

# STUDENT ORIENTATION MANUAL

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## DIRECTOR'S WELCOME

Welcome to the [University of Newcastle Department of Rural Health](#).

The Department is dedicated to fostering rural health and wellbeing through community engagement, student learning and innovative research.

With us, medical, nursing and allied health students can receive supervised practical experience, education and exposure to rural health practice. You can undertake placements within our large NSW geographical footprint, with teaching facilities in Tamworth, Taree, Armidale, Inverell, Moree, Port Macquarie and Coffs Harbour.

This student orientation manual has been developed to facilitate a smooth transition for you into the Department of Rural Health and enhance your academic and placement experience with us. The manual includes information about our education centres, accommodation and key services in each of our locations.

While the manual is intended to be a useful guide, remember that our academic and professional staff are here to help you with your placement and your stay with us. Please feel free to ask your academic supervisor or one of our professional staff if you need help or advice about your time on placement.

I trust that you will enjoy your rural placement with us. I hope that you gain valuable experiences that prepare you for practice and expose you to the amazing opportunities and satisfaction that comes with working as a rural health practitioner.

Sincerely,

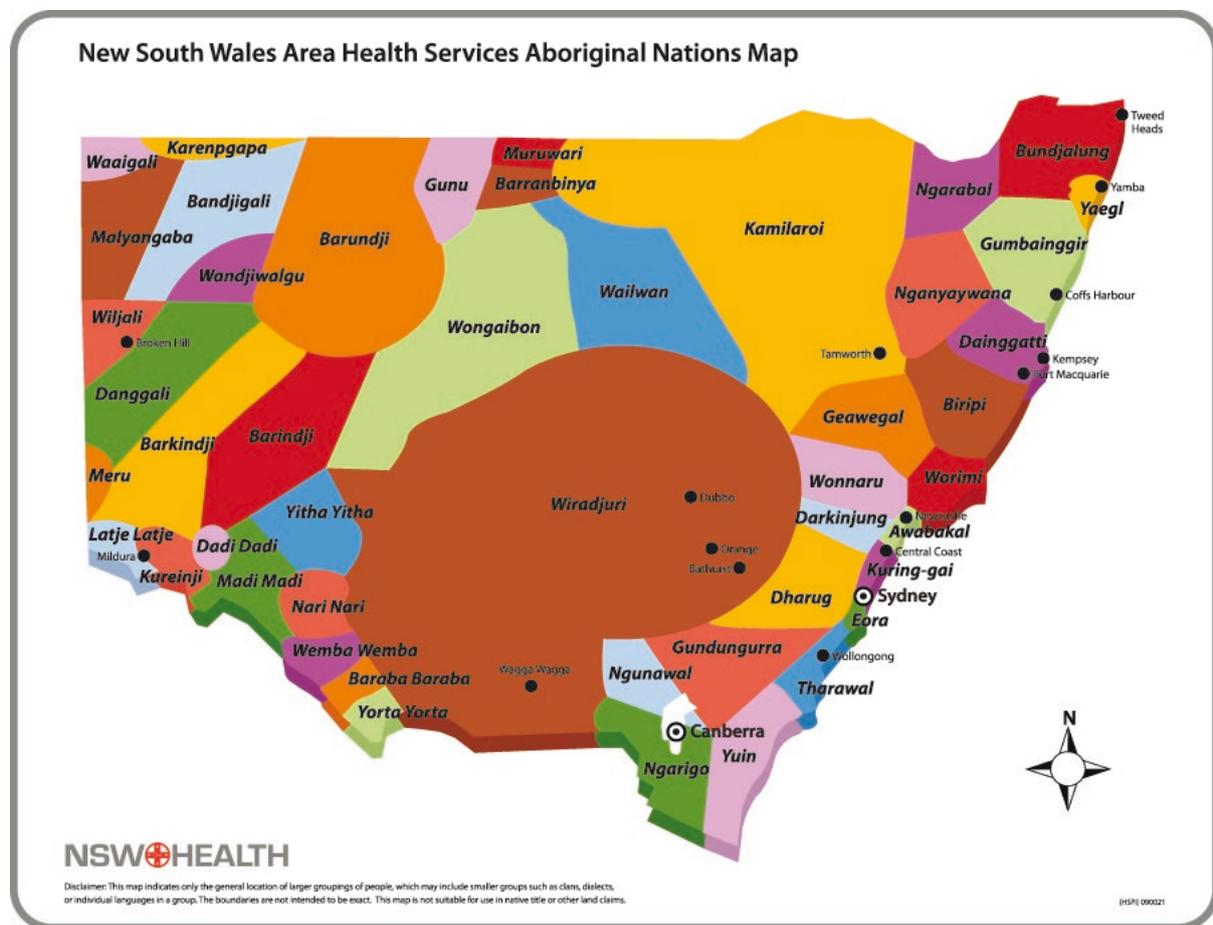
**Professor Jenny May AM PhD FRACGP FACRRM**

**Head of Rural Education and Research, Betty Fyffe Chair of Rural Health and  
Director, University of Newcastle Department of Rural Health**

[jennifer.may@newcastle.edu.au](mailto:jennifer.may@newcastle.edu.au)

## ACKNOWLEDGEMENT OF COUNTRY

Aboriginal and Torres Strait Islander peoples have lived in this country for over 60,000 years. The University of Newcastle Department of Rural Health has hubs located on lands encompassing 14 Aboriginal nations. We acknowledge that Aboriginal peoples are the owners of these lands. In doing so, we recognise the diversity of Aboriginal peoples and pay respect to Aboriginal Elders, cultures and heritage.



## ABOUT US

### Our Purpose

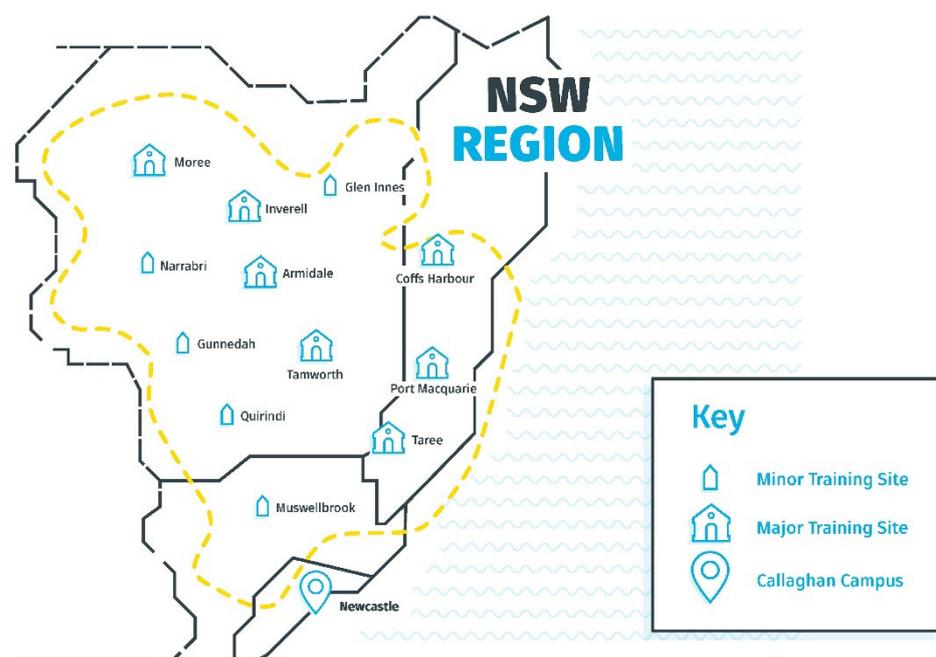
The University of Newcastle Department of Rural Health aims to improve the health and wellbeing of people in regional, rural and Indigenous communities.

We support students and health professionals through placements and learning in medicine, nursing, nutrition and dietetics, physiotherapy, medical radiation science, occupational therapy, pharmacy, speech pathology and social work. Twenty-five per cent of the graduating cohort of medical students from the Joint Medical Program will spend a minimum of one year at one of our three clinical school locations (Tamworth [Peel], Taree [Manning] or Armidale [Tablelands]).

The University of Newcastle Department of Rural Health is funded by the Australian Government Department of Health under the [Rural Health Multidisciplinary Training \(RHMT\) program](#). The RHMT program encourages students of medicine, nursing and allied health professions to pursue a career in rural practice by providing opportunities for students to complete part of their studies in rural locations.

### Our Locations

Our Department covers approximately 20% of the land area of NSW and includes Tamworth, Armidale, Taree, Inverell, Moree, Port Macquarie, Coffs Harbour and the surrounding communities in a corridor of land that stretches north to the town of Tenterfield on the border of NSW/Queensland.



## Community Engagement

You are invited to participate in a variety of community activities during your rural placement. Engaging in community activities will help give you a meaningful and productive rural placement as you work to promote better health and prevent disease.

We've established strong partnerships with local community organisations across our footprint. These include sporting groups, primary schools, childcare centres and many others. Examples of community activities include primary school presentations and workshops, sporting activities with people who have a disability, teddy bear hospitals, and more.

You'll receive more information about community engagement activities during your orientation session. Otherwise, speak with our academics for more information—you're always welcome to join in!

Find out more on [our website](#).

## Social Media and Website

Stay connected with your peers and rural health community via our social media channels:

**Facebook:** Like and follow us @UONDRH  
[www.facebook.com/UONDRH](http://www.facebook.com/UONDRH)

**Instagram:** Like and follow us @UONDRH  
[www.instagram.com/uondrh](http://www.instagram.com/uondrh)

**[Our website](#)** is located within the University of Newcastle's website at [www.newcastle.edu.au/drh](http://www.newcastle.edu.au/drh).



## PREPARING FOR PLACEMENT

Placements are an exciting and rewarding experience. If you're preparing to undertake a placement with us, make sure you read through the information in this manual and speak to us if you're still unsure.

### Student Placement Portal

Registering your placement and applications for accommodation are made using our [Student Placement Portal](#). Placement support is only available for placements of two weeks or more.

You will be advised of your individual log-in ID and password when you register your placement through the portal. Please keep your log-in ID and password secure. You'll need it throughout your residency for activities such as viewing and paying your accommodation account.

Your allocated accommodation will depend on the length of your stay and room availability at the placement location.

*Please note that Medical Students are only eligible to apply for accommodation at either Tamworth or Taree.*

*Please note ALL students are required to register their placement through the [Student Placement Portal](#), even if accommodation is not required.*

### Student SharePoint Site

In addition to [our website](#), we have a [Student SharePoint site](#) that will be made available to you once you have a confirmed placement with us.

If you are unable to access the SharePoint site, please let us know:

[uondrh-placements@newcastle.edu.au](mailto:uondrh-placements@newcastle.edu.au)



## Insurance

The University does not accept responsibility for any loss or damage to a resident's personal property while on placement. **You are advised to take out private insurance on your own possessions.**

Further information on the University's insurance policies can be found [here](#).

## NSW Ministry of Health Compliance

The NSW Health [Working With Children Checks and Other Police Checks Policy \(PD2019\\_003\)](#) requires that all students enrolling in courses that involve clinical placements in NSW Public Health Facilities must undertake a National Police Check. Students are also required to comply with the NSW Health policy [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](#), and any other relevant policies.

In addition, before the placement is confirmed with the NSW Public Health Facility, you must inform us of any conditions imposed by the NSW Department of Health or any other authority so that the NSW Public Health Facility can determine if it is able to manage your placement in accordance with the conditions.

All forms required to be completed can be found [here](#).

## Student Immunisations

Students in the College of Health, Medicine and Wellbeing are required to keep a record of their vaccination history on a card. This card should be taken with you when attending any placement. You must be able to produce evidence of your vaccination status upon request while on placement at HNELHD/MNCLHD facilities.

You will receive your vaccination card in your enrolment kit. It is your responsibility to undergo pre-vaccination screening to determine immunity and/or vaccination status.

All students coming on placement to our locations are required to comply with the University of Newcastle, Hunter New England Local Health District (HNELHD) and Mid North Coast Local Health District (MNCLHD) policies on immunisation/vaccination status.

Failure to comply with any of the requirements listed above may result in access to HNELHD/MNCLHD facilities being refused.

**Further information regarding student compliance can be found on the [University of Newcastle website](#).**

## OUR POLICIES AND GUIDELINES

You must adhere to all policies from the [University of Newcastle](#), or your university, [NSW Health](#), and [Department of Rural Health Residential Agreements](#). Any non-urgent issues can be reported through our [Student Placement Portal](#).

Residential agreements, including Student Occupancy Licence Agreement, Schedule of Charges, Student Occupancy Licence Agreement, Terms and Conditions and Accommodation Standards are available on [our website](#).

All students are bound by the [Policies for Students](#). In particular, please note the policy on [Student Misconduct Rules](#). The policy refers to student misconduct, breach of discipline or good order, appeals and penalties.

### Full Fee-paying Students

The University of Newcastle Department of Rural Health is funded to support domestic students<sup>1</sup> in accordance with the Commonwealth Department of Health funding of the RHMT program. Placement support is only available for placements of two weeks or more. They are not available at all our locations.

### Accommodation Guidelines

Living with other students is a great way to have fun and meet new friends. It can also ease the stress of study and placements, and help you feel more at home in your new environment.

The following Residential Agreements are available on [our website](#). These agreements detail the expectations, and terms and conditions of staying in accommodation provided by the University of Newcastle Department of Rural Health:

- UONDRH Student Occupancy Licence Agreement – Schedule of Charges
- UONDRH Student Occupancy Licence Agreement – Terms and Conditions
- UONDRH Accommodation Standards

### Identification Badges and Swipe Cards

Students must always wear their university identification badge while on placement at all sites. Additionally, HNELHD ID swipe cards may be required to access restricted areas. You will be notified at orientation if this is applicable to you.

## Emergency Procedures

The recommended action to be taken in the event of a fire is the same as in hospitals throughout NSW.

- R** Remove patients/staff/students from immediate danger.
- A** Alert other staff/students and the NSW Fire Brigade, advising exact location of the fire.
- C** Confine the fire and smoke by shutting doors and windows.
- E** Extinguish the fire if safe to do so. Use the correct extinguisher.

In the event of an emergency or fire, follow the instructions of the Emergency/Fire Warden in your area. Please make yourself familiar with the Work Health and Safety guidelines at your local site.

*Site-specific procedures can be found under the location sections below.*

## Personal security

We encourage you to be vigilant with your personal belongings while on hospital grounds and within your accommodation. Do not leave bags, laptops or mobile phones unattended. Do not carry large amounts of money.

Please exercise common sense when out after dark and do not put yourself into situations where you may be at risk. If you are leaving the hospital grounds after dark, we recommend you telephone security and ask them to escort you to your vehicle. If you are planning to be on campus after dark, move your car closer to your location and have your keys in your hand as you approach your car.

Be aware of your surroundings:

- Avoid isolated areas
- Pay attention to your intuition; if any area doesn't feel safe, avoid it
- Change direction if you think you are being followed
- Don't walk alone at night with earphones in
- If in trouble, make a lot of noise
- Be alert and walk purposefully

Report suspicious behaviour:

- Save hospital security and local police phone numbers to your mobile phone
- Remember, most mobiles will call 000 even when no credit is on the sim card

## Payment of Accounts

Payment of accounts for student accommodation and other costs will be billed and processed through our [Student Placement Portal](#). If you would like to pre-pay your room fees for your entire placement, please contact [uondrh-accounts@newcastle.edu.au](mailto:uondrh-accounts@newcastle.edu.au) and we will make arrangements for you to do this.

As per the [UONDRH Student Occupancy Licence Agreement – Terms and Conditions](#), room fees are payable **one week in advance**, on or before Saturday.

Payments can be made with Visa or MasterCard debit/credit card..

The [Student Placement Portal](#), including the online payment facility, is available 24/7. Payments are processed through a Bank Secure Payment Server and you will receive a response to your payment at that time. Card details are processed by the bank and not retained by the University.

Fees and charges must be paid by the due date. Any costs incurred in the collection of outstanding fees will be charged to the resident. Failure to pay fees and charges as required will cause examination results to be withheld.

## Computer Use Policies

When using any computer on the HNELHD network, you will be required to use the appropriate University login. University students have their own HNE accounts which give them access to Microsoft Office applications only and no internet access. For login details, check the [Student Placement Portal](#).

Should you require access to network shares, or any HNELHD Application, you will need to contact your local University of Newcastle Department of Rural Health Education Centre to complete the necessary form for your own individual account.

When using any of the student accounts, you are agreeing to adhere to the University and HNELHD email and internet access policies:

- [Use and Management of Misuse of NSW Health](#)
- [University Computing and Communications Facilities Conditions of Use Policy](#)

The internet is used for research, study, and emails. Inappropriate use will result in your access being suspended.

**All generic student accounts are restricted accounts which do not allow files to be saved locally. You can save files temporarily to the desktop; however, they will be deleted as soon as you log off. Please save all data to your external USB drive.**

## TAMWORTH

Tamworth is a vibrant inland community known for its world-famous country music festival, national parks, sporting events, art galleries and rich heritage. Located on Gomeri Country, Tamworth is around three-and-a-half hours from Newcastle. The region is filled with natural wonders to explore.

Experience a relaxed country lifestyle within a close-knit community, while still maintaining access to world-class learning facilities at our Tamworth Education Centre (TEC).

### Student Administration and Contacts

Tamworth Education Centre (TEC)  
114–148 Johnston Street  
Tamworth NSW 2340

T: 02 6755 3555  
F: 02 6761 2355

[UONDRH-TAM-Placements@newcastle.edu.au](mailto:UONDRH-TAM-Placements@newcastle.edu.au)

**Office hours:** 8am – 5pm, Monday to Friday

[Map of Tamworth](#)

[Map of Tamworth Hospital](#)



## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6768 2999

Hospital: 02 6767 7700

Poisons Information Centre: 13 11 26

## Student residential emergency assembly areas

Residence	Assembly Area
TEC Accommodation	Central car park area between TEC and student accommodation
Park House Units	Car park in front of building (Johnston Street)

## Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

## Tamworth Education Centre: Evacuation points

- Central car park area between TEC and student accommodation; and
- Staff car park area between Johnston Street and TEC

## Hospital security

Security is located in the Tamworth Hospital Emergency Department. In the event that Security is unmanned, contact numbers are as follows (from a HNELHD telephone):

- Switch 77700 and ask to be put through to Security
- Extension 77470 (which will automatically switch to the mobile phone number if unanswered)

## Student Accommodation

All accommodation in Tamworth is fully self-contained (excluding linen/towels) and has internet access available for study purposes. Please refer to the “Computer Facilities and Internet” section on the following pages for more information.

If accommodation in Tamworth is unavailable, or full, students may be eligible for an allowance of \$100 per placement week, **paid at the completion of your placement**. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying) students only.**

### TEC Accommodation

This accommodation is located at the TEC. It is a five-minute walk from the Tamworth Hospital and Northgate Shopping Complex (Coles).

The accommodation consists of five and six-bedroom apartments. Each apartment has two bathrooms and shared living and kitchen areas.

Students have their own private lockable bedroom (with a unique key). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe. Each apartment block has shared laundry facilities available.

### Park House Accommodation

Constructed in 2019, this accommodation is located a five-minute walk from Tamworth Hospital and Northgate Shopping Complex (Coles), across the road from the TEC.

The accommodation consists of nine studio units. Each unit has a bathroom, living/kitchen/bedroom (queen bed) area and courtyard area. There is a washing machine and small study nook in each unit.

All the units have access to a shared common room and alfresco area.



*Top to bottom: TEC accommodation kitchen, TEC accommodation living area, Park House studio*

## Checking in and out

For all Tamworth accommodation, **you can collect keys any time after 2pm** on the registered day of arrival. Keys are available in the key cabinet located in the breezeway at the Tamworth Education Centre. Please refer to your arrival email for full details on how to access the cabinet.

For all Tamworth accommodation, **you must return the keys by 10am** on the registered day of departure. All resources such as keys and access cards are to be returned to the TEC Reception (8am-5pm, Monday to Friday). After hours, keys can be returned to the same key cabinet you retrieved your key from. Refer to your departure email for full details on how to access the cabinet.

## Accommodation maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact.

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE): 02 4921 5888

## Accommodation property facilities

Property	TEC Student Accommodation	Park House Units
Lockable bedroom		Yes
Linen provided		No
Wireless internet		Yes
Air conditioning		Yes
Bathroom	2 per unit shared	Yes
Dishwasher	No	Yes
Cooktop/hotplates		Yes
Oven		Yes
Fridge		Yes
Freezer		Yes
Microwave		Yes
Crockery and cutlery		Yes

Property	TEC Student Accommodation	Park House Units
Cooking utensils	Yes	
Washing machine	Yes	
Dryer	Yes	No
Iron	Yes	
Ironing board	Yes	
Dining room	Shared	Yes
Lounge room	Shared	Yes (studio)
Television	Yes	
DVD	No	
Telephone	No	
Recreation room	No	Yes (common room)
Swimming pool	No	No
On-site car parking	Limited	

## Student Services

### Computer facilities and internet

Students have access to computers and internet via several methods:

- **TEC**, open from 8:00am – 5:00pm Monday to Friday, has a student lounge and wireless internet. Use your university credentials to log in to the system (remembering to add @newcastle.edu.au after your student number). Non-University of Newcastle students will need to connect to eduroam, not newcastle.edu.au
- **Library** (located in the DRH building on the hospital grounds), open from 8:30am – 5:00pm Monday to Friday. Computers in the library are on the HNELHD network.
- The **DRH building** has wireless internet available to students (24 hours) via the eduroam network. Use your university credentials to log in. BYO device.
- At the **Park House Accommodation**, the WiFi can be accessed via the password provided in each individual unit.

Should you require assistance with the wireless connection at the accommodation or in the TEC, please contact 17000 (02 4921 7000). For assistance with the wireless connection or library computers at the DRH building, please contact 02 4921 3800 and ask for assistance.

## Mail

While on placement with us in Tamworth, you can have your mail delivered to the below address and we will distribute it to you:

University of Newcastle Department of Rural Health  
Tamworth Education Centre

**STUDENT NAME**

114-148 Johnston Street  
Tamworth NSW 2340

## Meals

Students are required to cater for themselves. In Tamworth, the nearest supermarket to the TEC student accommodation and Park House is Coles at Northgate (five-minute walk). Also located in Northgate are a number of speciality shops.

Tamworth CBD is a five-minute drive from the TEC and Park House, where you will find many restaurants and cafes.

**Staff cafeteria:** There is a cafeteria in the main hospital building near patient services. Opening hours are from 7:30am – 6pm Monday to Friday, 10am – 6pm on weekends and public holidays, and closed for Christmas Day.

## Telephone

**Hospital:** To dial an internal number from the hospital (to another hospital department), pick up the phone and dial the required extension. If you are uncertain of the number, ring the switchboard '99' and they will assist you. A '0' is required for an external line. Internal calls cannot be made between the accommodation and/or the hospital.

## Printing and photocopying

Photocopying and scanning facilities are available in the hospital library and the TEC. The library staff are available to assist you with database searches.

Printing can be purchased from the librarian (cash only). Cards are to be returned to the librarian at the end of use/placement; failure to do so will result in a replacement fee charged to your university student account via the [Student Placement Portal](#).

A printer/photocopier is also located in the TEC, First Floor. This printer uses OnePrint and students from all universities can set up an account using the instructions on the printer, or at Front Desk.

## Library

Library orientation will be conducted within the first week of your stay. Library orientation is essential before attending the library.

Library hours are 8:30am – 5:00pm, Monday to Friday. Phone: 02 6767 7985.

## Tamworth Hospital

Tamworth Hospital has a 24-hour emergency department, high level surgical and medical services, including a diagnostic and interventional cardiac catheterization laboratory, intensive care, coronary care, rehabilitation services (including brain injury), diabetes centre, mental health unit, renal services, paediatrics, maternity, oncology, radiology and pathology. Outpatient clinics link the New England area with specialist tertiary hospitals in Newcastle and Sydney.

Tamworth Hospital is a multi-level hospital building which provides a hub for clinical service priorities in medical, surgical, paediatrics, maternity and birthing, special care nursery, palliative care, emergency services, operating suites and recovery spaces, cardiac catheterisation laboratory, medical imaging, nuclear medicine and pharmacy. The facility also provides consultancy outreach and support for chronic and complex disease management across the whole community.

For more information, visit the [Tamworth Hospital website](#).

## Motor vehicles/parking

Car parking at the Tamworth Hospital is at a premium; therefore, students are asked to park their cars and motorcycles either in the designated staff car parks or at the TEC Education Centre/Student Accommodation in the **student parking designated area**. Students are also encouraged to utilise off-street parking where possible.



Top to bottom: Tamworth Hospital, TEC student common area

## Sightseeing and Recreation

Tamworth is a vibrant, friendly and fuss-free city. It's also Australia's Country Music Capital. In January, the Tamworth Country Music Festival attracts over 50,000 visitors from all over the world. The region is home to about 55,000 people who live in the city or in the towns of Barraba, Manilla, Bendemeer or Nundle. The Tamworth regional area is about three times the size of Sydney basin or about the same as Lake Eyre.

The Tamworth region offers adventure activities including horse riding and water activities. There is a range of entertainment including theatres, cinemas, pubs and fine dining, and numerous sporting clubs and gym options for the active sport enthusiasts. Those who enjoy the slower pace can explore the local wineries and coffee shops or take a short drive to explore the Nundle Wool Mill and gold mining activities. The Botanical Gardens and Marsupial Park offer a relaxed atmosphere where you can appreciate the local animals and plant life.

## Sporting facilities and student activities

There are many gyms located in Tamworth, have a chat with staff at the TEC or your supervisor for more information. Tamworth also has a parkrun every Saturday – details can be found at [parkrun.com.au/tamworth](http://parkrun.com.au/tamworth).

The Tamworth region is well-serviced by a huge variety of recreational facilities that cater for a wide spectrum of activities. With over 70 listed parks, gardens and reserves, four lookouts, six swimming pools, more than 40 sporting fields, three skate parks and over 150 sporting groups operating across the region, there is something for everyone. Sport is a major economic and social driver for the regional economy and attracts plenty of sports players and spectators each year. Paragliding and hang-gliding from Mount Borah, Manilla and the Marsupial Park in Tamworth are two of the more adventurous pursuits catered for in the region.

**For further tourism information, visit:**

- [Tamworth Regional Council](#)
  - [Destination Tamworth](#)
-

## ARMIDALE

Located in Gayinyaga Country, high on the Northern Tablelands, this tight-knit town offers a blend of culture, state-of-the-art learning facilities, diverse placement opportunities and jaw-dropping natural beauty. It's a place where you can see the seasons changing, with warm summers and crisp winters, and a colourful display of greens, reds and oranges in-between.

### Student Administration and Contacts

Armidale Education Centre  
Tablelands Clinical School  
110 Butler Street  
Armidale NSW 2350

T: 02 6755 3555  
F: 02 6761 2355

[UONDRH-TAM-Placements@newcastle.edu.au](mailto:UONDRH-TAM-Placements@newcastle.edu.au)

[Map of Armidale](#)



*Top photo: Tablelands Clinical School.  
Bottom three photos: Armidale Tourism photos.*

## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6771 0699

Hospital: 02 6776 9500

Poisons Information Centre: 13 11 26

### Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

### Student residential emergency assembly areas:

Residence	Assembly Area
Rusden Court	Front of house in Rusden Court grass verge area
Solomon Avenue	Front of buildings in Solomon Avenue grass verge area

### Tablelands Clinical School evacuation points

Emergency assembly point is at the front entrance courtyard.

### Hospital security

For hospital-related issues, contact the Security Officer via Hospital Main Reception during business hours by phoning 02 6776 4777 or after hours on 0428 268 914.



## Student Accommodation<sup>2</sup>

All accommodation in Armidale is fully self-contained (excluding linen/towels) and has internet access available for study purposes.

If accommodation in Armidale is unavailable, or full, students may be eligible for an allowance of \$100 per placement week, paid at the completion of your placement. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying) students only.**

### Solomon Avenue

Located a block away from the Tablelands Clinical School and the hospital, these two properties are three-bedroom, self-contained houses.

The houses have a shared bathroom, additional toilet, laundry and shared living and kitchen areas. There is also a paved outside courtyard.

Students have their own private lockable bedroom (with a unique entry PIN). Each bedroom is furnished with a king single bed, desk/chair/lamp and built-in wardrobes.

### Rusden Court

Just a 15-minute walk from the Tablelands Clinical School and the hospital, this property is a four-bedroom, self-contained house.

The house has one shared bathroom (one of the bedrooms has an ensuite), laundry and shared living and kitchen areas. There is a grassed and paved area outside.

Students have their own private lockable bedroom (with a unique entry PIN). Each bedroom is furnished with a king single bed, desk/chair/lamp and built-in wardrobes.



Top to bottom: Solomon Avenue accommodation (outside), Solomon Avenue kitchen, Rusden Court (outside), Rusden Court kitchen

<sup>2</sup> Our student accommodation in Armidale is only available to Allied Health and Nursing students.



## Checking in and out

You can access the properties **any time after 2pm** on the registered day of arrival.

An email will be sent to you prior to your arrival with instructions for accessing the premises.

Check out is **by 10am** on the registered day of departure.

## Accommodation maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact:

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE):  
02 4921 5888

## Accommodation property facilities

Property	Solomon Ave	Rusden Court
Lockable bedroom	Yes	
Linen provided	No	
Internet access	Yes	
Air conditioning	Reverse cycle	
Bathroom	Shared	
Dishwasher	No	Yes
Cooktop/hotplates	Yes	
Oven	Yes	
Fridge	Yes	
Freezer	Yes	
Microwave	Yes	
Crockery and cutlery	Yes	
Cooking utensils	Yes	
Washing machine	Yes	



Property	Solomon Ave	Rusden Court
Dryer		Yes
Iron		Yes
Ironing board		Yes
Dining room		Shared
Lounge room		Shared
Television		Yes
DVD		Yes
Telephone		No
Recreation room		No
Swimming pool		No
On-site car parking		Yes

## Student Services

### Internet facilities

Wireless internet is available to students staying at all accommodation. It is also available at the Tablelands Clinical School (via Eduroam and BYO device).

### Mail

While on placement with us in Armidale, you can have your mail delivered to the below address and we will let you know if mail arrives for you either via email or phone. Please note that the office is staffed from Mon-Wed only:

University of Newcastle Department of Rural Health  
Tablelands Clinical School

**STUDENT NAME**

110 Butler Street  
Armidale NSW 2350



## Meals

Students are required to cater for themselves. In Armidale, there are a number of food outlets and supermarkets within walking distance of the hospital and accommodation.

**Staff Cafeteria/Kiosk:** Armidale Hospital kiosk is located near the front entrance to the hospital and is open 8:30am – 4:00pm.

## Telephone

**Hospital:** To dial an internal number from the hospital (to another hospital department), pick up the phone and dial the required extension. If you are uncertain of the number, ring the switchboard '69500' and they will assist you.

## Printing and photocopying

Printing, photocopying and scanning facilities are available at the hospital library free of charge. The library staff are available to assist you with database searches. Printing and photocopying facilities are also available at the Tablelands Clinical School (see staff for details).

## Library

The Dr Harold Royle Library at Armidale Hospital is available for your use 24/7. Details on how to obtain access outside of business hours can be provided by the hospital. There are computers available but no photocopying facilities. The books in the library are available for use while in the library, however they are not available for borrowing.

The Armidale Dumaresq Council War Memorial Library is located at 122 Faulkner Street, Armidale and provides a wide range of resources for borrowing as well as internet and printing facilities. You will need to become a temporary member of the library to borrow materials and use any services. The library is open Monday to Friday 10am – 6pm, Saturday 10am – 1pm, and is closed on public holidays. Phone: 02 6767 7985.

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## Armidale Hospital

Armidale Hospital is an accredited hospital serving the community since 1858.

The hospital provides for all types of medical services including medicine, surgery, obstetrics, paediatrics, geriatrics and accident and emergency as well as outpatient clinics. Ancillary medical services including radiology, pathology, occupational and speech therapy, social work, physiotherapy and pharmacy are an integral part of the organisation and contribute to the high level of patient care at Armidale Hospital.

For more information, visit the [Armidale Hospital website](#).

### Motor vehicles/parking

Students staying at Rusden House or Solomon Avenue accommodation may park at the premises and walk to the hospital. Alternatively, there is some street parking available around the hospital and a hospital carpark located on Butler Street with the entry in West Avenue.

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## Sightseeing and Recreation

Set in the beautiful New England Tablelands, Armidale offers everything from museums and galleries to world heritage natural wonders. The lively CBD has a variety of shopping attractions as well as fine cuisine, bakeries and pubs. There are many scenic camping locations and short and long-distance hiking trails nearby. The Armidale Dumaresq area is rich in natural attractions and local history. From national parks to the remains of old gold mining operations, there is plenty for the visitor (and locals) to see and do.

### National parks/scenery

- Dangar Falls and Gorge, Wollomombi Falls, Gara Gorge, Ebor Falls
- New England National Park (two hours away), Oxley Wild Rivers NP (20 minutes away), Guy Fawkes NP, Cathedral Rock NP (45 minutes away), Dorrigo NP

### Shopping

- Armidale Central (Woolworths, Big W), Armidale Plaza (IGA, Kmart, Spotlight), Beardy St Mall, Coles Centre

### Walking/running/biking

- Creeklands path (town)
- Dumaresq Dam (12km NW)
- Pine Forest (3.5km NE)

### Historical buildings

- Saumarez Homestead
- Booloominbah at UNE
- Churches/cathedrals (Anglican, Catholic), schools (TAS, PLC, NEGS)

### Sports facilities and student activities

There are various sporting facilities in Armidale for both indoor and outdoor activities, including baseball, softball, cricket, hockey, netball and football. Two heated swimming pools, one at UNE and one at TAS, offer limited public access. The city pool complex with two heated Olympic and children's sized pool is open daily in the summer. Gym facilities are available at several locations. UNE gym offers a sauna.

There are tennis courts, squash courts, an indoor cricket arena, skate arena and ten pin bowling, a golf course and golf practice ranges. A jogging and cycling track run through the centre of town along the creek and park area. Trout fishing, abseiling, canoeing, white water rafting, cycling, gliding, parachuting, horse riding, orienteering and bush walking are all available within an hour's drive.

For further tourism information, visit [Armidale Tourism](#).

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## COFFS HARBOUR

Coffs Harbour is the heart of the Coffs Coast, home to pristine beaches, excellent shopping and award-winning cafes and restaurants. Located on Gumbaynggirr Country, this subtropical city is nestled between forested hills and the sparkling blue waters of uncrowded beaches, about four hours' drive from Newcastle.

Students who study in Coffs Harbour are often looking for a coastal adventure, along with modern convenience and a vibrant small-town atmosphere. It's also a charming base from which to explore the Coffs Coast and further north.

### Student Administration and Contacts

Coffs Harbour Education Centre  
Specialist Medical Centre  
Suite 212, 343-345 Pacific Highway  
Coffs Harbour NSW 2450

T: 02 4055 1960

[UONDRH-COF-Placements@newcastle.edu.au](mailto:UONDRH-COF-Placements@newcastle.edu.au)

**Office hours:** 8:30am – 4:30pm, Monday to Friday

[Map of Coffs Harbour](#)



## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6691 0799

Hospital: 02 6656 7000

Poisons Information Centre: 13 11 26

### Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

### Student residential emergency assembly areas

Residence	Assembly Area
Park Beach Road	Front of building in Park Beach Road grass verge area
Wedge Lane	Intersection of Wedge Lane and Park Beach Rd on the grass verge area.

### Specialist Medical Centre evacuation points

Rear of building/car park area.

## Student Accommodation<sup>3</sup>

All accommodation is fully self-contained (excluding linen/towels) and has internet access available for study purposes.

If accommodation in Coffs Harbour is unavailable, or full, students may be eligible for an allowance of \$100 per placement week, **paid at the completion of your placement**. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying) students only.**

### Park Beach Road Units

Park Beach accommodation is located a 12-minute walk from Park Beach Plaza and the beach is only one block away. The accommodation consists of six three-bedroom units. Each unit has two bathrooms with a shared laundry (including additional toilet), living and kitchen areas.

Students have their own private lockable bedroom (with a unique e-key on their mobile phone). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

### Wedge Lane Units

Wedge Lane accommodation is located a 12-minute walk from Park Beach Plaza and the beach is only one block away. The accommodation consists of two three-bedroom units. Each unit has two bathrooms with a shared laundry, living and kitchen areas.

Students have their own private lockable bedroom (with a unique e-key on their mobile phone). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.



Top to bottom: Park Beach Road kitchen, Park Beach Road patio, Wedge Lane units, Wedge Lane kitchen.

<sup>3</sup> Our student accommodation in Coffs Harbour is only available to Allied Health and Nursing students.

## Checking in and out

You can **access the property any time after 2pm** on the registered day of arrival. You will receive an SMS prior to your arrival, prompting you to install an app that gives you access to your personal e-key.

**Your accommodation access will cease at 10am** on the registered day of departure. Your access to the accommodation is automatically suspended.

## Accommodation maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact:

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE): 02 4921 5888

## Accommodation property facilities

Property	Park Beach Road	Wedge Lane
Lockable bedroom	Yes	Yes
Linen provided	No	No
Internet access	Yes	Yes
Air conditioning	No. Ceiling fans in bedrooms.	Master bedrooms - Yes All other bedrooms – No. Ceiling fans only
Bathroom	Shared	Shared
Dishwasher	Yes	Yes
Cooktop/hotplates	Yes	Yes
Oven	Yes	Yes
Fridge	Yes	Yes
Freezer	Yes	Yes
Microwave	Yes	Yes
Crockery and cutlery	Yes	Yes
Cooking utensils	Yes	Yes

Property	Park Beach Road	Wedge Lane
Washing machine	Yes	Yes
Dryer	Yes	Yes
Iron	Yes	Yes
Ironing board	Yes	Yes
Dining room	Yes	Yes
Lounge room	Yes	Yes
Television	Yes	Yes
DVD	No	No
Telephone	No	No
Recreation room	No	No
Swimming pool	No	No
On-site car parking	No. On-street parking only, do not park in visitor carparks.	No. On-street parking only, do not park in visitor parks.

## Student Services

### Computer facilities and internet

Students have access to computers at the following places:

- **Coffs Harbour Education Centre**, from 8:30am – 4:30pm, Monday to Friday. You can BYO device to the Coffs Harbour Education Centre and use the University-provided Wi-Fi. Printing is also available (more information below).
- **Coffs Harbour Hospital**: If you are on placement in the hospital, you will have a hospital log-in and be able to access the department and/or library computers when available (during office/library hours).

Library staff also have a generic library log-in if you request it.

Students are asked to use the department computers for clinical work and use the library computers for research etc. We also ask students to be mindful of staff needs.

You cannot use Wi-Fi in the hospital to connect your own device.

## Mail

While on placement with us in Coffs Harbour, you can have your mail delivered to the below address and we will distribute it to you:

University of Newcastle Department of Rural Health  
Specialist Medical Centre

**STUDENT NAME**

Suite 212, 343-345 Pacific Highway  
Coffs Harbour NSW 2450

## Meals

Students are required to cater for themselves. In Coffs Harbour, the nearest supermarket to the student accommodation is Aldi and Woolworths at [Park Beach Plaza](#) (10-minute walk). Park Beach Plaza also has several speciality shops.

**Hospital cafeteria and coffee shops:** Coffs Harbour Hospital has a staff cafeteria which is also available to students. It is open for lunch from 12pm – 1:30pm and serves inexpensive hot lunches.

The Coffee Shop, located to the left of the main entrance foyer, offers a wide range of healthy food options, hot and cold drinks, cakes and confectionery. Opening Hours: 8:00am – 5:30pm Monday to Friday, 8:30am – 2:30pm Saturday and Sunday.

The Hideaway Café is located in the Specialist Medical Centre (where the Education Centre is located). It is open 7:30am – 4:00pm, Monday to Friday. Closed Saturday and Sunday.

## Telephone

**Accommodation:** There are no telephones at the student accommodation.

**Hospital:** Hospital internal numbers are four digits. To call from an internal phone you just dial the four digits. To dial any of these from an external number you must put the prefix '6656' in front. To dial an external number, dial '0' for an external line. Some phones have long distance calls blocked. From these phones you need to ring switch on '9' and ask to be connected to the number you want.

**Specialist Medical Centre:** External calls are permissible only for placement-related calls relevant to your program. Such external calls may be made after obtaining permission from staff located at the centre.

## Printing and photocopying

Students have access to a printer/photocopier at the Coffs Harbour Education Centre (8:30am – 4:30pm).

This printer uses OnePrint and students from all universities can set up an account using the instructions on the printer, or at Front Desk.

Photocopying services are available at the Coffs Harbour City Library. See their website for more details. The library staff are available to assist you with database searches.

## Library

There is no library (other than a small one run by volunteers) at the hospital. However, Coffs Harbour City Library has public access computers, free internet access and wireless internet. See [their website](#) for more information.

## Coffs Harbour Health Campus

Coffs Harbour Health Campus was built in 2001 and is the major referral hospital for the Coffs Network of the Mid North Coast Local Health District. It provides a broad range of specialist services to the residents of Coffs Harbour, Bellingen and Nambucca local government areas. With 292 beds, it delivers most specialist medical and surgical services for the network.

Services include general medicine, surgery, day surgery, planned and emergency theatre service, coronary care (including coronary angiography unit), intensive care, obstetrics, paediatrics, 24-hour emergency department, oncology, palliative care, rehabilitation, stroke, acute renal dialysis, high dependency and mental health and an extensive range of outpatient clinics.

Allied health services, including occupational therapy, speech pathology, social work, physiotherapy, dietetics, radiology, pathology, and pharmacy, are an integral part of the organisation and contribute to the high level of patient care at Coffs Harbour Health Campus.

For more information, visit the [Coffs Harbour Hospital Website](#).

## Motor vehicles/parking

Car parking is available behind the Specialist Medical Centre. Staff in the Coffs Harbour Education Centre can assist you in validating your ticket for you before you leave (8:30am – 4:30pm Monday to Friday only).



*Top to bottom: Specialist Medical Centre, Coffs Harbour Health Campus*

## Sightseeing and Recreation

Coffs Harbour sits in a unique position where the Great Dividing Range meets the Australian east coast. Surrounded by national parks and facing the Solitary Islands Marine Park, the city's natural environment and uncrowded beaches are complemented by exciting activities and attractions.

Coffs Harbour is a modern city with a small-town atmosphere and the hub from which to explore Coffs Coast's enormous selection of things to see and do.

Places to visit:

- The Jetty and Muttonbird Island
- Solitary Island Marine Park
- Diggers Beach
- Botanic Gardens
- Sealy Lookout
- Urunga wetlands boardwalk
- Urunga beach boardwalk
- Bellingen and surrounds
- Dorrigo National Park

## Sports facilities and student activities

Whether you choose to participate or spectate, Coffs Coast offers a raft of sporting activities for energetic bodies and minds. Join the locals at a game of rugby or relax on the golf course. Take in the atmosphere of a world-class event at the C.ex International Stadium or compete amongst the best.

The city offers top sporting events, from horse racing to ocean swims, triathlons to the World Rally. It's a chance to get in the action and cheer on your favourites.

Warm waters and a rich variety of sea life also make Coffs Coast an underwater paradise for scuba divers and snorkelers.

For further tourism information, visit [Coffs Coast Tourism](#).

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## INVERELL

Inverell is a charming and elegant rural town located on a bend on the Macintyre River in a mixed farming district known for its wheat, grapes olives, maize, barley and oats. Since the 1870s the area has been also known for its tin, sapphires, zircons and diamonds. Located on Kamilaroi Country, Inverell is around five and a half hours' drive from Newcastle.

### Student Administration and Contacts

Tamworth Education Centre  
114-148 Johnston Street, Tamworth NSW 2340

T: 02 6755 3500  
F: 02 6761 2355

[UONDRH-Placements@newcastle.edu.au](mailto:UONDRH-Placements@newcastle.edu.au)

[Map of Inverell](#)



## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6722 0599

Hospital: 02 6721 9500

Poisons Information Centre: 13 11 26

### Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

### Student residential emergency assembly areas

Residence	Assembly Area
Sapphire Street	Front of house in Sapphire Street
Max Place	Front of units in Max Place

## Student Accommodation<sup>4</sup>

All accommodation in Inverell is fully self-contained (excluding linen/towels) and has internet access available for study purposes.

If accommodation in Inverell is unavailable, or full, you may be eligible for an allowance of \$100 per placement week, **paid at the completion of your placement**. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying) students only.**

### Max Place

Located a five-minute drive from Inverell District Health Service and McLean Care, this accommodation is a three-bedroom self-contained unit. Shops, cafes and supermarkets are all also a five-minute drive away.

The units have shared bathroom, laundry and shared living and kitchen areas. There is a large outside garden. Students have their own private lockable bedroom (with unique entry PIN). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

### Sapphire Street

Located a five-minute drive from the Inverell District Health Service, this accommodation is a three-bedroom, self-contained house. Shops, cafes and supermarkets are all also a five-minute drive away.

The house has a shared bathroom, laundry and shared living and kitchen areas. There is also a large outside garden. Students have their own private lockable bedroom (with a unique entry PIN). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

### Checking in and out

You can access the property **any time after 2pm** on the registered day of arrival.

An email will be sent to you prior to your arrival with instructions for accessing the premises.

Check out is **by 10am** on the registered day of departure.



*Top to bottom: Sapphire Street accommodation (outside), Max Place accommodation (outside), Max Place back garden.*

<sup>4</sup> Our accommodation in Inverell is only available to Allied Health and Nursing students. Medical students undertaking a full clinical year in one of the Rural Clinical sites, have the opportunity to spend at least one full semester in Inverell.

## Accommodation maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact:

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE):  
02 4921 5888

## Accommodation property facilities

Property	Sapphire Street	Max Place
Lockable bedroom	Yes	
Linen provided	No	
Internet access	Yes	
Air conditioning	Reverse cycle	Reverse cycle/ceiling fans
Bathroom	Shared	
Dishwasher	No	Yes
Cooktop/hotplates	Yes	
Oven	Yes	
Fridge/Freezer	Yes	
Microwave	Yes	
Crockery and cutlery	Yes	
Cooking utensils	Yes	
Washing machine	Yes	
Dryer	Yes	
Iron	Yes	
Ironing board	Yes	
Dining room	Shared	
Lounge room	Shared	
Television/DVD	Yes	TV (no DVD)
Telephone	No	

Property	Sapphire Street	Max Place
Recreation room		No
Swimming Pool		No
On-site car parking		Yes

## Student Services

### Computer facilities and internet

Details for accessing the internet at your accommodation can be found on the modem in the house.

Inverell Shire Public Library has 13 public computers with Internet access, word processing, and spreadsheeting software, and printing facilities (charges apply for printing). Library members are entitled to free computer use, with time limits applying. Computer bookings may be made in person or by telephone, and the member's card must be presented.

### Meals

Residents are required to cater for themselves. In Inverell, the main shopping area is located along Byron & Ortho Streets. The main supermarkets are Coles and Woolworths, which have extended trading hours (7am – 10pm). Coles is located at the south eastern end of Byron Street. Woolworths is located on Sweaney Street, a block back from Byron Street towards the Macintyre River.

**Staff Cafeteria/Kiosk:** Inverell Hospital has a kiosk on the hospital grounds 8am-2pm, Monday to Friday.

### Telephone

**Hospital:** To dial an internal number from the hospital (to another hospital department), pick up the phone and dial the required extension.

### Printing and photocopying

A printer/photocopier is also located in the staff office at McLean Care. This printer uses OnePrint and students from all universities can set up an account – see staff for details.

Photocopying services are available at the local library, which is located at 55-59 Campbell Street. A small fee applies. See library staff for details.

## Library

The Inverell Shire Public Library, is located at 55-59 Campbell Street.

## Inverell Hospital

The Inverell Hospital, located in Moore Street, comprises of 38 beds, two operating theatres, accident and emergency ward, paediatric, maternity & birthing facilities, general adult services, including palliative care. A day surgery unit, eight-chair non-acute renal day dialysis unit, dental clinic and medical imaging department are also located at the hospital.

The Inverell District Health Service also boasts a large Community Health section. Services include Aboriginal Health, Foot Care, Community Nursing, Palliative Care, Respiratory, Diabetes Education, Audiometry, Cardiac Rehabilitation, Social Worker, Dietetics, Dementia Support, Chronic Disease, Sexual Assault, Child Protection Counselling, Child and Family Health, Occupational Therapy, Speech Pathology and an Aged Care Assessment Team (ACAT).

Other health institutions include HealthWISE, the Armajun Aboriginal Health Service and two medical centres: the Inverell Medical Centre on Swanbrook Road and MacIntyre Medical Centre on Otho Street.

For more information, visit the [Inverell Hospital Website](#).

## Motor vehicles/parking

Off street parking is available at the front and rear of the hospital, including four (4) marked Disabled parking spaces available at the hospital's main entrance.

Two (2) marked disabled parking spaces are available adjacent to the Inverell Community Health main entrance. All buildings on-site are wheelchair accessible.



*Inverell District Health Service*

## Sightseeing and Recreation

Rich diamond and gem-quality sapphire deposits were discovered in the 19th century, giving Inverell the title of Australia's Sapphire City. Today you can admire polished gems in jewellery shops such as Billabong Blue Sapphire. You can also fossick for sapphires, gems and precious stones at Billabong Blue Sapphire Fossicking Park and 7 Oaks Sapphire Fossicking. Fossicking sites are great spots for bushwalking and birdwatching.

The **Heritage Walk** can provide a perfect introduction to the charms of Inverell. Available from the Visitor Information Centre, the walk includes 30 buildings and placement of historic interest including the Art Gallery, Town Hall, Court House and Inverell Pioneer Village.

**Lake Inverell Reserve** offers picnicking, fishing and bushwalking along the two designated walking tracks: the Lake Inverell Walk (a 3 km return trip, easy grade walk) and the Barayamal Walk, which passes through Barayamal National Park, and is a medium grade 6 km return trip walk. There is plenty of wildlife around the lake including wallabies, kangaroos, waterbirds and platypus. **Copeton Waters State Park** offers camp and caravan sites, a kiosk and general store, an amenities block, cabins, fuel sales, boat hire, a six-hole golf course, tennis courts, sailing, windsurfing, power boating, water skiing, fishing (for cod, yellowbelly, silver perch, catfish and redfin), walking tracks, two adventure playgrounds, waterslides and plenty of wildlife. Tel: (02) 6723 6269 or <http://www.copeton.com.au>.

## Sports facilities and student activities

Sporting ovals, golf club, netball courts, tennis club, art gallery, library, supermarkets and cafes are a short drive from the student accommodation. The Inverell Insports Arena has a variety of indoor sports including volleyball, cricket, netball, and soccer and is a short 5 minute drive from the student accommodation. There are a number of fitness centres in Inverness all offering a variety of fitness equipment and programs.

The Sapphire City Markets are held on the 1st and 3rd Sunday of the Month in Campbell Park. See a diverse range of stalls, from food and yummy treats, to crafts, plants and all things in between. In inclement weather, the markets are held in Otho Street.

For further tourism information, visit the [Tourism Inverell](#) or [Inverell Shire Council](#) websites.

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## MOREE

Moree is an agricultural service town with an Art Deco flair and charming old-world ambiance. Located on Kamilaroi Country, around six hours' drive from Newcastle, studying in Moree provides students with the opportunity to experience healthcare in a unique rural setting and tight-knit local community with support from our on-site academic team.

University of Newcastle students can access free student accommodation in Moree and are also eligible to claim up to \$200 in travel assistance.

### Student Administration and Contacts

Moree Education Centre  
Victoria Terrace, Moree NSW 2400  
PO Box 138, Moree NSW 2400  
T: 02 6755 3500

[UONDRH-MOR-Placements@newcastle.edu.au](mailto:UONDRH-MOR-Placements@newcastle.edu.au)

**Office hours:** 9am – 5pm, Monday to Thursday

If the office is not staffed, access is available by contacting your academic supervisor.

[Map of Moree](#)



## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6757 0799

Hospital: 02 6757 0000

Poisons Information Centre: 13 11 26

### Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

### Student residential emergency assembly areas

Residence	Assembly Area
Albert Street	Moree Public School sporting oval directly across from student accommodation
Moree Hospital Nurses Quarters	Helipad, Moree Hospital

### Moree Education Centre evacuation points

Front of building/car park area directly across from Moree Education Centre.

## Student Accommodation<sup>5</sup>

Free accommodation and travel assistance are provided to University of Newcastle domestic students in Moree.

You can also claim travel expenses to and from Moree up to \$200 and will be reimbursed according to the University of Newcastle student reimbursement process at the completion of your placement. You must complete the online form and submit it with copies of the tax invoices relating to the travel expenses. If you carpool, payment will be made only to the owner of the vehicle. Please retain your original tax invoices.

If accommodation in Moree is unavailable, or full, you may be eligible for an allowance of \$100 per placement week, **paid at the completion of your placement**. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying) students only.**

### Moree Hospital Nurses Quarters

Traditional nurses' style accommodation with single rooms, single beds, desk, wardrobe and shared bathroom, kitchen and living area. The quarters do not have internet access; however, you can access the internet at the nearby Moree Education Centre during office hours. This accommodation is conveniently located directly beside the Moree Hospital and the Moree Education Centre and is within close walking distance to the shops, medical centres and sporting facilities.

### Albert Street

This accommodation is fully self-contained (excluding linen/towels). There is internet access available for study purposes. The accommodation consists of two two-bedroom apartments. It is a five-minute walk to the hospital, and within close walking distance to the shops, medical centres and sporting facilities. Each unit has a shared bathroom, laundry and shared living and kitchen areas. Students have their own



*Top to bottom: Moree Hospital Nurses Quarters, Albert Street accommodation, Albert Street kitchen*

<sup>5 5</sup> Our student accommodation in Moree is only available to Allied Health and Nursing students.

private lockable bedroom (with a unique entry PIN). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

## Checking in and out

### Albert Street

You can access the property **any time after 2pm** on the registered day of arrival.

An email will be sent to you prior to your arrival with instructions for accessing the premises.

Check out is **by 10am** on the registered day of departure.

### Nurses Quarters

Access the property **any time after 2pm** on the registered day of arrival.

Present to the Moree Hospital (Alice Street Moree) - Reception or Emergency Department.

Identify that you are collecting keys to the Moree Nurses Quarters.

As the accommodation you are staying in is operated by the Moree Health Service, please direct all inquiries to them.

Check out is **by 10am** on the registered day of departure.

## Accommodation maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact:

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE):  
02 4921 5888

## Accommodation property facilities

Property	Albert Street	Moree Hospital Nurses Quarters
Lockable bedroom	Yes	
Linen provided	No	
Internet access	Yes	No, but access to the Moree Education Centre internet/Wi-Fi is provided during office hours
Air conditioning	Reverse cycle	Yes, and ceiling fan
Bathroom	Shared	

<b>Property</b>	<b>Albert Street</b>	<b>Moree Hospital Nurses Quarters</b>
Dishwasher		No
Cooktop/hotplates		Yes
Oven		Yes
Fridge		Yes
Freezer		Yes
Microwave		Yes
Crockery and cutlery		Yes
Cooking utensils		Yes
Washing machine		Yes
Dryer		Yes
Iron		Yes
Ironing board		Yes
Dining room		Shared
Lounge room		Shared
Television		Yes
DVD		No
Telephone		No
Recreation room		No
Swimming Pool		No
On-site car parking	Lockable garage and carport	Secured undercover parking (Refundable deposit required for access key)

## Student Services

### Computer facilities and internet

Details for accessing the internet at your accommodation can be found on the modem in the units. Computer facilities are available at:

- Moree Education Centre, from 9am – 5pm, Monday to Friday
- Albert Street Units, 24-hour wireless access

### Meals

Residents are required to cater for themselves. In Moree, the main shopping area is located along Balo Street. Most shops are open Monday to Saturday, with limited shops open on Sundays. The main supermarkets are Coles and Woolworths, which have extended trading hours (6am – 10pm). Coles is located at the northern end of Balo Street, within Balo Square Shopping Centre. Woolworths is located on the northern side of the main bridge.

**Staff Cafeteria/Kiosk:** Moree Hospital Kiosk is in the centre of the hospital grounds which operates from 9am – 2pm, Monday to Friday.

### Telephone

**Hospital:** To dial an internal number from the hospital (to another hospital department), pick up the phone and dial the required extension. If you are uncertain of the number, ring the switchboard '70000' and they will assist you.

**Education Centre:** External calls are permissible only for placement-related calls relevant to your program. Such external calls may be made after obtaining permission from staff located at the centre.

### Printing and photocopying

Photocopying services are available at the local Northern Regional Library, which is located at the Moree Memorial Town Hall, Balo Street, Moree. A small fee applies. See library staff for details.

A printer/photocopier is also located in the Moree Education Centre. This printer uses OnePrint and students from all universities can set up an account – see staff for details.

### Library

The local town library, Northern Regional Library, is located at the Moree Memorial Town Hall on Balo Street.

## Moree Plains Health Service

The Moree District Health Service, located in Alice Street, comprises of 52 beds, two operating theatres, accident and emergency ward, obstetric unit, recovery ward, eight-chair non-acute renal day dialysis unit, surgical ward with two palliative wards and radiology, pathology and sonography C/T scan departments. The doctors within Moree provide a 24-hour on-call emergency service to the hospital on a rotational basis.

The Moree District Health Service also boasts a large Community Health section. Included are support areas of mental health, drug and alcohol, early childhood centre, Aboriginal maternal health, diabetes support, physiotherapy, audiology, speech therapy, dental health, domiciliary nursing team, occupational therapy and dietician services.

Other health institutions include the Pius X Aboriginal Medical Centre and HealthWise. There are also two medical centres in Moree: the Moree Medical Centre on Frome Street and Gwydir Medical on Alice Street.

For more information, visit the [Moree Hospital Website](#).

### Motor vehicles/parking

The Moree District Health Service has a carpark attached to the hospital grounds where you are welcome to park. There is also ample street parking in Alice Street. Please take care not to park in designated disabled parking spots or doctor/nurse parking spots which are clearly marked.



*Top to bottom: Moree Plains Health Service, Moree Education Centre, Library*

## Sightseeing and Recreation

This small town is bursting with historic attractions and natural wonders to explore. Browse through specialty boutiques, popular for their quality designer clothing, go fishing at a local waterhole, explore the regional art gallery, or taste-test some of the delicious pecans, olives, wines and other specialty produce the region has to offer. Locals recommend taking a self-guided heritage walk, hiking through the spectacular Waa Gorge in Kaputar National Park and taking time to relax in the therapeutic hot Artesian Spas.

## Sports facilities and student activities

There is a cycle track that commences opposite the student accommodation. Sporting ovals, golf club, tennis courts, art gallery, library, supermarkets and cafes are a leisurely stroll from the student accommodation. The famous Moree Artesian Aquatic Centre are only 2km from the student accommodation and are open seven days week. There are three fitness gymnasiums in Moree both offering a variety of fitness equipment and programs.

A monthly market (first Sunday of each month) operates in Jellicoe Park. There are guided tours that operate from the Moree Tourist Information Centre and there are various self-drive tours around the Moree Plains district such as the Mt Kaputar National Park which is two hours' drive south and includes many unique rock structures and spectacular views over the black soil country.

**For further tourism information, visit the [Moree Plains Tourism](#) or [Moree Plains Shire Council](#) websites.**

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## PORT MACQUARIE

Port Macquarie is a coastal resort town with some of the most pristine waterways and magnificent beaches in Australia. It's located on Biripi Country, just two-and-a-half hours from Newcastle, which makes travel back to main campus easy for University of Newcastle students. Port Macquarie is also a great base for weekend road trips up north. Students who undertake a rural placement in this location are often looking to mix study, travel and a relaxing beach lifestyle.

### Student Administration and Contacts

Port Macquarie Education Centre  
Biomedical Science Centre (BSC)  
20 Highfields Circuit, Port Macquarie NSW 2444

T: 02 6755 3555

[UONDRH-POR-Placements@newcastle.edu.au](mailto:UONDRH-POR-Placements@newcastle.edu.au)

**Office hours:** 8.30am – 4pm, Monday to Friday

[Map of Port Macquarie](#)



*Photos provided by Port Macquarie  
Hastings Council*

## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6583 0199

Hospital: 02 5524 2000

Poisons Information Centre: 13 11 26

The University of Newcastle Security Services can be contacted 24/7 on 02 4921 5888.

### Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

### Student residential emergency assembly areas

Residence	Assembly Area
Highfields Circuit	Front of buildings, at the top of the carpark on the street kerb
Toorak Court	Front of property, grass verge

### BSC evacuation points

On the grassed area outside the Medical Centre directly across the road from the BSC.

## Student Accommodation<sup>6</sup>

All accommodation is fully self-contained (excluding linen/towels) and has internet access available for study purposes.

If accommodation in Port Macquarie is unavailable, or full, you may be eligible for an allowance of \$100 per placement week, **paid at the completion of your placement**. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying students only).**

### Highfields Circuit

The accommodation is a five-minute walk from the Port Macquarie Base Hospital. It consists of two blocks including five two-bedroom units, one two-bedroom unit designed for disabled access and an eight-bedroom house. Lake Innes shopping complex (Coles) is a 10-minute walk from the accommodation.

All units have shared bathroom, living and kitchen areas. The house has three shared bathrooms, and shared living and kitchen areas.

There is a shared laundry located in the house which students from the house and the units can access.

Students have their own private lockable bedroom. Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

### Toorak Court

The accommodation is a five-minute walk from the Port Macquarie Base Hospital. It is a two-bedroom, two-bathroom (one is ensuite) unit with a shared laundry, living and kitchen area. There is also a small backyard with a covered patio area. Lake Innes shopping complex (Coles) is a 20-minute walk from the accommodation.

Students have their own private lockable bedroom. Each bedroom is furnished with a king single bed,



Top to bottom: Highfields Circuit shared living room, Highfields Circuit shared kitchen, Toorak Court bedroom, Toorak Court shared kitchen.

<sup>6</sup> Our student accommodation in Port Macquarie is only available to Allied Health and Nursing students.

desk/chair/lamp and has built in wardrobes. There is also a ceiling fan in each bedroom.

## Checking in and out

You can **access the accommodation after 2pm** on the registered day of arrival. You will receive a text message the week prior to your arrival with a link to download an app called 'Sciener'. The student accommodation is accessed by this app. Your access will begin from 2pm on the date of arrival.

**Your accommodation access will cease at 10am** on the registered day of departure. Your access to the accommodation is automatically suspended.

## Highfields Circuit parking

There is a boom gate to enter the car park at Highfields Circuit. Your arrival email will have the code for the boom gate – be sure to have it handy when you are checking in

## Accommodation maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact:

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE):
- 02 4921 5888

## Accommodation property facilities

Property	Highfields Circuit	Toorak Court
Lockable bedroom	Yes	
Linen provided	No	
Internet access	Yes	
Air conditioning	No. All bedrooms have a ceiling fan.	Yes (in the living areas) Ceiling fans in the bedrooms
Bathroom	Shared	2 – one per bedroom
Dishwasher	No (Units) / Yes (House)	Yes
Cooktop/hotplates	Yes	
Oven	Yes	
Fridge	Yes	

Property	Highfields Circuit	Toorak Court
Freezer	Yes	
Microwave	Yes	
Crockery and cutlery	Yes	
Cooking utensils	Yes	
Washing machine	Communal laundry facilities available on-site	Yes
Dryer	Communal laundry facilities available on-site	Yes
Iron	Yes	
Ironing board	Yes	
Dining room	Shared	
Lounge room	Shared	
Television	Yes	
DVD	No	
Telephone	No	
Recreation room	Shared recreation room on-site	No
Swimming pool	No	
On-site car parking	14 uncovered car spaces (access via card-accessed boom gate) / 2 uncovered disability car spaces	Yes

## Student Services

### Computer and internet facilities

During business hours, students can use Eduroam in the BSC (BYO device). Wireless internet and computers are available at Port Macquarie Library during library hours, with fees applying to non-members. View the “Library” section below for more information.

## Mail

While on placement with us in Port Macquarie, you can have your mail delivered to the below address and we will distribute it to you. Please do not have mail sent to the accommodation.

**{Student Name}**

The University of Newcastle Department of Rural Health  
Biomedical Science Centre  
20 Highfields Circuit  
Port Macquarie NSW 2444

## Meals

Residents are required to cater for themselves. In Port Macquarie, the main shopping streets are Horton and Clarence streets. Also, in the heart of town are Settlement City and Port Central, both open seven days a week.

**Staff Cafeteria/Kiosk:** Port Macquarie Hospital has both a coffee shop and cafeteria. The coffee shop is located on Level 2 eastern end of the main corridor and is open 6:30am – 3pm Monday to Friday, closed on Saturday and Sunday. The cafeteria located downstairs on Level 1, midsection of main corridor adjacent to ward 1C and is open 7am – 7:30pm Monday to Friday, 7am to 7:30pm Saturday and Sunday.

## Telephone

**Accommodation:** There are no telephones at the student accommodation.

**Hospital:** To dial an internal number from the hospital (to another hospital department), pick up the phone and dial the required extension. A '0' is required for an external line.

**BSC:** External calls are permissible only for placement-related calls relevant to your program. Such external calls may be made after obtaining permission from staff located at the centre.

## Printing and photocopying

If you need to print for your placement requirements, staff at the BSC are able to assist.

## Library

Students should present to [Port Macquarie Hospital Library](#) (8:30am – 5pm, Monday to Friday) on the first day of placement to become a library member.

The Port Macquarie Library is located on the corner of Gordon and Grant streets. It is open 9:30am – 6pm Monday to Friday and 9am – 12 noon Saturday (phone +2 65 818 755 or email [portlib@mnclibrary.org.au](mailto:portlib@mnclibrary.org.au)). Port Macquarie Library provides

computer access, including broadband internet and the Microsoft Office suite of programs. Computer use is free for library members for a maximum of two hours per day. Computer use [fees and charges](#) apply to non-members.

## Port Macquarie Base Hospital

Port Macquarie Base Hospital is a major referral hospital for the Hastings Macleay Network. The hospital provides high-level care for the population of Port Macquarie-Hastings and Kempsey Local Government Areas (LGAs), as well as for those of the Greater Taree and Great Lakes LGAs in HNE LHD. With 195 beds, it provides most specialist medical and surgical services for the network.

The hospital includes specialist wards/units for general medicine, surgery, day surgery, planned and emergency theatre service, coronary care, intensive care, obstetrics, paediatrics, 24-hour emergency, oncology, palliative care, rehabilitation, stroke, acute renal dialysis, high dependency and mental health and an extensive range of outpatient clinics.

Allied health services, including occupational therapy, speech pathology, social work, physiotherapy, dietetics, radiology, pathology and pharmacy, are an integral part of the organisation and contribute to the high level of patient care.

For more information, visit the [Port Macquarie Base Hospital website](#).

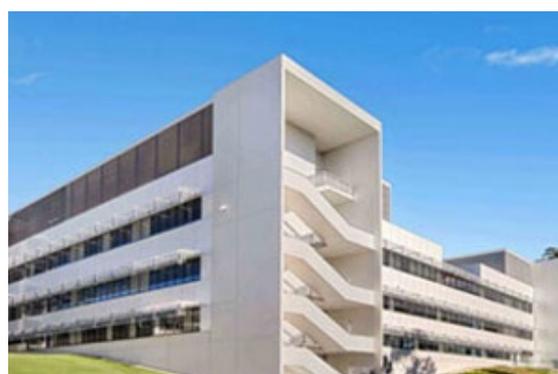
### Motor vehicle/parking

Our student accommodation is located close to the hospital and the BSC. If you are staying in student accommodation, please leave your vehicle parked at the accommodation and walk to the hospital/BSC.

If you are not staying in our student accommodation, or within walking distance of the hospital, you can access parking at the BSC to the rear of the building. You will need a BSC ID entry card to operate the boom gate and gain access to the carpark during normal operating hours (7:30am – 6:30pm).

Student parking is only permitted in the [general parking zone](#).

Please adhere to the [Fair Use Parking Policy](#).



*Top to bottom: Biomedical Science Centre, BSC learning space, Port Macquarie Base Hospital*

To access BSC parking, you must complete a parking permit form. Once this form has been processed and approved you will be issued with a fob to enable entry to the carpark. Please email [uondrh-por-placements@newcastle.edu.au](mailto:uondrh-por-placements@newcastle.edu.au) and request a BSC Parking form or access it [here](#). Return the completed form to UNSW Campus Services at BSC reception. Allow a week for them to process the card.

## Sightseeing and Recreation

Port Macquarie is a vibrant coastal city surrounded by seaside villages such as Laurieton and North Haven and countryside communities like Wauchope and Kendall. The region is packed with stunning natural attractions, from beaches, lakes and rivers, rainforests, national parks and nature reserves.

One of the best ways to explore Port Macquarie is on foot, with the region offering walking trails for people of all ages and fitness levels. Explore Harry's Lookout, have a dip in the ocean at Flynn's Beach or Lighthouse Beach. Do the coastal walk from Tacking Point Lighthouse to Town Beach.

## Sports facilities and student activities

Sport and adventure enthusiasts will love their visit to Greater Port Macquarie. Try skydiving or paragliding, and be wowed by the sight of beautiful beaches, rivers, lush farming country and forests. There's also horse riding, surfing, abseiling, boating, cycling, water skiing, kayaking, go-carting, golf, tennis, fishing, canoeing and more.

The Foreshore Market, Hastings Farmers and Artists Markets has fresh local produce and fine food products combined with a regular artists market. The market is located at Westport Park, Buller and Parks streets on the second Saturday of each month from 8am – 1pm.

The Artist Market in the Vines is held in the gardens of Cassegrain Winery. Works of art by local artisans and artists together with stalls featuring locally grown, made or baked, farm fresh produce and fine food products. Cassegrain Winery, 764 Fernbank Creek Rd, Port Macquarie. Fourth Sunday of each month from 9am – 3pm.

**For further tourism information, visit [Port Macquarie Tourism](#).**

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## TAREE

Taree is located on rich Biripi country in the heart of the picturesque Manning Valley. The town is surrounded by pristine beaches, waterways and nature reserves. Students can explore nearby national parks which boast amazing nature trails and park land. Just a short scenic drive away are some of the region's most charming rural townships including Nahiab, Tinonee, Wingham and Barrington Tops.

### Student Administration and Contacts

Manning Education Centre (MEC)  
69A High Street  
Taree NSW 2430

T: 02 6755 3555  
F: 02 4055 1901

[UONDRH-TAR-Placements@newcastle.edu.au](mailto:UONDRH-TAR-Placements@newcastle.edu.au)

**Office hours:** 8am – 5pm, Monday to Friday

[Map of Taree](#)



## Site-Specific Emergency Information

Ambulance: 000

Fire Brigade: 000

Police: 000

Note: When working in a public hospital, you need to dial 0 to get an outside line (e.g. 0-000 for Emergency Services).

Police Station (non-emergency): 02 6552 0399

Hospital: 02 6592 9111

Poisons Information Centre: 13 11 26

### Student residential emergency exits

Please refer to the emergency evacuation plans located in each residential dwelling.

### Student residential emergency assembly areas

Residence	Assembly Area
Wynter Street	Front of building in Wynter Street grass verge area
Flett Street	Front of building in Flett Street grass verge area
Victoria Street	Front of building in Victoria Street verge area
High Street	Front of building in High Street grass verge area

### Manning Education Centre evacuation points

Front of building/car park area.

### Hospital security

For hospital-related issues, the Security Officer is in the Emergency Department after hours. During business hours there are also staff on duty who are Health and Security Assistants. They can easily be identified by the security uniform. They can be contacted via two-way radio as all wards have access to this equipment and all security staff carry radios.

## Student Accommodation

All accommodation is fully self-contained (excluding linen/towels) and has internet access available for study purposes.

If accommodation in Taree is unavailable, or full, you may be eligible for an allowance of \$100 per placement week, **paid at the completion of your placement**. You are required to register your placement through the [Student Placement Portal](#) to qualify for the allowance. **This allowance is available to domestic (non full fee-paying students only).**

### Flett Street Units

These units are situated a five-minute walk from the hospital. There are 12 two-bedroom units. A small convenience store is located a 10-minute walk away. Each unit has one shared bathroom, laundry and shared living and kitchen areas. Students have their own private lockable bedroom (with a unique key). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

### High Street

High Street is a four-bedroom self-contained cottage. Off street parking is available. The property has one shared bathroom, additional toilet, laundry and shared living and kitchen areas. Students have their own private lockable bedroom (with a unique key). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

### Victoria Street

Victoria Street is a complex of units. We have two units in this complex: one four-bedroom unit and one three-bedroom unit. Off street parking is available but limited.

This accommodation is a 10-minute walk from the hospital and town centre.



Top to bottom: Flett Street Units, Flett Street kitchen, High Street Cottage, High Street Kitchen

The four-bedroom unit has one shared bathroom (one of the bedrooms has an ensuite), an additional toilet, laundry and shared living and kitchen areas.

The three-bedroom unit has one shared bathroom (one of the bedrooms has an ensuite), laundry and shared living and kitchen areas.

Students have their own private lockable bedroom (with a unique key). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.

## Wynter Street

Wynter Street is a complex of three three-bedroom units with a lock-up garage.

Each unit has one shared bathroom (one of the bedrooms has an ensuite), separate shared toilet, laundry and shared living and kitchen areas.

Students have their own private lockable bedroom (with a unique key). Each bedroom is furnished with a king single bed, desk/chair/lamp and wardrobe.



Top to bottom: Cornwall Street, Victoria Street, Wynter Street, Wynter Street living area

## Checking in and out

You can **collect the keys any time after 2pm** on the registered day of arrival. Keys are available in the key cabinet located in the breezeway on the column near the sculpture and sliding doors at the Manning Education Centre. Please refer to your arrival email for full details on how to access the cabinet.

You **must return the keys by 10am** on the registered day of departure. All resources such as keys and access cards must be returned to:

- Reception of the MEC (8am – 5pm Monday to Friday)
- After hours, keys can be returned to the same key cabinet you retrieved your key from. Please refer to your departure email for full details on how to access the cabinet.

## Maintenance problems

Please report all maintenance through the [Student Placement Portal](#). If urgent, please contact:

- Emergency Services (life-threatening situation): 000
- After hours (NO POWER, NO WATER AT ALL, NO SEWERAGE):  
02 4921 5888

## Accommodation property facilities

Property	Flett Street High St	Wynter Street	Victoria Street
Lockable bedroom	Yes		
Linen provided	No		
Internet access	Yes		
Air conditioning	No	Yes	
Bathroom	Shared		
Dishwasher	No		Yes
Cooktop/hotplates	Yes		
Oven	Yes		
Fridge	Yes		
Freezer	Yes		
Microwave	Yes		
Crockery and cutlery	Yes		
Cooking utensils	Yes		
Washing machine	Yes		
Dryer	Yes		
Iron	Yes		
Ironing board	Yes		
Dining room	Shared		

Property	Flett Street High St	Wynter Street	Victoria Street
Lounge room	Shared		
Television	Yes		
DVD	Some	No	
Telephone	No		
Recreation room	No		
Swimming pool	No		
On-site car parking	Limited		

## Student Services

### Computer facilities and internet

MEC, open 8am – 5pm Monday to Friday, has a student lounge, computer room and wireless internet. There is also a small library upstairs for all students to use (please see administration staff for key).

Computer facilities are available at Manning Hospital 24/7 for students. The room is located in the Administration Block. Internet and intranet are available from this site and access is available via the generic logon. Wireless access is available to students via the eduroam network. Use your university email and password to log in.

There is also a JMO lounge located near ED which our Yearlong medicine students have access to. There are computers in the room which are on the health service network. Wireless internet is available at all student accommodation, details of how to connect are in your accommodation. Students must not download movies, music, large files or undertake streaming as this will slow internet access, use up the monthly plan and disadvantage other students.

Should you require assistance with the wireless connection at the accommodation or in the MEC, please contact 17000 (02 4921 7000).

## Mail

While on placement with us in Taree, you can have your mail delivered to the below address and we will distribute it to you.

University of Newcastle Department of Rural Health  
Manning Education Centre

**STUDENT NAME**

69A High Street  
Taree NSW 2430

## Meals

Residents are required to cater for themselves. Taree City Centre provides the nearest shops, just a five-minute walk from the accommodation.

**Staff Cafeteria/Kiosk:** Taree Hospital Cafeteria is open from 9:30am – 6:30pm Monday to Friday. Weekend opening times are 11am – 6pm.

## Telephone

**Accommodation:** There are no telephones at the student accommodation.

**Education Centre:** External calls are permissible only for placement-related calls relevant to your program. Such external calls may be made in the Manning Education Centre after obtaining permission from staff located at the centre.

## Printing and photocopying

Copying is free at Manning Base Hospital, although a unique code needs to be entered and it is monitored by the librarian. The library staff are available to assist you with database searches.

A printer/photocopier is also located in the staff area for the MEC. This printer uses OnePrint and students from all universities can set up an account using the instructions at Front Desk.

## Manning Base Hospital

Manning Base Hospital provides a broad range of specialist services to the residents of Greater Taree, Great Lakes and Gloucester Local council areas.

The hospital has specialist wards/units for surgery, day surgery, general medicine, critical care, obstetrics, paediatrics, emergency services, oncology, palliative care, rehabilitation, high dependency nursing and mental health.

These facilities are backed up by a broad range of diagnostic and allied health services including radiology, ultrasound, physiotherapy, pharmacy, pathology, occupational therapy, social work, ECG and discharge planning, in addition to administration and hotel services support.

Co-located with the health service is the Taree Community Health Centre, Public Dental Clinic, Mental Health Service and Drug and Alcohol Service incorporating the Methadone Treatment Unit.

The health service operates 197 beds including 20 mental health beds and treats approximately 15,000 inpatients and 22,000 emergency department patients each year.

For more information, visit the [Manning Hospital website](#).

### Motor vehicle/parking

There is street and hospital car parking available at no charge; however, this is a busy area and parking can often be unavailable. Ample parking is available one to two streets away.



*Top to bottom: Manning Base Hospital, Manning Education Centre (MEC)*

## Sightseeing and Recreation

Taree is located on the Mid North Coast of NSW, about three and a half hours north of Sydney, two hours north of Newcastle and one hour south of Port Macquarie. Greater Taree encompasses an area of 3,752 square kilometres and a population of approximately 45,000 residents.

The beautiful landscape surrounding the Mid North Coast area has a range of options for outside placement hours when students need to relax and unwind. Beautiful beaches, lakes and national parks offer endless options for outdoor activities while the many tourist attractions from fun parks to galleries and wineries provide an option to suit all interests.

## Sports facilities and student activities

There are numerous private and public sporting facilities within the Manning Valley. Swim, surf or fish your way across our 45 kilometres of pristine coastline and freshwater streams. Eat at one of our award-winning cafes and restaurants. Shop at one of our colourful local markets. Watch whales and dolphins from the historic location of the Crowdy Head lighthouse. Take a stroll or drive through one of our nine national parks and reserves. Be amazed by Ellenborough Falls, one of the longest single-drop waterfalls in the southern hemisphere.

For further tourism information, visit [Manning Valley Tourism](#).

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# STUDENT CHARTER

## Student Rights

Every student has the right to:

- expect the best quality education that the University of Newcastle Department of Rural Health can provide
- be provided with an innovative, equitable and supportive environment that challenges students to achieve their full potential
- be provided with current and clear guidelines regarding course content, time demands and assessment details
- expect impartial, constructive and prompt assessment of work; information of assessment criteria and expected standards must be made available
- have access to the required facilities and resources necessary for the students' academic goals to be achieved
- be treated with respect by both staff and fellow students
- expect that scheduled classes will take place, or to be informed of alternative arrangements
- have access to staff to whom questions, and difficulties, can be referred.

## Student Responsibilities

Every student has a responsibility to:

- take an active role in planning and pursuing their studies
- be well-informed about the requirements of the course that is being undertaken, and attend all set classes
- discuss with staff any problems that may be encountered
- make the best possible use of the opportunities and facilities that the School provides
- submit work, which is wholly their own, on time
- respect the rights and welfare of our staff and students
- respect our property
- comply with our rules and regulations
- dress in a professional manner and to maintain excellent personal hygiene
- behave in a manner which reflects positively on the University of Newcastle Department of Rural Health.

## Accident and Incident Reporting

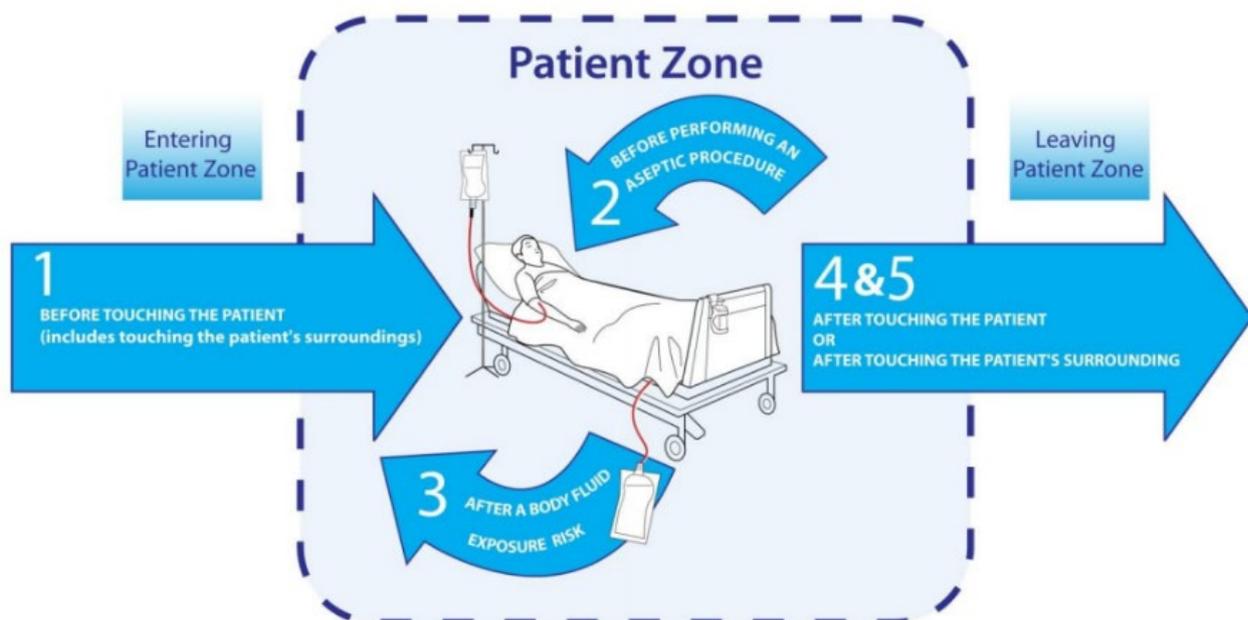
Depending on where the accident/incident occurs, you may be required to complete a University of Newcastle Incident Report Form, a HNELHD/MNCLHD Incident Report Form or both. Please ensure that you contact one of our local staff for guidance ([Tamworth](#), [Armidale](#), [Coffs Harbour](#), [Moree](#), [Port Macquarie](#) or [Taree](#)).

## Hazard Reporting

To protect yourself and other employees, patients and visitors to the HNELHD/MNCLHD area, you are required to report anything that you consider could cause an accident, or that appears unsafe. Report hazards through the [Student Placement Portal](#).

## Infection Control

Hospital-acquired infections (also known as nosocomial infections) have long been accepted as one indicator of the quality of hospital services. As a student in a hospital, you will be required to practise infection control measures to reduce the rate of nosocomial infections.



Remember to observe signs on wards or directions from hospital staff, guiding you to appropriate use of PPE (personal protective equipment, e.g. gowns/gloves/face shields) for specific patients or hospital areas.

Enquiries can be directed to the relevant HNELHD//MNCLHD Infection Control department as listed below:

### **Tamworth**

Clinical Nurse Consultant: 02 6767 7185 (ext. 77185) or on pager 29405  
Hours: 8am – 4:30pm, Monday to Friday  
Out-of-hours: Nursing Supervisor Pager 29032

### **Armidale**

Clinical Nurse Consultant: 02 6776 9667 (ext. 69667)  
Hours: 8am – 4:30pm, Monday to Friday  
Out-of-hours: Page through Switchboard

### **Coffs Harbour**

Infection control 02 6656 7517

### **Moree**

Clinical Nurse Consultant: 02 6797 0050 (ext. 70050)  
Hours: 7am – 3pm, Monday to Friday

### **Port Macquarie**

Clinical Nurse Consultant: 02 6588 2750

### **Taree**

Clinical Nurse Consultant: 02 6512 3951 (ext. 29351)  
Hours: 8am – 4:30pm, Monday to Friday  
Out-of-hours: Nursing Supervisor Pager 29260

## Student Hygiene and Health

A high standard of personal cleanliness is expected, and students must report any situation where there is a risk of them disseminating or acquiring an infection e.g. suffering with fever, open wound, jaundice, conjunctivitis, and diarrhoea. Students must be aware of their medical history with regard to infectious diseases and immunisation, especially Varicella, Hepatitis, Tuberculosis, Tetanus and Polio. You must ensure vaccinations and follow up are current (see “Student Immunisations” section in this manual).

### Handwashing

- The most effective and efficient form of infection control
- Commencement of duty, completion of duty, between each patient, personal hygiene, after removal of gloves and when visibly soiled

## Workplace Safety

Good health and safety practice form an integral part of each activity at the University of Newcastle Department of Rural Health, whether it involves teaching, research or administrative functions. Whilst operating with the HNELHD, you will be required to comply with their safety standards and guidelines.

### Smoke-free Environments

We are dedicated to providing a safe and healthy workplace for our staff, students and visitors to our education centres, accommodation and grounds and are proud to adopt the University of Newcastle Smoke-free Initiative.

The initiative is supported by Healthy UON, a program that boosts the physical, social and psychological health and wellbeing of our community by promoting healthy learning, working and living environments.

It is a requirement that the [Smoke-free Environment Policy](#) is complied with in ensuring that smoking is not permitted on campus. Read more in the [Health and Safety Management System Framework](#).

### Body Substance Isolation

All body substances should be handled with care. Protective clothing and equipment should be used when handling all patients’ blood and body fluids. Gloves, aprons, eyewear and masks are available for use in all patient areas.



