

Midwifery Student Information 2025

Welcome to Western Health

We are excited to have you here on placement

your Culture | *your Ability* | *your Identity*

We welcome you at Western Health





Contents:

- [Education/support contacts](#)
- [Ward Contacts](#)
- [Escalating concern/providing feedback](#)
- [Meet the teams](#)
- [Accessing and reading your roster](#)
- [What do I need to do?](#)
- [Gaining WeLearn access](#)
- [Security Access](#)
- [Fit Testing](#)
- [FAQ & Commonly access policies](#)
- [Student expectations](#)
- [Feedback book](#)
- [University requirements, Clinical assessments and MCATs](#)
- [Virtual tour](#)
- [Parking](#)



Education/Support Contacts

When to contact: The education team will make themselves known to you firstly via email, and then will touch base within your first 1-2 shifts.

The education team will work with you to complete appraisals/AMSATS (check your specific university requirements).

Shift swaps, sick calls, clinical or preceptor concerns should be escalated ASAP to the education team via the email address below.

Please do not request shift swaps via the Clinical Support Midwives.

Joan Kirner:

Midwifery Undergraduate Educator

0466 489 711

midwiferystudent@wh.org.au

Clinical Support Midwives JKWC

0401 430 804 & 0401 430 718

Clinical Midwifery Educators

midwiferyeducators@wh.org.au

Bacchus Marsh

Claire Josephs

Midwifery Educator Bacchus Marsh

5367 9882

Claire.Josephs@wh.org.au

HINT: SAVE THESE NUMBERS TO YOUR MOBILE



Ward Contacts

Joan Kirner

- **ANC:** AMUM 905 52100
- **Birthing:** AMUM 905 53036
- **MAC:** AMUM 905 53146
- **WW7:** AMUM 905 53081
- **WW8:** AMUM 905 53093
- **Clinical Support Midwife:** 0401 430 804/0401 430 718

Bacchus Marsh

- **ANC:** AMUM 5367 9106 **

**NB: Antenatal Clinic runs Wed – Fri ONLY.

- **Wards:** AMUM 5367 9615



Escalating Concerns & Feedback

If you;

- witness unsafe clinical practice
- witness or experience bullying
- Hear inappropriate language being used

Please report this to a CME/CSM or unit manager.

You can also utilize [EMPOWIR](#)

If you want to provide feedback about an educator or preceptor, please email rebecca.giarrusso@wh.org.au or phone 0466 862 161

For external supports, you can contact [Nurse & Midwife Support](#)

At the end of your placement, you will also be asked to complete a survey. This is completely anonymous.

We would greatly appreciate if you would take the time to complete the survey as it allows us to make adjustment to the student experience



Meet the team @ Joan Kirner

Rebecca Giarrusso: Midwifery Education Coordinator

Maeve Codd: Midwifery Programs Educator

Clinical Midwife Educators:

Educators are rostered Mon – Fri, AM shifts only.

Georgia Mutsaers: Undergraduates/Mid student Lead

Edwina Happel: WW7 & WW8 education lead

Hannah Scott: Birthing education lead

Gen Lawson Tavan: MAC education lead

Kim Stevens: ANC Education lead

Sophie Demediuk: Education Support

Clinical Support Midwives:

Clinical Support Midwives or CSM are rostered Mon – Sun across all shifts.

[0401 430 804](tel:0401430804) & [0401 430 718](tel:0401430718)

Marnie Brady

Anna Guastalegname

Rebecca LaFauci

Emily Brown

Eve Godber

Thalyta Nunes Galaverna

Emma Eastley

Maddison King

Kylie Valentine (ND only)



Meet the team at Bacchus Marsh

Unit Manager:

Naomi Eales

5367 9143

Naomi.eales@wh.org.au

Clinical Midwifery Educator:

Claire Josephs

5367 9882

Claire.Josephs@wh.org.au

Please note that clinical support midwives are not rostered at BM.

Roster

Logging on for the first time:

1. Open [RosterOn](#) or search for



rosteron.wh.org.au

2. **Username:** S student number e.g. S12345

Password: S student number e.g. S12345

You will then be prompted to change the password to one of your own. Please put a copy of the password in a safe place as you may need to use it again in the future.

If you've been to Joan Kirner or BM before:

1. Open [RosterOn](#) or search for



rosteron.wh.org.au

2. Username: S student number

Password: the same password you set the FIRST time you logged in

HINTS!

- If you are unable to log into the roster with a capital 'S', please try using a lower case 's' instead.
- If you have any issues logging onto the roster system please contact RosterONSupport@wh.org.au or midwiferystudent@wh.org.au to assist you further.
- If you cannot remember your password from a previous placement please call IT on 8345-6777 to reset it.

How do I read my roster?

B = Birthing			
Shift	Roster Key	Area	Shift Times
AM birthing	D-B	Birthing	0700-1530
PM birthing	E-B	Birthing	1300-2130
Night duty birthing	N-B	Birthing	2100-0730

Postnatal At Joan Kirner there are 2 postnatal wards. WW7 located on the 7 th floor and WW8 located on the 8 th floor			
Shift	Roster Key	Area	Shift Times
AM WW7	WW7- D	WW7 (Postnatal)	0700-1530
PM WW7	WW7- E	WW7 (Postnatal)	1300-2130
Night duty WW7	WW7- N	WW7 (Postnatal)	2100-0730
AM WW8	WW8- D	WW8 (Postnatal)	0700-1530
PM WW8	WW8- E	WW8 (Postnatal)	1300-2130
Night duty WW8	WW8- N	WW8 (Postnatal)	2100-0730

MAC 1 & 2 <i>**please note the change in shift times for MAC 2**</i>			
Shift	Roster Key	Area	Shift Times
MAC 1 AM	MAC1- D	MAC1	0700-1530
MAC 1 PM	MAC1- E	MAC 1	1300-2130
MAC1 Night duty	MAC1- N	MAC1	2100-0730
MAC2 AM	MAC2 0800- 1630	MAC2	MAC2 0800 – 1630 **
MAC2 PM	MAC2E 1300-2130	MAC2	1300-2130

Antenatal Clinic <i>** please note change in shift times**</i>			
Shift	Roster Key	Area	Shift Times
ANC AM	AC-SN0800	ANC	0800-1630
ANC PM	AC-SN1230	ANC	1230-2100

Elective Caesarean			
<i>** please note change in shift times**</i>			
Shift	Roster Key	Area	Shift Times
Elective caesarean shift AM	CS1 Theatre 0700- 1530h	Theatre	0700-1530
Elective caesarean shift PM	CS2 Theatre 0930- 1800 8h	Theatre	0930- 1800 **

DOM/Maternity @ Home			
<i>** please note change in shift times**</i>			
Shift	Roster Key	Area	Shift Times
Domiciliary (DOM)	DOM	DOM	0800-1630

SCN			
Shift	Roster Key	Area	Shift Times
Newborn Services (NBS)/Special Care Nursery (SCN) AM	D- SCN	NBS	0700-1530
Newborn Services (NBS)/Special Care Nursery (SCN) PM	E- SCN	NBS	1300-2130
Newborn Services (NBS)/Special Care Nursery (SCN) PM	N- SCN	NBS	2100- 0730

Bacchus Marsh			
Shift	Roster Key	Area	Shift Times
AM	BM-AM 0700	Maternity	0700-1530
PM	BM-PM 1300	Maternity	1300-2130
Night duty	BM-ND 2100	Maternity	2100-0730
ANC	BM- ANC 0830	Antenatal Clinic	0830-1700
DOM	BM-DOM	DOM	0830-1700

What do I need to do?

In order to attend the placement, you must complete the online orientation package **PRIOR** to commencement.

Failure to complete the orientation package will result in your placement being cancelled.

1. You will need to complete online learning/online orientation specific to Western Health before you can attend placement.
2. To do this, you need to create a WeLearn account (instructions on next page)
 - a. If you have previously created a WeLearn account, you can log into it.

You must complete the following components on WeLearn;

Below is the list of *mandatory training* you are required to complete on WeLearn *prior* to starting placement. The items in ORANGE only need to be completed **ONCE** – you can review them again, but a new certificate will not be generated. Those in black **MUST** be completed yearly.

- Student Orientation
- Aseptic Technique (AT)
- Clinical Code Call System at Western Health
- Standard and Transmission based precautions
- Hand Hygiene
- EMR for midwives
- Occupational Violence and Aggression Online
- Fire and Emergency Procedures
- General Manual handling

N.B. You are not longer required to complete the “Midwifery Student Orientation” package.

You can search for each competency under ‘Search Catalogue’.



We Learn Instructions

INSTRUCTIONS ON HOW TO ACCESS WESTERN HEALTH'S ONLINE LEARNING PLATFORM

Western Health uses a system called 'WeLearn' to deliver online education and training for all staff. As a student on clinical placement at Western Health, you can create a temporary WeLearn account to access courses and complete the required mandatory training ready for your placement.

1. Click on the link to access the WeLearn home page <https://welearn.wh.org.au/login>
2. Click the Non-Employees button on the home page
3. Click the Create new account button and fill out the new account form
4. Please ensure you enter all required fields
5. Under User Type, select student
6. Select your discipline from the drop down list to gain access to the relevant courses
7. Under Registration Key, enter STUDENT (must be in capitals)
8. You will also need to select your university and your discipline to gain access to the relevant training.

You can search for the under 'Search Catalogue' if you are unable to find it via 'My Learning'.

We would recommend that you keep your certificate of completion for your own records.

- For WeLearn support, please contact welearn@wh.org.au

How do I get a security pass?

Joan Kirner Security process:

- You will need to collect a student swipe card from security **at the start of each shift**, and return it at the end of your shift.
- Information on security location further on in presentation. You will need photo ID to collect the card (such as a driver's licence).

Bacchus Marsh Security process:

- An educator will give you a swipe card on your first shift that you will use for the entirety of the placement and give back at the completion.
- On your first shift, inform security you are a student on your first day and they will let you in.

NB: Only students under the *Fellowship program* are given their own security pass.





Fit Testing

Low risk areas (birthing, maternity, antenatal clinic):

- For staff required or who prefer to wear N95/P2 masks, it is critical to conduct a fit check EVERY time you don a mask.
- A fit check will ensure a mask is sitting on your face correctly and will provide you with the best evidence you are being protected.
- The 3M Aura and the Trident masks are our most successful masks for achieving an appropriate fit.
- If you haven't been fit tested or are outside of the 18 month re-test and required to wear an N95/P2, use one of the two masks and conduct a fit check.
 - This video outlines how to correctly don and doff a N95 disposable filtering facepiece.
[Expert video demonstration of N95 mask application - Western Health COVID-19](#)
[Western Health COVID-19](#)



FAQ & Commonly referenced policies

What do I do if I am sick & cannot attend?

1. Email midwiferystudent@wh.org.au & your university. You will most likely need to supply a medical certificate to your university. Check with your provider.
2. Phone the I/C of the area you are rostered to.

How do I arrange make up shifts?


1. Confirm with your university that a make-up shift/s are/is required
2. Once confirmed by your university, forward this information to midwiferystudent@wh.org.au and we will work with you to assign the additional hours.

How can I swap a shift?

Please note that shift swaps are **incredibly** difficult to facilitate. We on average have 80+ students attending per month with a limited number of shifts available.

- Advise your University as soon as possible in the academic year if there are any dates you will not be able attend placement (even if you are not aware of when your placement will be yet)
- Once you receive your roster, **all** shift requests/changes must be sent to midwiferystudent@wh.org.au and your university.
- If you are on placement and require a shift swap, this will not be granted by the education team **UNLESS** it is a direct shift swap with another student on placement who has agreed to the swap.

What do I do if I am late?



It is important to aim to arrive on time to all placements. Any missed hours will need to be made up. Should you be running late, please email midwiferystudent@wh.org.au and phone the IC of the area you are rostered to. This must be completed as part of safety requirements. Frequent tardiness will be relayed back to your university and can result in your placement being ceased.

Do I get IT access?

No. Only students under the fellowship program are given IT access.

How can I provide feedback?

At the end of your placement you will be asked to complete a survey that assesses your time at Western Health – please note this survey is anonymous.

If you need to escalate concerns during placement, you can email midwiferystudent@wh.org.au

I have outstanding hours from previous years – how can I get these completed?

Please inform your university that you are missing placement hours as soon as you are aware. You can inform us via email that you need additional hours and we will try and work with you and your university to get these allocated, but we cannot make any guarantees.

I am in my 4th year and have outstanding births – what can I do?

When rostered to birthing, be sure to inform the in - charge you are a 4th year student and what your birthing numbers are.

If you are a Western Health graduate with outstanding requirements, we will work with you and your university to support you completing additional birthing shifts to ensure you can be registered prior to commencing your graduate year.

I have a CoCE booked at Western Health, do I need do anything more?

If you have completed the online orientation, please email midwiferystudent@wh.org.au and request a CoCE information.

You will need to check with your university if they support you attending CoCE appointments during placement.

Is Western Health part of the Breastfeeding Friendly Initiative (BFHI)?


Western Health is a proudly accredited BFHI service. Please familiarize yourself with the [WHOs 10 steps to Successful Breastfeeding](#).



Student Expectations:

Treat every placement like a job interview...

- You will be expected to discuss and identify your learning goals, as well as your strengths and weaknesses. This will allow us to tailor your learning experience to your needs.
- Throughout your placement, you will receive feedback about your performance and areas for development. Being open to feedback and acting upon recommendations will improve your performance and development overall.
- Western Health applies a collaborative and team-based approach to learning and patient care. You may spend time with a range of supervisors and be exposed to different professions who are involved in the patient's care.
- Respect for all patients, families and staff members is expected.
- At Western Health, patient care takes precedence over everything except the safety of yourself and others. Your supervisor's primary responsibility is to ensure the patients receive safe and effective treatment and management, and at times they may need to take action to facilitate this.
- You must always introduce yourself to patients as a student. Informed consent will be requested from patients prior to your interactions with them. Patients have the right to refuse treatment from a student.
- Western Health services a culturally diverse community. The cultural needs of patients and families should be considered and respected at all times.
- Professional Conduct is expected of all Western Health students and staff. Where unprofessional conduct is noted, this will be brought to the attention of your supervisor. Ongoing unprofessional



conduct may result in the removal of clinical privileges

- **Name Badges and Identification:** You are required to wear the name badge provided by your Education Institution whilst on Western Health premises, as well as a neat and tidy student uniform that complies with the Western Health dress code.

Preceptor Feedback Booklet:

- Booklets will be handed out to students during the first week of their placement – preferably on the first or second day
- There are also some copies in birthing room 3.21 (meeting room behind birthing staff base) for JK students
- Students are required to keep their booklet on them during placement and are responsible for asking the midwives to complete their feedback forms
- Students are required to complete a minimum of **3 feedback forms a week**
- Instructions on how the booklet is to be used are included on the front page of the booklet
- There is also a student reflection section at the back of the book which all students are encouraged to complete once a week
- At the completion of your placement, students are able to keep their booklet, however, a copy of your interim and final appraisal must be emailed to the education team on your final shift.
- Email – midwiferystudent@wh.org.au



Appraisals/University Requirements:

- It is the responsibility of the student to be aware of their appraisal requirements before they commence their placement;
 - Do you require an interim and final appraisal?
 - Do you only require a final appraisal?
- If you are unsure of your requirements you are required to contact your university for further guidance
- Appraisals can be completed by your preceptor when it is due, it does not have to be completed by an educator

Clinical Assessment Tools

- It is the responsibility of the student to be aware of their clinical assessment requirements for their placement.
- Students are advised to review their clinical assessment tools prior to placement and gain an understanding of what is expected.
- Students must be familiar with the Bondy scale as this is the scale that you will be assessed against during your midwifery placements. The Bondy scale can be found in your pink book.
- Students are encouraged to set appropriate learning objectives for their placement, which can include completing one of your assessment tools.
- Learning objectives are to be communicated to your preceptor at the start of every shift.
- Clinical assessment tools are to be completed by your preceptor.

Clinical Assessment Tool (MCAT)

Example

Learning tool 16: Maternal and baby wellbeing assessment following birth

Please refer to the Bondy scale on page 64 before completing the tool and use the appropriate rating (I, P, A, S, or D) within the student/assessor boxes below for **each** standard (all boxes to be completed).

Expected outcome standard - the midwifery student	Midwife Standard	Student	Assessor
Maintains woman centred, effective communication throughout	1.1; 2.2; 2.7; 4.1; 4.3; 6.2	P	P
Throughout the assessment the student demonstrates the following: <ul style="list-style-type: none"> Practises ethically, with respect for dignity, privacy, confidentiality, equity and justice Practises cultural safety Supports the choices of the woman, ensuring informed consent Develops plans for midwifery practice Demonstrates capability and accountability, working within the expected scope of practice as a midwifery student 	1.1; 1.4; 1.7; 2.1; 2.2; 2.3; 2.4; 2.5; 2.6; 2.7; 3.1; 3.6; 4.1; 5.1; 5.2; 6.2	P	P
Ensures woman is physically comfortable, providing analgesia or ice packs as needed	3.2; 5.2; 6.2	P	P
Promotes self-care and responsibility through health education, including: <ul style="list-style-type: none"> Healthy eating Exercise and physical activity Hygiene Pelvic floor exercises 	1.1; 1.2; 1.3; 2.1; 2.2; 3.2; 3.5; 3.6; 4.1; 4.2; 4.3; 5.1; 5.2; 6.2	P	P
Performs physical assessment of woman's wellbeing (if indicated) <ul style="list-style-type: none"> Vital signs (T, P, BP & R) Examination of breasts and nipples Assess vaginal loss (amount, colour and odour) Palpate fundal height if appropriate Observes perineal integrity or abdominal wound for evidence of healing Bowel care – discusses bowel action frequency, considers incidence of haemorrhoids and outlines appropriate management Assesses urinary function (comfort, amount & continence) Examines limbs for oedema, varicosities, DVT 	1.2; 1.3; 1.4; 2.1; 2.2; 3.2; 3.3; 3.4; 3.6; 4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 5.4; 6.3; 6.4; 7.1; 7.2	I	P
Performs physical assessment of baby's wellbeing <ul style="list-style-type: none"> Weight (if indicated) Examines fontanelles, eyes, ears, nose and mouth, fingers and toes for anomalies Skin colour & integrity Umbilical cord – integrity, colour and smell Genitalia including urinary and bowel output, amount and characteristics 	1.2; 1.3; 1.4; 2.1; 2.2; 3.2; 3.3; 3.4; 3.6; 4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 5.4; 6.3; 6.4; 7.1; 7.2	I	P
Provides information on safe sleeping and immunisations SIDS recommendations including smoke free environment Discusses early parenting, normal infant behaviours and expectations	1.3; 2.2; 3.4; 5.2	P	P
Discusses expectations of infant feeding, provides accurate and appropriate advice Informs woman about breastfeeding supports	1.1; 1.2; 1.3; 1.4; 2.1; 2.2; 3.3; 3.4; 4.1; 6.2	P	P
Discusses issues surrounding sexuality after childbirth, relationships, family planning – gives appropriate advice	2.1; 2.2; 2.4; 3.3; 4.1; 5.2; 6.2; 6.3	P	P
Assesses the woman's emotional wellbeing Discusses emotional changes in the postnatal period Provides community resources and supports based on wellbeing assessment Observes interaction between woman and baby	1.2; 1.3; 2.1; 2.2; 2.4; 3.3; 4.1; 5.2; 6.2; 6.3	P	P
Discusses transition through services – domiciliary care, MCHN	2.1; 2.2; 4.1; 5.2; 6.3	P	P
Refers to other members of the health care team in consultation with the woman as needed, per the National Midwifery Guidelines for Consultation and Referral (ACM, 2014)	2.7; 3.1; 3.2; 3.5; 6.3; 6.4	P	P
Documents all care legibly and appropriately	3.2; 3.5; 3.6; 5.4	P	P

Where do I go?



Area	Clinical Scope
Women's & Children's Outpatient – level 1	Mon – Thurs antenatal clinic
Level 2 – Theatre	4 operating theatres & 1 procedure room
Level 3 – MAC & Birthing	20 birth suites and 10 assessment rooms
Level 5 – Newborn Services	39 Special Care Nursery Costs
Level 6 – Children's Ward	32 Children's inpatient beds
Level 7 & 8 – Postnatal and Antenatal	64 Women's inpatient beds

Main Foyer/Security



Level 1 - Antenatal Clinic (ANC)

Antenatal Clinic <i>** please note change in shift times**</i>			
Shift	Roster Key	Area	Shift Times
ANC AM	AC-SN0800	ANC	0800-1630
ANC PM	AC-SN1230	ANC	1230-2100

- All Women's Clinics are **located on Level 1**.
- Routine antenatal clinic runs from **Clinic A** – turn left when coming out of the lifts/up the stairs.
- Head to Women's Clinic A – turn left at the ward clerks desk and follow the corridor all the way to the end.
- Morning huddles commence promptly at 0800 with a lunch time meeting commencing at 1305.
- If unsure of where to go the ward clerks can assist you.



Level 2 – Operating Theatres

Elective Caesarean <i>** please note change in shift times**</i>			
Shift	Shift	Shift	Shift
Elective caesarean shift AM	Elective caesarean shift AM	Elective caesarean shift AM	Elective caesarean shift AM
Elective caesarean shift PM	Elective caesarean shift PM	Elective caesarean shift PM	Elective caesarean shift PM

- If you are rostered to attend an ELECTIVE C/S day you will head straight to level 2 – the Elective c/s midwife will meet you there.
- Phone: 8345 3152 - *HINT: Consider saving this in your phone!*



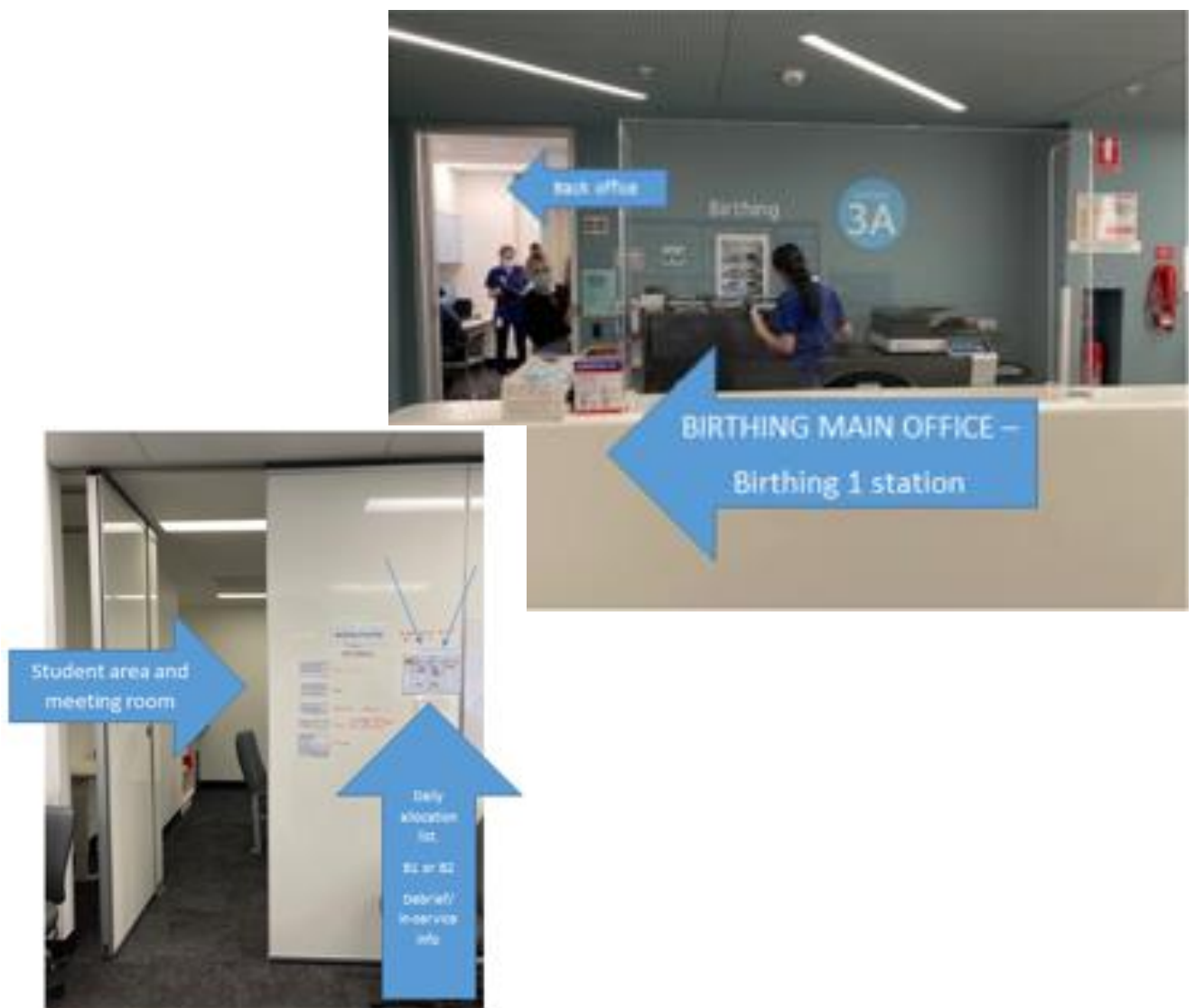
Level 3 – Birthing & Maternity Assessment Centre (MAC)

MAC 1 & 2 **please note the change in shift times for MAC 2**			
Shift	Roster Key	Area	Shift Times
MAC 1 AM	MAC1- D	MAC1	0700-1530
MAC 1 PM	MAC1- E	MAC 1	1300-2130
MAC1 Night duty	MAC1-N	MAC1	2100-0730
MAC2 AM	MAC2 1000-1830	MAC2	1000-1830**
MAC2 PM	MAC2E 1300-2130	MAC2	1300-2130



Level 3 – Birthing

B = Birthing			
Shift	Roster Key	Area	Shift Times
AM birthing	D-B	Birthing	0700-1530
PM birthing	E-B	Birthing	1300-2130
Night duty birthing	N-B	Birthing	2100-0730



Level 7 - Antenatal and Postnatal

Postnatal WW7 Located on the 7 th floor			
Shift	Roster Key	Area	Shift Times
AM WW7	WW7- D	WW7 (Postnatal)	0700-1530
PM WW7	WW7- E	WW7 (Postnatal)	1300-2130
Night duty WW7	WW7- N	WW7 (Postnatal)	2100-0730



Level 8 – Antenatal & Postnatal

Postnatal WW8 Located on the 8 th floor			
Shift	Roster Key	Area	Shift Times
AM WW8	WW8- D	WW8 (Postnatal)	0700-1530
PM WW8	WW8- E	WW8 (Postnatal)	1300-2130
Night duty WW8	WW8- N	WW8 (Postnatal)	2100-0730



Bacchus Marsh Maternity Unit

Hospital Entrance



Maternity Ward Entrance

Bacchus Marsh Antenatal Clinic 10 Turner Street (Opposite Hospital)



Theatre & Pre Admission Clinic Entrance





Parking

Joan Kirner:

- There are several private car parks just outside of the main entrance on Furlong Rd that students may use. Students do not have access to staff car park.
- The cost varies depending on length of stay, however if you are here for a longer placement (i.e. more than two weeks) you can apply for a reduced rate.

Please see the attached parking form and email to the address listed on the form.

Bacchus Marsh:

- There is free on site and on street parking at Bacchus Marsh.