



GOSS - NOVEMBER 2020

From the CEO...

As we enter into the Christmas season, we would be starting to put the finishing touches on staff Christmas celebrations. Unfortunately, this year we are required to do things a little differently as we continue to comply with COVID Safe requirements.

It is hoped that all TMHS Departments will be able to gather for Christmas celebrations at establishments such as restaurants and hotels in order to comply with restrictions in a safe setting. This approach is one that has been uniformly adopted throughout health services in our region in this particularly unconventional year.

There have been a number of staff retirements this year and it is with sadness that TMHS has not been in a position to honour these staff as we would have liked. All retiring staff have been written to and it is hoped that the new year will present an opportunity to gather together in order to recognise these staff achievements appropriately.

It has been a pleasure to welcome Lauren Newman back on site in recent weeks. Lauren has just completed a recent secondment to Heywood Rural Health but is very pleased to be physically back on site at TMHS.

Look out for the donation boxes at each campus for the #Friendsarefor...Christmas Campaign which has been set up by Lauren. All donated goods will be donated to St Vincent's in the next couple of weeks.

It is hoped that staff find this Goss edition of interest and we are always looking for stories to be contributed. Please don't hesitate to contact Sue Wines with any news.

Julia Ogdin—Chief Executive

TMHS AGM:



The Health Service Annual General Meeting will be held on Monday December 14th. The meeting will be held at the Josie Black Community Health Centre with a limited number of attendees in order to comply with COVID-19 restrictions. Staff service awards for 45 and 30 years will be presented at the meeting with all other awardees to be presented with their awards by representatives of the Board of Directors at a face to face gathering in the new year.

A Zoom link to attend the meeting remotely will be extended to anyone who submits an RSVP to reception inclusive of an email address in order to forward the invitation. All staff and community members are invited to attend.

It is disappointing that we have to hold a predominantly virtual meeting however due to social distancing requirements it was the only way to host the meeting this year.



Vale—Mardi Brown

Friday November 6th saw the sad passing of our dearly loved colleague and friend Mardi. A wonderful lady and a highly valued member of our Health Service staff for more than 20 years. We will miss you greatly Mardi, however you will live on at the Health Service through your work in the Mt View garden, your “cuttings” and your donations of mosaic work which is proudly displayed throughout.



Infection Control

Terang & Mortlake Health Service staff have been recognised for exceeding the state-wide compliance target for staff vaccination for influenza for 2020. Achieving greater than the state-wide target of 90% vaccination rate of your healthcare workers is an outstanding achievement. Congratulations to all staff and our Infection Control Nurse Jill O’Brien for this excellent result and recognition.



CERTIFICATE OF EXCELLENCE

Presented to:

Terang & Mortlake Health Service
Congratulations

on exceeding the DHHS compliance target for the
2020 Healthcare Worker Influenza Vaccination Program

Prof Michael Richards
Director, VICNISS

Dr Ann Bull
Operations Director, VICNISS

ANTIMICROBIAL AWARENESS WEEK

18-24 NOVEMBER
Antimicrobials: Handle with Care.

The theme for Antimicrobial Awareness Week in 2020 is 'United to preserve antimicrobials', aiming to engage stakeholders from all sectors in a One Health approach to antimicrobial resistance.

Antibiotic resistance is the ability of a micro-organism (such as bacteria) to stop an antibiotic from working effectively. Antibiotics can save lives and are critical tools for treating a number of common and more serious infections, like those that can lead to sepsis, however; use of antibiotics can also contribute to the problem of antibiotic resistance.

- Antibiotics are not effective against viruses
- Most COVID 19 symptoms can be treated with supported medical care

What can we do to stem antibiotic resistance?

- Understanding our role in the use of antibiotics is paramount. Those which are prescribed to us are a straightforward...
- If given a prescription, make sure to take every dose prescribed to optimize efficacy and minimize the risk of helping...
- Avoid contaminating local ecosystems and waterways by disposing of excess medicine properly
- ***Do not request or take antibiotics just in case.....***



This is a World Wide Concern and one of the most urgent Health Threats of our time

Unveiling of Cultural Recognition Plaque

— NAIDOC Week

Cultural recognition plaques were installed at the Terang Hospital, the Mortlake Community Health Centre and the Josie Black Community Health Centre in early May 2020.

Due to COVID and the associated restrictions we have not been able to formally recognise the plaques. On Thursday November 12th the plaque at the Mortlake Community Health Centre was “unveiled” during a ceremony attended by local aboriginal community representative Tanya McDonald, (who assisted with the wording for the plaques), Bill Millard representing the Moyne Shire, representatives of the TMHS Board of Directors, along with the Executive and some staff from TMHS.

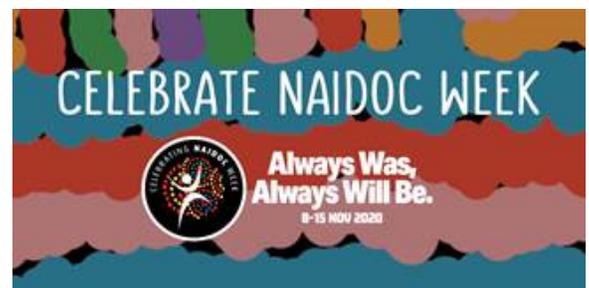
A lovely morning tea provided by our Catering department was enjoyed following the opening ceremony.



The ceremony fittingly took place during NAIDOC week. NAIDOC week is normally held in the second week of July, incorporating the second Friday which historically was celebrated as National Aboriginal Day; however, it was delayed until November this year due to COVID restrictions. NAIDOC is celebrated not only in indigenous communities but by Australians from all walks of life and is a week to support your local Aboriginal and Torres Strait Islander Community celebrating the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

NAIDOC stands for National Aborigines and Islanders Day Observance Committee.

This Committee was once responsible for organising national activities during NAIDOC week and its acronym has since become the name of the week itself. The theme of NAIDOC Week 2020; ***‘Always Was, Always Will Be’*** recognises that First Nations people have occupied and cared for this continent for over 65,000 years. NAIDOC 2020 invites all Australians to embrace the true history of this country – a history which dates back thousands of generations..



Maintenance

Our Maintenance team have been very busy over the last couple of months. They have constructed a new tea room at our Josie Black Community Health Centre, installed a fire surround and mantle piece in Mt View and are currently building a new dividing fence in front of Mt View.

Brandon Murray has recently been welcomed to the team whilst the assistance from Jo Arundell and Craig Debaere in keeping the spring growth on our lawns under control is also greatly appreciated. Jo & Craig have been redeployed from the Josie Black Community Health Centre during the past few months whilst activities have been reduced or on hold.

TMHS are very lucky to have such a competent maintenance team who are willing and able to turn their hand to many projects. Thank you Paul, Danny, Brandon, Jo & Craig your efforts are greatly appreciated.



The area in front of the new maintenance shed has now been sealed and additional Car Parking is now available. Staff are requested not to park in the patient / visitor designated areas and to use this new area leaving the parks closest to the Health Service free.

ATTESTATION

All staff are reminded that in order to comply with the directive from the Department of Health and Human Services (DHHS), that you must continue to sign an attestation at the commencement of work each day.

Please ensure that you adhere to this departmental requirement

Mt View



Rhubarb relish made by the residents



Our Mt View residents have been delighted to be able to once again receive visitors, including their grandchildren and even great grandchildren. We thank all our wonderful Mt View staff for their work in ensuring that our residents were able to maintain contact with their loved ones via phone calls, skype, window visits and whatever other ideas they came up with whilst physical visits were not permitted. Due to the efforts of staff our residents have all managed to remain buoyant and busy throughout the lock down and the restrictions that have been in place since March.



So nice to have visitors



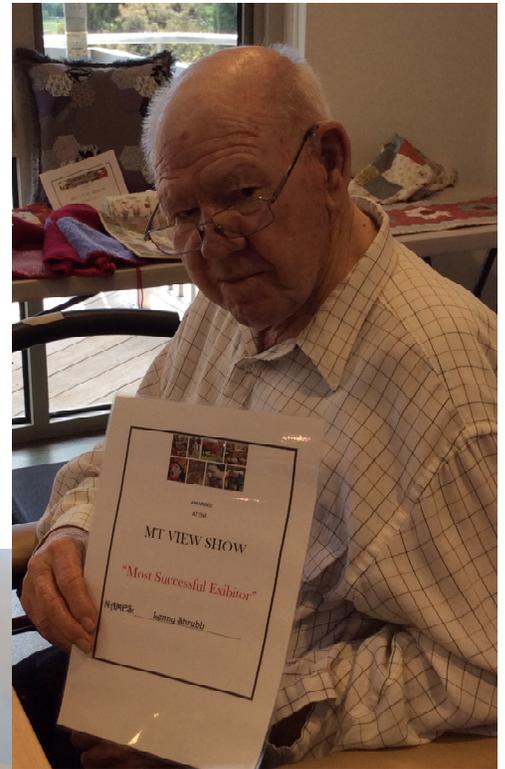
Melbourne Cup Day





The Mt View Show Day was a great success. The residents enjoyed the shooting gallery, fishing game and catch the duck. They enjoyed a typical show day lunch of party pies, sausage rolls, sandwiches, cocktail franks and hot chips followed by fairy floss and showbags to top it off. The afternoon brought hours of entertainment watching the traditional woodchop and highland dancing. In the leadup to show day the residents were very busy preparing cooking exhibits of lemon butter, strawberry jam, rhubarb relish, shortbread, Anzac biscuits and fruit cake along with co-ordinating their beautiful floral arrangements. Judging was tough on the day with many thanks to Anne Lawlor for volunteering her time to make the day as realistic as possible. We are very pleased to report that Show Ambassador for the day was Bridgie Conheady. The deserving winner of Little Miss Showgirl was presented to Jill Overweter followed very closely by Catherine Hayden as second, with the last place winner being young Betty Kenna!

A great day was had by all, with the smiles to prove it!!



Recycling Tips

Recycling At Home

Recycling more at home does not require much effort if you spend some time to create a comprehensive recycling system. This system starts with having places to store your recycled materials in the house, whether this is a box, bin or bag. Keep the recycling container next to the trash can and will remind everyone to recycle as much as possible.

Here are some simple tips to recycle more effectively at home:

1. Flatten cardboard boxes so that you can fit more recyclables into your bin.
2. All plastic bottles can be recycled, from water bottles to salad dressing, so put all of them in your recycling container.
3. It is not just newspapers that you can recycle at home. Also, recycle wrapping paper, envelopes, birthday cards and phone books. All sorts of cardboard can be recycled, too, even toilet and paper towel tubes.
4. Most metallic items in the home can be recycled, such as empty spray cans and tin foil, and of course, all empty soda, fruit, vegetable and other food cans.
5. Keep a space in your cupboard so that you can recycle as you are cooking or cleaning. It will make it easier for you to put the recyclables in their proper place.
6. When going out, stop at your local recycling center and drop off anything that was not picked up by your curbside service. This lets you fit your recycling into your life, and will also teach your children about the importance of recycling.
7. If you are ever unsure about what you can recycle, check with your refuse provider website. There should be comprehensive information about what is or is not suitable for your recycling container or containers. Most refuse providers also have apps for your smart phone where you can check what to and what not to recycle.
8. Glass can be recycled endlessly; it does not wear out after several recyclings, so be sure to always recycle your glass bottles and containers.
9. To help your recycling center and to keep down foul odors, make sure you wash food waste off of any plastic or glass food containers before putting them in the recycle bin.

Recycling at Workplace

The last major place you can make a difference in recycling is at work. Below are some ways that you can easily increase your recycling and reusing in the office:

1. **Pack lunch:** By bringing your own lunch and snacks to the office in a reusable container (in a reusable bag rather than plastic one), you will reduce packaging waste and also spend less on going out to eat. The average worker in the US spends \$37 per week on buying lunch. This can add up to \$2000 per year or more.
2. **Bring your own coffee to work rather than buying coffee at work in throw away cups.** Save the environment and your wallet.
3. **Make office supplies last longer.** You can try to use pens, highlighters and markers more sparingly, and also keep them front and center so they are not forgotten in your desk drawers. And keep your markers, pens and glue sticks in a clean dry space as heat and exposure to sun make them dry out.
4. **Try to precycle your office supplies.** This means thinking about recycling before you use anything. For example, you can use old newspaper to wrap things for the mail instead of bubble wrap. Use a reusable tape dispenser at your desk, and use paper clips instead of staples.
5. **Make your commute green.** The average work commute produces 7,000 of carbon emissions per year. You can reduce this by carpooling, biking or walking. If you drive just 10% less per year, this can reduce greenhouse gas emissions by 1/3 for many people.
6. **Reduce your paper consumption.** Each office worker in America uses 10,000 sheets of copy paper annually. This is 4 million tons of paper per year! Only print documents when absolutely necessary. Use email for most memos and office communications. Use both sides of copy paper when you can.

Education:

Upcoming Student Placements:

Rebecca Burns—Acute —213/11/2020—6/12/2020

Meaghan James—Acute 23/11/2020 –6/12/2020

Claire Douglass—Acute 7/12/2020-20/12/20

Joshua Thorne—Acute 7/12/2020—20/12/2020

Education Calendar 2020

December										
TBA			Depression		Aged Care	Mt View				
2/12/20	1430	1445	Pain associated with diabetes	Michelle Symons	Aged care	Mt View				
7/12/20	1400	1630	PIPER Paediatric: Situation critical Webinar	PIPER	Acute	Webinar	On line	\$25		

PPE: Its an acronym that you have heard a lot about recently.

It stands for personal protective equipment and its one crucial way to both stop the spread of COVID-19 and keep healthcare workers that are on the pandemics frontlines safe. It is important that we as healthcare workers continue to practice PPE donning and doffing on a regular basis.

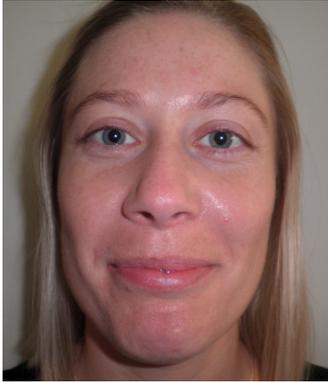
An information brochure is attached to this newsletter for review. And staff are reminded and encouraged to attend training sessions or ask your manager to organise these.

Staff Movements:

New Staff Members:

We trust you enjoy your work at TMHS, please make them welcome

Georgia Pendlebury - Podiatrist



Beth Schulz— Enrolled Nurse



Brandon Murray - Maintenance



Staff that have left –

Erika Sargeant

Kym Grundy

Farewell and Thank you all for your work at TMHS; we wish you all the best for the future.

Erika Sargeant—45 Years at TMHS; 50 Years of Nursing

What an amazing achievement to give 45 years of service to the Terang & Mortlake Health Service. Thank you for your work at the Health Service Erika and enjoy your well deserved retirement; you will be missed.

Dr Neil Jackson —

After 35 years looking after our community Dr Jackson is going to enjoy some time looking after himself and enjoying “whatever” comes next. We sincerely thank Neil for his Valued contribution to our Health Service.

Staff from the Health Service came to farewell Erika and Neil on their final day; Sunday 29th November.



Fish Tacos with Mango Salad

INGREDIENTS

600g flat head fillets

Marinade:

1 lime, juiced
1 tablespoon of extra virgin olive oil
Small handful of coriander, washed, dried and roughly torn
Teaspoon of freshly chopped green chilli
Pinch of salt

Salsa:

1 ripe mango, skin removed and roughly diced
2 teaspoons of chopped chilli
1 handful of coriander, washed, dried and roughly chopped
2 tablespoons of lime juice

Assembly:

8 corn tortillas
2 handfuls of shredded lettuce
2 tomatoes, washed and diced
2 small handfuls of picked coriander, washed and air dried



METHOD

To marinate the fish combine all of the ingredients in a mixing bowl except the fish, stir to combine and then add the fish into the marinade and allow to marinate for at least 20 minutes at room temperature. Once marinated grill the fish over a high heat on both sides, once cooked allow to rest for a moment and prepare the remainder of the ingredients.

To make the mango salsa, combine the mango, chilli, coriander and the lime juice and stir to combine.

To assemble warm the tortillas in a pan over a medium heat until warm, alternatively this can be done in the oven by wrapping the tortillas in aluminium foil and gently heating them until soft and pliable.

Serve everything individually in separate bowls on the table to allow guests to put them together themselves. However if you wish to assemble them it's a simple process of scattering the cooked fish over the warm tortillas followed by the lettuce, diced tomatoes, coriander and a dollop of the mango salsa.

Health Promotion



Alcohol and drug harm reduction during coronavirus (COVID-19)

As the social restrictions of the coronavirus pandemic unfold, the potential for harms associated with alcohol and other drug use may increase. VicHealth have developed tips for reducing alcohol harm and recommend not drinking alcohol at all or drinking no more than two standard drinks per day to maintain good health. To help people stay as safe as possible, you'll find helpful resources below:

Alcohol and Drug Foundation's DrugInfo line (<https://adf.org.au/resources/druginfo/>) - 1300 85 85 84.

Daybreak (<https://hellosundaymorning.org/daybreak/>) - offers peer support and free advice from health coaches.

Hello Sunday Morning (<https://hellosundaymorning.org/>) - supporting people to stay healthy and take a break from alcohol.

Managing everyday stress



Just about all of us experience some form of workplace stress. Whether its tight deadlines or dealing with upsetting situations, stress at work is generally regarded as a normal part of daily working life. However, that overwhelming or inescapable feeling of being stressed from work can reach a point where it can start to adversely affect your mental health.

Many people feel they don't have much control over workplace stress, yet there are a number of simple things you can do to destress.

Make the after-hours work emails wait

Unless your job specifically requires you to be on call, simply turn off or don't check your work email after hours. Set boundaries for yourself and others, including during work hours. There is nothing wrong with making it clear when you're in work mode and when you're not. Having downtime even at work is an integral part of dealing with work-related stress.

Tip: Consider making one day a week a device-free evening, and spend quality time with friends and family.

Community Capers

- **After a prolonged break due to COVID-19 restrictions we are excited to announce that our Exercises have started again:**
- Commencing Monday 9th November at 1:30pm-2:30pm and continuing each Monday and
- Thursday 12th November at 1:30pm-2:30pm, continuing each Thursday
- **Men's Mobility Group** has two sessions: Mondays 10:00-11:30am and 1:30-3:00pm
- **Woman's Golden Girls** meet every Wednesday morning at 10:00-11:30am
- **Social Support Group** meet on Tuesday am/pm, Wednesday pm, Thursday pm and Friday pm.
- **Just for Blokes Group** meet every Friday 10:00-11:30am.

*Monday Men's Group enjoyed an afternoon celebrating the Melbourne Cup.
11/10 was the score given by one gentleman when asked about his day!*



It's a Boy.....

Congratulations to our Dietitian Himadi, her husband Anthony and big brothers Josh & Ashton on the safe arrival of their beautiful son and brother Levi Caleb Gambrell



Footy Fever drew out some competitive spirit at the JBCHC



Margaret (above) planting succulent cuttings in the refurbished planter baskets. We are very grateful that many of the succulents were donated by our Consumers.



The Josie Black vegetable garden (below) has been planted in readiness for the spring growth. Plantings include carrots beetroot and tomatoes.

The “Golden Girls” Remembrance Day 2020



Volunteer News



News from L2P: The L2P program has resumed with 2 drivers so far back in the car. I have 5 new mentors waiting to be trained along with 3 new learners, just waiting on the ok to go ahead with the Face to Face training for the mentors.



In September it was R U Ok Day, I was lucky enough to have Nicole one of our mentors join me for a photo promoting R U OK? Nicole wrote a short life experience explaining how it is OK to talk and ask the question R U OK?



Volunteers – Meals on Wheels.

During the tough times of the pandemic I felt there was a need for a little Thank you surprise needed for our valuable volunteers. I created a small care package for all of the volunteers within the health service and hand delivered them with my little helper Gaye.. I hope everyone has their Sun Flower seeds in and can't wait to see some photos.

WOO HOO.. I am super excited that the MOW will recommence on the Monday 16th November with our volunteers. I have vacant spots on a Monday, Wednesday & Friday if there is anyone who would like to go on the monthly roster let me know J.

A Huge Thank - You the Josie Black Social Centre & TMHS staff for their assistance during the pandemic lockdown we were able to continue this service.

Volunteers – Community Transport.

Community Transport has resumed. Thank you to all involved for getting the Community Transport back up and running.

What's New in Prompt & Form Central—November 2020

Department on PROMPT	Policy Title	New or Updated	Description of Changes Made
TMHS Wide	Scheduling, Time, Attendance, Sign-off of Time Data for Payment (KRONOS) and Payslip Access	NEW	
TMHS Wide	Telephone Allowance	MAJOR CHANGES	Rewritten
Clinical	Nutrition & Hydration	MAJOR CHANGES	Rewritten
Clinical	Advance Care Planning	MAJOR CHANGES	Complete rewrite
TMHS Wide	Travel of Health Service Business	Reviewed - Changes	Reimbursed Geelong/Melbourne on Economy. Deleted first class. Added Alcohol expenses will not be reimbursed. Deleted monetary value from Private Accommodation.
TMHS Wide	Governance Standing Orders Protocol	Reviewed - Changes	Moved Definitions to front of Protocol. 5.2 Recommendations reported through the Clinical & Drug Advisory Committee. 6.1 Added dot point, Board Chair, Regional Director of Medical Services, Director of Nursing. 9.2 second dot point added. 10. added Workforce Capability and Culture Committee. 13.6 Added Regional Director of Medical Services. 19 changed date. 20.2 Life Governor added to Honour board. Updated chair signature.
Corporate	Liquidity Management Strategy-Refundable Accommodation Deposits (RAD)	Reviewed	No changes
Primary	Care Planning & Review	Reviewed - Changes	Added in information section on "Wellness and reablement", updated linked documents and references.
Primary	Right to Refuse or Withdraw Access to Community Health Services	Reviewed - Changes	Inserted the Charter of Aged Care Rights and Providing a Safe and Healthy Workplace into the procedure.
DNS	DNS – Vulnerable People in Emergencies	Reviewed - Changes	Added VPR's to the guideline. Updated verification dates and process. Updated references and standards. Deleted Appendix "Vulnerable People in Emergencies" and linked it into Guideline
Corporate	Financial – Accounts Payable	Reviewed - Changes	Added Financial to heading and changed process to procedure.
Corporate	Financial – Accounts Receivable	Reviewed	No changes
TMHS Wide	Environmental & Catering Services – Personal Protection Protocol	Reviewed - Changes	Added 2nd dot point under aprons section. Added standard 5 to aged care standards
TMHS Wide	Family Violence Leave for Staff	Reviewed - Changes	Updated logo and footer. Added Employee Assistance Brochure, Employee Application for Leave form, Kronos, Social Worker and special leave (not sick leave)
Clinical	Hyperemesis in Pregnancy	Reviewed - Changes	Updated logo and footer
Clinical	Post Term Pregnancy	Reviewed - Changes	Updated logo and footer
Clinical	Retained Placenta	Reviewed - Changes	Updated footer

What's New in Prompt & Form Central—November 2020

Department on PROMPT	Policy Title	New or Updated	Description of Changes Made
TMHS Wide	Transition to Retirement	Reviewed	No changes
Primary	Consumers Right to Refuse a Service – Community Health	Reviewed	No changes
TMHS Wide	Health & Safety – Home Visit Safety & Security Policy	Reviewed - Changes	Linked in Policies
Environmental	Linen Management	Reviewed - Changes	Divided Acute, Mt View, JBCHC and Mortlake into different sections, deleted “Good Laundry Practice” section and Linked in Catering, Cleaning and Laundry Services Policy/Procedure
Environmental	Catering, Cleaning & Laundry Services	Reviewed - Changes	Changed Consumer to Resident and added "Good Laundry Practice" to Process section.
TMHS Wide	Time Sheets, Payslips & Alterations	DELETED	As outdated and rewritten into Scheduling, Time, Attendance, Sign-off of Time Data for Payment (KRONOS) and Payslip Access
TMHS Wide	Vehicle Accidents Related to Health Service Business	DELETED	Merged with Use of Health Services Vehicles Protocol
TMHS Wide	Use of Health Services Vehicles	DELETED	Merged with Vehicle Accidents Related to Health Service Business

Document Number	Document Title	New or Updated	Description of Changes Made
0202011	DNS – Register for Dose Administration Aids (DAA)	Reviewed	Updated logo
0202021	DNS Treatment Plan	Reviewed - Changes	Added "of visits" to frequency
0202006	DNS -0 Screening for Vulnerable Persons Register (VPR) & Emergency Planning	Reviewed - Changes	Updated logo, made more spaces, added date to signature, bolded section 1 & 2.
0201005	Social Support Centre Brochure	Reviewed - Changes	Changes made to activity list.
0201007	Social Centre – Service Specific Assessment Template	Reviewed - Changes	Deleted page 4 and 5 as no longer used.
0201009	JBCHC – Brochure	Reviewed - Changes	Minor changes under Allied Health, Live Life Well, and Activities. Reformatted to new colour scheme.
0401016	Acute – Patient Refusal to Release Personal Details	Reviewed	Changed Heading
0303303	Food & Diet Services	Changes	Removed children are free. As they are now charged

What's New in Prompt & Form Central—November 2020

Document Number	Document Title	New or Updated	Description of Changes Made
0110050	Clinical – Blood Transfusion Checklist	Reviewed	No changes
0106011	Breastfeeding Clinical Guidelines	Reviewed	No changes. To be reviewed again Feb as Midwifery ceasing
0401047	Income Self Declaration Form	Reviewed - Changes	Reviewed - Updated income dollar range to be inline with HACC PYP 2018
0501012	Service Coordination Plan	Reviewed - Changes	Updated to current Shared Support Plan SCTT Templates from Dept of Health 2012.
0110040	Acute- Nursing Home Type Patients Information Sheet	Reviewed	Updated logo, Dept of Health & Human Services, Admin office at Terang.
0108010	Theatre – Varicose Veins Surgery	Reviewed - Changes	No changes in text but has been reformatted to new color scheme.
0110022	Acute – Niki Monitoring Chart	Reviewed	No changes
0108009	Theatre – Vaginal Hysterectomy	Reviewed	No changes in text but has been reformatted to new color scheme.
0108004	Theatre – Clinical pathway Day Surgery	Reviewed	No changes
0201004	JBCHC – Summary of Unsuccessful Activities	Reviewed	Updated logo and changed heading from Planned Activity Group to Social Support Group.
0404009	Employee – Notice of Termination of Services / Resignation	Reviewed - Changes	Updated Reasons for termination section to comply with Southwest Health Payroll requirements
0501013	Service Coordination Tool Templates Code Sets	MAJOR CHANGES	Updated to current SCTT Templates Code Sets from Dept of Health 2012.
0111007	Education – Instillation of Eye Drops / Application of Eye Ointment (Adult)	DELETED	No longer used.
0305312	Community Transport Coordinator – Daily Vehicle Checklist	DELETED	Document has been replaced with 0305310 Mortlake C.T. Driver Declaration.
0108016	Theatre – Mr Carl Murphy – Day Stay & General Surgery	DELETED	No longer used
0203034	Guidelines for ACFI Reappraisal	DELETED	Has been updated to Form Central Doc No: 0203022
0203004	Mt View – Bi Monthly Resident Review	DELETED	No longer used.
0203035	Mt View – Pain Management Initial Information Consent	DELETED	No longer used.
0110008	TMHS – Nursing Staff Meeting Minute Template	DELETED	No longer used.
0203037	Mt View – Pain Management Program	DELETED	No longer used.
0203028	Mt View – Monthly Record of Resident's Participation in Lifestyle Program	DELETED	No longer used.
0305311	Mortlake C.T. Volunteer Driver Pre-Journey Checklist	DELETED	Has been merged into Form Central Doc No: 0305310.
0401023	TMHS – Services Directory	DELETED	No longer used. Information within the directory is now supplied as separate brochures for each service.



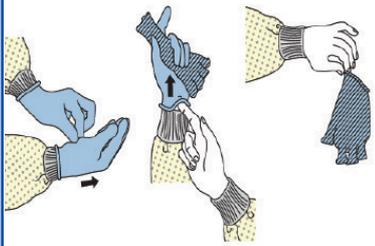
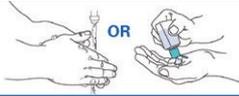
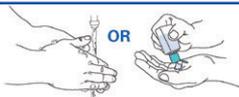
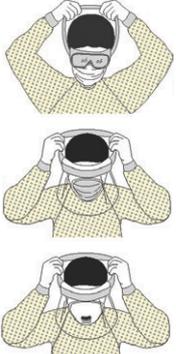
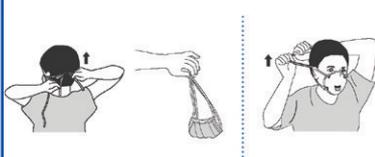
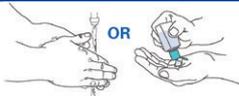
How to put on (don) and take off (doff) your personal protective equipment (PPE)

How to put on (don) your personal protective equipment (PPE)

Important: Put on all PPE before entering the patient zone	
	<p>1. Perform hand hygiene</p> <p>Wash hands with soap and water or use an alcohol-based hand rub</p>
	<p>2. Put on gown</p> <p>Close gown using ties or Velcro closures at the back of the neck and waist</p>
	<p>3. Put on surgical mask/respirator</p> <ul style="list-style-type: none"> • Secure ties or elastic bands at the middle of the head and neck. If loops at side of mask, secure over your ears • Fit flexible band to nose bridge • Ensure mask is fitted snug to face and below chin • If using a P2/N95 respirator, conduct a fit check. Always refer to the manufacturers' instructions for fit checking of individual brands and types of respirators
	<p>4. Put on protective eyewear / face shield</p> <p>Place protective eyewear / face shield over eyes/face and adjust to fit</p>
	<p>5. Put on gloves</p> <p>Extend to cover cuff of long-sleeved gown</p>

How to take off (doff) your personal protective equipment (PPE)

Important: Remove all PPE before exiting the patient zone

	<p>1. Remove gloves</p> <ul style="list-style-type: none"> • Outside of gloves are contaminated – Do Not Touch • Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove • Hold removed glove in gloved hand • Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove • Discard gloves into a waste bin or receptacle
	<p>2. Perform hand hygiene</p> <ul style="list-style-type: none"> • Wash hands with soap and water or use an alcohol-based hand rub
	<p>3. Remove gown</p> <ul style="list-style-type: none"> • Gown front and sleeves are contaminated – Do Not Touch • Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties • Pull gown away from neck and shoulders, touching inside of gown only • Turn gown inside out • Fold or roll into a bundle and discard into a waste bin or receptacle
	<p>4. Perform hand hygiene</p> <ul style="list-style-type: none"> • Wash hands with soap and water or use an alcohol-based hand rub
	<p>5. Remove protective eye wear</p> <ul style="list-style-type: none"> • Outside of protective eye wear or face shield is contaminated – Do Not Touch • Remove protective eye wear or face shield from the back (if has elastic band) or by the side arms without touching the front of the eye wear / shield. • If disposable – place into a waste bin or receptacle • If non-disposable – place into receptacle designed for reprocessing • Perform hand hygiene if hands become contaminated
	<p>6. Remove surgical mask/respirator</p> <ul style="list-style-type: none"> • Front of mask is contaminated – DO NOT TOUCH • Ties – undo bottom tie first then the top • Loops – remove loops from around ears • Pull mask away from face without touching the mask • Dispose of mask into a waste bin or receptacle
	<p>7. Perform hand hygiene</p> <ul style="list-style-type: none"> • Wash hands with soap and water or use an alcohol-based hand rub

Find out more www.dhhs.vic.gov.au/coronavirus

If you are concerned, call the

Coronavirus hotline 1800 675 398 (24 hours)

Please keep Triple Zero (000) for emergencies only

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