GREENSLOPES PRIVATE HOSPITAL

CLINICAL SCHOOL GUIDE

Information and guidelines to assist you during your clinical rotations at the
Greenslopes Clinical School

2014
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Overview

Greenslopes opened as a military hospital in 1942. By the end of WWII, it was the largest military hospital in Queensland. In 1947, the Commonwealth Repatriation Commission took over control of the hospital to provide care for veterans and war widows. It remained the repatriation hospital until it was bought by Ramsay Health Care in 1995. Greenslopes Hospital first became a formal teaching hospital of the University of Queensland in 1970.

Greenslopes is now a 676 bed private hospital which caters for both private and DVA patients. Greenslopes continues to have a close relationship with the veteran community.

- All areas of the hospital are named after celebrated Australian war heroes.
- A museum – The Bunker – containing memorabilia from Greenslopes history is a tribute to the long association of war veterans with the hospital.
- The ANZAC Day Dawn Service, held near the chapel each April, is one of the highlights of the year and is a stirring commemoration of Australia’s and Greenslopes’ gratitude to our servicemen and women.
- The Gallipoli Research Foundation was established on site in 2007.
- Greenslopes continues its strong focus on education and research.
The following provides a brief summary of clinical areas within the hospital:

- **Emergency Centre** – 24 hour non trauma service. Staffed by FACEMs and two advanced trainees
- **Intensive Care** – 15 bed
- **Coronary Care** – 23 bed and three Cath Labs
- **Theatre** – 14 theatres with a day of surgery lounge. A separate day surgery unit is located on the lower lobby level focusing on gastroenterology.
- The wards are spread across two main blocks:
  - **Jessie Vasey Wing** (large centrally located block) consists of four floors of medical and surgical units.
  - **John French Wing** (adjacent to front reception) consists of three floors of surgical units, Greenslopes Maternity and CCU.
- One medical unit, Ward 5, is located by itself in the lower lobby level
- **Rehabilitation Unit** (ext building) – 45 bed unit, day rehabilitation programs
- **Keith Payne Unit** (ext building) – 30 Bed psychiatry unit which focuses on post traumatic syndrome disorder.
- **Cyril Gilbert Day Oncology Unit**
- **Florence Syer Unit** – an interim care unit for 30 patients, care provided by GPs.
- **Greenslopes Maternity** – brand new birth suites, 26 newly built private rooms, special care nursery, two brand new operating theatres

At Greenslopes Private Hospital students have access to some of Australia's finest and enthusiastic teachers in all specialties as well as state of the art equipment.

Greenslopes boasts tertiary level care across all disciplines and all specialties are covered.

Greenslopes Private Hospital has a strong collaborative relationship with Princess Alexandra Hospital and many staff have dual appointments at both facilities. A trainee and registrar exchange system operates between these hospitals and other Queensland Health Institutions.

In 1999 and 2004, Greenslopes was voted Australia’s best private hospital in the Australian Private Hospitals’ Association, Hospital Quality of Excellence Award.

### Understanding the Hospital

During your first two years of medical school you have had consistent patient contact, perhaps at GPH, perhaps not. You have learnt to take a history and perform basic examinations but probably not spent a great deal of time as part of a medical team immersed in the day-to-day running of a hospital. Here are a few things that may help you understand what’s going on, at least some of the time…

#### The Journey to Becoming a Doctor – Also a who’s who in the hierarchy

- **Medical Student**
  - Years 1-4

- **Resident (10 week Rotations)**
  - Internship (PGY1) decide on speciality
  - Junior House Officer (JHO)
  - Senior House Officer (SHO)

- **Registrar (12 week Rotations)**
  - Principal House Officer through training program in a particular department. May choose additional rotations whilst you are making up your mind.

- **Consultant**
  - Or Specialist
Contact Details

Head, Greenslopes Clinical School
Professor Michael Whitby
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Fax: 3394 7787
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Clinical School Senior Officer
(Year 3 Medicine, Surgery, Mental Health & MIS Stream C)
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Student Coordinator
(Year 4, Specialties 1, Surgical Specialties, Critical Care, Electives)
PA to Prof Michael Whitby
Kerryn Morris
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Email: k.morris2@uq.edu.au or greenslopesCS@som.uq.edu.au

Introduction

Welcome to the University of Queensland at the Greenslopes Clinical School. We hope that you will find your rotation with us interesting and stimulating and that you will be able to improve your knowledge and skills and develop appropriate attitudes towards your future education.

Problems or queries regarding this rotation should be directed to the Student Co-ordinator. It is the student’s responsibility to check their student email for any timetable changes, examination timetables or urgent messages.
Rotation Dates

2014 (MBBS Year 3 & 4)

Rotation 1: Monday 13th January – Friday 7th March
(Public Holidays: Australia Day - 27th Jan, UQMS Sports Day – 14th Feb)
Vacation
Monday 10th Mar – Friday 14th Mar

Rotation 2: Monday 17th March – Friday 9th May
(Public Holidays: Good Friday – 18th Apr, Easter Monday – 21st Apr, Anzac Day – 25th Apr)
Vacation
Monday 12th May – Friday 16th May (1 week)

Rotation 3: Monday 19th May – Friday 11th July
(Public Holiday: Queens Birthday - 9th June)
Vacation
Monday 14th July – Friday 18th July (1 week)

Rotation 4 Monday 21st July - Friday 12th September
(Public Holiday: RNA Show Day - 13th Aug)
Vacation
Monday 15th September - Friday 19th September (1 week)

Rotation 5 Monday 22nd September – Friday 14th November
(Public Holiday: Labour Day – 6th Oct, G20 – 14 November)

Academic Staff Profiles

Professor Michael Whitby
Head, Greenslopes Clinical School

Professor Michael Whitby is a graduate of the University of Queensland. He trained in Internal Medicine, Infectious Diseases and Medical Microbiology, in Queensland, Glasgow, Nottingham and Nairobi. He was for many years, Director, Infection Management Services, Metropolitan South, based at Princess Alexandra Hospital.

His research has focussed on patient and healthcare worker safety, in particular related to the epidemiology and prevention of infections associated with healthcare. He is also Professor and Clinical Director, The Centre for Research Excellence for the Prevention of Healthcare associated Infections, Public Health, Institute of Health and Biomedical Innovation, Queensland University of Technology.

Associate Professor Christopher Strakosch
Head of Medicine, Greenslopes Clinical School

Associate Professor Strakosch is Head of Medicine and Med III at Greenslopes Clinical School.
He graduated from the University of Sydney in 1972 and moved to Brisbane to complete advanced training in endocrinology at the then Repatriation General Hospital Greenslopes with Professor Richard Gordon. He undertook research with Dr Jack Wall on aspects of Graves’ Hyperthyroidism and was awarded an MD from the University of Queensland in 1980. His one claim to fame is the naming of the antibody found in Graves’ Disease as TRAb. He performed further clinical training and research overseas at Guy’s Hospital in London and Welsley Hospital in Toronto before returning to Greenslopes in 1983 as Acting Senior Lecturer. He has remained a visiting endocrinologist since and was appointed Associate Professor in 1995 and Head of Medicine in 2009.
Dr Stephen Allison
Head of Surgery, Greenslopes Clinical School

Dr Stephen Allison is the Head of Surgery for the Clinical School at the Greenslopes Private Hospital. He graduated from the UQ School of Medicine in 1989, and completed his General Surgical fellowship in 1997. He completed Colorectal training in Newcastle-upon-Tyne, England, and University of Southern California, Los Angeles, USA. Dr Allison is currently the Head of General Surgery and the Supervisor of General Surgical Training at Greenslopes Private Hospital. He is also the Chair of the Medical Education Committee at the Greenslopes Private Hospital.

Expectation of Students

Behaviour
From early in your Program you will be entering the busy professional world of the teaching hospital. As most of you will eventually enter clinical practice, the skills of communicating with, and examining sick and injured people that you are now about to learn will be important throughout your working life. Unless these skills are soundly based and carefully learnt, there will be later problems of diagnosis and treatment and, of course, your patients will suffer.

In the wards you will learn the professional code of behavior between medical, paramedical and nursing staff. You should act in a fashion that does not interfere with the efficient performance of work by the staff of the hospital.

Confidentiality
Over 2,300 years ago Hippocrates insisted that doctors "keep secret anything learned as the outcome of a professional relationship with a patient which should not be divulged". This was firmly restated in the World Medical Association's Declaration of Geneva (1949): "A doctor owes to his patient absolute secrecy on all which has been confided to him or which he knows because of the confidence entrusted to him".

Patients will not share confidences unless they are certain confidentiality of this information is assured. As the Law Reform Commission (1980) stated, it is for each individual to decide "in relation to those details of his private life he has freely made known to another, whether they may be made known to third parties, in which circumstances and to whom".

As clinical students you are now privy to exactly the same confidential information as doctors and hence are subject to exactly the same constraints as stated so clearly in the ethic above.

- **NEVER** discuss patients by name with anyone not entitled to this information.
- **NEVER** discuss a patient's problem within the hearing of the patient. Statements are often misheard or misconstrued and can lead to considerable mental anguish. The truth, particularly if of grave import, can be much more upsetting if carelessly revealed. Remember also that other patients are only too willing to pass on what they think they may have heard.
- Similarly, avoid discussing patients with colleagues in Hospital lifts or other confined places where conversations may be overheard. Even if the patient's name is not mentioned, other people in the lift or within ear-shot may relate the comments to the problems of their own relatives or friends. The hospital records are confidential documents, are the property of the Hospital and may not be copied in any way. Access to these records is a privilege granted to you by the hospital administration - do not abuse this privilege.
• NEVER permit a patient, his relatives or friends to see the hospital records. Any release of the information in these records is the prerogative of the doctor who is responsible for the overall care of the patient. You could be sued by the patient for breaches of confidentiality, and indeed some proven breaches could lead the School of Medicine to have grave doubts as to your fitness to continue the Program.

Attendance at Classes
Students’ clinical activities and involvement with patients, as directed by their tutors, is an essential component of the rotation’s work, as is attendance at tutorials and seminars relating to these patients. Inability to attend programmed activities should be explained to the appropriate tutor. The course demands a full time commitment and students must ensure that any employment undertaken will not interfere with the demands of the course. There is a 100% attendance requirement for all students. If you are ill please notify your supervisor and your student co-ordinator. If you are ill for more than two days you will need to obtain a doctors certificate and present it to your student co-ordinator.

Leave of Absence
The School of Medicine Head Office requires you to complete a leave of absence form for any day missed during the rotation including absence due to illness. Please ensure you contact the student coordinator to arrange for a form to be completed.

Medical Grand Rounds & JMO Education Programme
Unless it conflicts with another session on your timetable, it is compulsory for all students to attend Medical Grand Rounds and the JMO Education Programme. Please ensure you complete the attendance record at the venue. Lunch is available at these sessions but please be aware that this is supplied primarily for hospital staff.

Dress
Medical students are to project a professional image, and to wear clean, neat and modest clothing at all times in the hospital. It is potentially hazardous to wear clothes or pieces of jewellery which may become caught in bedrails and hospital equipment.

Enclosed shoes must be worn when attending workshops in the Clinical Skills Area which is located in the Francis Baron Burnett Building.

Online Safety Modules
Before the commencement of your Rotation it is now COMPULSORY for all students to complete an Online Learning Orientation Program consisting of the following modules:-

• Emergency Management
• Safety eLearning
• Customer Service eLearning
• Hand Hygiene Clinical Test
• Anti-discrimination Bullying and Harassment eLearning

These courses are to be completed prior to your first day at Greenslopes Clinical School. They will provide you with vital information about your responsibilities and other aspects of life at Greenslopes.

If you do not complete these modules before the commencement of your rotation it may delay your commencement at Greenslopes.
Facilities & Student Resources

Identification
The Fire and Security Office is responsible for the production of photographic ID cards. This identification card also functions as a proximity card, allowing access to approved areas of the hospital. **It is compulsory that you wear this tag at chest height so it is clearly visible at all time while in the hospital. The University of Queensland student identity card must also be worn.**

The ID card has to be returned to the Student Coordinator at the end of the rotation/year.

JMO Lounge
The JMO Lounge (shared with Medical Students) is situated in the Collaborative Learning Centre (Lobby Level, entrance opposite Hearts 1st). This area is open for student use 24 hours a day.

Tutorial Rooms
The five student tutorial rooms are located on the lower lobby level adjacent to the walkway to Ward 5. All of these rooms are equipped with the latest AV equipment and an interactive whiteboard. All of these rooms contain a whiteboard and an xray viewer.

Clinical Skills Centre
The Clinical Skills Centre is located in the Francis Baron Burnett Centre which is located in the building just up the hill from Rehab. This facility is used for workshops, hands on sessions and real life simulation based teaching.

Computers
There are two computers available for student use in the Collaborative Learning Centre (opposite Hearts 1st) Lobby Level.

There are also computers in all the tutorial rooms. Students can use these at any time, however, if a “booked” teaching/PBL session is due to commence in one of these rooms, the student must vacate the room.

Lockers
Lockers are located in the hallway outside Greenslopes Clinical School Administration Office. These lockers are designed for daily use only and all items must be removed at the end of each day. Please make sure you leave the locker unlocked after you have removed all items. As we only have 40 lockers it would be wonderful if some of you could share a locker with another student.

Please do not use lockers in the JMO Lounge.

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<tr>
<td>1. Place items in locker</td>
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<tr>
<td>2. Enter code, Example: 1111</td>
</tr>
<tr>
<td>3. Turn lever to locked position</td>
</tr>
<tr>
<td>4. To re-open, enter code: 1111</td>
</tr>
<tr>
<td>5. Turn lever to open position</td>
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<tr>
<td>6. Remove all items from locker</td>
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Communications

Useful Phone Numbers

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<tr>
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<th>Number</th>
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<tr>
<td>Greenslopes Private Hospital</td>
<td>3394 7111</td>
</tr>
<tr>
<td>Hospital Emergency</td>
<td>5</td>
</tr>
<tr>
<td>Hospital Switch</td>
<td>9</td>
</tr>
<tr>
<td>Hospital Security</td>
<td>7715</td>
</tr>
<tr>
<td>Main Reception</td>
<td>7033 / 7607 / 7025 / 7584</td>
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Paging System

The Hospital has several types of pagers, some of which operate only in proximity to the hospital (“Short Range”) and others operate anywhere in SE Queensland (“Long Range”). Both can be sent messages in the same ways.

All pagers have been assigned a three digit code number. If you use this number you can send your four digit telephone extension number to that pager from anywhere in the hospital, and the person paged can phone you back.

1. Dial * 6 to page.
2. You will hear “Enter pager number or select function”.
3. Enter in the 3 digit pager number.
4. You will hear: “Enter message”.
5. Enter the extension number you want the person paged to call.
6. You will hear “Message sent”.
7. The voice then goes back to “Enter pager number or select function”. You can hang up now or send another message. If you wait too long, make a mistake, dial a non-existent or absent pager, you will get an explanatory message.
8. **Please be pleasant to the person paged - stay near the phone and try to keep the line free.** If you hear “Pager is absent - you have been disconnected” then that person is temporarily out of the hospital or otherwise unavailable - you may wish to try again later.
9. If you do not know the pager number of the person you need, or you require help, call Switch.
Library

The Greenslopes Private Hospital Library is situated in the Collaborative Learning Centre which is located on the Lobby Level near main entrance (entrance opposite Hearts 1st) and offers to all students a substantial collection of quality electronic and print resources which cover medicine, nursing, allied health and health care management disciplines.

The area is open for student use 24 hours a day. Students must use their swipe card to gain entry after hours.

Resources such as eTG online, MKSAP, electronic journals and databases have been carefully chosen by the Librarians to assist staff with patient care, teaching, management and professional and personal development.

We offer a range of services which can be tailored to suit individual requirements.

Library staff have:
- access to a variety of information sources,
- access to a wide network of health sciences libraries,
- professional knowledge of searching techniques
- and can provide relevant and useful information promptly.

For further information, contact the Librarian:
Phone: 3394 7162 / 3394 7152 or Email: library.gph@ramsayhealth.com.au

Patients

Patient Consent

The hospital have requested that the following procedure is adhered to when seeing patients.

1. Students discuss with Clinical Nurse Manager who they are able to see;
2. They then explain to patient why they are there and what they would like to do ie. examination;
3. Note in progress notes that they have examined patient and patient consented;
4. Sign name and write designation ie Medical Student

Please note that medical students are not to see patients on the wards after 6pm.

Code of Conduct

Medical students are required to conduct themselves in a professional manner. This includes:

- Respecting the laws and regulations relating to the practice of medicine in Queensland, and at this hospital;
- Respecting other staff, patients and their relatives at all times.

Medical students are not to take on responsibilities or carry out procedures that are beyond their skills or experience. There are always more senior medical officers on-site at the hospital. Appropriate advice and guidance must be sought on any clinical situation about which a medical student is unsure. The Complete Code of Conduct document is available on request.

Patients’ Rights to Confidentiality and Privacy

Information contained in medical records and/or divulged by patients and their carers is to remain confidential. Patients and their families have the right to privacy. This means they may choose not to divulge some personal information, and if being examined or treated, patients should be adequately screened and covered at all times during the procedure.
Patients’ Consent to Examination and Treatment
Patients have the right to withhold or withdraw consent at any time. Their consent must be sought before any examination or treatment. They must be provided with explanations, which will enable them to decide whether or not to consent.
To attempt to examine or treat a patient who has not consented, and who seems in any way unwilling to be examined, could expose the examining person to a charge of assault.
Policy and Procedure Manuals, available on each ward, provide further details.

Ward Work
- Medical students are not permitted to see patients on the wards after 6.00pm.
- Medical students must have all patient chart entries countersigned by a JMO or Consultant.
- Photocopying of patient information is not permitted.
You should spend as much time as possible in the wards seeing patients. Students should be familiar with the history, examination, investigations, differential diagnosis, treatment and progress and follow-up of each patient.

Student Group Representative
Each group is to appoint a representative and one of these is to be the chief student representative whose duties are:
1. To maintain liaison with the Lecturers and Registrars.
2. To allocate patients to students and to ensure that all patients are allotted.
3. To inform students of the presence of important physical signs to be observed in particular patients.
Students experiencing problems with their learning or teaching program are invited to bring the matter to the attention of the Student Co-ordinator in the first instance.

Eating Facilities
Greenslopes Private Hospital offers many options for food and beverages at the Staff Bistro and Hudsons Cafe along with numerous vending options throughout the facility. The Staff Bistro offers a salad and sandwich bar, as well as a hot buffet bar at subsidised prices. The Staff Bistro is located on the Lobby Level next to the Lifts to the Main Wards.
Hudsons Cafe offer a variety of hot and cold choices as well as delicious hot and cold beverages and is also located on the Lobby Level and is open 7 days a week, between 6.30am and 7.00pm Monday to Friday, and between 8.00am and 6.00pm Saturday and Sunday.
Hudsons Coffee also has an outlet in the Greenslopes Specialty Clinics (previously Outpatients Department) which is open between 8.00am and 3.00pm Monday to Friday.

Transport
Shuttle Bus
The GPH Express is a free shuttle service, providing transport Monday to Friday (except public holidays) between the main entrance of Greenslopes Private Hospital & Greenslopes Translink Busway Station between 6am and 6pm (approximately every 15-20 minutes).
Multistorey Carpark
Greenslopes Private Hospital offers seven levels of undercover secure parking in the multistorey carpark which is our main visitor parking accessed via the main entrance. Whilst our automated payment system is under repair, we are offering a flat rate of $7 per day which is payable to the cashier on exiting the carpark via level 1.
Street Parking
Street parking is available in all areas except where signed.