



<b>Department</b>	Agency Wide	<b>Policy Number:</b>	Prompt Doc No: UMH0000769
<b>Responsible Officer:</b>	Belinda Attree	<b>Approving Committee:</b>	Quality, Safety & Risk Management
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## DRAPER ACCOMMODATION

<b>Policy Statement</b>	<b>Purpose &amp; Scope</b>	<b>Definitions &amp; Abbreviations</b>
<b>Legislation, Acts &amp; Standards</b>	<b>Key Aligned Documents</b>	<b>Governance</b>

### Policy Statement

Upper Murray Health & Community Services provides access to accommodation with preference given to visiting students on clinical placement. Accommodation may be accessed to assist staff, students, visiting medical practitioners and consultants to stay on-site. Preference shall be given to students on placement from University of Melbourne.

### Policy Applies To

Students and Staff of Upper Murray Health & Community Services

### Purpose & Scope

The accommodation houses four people in four single rooms. The bathroom is shared between all bedrooms. No more than four occupants are permitted. In instances where accommodation is unavailable, other arrangements for accommodation will need to be made. Staff needing accommodation when Draper is unavailable are required to obtain a purchase order from the NUM prior to staying at the Mountain View Motel.

Accommodation is provided at a fee of \$20.00 per night and a \$50 key deposit must be made with the front office upon arrival and collection of key. UMHCS staff are not required to pay this deposit or nightly rate.

Staff are to book accommodation via the UMHCS Sharepoint room booking page and stay in the appropriately designated room. The key for staff to access Draper Accommodation is to be obtained from the NUM.

Student bookings are to also be made via UMHCS Sharepoint room booking page when placement by the CNE/Vic Place admin is accepted and confirmed.

Accommodation is situated at 20 Kiell Street, Corryong. Car parking is free and available in Kiell Street.

Students have priority access.

Keys shall be available during office hours from front reception upon receipt of \$50 key bond & nightly rate. The bond shall be returned when the key is handed back into the front reception.

After hours access needs to be negotiated prior to placement with front reception for keys to be made available from the Acute desk.

It is the responsibility of the user to ensure the accommodation (including the kitchen) is kept clean during their stay and any problems, breakages or necessary repairs are to be reported to front office prior to vacating the premises.

Students are to be considerate of other occupants staying in Draper and refrain from being loud and noisy.

Students staying for prolonged periods requiring clean linen are asked to strip their own bedding and place in Laundry and ask Hospitality Staff for clean linen as Staff do not enter students rooms when occupied.

Occupants will be charged for the repairs of any wilful damage.

Students and staff are to be aware that the large front room of Draper is often utilised by UMHCS and other user groups, they also have use of kitchen facilities.

## Definitions & Abbreviations

## Legislation, Acts & Standards

NSQHS Standard Reference: 1

## Key Aligned Documents

Draper Accommodation Key form

## Governance

Version Control and Change History		
Version Number	Approval Date	Amendment
3.0	12/05/2014	Put into new format and reviewed