Appendix 1A:
Unit Orientation
(CNC)
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
- Specialist Nursing Competency Assessment Forms

Appendix 1
- Unit / Department Nursing Orientation

Appendix 2
- Index of ALL Specialist Nursing Competency Assessment Forms

Appendix 3
- Graduate Nurse Program Workbook

All chapters and appendices are downloadable as pdfs from the Mackinnon Nursing Education and Development Centre Website


The RCH Nursing Competency Workbook developed by the Mackinnon Nursing Education and Development Team with input from specialist nurses at the RCH

For further information contact:
Melody Trueman
Director of Nursing Workforce Development
Email melody.trueman@rch.org.au

Workbook 1st edition January 2011
Introduction

Welcome to the Children’s Neuroscience Centre. We hope you enjoy the time you spend on our unit. The unit has 32 beds, and extends care to a variety of children aging from infancy to late adolescents.

Our patient population includes children from the following medical specialities:

- Neurosurgery
- Neurology
- Metabolics
- Ophthalmology
- General Paediatrics (Medical)
- Rehabilitation

The unit also accepts patients from other medical specialities that may include:

- Oncology
- General Surgical
- Developmental Medicine
- Thoracics
- Adolescents

Some common conditions encountered on the unit

**NEUROSURGERY**
- Hydrocephalus
- Diabetes Insipidus
- Arnold Chiari malformation - PF decompression
- Traumatic Head Injury
- Haematoma/Haemorrhage
- Meningitis
- Epilepsy surgery
- Arterio-venous Malformation

**NEUROLOGY**
- Seizure disorders & Epilepsy – VNS, Ketogenic Diet
- Guillain Barre syndrome
- Stroke
- Neuromuscular disorders

**NEURO-ONCOLOGY**
- Brain tumours
- Spinal Tumours
**GENERAL MEDICAL**
- Bronchiolitis
- Asthma
- Pneumonia
- Eczema
- Gastroenteritis
- Croup

**METABOLIC**

**REHABILITATION**

### Things you need to know

#### Sick leave
If you are sick and unable to come to work, please phone the ward and speak with the AUM before the following times:

- **AM SHIFT:** Before 06:00
- **PM SHIFT:** Before 11:00
- **NIGHTS:** Before 18:00

If you know you’re going to be sick, calling the ward as early as possible allows more time to find a replacement.
There is no need to call the nursing supervisor directly after hours as the ward attends to this.

#### Shifts

**Shift times**
All staff work 8 hour shifts and full time staff accruing 1 day off each month (ADO)

**SHIFT TIMES:**
- **EARLY / AM SHIFT** 07:00 – 15:30
- **LATE / PM SHIFT** 13:30 – 22:00
- **NIGHT / ND SHIFT** 21:00 – 07:30

Any spare time at the beginning or end of your shift is to be utilised appropriately by helping the previous shift prepare to leave on time.
If all tasks are completed, this time can be utilised to check the resuscitation trolley, complete competencies, self-directed learning packages, ensure the ward is neat and safe and offer parents the opportunity for a break.

#### Rostering
The CNC utilises a roster system, which provides each staff member with 8 weeks of roster. All staff are divided into categories, depending on your experience and position within the unit. You can only swap shifts within our own category. If a shift swap is unable to be negotiated between individuals, the AUM or NUM may be able to assist. A shift swap form must be completed for every shift swap and signed by the AUM / NUM.
The Roster Service Office or the CNC can provide you with an individual copy of your roster (they are located on the 1st floor near the library).
Please see the NUM for any further queries regarding the roster.
Handy Hints for New Staff

- Ask questions – no question is silly! Please ask your preceptor, CNS, TSN, AUM, CNF, NUM for help at any time
- If you need help, ask for it. Gratefully accept offers of help rather than try to do it all
- Take your breaks at the allocated times
- Speak to the nurse in charge if you feel uncomfortable with your patient allocation
- Develop an awareness of your coping and stress management strategies
- Work finishes at the end of the shift – don’t think about it again!
- Find someone you can talk to – “a problem shared is a problem halved”
- Ensure you have other interests outside of work time
- Identify your professional goals and seek out opportunities to fulfil them
- Enjoy your job, try to smile – it will make yours and others day much better!

A Day in the life of a CNC Registered Nurse

Generic Information:

- Check oxygen & suction at beginning of each shift
- Complete bedside safety checks and handover
- Introduce yourself to both parents/patients and negotiate plan of care
- IV sites and hourly infused volume are checked and documented on the fluid balance chart hourly
- IV fluid orders need to be re written before 12:00, by the medical team. All fluid balance charts are totaled at 1200
- Routine observations are done 4/24 (08:00, 12:00, 16:00, 20:00, 24:00, 04:00)
- AUM’s attend a bed management meeting at 0930
- Tea breaks are negotiated according to ward needs
- Plan time for patient hygiene during your shift (remember that not all children are bathed in the morning!)
- Remember to write nursing notes when able, you don’t have to wait until the end of the shift OR document on the bedside charts as you go – this may save time or the need to write in the history
- Try to give all oral medication during daytime hours

Parents are a good resource point for information about their child, so ask them questions

A time plan is an excellent way of planning the care required for each patient

07:00: Handover from Night Duty staff
08:00: Breakfast for patients. The ward clerk and medical staff start their shifts.
08:30: Morning theatre starts – patient to be in theatre by this time
12:00: Lunch for patients
13:30: Afternoon nursing staff start
     Afternoon theatre starts
     Daily education occurs at this time
14:00: Handover, Group handover is given from the ‘am’ shift, followed be bedside handover.
15:06: Part Time AM staff finish
15:30: Full time AM staff finish
17:00: Dinner for patients
20:00: ‘PM’ nurses handover their patient’s to the AUM.
   Parents should be set up for the night – given linen and a chair to sleep on if not already attended. All curtains should be left open to ensure patients are in clear view. All excess furniture and equipment should be removed from the bedside.

21:00: Night Duty Nursing Staff start
   Handover given to night staff by AUM

22:00: Afternoon Shift staff finish at 22:00, Part time 21:36
   Medication charts are usually combined for the whole ward and put in piles in the drug room according to the times the drugs are due.

06:00: Early morning bloods taken.
07:00: Handover to morning staff

Communication

Lan Page system
The Lan Page system allows the person you are paging to priorities their workload according to the message received

Important Phone Numbers:

CNC:  4488
SWITCH: 91
RCH:  9345 5522

Pager Numbers

<table>
<thead>
<tr>
<th>Nerosurgery</th>
<th>Neurology</th>
<th>Neurology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellow</td>
<td>4606</td>
<td>Fellow</td>
</tr>
<tr>
<td>Registrar</td>
<td>4603</td>
<td>Registrar</td>
</tr>
<tr>
<td>Resident</td>
<td>4019</td>
<td>Resident</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metabolic</th>
<th>Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellow</td>
<td>5854</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team A</td>
</tr>
<tr>
<td>Resident</td>
</tr>
<tr>
<td>Registrar</td>
</tr>
<tr>
<td>Team B</td>
</tr>
<tr>
<td>Resident</td>
</tr>
<tr>
<td>Registrar</td>
</tr>
<tr>
<td>Team C</td>
</tr>
<tr>
<td>Resident</td>
</tr>
<tr>
<td>Registrar</td>
</tr>
<tr>
<td>Team D</td>
</tr>
<tr>
<td>Resident</td>
</tr>
<tr>
<td>Registrar</td>
</tr>
</tbody>
</table>
Recommended Reading


- http://headway.org.uk

- http://www.headwayvictoria.org.au


- RCH policy document: Central venous access device care


- www.neurosurgery.com.au

- www.rch.org.au

- www.rch.org.au/cep