2016
Student Guide
to the
Rural Clinical School
TOOWOOMBA
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Welcome to the Toowoomba Rural Clinical School

The City of Toowoomba and the Darling Downs region offer an excellent teaching and learning environment to further your medical student experience. I hope you will enjoy the variety of cultural, social and lifestyle opportunities available.

The educational programme at this site follows the same outline as at metropolitan sites but there are differences between Toowoomba and metropolitan sites that we believe enhance education here. You will find patients really appreciate being able to help you learn, feeling they are (as indeed they are) helping society by their efforts. They will also be interested in you as a person and not just as their potential future medical practitioner. Rural Clinical School teaching and administration staff, staff from Toowoomba Hospital, St Vincent’s Hospital and St Andrew’s Hospital, private practitioners and their staff and allied health practitioners similarly display personal and personable interest in you.

This guide provides basic information relevant to your time here. As well it details some of the special opportunities and facilities that are provided here to help you on your educational pathway. I trust you will enjoy and appreciate your time with us.

George Tucker

Director

Rural Clinical School Toowoomba
## Key Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Head of School</td>
<td>Associate Professor Riitta Partanen</td>
<td>4194 4800</td>
</tr>
</tbody>
</table>
|                                     | (based in Hervey Bay)                      | r.partanen@uq.edu.au |}
| Director of the MBBS program (RCS)  | Dr Patricia Stuart                        | 4633 9707       |
|                                     |                                           | p.stuart@uq.edu.au |}
| Director                            | Dr George Tucker                          | 4633 9707       |
|                                     |                                           | george.tucker@uq.edu.au |}
| Deputy Director                     | Dr Sheila Cook                            | 4633 9707       |
|                                     |                                           | s.cook1@uq.edu.au |}
| Clinical Academic Coordinator       | Associate Professor Peter Nolan           | 4616 6703       |
|                                     |                                           | peter.nolan59@me.com |}
| Clinical Skills Academic Coordinator| Ms Norma Robinson                         | 4633 9709       |
|                                     |                                           | n.robinson3@uq.edu.au |}
| Clinical Skills Educator            | Mr Doug Spearritt                         | 4633 9716       |
|                                     |                                           | d.spearritt1@uq.edu.au |}
| Clinical Skills Lab Assistant       | Mrs Sue Keys                              | 4633 8716       |
|                                     |                                           | s.keys@uq.edu.au |}
| RCS School Manager                 | Ms Donna Georgeson                        | 4633 9703       |
|                                     |                                           | donna.georgeson@uq.edu.au |}
| Student Coordinator (your first contact point) | Ms Maree Nichols                       | 4633 9706       |
|                                     |                                           | c.nichols1@uq.edu.au |}
| Student Coordinator (your 2nd contact point) | Mrs Sarah Zimmerle                    | 4633 9708       |
|                                     | (on 12 months’ maternity leave from 3/8/15)|               |
|                                     | Miss Hannah McKeon                        |                 |
|                                     |                                           | s.zimmerle@uq.edu.au | Hannah’s UQ email address to be advised |}
| Discipline Coordinator (Medicine in Society) | Miss Skye To                           | 3346 4844       |
|                                     |                                           | c.to@uq.edu.au |}
| Student Coordinator (Medicine in Society) | Mrs Bev Hadfield                      | 4633 9705       |
| (til end 2015; 2016 = TBA)          |                                           | b.hadfield@uq.edu.au |}
| Administration Officer             | Ms Deanna Holberton                      | 4633 9700       |
|                                     |                                           | d.holberton@uq.edu.au |}
| Librarian                           | Ms Jacky Cribb                           | 4633 9713       |
|                                     |                                           | j.cribb@library.uq.edu.au |}
| IT Support Officer                  | Mr Peter Newman                          | 4633 9708       |
|                                     |                                           | peter.newman@uq.edu.au |}
| Director of Indigenous Health       | Dr Maree Toombs                          | 4631 5455       |
|                                     |                                           | m.toombs@uq.edu.au |}
| Director of Research                | Associate Professor Sri Kondalsamy-Chennakesavan | 4631 5457       |
|                                     |                                           | s.kondalsamychennakes@uq.edu.au |
Orientation

**Rural Clinical School**
All students are **required** to attend the RCS Orientation sessions which in 2016 will be held on Thursday 7th & Friday 8th January. Thursday sessions will commence at 7:45am and will finish at approximately 4pm, while Friday sessions will commence at 8:30am and finish at approximately 3:30pm. All students and staff are invited to a BBQ on Wednesday evening.

**Queensland Health Service Orientation**
Prior to commencing year 3, all students should complete an online QHS orientation program, at http://www.health.qld.gov.au/employment/clinical-placement/requirements/student-orientation/default.asp. Please read the information, complete the ‘Before and after quiz’ and the current ‘Checklist’, and send to som3and4@uq.edu.au.

Housekeeping matters

**Autopsies**
Students are welcome and encouraged to attend autopsies at Toowoomba Hospital. Autopsies are performed most week days in the Pathology Department. Most of the autopsies performed are coronial to which students are also welcome.

Students wishing to attend an autopsy should contact the Pathology Department ph 4616 6555, and speak with Dr Boris Terry the day before intended attendance.

**Swipe Card Access**
All students are provided swipe cards to access the Toowoomba Base Hospital (TBH). You will receive the card during your Orientation hospital tour. The Security Office is located inside the Emergency Department at the front of the hospital. Your student card can be swiped to give you access to the RCS building and computer room after hours.

**Attendance**
Students are required to attend 100% of each core clinical rotation. Issues may arise during a rotation which may require you to be absent. If this is the case you must notify the relevant RCS Student Coordinator. Any absences need to be supported with relevant documentation such as a medical certificate and a Leave of Absence Form. You can collect the Leave of Absence forms from Maree or Hannah. The usual practice is to email Maree or Hannah to advise of your absence and that will be attached to the form and sent to the Discipline for approval.

**Leave of Absence Form**
If you are absent from rotation commitments for one day or longer, you will be required to complete a Leave of Absence (LOA) form and deliver to the relevant RCS Student Coordinator. This should be done prior to taking any leave, or immediately after your return if you have been ill. You should email Maree or Hannah on the day to explain your absence and also contact your supervisor at the hospital.

The Rural Clinical School - Toowoomba offers an extensive lecture series on various topics throughout the year. Most of these will be compulsory, depending upon your rotation. If there is a conflict between rotation demands and attendance at a compulsory lecture series, then rotation demands take precedence. Please contact the relevant Student Coordinator if you become aware of a timetable/schedule conflict.
Please note that there are new guidelines for Phase 2 Attendance and it is your responsibility to inform yourself of these processes. For more information on attendance requirements please see the link below to the MBBS Guide. https://my.som.uq.edu.au/mc/mbbs-guide.aspx

**Planned Leave (includes Conference Leave)**
Students, who wish to attend a conference during rotation time must complete the leave of absence form on the School of Medicine Website. **Please note that you must apply for this leave a minimum of 8 weeks prior to the commencement of the conference.** It is strongly advised that you gain approval to attend the conference prior to completing registration forms and making any payments. Leave information can be found in the MBBS Guide. https://my.som.uq.edu.au/mc/mbbs-guide.aspx

**Forms**
- Leave of Absence
- Blue Card
- Replacement ID Card
- Transport Concession
- Assessment – CPA etc

We print and provide all forms for you here in Toowoomba. Please come to the office and ask Maree or Hannah.

**Timetables**
All timetables are provided for you, with handbooks, for each rotation on the Monday of the first week. The timetables are subject to change as some doctors will need to rearrange their lectures as they have work commitments. The ‘lectures’ here are more like tutorials as the number of students is small. Anything listed on your timetable is compulsory unless otherwise advised. Some timetables will have options for those students who wish to gain the most experience in that Discipline. If there is no specified tutorial/clinic etc, you are still expected to attend the hospital ward to spend time with patients or Registrars/Residents to learn in the clinical environment.

**Exams**
All exams are conducted here in Toowoomba. You may choose to sit your MiS exam in Brisbane. You will be provided with a timetable for exams in week 6 of the rotation. You will receive emails from Brisbane about exams, but you will need to check the Toowoomba timetable to confirm times and venues.

**Medical Lecture Series**
There is a Medical Lecture Series held most Tuesday evenings from 4:30 – 6pm at the RCS. These usually run from week 2 to week 7 of each rotation. These lectures are compulsory and attendance sheets are to be signed at each lecture. The doctors providing these sessions are doing so for your benefit and you should appreciate that they do so for no payment and these are additional to your scheduled learning and something that is not provided in Brisbane.

**Thursday Sessions**
This year we will be conducting practical/interactive sessions on some Thursdays, time = TBA. These will include Intern Prep and OSCE prep for 4th year students, Ward Readiness for 3rd year students and a number of other sessions. Again these sessions will be compulsory and of great benefit for you.

**Dress Code**
Students must be neatly dressed at all times. Appropriate footwear must be worn and student ID tags MUST be worn at all times. **Entry to a hospital will be denied to students who do not meet these requirements.**
Male students should wear trousers or shorts with long socks and a business shirt (ties are not recommended).

Female students should not wear short skirts or low-cut tops, and must not show bare midriffs. Shoes with a comfortable heel height, either fully closed or sandal style with a heel strap must be worn. Long Pants or medium/long skirts with full shirts are allowed. Ensure that long hair is firmly secured when bending over to examine patients. Items of jewellery should be simple and unobtrusive.

Parking
Please note that there is NO parking for students in the RCS staff car park during business hours which are 8.30am – 4.30pm Monday to Friday. There is no parking permitted inside the hospital grounds. There is metered parking within walking distance to the hospital and the RCS. Please note that Toowoomba has Council Parking areas and you should check the signage for parking instructions before leaving your car.

Electronic Mail/Wireless Internet
It is UQ policy that official correspondence and notices directed to students are delivered to their UQ email address. Please ensure that this mailbox is NOT FULL.

RCS Toowoomba building access is controlled via your university swipe card. Access is granted at the start of the academic year. If you lose your card or have problems with access, please contact IT Support Officer, Peter Newman during business hours or call UQ Security on 3365 1234 after hours.

The RCS Toowoomba building is equipped with Wireless Internet. This can be accessed using the Eduroam network. Open the Network and Sharing Centre or equivalent on your computer, connect to the wireless network called ‘HowToConnectToUQWireless’, then open a web browser and follow the instructions.

Mobile Phones
Please ensure that you have a professional voicemail message on your phones in case a consultant/registrar or RCS staff member calls you.

Clinical Skills Laboratory (CSL)
The UQ RCS Toowoomba has a dynamic skills training program which targets the whole of the MBBS curriculum as well as preparing students to work in the healthcare sector. Procedural and scenario training is undertaken in the well - resourced clinical skills laboratory situated on site at 152 West Street. Students are encouraged to access the CSL outside the programmed teaching times for independent and group learning sessions. To gain access to the skills laboratory please contact CSL staff on 4633 9709 or via email: n.robinson3@uq.edu.au or d.spearritt1@uq.edu.au and request a room booking and required equipment. Access is subject to availability. All students are required to undertake a brief induction session at orientation or within their first week. For OH&S purposes ALL students attending the laboratory must wear a fully closed in shoe - thongs, sandals and ballet flats are not acceptable.

Hospitals
Students have access to three hospitals in Toowoomba:

- St Andrew’s hospital, visit [www.sath.org.au/](http://www.sath.org.au/)
**Library Services**
The UQ Library provides a dedicated Librarian in Toowoomba, Ms Jacky Cribb. The library area can be accessed 24 hours a day during weeks 2 to 8 of each rotation. After-hours access is available through the door into the study room.

Services and facilities include:

- Information, research and loans assistance
- Information skills training (this includes how to access and use effectively the library’s resources)
- Print collection of over 2000 items, including recommended texts
- PCs for access to the Library website, including the Library search, databases and the Internet. Email, Endnote, SPSS and Microsoft Office applications are also available.
- Access to a photocopier and printer. Printing is available through the computers in the study lab using a personal identification number. Students have an allocation of 500 sheets, or 1000 sheets for those undertaking research. You will be charged 10c per sheet if you exceed these amounts.

If a journal article or book is only available in print at another UQ library, a request for the item may be made online.

If you have any difficulty accessing information or resources, please contact the Librarian, Jacky Cribb ph 4633 9713, email j.cribb@library.uq.edu.au

**Student Accommodation**
The RCS Toowoomba Administration Officer for Accommodation is Miss Hannah McKeon. Hannah is responsible for tenancy agreements, maintenance requests, property inspections, and processing rental subsidy claims. For after-hour emergencies please contact UQ Security on ph 3365 1234. If you have locked yourself out of your unit (James and Buckland), please contact Toowoomba Hospital Security and collect spare keys from them. These keys MUST be returned as soon as possible after you have accessed your accommodation. Further information is available by contacting Hannah.

**Safety and wellbeing**

**OH&S**
The Rural Clinical School aligns with the UQ School of Medicine’s and Queensland Health’s commitment to Occupational Health and Safety. Prior to commencing your clinical years you must complete OHS training modules for QHealth (Health and Safety Orientation) by visiting [http://www.elearn.com.au/gh_external/](http://www.elearn.com.au/gh_external/)
The username is **external** and the password is **elmo**. A copy of the OHS certificate of completion (and your Student Orientation Checklist and Student Deed Poll) must be provided to your clinical school student coordinator on arrival.

**Fire Safety**
All students are required to familiarise themselves with the fire evacuation procedure for the Rural Clinical School and each relevant department upon commencing a rotation.

**Needle Stick Injury**
If a needle stick injury occurs notify your supervisor immediately. A student who receives a contaminated sharps injury within a Queensland Health facility should follow local work instructions for the management and
follow up of such an event. Please see ‘Queensland Health Guideline for the management of Occupational and Non-Occupational exposures to blood and body fluids’.

Please also refer to http://www.uq.edu.au/ohs/pdfs/HEALTH-bloodguideline.pdf

Support for Students with Disabilities
The University of Queensland has a Disability Program which operates to facilitate equitable academic access for students with disabilities and medical conditions. For more information visit the UQ student services webpage at www.uq.edu.au/student-services/

Personal Counselling Services
During your clinical training years (Years 3 & 4) you may face times of crisis such as work stress, personal crises, relationship issues, adjustment difficulties or feeling overwhelmed. Perhaps you have concerns that a fellow student may be experiencing a crisis situation. If so please advise them of the following information and be assured that any such contact is treated with confidentiality at all times.

The RCS has an arrangement with the University of Southern Queensland Psychology Clinic whereby RCS students have access to counselling at the rate of $10 per visit. Appointments can be made on ph 4631 1763. Referrals are not required.

UQ also provides counselling services, visit www.uq.edu.au/student-services/

Lifestyle
Activities
There are many things to see and do. For more information please see:

- www.toowoomba.org/
- Events and festivals www.toowoombaholidays.com.au/events/

Transportation
- Taxi – Garden City Cabs 13 3222; Yellow Cabs 13 1924

Student Medical Club
The Toowoomba Medical Student Club committee was formed several years ago to help students settle into the Toowoomba medical and wider community, and support student learning opportunities. The club actively participates in community events, fundraising and student social activities.

The committee organises various activities for students throughout the year such as:

- social activities
- peer teaching and mentoring for years 3 and 4
- Information sessions with consultants & registrars to discuss training pathways and opportunities
- participation in local community events
- sporting teams
- fund-raising activities for various local non-profit organisations.

New Committee members are sought early each year. For more information, please contact Maree.

**Toowoomba Rural Clinical School Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Dr Patricia Stuart</td>
<td>Co-Director, Learning Program</td>
</tr>
<tr>
<td>Dr George Tucker</td>
<td>Director, Toowoomba</td>
</tr>
<tr>
<td>Dr Sheila Cook</td>
<td>Deputy Director, DAS (Specialities I), Senior Lecturer</td>
</tr>
<tr>
<td>Dr Peter Nolan</td>
<td>Director, Undergraduate Medical Education, DAS (Medicine), Senior Lecturer</td>
</tr>
<tr>
<td>Donna Georgeson</td>
<td>Manager RCS Toowoomba</td>
</tr>
<tr>
<td>Deanna Holberton</td>
<td>Administrative Officer (Finance, HR, Facilities)</td>
</tr>
<tr>
<td>Peter Newman</td>
<td>ICT Support Officer</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
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</tr>
<tr>
<td>Jacky Cribb</td>
<td>Librarian, RCS Toowoomba</td>
</tr>
<tr>
<td>Norma Robinson</td>
<td>Clinical Skills Academic Coordinator</td>
</tr>
<tr>
<td>Doug Spearritt</td>
<td>Clinical Skills Educator</td>
</tr>
<tr>
<td>Sue Keys</td>
<td>Clinical Skills Lab Assistant</td>
</tr>
<tr>
<td>Maree Nichols</td>
<td>Phase 2 Student Coordinator</td>
</tr>
<tr>
<td>Sarah Zimmerle</td>
<td>Phase 2 Student Coordinator</td>
</tr>
<tr>
<td>Hannah McKeon (from 3rd Aug 2015)</td>
<td></td>
</tr>
<tr>
<td>Skye To</td>
<td>MIS Discipline Coordinator</td>
</tr>
<tr>
<td>Bev Hadfield</td>
<td>MIS Student Coordinator (til end of 2015)</td>
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