

# ADELAIDE WOMEN'S PRISON

## CLINICAL FACILITATOR

Janine Bowden - 0407 370 340

## HOSPITAL INFORMATION

### Address:

Grand Junction Road,  
Northfield, South Australia

### General Enquiries:

**8343 0145**

### Website:

<https://www.corrections.sa.gov.au/prison/prison-locations/adelaide-womens-prison>

### Car parking:

- Parking is available in the visitor's car park

### Meals:

- Bring your own food

## CLINIC/WARD

Women's Health Clinic (High Risk Antenatal Clinic/Postnatal)

**Location:** Will be escorted to clinic

**Shift Times:** Early: 0700 – 1530, Late: 1300 - 2130

## ORIENTATION

Dates: First day of placement

Times: 0800

This is an online orientation: **CALHN Health Care Student and & Clinical Facilitator/Tutor Orientation**

Read all of the below documentation

Dear Student

Many thanks for choosing to do your placement within South Australian Prison Health Services (SAPHS) at Adelaide Women's Prison and Pre-Release Centre.

The prison environment provides a range of opportunities to expand your knowledge within a variety of health fields. The nursing staff will endeavour to provide you with the opportunity to expand your knowledge and gain experience in the areas you have identified as your key focus areas with your facilitator.

As the prison is a unique environment for health professionals, we will give you a Student Nurse Training Package which includes orientation to Prison Health, we will organise an induction with a nursing staff member which focuses on security and safety, orientation to the health centre/clinic on your first day with us. The Education Link Nurse / Team Leader or Nurse Unit Manager will need to sight your current DCSI/National Police Clearance, which SAPHS will record the reference number and release date.

The following is some important information for your awareness around COVID-19 and management in the prison:

- **Respiratory Mask Fit-Testing**
  - To ensure you can make the most of your placement, students should be fit-tested prior to placement. Please ensure you contacted your Educational Provider to be fit-tested prior to attending the prison. Once you have been fit tested, please contact the Nurse Unit Manager or an Associate Nurse Unit Manager at the prison to let them know the mask brand & size prior to attending the site. Students whom are not fit tested may not be able to have contact with some patient groups or prison areas.
- **COVID-19 Rapid Antigen Test (RAT)**
  - All people entering a prison or SA Health service require a negative RAT test, RAT tests are provided at the Dept. Correctional Services Gatehouse for visitors on the day.
- In addition to this, there is automated Dept. Correctional Services temperature checks as you enter the gatehouse of the prison. If you have a temperature you will not be permitted entry.
- Donning and Doffing Personal Protective Equipment: *please refer to instructions on page 5*
- **Current COVID status**
  - please check any existing restrictions and advise immediately if you have any symptoms <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/contact+tracing/contact+tracing>
- Please visit the CDCB website daily prior to your clinical placement for any updates.

**Below are a few helpful tips to be aware of for your first day (Start at 8.00am):**

- Parking is available in the visitor's car park.
- Report to the side entrance near main front gate.
- Wait 10 seconds and Gate buzzer will sound, proceed through to gatehouse reception, if no response after 10 seconds press gate button
- Advise DCS officers of your placement, notify health centre
- Personal items must be carried in a clear plastic bag. (Available at prison).
- Clear plastic bag will be x-rayed
- Personal identification tag to be worn
- You are required to present 100 points

- DCS will give further instructions on processing through security
- Appropriate clothing to be worn, including enclosed footwear.
- Tea and coffee available in the health clinic.
- Bring your own lunch. (There is no onsite canteen.)
- Parking on street / nearby multistorey car park

### **The Nature of a Department for Corrections Environment**

Students must be a minimum age of 18 to undertake clinical placement in a Department for Corrections Facility. Prisons and Correctional facilities are places of strict rules and regulations, not just for the offender but also for all staff and visitors. The Department for Correctional Services will take all practical steps to ensure the health and safety of all persons whilst visiting or working within the facilities.

### **Interaction with Prisoners, Personal Information and Staff Privacy**

Prior to placement you will need to report to the Nurse Unit Manager any personal connection or relationship with a prisoner who resides in the prison where you are undertaking placement

In every prison you will come across clever and manipulative prisoners. They may attempt to coerce you to bring in and/or take items out of the prison. Never do any favours for prisoners. If you do so you will be liable to criminal prosecution and possible imprisonment.

### **Personal Information**

Do not disclose any personal information about yourself, your workmates or your family to prisoners. Be aware of over-familiarisation with prisoners and the risks that this can create. Prisoners may use information about staff in an attempt to manipulate them. Manipulation can include asking for favours or special treatment, making threats or demands, or offering inducements.

### **Threats or Inducements**

If you believe that you have been threatened or intimidated in any way by a prisoner, you must report it immediately to the Nurse Unit Manager. The prisoner will then be dealt with appropriately.

### **Prohibited Items**

It is an offence to deliver or try to deliver anything to a prisoner (or leave anything where it will come into the possession of a prisoner) without permission of the DCS General Manager.

It is an offence to try to take anything out of a correctional facility for a prisoner. It

is an offence to take photographs of prisoners or of the facility itself.

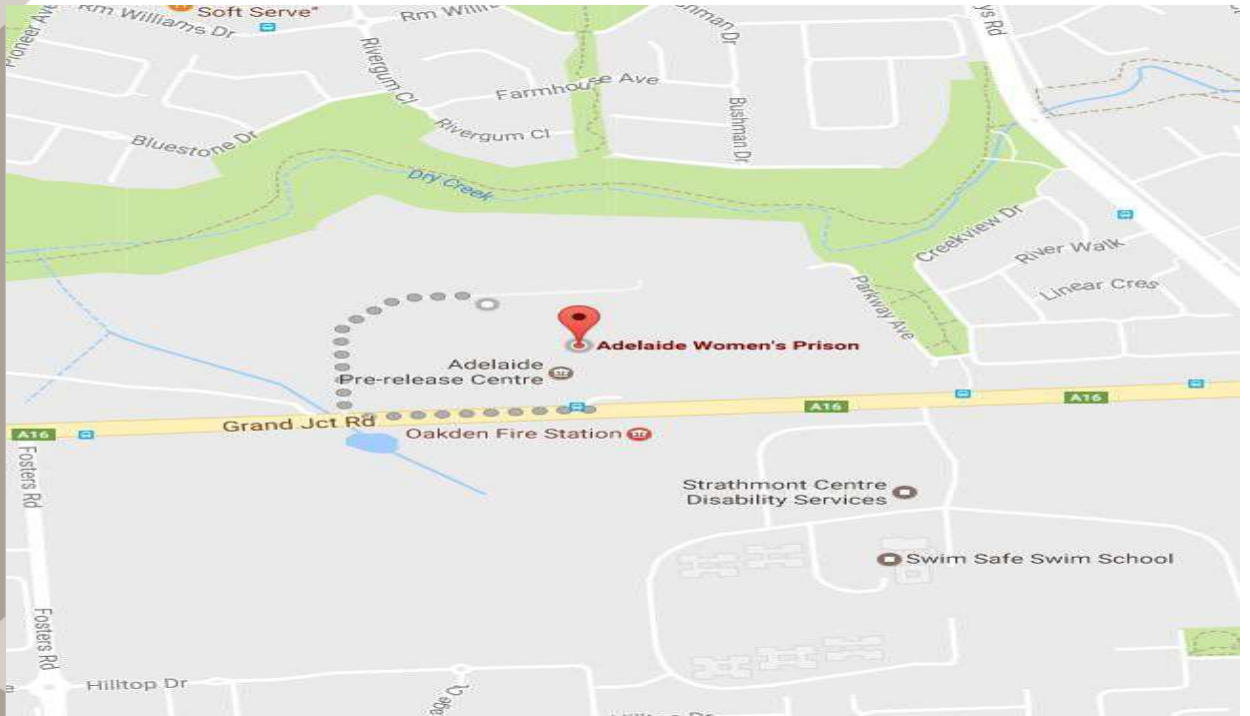
All persons, including staff entering the prison are not permitted to use or carry mobile phones, any phone accessories, sim card or item that may be used to make unauthorised phone calls. All such items must be secured in a locker provided in gate house reception or left in car before entry is permitted.

It is also illegal to bring into a prison:

- Any drugs or alcohol, prescription drugs if absolutely required whilst at work must identify they belong to you i.e. dispensed and labelled with your details.
- Any weapons or disabling substances
- Pornographic material
- Anything that could be harmful to a prisoner MP3 players / iPod / Radio / CD / Cassette and portable style players/cameras
- Any metal utensils
- Any electronic storage device including mobile phones / USB and Iron Key / laptops / iPad / tablets / notebooks.

Please do not hesitate to contact Nurse Unit Manager or Team Leader on (08) 8343 0145, if you have any questions or concerns. Alternatively if unable to contact, email [HealthSAPHSClinical@sa.gov.au](mailto:HealthSAPHSClinical@sa.gov.au). We look forward to working with you and your facilitator and welcome the opportunity to help you meet your aims and objectives you may have for this placement.

Adelaide Women's /Pre-Release SAPHS Health Team.



[Directions to Adelaide Women's Prison / Pre-Release Centre](#)



Car Park / Front Gate / Gate House



[SA Health](#)

[Central Adelaide Local Health Network](#)

[Department for Corrections](#)

# Sequence for donning (putting on) and doffing (taking off) Personal Protective Equipment

To reduce the risk of transmission of infectious agents, personal protective equipment (PPE) must be used appropriately.

The following tables outline sequences and procedures for donning (putting on) and doffing (removing) PPE. This signage has been adapted by the [NHMRC Australian Guidelines for Prevention and Control of Infection in Healthcare](#).

## Sequence for DONNING (putting on) PPE

Put on PPE before entering the person's room and before person contact.

### 1. PERFORM HAND HYGIENE

- Wash hands or use an alcohol-based hand rub.



### 2. PUT ON GOWN

- Ensure the gown fully covers the torso and neck to knees, arms to end of wrist and wrap the around the back
- Fasten / tie at the back of neck and waist.



### 3. PUT ON MASK

surgical mask or particulate filtration respirator (PFR) i.e. P2/N95 or equivalent

#### Surgical mask

- Secure ties or ear loops
- Mould the nose piece into the mask
- Position surgical mask over nose, mouth then chin.



#### PFR

- Position according to [training](#) and manufacturer's instructions
- Perform fit check.

### 4. PUT ON EYE PROTECTION

goggles, safety glasses or face shield

- Place over face and eyes (and over prescription glasses if worn)
- Adjust to fit.

Note - prescription glasses are not considered as eye protection



### 5. PUT ON GLOVES

- Fit gloves over the cuffs ensuring the gown sleeves are covered by the glove.



### 6. PPE CHECK

- Check all items of PPE are correctly in place
- Check integrity of PPE

Note - Do not touch mask or eye protection again once PPE check has been completed



Consider using a staff member 'buddy' to assist with correct donning and doffing

## Sequence for DOFFING (taking off) PPE

Begin PPE removal at person's doorway or in anteroom. Eye protection and mask/respirator to be removed outside the room. Outside surfaces of PPE are considered to be contaminated.

### 1. REMOVE GLOVES

- Grasp outside with opposite gloved hand, peel off
- Hold removed glove in the gloved hand
- Slide fingers of ungloved hand under the remaining glove at wrist
- Peel glove off over first glove
- Discard gloves in waste container.



### 2. PERFORM HAND HYGIENE

- Wash hands or use an alcohol-based hand rub.



### 3. REMOVE GOWN

- Undo fasteners or ties
- Pull away from neck and shoulders, touching inside of the gown only
- Turn gown inside out, away from clothing
- Fold or roll into a bundle and discard in waste container.



Note - eye protection is to remain on at this stage

### 4. PERFORM HAND HYGIENE

- Wash hands or use an alcohol-based hand rub.



Note - if practising [PPE optimisation](#), stop doffing at stage 4. Check PPE for any integrity breaches or visible contamination

### 5. REMOVE EYE PROTECTION

goggles, safety glasses or face shield

- Do not touch the front surfaces
- Handle by head band or side arms
- Place in designated container for reprocessing or in waste container.

Note - remove outside the person's room



### 6. PERFORM HAND HYGIENE

- Wash hands or use an alcohol-based hand rub.



### 7. REMOVE MASK

surgical mask or particulate filtration respirator (PFR) i.e. P2/N95 or equivalent

- Do not touch the front of the mask
- Grasp lower, then top ties or elastics and remove as per [training](#) and manufacture's guidelines to avoid self-contamination
- Discard in waste container.



### 8. PERFORM HAND HYGIENE

- Wash hands or use an alcohol-based hand rub immediately after removing all PPE.



### For more information

Infection Control Service  
Communicable Disease Control Branch  
[www.sahealth.sa.gov.au/C.OVID2019](http://www.sahealth.sa.gov.au/C.OVID2019)

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SA Health



## CALHN HEALTH CARE STUDENT & CLINICAL FACILITATOR/TUTOR ORIENTATION

*It is a requirement of Clinical Placement that you wear the relevant ID badge at all times*

### Students:

Compulsory to be completed BEFORE **YOUR FIRST DAY** of your Clinical Placement.

### Clinical Facilitator/Tutor:

Compulsory to be completed annually

1. Go to <https://lms.learningcentral.org.au>  
**IMPORTANT** | Select '**EMPLOYEE ID**' and enter the following details to login  
**USERNAME:** calhnstudent      **PASSWORD:** Welcome123  
and the 'Learning to care' welcome screen will appear
2. Click on '**CALHN HEALTH CARE STUDENT & CLINICAL FACILITATOR/TUTOR ORIENTATION**' to open
3. Click on '**ABOUT THIS COURSE**' for instructions on how to complete the CALHN Orientation
4. **IN ADDITION** refer to the 'site specific icons'
  - Some CALHN sites require additional online modules for site access and must be completed PRIOR to the Declaration
  - Information on parking and maps
5. On completion of the CALHN Orientation requirements (*refer to checklist*) click on the '**DECLARATION**' icon which must be completed by BOTH students and clinical facilitators/tutors
6. Select the relevant '**Declaration**'
  - Students: complete '**STUDENT ORIENTATION DECLARATION**'
  - Clinical Facilitators/Tutors: complete '**CLINICAL FACILITATOR/TUTOR DECLARATION**'.
7. Follow the prompts to '**ANSWER THE QUESTIONS**'
8. On completion click the '**SUBMIT YOUR ANSWERS**' button at the base of the page. This ensures that your name registers as completing the Orientation.  
*NOTE: no certificate is printed*
9. The Student Emergency Contact Information is to be DOWNLOADED and PRINTED and given to the Nurse Unit Manager on your FIRST day of clinical placement

### RAH SITE | CLINICAL PLACEMENT STUDENTS

*On completing the RAH Facility Induction, the certificate is needed to be shown to the security desk to obtain an access card.*

### TQEH SITE | CLINICAL PLACEMENT STUDENTS

*Ward Orientation conducted on Day One of clinical placement*

### HRC SITE | CLINICAL PLACEMENT STUDENTS

*Refer to TQEH icon for HRC specific information*

*Ward Orientation conducted on Day One of clinical placement*

### SMH SITE | CLINICAL PLACEMENT STUDENTS

*Refer to TQEH icon for SMH specific information*

*Ward Orientation conducted on Day One of clinical placement*

### SA PRISON HEALTH or INTEGRATED CARE SERVICES | CLINICAL PLACEMENT STUDENTS

*First day contact and Car Parking details*

*Introduction and Instruction Letter*

*Adelaide Womens Prison | Mobilong Prison | Port Lincoln Prison*

*Cadell Training Centre | Port Augusta Prison | Yatala Labour Prison*



## FREQUENTLY ASKED QUESTIONS | FAQ

**Q: I've previously completed the online Orientation – do I have to do it again?**

**A:** Yes, we advise that you complete it again, as the site is continually being updated with new information. This is particularly important if you accessed the site before the Student Declaration was introduced. You also need to review your 1<sup>st</sup> day start times within the relevant Contact List due to ongoing change.

**Q: How do I know the Student Clinical Placement Orientation is complete?**

**A:** Once you select “**submit your answers**” after completing the **Student Declaration**, the following message will appear – “**Your declaration has been submitted**”

**Q: CALHN is a Sunrise EMR (formerly known as EPAS) site. How do I get access?**

**A:** Different process for each healthcare discipline (refer to discipline specific FAQ below).  
**DO NOT** share your HAD account details; allow anyone to enter details under your login; use another user's login to enter details.

**Q: Can I carry my personal phone on placement?**

**A:** Carrying of and/or use of personal mobile phones whilst you are **on duty is not allowed**. You can access your phone when you are on an authorised break.

### FAQ | MEDICAL STUDENT SPECIFIC

**Q: How do I get access to Sunrise EMR?**

**A:** Please contact your Education Provider for completion of the Sunrise EMR modules and a HAD login and password if required

### FAQ | NURSING STUDENT SPECIFIC

**Q: How do I get access to Sunrise EMR?**

**A:** You would have completed AND passed the online Sunrise Modules on your Education Provider's (EP) website. If your EP is based interstate they would have arranged for training access. **FIRST** day of placement you will receive your individual HAD login/TEMPORARY password from the NUM / Team Leader. You will need to login to a computer and change the password then logout

**Q: I did not receive my Sunrise HAD login and the NUM is away, what do I do?**

**A:** Ask the Team Leader of the ward/area:

**Q: What do I need to bring on Day 1 of placement?**

**A:** In your portfolio please ensure you have the following:

- Student **Emergency Contact Form to be** given to NUM/TL on Day 1 of Placement.
- Student **ID Card** (retain in your personal belongings)

**Q: I've done a previous placement here - do I need to bring them again?**

**A:** YES - for every placement within CALHN.

**Q: What time do I start and where do I have to go?**

**A:** Refer to the relevant Contact List Details on Learning Central.

**We hope that you have an enjoyable experience during your placement with us.**