Rural Clinical Placement Handbook 2020

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Shepparton. Going Rural Health.
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General Information for Students

The aim of clinical placements in Rural Community Health Centres is to provide students with integrated learning in a rural setting. In addition, students may experience a range of clinical and community experiences to enhance the development of clinical skills in diagnosis, treatment planning and treatment of oral conditions. The placement also aims to provide students the opportunity to experience a greater diversity of individual and group strategies to resolve oral health problems within the community.

This is a valuable experience and can be incredibly rewarding both personally and professionally. This handbook is designed to provide important information to assist you through the experience.

Attending rural clinical placements

During rural clinical placements students are expected to conform to the rules and policies of the placement agency. These will be outlined by the agency staff at or before the commencement of the rotation placement.

Dress

- Dress appropriately and professionally for your clinical placements. (i.e.; No denim)
- Wear the protective clothing / equipment provided by the agency or that you are requested to provide yourself, example: safety glasses and enclosed (including heal) footwear.
- Your photo University/School ID must always be worn.
- BOH students are expected to wear their UoM tunic at Goulburn Valley Health in Shepparton and Moe/Morwell

Personal Belongings

- Mobile phones are not permitted to be used in surgeries.
- Do not take valuables with you on placement as there may be no secure place to store them and the placement agency will not be held responsible for any loss or damage to your personal property.
- Locks are provided on your bedroom doors and it is recommended that they be used when you’re out.

Attendance

Students are expected to attend the placement for the full day every day that they are rostered. Students are not expected to work hours in excess of a normal working day.
Students who are unable to attend their placement for any reason must notify the Melbourne Dental School before 8.45am on 03 9341 1503 and their rostered clinic as directed at the local orientation.

In addition, please email your year coordinator and students must provide the School with a medical certificate and complete a HANDS form to cover the period of absence within 3 days of returning to class or clinic.

IMPORTANT: Students must NOT SWAP their sessions.

Students must not arrange a placement with another student. Any changes must be discussed with and approved by the Year Level Coordinator. The Melbourne Dental School staff will notify the clinic staff of the change and where possible, arrange for a student to replace you.

**Patient consent to treatment by students**

Staff at the clinic will obtain consent from each patient you treat and patients will be made aware that their participation is voluntary. Patients are free to agree to or refuse student treatment and they will be reassured that their treatment will in no way be affected by their decision.

It is important that you introduce yourself to the patient and explain that you are a final year Dental or Oral Health student.

**Confidentiality**

Students are expected to uphold the same standards of confidentiality as qualified dental staff. Patient consent assumes this standard. This establishes an implicit agreement about confidentiality, you may however be required to sign a formal confidentiality agreement by the placement provider.

Remember that details other than patient name can be identifying in some circumstances so take care with these details. As with your experiences at the Royal Dental Hospital of Melbourne, discussing patient cases with your fellow students and tutors is an important part of dental education. However, remember not to use names or information that may identify your patient to others and be mindful where these discussions take place. (NB: Do not discuss Patients or treatment in shared staffrooms)

**Clinical Compliance**

**Police check**

The Melbourne Dental School’s placement program operates under arrangements with Community Health Centres whereby the CHC may request evidence that all students on placements have undergone and hold a current police check. If the student cannot produce a current police check with no advance incidents recorded the placement provider may refuse to allow the student in the clinic. Consequently, the student may be unable to obtain enough clinical experience to complete the course.
Please note, students are to provide their Police Check to Mr David Todd at Goulburn Valley Health at the beginning of their Shepparton Placement. Students attending Latrobe Community Health Service will be directed to complete appropriate forms on the LCHS website.

**Working with children check**

Students are legally required to obtain a Victorian Working with Children Check and ensure it remains valid for the entire duration of their studies in a clinical or community environment. Interstate placement providers may also require students to receive an equivalent clearance from that state or territory.

If your check has expired or you have never had a WWCC, you need to apply for one online.

**Infection and Immunisation**

Participating in a student placement, particularly in a healthcare environment, bears a risk that infection might occur between you and a patient or client. These risks cannot be eliminated, but they can be minimised.

The University of Melbourne and our placement partners take the prevention of infectious disease transmission very seriously and require that students provide evidence of their infection and immunisation status.

All students must complete an annual Australian Police Check, TB Screening test and Student Declaration (including blood borne viruses screening). Once the documents have been completed, they must be submitted via Sonia, the online portal.

By final year, you should have already been immunised against various diseases including Hepatitis B, measles, mumps, rubella and varicella. You should be vaccinated against Pertussis every 10 years. Evidence should be provided via Sonia.

Complete details or pre-placement requirements are found on the FMDHS Student Placements website:

https://mdhs.unimelb.edu.au/study/current-students/placements/students/requirements

**Hand hygiene and First aid certificates**

All students must obtain and submit an appropriate First Aid Certificate within the first 4 weeks of Semester 1 in their first year. Acceptable Australian First Aid courses must be HLTAID003 Provide First Aid or equivalent. Overseas First Aid training will be accepted if the course contains First Aid with CPR.

To check that your Australian First Aid training is nationally recognised, search for the training organisation name or RTO number at training.gov.au and check for the course code (eg HLTAID003) under the Scope tab, Units of Competency.

You will need to take your certificate with you on placement.
Safety in the clinic

If you have any concerns about your safety whilst on placement advise the clinic staff and contact the School immediately via your year level coordinator.

Please ensure you report all incidents/injuries experienced, such as sharps/needlestick injuries etc., to the clinic staff discreetly and immediately, particularly while the source patient is still in the surgery as follow up blood tests may be required and follow the clinic incident management policy and process. The clinic will also notify the School via your Year Level Coordinator and this will be reported via the university’s enterprise Risk Management System.

The University also provides many support services to students. For further information, feel free to contact the following programs and services:

**Safer Community Program:** [https://safercommunity.unimelb.edu.au/](https://safercommunity.unimelb.edu.au/)

**Counselling and Psychological Services:** [https://services.unimelb.edu.au/counsel](https://services.unimelb.edu.au/counsel)

**Chaplaincy:** [https://services.unimelb.edu.au/chaplains/home](https://services.unimelb.edu.au/chaplains/home)

Rural Dental Rotation

**Introduction**

The Rural Dental Rotation (RDR) of the Melbourne Dental School, University of Melbourne is designed to provide final year DDS and BOH students with training and education in a rural context. It is hoped that the student exposure to the rural environment will encourage graduates to appreciate the rural culture and be part of the workforce in rural and remote areas of Australia.

Students will focus on a population health approach where oral health is recognised as an integral part of general health. Participation in oral health education and promotion of the community will be a major component of the non clinical activities.

Students will be allocated to either the Shepparton Placement or the Moe Placement.

Clinical services will be provided to the clients of the following clinics:

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Goal

One of the goals of the RDR is to provide students an understanding of the oral health issues of rural communities and to equip them with the ability to manage oral health related problems specific to these locations.

Learning objectives

On completion of the rural clinic rotation students should be able to discuss:

• Oral health differentials between rural and metropolitan environments.
• Difficulties in accessing oral health care services.
• Issues related to cultural safety components of which will relate to the Indigenous community.
• Patient confidentiality of dental practice in small populations.
• The team approach to health practice in rural settings; in the dental clinic and in other health programs.

(Adapted from the Rural Health Rotation, Dept of Rural Health, UoM, Shepparton)

Structure

Orientation

• Induction on arrival in Shepparton and Moe by the staff of Goulburn Valley Health in Shepparton and Latrobe Community Health in Moe.
• On day 1 (pm) week 1 of each rotation the students at Shepparton will be engaged in activities at the School of Rural Health including information on accommodation, and introduction to rural health
• On day 1 (pm) week 1 of each rotation the students at Moe will begin seeing patients in clinic.
• Students are rostered to various activities and placement types for a duration of 5 weeks

Please refer to the respective clinical roster for further details of the individual student schedule in Shepparton and Moe.

Clinical activities

Students will be based at the Community Dental clinics in either Shepparton or Moe.

Students are expected to provide clinical dental services to the clients of the Community dental clinics as follows:

• Participation in general dental practice where patients would be appointed from the waiting lists. These sessions will allow students to gain experience in examination, diagnosis, treatment planning and sequencing, and of treatment procedures.
• Provision of removable dental prostheses (to be carried out as an on-going process with students to follow up the same patient/s as far as possible) to the clients of the GVH and Rumbalara dental clinics. This activity will be limited to DDS students. The type of prosthodontic work will involve only partial dentures, repairs and relining of dentures.
Treatment of patients requiring emergency dental care depending upon student scope.

(The technical procedures for removable Prosthodontics will be provided by the laboratory technicians)

Rumbalara Aboriginal Co-operative - Dental Clinic

Considering most patients visiting the clinic have medical conditions that are known risk factors for oral diseases, students will be involved with oral health education and promotion for every patient along with the provision of treatment.

Learning Objectives

At the end of their experience at the GVH and Rumbalara community health centres students should be able to:

- Formulate a suitable treatment plan for the clients of the CHC after consideration of their individual and social needs.
- Identify factors associated with access to dental care and modes of management.
- Develop awareness of the specific oral health needs of the Aboriginal community.
- Recognize the impact of different ethnic and social factors on oral health care.
- Understand the issues connected to public relations and patient confidentiality in rural locations.
- Communicate effectively with the clients of the Community Health Centre by providing oral health education with the aim of reducing the burden of oral disease.
- Appreciate the effectiveness of the “Dental Team” approach by Dentists, Dental Therapists, Dental Hygienists and Prosthetists.
- Appreciate the team approach by the wider health sector of GVH and Rumbalara in the delivery of health care services.

Evaluation of Student Performance:

- Students are required to complete an attendance and logbook of all clinical procedures performed in the clinics. It is necessary for students to perform a wide range of treatment procedures, and their performance will be assessed by the completed clinical log book entries forms.
- Self-assessment by students and an assessment by the clinical demonstrators for each patient (to follow format provided by Subject convenors for each course).
- Coordination of the clinical program: Coordinator of the Rural Dental Rotation, Melbourne Dental School to liaise with the supervising dentists and oral health practitioners at GVH and Rumbalara.
- Assessment of Group Project presentation as per subject requirements.

Students are required to complete their clinical log sheets/rubrics for each patient and ensure their supervisor has also provided a grading a feedback.

Wrap up – Project Presentation and de-brief

- Presentation of student project
- Discussion of learning objectives and debriefing.
• Student feedback questionnaire to be completed.

At the conclusion of the session, students can leave the placement and return to Melbourne.

Arrival and Accommodation

Shepparton Placement

Students should arrive in Shepparton between the hours of 3pm and 6pm on the day before the start of the rotation. (Sunday)

Students are requested to inform Department of Rural Health regarding their travel arrangements and arrival time in Shepparton prior to their scheduled arrival date. Prior arrangement is necessary to receive the keys to your accommodation.

Your accommodation is at Kilpatrick Avenue, Shepparton

Information on personal items that you need to take

• Double bed Doona/Blankets
• Sheets
• Pillows
• Towels
• The unit has a full self-contained shared kitchen, so you only need to take food
• Laundry facilities in the unit consist of a washing machine, dryer and iron
• Personal items such as a hairdryer, soap, shampoo etc.

Wangaratta

Students allocated to Wangaratta during the Shepparton Placement, must contact Diane McIntosh via diane.mcintosh@nhw.org.au at least 2 weeks before placement for their compulsory pre-arrival orientation package. Please also contact Kay Williams kay.williams@unimelb.edu.au to arrange your accommodation on 57201700.

Accommodation is likely to be provided at Worland Road, Wangaratta.
Echuca
Students allocated to Echuca during the Shepparton Placement must contact Ms Carmel Beck – Clinic Coordinator at Echuca the Friday before your scheduled arrival into Echuca on 0400 571 954. Please leave a clear message if there is no answer.

Accommodation is provided on Leichardt Street, Echuca.

Moe Placement
Students should arrive in Morwell (location of Accomodation) on the Sunday before their placement begins on Monday.

Students are required to present to Melbourne Dental School office on the Friday before their placement begins in order to pay a refundable security deposit, collect keys for their unit and details of their accommodation.

Students will be allocated to one of the self-contained units on either Ann street or McLean street, Morwell.

Students are also required to contact Ms. Rosemarie McCaw. Details are 0458091363 or 51365398 or Ms Caroline Koedyk on 0422 582 343.

Information on personal items that you need to take:
- Double bed Doona/Blankets
- Sheets
- Pillows
- Towels
- The unit has a full self-contained kitchen, so you only need to take food
- Laundry facilities in the unit consist of a washing machine, dryer and iron
- Personal items such as a hairdryer, soap, shampoo etc

Further, on the first day of your rotation, you will need to report to Rosemarie or Caroline at Latrobe Community Health Service 42-44 Fowler Street Moe at 9.00am.

For any maintenance matters at Morwell, please contact:
**Non-urgent:** Rosemarie McCaw Latrobe Community Health on 1800 242 696
**Urgent:** Caroline Koedyk on 0422 582 343

**Transport and Orientation**

**Shepparton Placement**

Shepparton is located approximately 181 kms north-northeast of Melbourne.

The School recommends that students use public transport to their rural placements. Details on how to use Victorian public transport can be found via the Public Transport Victoria (PTV) website: [https://www.ptv.vic.gov.au/](https://www.ptv.vic.gov.au/).

PTV have a helpful Journey Planner tool which can be used to establish the best travel plan. This is found here: [https://www.ptv.vic.gov.au/journey/](https://www.ptv.vic.gov.au/journey/).

It takes between 2.5 – 3.5 hours to travel to Shepparton from Melbourne depending on mode of transport.
Shepparton to Cobram

There are 2 options to get from Shepparton to Cobram:
- Bus – approximately 1 hour
- Drive – Approximately 52 minutes

Shepparton to Wangaratta

There are 3 options to get from Shepparton to Wangaratta:
- Bus – approximately 1 hour 15 minutes
- Train – Approximately 3.5 hours
- Drive – Approximately 1 hour 10 minutes

Shepparton to Echuca

There are 3 options to get from Shepparton to Echuca:
- Bus – approximately 1 hour
- Drive – Approximately 65 minutes
- Ride-share – The senior dentist at Echuca may be able to take you to Echuca from Shepparton

Cab Vouchers for Echuca and Wangaratta (only)

If you are allocated to Echuca or Wangaratta and you:
- Do not have access to a vehicle or carpooling
- Are allocated by yourself and do not have your own vehicle or do not wish to use public transport
You can collect 2 cab vouchers (one for the Monday and one for the Friday) from the School Office on level 4 which will get you to and from Shepparton for Echuca and Wangaratta placements. Upon return from your rural placement, please return the cab voucher stub and receipt to the School Office. Please note, if two students are allocated to Echuca or Wangaratta and no vehicle is available, it is expected that both students travel together using the cab voucher. Unused vouchers must be returned to the School Office.

**Moe Placement**

Moe is in the Gippsland region of Victoria and is approximately 130 kms east of Melbourne. Moe is the location of the Latrobe Community Centre and the site of your clinical placement.

Morwell is a town in the Latrobe Valley area of Gippsland and is the location of the accommodation. Morwell is approximately 17 kms from Moe.

The School recommends that students use public transport to their rural placements. Details on how to use Victorian public transport can be found via the Public Transport Victoria (PTV) website: [https://www.ptv.vic.gov.au/](https://www.ptv.vic.gov.au/).

PTV have a helpful Journey Planner tool which can be used to establish the best travel plan. This is found here: [https://www.ptv.vic.gov.au/journey/](https://www.ptv.vic.gov.au/journey/).

It can take approximately 2.5 hours to get to Morwell.

**Morwell to Moe**

A regional bus or v/line train can take you from Morwell to Moe. For details, please go to the PTV website.
The journey takes approximately 30 minutes and the walk to the Moe clinic from the Moe bus/train stop is 5 minutes.

SHEPPARTON PLACEMENT

School of Rural Health – Shepparton
Shepparton Office
Rural Health Academic Centre
University of Melbourne
49 Graham Street
Shepparton VIC 3632
Tel: 03 5823 4500
Fax: 03 5823 4555
Email: rhac-info@unimelb.edu.au

Accommodation in Shepparton
Contact: Department of Rural Health - Accommodation
Ph: 03 5823 4504
Email: drh-accom@unimelb.edu.au

Goulburn Valley Health Dental Clinic
Location: 48 Graham Street, Shepparton VIC 3630
Phone: (03) 5832 3050
Emergency contact: David Todd (03) 5832 3093 or Rose Macdonald 0431 746 304
Clinic times: 9 am – 5 pm (arrive 8:45 am at least)
Transport: will not be provided

Northeast Health Wangaratta
Location: 4 – 12 Clark St, Wangaratta
Phone #: (03) 5722 5325
Emergency contact: Karen Spokes 0427 290 369
Accommodation will be provided – contact person: refer to prior emails from the University.
Transport: Refer to email from University
Clinic times: 9 am – 5 pm (arrive 8:45 am at least); if first time arrive for orientation at 8:30 am sharp – refer to prior emails.

**Cobram District Health**
Location: 2 Charles St, Cobram
Phone #: (03) 5871 0777 (opt 2)
Emergency contact: Sue Gilham 0419 591 011
Accommodation: from Shepparton.
Transport: **WILL BE PROVIDED** (further details at Orientation)

**Echuca Regional Health**
Location: The Hopwood Centre, Leichardt St, Echuca.
Phone #: (03) 5485 5820 or 5485 5821
Emergency contact: Dr Anil Ragade 0452 478 172
Accommodation *will* be provided – Refer to the email from the University
Transport: will not be provided however Anil can drive you up from Shepparton Monday morning and back Friday afternoon.
Clinic times: 8:30 am – 4:30 pm.

**Rumbalara Aboriginal Cooperative**
Location: 20 Rumbalara Rd, Mooroopna VIC 3629
Phone #: (03) 5820 0000
Emergency contact: Tracey Hearn 0417 033 009
Accommodation: from Shepparton.
Transport: will not be provided.
Clinic times: 9 am – 5 pm (arrive 8:45 am at least)

**Moe Placement**

LaTrobe Community Health Service
Contact: Rosemarie Mccaw
Phone: 5136 5398 / 0458091363
Email: rosemarie.mccaw@lchs.com.au
42-44 Fowler Street, Moe

Contact: Ms Caroline Koedyk
Phone: 0422 582 343
Email: ckoedyk@unimelb.edu.au
42-44 Fowler Street, Moe Thurs/Fri

Useful websites

Students are requested to check the following websites.

Information on School of Rural Health
http://www.ruralhealth.unimelb.edu.au

Information on the University in the Goulburn Valley

What to Bring & Accommodation info for Graham Street
http://www.ruralhealth.unimelb.edu.au/for%20students/accommodation/

Cobram District Health https://www.cobramdistricthealth.org.au/
Echuca Regional Health http://www.erh.org.au/