

Welcome to NHS!

Onboarding Session 2025





VICE PRESIDENT & EXECUTIVE DEAN

Professor Tracy Humphrey

The Vice President & Executive Dean provides visionary leadership in promoting and enhancing the profile of the College and is a key member of the Vice Chancellor's Senior Executive Team.

Tracy has recently joined our College, and she brings an impressive breadth of executive leadership experience across both Australian and international institutions. A recognised clinical academic, she has led national workforce development in maternal and child health, helped shape education standards in midwifery, and pioneered innovative approaches to simulation-based and interprofessional learning

Location: N119

Contact: cnhs.vped@flinders.edu.au



*VPED
Professor Tracy Humphrey*



TODAY'S AGENDA

Strategic Plan

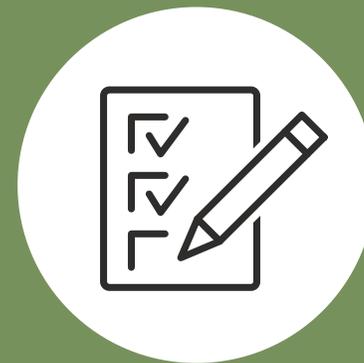
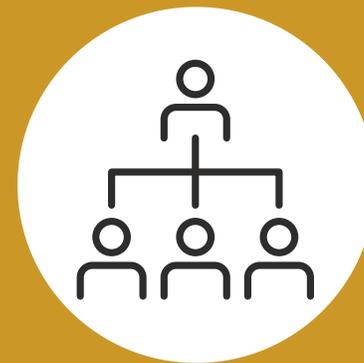
Governance

P&R and P&C

Education & Research

Services Provided

WHS



ICEBREAKER

Introduce Yourself!

Your Name

Teaching Section/Portfolio

1 Fun Fact



2023 – 2027 STRATEGIC PLAN

At the opening of this decade, the world's relationship with health, wellbeing and care changed dramatically. As we think to the future, we must embrace greater environmental, social and governance responsibility and accountability for how we act and what we do.

Our current strategic plan builds on the first NHS plan from 2019 – 2023 as we move into the next phase of our Care Nexus Vision. It was shaped through a series of co-designed workshops and events held in 2022 and 2023 and begins with the Care Nexus Vision. It outlines what we aim to achieve for our people, and in our research, education, and practice areas, and finishes with a commitment to seeing our new vision come to life.

We will continue to embrace the Flinders University Values.



STRATEGIC PLAN

The PURPOSE of the College of Nursing and Health Sciences is to improve lives, empower communities, and enable better health and caring in the world. We will do this through our Nexus Vision.

Our ROLE is to shape the future of research, education, policy and practice in nursing and health sciences to achieve this purpose.

Our CULTURE builds on our student-centred ethos, which has evolved to become a CARE-CENTRED PHILOSOPHY:

- Care for our students
- Care for our staff
- Care for our communities

This is at the heart of our strategy for the next five years.



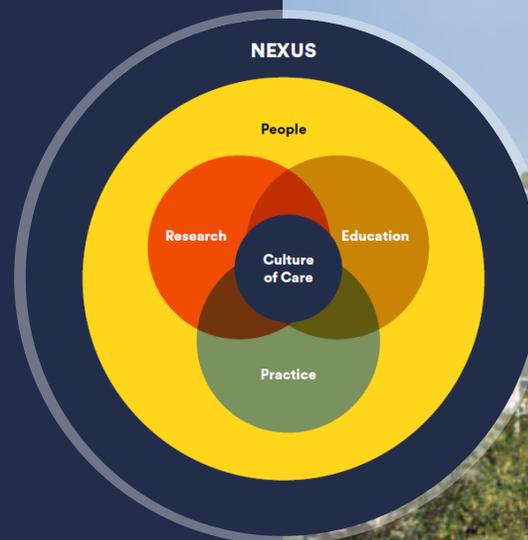
STRATEGIC PLAN

CARE NEXUS VISION

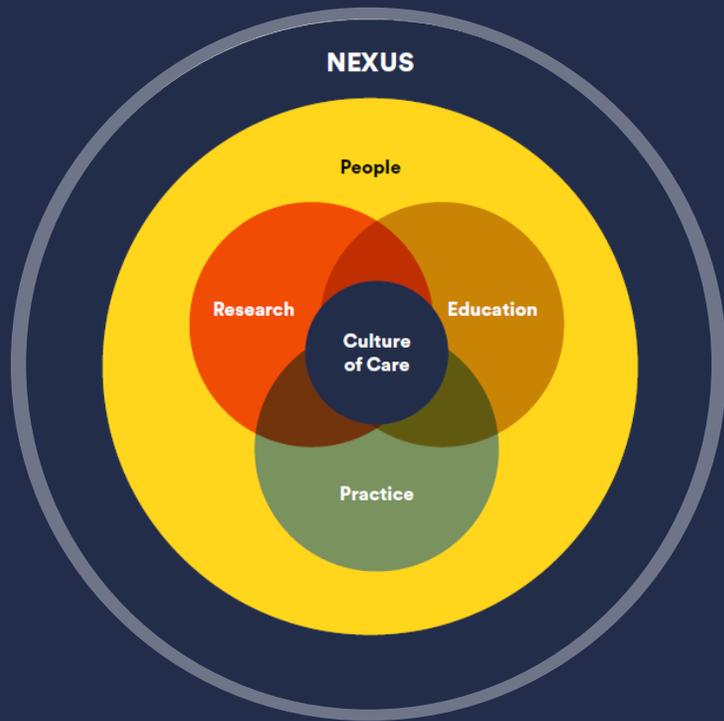
Our AMBITION

Our strategy is built upon our ability to describe and deliver our Nexus Vision. This has three dimensions:

- Creating a **culture of care** that permeates everything we do and stand for.
- Achieving excellence in **research**, **education** and **practice**, and how to integrate them.
- Ensuring that our students, staff, community, industry partners, and consumers see this in action and can describe its positive impact on them.



OUR ASPIRATIONS



Our ways of working are through **CO-DESIGN** and **CO-DELIVERY** of existing and novel ways to improve our **IMPACT** on health, care, and wellbeing outcomes.

Our research, education, and practice are **INTEGRATED** thus promoting the seamless connection between research, education, and practice, keeping our curricula up-to-date and our graduates work ready.

We will model **INTERPROFESSIONAL** collaboration through embedding opportunities for students and staff to learn and practice together across disciplines in clinical and community spaces that promote inquiry, critical thinking, and problem solving.

Our scope is **INTERGENERATIONAL**, with a commitment to excellence in health and care across the life-course, from birth to death and every age and condition in between.

We will achieve all this through creating and using spaces such as **LIVING LABORATORIES** that are purpose-built and based in our own facilities and in partner organisations.

OUR CULTURE

We acknowledge the Traditional Owners and Custodians of the lands on which our campuses are located, and honour Elders past and present.

We commit to creating an environment that is safe for Aboriginal and Torres Strait Islander peoples that focuses on shared respect, shared meaning and shared knowledge.

“Our students and our colleagues are our partners with a shared vision, where care is the focus”

We all commit to:

- Involve students and colleagues in decision making where possible
- Share information with our students and colleagues
- Embrace diversity, appreciate different perspectives and empower others
- Timely resolution of conflict
- Practice self and team reflection and strive for excellence
- Celebrate our own and each other’s success
- Promote and embed the Nexus Vision between Teaching, Research and Practice.

“We embrace a culture of care and prioritise wellbeing through these healthy work habits”

We all need to:

- Take breaks to relax and recharge during the day and take leave when needed
- Be considerate and support others so we can all switch off in our personal time
- Embrace flexibility, change and challenges
- Encourage an inclusive environment with consideration for others’ circumstances
- Regularly check in with colleagues, have caring conversations (R U OK?)
- Speak to your supervisor if feeling overloaded and needing support
- Put self-care strategies in place and openly discuss with your supervisor and colleagues
- Notice and value each others’ contributions.

OUR CULTURE

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“We all have a responsibility to lead and make a positive difference”

Great leaders in our college:

- Embrace diversity and demonstrate inclusive, culturally sensitive and open-minded leadership
- Are supportive and encouraging, whilst also being able to make timely decisions and have difficult conversations
- Have high levels of self-awareness and understand their impact on those around them
- Strive for excellence by identifying areas for change and supporting their team to achieve great outcomes
- Proactively collaborate across the College, encouraging information sharing and open discussions
- Are generous with their time to help nurture others to reach their potential
- Act as ambassadors of the College and University.

“The standard you walk past is the standard you accept”

We all commit to:

- Give and receive constructive and respectful feedback
- Build trusted relationships
- Be supportive and uplifting of colleagues
- Promote an environment where everyone feels safe, valued and respected
- Be open to challenges, new activities and opportunities
- Generate positive energy and find opportunities to have fun!

RECONCILIATION

We continue to commit to reconciliation as demonstrated through the following initiatives;

CNHS Aboriginal and Torres Strait Islander Collective

Works to support NHS staff in facilitating collaborative partnerships with First Nations staff members. [See more on our website.](#)

Indigenous Workforce Strategy

Developing strategies to attract Indigenous workers into the University, striving to reach an Indigenous workforce target of 3% in 2025.

Reconciliation Action Plan Working Group

Engages with Indigenous Australians, students, staff and the community with the aim of progressing Indigenous advancement in education, research, employment and wellbeing.

Indigenous Aspects of Education Community of Practice

Keera Laccos-Barrett oversees Indigenous Aspects of Education as part of the [NHS Learning & Teaching Academy](#), which serves to invigorate, facilitate and celebrate innovations in teaching and learning in the College.



PEOPLE & RESOURCES



Professor Michelle Miller | DEAN, PEOPLE & RESOURCES

We recognise that the greatest financial investment that is made by the College is the acquisition and retention of talented professional and academic staff. It is our vision to create a College culture that embodies the values and ethos of the University whilst exceeding teaching quality and research expectations and striving to make a positive impact on people's lives.

Flinders University's heritage of quality, independence and excellence will continue to be a source of strength and competitive advantage. Making a difference builds on these strong foundations and aims to secure our place as a world-leading University.

Our future success will rely on dynamic staff, ready to embrace the challenges and opportunities presented in a rapidly changing environment. It requires a culture of trust and empowerment, built on the bedrock of common values and a shared sense of purpose. Together we will meet the challenges of a globally competitive environment by maintaining an uncompromising commitment to excellence in everything that we do.

EDUCATION



Professor Sebastian Doeltgen | DEAN, EDUCATION

Our focus is to provide an exceptional student learning experience.

We have a team of excellent educators, recognised by national and international teaching and learning excellence awards.

We work proactively with industry partners and professional bodies leading to more adaptive, responsive, employable and innovative graduates equipped for employment in the workforce of tomorrow.

The College of Nursing and Health Sciences is the largest College in the University with approximately 6400 students and over 800 teaching staff. We offer both undergraduate and postgraduate courses across 13 disciplines.

- Audiology
- Clinical Rehab & Ageing
- Disability
- Exercise Science
- Health Sciences
- Midwifery
- Nursing
- Nutrition & Dietetics
- Occupational Therapy
- Optometry
- Palliative & End of Life Care
- Physiotherapy
- Speech Pathology

We mainly teach at the Sturt campus and also at the City Campus, Tonsley, Renmark, Pt. Pirie, Mt. Gambier and online.

RESEARCH



Professor Frances Lin | DEAN, RESEARCH and DIRECTOR, Caring Futures Institute

Our research ambition is to lead and deliver impactful, world-renowned innovative research with engaged partners.

Our partnerships and knowledge translation expertise ensure research is embedded in education, practice, and policy change.

The College of Nursing and Health Sciences has a strong research portfolio with 1 Research Institute and 5 Centres/Initiatives:

- Caring Futures Institute (CFI)
- Research Centre for Palliative Care, Death & Dying (RePaDD)
- Aged Care Research & Industry Innovation Australia (ARIIA)
- Torrens Resilience Initiative (TRI)
- Registry of Senior Australians (ROSA)
- Flinders Digital Health Research Centre (FDHRC)

CNHS has over 130 researchers, all of whom are supported by the professional staff from the Research Development and Support (RDS) team. We also currently supervise 116 PhD students. We aim to continually build our research funding. In 2024, the College received over \$13 million in research income.

CARING FUTURES INSTITUTE



**Prof
Frances Lin**



**Prof
Gill Harvey**



**Prof
Di Chamberlain**



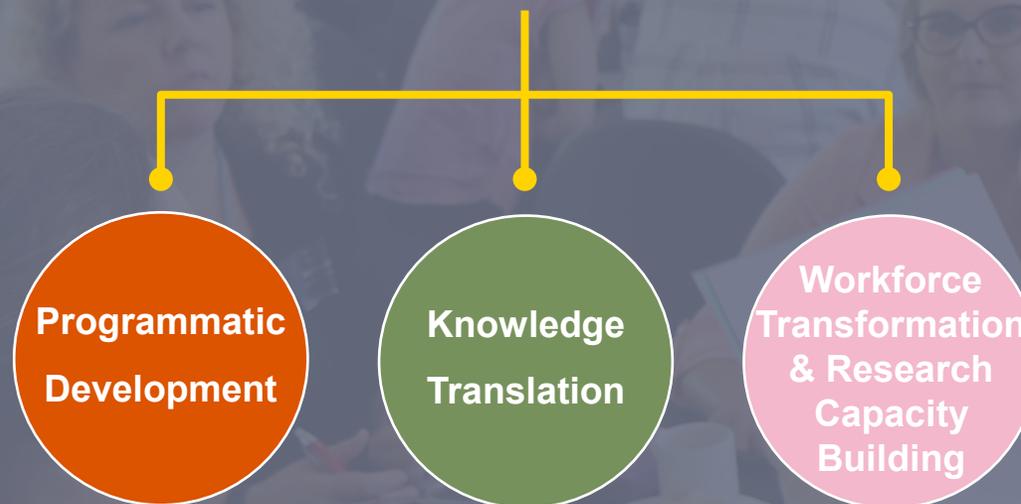
**Assoc Prof
Ranjay Chakraborty**

We are creating better care through research, knowledge translation and partnerships.

Our research spans the life course with a focus on ensuring our health and social care systems and services deliver the best outcomes for all.

We undertake research in partnership with consumers, the community, and the health, education, ageing and social care sectors to support impact.

Research Leadership, Governance, Support



GOVERNANCE



Prof Tracy Humphrey
Vice President
& Executive Dean



Prof Michelle Miller
Dean, People & Resources



Prof Frances Lin
Dean, Research &
Director, Caring Futures Institute



Prof Sebastian Doeltgen
Dean, Education



Ali Dymmott and Jacqueline Warren
Joint Deputy Deans, Clinical & Community Practice



Assoc Prof Karleen Thornton
Deputy Dean, Nursing
Leadership & Engagement



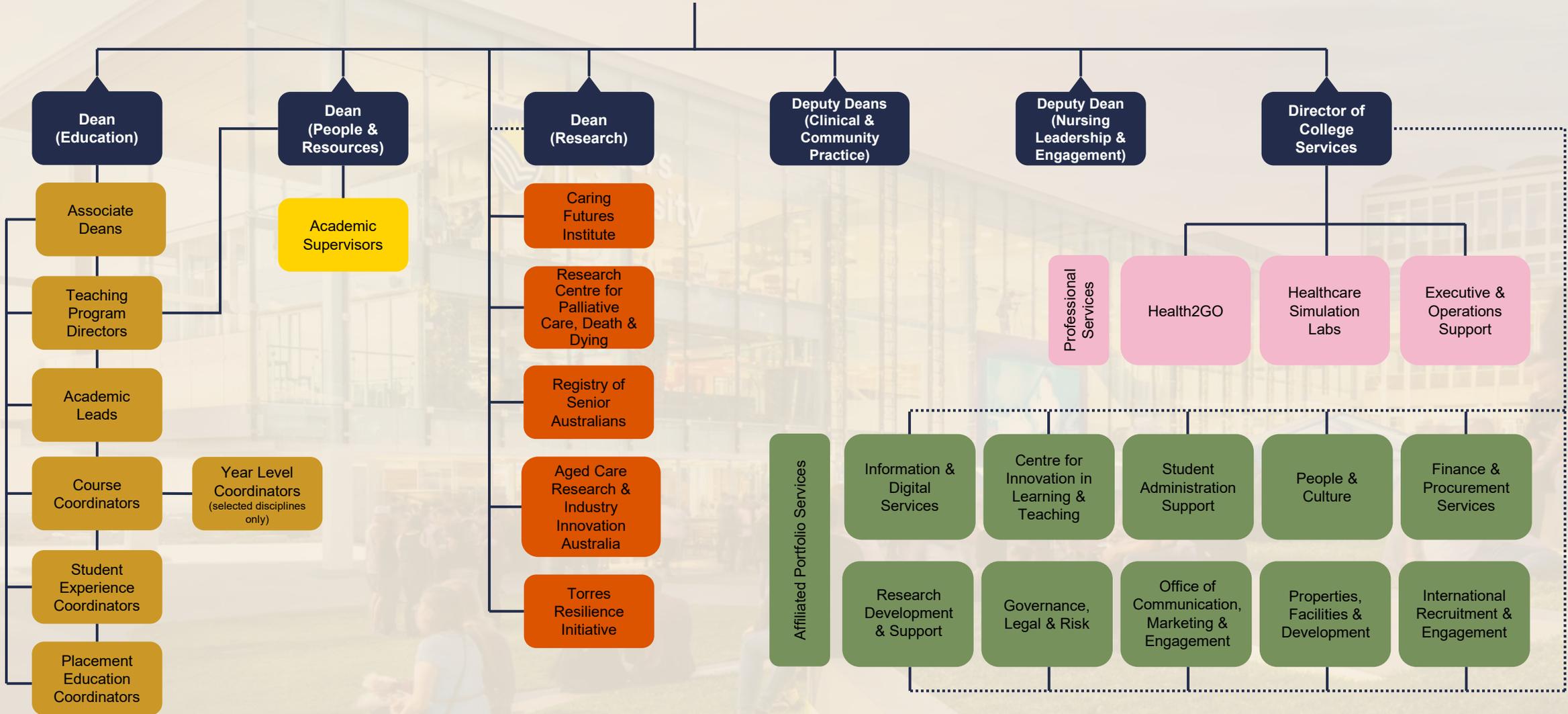
Jeremy Sloan
Director of College Services



Meredith Legg
Interim Executive
Officer

GOVERNANCE

Vice-President & Executive Dean



GOVERNANCE

COMMITTEES & OTHER ADVISORY GROUPS

- CNHS Executive Leadership Team (ELT)
- College Education Committee
- Course Quality Advisory Groups
- Student Representatives Group
- Student Progress Committee
- College Research Committee
- Caring Futures Institute Leadership
- Health & Safety Committee
- People & Infrastructure Committee



GOVERNANCE

PIC WORKING GROUPS

- Reconciliation Action Plan
- Respect. Now. Always
- Athena Swan
- Your Voice
- Sustainability
- Partnerships



GOVERNANCE

MATRIX STRUCTURE: STUDENT & TEACHING SUPPORT

Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions

Education Quality

- Course and topic development
- Course Reviews
- Internal and external accreditation

eLearning Design Services

- eLearning design
- FLO support

Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

GOVERNANCE

MATRIX STRUCTURE: RESEARCH SUPPORT & LABS/TECH SERVICES

Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

Labs/Tech Services

- Laboratory management
- Specialist equipment management
- Set up of lab-based classes

GOVERNANCE

MATRIX STRUCTURE: BUSINESS & OPERATIONS SUPPORT

Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

Information & Digital Services

- Technology planning
- Audio Visual Support
- Software support
- Hardware support

Comms, Marketing & Engagement

- College marketing strategy
- College communications
- Event planning management

FINANCIAL SERVICES

Shelley Pirakis

Senior Finance Business Partner

Office: N112 – Extension: 13937



Bev Amos

Senior Financial Analyst

Office: N113 – Extension: 13572



Tayo Erhirhi

Senior Financial Analyst

Office: N113 – Extension: 19446



Elsie Qiu

Finance & Administration Officer

Office: N126 – Extension: 14895



Chandra Kodali

Finance Services Officer

Office: N126 – Extension: 14581



The College Finance team provide strategic financial support to the College, policy advice, budget preparation, projections, financial modelling, analysis and variance reporting.

The team provide all staff with advice and support on projects including payment of invoices, FBT, GST, reimbursements, journal transfers, and University purchasing cards.

In addition, academics are supported by the team with tied external funding grants, opening and closing projects, raising invoices and financial acquittals.

Direct your enquiries to:

cnhs.finance@flinders.edu.au

or

grants.finance@flinders.edu.au

MSR

OFFICE OF MARKETING AND STUDENT RECRUITMENT

Sally Kloeden

Marketing & Communications Partner

Office: N121 (Tuesday)



Izzy Souter

Digital Content Producer

Office: N121 (Tuesday)



Fabio Migliaccio

Digital Content Producer

Office: N121 (Tuesday)



Marketing and communications aligning with College strategic plans, College marketing and communication plan, develop written content for a wide range of purposes, increase the profile of the College research activities, College Website text, dissemination of newsworthy activities, College strategic engagement with University events, for example, Open Days.

Their focus is marketing and communications that align to University and College portfolio strategic plans, including driving student recruitment, lifting the college research profile through our institutes and centres, and college internal communications.

Direct your enquiries to:

cnhs.marcomms@flinders.edu.au

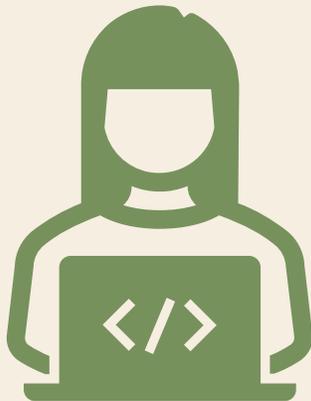
IDS

INFORMATION & DIGITAL SERVICES

College IT Support

Extension: 12 345

Follow the prompts



The IT Support officer provides the day-to-day operational needs of the College in partnership with Service Desk and Field Services and attending requests in-person and remotely.

Services provided range from AV requests, soft and hardware support, set up of systems for new starters, technical support for system errors, and providing advice on technical enquiries and requests.

IDS use the centralised **ServiceOne** platform for all requests or for urgent support, contact the Service Desk on extension 12 345 and follow the prompts.

NHS FAQs

COLLEGE SPECIFIC QUESTIONS / LOOKING FOR INFORMATION

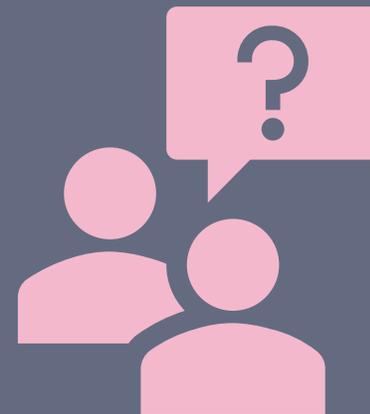
🏠 > Colleges and services > College of Nursing and Health Sciences > FAQs

FAQs

General issues ↓	Information for all new staff ▶	Communication ↓
Postage, courier and mail services ↓	Parking ↓	Teaching support ↓
Property, facilities and development ↓	Computer ordering ↓	Field trips ↓
University fleet vehicles ↓	Marketing and events ↓	Caring Futures Institute ↓
Work Health and Safety ↓	Catering ↓	FAN ↓
Printing / Photocopiers ↓	Keys & access ↓	Casual academic engagement ↓
Room bookings ↓	Travel ↓	People and Culture ↓
Stationery and procurement ↓	Finance ↓	

These frequently asked questions are a great starting point if you have a question. They cover a variety of topics.

<https://staff.flinders.edu.au/colleges-and-services/cnhs/faqs>



PEOPLE & CULTURE

THE PEOPLE & CULTURE DIVISION IS COMPRISED OF 6 KEY AREAS:

1. BUSINESS PARTNERING

- College Based (Business Partners & Advisors)

2. PEOPLE SERVICES

- College Based (Recruitment)
- Central Based (Employment Services and Payroll)
- This team covers the employee lifecycle of attraction, recruitment, offer, onboarding, pay and leave

3. WORK HEALTH & SAFETY

- The Work Health & Safety team provides support on all safety, injury management and wellbeing activities



PEOPLE & CULTURE

THE PEOPLE & CULTURE DIVISION IS COMPRISED OF 6 KEY AREAS:

4. WORKPLACE RELATIONS

- This unit supports all aspects of workplace relations including Industrial relations, Enterprise Bargaining and Disputes

5. BUSINESS IMPROVEMENT TEAM

- A project team dedicated to working with the P&C Division, Colleges and Portfolios to support P&C process improvements.



PEOPLE & CULTURE

THE PEOPLE & CULTURE DIVISION IS COMPRISED OF 6 KEY AREAS:

6 - ORGANISATIONAL DEVELOPMENT AND DIVERSITY

- Organisational Development and Diversity team provides support in areas including:
 - Diversity and Inclusion
 - Equal Opportunity (EO) contact officers for CNHS can be found [HERE](#)
 - Professional development including leadership
 - Performance review and development process
 - Indigenous employment strategy and support
 - Culture support (e.g. Your Voice survey)
 - Reward and Recognition
 - Change Management



PEOPLE & CULTURE

PEOPLE & CULTURE KEY CONTACTS:



EMILY LAWRIE

Senior People And Culture Business Partner

- Extension: 17827
- Email: emily.lawrie@flinders.edu.au
- Office: N117, Deanery, Sturt North



KAREN SCOTT

People & Culture Advisor

- Extension: 12905
- Email: cnhs.pc@flinders.edu.au
- Office: N117, Deanery, Sturt North



DANNI ROSA

People & Culture Advisor

- Extension: 19330
- Email: cnhs.pc@flinders.edu.au
- Office: N117, Deanery, Sturt North



PEOPLE & CULTURE

WHAT WE DO

BUSINESS PARTNER

Strategic staffing related issues, recruitment, employee relations, case management and change.

Mentoring, coaching and training to supervisors on P&C related processes.

Interpretation and advice on the Enterprise Agreement.

ADVISORS

First point of contact for staff and supervisors in the College.

Can assist all College staff and supervisors with general P&C queries along with specific college related P&C queries and issues.

Provide guidance to managers in relation to HR processes, paperwork and progressing P&C paperwork through to employment services.

Strategic projects and events within the P&C space.

WORKSHOPS

WORKSHOPS FOR NEW STAFF

Getting started

Home > Employee resources > Working at Flinders > Information for new staff > Getting started

INFORMATION FOR NEW STAFF

Overview
Getting started
Your Flinders
Your benefits
Keeping informed
College specific information

Getting started in your new role

As a new staff member, you will be introduced to the University and your workplace on your first day of employment.

While your supervisors and colleagues will help you with information relevant to your workplace and role, this page outlines university-wide information you need to know, including emergency procedures, parking and driving on campus, and work health and safety.

Workshops for new staff	↓
Getting set up	↓
Keeping safe	↓
University policies and procedures	↓
Working with integrity	↓

All Staff

- New Staff Induction

Academic Staff

- University and Teaching Enhancement at Flinders (UTEF)
- HDR supervisor development program
- Managing work-integrated learning

Research Staff

- Flinders Research FastStart TM

Supervisory staff

- Supervising at Flinders
- Work health and safety
- Equal opportunity

DEVELOPMENT OPPORTUNITIES

WE HAVE A RANGE OF OPPORTUNITIES TO SUPPORT ONGOING GROWTH AND DEVELOPMENT:

The FLAME logo, which stands for Flinders Leadership Mastery Experience. It features the letters "F L M E" with a flame icon for the letter "L". Below the logo is the text "Flinders Leadership Mastery Experience". Below this is a section titled "FLAME Programs" with four levels: Bronze, Silver, Gold, and Platinum. Each level has a corresponding colored arrow pointing to its description.

FLAME
Flinders Leadership Mastery Experience

FLAME Programs

- Bronze** → for aspiring or emerging leaders
- Silver** → for people who lead people (i.e. staff with direct reports / service roles)
- Gold** → for senior leaders who lead large teams, multiple areas, institutes, or centres
- Platinum** → for executive leaders



University and Teaching Enhancement at Flinders



Flinders Research FastStart Induction Program

And more! Access Via: <https://staff.flinders.edu.au/colleges-and-services/cnhs/staff-professional-development>

DEVELOPMENT FUNDING SCHEMES

ACADEMIC STAFF

Outside Studies
program

Overseas
Conference
Scheme

Professional
Development
Funding (local)

All information on how to access approval for funding can be found on the intranet.

[Academic staff](#)

[Professional staff](#)

PROFESSIONAL STAFF

Study Assistance
Scheme/Study
Tour Scheme

Professional
Staff Conference
Scheme

Professional
Staff
Development
Fund

Auditing
University Topics

COLLEGE COMMS

Welcome to CNHS Central

[Suggestion & Feedback Form](#)

∨ A message from the Vice-President and Executive Dean

News

+ Add ∨

[See all](#)



Optometry and Exercise Physiology Students Collaborate in Blind Sports Camp

The optometry and the exercise physiology department...

Lynne Loh 2 hours ago



Sip Sustainably: Save 30c at Sturt Cafe!

In partnership with the Daily Kitchen Co, the CNHS...

Sustainability 2 hours ago



New Staff - Local Area WHS Inductions - New to ServiceOne

Inductions and training are an important part of the...

Hanna Kryszynska February 10



In the News - 1 Feb

News recap from 1 - 5 February On World Cancer Day,...

Izzy Souter February 10

Staff @ Flinders

College Collab sessions:

- Sharing sessions with updates on what is happening around our college

CNHS Central:

- For all your [College news and events](#)*

Intranet:

- Employee resources – staff entitlements
- Workplace Guides
- Policy library
- Services Information
- Staff Directory
- Flinders Merchandise
- Parental leave
- Recognition of prior services information
- Staff discounts

EMPLOYEE SERVICE PORTALS

OKTA DASHBOARD

OKTA is your point-to-point portal hub where all your application systems to carry out daily tasks are stored online for access whilst working on site or remotely.

The general applications are preloaded, however, some applications specific to your area (teaching, research or professional), will need a ServiceOne request with supervisor approval to be loaded.

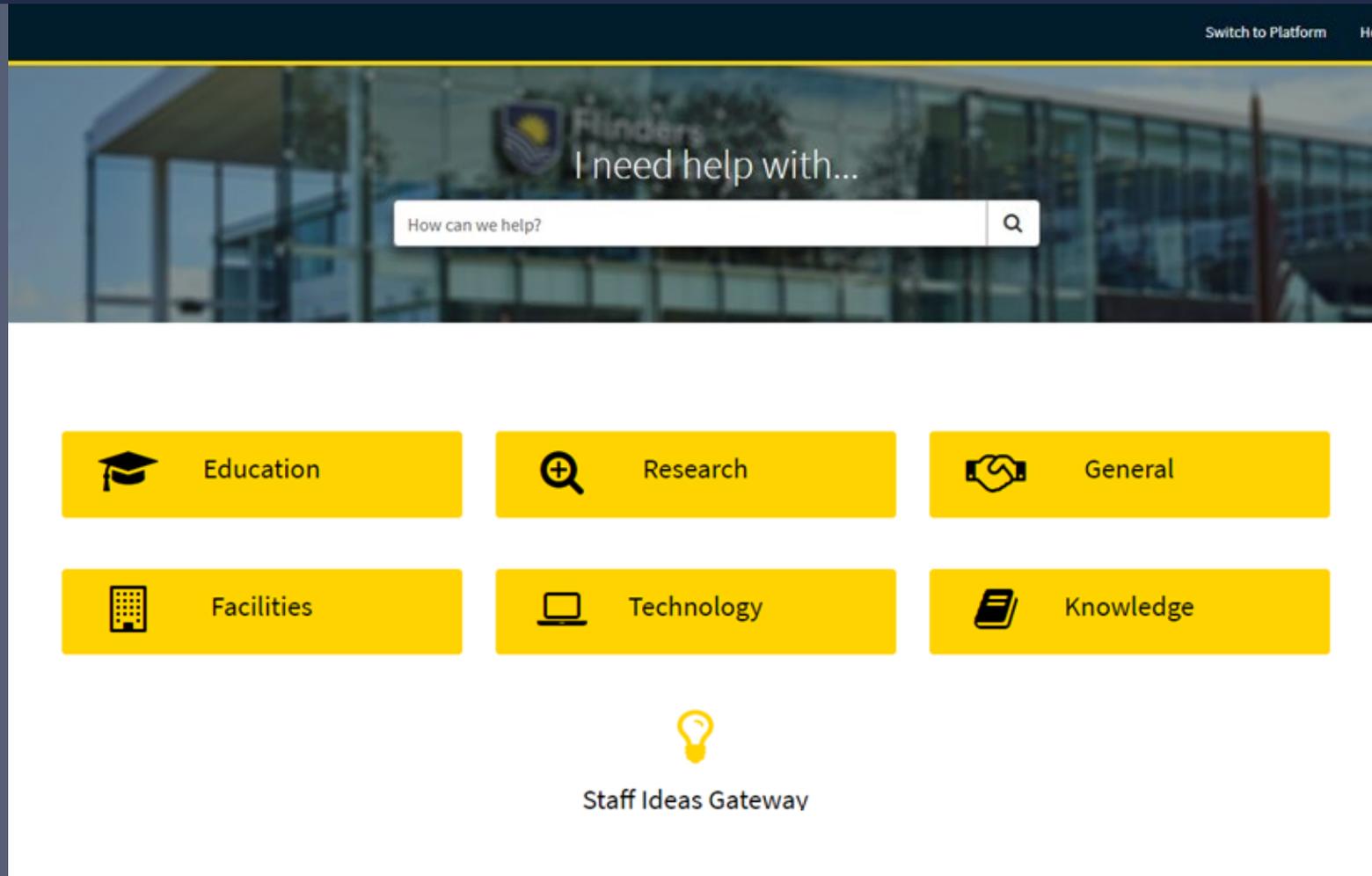
The screenshot displays the Flinders University OKTA dashboard. At the top left is the Flinders University logo. A search bar at the top right contains the text "Search your apps". A left-hand navigation menu includes "My Apps" (with a home icon), "Work", "Add section +", "Notifications 1", and "Add apps". The main content area, titled "My Apps", shows a grid of application tiles under a "Work" filter. Each tile features an icon, the application name, and a "Service One" label. The visible applications are: vPermit, Printing Credit (Papercut), Adobe Login, Workday, Outlook Mail, Service One, Qualtrics, Flinders Wiki, VirtualApps, ask@Flinders, CourseLoop, Employee Self Service, FlinSafe/Field Trips, ePortfolio, Business Analytics, Library FindIt, Enrol MFA, Online Payments, ResearchLink, NuTrip, RePortal, OneDrive, Office 365, and Yammer.

EMPLOYEE SERVICE PORTALS

SERVICEONE

ServiceOne is your first point of call to submit requests for enquiries, general services, systems access, caretaking assistance, stationery, IT support, etc.

The Research and Education portals are specific to academics in those areas to request specific services, access, and advice pertinent to your work.



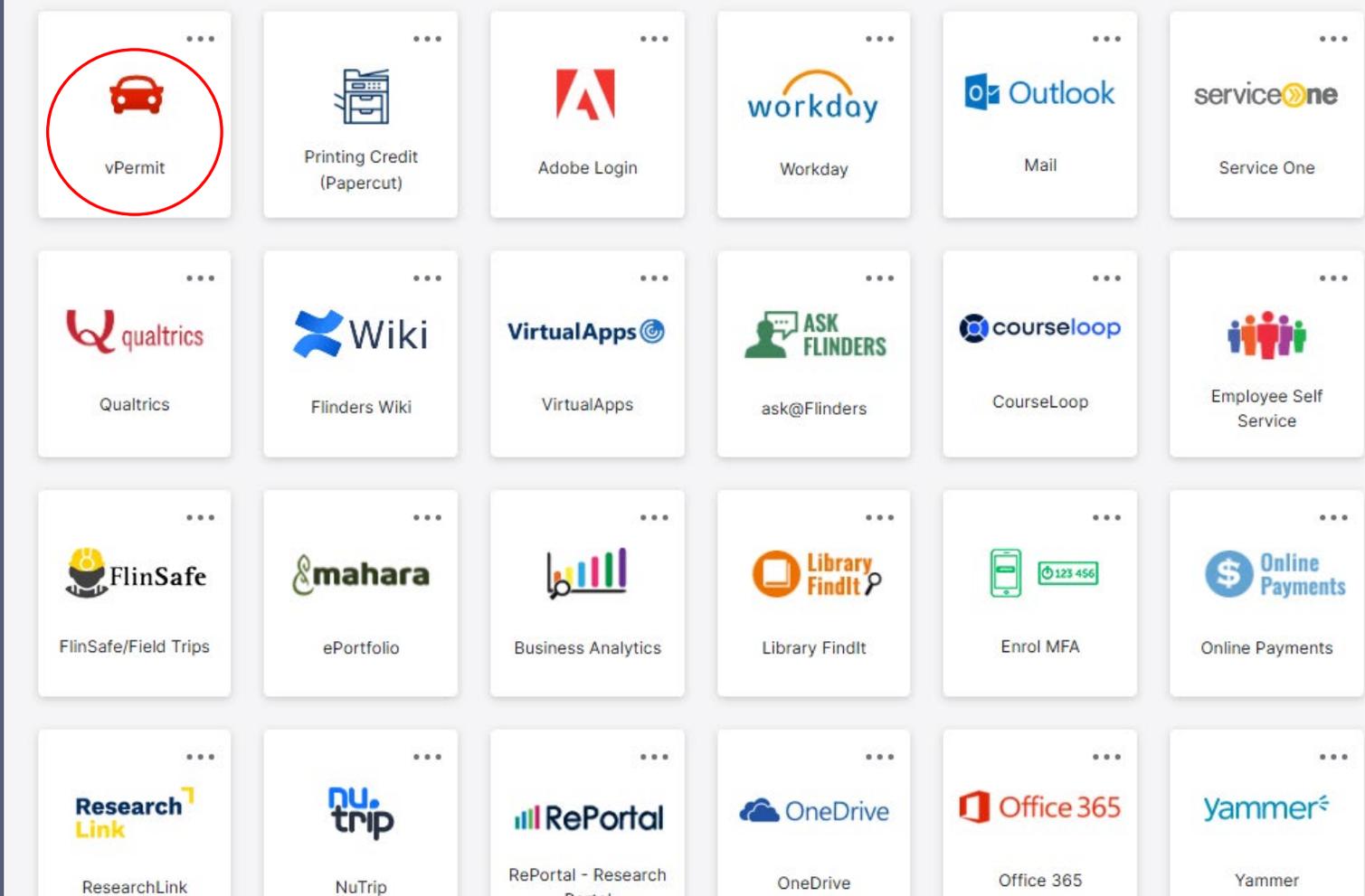
EMPLOYEE SERVICE PORTALS

V-PERMIT

From your OKTA Dashboard you can access V-Permit.

V-Permit is the online portal to activate and process your parking permit onsite at Flinders.

Please note, only one vehicle registration can be active against your employment, so if you swap cars for the day, remember to change the registration!

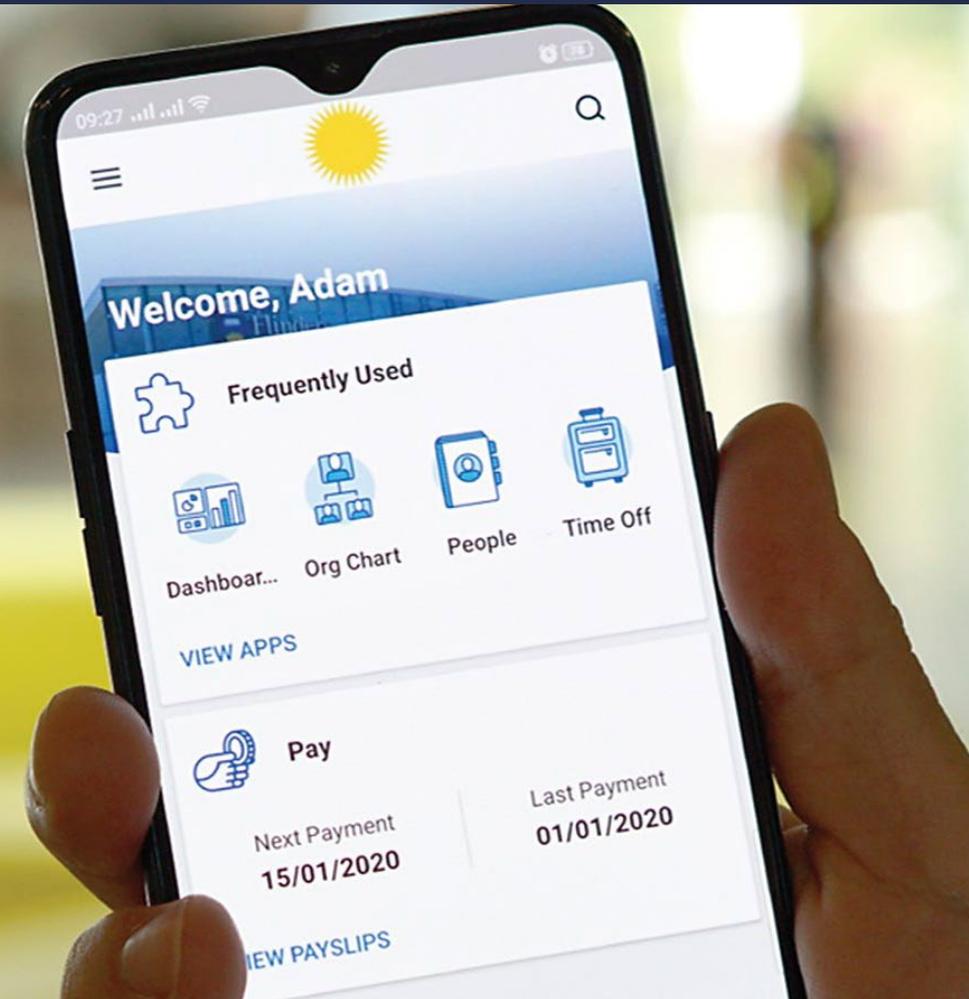


EMPLOYEE SERVICE PORTALS

WORKDAY

Our Human Resources system **Workday** is an intuitive, self-service system designed to assist you as an employee, your supervisors, and People & Culture with employment business processes, such as time management and leave, recruitment, performance management, and management of personal information.

Workday assistance can be requested through ServiceOne.

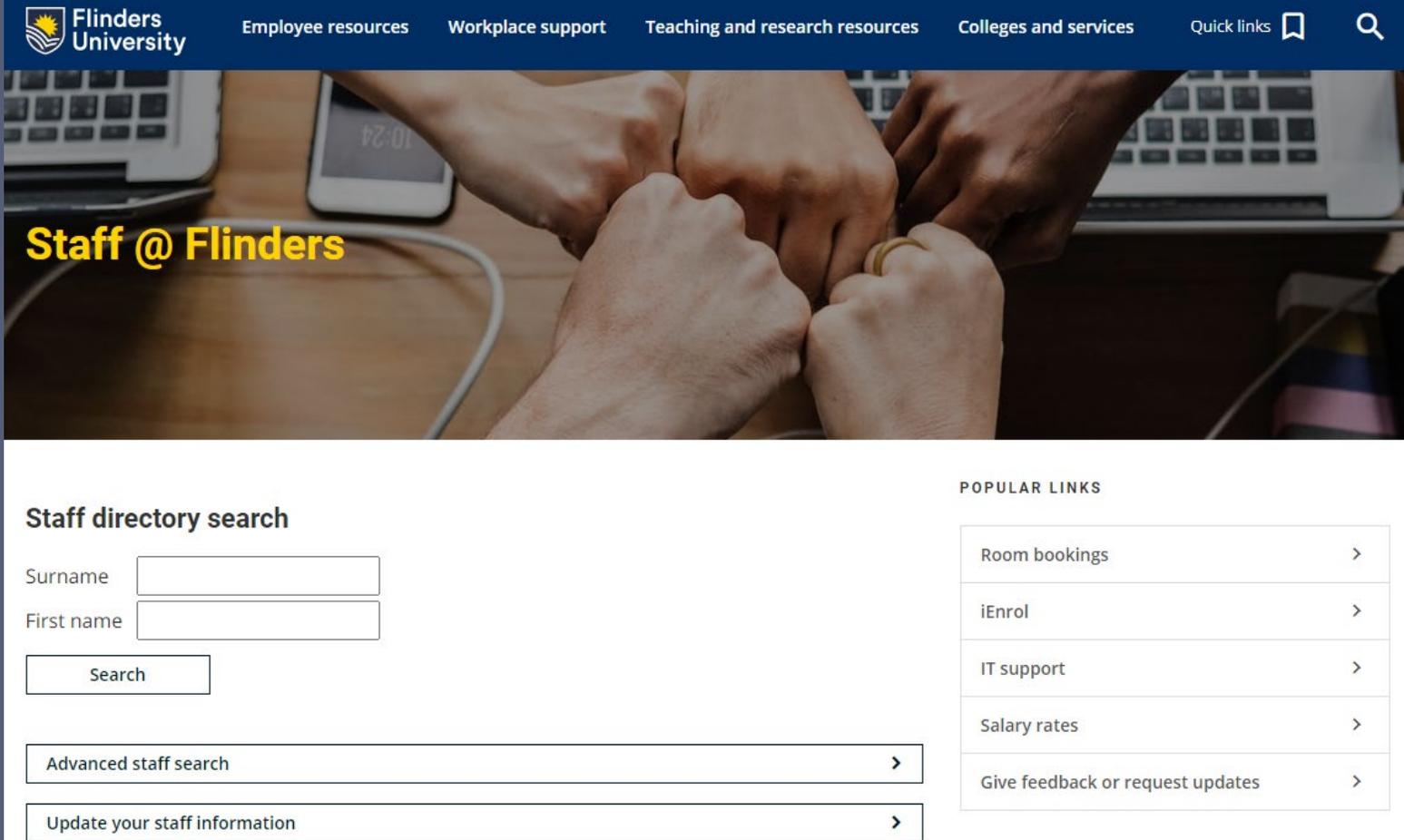


EMPLOYEE SERVICE PORTALS

STAFF AT FLINDERS: INTRANET

The staff intranet is your landing page for all staff related resources, including employee resources, workplace support, teaching and research resources, and links to Colleges and services, such as:

- College Calendar
- FAQs
- Document Library & Key Contacts
- Events
- Strategic Plan
- Employment Assistance Program (EAP)



The screenshot shows the Flinders University intranet page for staff. The top navigation bar includes the Flinders University logo and links for Employee resources, Workplace support, Teaching and research resources, Colleges and services, Quick links, and a search icon. The main header features a background image of hands clasped together, with the text "Staff @ Flinders" overlaid. Below the header, there is a "Staff directory search" section with input fields for Surname and First name, a Search button, and links for "Advanced staff search" and "Update your staff information". To the right, a "POPULAR LINKS" section lists: Room bookings, iEnrol, IT support, Salary rates, and Give feedback or request updates, each with a right-pointing arrow.

USEFUL EMAILS

cnhs.operations@flinders.edu.au	College Operations Team
cnhs.vped@flinders.edu.au	Vice President & Executive Dean
cnhs.deanpr@flinders.edu.au	Dean (People & Resources)
cnhs.deaneducation@flinders.edu.au	Dean (Education)
cnhs.deanresearch@flinders.edu.au	Dean (Research)
NHSEnquiries@flinders.edu.au	College Student & Staff (teaching related) Enquires
cnhs.placements@flinders.edu.au	Work Integrated Learning Team (placements)
cnhs.finance@flinders.edu.au	College Finance Team
cnhs.marcomms@flinders.edu.au	College Marketing & Communications Team
cnhs.pc@flinders.edu.au	People & Culture (general enquiries)
cnhs.whs@flinders.edu.au	Work, Health & Safety
cnhs.research@flinders.edu.au	College Research Enquiries



WORK HEALTH & SAFETY



WHS involves everyone at the University. Your support and involvement are critical to ensuring a safe workplace for everyone.



Policy, Procedures and other information is available on the Work Health & Safety and Injury Management (WHS & IM) web site, [Work Health & Safety](#)



We all have roles and responsibilities with regard to health and safety at the University.

KEY CONTACTS:

Karen Hayden

Senior WHS Advisor & Return To Work Coordinator

Extension: 13 117

Email: karen.hayden@flinders.edu.au



Hanna Krysinska

Senior WHS Officer

Contact: 0406 037 770

Email: hanna.krysinska@flinders.edu.au



HEALTH & SAFETY REPRESENTATIVE:

Vacant

Extension:

Email:



WORK HEALTH & SAFETY

INDUCTION CHECKLIST

The Local WHS Induction checklist needs to be completed and should cover:

- Emergency and First-Aid Procedures
- General WHS
- Job Specific WHS Information
- Sign off to be completed by the INDUCTEE & SUPERVISOR
- Mandatory WHS induction and training



EMERGENCY MANAGEMENT

Emergency evacuation:

You are required to watch an emergency evacuation video. It clearly describes the evacuation tones and what actions should be followed when there is an emergency evacuation.

If there's an emergency:

- Alert people nearby and ask for their assistance to advise others
- Phone **000** or break the 'Break Glass Fire Alarm' whichever is closest
- Phone 'Security' for your campus e.g., Bedford Park - **8201 2880**
- Exit the building following any instructions given by the Fire Wardens and go to assembly area.

If there's a medical emergency:

- Contact **000** for an ambulance
- Advise security **8201 2880**
- Remain with the person. If possible, contact your local First Aid Officer to assist.

WHS RESPONSIBILITIES

FLINDERS UNIVERSITY

- Provide a safe working environment
- Provide and maintain safe equipment, appliances and substances
- Provide information, training and supervision
- Provide system for reporting and investigating work-related injuries
- Consult on health and safety issues
- Monitor health and safety and working conditions
- Provide adequate facilities
- Provide an effective rehabilitation program for injured workers.

SUPERVISORS

- Provide leadership
- Set a good example
- Implement University policy and procedures
- Ensure hazards are identified, risk assessed and controlled
- Provide the necessary information, instruction, and/or training
- Report accidents, incidents and hazards, consult with workers and others
- Facilitate and support injured staff to recover and return to work
- Follow emergency procedures.

WORKERS

- Protect own health and safety
- Protect the health and safety of others
- Comply with University policy and procedures and follow all reasonable instructions
- Use PPE if provided
- Assist in the identification of hazards, the assessment of risks and implementation of risk control measures
- Report accidents, incidents and hazards
- Follow emergency evacuation procedures.

RISKS AND HAZARDS

RISKS NEED TO BE MANAGED IN:

- Clinical settings
- Computer work - workstations
- Events
- Field trips
- Laboratories
- Placements
- Rural and remote travel
- Vehicle usage
- Visiting peoples' homes
- Working from home setups



PLEASE REPORT ANY HAZARDS:

Report if you see a hazard that has the potential to harm a person, property or the environment.

This can be done via [FlinSafe](#) or if building or infrastructure related, via [ServiceOne](#).



RISK ASSESSMENT

ON CAMPUS

A documented hazard identification and risk assessment process must be undertaken for all activities at the University where there is a potential for health and safety risks. More information can be found on the [WHS webpage](#).

FIELD TRIPS

Field trips are any work, research, study or activity approved by a college/portfolio that is undertaken by staff and/or students off campus at an urban, rural, remote, freshwater or marine location. Field trips must be documented, risk assessed and approved via the [field trip process](#) prior to undertaking the field trip.

EVENT SAFETY

Events may involve staff, students, volunteers, visitors, contractors, others and external parties hosting an event on University premises. It may include a component where the full event being organised is run offsite by Flinders staff or students. An [event safety assessment](#) must be completed prior to the event.



RISK ASSESSMENT

MANAGING ERGONOMIC RISKS - WORKSTATION

This self-assessment tool guides people in setting up their offices and workstations correctly.



INJURIES AND INCIDENTS

What are you going to do if someone is injured?

1. Seek medical treatment/call security
2. Report to supervisor
3. Report online in FlinSafe via your OKTA dashboard*

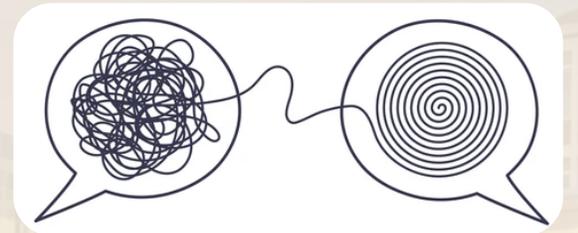
*Even if nobody is hurt, an Incident Report must be lodged on FlinSafe!



HEALTH AND WELLBEING FOR STAFF

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program is available to all staff and is voluntary. Staff members can refer themselves directly to one of the designated psychologists, for up to 3 sessions paid for by the University. The program is strictly confidential, all personal treatment information remains with the external service provider. EAP assistance can be provided for personal, emotional or work-related matters.



PSYCHOSOCIAL HAZARD MANAGEMENT

Psychosocial hazards are aspects of work which have the potential to cause psychological and physical harm. Flinders University takes the psychological and physical health and safety of our workers seriously and works hard to ensure that hazards are minimised as far as reasonably practicable. Please use [this link](#) to report a psychosocial hazard. This report will be triaged to the appropriate business partner (People & Culture or Work Health & Safety) depending on the nature of the report. All information you provide is confidential.



HEALTH AND WELLBEING FOR STAFF

HEALTH AND WELLBEING

Flinders' health and wellbeing objective supports healthier bodies, minds, culture and places, with many activities and initiatives to further staff wellbeing. Please check the [Health and Wellbeing site](#) to see what's coming up this calendar year.

SPORT & FITNESS

Yoga and Pilates sessions are available for staff as seen on the right. Furthermore, staff may take advantage of [discounted rates](#) at [Flinders University Sport & Fitness](#) located within the [Alan Mitchell Building, Registry Road, Flinders University, Bedford Park SA 5042](#).

SMOKING POLICY

Flinders University has adopted a smoke-free, fresh air policy from 2016. All premises and sites including buildings, structures, car parks, outdoor areas, and vehicles are smoke-free zones, except for [specifically designated outdoor areas](#). Sturt Campus designated smoking area is between Sturt Oval (next to the gym) and Carpark 14 stair access.

CNHS STAFF WELLBEING

YOGA
TUESDAYS
12:15PM & 12:45PM

PILATES
FRIDAY
12:15PM & 12:45PM

LOCATION
STURT SOUTH
ROOM S121

Questions?

jacqueline.beall@flinders.edu.au

FREE FOR ALL CNHS STAFF

 Flinders University |  Nursing and Health Sciences

FEB 2025

OTHER INFORMATION

SUPPORT SPACES

Flinders is committed to providing support spaces for personal health, cultural, or faith/spiritual needs to staff and students.

- **Health Respite Space**

Sturt South Room S219B

Access: via College Reception N101

- **Multi-faith Prayer Rooms**

Sturt South Rooms S332 and S323

- **Parenting Room**

Sturt West Level 2 – Adjacent to the female toilets

Student access*: Email CNHS.operations@flinders.edu.au

Staff access: [ServiceOne request](#) under 'Other', and then input 'Parenting Room, level 2 West Wing, adjacent female toilets' at the prompt.

OFFICE & OUT OF HOURS CRISIS LINES

- **Student Wellbeing**

If distressed and do not know who to turn to, confidential support services are available to all Flinders University students.

- **Office Hours**

Health, Counselling & Disability Services

08 8201 2118 | counselling@flinders.edu.au

9:00 am – 5:00 pm | Weekdays

[Student Services: Counselling](#)

- **Out of Office Hours**

Hotline: 1300 512 409

SMS: 0488 884 103

5:00 pm – 9:00 am | Weekdays

24hrs on weekends and public holidays

Thank You & Welcome to NHS!



Please save this information by scanning the QR code above.

