

**We hope you enjoy your stay in the
Occupational Therapy Department.
For further information, speak to your Clinical
Supervisor
Phone: (07) 3240 5008 –
Main Occupational Therapy Department.**

Student Coordinator 2005:

*Acknowledgment to Mark Plonka and Marianne Hodder for the
dedication in putting this brochure together*

OCCUPATIONAL THERAPY DEPARTMENT



Student Information

***ACCOUNTABILITY, PARTNERSHIP, and BETTER
PRACTICE IN HEALTH CARE.***

Queensland Health's Mission, Vision, Values and Strategic Intents

OUR MISSION

Promoting a healthier Queensland

OUR VISION

Leaders in health – partners for life

OUR VALUES

We recognise that Queenslanders trust us to act in their interest at all times. To fulfil our mission and sustain this trust we share four core values:

- Professionalism
- Teamwork
- Performance accountability
- Quality and recognition

OUR STRATEGIC INTENTS

We will be successful in promoting a healthier Queensland through five strategic intents:

- [Healthier staff](#)
- [Healthier partnerships](#)
- [Healthier people and communities](#)
- [Healthier hospitals](#)
- [Healthier resources](#)

Further Information for students

The following Internet Site will assist in your orientation to Queensland Health It is essential that you look at this prior to your placement

<http://www.health.qld.gov.au/sop/>

Additional Links that may be useful include the PA Hospital Internet site

We look forward to meeting with you in 2005.

SUPERVISION:

On commencement at Princess Alexandra Hospital, each student will be allocated a therapist as a supervisor. Students may be supervised individually and/or in groups. Occasionally, students may have more than one supervisor. The Supervising Therapist will assess students according to the criteria in the Student Guidelines.

The Department also has a senior therapist nominated in the role of Student Coordinator. You will meet the student coordinator on the first day of your placement.

Weekly meetings will be held with your Clinical Supervisor(s) at a time suitable to you both.

The meetings are designed to allow students and supervisors to:

- a) Monitor student progress according to the student guidelines for their area
- b) Discuss caseload and any difficulties or queries
- c) Discuss and review written work including progress notes, case conference notes, home visit reports, case summaries etc.
- d) Discuss treatment plans and assessment procedures
- e) Discuss problem areas and obtain feedback
- f) Ask questions and request feedback regarding their performance
- g) Ensure statistics are being consistently and accurately recorded
- h) Review initial work completed on student project and discuss ideas for student presentation

Remember to use these meeting times as an opportunity to make the most of your time at Princess Alexandra Hospital, and to ensure that you grow professionally and personally on your student placement

Welcome to the Occupational Therapy Department at Princess Alexandra Hospital. The following information is provided to orientate you to your placement.

WHAT WILL THE HOURS BE?

Our operational hours are from **8.00am – 4.30pm**

Within an 8 hour day you are entitled to a 30 minute lunch break and two 10 minute breaks taken for morning and afternoon tea as the program permits or addition to your lunch break. The Department supplies tea and coffee.

DO I HAVE TO WEAR A UNIFORM?

Occupational Therapy **student uniform** is to be worn at all times, practical covered shoes, minimal jewellery, and long hair tied back.

ID:

Occupational Therapy **Student ID badge** to be worn at all times within the Hospital. Always identify yourself to ward staff.

BEHAVIOUR:

- At all times, students must conduct themselves in accordance with the “**Code of Behaviour for Students in Fieldwork**”, and the **Queensland Health Code of Conduct**. This is in a manner both professionally and personally appropriate. All students should read this before commencing placements.
- This placement is a continuation of your education and professional development and, as such, you are expected to respect the judgement and position of your Supervisor and all other clinical staff from all departments and professions within this Hospital.

CASELOAD:

Your patient caseload will be allocated by your supervisor. Please indicate at any time if you would like to adjust your caseload.

WHERE DO I FIND INFORMATION ABOUT MY CASELOAD?

Orientation: Each clinical area within the OT Department has a student orientation manual, essential to get you started. Ensure that you read through this manual in your **first week** of placement for practical, area specific information.

Job Description folders: The Job Description Manuals provide you with specific clinically-relevant information for each work area. This may include caseload relevant information, meeting timetables and policies.

Network G-Drive: The G-Drive offers a means to organise and maintain OT information in a logical system. Your supervisor will orientate you to the G-Drive relevant to your work area including therapy resources, hand outs and report proformas. Each computer in the department has the G-Drive index posted nearby to assist you in your search for files.

PANet: The PAH offers access for all computer users to the PANet and Queensland Health Websites. The PANet includes all information regarding the PAHHSD including services, contact numbers, forms and events. You can also access QHEPS via the PANet which offers links to the University of Queensland Cybary site and research databases (CKN) and OT Australia websites.

WHEREABOUTS:

Please write your whereabouts and expected time of return on the Therapists' Whiteboard (include time expected to return) at all times eg. conferences, home visits, and specific ward if going to acute. Remember to clear the whiteboard on your return to the department.

RESEARCH AND EBP:

The Occupational Therapy department aims to “Enhance the capacity for doing and using research that leads to evidence-based health care”.

The PAHHSD OT Department employs an **EBP champion** who coordinates EBP projects and supports staff through the process. In 2005 Libby Caldwell works in this role. The department currently has a conjoint position with the University of Queensland filled in 2005 by Dr Jennifer Fleming. Dr Fleming acts as a mentor, advisor and supporter for staff interested in undertaking research activity. We currently have over 50% of staff participating in research activity at various levels.

A small departmental library is available for students' use. Books taken from the departmental library should be returned daily and **never** be taken home. Reference articles are available in resource folders. Please do not remove articles from their folders. Using your photocopy card, copies of articles may be made in the PAHHSD University Library (Building 1) The Library is also accessible electronically through **PA Net as noted above**.

You are encouraged to meet with these staff members if you have an interest in EBP and / or research. All students are expected to maintain an evidence-based approach to their work.



- details (eg. cover of records) are carried in a way not to expose patient details).
- Unless it is a part of your duties, do not discuss patient related information with others (eg. look at this photograph, or this patient has this medical condition).
- Remember not to breach confidentiality of co-workers details (eg. releasing personal telephone numbers of co-workers, or health problems).

WHAT IF I DON'T FEEL WELL?

If you are sick and unable to attend your placement, please contact your supervisor shortly after 0800. At this time, you need to discuss any patients needing to be cancelled or any urgent patients needing to be seen. Medical Certificates are required for three or more days of absenteeism, and extra time may need to be made up at the end of the placement. This will be at your supervisor's discretion.

STATISTICS:

Students are required to keep daily statistics as a record of patient contact. You will be trained in the use of the Allied Health Integrated Information System (AHIIS), a computerised statistics program. Please ask your supervisor for more information when patient treatment begins, and when first entering information into the system. *We encourage you to **enter statistics daily**. This is especially important at the end of the month so data can be downloaded in time for hospital requirements.*

TELEPHONE MESSAGES:

If you answer the phone, please take written messages for staff and attach them to their desk or on the noticeboard outside the Reception Office or the message board depending on your allocated area.

KITCHEN SUPPLY AND ROSTERS:

Food orders for the kitchen should be given to the Occupational Therapy Assistant within three working days notice and Kitchens can be booked by completing the kitchen timetables located on each fridge.

MEETINGS AND INSERVICES:

Department staff meeting – **every Wednesday, 8.00am – in Building 1.**

Each team holds weekly supervision meetings and inservices for the staff in that area. See your supervisor for specific meeting details in your clinical area. Students **must** attend **all** staff meetings, inservices, conference reports, and area meetings.

FOOD:

Students are welcome & encouraged to join the staff for lunch. Lunches may be purchased from the Hospital canteen or brought from home. A microwave and fridge are available to use.

BEING TIDY:

Please clean up after morning/afternoon teas and lunch, i.e. wash up, load dishwasher, clean table etc. Please return equipment to its correct place as soon as possible after treatment.

BEING SAFE:

- Access to the Occupational Therapy Department outside of regular working hours is not permitted.
- No students are permitted to remain in the Department after all staff have left.
- Under no circumstances are students to be responsible for locking or unlocking the Department.
- Ensure all purses / wallets are kept in safe places and do not leave valuables in the Department.

WHO IS IN OUR DEPARTMENT?

Clinicians

Clinicians are responsible for occupational therapy clinical activity and the development of the department's clinical knowledge and expertise.

Senior clinicians

Senior staff carry a caseload and are responsible for staff supervision and management, resource allocation, administrative duties, departmental and unit development and the day to day operation of that area of the department.

Clinical specialists Clinicians who have recognized specialist knowledge and skills a clinical area.

Research Conjoint Position and Evidence Base Practice Position

Therapy assistants Katrina, Sharryn, Margi and Damien can help with

- Ordering supplies & maintaining workshop areas
- Modification/adaptations and construction of assistive devices
- Liaison with other hospital department BEHTS, Engineers.
- Individual patient supervision & treatment & Group activities

Administration officer

Lyn Comber will help you with word processing, photocopying, facsimile, stationery, supplies, ordering medical charts, mail, and filing.

Environmental Officer:

Russell will help with portage of inpatients to / from wards in GARU

CONFIDENTIALITY:

It is part of Queensland Health policy to maintain patient confidentiality i.e. Personal details, diagnosis and condition.

- As a student working within Queensland Health, you are bound by the Health Services Act, particularly Section 63 (Quote 63 (1), (2) (a)). Confidentiality is also covered in the Code of Conduct.
- You are privy to confidential information, including medical records, mail, computer records. This does not mean you have the right to do more with it than what falls in the scope of your duties. Examples –looking up personal details of others.
- Unless it is part of your duty to do so, **you are not permitted to release confidential information (eg. to other hospitals, solicitors, and the media)**. You are also unable to release information to somebody enquiring about themselves (eg. when admitted). The organisation has specialised areas to deal with these requests, and they should be re-directed appropriately. (Health Information Management HIMS)
- Under no circumstances can you look up patient information if it is not directly part of your duties to do so. (eg. you can't look up contact details for friends or something to assist your relative, neighbour etc).
- Under no circumstances can you access information **relating to your self** without going through the correct channels (eg. you don't have the right to view your medical record without applying to do so).
- **When carrying confidential information** (eg. mail, medical records), ensure these items are not left unsecured in an area for inappropriate lengths of time. They should only be delivered to the areas nominated, and not left in a public area waiting room). When carrying medical records, ensure all identifying information is covered.