



## Continuity of Care Experience at Ashford Hospital in 2024

Dear Midwifery Student,

On behalf of Ashford Hospital, I would like to extend a warm welcome to you as you undertake your Continuity of Care Experience (COCE).

Prior to attending your COCE you are required to undertake a Hospital Orientation. There will be a number of Hospital Orientation Days held throughout the year. Please see the included flyer for 2024 Student Hospital Orientation dates. On the day of your Hospital Orientation please present at 0800 to the Ashford Hospital Warehouse (directly across the road from main reception). If you are attending multiple COCE, you must have completed one Hospital Orientation within a year of your planned COCE date. Orientations are only booked after a COCE has been confirmed by the University with Ashford Hospital.

All of your required evidence and other documentation will be checked and completed during orientation. Please bring proof of the following Mandatory Requirements – All evidence must be valid at orientation and the expected date of the COCE. You will not be able to undertake the COCE if any of the required evidence is omitted.

- Student Photo ID
- DCSI / National Police Clearance – Working with children, Vulnerable Persons & Aged Care (original)
- Medication Calculation Test 100% Pass Grade – completed within last 9 – 10 months
- Annual Basic Life Support completion (HLTAID010 & HLTAID009, or an institution based BLS course (e.g. Hospital))
- Annual Manual Handling completion
- Vaccination evidence and serology (refer to Immunisation Table). Prefilled training organisation documents are not accepted
- Annual Hand Hygiene Australia eLearning Certificate
- Annual Bloodsafe eLearning – Clinical transfusion
- Fit Testing evidence & details of P2 / N95 mask size (various styles)

You will also need to print off, fill in and bring with you the following documents:

- ACHA Confidentiality Agreement
- Mandatory Orientation Checklist Student and Work Experience
- WHS Safety Induction Checklist
- Student Details Form
- Evidence of a booked COCE at Ashford Hospital

On the day of your COCE please present to Ashford Hospital Main Reception and ask the reception staff to contact the Hospital Coordinator. You will be required to inform the Hospital Coordinator of your presence in the hospital prior to proceeding to Labour Ward. On arrival to Labour Ward, please speak with the senior nurse on shift to discuss your involvement with the patient and to have your ID and the completion of your orientation confirmed. If you have not undertaken an orientation session with all of your documentation confirmed, you will not be permitted to undertake the COCE.

If you are coming in between 2230 and 0700 please ensure that the Hospital Coordinator has been informed (by yourself via phone or by the senior ward nurse if they have phoned you) so that you will be allowed into the hospital after hours. To enter the hospital between 2230 and 0700 you will need to enter via the main entrance. Identify yourself to reception staff via the intercom which is located on the outside wall by the Main Reception doors. For safety reasons, please let the Hospital Coordinator know you are leaving upon completion.

You will need to wear your student uniform, closed duty shoes and your identification name badge. Car parking is available at the hospital multi story car park at a cost of up to approx. \$30.00 per day (subject to change). If parking in the street, please be mindful of the local parking restrictions. If you are walking to the car park between 2330 & 0530 you may request the Security Officer to escort you back to the car park. This may be requested via the Reception Desk. The availability of the Security Officer during this time will depend on workload and circumstances.

We look forward to meeting you on your first day.

Regards,

Elli Cussen  
Staff Development & GNP Coordinator

T 08 8375 5275 Ex 4563/4275  
elli.cussen@acha.org.au  
Ashford Hospital