

Student Nurses



*Mental Health
Needs Assessment Service Coordination
(MHNASC)*

*Orientation Manual for Student Nurses
2022*

Student Name: _____

Preceptor Name: _____

Placement start date: _____

Placement end date: _____

Welcome!

We are looking forward to working with you

MHNASC

MHNASC values student nurses and recognises that there may be apprehension and anxiety over your first day in our dynamic environment. We want your student placement to be both enjoyable and educational so we have designed this guide to provide you with some basic facts about our service and us.

We are aware that students are at different levels in their educational journey. All we expect from you is a willingness to learn and make the most of the clinical time with us. We expect you to be open and honest and you can expect the same from your preceptor at MHNASC.

We work as a team at MHNASC and invite you to become part of that team while you are with us. We will try to provide learning opportunities for you and we encourage you to avail yourself of any learning opportunity that arises. Please feel free to ask questions at appropriate times. Remember there is no such thing as a silly question. We are all aware that we haven't always had the specialist knowledge that we now have and probably some of our current knowledge was gained by asking questions. Remember, when in doubt, overwhelmed, confused, uncomfortable, or unsure, please approach/communicate with your preceptor.

If you can think of any way in which we can help to improve your student experience at MHNASC we would value your comments.

Before your placement is complete, we will ask for an evaluation of your learning experience.

With thanks, MHNASC team.

WHAT IS MHNASC?

MHNASC is a specialist mental health service funded by CCDHB (Capital & Coast District Health Board) and HVDHB (Hutt Valley District Health Board) to provide service users and their whānau/family with optimum support in the community that best meets their needs, to ensure they are able to develop their full potential from within the resource base that is accessible to service users of the CCDHB and HVDHB mental health services.

The MHNASC team comprises of registered mental health professionals who assist service users to access support to meet their needs and goals in mental health recovery. The team is also supported by administration staff.

Roles of the team include:

- Referral screening to access Te Ara Pai and Hutt community support services
- Provide assessments and service coordination for people considered to have high or complex support needs
- Collaboration with under 65 NASC – Capital Support (CCDHB) and Life Unlimited (HVDHB)), and over 65 NASC – Care Coordination (CCDHB and HVDHB)
- Coordination of entry to/from Housing & Recovery Services
- Provide reviews for people in Housing & Recovery Services
- Provide reviews for people using community support services
- Coordination of entry to/from Te Korowai Whariki Regional Rehabilitation Services for CCDHB and HVDHB beds

MEETINGS

We have a morning meeting on Monday, Tuesday, Wednesday and Friday and a weekly multi-disciplinary team meeting on Thursday morning, while also attending other regular meetings with inpatient units, community mental health teams etc.

WHAT IS THE HUB?

The Hub is a virtual service hosted by the MHNASC team.

Referrals are received at the Hub for processing. Processing includes checking for eligibility and clarification of which services are required and which providers have

capacity, and to ensure referrals are directed to the most appropriate service for the person. This may involve liaison with the referrer, the person, clinical teams and non-government organisation services.

WHERE WE ARE SITUATED

Level 8, BNZ Tower, 14 Hartham Place, Porirua. We also share the floor with the Porirua community mental health team. The team 'hot desk' from the bases of all community mental health teams.

CONTACT NUMBER

(04) 381 1631

OFFICE HOURS

8am to 4:30pm, Monday to Friday.

CAR PARKING

Staff who travel to work in private vehicles utilise the all-day car parks near the BNZ Tower, in particular near the Bunnings building. There are also two sites in Hagley Street where you can pay for parking – one is the old Challenge Service Station site and the other is the Police Station.

FOOD/BEVERAGE

Tea and coffee is available from the kitchen and there is a water cooler situated in the reception area. The staff room is generally where staff gather to have their breaks. There are also numerous food outlets and supermarkets nearby.

Your Preceptor

ON YOUR FIRST DAY

You will be allocated a preceptor who will schedule time with you and introduce you to key staff. Your preceptor will coordinate the development of a schedule of your time with us, and show you where this is located.

The preceptor is available to support and discuss with you your clinical learning objectives. Please ensure that your learning objectives and any other student assessment that requires sign off by the preceptor is also discussed on the first day. This will help the preceptor plan their workload.

We will endeavor to ensure that you mainly work with your preceptor however it will be useful for your learning to have a more diverse overview by going out to the different areas with other members of the team.

If you have any concerns or questions, please do not hesitate to discuss with your preceptor, team leader or administration staff.

MHNASC Expectations of the Student Nurse on placement

EXPECTATIONS OF STUDENT NURSES

- ❖ It is expected that you arrive on time for your placement and if you are going to be late or absent, to call the MHNASC team on (04) 381 1631 and your tutor/CMA. If you call outside business hours, you can leave a message on the voicemail.
- ❖ The staff at MHNASC all wear tidy, comfortable, casual clothes. Excessive jewellery, jandals, revealing or tight clothing is not worn.
- ❖ Please wear your name badge at all times.
- ❖ You must complete the hours that you are allocated to work – if you are unable to do so please discuss this with your nurse, preceptor or clinical nurse specialist.
- ❖ It is your responsibility when your tutor/CTA first visits, to introduce them to your preceptor.
- ❖ It is important for your preceptor or the nurse you are working with that he/she is aware of your objectives.
- ❖ If you are not achieving your objectives, please speak to your preceptor or CNS before the last week of your placement.
- ❖ Please ensure all documentation you need to complete for the polytechnic/university is accomplished before the last days of your placement – your preceptor will **not** complete any paper that is given to him/her, if it is given in the last days of your placement.
- ❖ You can access the Orientation booklet on the CCDHB Intranet.

MHNASC Safety Measures

ACCESS TO MHNASC ON LEVEL 8, BNZ TOWER

Hours of access to Level 8 are 8:30am to 4:50pm. Access to the office is via a swipe card – you will need to sign in/out in the swipe card register (held at reception) daily.

CCDHB SMOKEFREE POLICY

CCDHB and HVDHB have a smoke free policy that promotes a smoke free environment. Staff, clients and visitors are not allowed to smoke in any CCDHB/HVDHB building or the grounds surrounding these buildings.

FIRE EVACUATION

Admin will go through this procedure with you.

FLEET VEHICLES

We have access to a limited fleet of CCDHB and HVDHB vehicles. As per DHB policies, only employees can drive these vehicles but student nurses can accompany staff.

HEALTH AND SAFETY

You will be required to complete a Health and Safety Questionnaire and will be responsible for reporting any workplace hazards and acting to prevent, eliminate or minimise any hazards. To report a hazard, please discuss with your preceptor, team member or administrator.

IDENTIFICATION

Please wear your name badge at all times.

INFECTION CONTROL

Hand sanitisers and gloves are made available.

MHNASC Treasure Hunt

This list is designed to help you become familiar with the environment, but is by no means exhaustive of all the things you will be required to locate.

Item	Location
<input type="checkbox"/> Who is/are the Health & Safety Representative(s)	Names:
<input type="checkbox"/> Fire alarms	
<input type="checkbox"/> Fire hoses	
<input type="checkbox"/> Fire extinguishers	
<input type="checkbox"/> The yellow hat	
<input type="checkbox"/> Fire exits	
<input type="checkbox"/> Evacuation muster area	
<input type="checkbox"/> Emergency telephone no. & reporting procedure	
<input type="checkbox"/> Stethoscopes	
<input type="checkbox"/> Sphygmomanometer	
<input type="checkbox"/> Thermometers	
<input type="checkbox"/> Sharps containers	
<input type="checkbox"/> Hand sanitisers	
<input type="checkbox"/> Sterile Gloves	
<input type="checkbox"/> Patient NHI labels	
<input type="checkbox"/> Patient file notes	
<input type="checkbox"/> Personal alarms and how to activate	
<input type="checkbox"/> Meeting/handover room	
<input type="checkbox"/> Team Leader Office and contact no.	
<input type="checkbox"/> CNS contact no.	
<input type="checkbox"/> Preceptor contact no.	
<input type="checkbox"/> Administrator contact no.	
<input type="checkbox"/> Printer/photocopier/fax machine	

<input type="checkbox"/>	Document destruction bin	
<input type="checkbox"/>	Internal telephone directory	
<input type="checkbox"/>	What doors must be locked when staff are not in attendance	
<input type="checkbox"/>	How are Policies & Procedures accessed	
<input type="checkbox"/>	Service specific protocols	
<input type="checkbox"/>	Interview and Conference rooms	
<input type="checkbox"/>	How to report maintenance, faulty equipment, or hazards	
<input type="checkbox"/>	Incident Reporting	
<input type="checkbox"/>	Staff tea/lunch room	
<input type="checkbox"/>	What day of the week is the MHNASC team meeting	
<input type="checkbox"/>	When is the next in-service education session	
<input type="checkbox"/>	Where is the emergency water stored	

Evaluation of Clinical Experience

Nurse: _____

Date of placement: _____

Date of Evaluation: _____

Preceptor: _____

This evaluation is intended to offer feedback to the preceptor and their clinical area.

Clinical Learning	1 Strongly Agree	2 Agree	3 Neither agree or disagree	4 Disagree	5 Strongly disagree	Comments
The staff were welcoming and learned to know the students by their personal name						
The staff were easy to approach and generally interested in student supervision						
A preceptor was identified/introduced to me on arrival to area						
One preceptor had an overview of my experience and completed my assessment						
An orientation to the clinical area was provided						
My learning objectives were achieved						
I felt integrated into the nursing team						
I formally met with the "named preceptor" at least fortnightly						
There were sufficient meaningful learning situations in the clinical placement						
How was the Preceptor?						
The preceptor assessed and acknowledged my previous skills and knowledge						
The preceptor discussed my prepared learning objectives						
The preceptor assisted with planning learning activities						
The preceptor supported me by observing and supervising my clinical practice						
The preceptor was a good role model for safe and competent clinical practice						
I felt comfortable asking my preceptor questions						

The preceptor provided me with regular constructive feedback on my practice						
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Additional comments:

Please return this form to Team Leader or CNS