Level 1, Clinical Practice Building, 1 James Cook Drive, JCU, QLD 4811
PO Box 217,

JCUHealth Pty Ltd
ABN 15 099 496 232

1 BACKGROUND

1.1 The name

The clinic branded JCUHealth, currently incorporates JCU Health Pty Ltd, the General Practice Medical Centre [illegible]

2 PURPOSE OF THIS DOCUMENT

This document provides staff and students a guide to expectations not covered elsewhere when working or on placement in the JCUHealth clinic spaces within the CPB.

We expect that all JCUHealth Pty Ltd and JCU personnel, including students, staff, temporary employees, casual employees and agents and staff engaged to work under contract will understand and respect the rights of the patients/clients, and each other, and conserve the facilities that are available in the building.

3 INFORMATION FOR PATIENTS, CLIENTS AND STAFF

3.1 Parking

Disability car parks are available at the rear of the building. People requiring assistance from the car park are able to call Reception for advice.

Staff and students are not permitted to park in the CPB car parks. JCU permit parking is available in adjacent car parks.

3.2 Access

Stairs and two lifts are available to access each floor of the CPB. The lifts are of different size and are able to accommodate an ambulance stretcher and specialized wheelchairs.

All areas are wheelchair accessible. A disability toilet and shower with hoist and oversize change table is available on CPB2 level 1. For assistance to access this facility staff and students should contact Reception. Picture based signage has been installed in common areas according to the necessary building standards. The lift buttons incorporate texture for visually impaired persons.

3.3 Mobile phones

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4 SECURITY AND SAFETY

4.1 Overview

JCUHealth Pty Ltd and JCU allied health clinics have responsibility for a large floor space and numbers of patients/clients as well as staff and students on placement. A significant amount of information is held within the clinic space which, like the other important assets, has value and needs to meet legislative requirem clin.2( )]TJ-0mpn.2(4.2(f)-3.27(.2(4.2(f)-a)-11.14(L)2.9(t)(s)pTTY)]Tr 0 T73 0d.7

4.4.2 Annual fire and emergency training

All students and staff must complete an annual JCU on-line CPB Fire Safety Induction Training and submit a copy of the certificate to the BOM before coming on placement or working within the building. The online training can be found at http://jcu.conceptsafety.com.au

4.4.3 Orientation

It is expected also that all students and staff will have been oriented to their placements at JCUHealth allied health clinics or the General Practice by the Clinical Educators or Clinical Leaders or responsible coordinator of the placement.

This orientation will include:

i.

GENERAL REQUIREMENTS FOR CLINICS, CLINIC STAFF AND STUDENTS IN JCUHEALTH

5.4 Shared facilities

i. Staff and student lounge, dining and kitchen areas – shared areas.
ii. Student hot desks and Staff hot desks – allocated on first in first served basis.
iii. Short term meeting offices (1 x round table seats 5, and 2 x desk with 3 chairs) for clinical academic discussions between staff and students, or staff – book through JCUHealth Reception.
iv. Photocopier and printing area, including "confidential waste bin".
v. Meeting room interactive whiteboard facilities – book through JCUHealth Reception.

5.5 Furniture

Furniture if moved, in the Student and Staff areas and rooms is to be returned to its original position

6.2 Management of Waste

6.2.1 General waste

General waste materials produced that do not fall into the clinical or related waste categories, but which may be lightly contaminated with blood or body substances (though not to such an extent that it would be considered clinical waste, i.e. not contaminated with 'expressible blood') may be disposed of through the general waste processes of the clinics but must not be accessible to children.

6.2.2 Bodily fluids

Across the clinics, the following procedure applies to managing blood and body fluid spills.

i) Quarantine the spill area

ii) Each clinic is responsible for providing their own spills kit and advising all clinical educators and students of its location. For spills in communal areas Clinic Leaders are to contact the BOM.

iii) Clean the spill immediately, utilise the spills kit and ensure personal protective equipment is used when cleaning blood and body fluid spills.

iv) Advise the Business and Operations Manager

v) Report potential contamination via Riskware accessible via the JCU website –

https://www.riskcloud.net/prod/default.aspx

6.3 Emergency and Safety management plans

The JCUHealth Clinic follows the JCU Emergency Procedures found in the JCU Building Warden training Powerpoint which is located on the JCU website https://www.jcu.edu.au/work-health-and-safety which includes a complete list of Emergency situations and how they should be managed. All JCUHealth JCU allied health clinic leaders are expected to be familiar with the JCU Fire Safety and Emergency Evacuation Program.

A flipchart of emergency procedures is also placed in each clinic. All staff and students are to be familiar with the Concept Safety Systems evacuation signs and the First 5 Minutes evacuation diagram within the CPB.

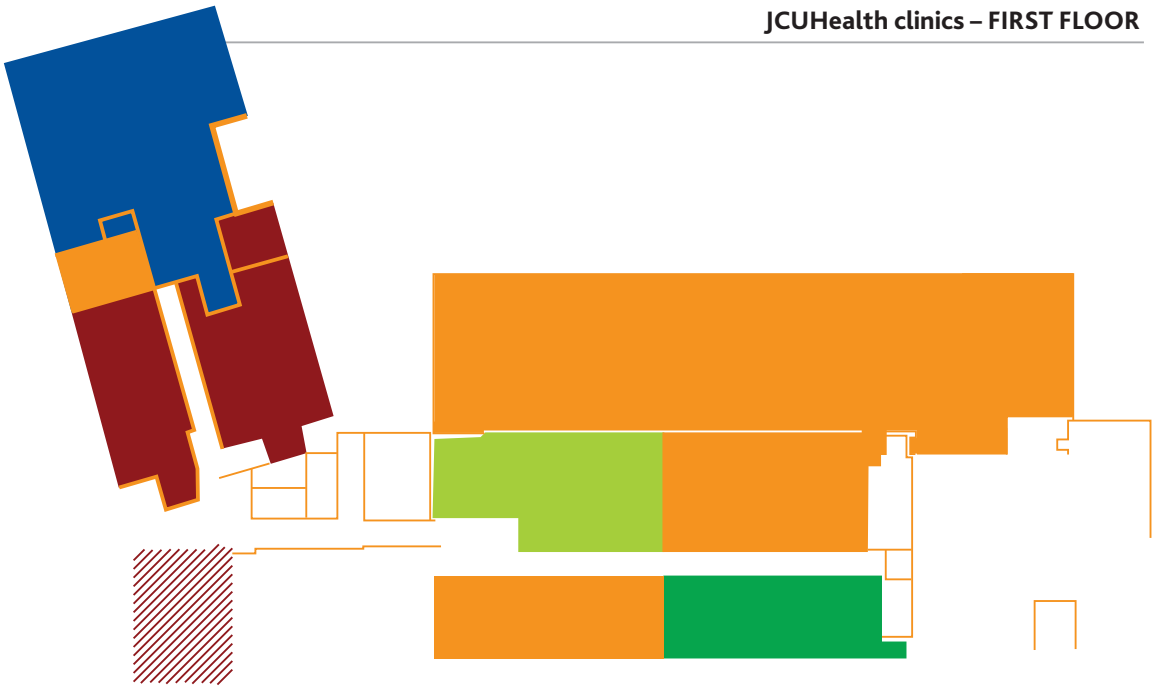
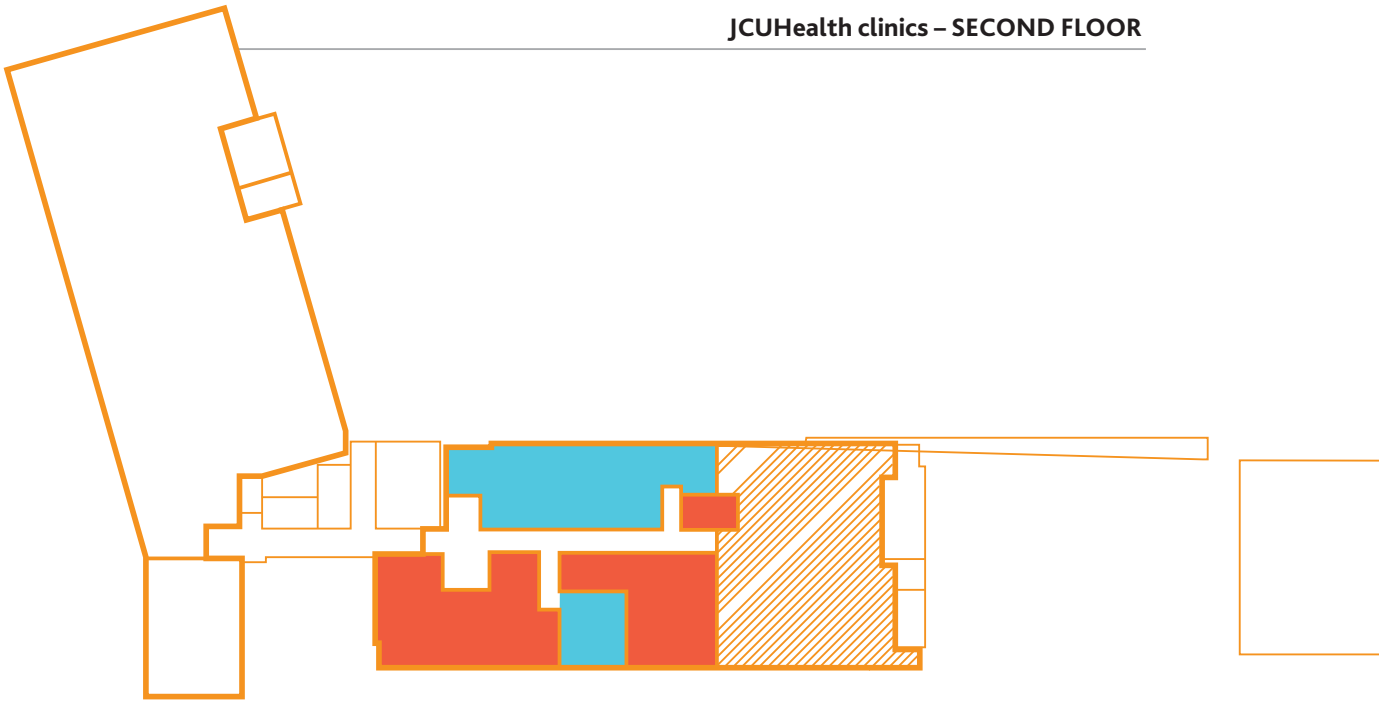
All Fire Wardens in the CPB need to be inducted to

CLINICAL PRACTICE BUILDING

JCUHealth

- PHYSIOTHERAPY
- INTERPROFESSIONAL CLINIC
- GENERAL PRACTICE
- EXERCISE PHYSIOLOGY
- OCCUPATIONAL THERAPY
- SPEECH PATHOLOGY
- PSYCHOLOGY

JCUHealth clinics – FIRST FLOOR



JCUHealth clinics – SECOND FLOOR