

## FIRE EMERGENCY

**Remove** patients in immediate danger and transport them to a safe area.

**Activate** nearest fire alarm and keep calm. Dial triple zero (000) if using a Hospital phone dial zero then triple zero (0) 000. State exact location and details of fire.

**Close** all doors.  
Take orders from Charge person on duty.

**Evacuate** the area if necessary.

## CARDIAC ARREST/EMERGENCY RESPONSE

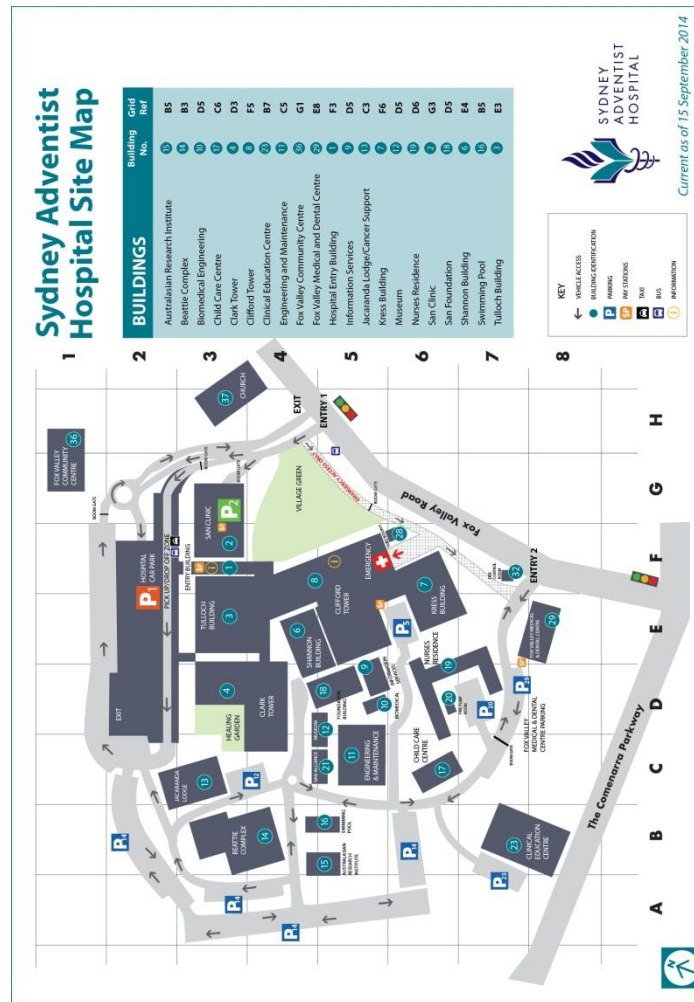
Phone 9999  
Indicate ward and room number location  
Press Emergency Response (red) Button in rooms and/or at Nurses Station to alert the Emergency Response Team. Stay with patient and initiate DRABCD

## HOSPITAL CONTACT NUMBERS

Cardiac Arrest: 8888 / 9999  
Fire: zero triple zero (0) 000  
Emergency: 9999  
Security: 9988  
Or Page: 033 or 032

## POLICIES AND PROCEDURES

All policies and procedures are located on the Hospital Intranet (Pulse). Clinical Educators/Facilitators and staff will guide you through the process to access essential information.



185 Fox Valley Road, Wahroonga NSW 2076

Ph: 02 9487 9111 Fax: 02 9487 9266

[www.sah.org.au](http://www.sah.org.au)



# SYDNEY ADVENTIST HOSPITAL



Information for  
New Staff, Agency Staff  
and Students

## SYDNEY ADVENTIST HOSPITAL

Sydney Adventist Hospital (SAH) is the largest most comprehensive single campus private hospital in New South Wales. It has 524 overnight beds and 166 day-only beds.

## OUR MISSION

Our mission is to remain our community's favourite private hospital by showing "Christianity in Action". Caring for the body, mind and spirit of our patients, colleagues, community and ourselves.

## PROFESSIONAL CONDUCT

All personnel are expected to be courteous and considerate in their dealing with our patients, visitors and other staff members at all times.  
HRD-PPM-S09-D003

## STAFF IDENTIFICATION

All staff must wear an identification badge. This ID must clearly show your name and classification. Your badge is to be worn above waist level.

## UNIFORM

A professional and neat appearance is required at all times. Your uniform will be supplied by SAH.  
NUR-PPM-S35-D019

## SMOKE FREE POLICY

The entire Hospital and its grounds are non-smoking areas.

## STANDARD PRECAUTIONS

Standard precautions must be practised at all times. If unsure ask your clinical educator/facilitator or ward staff.

## MEDICAL RECORDS

The majority of clinical areas now have electronic documentation. You will receive training and a personal code to access patient information. All documentation must be authentic and contemporaneous.

## PAGERS

Pagers are supplied to nursing staff on a shift by shift basis. Please ensure these are returned to the Nursing Station at the completion of the shift.

## SECURITY

The main entrance to the Hospital is locked between 2230 – 0600 hours. Entrance outside of these hours is via Emergency Care. 24 hour video surveillance is in operation in all key areas of the Hospital.

Security personnel are on site 24 hours a day and are available to assist with any threatening or violent behaviour. Duress buttons are located throughout the Hospital; please ask staff where they are located. Security personnel are also available to escort all staff/students to their vehicle after hours.

## WORKPLACE HEALTH & SAFETY

The SAH has a 'No Lift' policy for patient handling. All clinical areas are equipped with essential equipment to ensure personnel are able to safely care for patients without risk of injury to themselves. If not on an e-Clinical Pathway, the Patient Mobility Assessment Chart details the equipment required to move each patient safely. All staff working at the SAH have the right to work in a safe and comfortable workplace that is free from violence and bullying.

Any near-misses, incidents (including needle stick/splash) or injuries must be reported to the Manager or the ADON immediately.

An electronic incident monitoring system (Riskman) is used to record these incidents.

Review your workplace for any hazards. Review the use of chemicals, including the location of Safety Data Sheets (Intranet OHS Committee MSDS and at Point of Use). HRD-PPM-S04-D006

## PRIVACY

SAH recognises and respects every patients right to privacy. The brochure "Personal Information and Privacy for Patients" summarises our ethos.  
HRD-PPM-S04-D058.

If you have any questions or concerns about patient information confidentiality or privacy, speak with your Supervisor, Nursing Unit Manager, Departmental Manager or the SAH Privacy Officer.

## FOOD FACILITIES

SanCafe	Level 4 06:45-18:45 Monday to Friday 09:00-18:45 Saturday & Sunday
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SanSnax	08:30-16:00 Monday to Sunday
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## PARKING

Paid parking is available for staff onsite at a reduced rate.

Parking passes are obtained through the security department located on Level 3, Clifford Tower. Contact extension 9988.