

NURSING+
MIDWIFERY

Registered Undergraduate Student of Nursing (RUSON) Program 2022

Clinical Workbook



Western Health

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Our Vision

Together, caring for the West - our patients, staff, community and environment.

Our Values

Compassion - Consistently acting with empathy and integrity.

Accountability- Taking responsibility for our decisions and actions.

Respect- Respect for the rights, beliefs and choice of every individual.

Excellence - Inspiring and motivating, innovation and achievement.

Safety- Prioritising safety as an essential part of everyday practice.

Our Purpose

Working collaboratively to provide quality health and well-being services for the people of the West.

Welcome to Western Health's RUSON Program

The Registered Undergraduate Student of Nursing (RUSON) works as part of the health care team, assisting Registered Nurses to provide delegated aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgment of the supervising registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON.

RUSONs are enrolled at a University to undertake undergraduate nursing studies, registered with AHPRA as a student nurse, and who at commencement of their employment have successfully completed at least twelve months of the Bachelor of Nursing Degree (EBA Clause 106.1 current EA).

RUSONs undertake activities that have been delegated and supervised by a registered nurse in accordance with the NMBA Registered nurse standards for practice (2016) and Delegation and Supervision Framework for Nursing and Midwifery (DHS, 2020).

<https://www.nursingmidwiferyboard.gov.au/documents/default.aspx?record=WD19%2f29157&d%3d=AP&chksu%3d=9LilUkdFvM5AJeKlaJZd1A%3d%3d>

Registered nurses can only delegate aspects of care to a RUSON which are consistent with the educational preparation, skill level and assessed competencies of the RUSON. RUSONs are not to be given sole allocation of patients.

As a RUSON you will be supported in your development to become a resilient, reflective, valued member of staff. You will provide a high quality of care to our patients and will be supported by the clinical expertise of the registered nurses, educators, colleagues, mentors, and a structured program.

The purpose of this workbook is to provide you with the information and guidance you require to maximise your learning opportunities during your RUSON employment.

Staff at Western Health look forward to working with you during your RUSON journey.

Again, may we welcome you to Western Health, and wish you every success in your RUSON journey.

Sincerely,

Tony McGillion

Director of Nursing and Midwifery (Inspiring Innovation)

General Information

Aim

The aim of this program is to work as part of the health care team, assisting Registered Nurses to provide delegated aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgment of the supervising registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON.

About Western Health

Western Health manages four acute public hospitals: Sunshine Hospital (including Joan Kirner Women's and Children's), Footscray Hospital, Williamstown Hospital and Bacchus Marsh. We also operate Sunbury Day Hospital, Hazledean Transition Care in Williamstown, Melton Hospital, Melton Health and Community Services, Bacchus Marsh Community Health Centre, Caroline Springs Community Health Centre and Grant Lodge Residential Aged Care in Bacchus Marsh.

About the Ward

In-patient wards will be managed by a Nurse Unit Manager. The Nurse Unit Manager (NUM) works Monday to Friday. Alternatively when the NUM is not on the ward the Associate Nurse Unit Manager is responsible. The ANUM (ANUM) is in-charge of the shift when the NUM is not on the floor. Wards may be staffed with Clinical Nurse Specialists, Educators, and supportive care staff known as Health Care Workers. There are other staff that contribute to the running of the ward like ward clerks and Patient Service Attendants (PSAs).

Team Nursing

Team-based models are models of care that ensures that elements of care are delegated depending on education preparation, skills and experience.

Team nursing is also referred to as a team based model of care. The team model ensures we have the right people, with the right skills, in the right place, at the right time caring for our patients safely. Every role is essential within the team to ensure comprehensive and safe care is delivered to our patients.

RUSON Debrief Sessions

Facilitated by Tony McGillion (Director of Nursing and Midwifery), these sessions will be run monthly from 1430hrs- 1515hrs (usually on a Wednesday).

Room/Zoom link to be advised closer to the date.

Debrief is an opportunity to discuss, reflect, and learn from our experiences. It is a time to consider how things are going, identify what is going well, and consider areas we need support. By reflecting on, and recognising the knowledge, skills, and attitudes used in our experiences, we are able to better develop personal awareness and insight into our practice as RUSONs. It can also help us better identify and manage stress.

People & Numbers to Know

Education and Learning Department

Tony McGillion	Director of Nursing and Midwifery (Inspiring Innovation) 0466 925 108
Christine Pirotta	Education Co-ordinator (for general enquiries only as your specific ward educator will be in touch with you)

Security

Sunshine	0432 758 929
Sunshine Carpark	0452 432 698 (6pm to 12am)
Footscray	0417 037 873

Request a Security Escort

Sunshine & Footscray

- Email patrick@stateguard.com.au to set up an account with StateGuard
- Include: First & last name, mobile number, and email address
- Download the StateGuard A.S.S.I.S.T app
- Request a Security Escort using the app – available between 5pm and Midnight, seven days a week.

Williamstown

Request a Security Escort from WH security (0403579530) – guard will escort the staff member to the boundary of the hospital and then observe the staff member walking to their car as security cannot leave the site. Williamstown Security.

IT Services

03 8345 6777

Code of Conduct

The Western Health Code of Conduct can be accessed on the Intranet (Current Version June 2021).

Confidentiality

As a RUSON at Western Health you will have access to confidential information of various kinds, including information about patients, other Western Health personnel or business matters. It is your obligation as a Western Health employee to maintain confidentiality. This obligation extends beyond your employment at Western Health.

It is a criminal offence for Western Health employees to disclose patient information in breach of section 141 of the Health Services Act 1988 or sections 140 and 141 of the Mental Health Act 2014.

Social Media Use

The full Social Media – Access, Utilisation and Obligations policy can be accessed on the Western Health Intranet.

- It is not acceptable to spend time using social media that is not work related unless it occurs in your own time (for example during meal breaks) or at times acceptable to your line manager. This includes accessing social media via personal devices.
- All Western Health employees are personally responsible for content published in their personal capacity on any form of social media platform and if acknowledging association with Western Health in any online posts, must comply with the following obligations:
 - Only discuss or disclose publicly available information.
 - Ensure all content published is accurate and not misleading and complies with all relevant organisational policies, procedures and government legislation.
 - Behave politely and respectfully.
 - Not post or respond to material that is offensive or obscene.
 - Adhere to terms of use and regulations governing behaviour that apply to a social media platform or website.
 - Include a disclaimer advising that their opinions are their own and ensure it is clear they are not commenting on behalf of Western Health.
 - Ensure that they make it clear that any comments relating to Victorian government activities are not official, and that they are speaking only on behalf of themselves. Those comments should not bring the reputation or name of the Health Service into disrepute.

- Personnel must not:
 - Imply that they are authorised to speak as a representative or spokesperson of Western Health or the government, nor give the impression the views expressed are those of the health service or government.
 - Use the identity or likeness of other personnel associated with Western Health.
 - Use their Western Health email address or any organisational or Victorian Government logos that may give the impression of official support or endorsement of their personal comments.
 - Use or disclose any confidential or secure information obtained in their capacity as an employee.
 - Comment or post any material that might otherwise cause damage to the health service's reputation or bring it into disrepute.
 - Compose posts that are inappropriate, false or disparaging towards other personnel, patients or visitors to Western Health.
 - Include information about another person obtained through work or from which such person could be identified, without their written consent.
 - Make patient information available on social media unless express written consent has been obtained from the patient.
 - Publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature.
 - Engage in any behaviour that may be considered to be a form of cyber bullying or harassment.

Sick Leave

If you're feeling unwell or experiencing COVID symptoms, stay home and let us know. If you're on a morning shift, let us know as soon as possible. If you're on a late or night shift, please call at least 2 hours before your shift.

Who to contact:

Working on the ward

Call Ward Nurse Unit Manager (NUM) between 08:00 am -16:30/Nurse in Charge 16:30-08:00 am. Personal Leave certificates and Leave forms are to be provided to the NUM.

Working on Pool/Bank

Between 0500hrs – 2230hrs

Allocations	8345 6637
Email Personal Leave Certificate to	WHallocations@wh.org.au

From 2230hrs – 0500hrs

After Hours Administration, Footscray	8345 6645
After Hours Administration, Sunshine	8345 0121
After Hours Administration, Williamstown	0409 864 289

Uniform

The Western Health RUSON uniform is scrubs. RUSON stickers are used to identify RUSONs and can be placed on PPE or scrubs on the upper arm. University uniforms are not an acceptable alternative.

Your name badge and ID must be worn at all times. If you lose this, please contact your ward Nurse Unit Manager for a replacement.

Rosters

A roster is the shifts each employee is working. Shift times are generally as follows:

AM- 07:00-15:30

PM- 13:00- 21:30

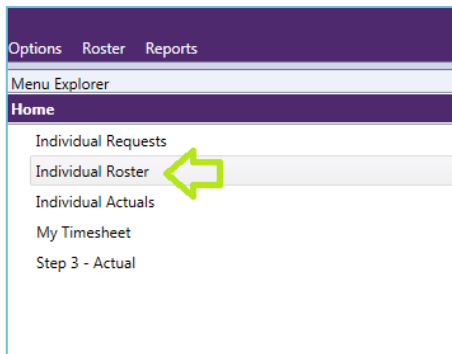
ND- 21:00- 07:30

The roster is typically published 8 weeks in advance. Roster and Leave requests should be provided prior to the roster being published. Western Health has a Leave policy that is comprehensive and available on the intranet, OP-EP3 Taking and Managing Leave Procedure.

View Your Roster

1. Log In

2.

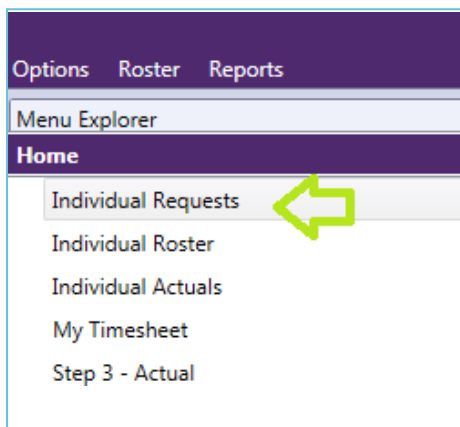


Requests

Depending how far in advance the roster has been released, you can make requests on RosterOn or send them directly to your Nurse Unit Manager. If the rosters have been closed, please contact your NUM.

You can make requests for shifts and days off:

1.

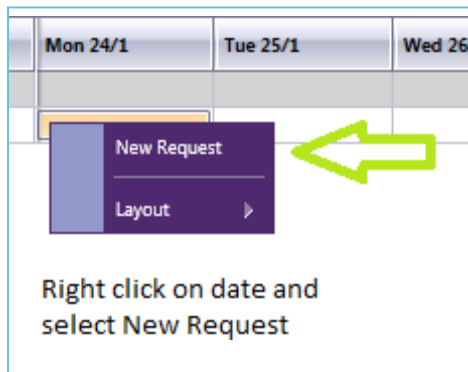


2.

The screenshot shows the 'Individual Requests' form with the following fields and options:

- From: 24/01/2022 To: 6/02/2022 (Today, Yesterday, Tomorrow buttons)
- Area: JKWC Theatre Nursing (2. Select area)
- Role: (All) Position: (All) (3. Select your name)
- Employee: (4. Select retrieve)
- Retrieve button (4. Select retrieve)
- Display: Days Month
- Selection Legend
- Select an employee to view Filter: (No Filter) Bulk Request

3.



4. Here you can request a particular shift, or a day

Type
 Shift Leave Available Unavailable

Details

Date: Mon 24/01/2022

Priority: 3

Employee:

Area: JKWC Theatre Nursing

Role: Anaes / PACU

Shift: [Please select a value...]

Shift Times

Start: 00:00 Hours: 0.00 Break: 23.98

Finish: 23:59 Hide Finish Time

Reason:

To select Leave

- Select "Leave"
- Proceed to leave in details box and click on arrow. Type of leave available is displayed.
- Click on leave required
- Select "Save & Close".

To note if Unavailable (e.g. Day Off)

- Select "Unavailable"
- Identify the time you are unavailable (if applicable)
- Select "Save & Close"

To request a Shift

- Select “Shift”
- Proceed to details box and click cursor on arrow Shift types will appear. Click cursor on desired shift.
- If you wish to provide a reason for request you may do so by clicking on reason line and typing in information. Only you and the roster monitor are able to view this.
- Select “Save & Close”.

Log On via Web (External)

- Select “Staff” at the bottom of Western Health Internet Front Page.
- Select “RosterOn”.

Reflective Practice

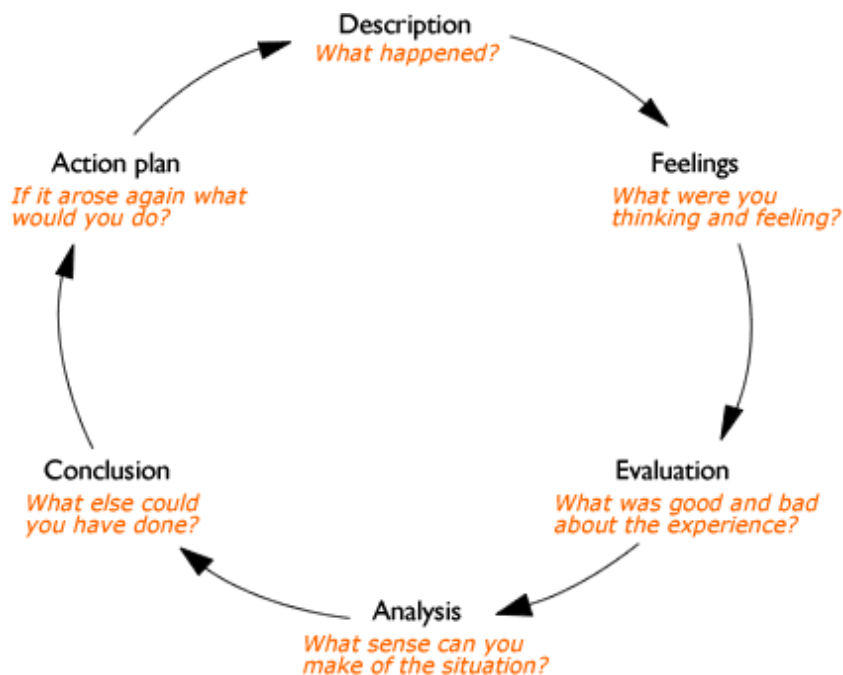
An important part of striving to improve your nursing/midwifery practice is reflection. Reflection helps us to identify where we need to improve and then make a plan for improvement. At the end of each shift you should ask yourself the following 3 questions:

1. What did I do well today?
2. What could I have improved on today?

These are questions that you ask yourself and it is important that you get into the habit of asking yourself these questions every day. It is in this way that you will be constantly improving your practice and developing as a registered nurse

Further Reflection

If you are involved in a critical incident or a big clinical event you should reflect utilising the Gibbs model of reflection (<https://my.cumbria.ac.uk/media/MyCumbria/Documents/ReflectiveCycleGibbs.pdf>). You can talk to your educator about this. It is important to reflect on critical incidents to help make sense of them and to constantly improve practice.



Where can I go for Help?

Clinical support can be provided not only by the educators but also by the ward staff, in charge nurses and managers.

If you are having difficulty in the initial transition period, discuss this with colleagues on the ward, NUM or ward educator.

You may want to speak with family and friends.

If you find that you are still having difficulty with the transition or with any other aspect of the role or any other issues:

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a specialty provider of a broad range of psychological services. It is a free program, available to all Western Health employees.

Western Health are partnered with Caraniche, who are happy to work with you to help get you back on track and discuss any concerns or issues that you may be going through. They specialise in providing workplace wellbeing solutions that are focused on making people the priority. Their focus is supporting their clients and helping them build a better future.

T: 1800 099 444 (Available 24 hours a day & 7 days a week)

E: work@caraniche.com.au

<http://makeabooking.caraniche.com.au/>

You can also making an online booking (email and web bookings are responded to during business hours only)

Mandatory Training

Competencies

This section consists of the mandatory competencies which you will need to achieve. WeLearn is the Western Health online learning portal.

Competency	Description	Completed Date	Educator Signature
 New Staff Orientation	When: Orientation & Annually Where: WeLearn		
 Standard and Transmission Based Precautions	When: Orientation & Annually Where: WeLearn		
 Hand Hygiene	When: Orientation & Annually Where: WeLearn (via <i>Hand Hygiene Australia Website</i>)		
 PPE Spotter Training	When: Orientation (only accessible after completing <i>Standard and Transmission Based Precautions Training</i>) Where: WeLearn		
 Fire & Emergency Procedures	When: Orientation & Annually Where: WeLearn		
 Manual Handling	When: Orientation & Annually Where: WeLearn		
 Back 4 Life	When: Orientation & Annually Where: WeLearn		
 Occupational Violence & Aggression (OVA) (Online)	When: Orientation & Annually Where: WeLearn		
 Occupational Violence & Aggression (OVA) (Practical)	When: Orientation Where: Zoom – dates announced by RUSON Clinical Nurse Educator		
 Positive Workplace Behaviour	When: Orientation & Annually Where: WeLearn		
 Cytotoxic Safety (Module 1ADAC Safe Handling of Antineoplastic Drugs)	When: Orientation Where: WeLearn		

Ward Information

Sunshine Hospital

Ward	Speciality	Contact
GC (Ground Floor)	GEM – Geriatric Evaluation Management Unit	0435 535 056 8345 0666
GD (Ground Floor)	Palliative – Aged, Cancer & Continuing Care	0435 522 675 8345 1757
Rehabilitation (First Floor)	Subacute & Aged Care Services	0434 997 294 8345 1779
1A	Surgical, Plastics, Orthopaedics, Gynaecology	0435 466 660 8345 0055
1B	Surgical, Gynaecology	8345 1848
2A	Sub-acute & Aged Care Services	0435 616 508 0435 481 421
2E	Oncology, Haematology, Gastroenterology, Endocrinology, Nephrology	0434 888 571 8345 9225
2F	Coronary Care Unit, Vascular Surgery	0435 162 886 8345 9220
2G	Medical, Respiratory	0435 166 566 8345 4365
3E	Medical, Neurology, Stroke	0435 163 331 8345 9325
3F	Respiratory Medicine, Infectious Disease, General Internal Medicine	0435 323 549 8345 9320

Footscray Hospital

Ward	Specialty	Contact
1 West	Neurosurgical, Orthopaedics & Pain Medicine	0434 848 916 8345 7090 8345 7095
CCU	Coronary Care Unit & Vascular Surgery & Heart Failure Service	0435 604 654 8345 6612 8345 7374
2B	General Internal Medicine, Renal & Endocrine Care	0435 641 270 8345 7153 8345 6049
2C	General Internal Medicine, Addiction Medicine & Rheumatology	0435 164 067 8345 7248 8345 6712
2D	Respiratory Medicine, Infectious Diseases & Gastroenterology	0434 875 638 8345 6788 8345 6820
2 East	Urology, Colorectal, General Surgery, General Breast and Endocrine Surgery	0434 857 451 8345 6758 8345 6790
3B	Rehab, GEM, Orthogeriatrics, Acute Aged Care	0435 044 986 8345 7358 8345 6708 8345 7262
3 East	Upper Gastro Intestinal General Surgery, Cardiothoracic, Plastics, Head Neck Facial (ENT), Faciomaxillary	0435 183 339 8345 6074 8345 6694

Ward Based Orientation Checklist

Please find the following on the ward and make note of the location.

FIND....	LOCATION
Nurses station	
Handover room	
Patient histories	
Staff tea room	
Patient kitchen	
Store room	
Staff toilets	
Patient bathroom	
Linen trolley	
Emergency exits	
Fire alarms	

Fire extinguishers	
Hoist/Steady	
Resuscitation trolley	
NUM's office	
Ward phone numbers	
Duress and Emergency Alarms	

RUSON Core Activities

Activities can be delegated in accordance with the professional judgement of the supervising Registered Nurse, in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON. A RUSON scope of practice document can be located on the nursing and midwifery intranet page. The scope of practice document contains activities that a RUSON may be delegated by a Registered Nurse if the RUSON is assessed as competent.

<https://westerly.wh.org.au/nursing-midwifery/workforce/ruson-m-program/>

Competency Tool (reflects the SOP doc)

Duties or activities that are in the RUSON scope of practice document are required to be signed off from a senior Registered Nurse as “Independent” prior to the RUSON undertaking the activity without direct supervision. The activity or duty can be signed off on the first attempt.

Supervised: The RUSON completes the core activity with full supervision and requires assistance from the Registered Nurse.

Assisted: The RUSON completes the core activity with some minimal assistance from the Registered Nurse.

Independent/Competent: The RUSON completes the core activity without requiring any assistance from the Registered Nurse and is assessed as competent

Please keep a log of the duties or activities within the scope of practice document that have been assessed by an experienced Registered Nurse.

	Skills	Supervised	Assisted	Independent
	Example -	S. NURSE 06/10/20	R. NURSE 08/10/20	H. NURSE 09/10/20
Hygiene	Completes Hand Hygiene – 5 moments			
	Oral Hygiene – brushing teeth/dentures, assisting with mouth wash			
	Eye Care – simple eye care, eye toilet			
	Hair Care – brushing and washing hair			
	Showering, washing and bed bathing			
	Grooming – shaving (electric razor), non-medicated skin care and make-up application			
	Removal of nail polish/make-up			
	Pre-operative site preparation (surgical clippers only)			
Toileting	Changing incontinence pads or aids			
	Providing and emptying urinary bottle/pan/commode/catheter & recording output			
	Apply, empty and record condom drainage			

	Skills	Supervised	Assisted	Independent
	Assist patient with empty long-term ostomy bag			
Mobility	Recognise falls risk – signage, low low bed, fall alarm mat			
	Assist with patient transfers, sitting patients out of bed/on toilet/commode			
	Assist with provision of pressure area care			
	Assist with manual handling hoists/aids			
	Re-apply anti-embolic stockings			

	Skills	Supervised	Assisted	Independent
Nutrition	Assist patients with menu selection			
	Assist with safe meal set-up, cut-up food, adjustable and open food packages			
	Assist with feeding appropriate patients (inconsultation with RN)			
	Provide water, refill jugs or make drinks			
Environment	Implement falls prevention strategies – call bell in reach, phone in reach, bedside table positioned appropriately, bed lowered, trip hazards removed			
	Contribute to maintaining a safe and tidy ward environment			
	Make beds/assist with bed linen change			

Documentation	Complete fluid balance chart (report to supervising RN)			
	Complete food chart (report to supervising RN)			
	Complete bowel chart (report to supervising RN)			
	Complete and document weight and height (report to supervising RN)			
	Document valuables			
	Update bedside communication boards			
Maintenance	Restock supplies and equipment – photocopying patient brochures, restock dressing/IV trolleys (not emergency) and bedside supplies			
	Cleaning and putting away equipment between use i.e. Clinell wipes, infusion pumps, obs machines, thermometers, commodes			
Other	Packing and unpacking patient belongings			
	Run simple errands within the hospital grounds – e.g. borrow and return ECG from other ward areas if requested by supervising RN			

Appendix 1: Performance Review and Development Appraisals

NUM or delegate to complete appraisals.

Interim Appraisal

Due: 3 months into program

- This can be completed by either the NUM or delegate.
- Prior to the due date, contact the NUM to make a time to complete your appraisal. Otherwise the NUM may identify a delegate who you have worked closely with and ask them if they would be comfortable completing your appraisal.

Summative Appraisal

Due: 6 months into program

- This can be completed by either the NUM or delegate.
- Prior to the due date, contact the NUM to make a time to complete your appraisal. Otherwise the NUM may identify a delegate who you have worked closely with and ask them if they would be comfortable completing your appraisal.

You are responsible for keeping the hard copy of your Appraisals.

APPRAISAL TOOL



Performance Review and Development Plan for the
Registered Undergraduate Student of Nursing (RUSON)

Western Health

AT WESTERN HEALTH WE ARE COMMITTED TO HIGH QUALITY CARE THAT IS SAFE, PERSON-CENTERED, RIGHT AND COORDINATED – WE ARE COMMITTED TO BEST CARE. PLEASE SEE THE WESTERN HEALTH INTRANET FOR MORE DETAILS ON THE BEST CARE FRAMEWORK.

A performance review or appraisal is a regular assessment on how you are performing in your role as a RUSON at Western Health. It can help to identify your individual learning needs, your continuing development requirements, and how you are performing in your RUSON role. Appraisals are an integral part of your learning while a RUSON at Western Health. You may be familiar with appraisals through your university placements. As a student nurse, your appraisals will be an additional tool in your applications for a graduate program.

Before your performance review, complete the **Appraisal Reflection**. Consider how you have reflected Western Health's Organisational Values and Best Care Framework. Once you have completed this, speak with either a Registered Nurse who you have been working with regularly, or with your RUSON Clinical Nurse Educator, to organise a time to meet and discuss your performance. This is an opportunity for your Reviewer to provide feedback on your performance and give you some overall comments. You can then reflect on the feedback you receive in the **Comments and Feedback** area.

YOU ARE RESPONSIBLE FOR KEEPING THE HARD COPY OF YOUR APPRAISALS.
FORWARD A SCANNED COPY TO YOUR NURSE UNIT MANAGER FOR THEIR RECORDS.

Western Health Organisation Values

Compassion	Consistently acting with empathy and integrity
Accountability	Empowering our staff to serve our community
Respect	For the rights, beliefs and choice of every individual
Excellence	Inspiring and motivating innovation and achievement
Safety	Working in an open, honest and safe environment

Personal Details

Name:

Date:

Position Title: RUSON

Reviewer's Name & Designation:

Ward:

Interim Appraisal Reflection

What areas do you think you have performed well?

RUSON

Educator/Reviewer

What areas do you think you could improve?

RUSON

Educator/Reviewer

What is your plan moving forward?

RUSON

Educator/Reviewer

Comments and Feedback

Educator/Reviewer	RUSON

RUSON signature:		Date:
Reviewer signature:		

APPRAISAL TOOL



Performance Review and Development Plan for the
Registered Undergraduate Student of Nursing (RUSON)

Western Health

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Safety	Working in an open, honest and safe environment

Personal Details

Name:

Date:

Position Title: RUSON

Reviewer's Name & Designation:

Ward:

Summative Appraisal Reflection

What areas do you think you have performed well?

RUSON

Educator/Reviewer

What areas do you think you could improve?

RUSON

Educator/Reviewer

What is your plan moving forward?

RUSON

Educator/Reviewer

Comments and Feedback

Educator/Reviewer	RUSON

RUSON signature:		Date:
Reviewer signature:		