



CORRYONG
Heal+H



Graduate Nurse Information Booklet

Welcome

Welcome to Corryong Health. We hope you find this manual useful in your graduate year at Corryong Health.

At Corryong Health we strive to enable everyone to participate and contribute in their own way. We would like you to feel comfortable to put forward ideas, and be part of the decision making process.

Our team approach and supportive environment is a strength of this dynamic organisation. We value and support ongoing learning for all staff members.

As one of the main employers in the District we also take our obligation of our service provision seriously. We have mechanisms in place to consult with and proactive in our diverse community needs. We aim to provide care that is culturally sensitive and inclusive to all who require it.

As an organisation we aim to support staff on all levels. We will provide a supportive workplace that is progressive, flexible, harassment free and one that delivers a level of healthcare that we can be proud of. One of the most important values for an organisation is the ethical and professional behaviour of the entire staff. As an employee, it would be an expectation that you uphold the Corryong Health Code of Conduct. The code underpins our commitment to our duty of care to all employees, patients and clients receiving our services.

We hope that your time here is satisfying and that you achieve the goals you wish to during your time at Corryong Health.

About Us

OUR VISION “Together- Strengthening the health of our community”

OUR PURPOSE To provide a comprehensive range of healthcare services to all people, at all stages of life, contributing to a strong, viable community.

OUR ROLE Through professional trustworthy health services, we will grow our local community capacity and ability to connect and inform people.

OUR VALUES Our values will guide our behaviours and practices to hold us accountable to our community and ourselves. These values were developed from the ground up, by asking our staff what motivates them and contributes to the positive health outcomes achieved.

- The Sense of Community- Our community places trust in us (Corryong Health) and this must be reciprocated- with respect, compassion and through our inclusive relationships
- Equity and Fairness- Adapting to meet individuals’ needs and being transparent in our approach
- Growth and Development- We do our best to learn and promote a learning culture, insuring the highest contemporary standards of service for our clients
- Professionalism- we provide non-judgemental, confidential, effective and efficient health care For further information, please download the Corryong Health “Values Statement” from Prompt.

About this book

This resource book has been developed to assist prospective Graduate Nurses to consider applying for a Graduate Year position at Corryong Health.

It is to be used as a guide. If you have any issues or questions relating to any area of this resource book, please speak to the Graduate Nurse Coordinator, Samantha Brown, on (02) 60763239 or via email samantha.brown@corryonghealth.org.au

About the Graduate Nurse Program

Graduate Nurses are employed within the Corryong Health Graduate Program at a 0.8 capacity. Graduate positions may be offered as a beginning or mid-year intake.

Whilst at Corryong Health each graduate will have the opportunity to work in a variety of areas which includes:

- Day Procedure Unit/ Operating Theatre
- Acute Ward
- District Nursing
- Practice Nursing
- Urgent Care Centre/ Triage
- Aged Care

Graduates will undertake supernumerary shifts with trained preceptors as an introduction. Following an initial period of orientation, the graduate has their own patient load and is supported by the Clinical Educator, Nurse Unit Manager, Nursing staff and any other health care professionals. Graduates will be allocated a mentor to provide support.

Study Days

In addition to your orientation program, there will be a number of study days scheduled throughout the year. These are compulsory, and will be either at Corryong Health or Albury Wodonga Health. This allows you to broaden your education areas, and network with other graduates within the region.

Corryong Health also encourages Graduates to attend any in service/ education which may be suitable to their practice. Daily mini education sessions are also provided on weekdays, on a variety of topics relevant

to nursing. Again, you will be encouraged to conduct short presentations throughout the year.

Request Roster System

Graduates will utilise the ADP Real Time for managing their roster/ roster requests. Any special request or issues, please see the Nurse Unit Manager. Also, please ensure you request study leave for your study days.

Key Performance Indicators for Completion of Program

There are number of requirements you must complete as part of the Graduate Program. These include:

- Completion of your mandatory education and nursing competency priorities as set by your workplace
- Completion of orientation packages relevant to each unit
- Completion of a graduate workbook within the first 9 months
- Presentation of a 15 minute in-service session
- Attendance at 12 in-service sessions throughout the 12 months (minimal requirement)
- Completion of performance reviews at 4, 8 and 12 months

Reflective Journal

What is a journal, and why is it so important in your transition to practice as a nurse? A Reflective Journal provides an opportunity for you to consider the clinical theories you learnt during your degree and link these to your experiences in practice through your own personal writing.

By writing regularly (e.g. weekly) in your journals about your thoughts, observations and responses to experiences in clinical practices you will develop a record enabling you to reflect on what these experiences mean to your personal growth, understanding, and development as a nursing professional.

Principles of Reflective Journaling:

- Reflective journal writing is an opening: a way to explore what we can become without being judged. Stories are a gift to ourselves and others, and express the uniqueness of individuals and their circumstances as well as the common ground they share.
- What we bring to an experience is essential to our understanding of what occurs. This is influenced by our past, our future, and our present world-views
- A deeper understanding enables us to integrate former learning with experiences, to form relationships between parts of knowledge, and to search for meaning
- We reflect because issues arise that need consideration both before and after we act. As nurses, we are agents of history for ourselves and others.
- Critical reflection promotes an understanding of diversity in beliefs, values, behaviour and social structures. Any claims to a universal truth or total certainty are questioned. The more we share our thoughts and feelings, the more we challenge accepted views of traditions and myths, which have kept alternate interpretations from becoming possibilities
- Reflection is not a political act
- Because reflective writing is a personal journey, you write only what you feel comfortable sharing
- Journal writings are not right or wrong, simply places to discuss movement in thinking
- Journal entries are reflections, which often evoke more questions than answers. The purpose of forming questions is to help focus on personal meaning and interpretation in the reflective movement.
- Journals are confidential between the student and the instructor
- Change is the only constant, and writing reflectively offers a way to examine the meaning of change.

Below are some questions to help prompt your reflection:

- What have you observed or experienced recently in your clinical practice?
- What stands out as particularly positive or challenging?
- What happened (objective)?
- How did it make you feel?
- How did you respond?
- What exactly did you do? How would you describe it precisely? Why did you choose that particular action? What theories/ models/ research informed your actions?
- What were you aiming for when you did that?
- What was the outcome?
- Could things have been done differently?
- What have I learnt
- How will this affect my practice in future?

Performance Improvement System

Performance review of all staff is an ongoing requirement for Corryong Health. The purpose of performance review is to:

- Encourage employees to reflect on their performance and development strategies for progression in their career
- Share views on the employee's work performance
- Find out if there are any work-related issues/ concerns that need attention.

For graduate nurses, performance appraisals will be conducted at 4,8 and 12 months by the Clinical Nurse Educator (CNE) or Nurse Unit Manager (NUM). You will complete a probationary performance review at 3 months. All completed reviews are to be forwarded to the Graduate Nurse Coordinator for placement into their personnel file.

Conditions of Employment

Registration and Enrolment

All Graduate Nurses must be currently registered with Australian Health Practitioner Regulation Agency (AHPRA), and produce evidence of registration or enrolment on request.

Police Check & Working with Children's Check

You will be required to have a current police check & Working with Children's Check prior to your employment at Corryong Health.

Leave

Annual Leave

Graduate Nurses are entitled to 5 weeks annual leave per year. All annual leave applications must be requested in advance through the Nurse Unit Manager (NUM). Again, the leave form is located on your USB.

Sick Leave

All employees are entitled to sick leave on full pay, after the first 3 months of service. As a Graduate Nurse, you are contracted to part time employment; therefore you have a pro-rata entitlement.

Sick leave in excess of two days will not be paid unless a medical certificate is produced

Special Leave/ Family and community service leave/ leave without pay
Nursing staff may be granted leave of absence for special reasons.

EBA Study Leave

Part time workers are entitled to EBA study leave. In your graduate year, these 2 days are used for graduate study days.

Ward/ Department Information

Acute Unit

Number of Beds:	8
Shift times:	0700-1530, 1430-2300, 2245-0715
Ward Educator:	Samantha Brown


Corryong Health has 8 acute hospital beds. Patients are admitted by one of the General Practitioners and cared for by our multi-skilled nursing team. In this hospital we offer the following services:

- Rehabilitation
- Acute Aged Care
- Post Acute Care (Medical & Surgical)
- Palliative Care
- Emergency Respite Care
- Mental Health care for low risk clients

Urgent Care Centre

The Urgent Care Centre is available 24 hours per day for emergency treatment. A buzzer is located to the left of the door for presentations. Two treatment bays exist with a High Dependency Unit for critically unwell patients. Corryong Health also uses Telehealth through 'Victorian Virtual Emergency Department' (VVED).

Day Procedure Unit



The Day Procedure Unit (DPU) provides a quality minor procedure service and simple day procedure cases such as gastroscopies, colonoscopies and removal of lesions. These are performed by our team of surgeons, anaesthetist and nurses. This service is run on a monthly basis, usually the third Friday of each month.

Residential Aged Care

Shift times: 0700-1530, 1430-2300, 2245-0715

Our residential care facility provides high and low care for older people and people with disabilities. Mittamatite B facility consists of 15 single rooms with 2 rooms interconnecting providing residential care options for couples or family members. Respite care is also available. Mittamatite A consists of 19 beds, 6 twin share and 7 single rooms.

Our philosophy recognises ageing is a natural process of life and we adopt a client centred care focus, making sure residents are actively determining their own wants and needs. We provide care for residents based on each person's strengths and developing these to the optimum.

We welcome family engagement in all aspects of care.

Corryong Health adopts the active service model, which is helping people stay active, involved and doing as much for themselves as possible. This is proven to help people stay more independent with a greater sense of wellbeing.

Medical Clinic

Currently we have two General Practitioners who work in the Medical Clinic at Corryong Health. Corryong Health also employs additional medical support through visiting practitioners and locums. There is a rotating on call roster for our General Practitioners and our Telehealth services to cover the facility. Graduates will also rotate through the Medical Clinic and work as the Practice Nurse for a period. Again, relevant supernumerary shifts will be provided to ensure your transition is successful.

Emergencies and OH&S

You will receive training and information at the commencement of your employment in relation to Fire, Medical Emergencies, manual handling (No Lift) & disaster management. The code system used at Corryong Health is noted below:

Code Red	Fire
Code Orange	Evacuation
Code Blue	Medical Emergency
Code Purple	Bomb/ Arson Threat
Code Yellow	Internal Disaster
Code Black	Personal Threat- armed or hold up
Code Grey	Personal threat- unarmed
Code Brown	External Disaster

Meals, Car Parking & Smoking

Meals

Meal breaks are to be taken at your allocated time. It is an Occupational Health and Safety (OH&S) requirement that you take your scheduled breaks.

Staff Cafeteria

Meals are available for purchase from the kitchen. Orders must be placed by 10:00am. The kitchen offers a selection of hot and cold food. Cold drinks are also available for purchase from the fridge in the Staff Dining Room next to the kitchen.

Smoking

Smoking by staff is prohibited within Corryong Health owned buildings, vehicles and all highly populated areas including entrances, outdoor seating areas and high traffic footpaths. Corryong Health is a smoke free environment for all staff.

Payroll Information

Pay

Wages are paid by direct deposit each fortnight into your nominated bank account. The pay period ends on Sunday and wages are paid by the following Thursday

Payroll Deductions

Salary packing and Salary sacrifice are available for staff. For further information contact Salary Options on 1300660416 or visit the website www.salaryoptions.com.au

Compulsory Superannuation is paid into your nominated superannuation fund. If you do not nominate a superannuation fund the default fund will be Health Super. If you wish, you can nominate to pay extra tax, or you can choose to make allocations into separate bank accounts. Extra HECS payments cannot be made via payroll, but you can arrange your own direct payment of HECS through your own bank provided you supply your PRN number as a reference.

Overtime

Prior approval by either the NUM or After Hours Nursing Supervisor is required before the shift commences, and the shift or hours worked signed by the NUM or After Hours Nursing Supervisor.

Other Information

- Relatives of staff, families and carers should not be in staff designated areas, as this constitutes a break of confidentiality.
- Staff should not conduct tours for friends or relatives unless permission is sought and approval granted from the Chief Executive Officer (CEO).

Staff Contacts

If you require any further information, please have no hesitations in contact the relevant staff noted below:

Clinical Nurse Educator

Samantha Brown- (02) 60763239

samantha.brown@corryonghealth.org.au