ensure information CMH hold about you is accurate, complete and up to date. CMH are required under the Public Records Act to hold some records for extended periods.

## **Disclosure:**

- ◆ Casterton Memorial Hospital will not use or disclose information of a personal nature, except to the extent that it is required, authorized or permitted by law.
- ◆ Casterton Memorial Hospital staff are trained to understand their obligations under the applicable privacy laws.
- ◆ Casterton Memorial Hospital is permitted to use or disclose information about you in the following examples: when specifically permitted by law, such as to a court in compliance with legal process; where there is a serious or imminent threat to an individual's life, health,





# Casterton Memorial Hospital

**Title: PRIVACY POLICY**

**Manual: Hospital Policy**

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safety or welfare; or a serious threat to public health, safety or welfare, when information is in general terms or conveyed by a Medical Officer.

- ◆ Casterton Memorial Hospital other than when required by law, does not, without your consent, use or discloses such information for purposes which are unrelated to the purpose of collection.
- ◆ Providing information to Red Cross for tracing blood, giving information in connection to providing further treatment. The exercise of statutory functions and where permitted under the Health Services Act or any other Act.
- ◆ CMH will transfer health information outside Victoria only when necessary in accordance with the Act, where consent has been obtained, or where transmission is to another health care provider / facility.

## **Complaints:**

- ◆ If there are any concerns that we have infringed privacy rights, individuals may lodge a complaint. CMH treat complaints with respect and privacy and will work with the individual to resolve the issue. If there is no satisfaction, individuals may take complaints to the Health Service Commissioner.

## **Making Information Available to Another Health Service Provider:**

- ◆ Individuals may ask to make their health information available to another health service provider.
- ◆ Request may be made by the individual or by the Health Service Provider.
- ◆ Fees may be payable and will be based in accordance to the Health Records relevant legislation.
- ◆ Please speak to Health Information Staff in the first instance.

## **Other:**

- ◆ Casterton Memorial Hospital must provide the Commission for Children & Young People or authorised person, with access to any information documents or files held by Casterton Memorial Hospital relating to a child who is or whose death is the subject of an enquiry.
- ◆ Listening devices or optical surveillance devices must not be installed in a toilet, washroom, lactation room or change room except where permitted within the Surveillances Devices Act 1999 specified sanctions apply to the Body Corporate and Officers of the Body Corporate.
- ◆ Confidentiality of person's health information who is under "Health Observation Order" is dealt with in accordance to National Health Security Act 2007.
- ◆ The Human Services (Complex Needs) Act 2009 prohibits the disclosure (without express authorisation of the Act or another Act) of identifying personal or health information of an "eligible person" as determined by Secretary or Minister under the Act, including members of an eligible person's family.
- ◆ Under the Crimes Act 1914 (Cth) it is an offence to disclose (without consent) information regarding a spent conviction.



# Casterton Memorial Hospital

**Title: PRIVACY POLICY**

**Manual: Hospital Policy**

**Type: Policy**

- ◆ In accordance to the Family Violence Protection Act 2008 (Vic) CMH is obliged to assist law enforcement officers (Police) with information to locate a respondent for the purposes of serving the respondent with documents under the Act.

## **National Health Identifiers:**

- ◆ CMH is authorised to adopt / use / disclose the I.H.I of a patient wherever this information is provided under the Healthcare Identifiers Act 2010. Where the purpose is to communicate / manage health information in accordance to Section 24 and 25 of the Act. CMH must take reasonable steps to protect the H.I from misuse, loss and **unauthorised** access.

*Reference:*

- Health Records Act 2001*
- Privacy Amendment (Pvt Sector) Act 2000*
- Health Services Act 1988 (Vic)*
- Information Privacy Act 2000*
- Guardianship and Administration Act 1986*
- Commission for Children & Young People Act 2012*
- Children, Youth & Families Act 2005*
- Freedom of Information Act 1982*
- Surveillance Devices Act 1999*
- National Health & Security Act 2007*
- Mental Health Act 1986*
- Human Services (Complex Health) Act 2009*
- Charter of Human Rights & Responsibilities Act 2006*
- Healthcare Identifiers Act 2010 (Cth)*
- PCEHR Act 2012 (Cth)*
- Aged Care Act 1997*
- Family Violence Protection Act 2008 (Vic)*

*Associated Documents:*

- Consent to use / disclose Information*
- Data Security*
- Health & Personal Information*
- Collection of Health Information*
- Privacy / Confidentiality – Client*
- Freedom of Information Policy*

*Forms:*

- Freedom of Information – Request for Access*
- Notation to be added Forms*
- Correction or Amendment of Information*



# Casterton Memorial Hospital

**Title:** PRIVACY POLICY

**Manual:** Hospital Policy

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<i>Category (See CMH Policy)</i>	<i>Risk Rating</i>
Likelihood of Adverse Event occurring. ( <i>Almost Certain, Likely, Possible, Unlikely, Rare</i> )	Possible
Consequence ( <i>Insignificant, Minor, Moderate, Major, Extreme</i> )	Moderate
Overall Risk Rate ( <i>Extreme, High, Medium, Low</i> )	Medium

Monitoring Method (audit, survey, KPI, Clinical Indicator, Incident reports)	Complaints, Incident Reports, Surveys
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Signed Off: .....  
Chief Executive Officer

Date: ..... 6/5/16

**Author:** Owen Stephens - Chief Executive Officer  
**Validated:** Heather Rees – Health Information Officer  
**Approved:** Board of Management  
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# Casterton Memorial Hospital

**Title: MINIMAL PATIENT / RESIDENT HANDLING SYSTEM**

**Manual: Hospital Policy**

**Type: Policy**

## **STATEMENT OF POLICY:**

Casterton Memorial Hospital management and employees promote the secure health, safety and welfare of all employees, care recipients and visitors whilst on the premises or performing duties on behalf of the Hospital. It is the goal of both Management and Employees to eliminate and reduce foreseeable risks to all areas of occupational health and safety practices.

Casterton Memorial Hospital is committed to controlling risks inherent with daily patient and resident handling and consequently reducing the injury risk.

## **RESPONSIBILITIES:**

- ◆ All staff and Management at Casterton Memorial Hospital have a legal obligation under the Occupation Health and Safety Act 1999 to comply with reasonable instructions and procedure in the use of equipment and patients handling.
- ◆ It is also the responsibility of both staff and management to ensure that equipment and appliances are maintained and provided in a useable and safe condition are pertinent to the task required.
- ◆ All equipment is maintained according to the Equipment Maintenance Schedule.
- ◆ Non-compliance with any hospital policy will be managed according to the Hospital Policy on Grievance / Disciplinary Procedures.

## **PROCESS:**

- ◆ All staff working with care recipients will on commencement of employment will be fully instructed in the concepts of "Minimal Handling" by an approved trainer during their orientation program.
- ◆ Formal records will be kept of all education sessions in the red education book.
- ◆ All staff prior to undertaking handling of care recipients must be signed off as competent by a minimal handling trainer.
- ◆ A team of trainers will continue to be utilised to competency test new staff. Annual performance reviews will include comment on competency testing for "Minimal Handling" (minimal handling trainers are noted on the staffing roster).
- ◆ An annual minimal handling competency is undertaken for all staff.
- ◆ Criteria for Minimal Handling best practice:
  - Louise O'Shea and Associates [www.nolift.com](http://www.nolift.com)

## **ACCOUNTABILITY FOR ONGOING COMPLIANCE:**

- ◆ Each Registered Nurse in Charge of their shift is accountable for the activities of staff during that period.



# Casterton Memorial Hospital

**Title: MINIMAL PATIENT / RESIDENT HANDLING SYSTEM**

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- ◆ All staff are to be aware of the limitations and use of each item they use in their practice. These items are only to be used for their intended use (see manufacturers guidelines if in doubt).
- ◆ All staff will be responsible for ensuring the safe continuous use of Minimal Handling techniques. Failure to do so will require the completion of the Incident Reporting System VHIMS.
- ◆ Staff who fail to comply will be required to attend retesting for competency, and if they continue to fail to comply then the Hospital Grievance Policy will be implemented.

## ***REPORTING OF NON COMPLIANCE:***

- ◆ Reporting of incidents and or non compliance, along with specific issues will be reported firstly to the most senior Registered Nurse on duty on that shift, then to the Manager of Nursing Services or the After Hours Supervisor; who will report to the Chief Executive Officer.
- ◆ A formal report will be presented to the Safe Environment Meeting. Trainers will also attend regular Minimal Handling Meetings with the Manager Nursing Services and the Minimal Handling Co-ordinator.

## ***PATIENT / RESIDENT ASSESSMENT OF RISK:***

- ◆ Formal assessment of care recipients can only be carried out by staff with competency training to do so.
- ◆ Assessment will be on admission, if necessary to the Residential Care or Acute Ward/Community Care Program will be reviewed and updated when changes in condition are clearly documented.
- ◆ It is essential if a major change occurs in the resident the resident needs a red hand be placed on the resident's wardrobe to ensure all staff are alerted to a recent change in manual handling practice.
- ◆ In keeping with Aged Care Standards appropriate assessment will require documentation and use of assessment tools specific to the residents need i.e. resident safety needs, staff equipment needs.

## ***DOCUMENTATION:***

- ◆ An initial Risk Assessment is completed by a minimal handling trainer as soon as possible, and if required a full Risk Assessment is completed.
- ◆ Assessment documentation will be recorded in the care recipient's Care Plan in acute ward and community care, and in the Functional Assessment on Platinum 5 in Residential Care.
  - Residential Care – Each care recipient's Functional Assessment is printed off Platinum 5 and then placed in their bathroom for easy access for staff. The Functional Assessment is reviewed once a month when 'Care Recipient of the Day' is performed and also when documentation indicates mobility changes.



# Casterton Memorial Hospital

## Title: MINIMAL PATIENT / RESIDENT HANDLING SYSTEM

Manual: Hospital Policy

Type: Policy

- Acute Ward – Each care recipient's Care Plan is reviewed on a daily basis.
- Equipment and staff requirements for each care recipient may vary. These requirements will be documented in each care recipient's Care Plan and Functional Assessment according to their assessment.
- Equipment designed for certain tasks must only be used for the its intended purpose ie: mobility frames are not used for transferring consumers seated. Recliners with wheels are not used for transporting consumers unless they are tagged as such.

### **EVALUATION:**

- ◆ Random audits monitor will program and be reported to the Safe Environment Meeting.
- ◆ Evaluation will be through incident and potential hazard reports and work cover claims. These will be reported back to the Quality, Occupational Health and Safety and Staff Meetings, and ultimately to the Board of Management.

### **PATIENT / RESIDENT EDUCATION:**

- ◆ Information on the Minimal Handling Policy is a part of the Residential Care and Acute Sector Resident and Patient Information Books. All care recipients are to be encouraged to maintain their mobility independence where possible.
- ◆ The Residential Care Information Handbook contains guidelines on the type of clothing suggested for purchase for residents. Reassessments are performed at regular intervals and therefore changes in the type of clothing required may also change from time to time. This information should be brought to the attention of incoming are recipients and their relatives. Relatives should be informed of the need to replace clothing that is inappropriate or firm fitting.

### **EQUIPMENT:**

- ◆ Manual handling equipment that is available at Casterton Memorial Hospital with Associated weight limitations –
  - Slide Sheets
  - Wheelchairs – 130kg
  - Electric Wheelchair – 130kg
  - Alpha 180 Floor Lifting Machine – 180kg
  - Laylah Lifting Machines – 130kg
  - Sabina II Standing Hoist – 200kg
  - Pivot Turntable –
  - Shower Trolley – 150kg
  - Shower Chairs – (no wheels) – 110kg
    - (metal with wheels) – 150kg
    - Polymedic Shower Chair (plastic) – 100kg
    - Raised Toilet Seat (plastic, no back) – 100kg
  - Commode Chair – 150kg
  - Flat to Floor Beds – 'Liftcare' – 250kg



# Casterton Memorial Hospital

**Title: MINIMAL PATIENT / RESIDENT HANDLING SYSTEM**

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- 'Unique' – 300kg
- Beds – 'Queen Anne' Type – 200kg
- Acute Beds – 200kg
- Urgent Care Trolleys – 200kg
- Dialysis Chair – 180kg (non-mobile untagged)
- Stroke Chair (high rise) – 120kg
- Princess Tilt Chair/Bed – 150kg (mobile with tag)
- Electric Recliner Chairs – 150kg (non-mobile untagged)
- Bariatric Equipment – Bed – 220kg
- Recliner – 200kg (bariatric in acute care non mobile)
- Recliner – 150kg (mobile with tag)
- Wheelchair – 180kg
- Dining Chairs – Acute Ward and Residential Care – 100kg
- Revolution Dining Chair – 120kg
- Wedderburn Chair Scales – 250kg Residential Care (located in hairdressing room.)
- HVCS Chair Scales – 150kg Acute Wing (located in storeroom).
- ◆ Purchase of new equipment which impacts on manual handling will be reviewed by Minimal Handling Co-ordinator, Minimal Handling Committee and Physio and will have maintenance program set up prior to use.
- ◆ Use of new equipment by staff must not be undertaken unless staff have been shown either through a formal in-service or through an informal route ie: previous shift fully explaining the equipment. This must be documented in the red education book to ensure awareness and ability in using the equipment prior to use.

*Reference: O'Shea NO Lift System – Safe Patient Handling - Self-Directed Learning Package 2012  
Victorian Occupational Health & Safety Act 1985  
Code of Practice Manual Handling 2000  
CMH Hospital Policy – Manual Handling  
'Red Hand' Signage  
CMH Orientation Booklet*

<i>Category (See CMH Policy)</i>	<i>Risk Rating</i>
Likelihood of Adverse Event occurring. <i>(Almost Certain, Likely, Possible, Unlikely, Rare)</i>	Possible
Consequence <i>(Insignificant, Minor, Moderate, Major, Extreme)</i>	Minor
Overall Risk Rate <i>(Extreme, High, Medium, Low)</i>	Medium



# Casterton Memorial Hospital

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**Type: Policy**

Signed Off: .....  
Chief Executive Officer

Dated: ..... 6/5/16 .....

<b>Author:</b>	Alison Jenkins – RN, Grad Cert Ad Nsg Practice (Rural Remote)
<b>Validated:</b>	Mary-Anne Betson – NP, RM, Cert Crit Care, Nurse Immuniser, MN, MNP
<b>Approved:</b>	OH&S Committee / Minimal Handling Committee
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