

Prevent Alcohol and Risk Related Trauma in Youth (P.A.R.T.Y.) Program involves a full day excursion to Canberra Health Services in Garran, Canberra. It commences at 9am and concludes at approximately 3pm. The day is run strictly according to the timetable, hospital staff are foregoing clinical time to speak to the students and should not be kept waiting. Therefore, you will find the program will adhere to the times allocated.

Due to the sensitive nature of the material students will see, hear and experience, we ask that you pay special attention to the state of students during this excursion.

Thank you for the time you have and will give to making this a safe, exciting and challenging experience for your students. Information you may need to prepare you and the students for the visit is included below. Should you need any other information, please contact the Program Coordinator.

The Environment

- Canberra Health Services, Garran, Canberra
- Participants will tour the critical care areas of the Emergency Department, Intensive Care Unit, and a Orthopaedic or Neuro- surgical ward in the morning, and will experience life after injury in the afternoon with Rehabilitation specialists.
- The tour will cover large distances of the hospital, ***so please wear comfortable footwear!***
- The temperature in the Hospital is usually warm to hot, and there are sights, smells and sounds that will be foreign to students and some staff.

Transport

- The school is responsible for transporting students and staff to and from Canberra Health Services. Students will have been asked to arrive at school at a certain time in order to accommodate the 08:50 arrival at Canberra Hospital- check with the Teacher-in-charge of the excursion as to the exact time.
- Please notify the Program Coordinator ahead of time if you expect delays.

Assessing Participant Capacity

When selecting the group of participants to attend your P.A.R.T.Y. Program visit, please consider the following:

- **AGE:** Participants must be in **Year 10** between 14-16 years of age
- **SPECIAL NEEDS:** the program welcomes participants with special needs. However, we ask that they are accompanied by an allocated assistant, and that their attendance is pre-arranged with the Coordinator in order for us to meet their needs
- **RECENT TRAUMA:** Any participant who has experienced recent personal trauma or trauma within their family is advised not to participate in the Program.

- **CLASS OF PEERS OR HAND SELECTED:** It is up to the school to decide how they select which participants should attend the Program.

Preparation of students to attend

The following must be covered with students prior to attendance at Canberra Health Services:

- The need for appropriate behaviour in a hospital (level of noise, level of activity, care when passing patients in the corridors, behaviour in public areas of the hospital)
- The need to always stay with the group they have been allocated to for safety reasons.
- The need to dress in appropriate clothing for the visit (preferably a uniform which can be a sports or summer uniform)
- The need to bring lunch or money to purchase lunch (morning refreshments will be provided)

Preparation of staff to attend:

Please cover the following with staff prior to attendance at Canberra Health Services- please ensure all staff attending receive a copy of this document:

- Staff will need to supervise participants throughout the day including during the presentations and when touring the hospital in smaller groups
- Be aware of any potential medical conditions and associated treatment or medications required for the students attending, as the students may be exposed to situations which could trigger reactions such as fainting, anxiety or an asthma attack (please ensure staff bring a copy of any medical plans for students with medical conditions with them on the day)
- Be prepared to be “off line” for the day- limited mobile and computer access is available.

Activities

Across the day the students will be given the following presentations (subject to change):

- Power Point Presentation- Emergency Services (either the Ambulance Service, Police, Southcare Retrieval or Fire & Rescue)
- Power Point Presentation- Introduction to The P.A.R.T.Y. Program (Program Coordinator)
- Power Point Presentation- Introduction to Trauma & Trauma Injuries (Canberra Hospital Clinicians)
- Personal Presentation by a Trauma Injury ambassador

Across the day students will be given the opportunity to participate in the following practical sessions:

- ICU and ED clinical scenarios with a resuscitation doll (ICU & ED Nurse Educators)

- Physiotherapy session- this may involve bandaging limbs, so they are unable to be used, the use of a tilt table, placing a student in a collar, the use of physiotherapy equipment.
- Speech pathology- video footage of a video fluoroscopy, ask students to taste thickened foods & fluids.
- Occupational therapy- ask students to undertake tasks with one arm and other activities.

The students will be taken on tours of hospital departments including:

- Emergency Department
- Intensive Care Unit
- Orthopaedic Ward or Neurosurgical Ward

Please note: Whilst every effort will be made to comply with the above-noted activities, changes may occur on the day due to unavoidable circumstances (e.g.: presenting staff being called away to attend an emergency). Contingencies are in place to accommodate such situations with back up presentations to ensure continuity of the program and an optimum experience for students. Also, the P.A.R.T.Y. Program is a trauma prevention program. It is not designed to focus on the promotion of hospital careers. Work experience can be negotiated by schools within hospital settings for interested students at other points in their school education.

Supervision

- The P.A.R.T.Y. Coordinator will oversee the Program throughout the day to ensure participant safety, patient confidentiality, and the smooth running of the tour. The Coordinator and other P.A.R.T.Y. Program staff have Working with Vulnerable People clearance.
- All Canberra Hospital staff have a police clearance and are trained to provide a safe and enjoyable visit
- All Canberra Hospital volunteers have a police clearance and working with vulnerable people clearance. Volunteers have been specially selected and trained to assist with the Program
- The Canberra Hospital facilities and equipment are maintained to a very high standard to ensure visitor safety
- Staff within the tour areas have been informed of the P.A.R.T.Y. Program
- The P.A.R.T.Y. Coordinator will obtain consent from any patient/family participating in the Program
- The Canberra Hospital holds Public Liability Cover
- **The school must provide a staffing ratio that includes 3 supervising teachers**
- Supervising adults are required to maintain participant discipline whilst touring selected areas, reminding participants to be respectful and behave responsibly
- If a participant has to leave the group feeling unwell, either physically or emotionally, a Canberra Hospital staff member and school representative will accompany them to an appropriate treatment area. If a school staff member or student requires medical intervention, they will be transferred to the Emergency Department and triaged as a patient

Information and Consent for Parents

Parents/guardians of participants need to receive the P.A.R.T.Y. Program information and consent to participate in the evaluation questionnaire forms. Your school may have their own excursion forms that you are obligated to use but please ensure that the P.A.R.T.Y. program forms are also sent- it is a requirement of our Ethics for Research department that these forms are completed. Attendee participation is subject to the receipt of the signed consent form from the parent/guardian.

A copy of all consent forms must be sent to the Coordinator prior to the day of the excursion.

Emergency Procedures

- An Emergency Procedures Action Plan is operational in every clinical and non-clinical area of The Canberra Hospital. A designated member of hospital staff in each area is responsible for Emergency Response Procedures, and should evacuation be necessary, will assume the responsibility of Zone Warden
- All members of the P.A.R.T.Y. Excursion must follow the direction of the Zone Warden
- The P.A.R.T.Y. Program Coordinator will have a list of all members in the group on the excursion, and should evacuation occur the Coordinator will complete a roll call for all participants and organisation staff.

Debriefing post the visit

- We recommend access to counselling to be arranged by the school following the excursion if required by students or staff who have attended.
- We recommend ongoing discussion of the subject matter and experiences of the P.A.R.T.Y. Program be facilitated by the school through the school curriculum.
- A follow up phone call or email will be made to the school following the program visit to touch base with the school and to track any issues created as a result of the school's participation. Please forward any feedback (apart from that already entered in the teacher evaluation form you will complete on the day) to the teacher in charge of your excursion who can pass it onto the P.A.R.T.Y. Program staff when they make contact.

Thank you for your time in coordinating this important excursion for your participants

Any enquires can be forwarded to the Excursion Coordinator, or below to the P.A.R.T.Y. Coordinator;

P.A.R.T.Y. Program Coordinator

Phone: (02) 51242638

Email:

P.A.R.T.Y.Canberra@act.gov.au