Appendix 1F
Unit Orientation
Possum

Nursing Competency Workbook, 3rd Edition
The Royal Children's Hospital (RCH) Nursing Competency Workbook is a dynamic document that will provide you with direction and assist you in your professional development as a nurse working at the RCH. The workbook also provides a record of your orientation and competency obtainment.

Chapter 1
- Includes resources for nurses and is complemented by the Royal Children’s Hospital (RCH) New Starter Pack, Hospital Orientation and Nursing Orientation day, to provide an introduction to nursing at the RCH.

Chapter 2
- Generic Nursing Competency Assessment Forms

Chapter 3
- Specialty Nursing Competency Assessment Forms

Appendix 1
- Unit / Department Nursing Orientation

All chapters and appendices are downloadable as pdfs from the Nursing Education Website.

The RCH Nursing Competency Workbook developed by Nursing Education with input from specialist nurses at the RCH.

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Unit Philosophy

Possum Ward is a 14 bed surgical short stay unit. The ward admits both elective and emergency patients from all surgical specialities including General surgical, Orthopaedics, Urology, ENT as well as cardiology patients. Nursing staff work across all specialties and provide patient/family centred care. The diverse nature of the surgical specialties involved requires close liaison with all members of the multi-disciplinary health care team. Partnership in care and continuity of nursing care is practiced.

Our friendly and dynamic nursing team is supported by the wider multi-disciplinary team consisting of skilled surgeons, allied health professionals, teachers, play therapists and many others. We aim to provide a partnership approach to patient care in order to facilitate communication and decision making processes to ensure care that meets the needs of our patients and their families, hence improving patient care outcomes. Life long learning is encouraged and supported through ongoing education that is offered within the unit, as part of the hospital wide program or externally.

An orientation program is carried out at a ward level for all new staff and learning is supported by our Clinical Nurse Facilitator. Personal and professional development is encouraged on Possum Ward and is supported by assessment, annual Performance Appraisal and a Professional Practice Portfolio.

Nursing Team

**Possum Ward:** 9345 5582

**Acting Unit Manager:** Paul Griffiths Ext 55305

**AUM’s:**
- Lidija Kovacev Ext 55582
- Rowena Kostos
- Melissa Nicolopoulos
- Sally Coutts
- Jo Johanson

**Clinical Nurse Facilitators:** Ext 55073

**Care Managers:**
- (Gen Surg/ ENT/ Burns/Urology) Nicole Cloke Kellie Sheppard Ext 5467
- (Orthopaedics) Barb Purdie Donna Peachey

**Ward Clerks:** Aleks Linda Sheila Jenny Ext 5583

**PSA’s:** Julia Nun Veronica
Shift Times

AM shift | PM shift | Night Duty
---|---|---
0700 – 1530 | 1330 – 2200 | 2100 – 0730

Tea Breaks

**AM Shift**
- Morning tea break (15 mins)
- Lunch break (30 mins)

**PM Shift**
- Afternoon tea break (15 mins)
- Dinner break (30 mins)

**Night Duty**
- 2x 30min breaks

Bedside Handover

Staff will be given a general handover by the AUM and then a more specific handover from the nurse you are taking over from. This handover must be done by the bedside to include the patient and their family. This system helps parents to feel involved in their child’s care and also ensures they know which nurse is caring for their child. This has been found to be the best way of providing family centred care. It is also important that bedside charts remain at the end of the patients bed at all times.

Education Sessions

Regular education sessions are organised by the CNF. There is an education planner in the staff tea room. Please check the planner regularly to keep an eye out for any education sessions. Education sessions are usually held just before or just after handover.

Staff are encouraged to request topics for education with your CNF or CNS. There are regular Nursing and Staff forums which are usually held in Ella Latham theatre which staff are encouraged to attend. The forums provide opportunities to keep you updated with the latest practices within the hospital. As adult learners it is your professional responsibility to regularly attend education sessions and further your knowledge and skills.

Ward Meetings

Ward meetings are held on a monthly basis in the staff tea room. They are scheduled on the ward education planner in the tea room so again keep an eye out as to when the next meeting will be held. If you have any agenda items you wish to discuss in the meeting please pass them onto Paul. Ward meeting minutes are usually posted in the tea room and emailed out so if you miss the meeting you can keep up to date by reading the minutes.

Cue Cards

Cue Cards were implemented on the 4th floor in 2009 as an additional clinical resource, the aim of which is to guide and prompt nurses with patient care for specific operations / conditions. Cue cards are a tool used to ensure that all nurses are aware of the specific care needs of patients in order to provide consistent, safe and optimal care. Cue Cards contain a brief definition of the operation / condition and a day-by-day, step-by-step guide to the specific care needs of the patient. They are written by nursing staff then overseen and approved by the multi-disciplinary team and senior medical staff.
## Orientation Checklist:

### General
- Introduce to Staff (who’s who)
- Ward Tour / Unit layout
- Code/explain cupboard in staffroom
- Rosters (Change of shift)
- Timesheets / Pay-slips
- Your contact number in AUM Folder
- Contract signed
- Name badge
- Hospital tour
- Email set up
- Organize car park

### Communication
- Communication Book (Staffroom)
- Telephone system
  - Receiving calls
  - Making a call
  - Transferring a call
  - Information on patients
- Paging system
- Handover
- Staff mailbox
- Education planner

### Referrals
- Blood Collectors
- Physio
- Medical Speciality
- CPMS

### Pharmacology
- Drug room
- DD cupboard / checking out drugs
- Injectables Guidelines
- Paediatric Pharmacopoeia (manual & on-line)
- After hours drug supplies

### Emergency Procedures
- Resuscitation Trolley
- Fire doors
- Fire break glass
- Emergency exits
- WIP phone location
- Emergency manuals
- Emergency call buttons
- Dialling switch in an emergency (number?)
### RCH Intranet

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### Equipment

- Oxygen & Suction (bedside & portable)
- IV pump
- Syringe Pump
- PCA Pump
- Monitors
- Oximeter
- Tympanic / Digital Thermometers
- BSL machines
- Breast Pump
- Feeding Pumps
- Treatment trolley
- Stores Location

### Documentation

- Patient Histories / Progress Notes
- Clinical Pathways /Cue cards
- Care Management Plans

#### Regularly used forms:

1. Nursing Admission/care plan
2. Observation Charts
   - General
3. Additional Observation Chart
4. Consent
5. Pre-op Checklist
6. Anaesthetic Chart
7. Medication Chart
8. Treatment Orders
9. Fluid Balance Charts
   - Non-complex
   - Complex
   - Oral
10. Pain attachments
    - Opioid Infusion (50ml & 500ml)
    - Opioid PCA
    - Ketamine
11. PONV
12. CVAD ob’s chart
13. Weight Chart
14. Criteria Led discharge
15. Nasogastric Tube
16. Nasopharyngeal Airway
17. Pathology Slips