



UNSW Medicine
Rural Clinical School
Student Manual





Contents

<u>Behaviour Whilst on Placement</u>	6
<u>Attendance requirements on short-term placements</u>	6
<u>Hospital placements</u>	6
<u>GP placements</u>	7
<u>Not meeting the rural requirement</u>	7
<u>Policy for UNSW attendance and absence</u>	7
<u>ClinConnect</u>	7
<u>Short term placements</u>	7
<u>Hospital Placement (short term)</u>	7
<u>GP Placement (short term)</u>	8
<u>Travelling by Car</u>	8
<u>CIAP</u>	8
<u>Albury</u>	9
<u>Orientation</u>	9
<u>Accommodation</u>	9
<u>Getting to Albury</u>	9
<u>Equipment Hire</u>	9
<u>Placement Information</u>	9
<u>Transport</u>	9
<u>Attendance and Notification of Absence</u>	9
<u>Computers, Internet and IT</u>	9
<u>Videoconference facilities</u>	10
<u>MAP – Hospital / Accommodation Locations</u>	10
<u>Broken Hill Hospital</u>	11
<u>Orientation</u>	11
<u>Accommodation</u>	11
<u>What will it cost?</u>	11
<u>Accommodation Policy</u>	12
<u>Linen</u>	12
<u>Getting to Broken Hill</u>	12
<u>Equipment Hire</u>	12
<u>Placement Information</u>	12
<u>Transport</u>	12
<u>Attendance and Notification of Absence</u>	13

<u>Computers, IT and Internet</u>	13
<u>Videoconference facilities</u>	13
<u>MAP – Hospital / Accommodation Locations</u>	13
<u>Coffs Harbour</u>	14
<u>Orientation</u>	14
<u>Accommodation</u>	14
<u>What will it cost?</u>	14
<u>Accommodation Policy</u>	14
<u>Linen</u>	14
<u>Getting to Coffs Harbour</u>	14
<u>Equipment Hire</u>	14
<u>Placement Information</u>	14
<u>Transport</u>	15
<u>Attendance and Notification of Absence</u>	15
<u>Computers, Internet and IT</u>	15
<u>Videoconference facilities</u>	15
<u>MAP – Hospital / Accommodation Locations</u>	15
<u>Griffith</u>	17
<u>Orientation</u>	17
<u>Accommodation</u>	17
<u>What will it cost?</u>	17
<u>Accommodation Policy</u>	17
<u>Linen</u>	17
<u>Getting to Griffith</u>	17
<u>Equipment Hire</u>	17
<u>Placement Information</u>	18
<u>Transport</u>	18
<u>Attendance and Notification of Absence</u>	18
<u>Computers, Internet and IT</u>	18
<u>Videoconference facilities</u>	18
<u>MAP – Hospital / Accommodation Locations</u>	19
<u>Kempsey</u>	20
<u>Orientation</u>	20
<u>Accommodation</u>	20
<u>Getting to Kempsey</u>	20
<u>Equipment Hire</u>	20
<u>Placement Information</u>	20
<u>Transport</u>	20
<u>Attendance and Notification of Absence</u>	20
<u>Computers, Internet and IT</u>	20

<u>Videoconference facilities</u>	20
<u>MAP – Hospital / Accommodation Locations</u>	21
<u>Orange</u>	22
<u>Orientation</u>	22
<u>Accommodation</u>	22
<u>What will it cost?</u>	22
<u>Accommodation Policy</u>	22
<u>Linen</u>	22
<u>Getting to Orange</u>	22
<u>Equipment Hire</u>	22
<u>Placement Information</u>	22
<u>ClinConnect</u>	23
<u>Transport</u>	23
<u>Attendance and Notification of Absence</u>	23
<u>Computers, Internet and IT</u>	23
<u>Videoconference facilities</u>	23
<u>MAP – Hospital / Accommodation Locations</u>	23
<u>Port Macquarie</u>	25
<u>Orientation</u>	25
<u>Accommodation</u>	25
<u>Getting to Port Macquarie</u>	25
<u>Equipment Hire</u>	25
<u>Placement Information</u>	25
<u>Transport</u>	25
<u>Attendance and Notification of Absence</u>	25
<u>Computers, Internet and IT</u>	25
<u>Videoconference facilities</u>	26
<u>MAP – Hospital / Accommodation Locations</u>	26
<u>Wagga Wagga</u>	27
<u>Orientation</u>	27
<u>Accommodation</u>	27
<u>What will it cost?</u>	27
<u>Accommodation Policy</u>	27
<u>Linen</u>	27
<u>Getting to Wagga Wagga</u>	27
<u>Equipment Hire</u>	27
<u>Placement Information</u>	27
<u>Transport</u>	28
<u>Attendance and Notification of Absence</u>	28
<u>Computers, Internet and IT</u>	28

Videoconference facilities 28

MAP – Hospital / Accommodation Locations 29



Responsibilities Whilst on a Rural Placement – Long and Short Term

Behaviour Whilst on Placement

Students are expected to demonstrate an advanced level of professional behaviour in the context of quality and safe care.

As a student you are expected to:

- Introduce yourself appropriately to staff and patients
- Identify yourself as a student who is working as part of the relevant team
- Follow hand washing protocols and other patient safety requirements
- Ensure that any written entry you make to medical notes is countersigned by your supervisor
- Attend all scheduled activities (unless appropriate permission has been sought and given for your absence)
- Be proactive in self-directed learning to maximise clinical learning opportunities
- Behave in a respectful manner to supervisors, colleagues, patients and families
- Respect the dignity, culture, ethnicity, values and beliefs of people receiving care and treatment, and of their colleagues
- Treat personal information obtained in a professional capacity as private and confidential
- Students need to be aware that confidentiality still applies after their placement has been completed
- Dress in a manner acceptable to the Health Service and in accordance with work health and safety principles
- Acknowledge and respond to constructive criticism
- Be sure to discuss any issue or incident that causes you concern on your placement with your Supervisor or your college or university coordinator
- Provide impartial, honest and accurate information in relation to care and health care products
- Support the health, wellbeing and informed decision making of people requiring or receiving care

Always remember to learn what the professional boundaries are, and never exceed these. Students are not permitted to commence treatment or examination of a patient without the presence of a supervisor.

It is also important to remember that the same rules for students in a metropolitan setting apply to a remote setting. Because students may be working in a remote setting without a doctor or Registered Nurse present at all times, as you are still not legally allowed to prescribe or dispense prescription medication or start any treatment regime without going through the proper procedures.

Attendance requirements on short-term placements

Hospital placements

All students are expected to present themselves on the first day of term and remain for the full 4 weeks until the final day (Friday) of term. It is the students' responsibility to have an Attendance Form completed and signed by the Academic Supervisor during the placement and email it to the Rural Clinical School on the last day of the placement.

GP placements

All students who are allocated to a rural GP term will need to be in Sydney for the following:

Week 1 – Monday and Tuesday (campus days)

All students will be expected to present themselves to the rural GP surgery on the first Wednesday of the GP term and remain until the final Thursday of week 4 (which will then be travel time to return to Sydney for Friday campus day)

Week 4 – Friday (campus day)

Week 8 – Friday (campus day)

Students on a rural GP placement don't need to complete the Rural Clinical School's attendance form as they are required to have their Supervisor sign a session sheet and submit this to the GP department at the end of the placement.

Not meeting the rural requirement

If there are issues with the placement, or if there are exceptional circumstances that require students to leave before the end of the placement, please contact the Student Coordinator at the Rural Hospital/Practice and the Rural Clinical School BEFORE you leave your placement.

It is imperative that UNSW maintains good relations with the rural hospitals to ensure other students have the opportunity to undertake rural placements in the future. Students, who take it upon themselves to finish the term early, arrive late or miss days of the placement may risk failure of the term and future placement opportunities.

Policy for UNSW attendance and absence

Refer to the UNSW attendance and absence policy

ClinConnect

ClinConnect is the NSW Health database that manages clinical training placements in public hospitals in NSW. NSW Health requires medical students to be compliant with vaccinations and blood tests, as well as be up to date with a National Police Check prior to commencement of placement. Working with Children checks are no longer required for students.

More information on requirements and UNSW guidelines and policies can be found online here: <https://medprogram.med.unsw.edu.au/nsw-health-requirements>.

Short term placements

The Student Rural Placement Evaluation Questionnaire is online and must be completed at the end of your placement.

Hospital Placement (short term)

Information on short term placements is available on the Rural Clinical School website: <https://rcs.med.unsw.edu.au/short-term-placements>

The following placement sites have their accommodation organised by the Rural Hospital Administrator.

Broken Hill – students stay in accommodation at various sites and pay \$25/wk plus a one-off \$50 fee if a final Friday night stay is required

Coffs Harbour – students stay in fully furnished units attached to the Rural Clinical School and pay \$120/wk

Orange – students stay at Gosling Creek House on Bloomfield Hospital Campus at a cost up to \$70/wk

GP Placement (short term)

Various accommodation options are available that you must arrange yourself. Please email the [Rural Clinical School](#) for accommodation advice. A list of [recommended accommodation](#) is attached to this manual.

Travelling by Car

The Rural Clinical School will endeavour to connect students travelling to the same placement for the same dates, so students can potentially travel via car together and share those expenses.

If students are driving to their allocations they need to provide to the [Rural Clinical School](#) the following BEFORE departure:

- [MV1](#) form
- Driver's licence
- Current registration papers
- Current car insurance policy

CIAP

[CIAP](#), which is accessed via the NSW Health website, provides a wealth of valuable electronic resources such as Therapeutic Guidelines, a range of medical journals and electronic medical texts, and students are encouraged to use it throughout their placement.



Albury

Orientation

Orientation sessions for all student year groups take place at the Albury Wodonga Campus at the start of Summer Teaching Period (Year 5) and Teaching Period 1 (Phase 2 – year 3 and year 6) each year. It is expected that all students attend.

Participation in orientation sessions is compulsory for Campus and hospital familiarisation.

Accommodation

Students are responsible for finding their own accommodation. Campus staff are available to advise contact details for local real estate agents and appropriate areas for accommodation.

Getting to Albury

(from Sydney)

Travel times are 6 hours by car, 7.5 hours by train, 1 hour and 20 minutes by air.

Equipment Hire

No bikes available.

Placement Information

Students must bring the **ORIGINAL** documents of the Police Check and Working with Children (Victoria) as these documents have to be sighted by the Victorian Health Department. Students at Albury Wodonga Campus attend clinical sessions in the Victorian Health system during the year.

Failure to comply with these requirements could result in your exclusion from the clinical settings.

Student ID – Albury Wodonga Campus ID cards are issued at the commencement of each year. These ID cards should be worn at all times in the hospital and during patient contact and must be in an obvious place and able to be clearly seen.

ClinConnect does not manage placements for student based in Albury due to the hospital system coming under the Victorian legislation. Students are required to have both VIC and NSW Working with Children checks as they will attend rooms on both sides of the border (& school visits etc).

Health and Safety – students are required to comply with all health and safety guidelines as per UNSW guidelines.

The Albury campus has approximately 270 medical textbooks available for loan.

Transport

Students must have their own car as placements are in Albury and Wodonga. It is not possible for students to travel or carpool together as students attend rooms, hospital, clinic etc. individually

Taxis are available from the Albury airport.

Attendance and Notification of Absence

ClinConnect – it is the responsibility of each student to make sure they are fully ClinConnect compliant and have completed the five mandatory HETI modules before commencing the year. UNSW Medicine require 100% attendance with a 20% buffer for misadventure. Less than 80% attendance may impact your ability to progress.

Computers, Internet and IT

Uniwide internet access is available at the campus. The RCS Albury has a computer room with PC's and access to a printer (for student use).

Videoconference facilities

Albury has videoconferencing facilities in 2 tutorial rooms plus the campus boardroom. Student may request access to these rooms for any additional health related activities. Please contact the campus service counter to discuss your requirements and room booking requests.

MAP – Hospital / Accommodation Locations



Broken Hill Hospital

Orientation

For placements at Broken Hill, orientation takes about 30 – 45 minutes and will include identification and processing of documentation. Afterwards, you will be shown to your placement area to begin placement.

Orientation is held at the BHUDRH on the first Monday of your placement (or Tuesday if there is a public holiday on Monday). Orientation commences at 8.30am, Corrindah Court, University Department of Rural Health. This is the red roofed building with large verandah situated on the hill behind the hospital. Please bring a valid Driver's Licence and/or Passport for identification purposes. You are required to wear your uniform on this day.

Please be advised it is compulsory to complete an [online](#) cultural awareness module before arriving for placement. Students need to register to access the content. This is compulsory requirement of all students undertaking placement in Far West NSW.

We also offer face to face Cultural Education to students where possible, so please check your schedules to see if you have been registered to attend a session. There is a maximum number allowed for these sessions so it is not always available to every student. If you have been registered, this session is compulsory. If unable to attend, please let the Student Program Team know via email or phone.

For placements in Wilcannia and Menindee – Orientation will be provided on site. Please bring a valid Driver's License or passport for identification purposes. You are required to wear your uniform on this day.

Broken Hill will provide a Student Manual which covers additional information such as contacts, site information, shift times, weekly debrief sessions, Cultural Awareness, ENRICH Interdisciplinary Learning Sessions, student support, food and entertainment, facilities and security, transport contacts and more.

Accommodation

The UDRH provides fully self-contained accommodation to students for placements free of charge. When you complete the [online application](#) for placement you will be allocated accommodation. You will be required to accept your placement/accommodation offer as part of the placement process. Accommodation is available for check-in from 4pm on the Saturday prior to placement.

A Placement Fee of \$25 per week is applicable to all placements and is payable prior to your commencement date. There is a one-off \$50 fee if a final Friday night stay is required.

Each student will have their own bedroom, but bathrooms, living rooms, laundry and kitchens are shared, food is not included. Each room has either a king single, double or queen size bed, table/desk, chair, wardrobe and a clock radio/alarm.

There is a kiosk and cafeteria within the hospital, and they are open from 8am – 3pm daily. HELPFUL HINT: Order groceries online & get delivered if you do not have a car. More food information can be found in the Student Manual which Broken Hill will provide.

What will it cost?

Students will need to purchase groceries, etc. and there may also be additional travel costs involved if your placement includes remote sites. Please see the Student Program Coordinator for further information.

Accommodation Policy

There is a written copy of the Accommodation Usage Policy in each room of the accommodation. After leaving the accommodation, it is important to leave the shared facilities as they were found. Cleaning of accommodation is the responsibility of all students during their placement. Students must vacate the room by 9am on the last Friday of placement.

Please ensure the following is completed:

1. Empty the bin
2. Make sure the floor is clean
3. Wipe down the desk
4. Take sheets and pillowcases off the bed and put in the laundry.
5. Put the cover back on the bed
6. Leave new sheets and pillowcases on the end of the bed
7. Check that the room looks neat
8. Leave keys in the kitchen table along with your Student Evaluation when vacating.

Linen

Linen is provided, but you are requested to provide your own towels.

Getting to Broken Hill

Travel times are 13 hours by car, 15.5 hours by train, 2.5 hours by air.

The Rural Clinical School does not recommend driving to Broken Hill. It is a long drive and driving into dusk and night is dangerous due to kangaroos on the road.

Equipment Hire

The BHUDRH provides the option to hire bikes and swags. If you wish to hire either of these resources you will need to see Steve Fazulla (0418 699 702) or Karen Drust at their office which is the large shed located at the back of the Bromide Street student accommodation and next to the car park at 96 Morgan Lane. Their working hours are between 7.00am and 2.30pm.

Bikes are hired out at a deposit of \$120 – on return of the bike in the condition it was lent, \$100 will be refunded.

Swags are hired out for a refundable deposit of \$50.

Placement Information

Students may spend some part of their placement in Wilcannia and Menindee. Arrangements for these placements are made locally in Broken Hill

The BHUDRH has a small but comprehensive library which is available for student use. If particular texts are not available, the librarian can organise for them to be borrowed from elsewhere. The librarian can also assist with literature searches if required.

Transport

Broken Hill has public transport available. There are a number of taxi and bus services listed in the Broken Hill Student Manual which is provided to students.

Please also note important travel information in the Student Manual regarding safety measures if bringing your own vehicle.

Attendance and Notification of Absence

All students are expected to have adopted professional values and behaviours. These include attendance at placement, organised sessions and earliest possible notification of nonattendance to all people (professionals, patients and/or administrative staff) affected by an inability to attend placement. It is the students' responsibility to check with the UNSW [Rural Clinical School](#) around the requirements for leave.

Approval for leave will not be negotiated by the BHUDRH. The Emergency Department at the Health Service offer GP Fast Track Services if a medical certificate is required otherwise, the GP Super Clinic located across the road from the Health Service is the next best option – please note that they will not bulk bill on the first consultation.

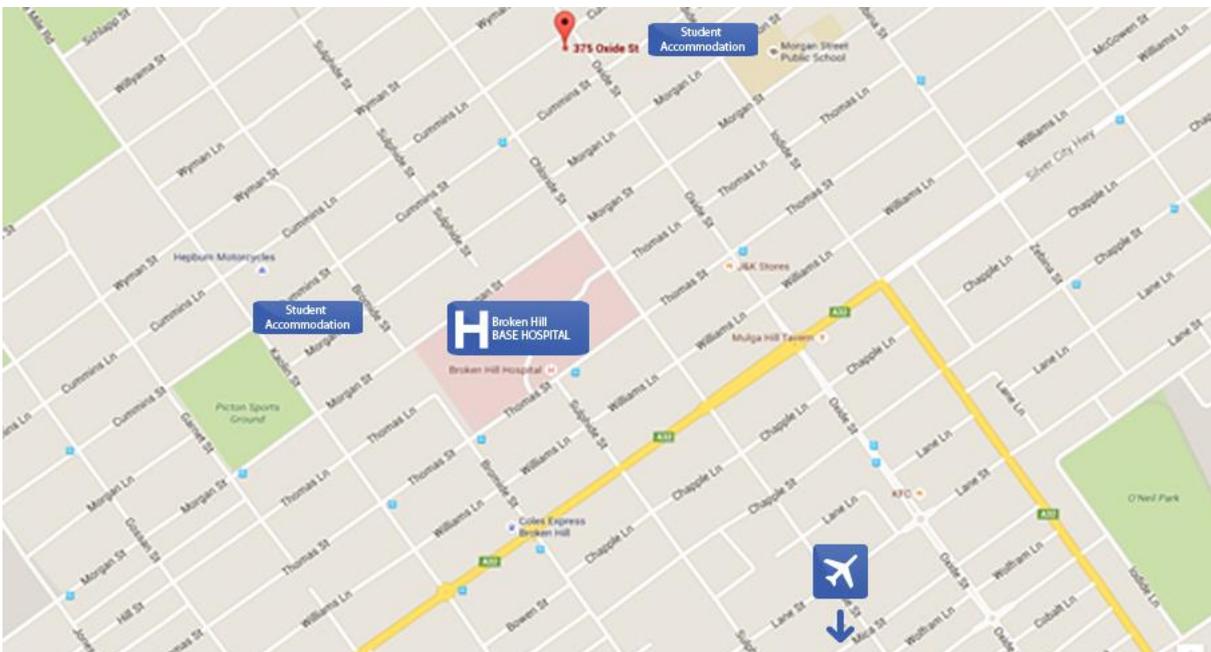
Computers, IT and Internet

Students will have access to computers and printers, including wifi internet connection, in both the accommodation and the UDRH library, to which you have 24-hour access. These facilities are provided for educational purposes, and for limited personal use such as sending or receiving emails. Downloads are limited, and if these are exceeded you disadvantage yourself and others. Please do not use this facility for heavy personal use such as downloading music or movies. If you are interested in after-hours access to the computer lab please contact the student program team for more information.

Videoconference facilities

The BHUDRH has videoconference facilities for educational purposes. If these are required, they will need to be booked well in advance. Please ask for help prior to using them for the first time. Both ZOOM and Skype are also available.

MAP – Hospital / Accommodation Locations



Coffs Harbour

General Campus information- <https://rcs.med.unsw.edu.au/rcs-coffs-harbour-campus>

Orientation

See [Student Orientation Guide](#) which covers additional information such as emergency procedures, staff contacts, campus parking and security.

Accommodation

There is limited long and short-term accommodation available to students relocating from Sydney or on a 4-week rural placement.

The three-cabin accommodation is located adjacent to the campus. Each cabin has four separate bedrooms, a furnished airconditioned communal lounge/dining area and kitchen with utensils, microwave, fridge/ freezer and stove.

All bedrooms have an ensuite bathroom, double bed, desk, wardrobe and air conditioner. The shared laundry is equipped with washing machine, dryer, iron and ironing board. An outside barbecue area is available.

Check in and out is limited to office hours of 8.00am – 5.00pm Monday to Friday unless other arrangements have been made. If you arrive outside of these hours, keys are available at ED at the hospital. All these specifications are addressed on the forms prior to arrival.

Enquires can be made to Tracy Rampant at: rcscfsadmin@unsw.edu.au.

What will it cost?

UNSW students pay \$120 per week. Non-UNSW students pay \$130 per week. Rates include utilities.

Accommodation Policy

A tenancy agreement will be emailed to students upon application. This covers areas such as no pets allowed, keeping the accommodation clean, procedure if locked out of room etc.

Linen

Students will need to bring their own double bed size linen, including pillows and towels.

Getting to Coffs Harbour

Travel times are 6 hours by car, 9 hours by train, 1 hour and 10 minutes by air.

Airport- access to and from airport will be via TAXI or private transport only.

Equipment Hire

Coffs Harbour does not have bikes for use, but bikes can be hired from businesses in Coffs Harbour.

Placement Information

ClinConnect- It is the responsibility of each student to make sure that they are ClinConnect compliant and this information is up to date so that clinical placements are not affected by non-compliance and therefore not meeting 100% attendance rates.

All follow up or assistance that is required by students is to be referred to [Tracy Rampant](#) at the Coffs Harbour campus.

Course guides for Phase 2 and Phase 3 are available on Moodle.

Transport

There are two bus services that link Coffs Harbour and Sawtell leaving from main entrance of the hospital. Time table links - <http://www.sawtellcoaches.com.au> or http://www.busways.com.au/region/coffs_harbour.

Attendance and Notification of Absence

Attendance is expected at lectures and clinical placements. The course requires 100% attendance; most of the teaching staff that are on campus volunteer their teaching services, so it is important for the entire student cohort to attend the teaching sessions. If you are going to be away for any reason you should have the leave approved by the Director of Medical Education (DoME) Dr Alison Seccull, if you are sick and cannot attend teaching then you should notify a member of the administration team as soon as you are able to advise that you will not be attending. Notification can be done by email, phone or preferable on TEAMS.

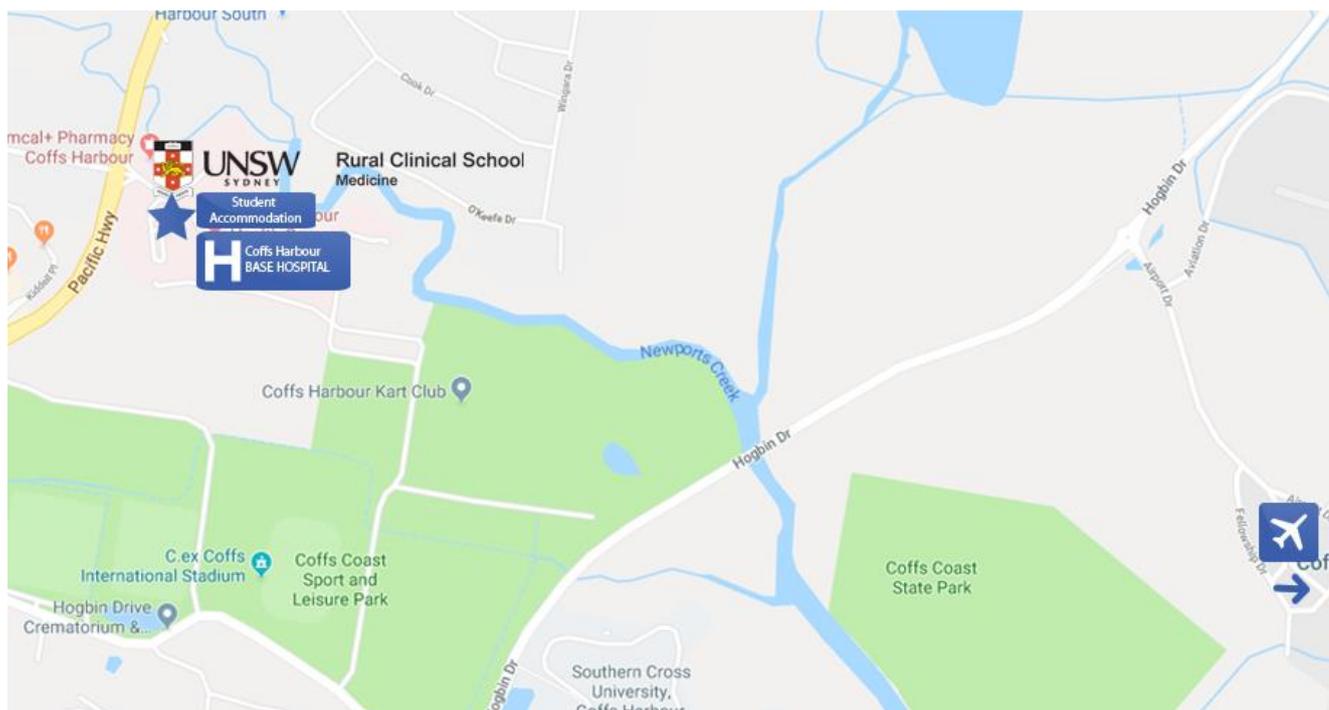
Computers, Internet and IT

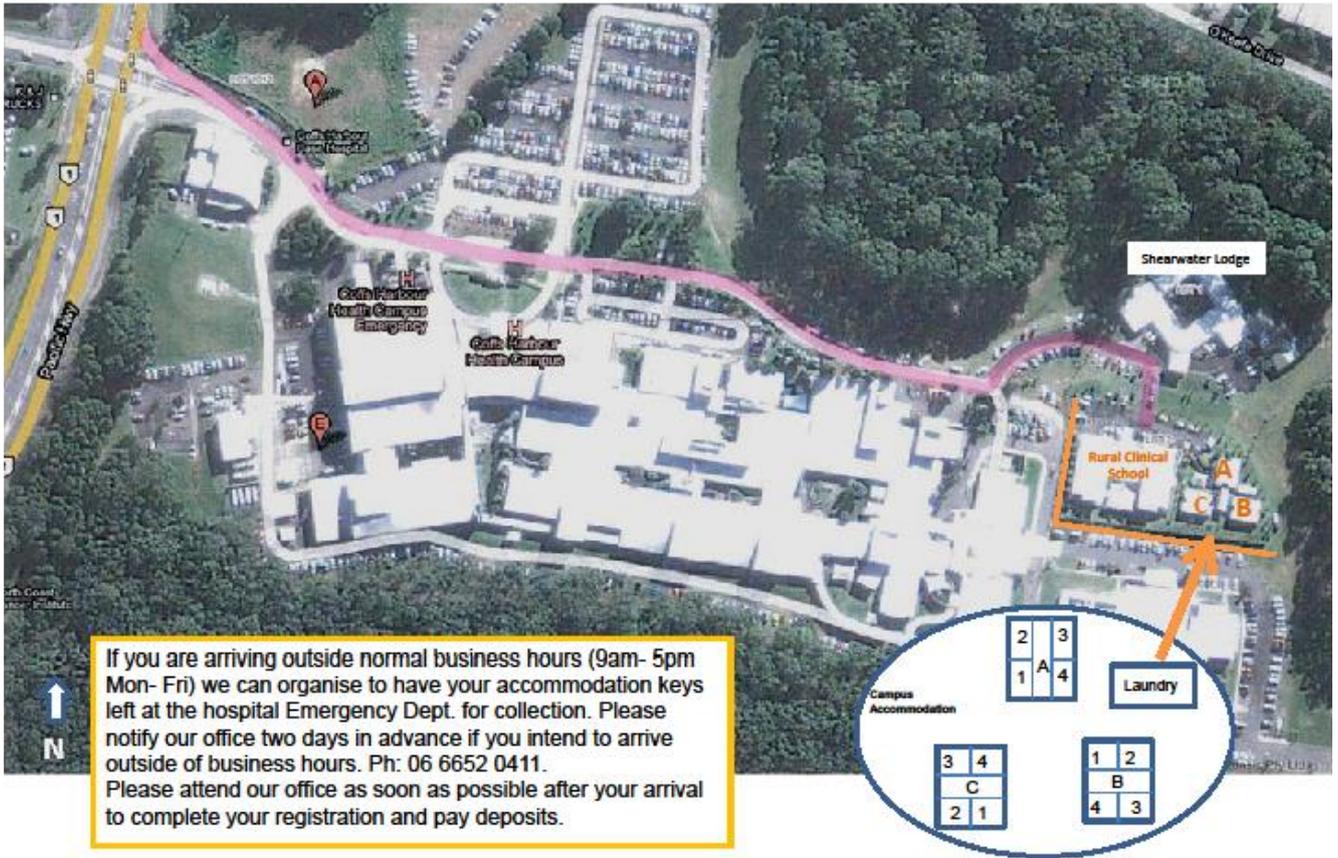
UniWide access is available in the campus and accommodation area. Eduroam access is also available however use the Uniwide access where available as first choice.

Videoconference facilities

Coffs Harbour has videoconference facilities in 7 meeting rooms which students may use (please check the board which lists the current bookings).

MAP – Hospital / Accommodation Locations





Griffith

Orientation

A number of forms are sent out prior to placement and must be submitted and emailed to the campus before commencement (as well as a copy of UNSW student ID badge). Students must read the [Murrumbidgee Local Health District Student Handbook for Clinical Placement](#) which covers additional information such as pre-placement requirements, HS and emergency procedures, preparing for placement, performance guidelines, and checklists.

On the first day of your placement students will meet with their Supervisor and be given an orientation of the facility which will include Health and Safety (HS) induction. The HS forms need to be taken to the placement

Accommodation

Medical students placed in Griffith for short term placements are accommodated at the student quarters on the Griffith Base Hospital grounds. Phase 2 third year students are accommodated at 157 Clifton Blvde. Griffith. See accommodation costs below. Contact Cathy Pianca on 02 6964 4823, or at c.pianca@unsw.edu.au for more information.

What will it cost?

Phase 2 students staying at 157 Clifton Blvde are required to pay rent based on which room they are in. Please see costs below for 2020.

Room	Details	2017 rent
Bedroom 1	Room with ensuite – Queen size bed	\$90 p/w
Bedroom 2	Room only - Queen size bed	\$80 p/w
Bedroom 3	Room only - Queen size bed	\$80 p/w
Bedroom 4	Room only - Queen size bed	\$70 p/w
Bedroom 5	Room only - King single bed	\$80 p/w
Bedroom 6	Room only - Queen size bed	\$85 p/w
Garage	2 car garages	\$10 per car p/w

Accommodation Policy

Please advise the Griffith campus of any damage or repairs that are needed. UNSW endeavours to maintain the property in good condition at all times and will undertake maintenance works promptly as required. Please report any lost keys immediately so that locks and keys can be changed and replaced.

All student accommodation properties must be left in a very clean and tidy condition. Student must return all keys to the Rural Clinical School, Griffith Campus and remove all rubbish from the property. Students are asked to be mindful of the neighbours and to keep any noise to a minimum.

Phase 2 students accommodated at Clifton Boulevarde are given an accommodation policy to read and sign.

Linen

Phase 2 students accommodated at 157 Clifton Boulevarde are required to bring their own linen.

Getting to Griffith

Travel times are 6.5 hours by car from Sydney, 8.5-9.5 hours by train (depending on departure time), 1.5 hours by air.

Equipment Hire

There are no bicycles or other equipment available through the Rural Clinical School in Griffith.

Placement Information

- Students must bring and wear UNSW student ID badge at all times.
- Vaccination and police check are current in ClinConnect before commencement of placement

The Griffith campus has a limited number of medical textbooks available for loan for Phase 2 and 3 students.

Transport

Griffith does not have any regular/reliable public transport. Students staying at Clifton Blvde will need their own transport.

Undergraduate students are able to use Health Service cars whilst on placement for work related activities such as client home visits and meetings, but only if and as directed by the supervisor. Students must hold a full, recognised and current driver's licence and must sign the Murrumbidgee Local Health District Vehicle Fleet Policy.

Attendance and Notification of Absence

It is a UNSW requirement that all students on short-term and long-term rural placements must attend 100% of scheduled activities in order to achieve a satisfactory assessment in the term. Students will be assessed on preparedness and participation in learning activities. Students are expected to attend all clinical attachments and education sessions on time. If students are unwell or absent for any reason, please contact [Cathy Pianca](#) or [Dr Damien Limberger](#) so tutors are advised that you will not be attending. A doctor's certificate should be provided if students are away for two or more consecutive days.

Computers, Internet and IT

The Griffith Campus has a student computer lab equipped with 6 computers and a printer. After-hours access to the building is available to students between the hours of 6am and 9.30pm weeknights and during weekends for the duration of your placement.

WiFi Internet access is presently provided free of charge at the accommodation for the Phase 2 long-term students. Penalties for illegal downloading include temporary or permanent loss of access to the wireless network; a formal disciplinary letter from UNSW and a fine of up to \$1,000. The Rural Clinical School reserves the right to monitor, log and audit the Internet access of all users to ensure that users are not breaching policy.

Applications for WiFi internet access for long term placements need to be made through [Jason Vincent](#) (Rural Clinical School Senior Tech Support Officer) on advice from Cathy Pianca and applicants must supply the MAC (or Hardware / WiFi) address of each device to be connected to the network (laptops, tablets, etc). Upon receipt of a valid hardware address you will be supplied with the password to the WiFi network.

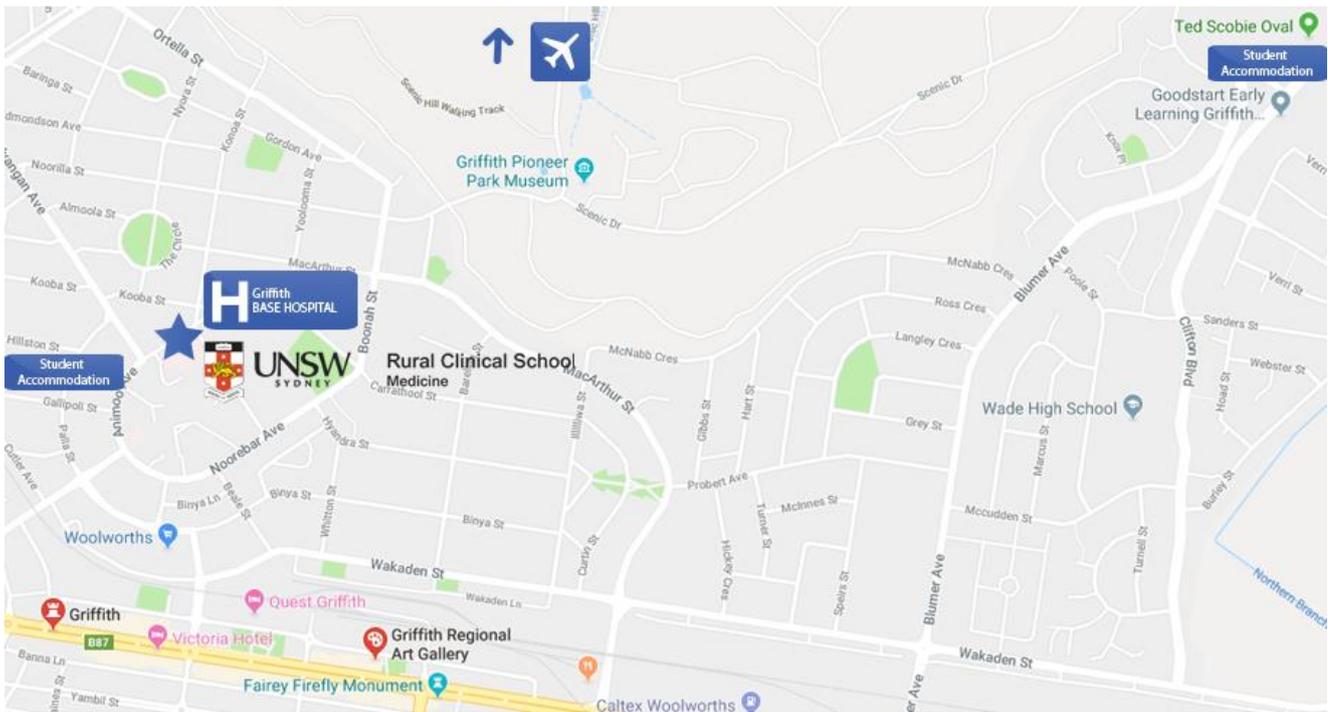
Due to limited bandwidth and cost of access, **only one device** (PC or notebook or smartphone or tablet) will be permitted to connect per occupant of Clifton Blvd.

Videoconference facilities

Videoconference facilities are available within the School campus for access to additional teaching resources provided from Sydney. These can be also be used for attending meetings and events run by the relevant student organisations and societies.

If these are required, they will need to be booked well in advance.

MAP – Hospital / Accommodation Locations



Kempsey

Orientation

Students are to meet on the first Monday of the term at 8.00am in the front foyer and will be shown the High Dependency Unit where they will meet the medical teams.

Dr Vincent Lee is the Coordinator at Kempsey Base Hospital. Dr Lee will arrange a meet and greet upon arrival.

Accommodation

Students will need to source their own accommodation whilst on placement in Kempsey, Tonia Law is the student coordinator at Kempsey Base Hospital and can provide recommendations for places to stay and visit whilst at Kempsey. You can contact Tonia on 02 6562 0374 or email: Tonia.Law@health.nsw.gov.au

Getting to Kempsey

Travel times are 5 hours by car, 7.5 hours by train, 1 hour and 5 minutes by air to Port Macquarie and then 45 min drive.

Equipment Hire

There are 2 bikes that students are able to use, please contact Tonia Law, the Student Coordinator on 02 6562 0374.

Placement Information

Students are requested to advise their expected arrival time and mode of transport.

Students should have all the information from UNSW Medicine regarding the placement and course requirements before they arrive.

Transport

It is recommended students bring a car (or share) as public transport in the area is very limited.

Attendance and Notification of Absence

See "Attendance requirements on short-term placements".

Computers, Internet and IT

There is no internet access at the accommodation. The new hospital has WiFi but it is only available on hospital designated computers – there is no personal WiFi usage permitted.

Students will be provided with a read only computer login at eMR training on site in the first week of arrival with the area trainer. Logins under another user is not permitted as it is against the code of conduct.

Videoconference facilities

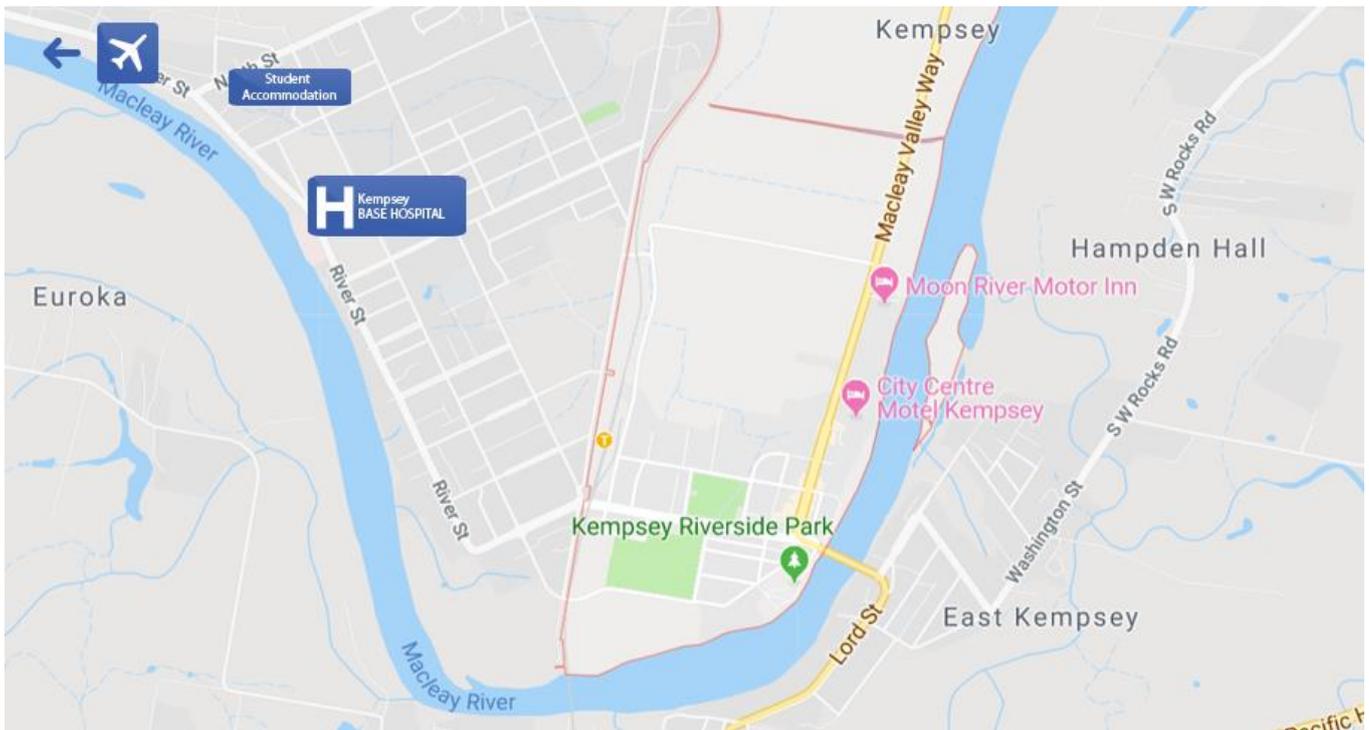
Videoconferencing facilities are available for students in Kempsey. Notify Tonia Law Student Coordinator at Kempsey District Hospital for any VC's that you wish to participate in. Please note, it is not always possible to facilitate dependent upon availability and circumstances, and all bookings must be made in advance.

Please also notify the Rural Clinical School as the connection needs to be made through the Port Macquarie campus.

Students are invited to attend the Port Macquarie campus on their Biomed Lecture days. Please contact Bronwyn Moore for the timetable and notify her of your interest in attendance. Tonia Law at Kempsey District Hospital should also be advised in advance to ensure this does not impact your timetable at Kempsey.

Port Macquarie is approximately 35mins drive from Kempsey, any travel to and from Port Macquarie is at a students' own expense.

MAP – Hospital / Accommodation Locations



Orange

Orientation

On the Monday morning students need meet with the Medical Admin Officer at 8:15am where they will sign for envelopes containing access cards, keys and timetable for placement. Compulsory Campus Orientation is at 8.30am in the Poplars Building.

Campus enquiries should be directed to Deborah Scoins, who can be contacted on 02 6369 8736 or emailed on: WNSWLHD-MHDAMedicalAdmin@health.nsw.gov.au.

Accommodation

Students are accommodated onsite at Gosling Creek Guesthouse from the Sunday night prior to placement through until 10am on the last day of placement. Luggage can be stored on the final day in an office if required.

This accommodation houses staff and students from many disciplines, but also family members of patients – students are asked to please keep this in mind as you go about your business. The accommodation is easy walking distance to the units/hospital but is approx. 6km from centre of town.

Students should go to the General Hospital (Orange Health Service) when they arrive on the Sunday to collect keys for accommodation. If arriving at a late hour, students may be required to go to emergency desk to obtain keys.

The guesthouse is managed by Bloomfield Hospital Nursing Administration (02 6369 8840).

What will it cost?

Cost at Gosling Accommodation is \$10/night. Payment is required in the first week of placement and is arranged directly with the Nursing Office, please contact them for further information.

Rooms are to be vacated by 10am on morning of departure; keys to be left in the key box near the front door of the guest house on departure.

Remember to take your key whenever you leave your room (doors lock on close). A replacement fee will be charged for all lost or damaged keys. If you lock yourself out contact the Bloomfield Campus Nurse Manager on (02) 6369 7723 – security will be contacted to assist.

Accommodation Policy

To make the stay of all guests comfortable, students and visitors are asked to respect the privacy and safety of others. Guests who show disrespect for others or fail to comply with the guidelines will be asked to leave.

Linen

Students will be provided with two towels and bed linen weekly. Rooms are serviced on Fridays.

Getting to Orange

Travel times are 4 hours by car, 5 hours by train, and 50 minutes by air.

Equipment Hire

There are free UNSW bikes for hire, please see Deborah Scoins to obtain keys.

Placement Information

Bloomfield Campus is a Mental Health and Drug & Alcohol Service in Orange and students complete a placement here for Psychiatry.

ClinConnect

It is the responsibility of each student to make sure they are ClinConnect compliant and this information is up to date so that the clinical placements are not affected by non-compliance and therefore not meeting 100% attendance rules.

Transport

There is a public bus service between the hospital site and town (approximately 5kms away). There are also a number of taxi companies available. A car would be beneficial in winter as it gets very cold.

Attendance and Notification of Absence

See "[Attendance requirements on short-term placements](#)".

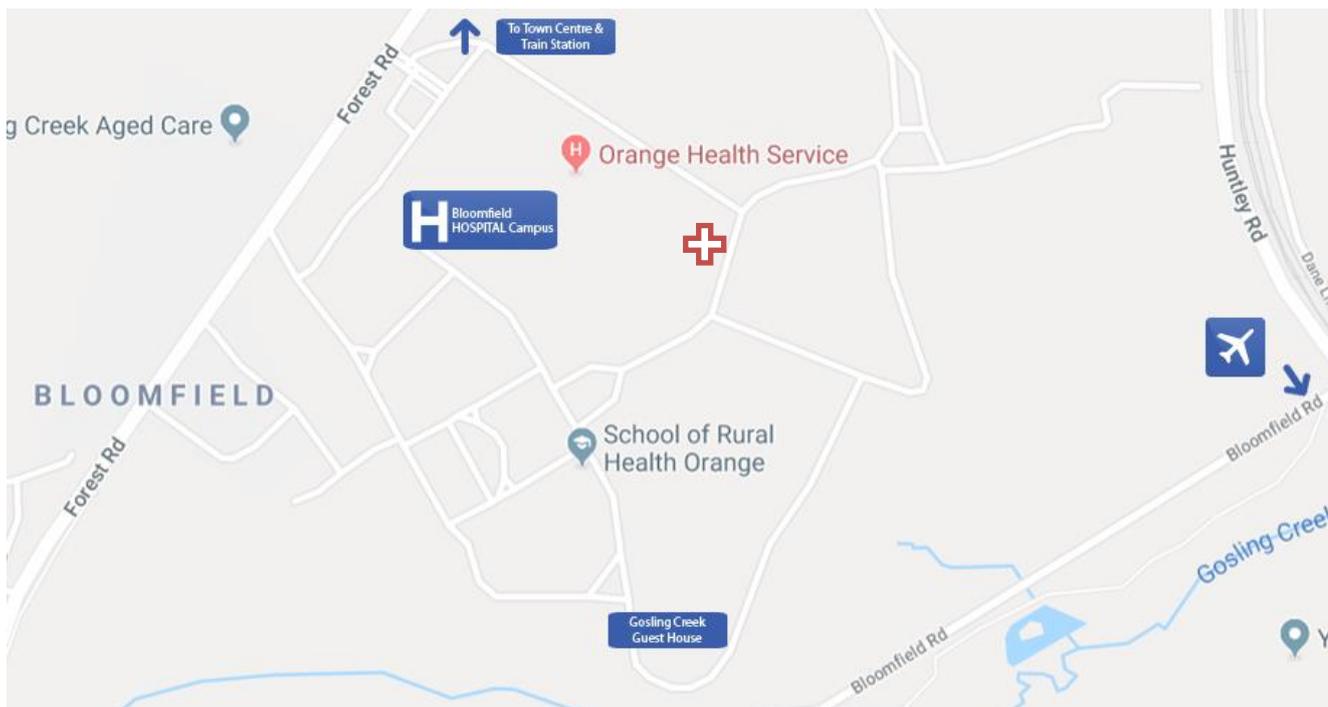
Computers, Internet and IT

There is no internet/wifi access at the accommodation. There are two other university buildings onsite that offer access to eduroam during business hours.

Videoconference facilities

N/A

MAP – Hospital / Accommodation Locations





Port Macquarie

Orientation

The Port Macquarie Campus of the Rural Clinical School is located next to the Port Macquarie Base Hospital. The campus is spread across two adjacent sites, 20 Highfields Circuit and 26 Highfields Circuit.

Accommodation

There is limited university-supplied accommodation in Port Macquarie for Year 1 students. Other Port Macquarie students usually board / share / rent in the local community.

Contact the Port Macquarie campus for information on rental options: (02) 5524 1500.

Getting to Port Macquarie

Travel times from Sydney are 4.5 hours by car, 8 hours by train, 1 hour and 5 minutes by air.

The Port Macquarie Airport is on the outskirts of the town and 10 minutes' drive from the Rural Clinical School campus. The best way to get to and from the airport is with the local taxi service which can be contacted on (02) 6581 0081. Qantas and Virgin Australia have flights to Port Macquarie.

Equipment Hire

There are no bicycles or other equipment available through the Rural Clinical School in Port Macquarie.

Placement Information

ClinConnect – It is imperative that all students are deemed compliant within the ClinConnect system before arrival at the Port Macquarie Campus. Students are responsible for their compliance with ClinConnect.

Compliance is checked prior to students arriving. Students are contacted if there is a compliance problem and will be requested to finalise their compliance before arriving in Port Macquarie. The campus can be contacted on (02) 5524 1500.

Student ID – Hospital Security cards are issued to students at the beginning of their placement. The Security Cards should be shown at all times within the hospital for security and identification purposes along with the UNSW student ID card. If an ID card is lost or stolen, please advise campus staff immediately.

Textbooks for Phase 2 and 3 for all courses and disciplines are available at the campus. In addition; there is a library at the Port Macquarie Base Hospital which is available to all students.

Transport

Students planning to study at the Port Macquarie Campus are advised to bring their own cars. Public transport is available in the form of buses to and from the hospital, but the service is limited.

https://www.busways.com.au/region/port_macquarie.

There is a taxi service in Port Macquarie which can be contacted on (02) 6581 0081.

Attendance and Notification of Absence

Students are required to attend timetabled lectures and clinical placements. The course requires 100% attendance but most of the academic teaching staff volunteer their teaching time so all of the student cohort should be in attendance at the teaching sessions. If students require a leave of absence for any reason, they should provide the Director of Medical Education (A/Prof Ray Hodgson) and Campus Services Coordinator (Julianne Weatherley) with a written leave request for approval. If a student is sick and unable to attend lectures or class, please notify a member of the Education Support team as soon as possible. Notifications can be done by email or phone or TEAMS.

Computers, Internet and IT

The student computer lab is equipped with 18 desktop computers and a printer. The computers are configured with UNSW SOE and run Windows 10 with applications including Microsoft Office.

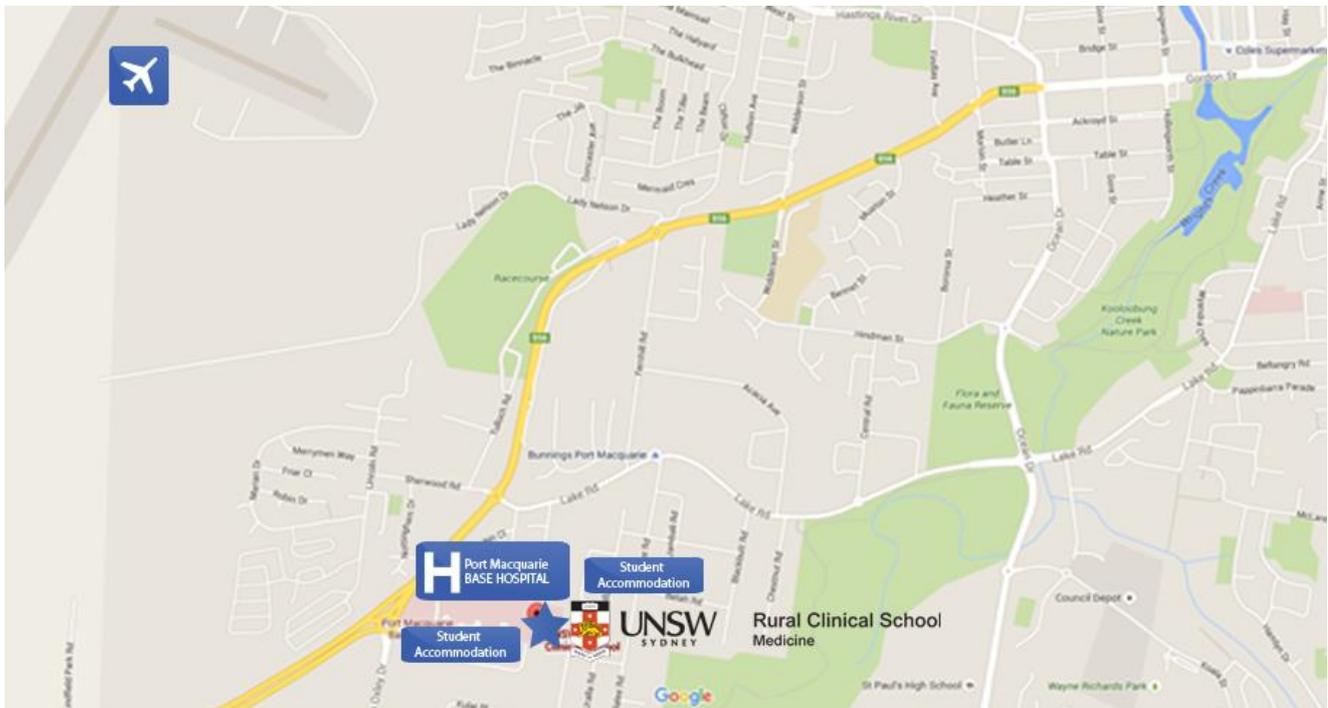
Uniwide access is available within the campus.

After-hours access to the building is available to students between the hours of 6am and 10:30pm including weekends.

Videoconference facilities

Port Macquarie has videoconference facilities in lecture theatres and meeting rooms which students may use. Bookings for these facilities are coordinated via email with [reception](#) or on (02) 5524 1500.

MAP – Hospital / Accommodation Locations



Wagga Wagga

Orientation

Orientation sessions for all student year groups take place at Wagga Wagga campus at the start of Summer Teaching Period (Year 5) and Teaching Period 1 (Phase 2 and Year 6) each year. It is expected that all students be present for this. Participation in orientation sessions during the first week at campus is essential for students' access to Wagga Wagga Base Hospital (WWBH) wards and clinics.

Accommodation

Students will need to source their own accommodation whilst on placement in Wagga Wagga. Contact the Wagga Wagga campus of the Rural Clinical School for information on accommodation options whilst on placement in Wagga: 02 6933 5111

What will it cost?

Long term students – rental accommodation such as units and houses are readily available in Wagga Wagga from approximately \$250-300 for a 2-3 bedroom house. Staff at the Rural Clinical School will help with rental references for accommodation where appropriate. Shared housing can be found for \$100-\$150. Rental properties are usually available within walking distance to the hospital.

Linen

Students will be required to supply their own linen for long-term placements.

Getting to Wagga Wagga

Wagga Wagga sits almost halfway between Sydney and Melbourne being 452 kilometres southwest of Sydney and 456 kilometres northeast of Melbourne. Wagga Wagga is a halfway stop on the Sydney to Melbourne railway with daily passenger services between the two cities. The Sturt Highway, part of Australia's National Highway network, passes through the city on its way from Adelaide to its junction with the main Sydney to Melbourne route, the Hume Highway, a further 45 kilometres east.

Travel times are 5 hours by car, 6 hours by train, 1 hour and 10 minutes by air.

Equipment Hire

Not applicable at Wagga Wagga.

Placement Information

ClinConnect - It is imperative that all students are deemed compliant within the ClinConnect system before arrival at the Wagga Wagga campus. Students are responsible for their compliance with ClinConnect.

Compliance is checked by Campus administration staff prior to students arriving. Students are contacted if there is a compliance problem and will be requested to finalise their compliance before arriving in Wagga Wagga. There are no bulk compliance checks at Wagga Wagga campus.

Student ID – Photo Security Access cards are issued to students by the MLHD – Wagga Wagga Base Hospital at the beginning of their placement. The ID cards should be worn at all times within the hospital for security and identification purposes. Please advise Hospital of any lost or stolen cards.

Health and Safety - Students are required to comply with all health and safety guidelines and Work Health & Safety policies and procedures must be adhered to. Health and safety incidents must be reported online through MyUNSW. All UNSW-related incidents are reported online through MyUNSW. If an incident off-campus occurs, it must be reported to the relevant supervisor. If an incident occurs in an NSW hospital, use the IMMS reporting system with the assistance of your supervisor, if in a GP clinic inform the GP/practice manager. All incidents, whether on or off campus, should be reported to campus administration.

Textbooks for Phase 2 and 3 for all courses and disciplines are available at the campus. There is a library which is situated on UNSW premises (Harvey House) students are welcome to use.

Transport

Wagga Wagga Airport is located approximately 12 km from the Rural Clinical School. A taxi service is available for transport to town. Qantaslink operates direct flights to and from Sydney and REX operates direct flights to and from both Sydney and Melbourne.

Firefly Express Coach Service has daily departures to Adelaide, Melbourne & Sydney. From \$55 per person, one way travel between Wagga and Sydney and from \$55 per person one way between Wagga and Melbourne.

NSW Train Link's train and coach network links Wagga Wagga with Melbourne, Canberra, Sydney, Brisbane and regional NSW. The railway station is located at Station Place in the CBD, approximately 1 km from the Rural Clinical School.

There is a local bus service around most areas of Wagga Wagga for travel to and from the hospital and to the main shopping centre, which is located approximately two kilometres from the hospital. Wagga Wagga Base Hospital is located in Edward Street (which is the Sturt Highway for those driving to Wagga), and is approximately one kilometre west of the railway station.

Long stay students renting privately beyond walking distance of the hospital will need access to private transport as the bus service is irregular.

Attendance and Notification of Absence

Students are required to attend timetabled lectures and clinical placements. The course requires 100% attendance but most of the academic teaching staff volunteer their teaching time so all all of the student cohort should be in attendance at the teaching sessions. If students require a leave of absence for any reason they should provide the Head of Campus and Administrative Officer with a written leave request for approval. If a student is sick and unable to attend lectures or class a member of the administration team should be notified. as soon as possible. Notification can be done by email or phone.

Computers, Internet and IT

The student computer lab is equipped with 12 computers and a printer. Additionally, students can access the computers after hours as outlined below. The computers are configured with UNSW SOE and run Windows 7 with applications including Microsoft Office.

Uniwide access is available within the campus.

After-hours access to the building is available to students between the hours of 6am and 11pm weeknights and during weekends for the duration of the placement. An after-hours access form will need to be completed at the start of placement and a proximity device will be issued by IT.

Videoconference facilities

Videoconference facilities are available within the school for access to additional teaching resources provided from Sydney. These can also be used for attending meetings and events run by the relevant student organisations and societies.

MAP – Hospital / Accommodation Locations

