

# INTERPLAST DATABASE USER GUIDE

\* You may access the Volunteer login area in two ways

1. You will be sent a link via email (if you are going on a program, your Program Coordinator will send you details to do this) OR
2. From the main website page: Scroll down to the bottom of the page and click the heading **Volunteer Login Area**

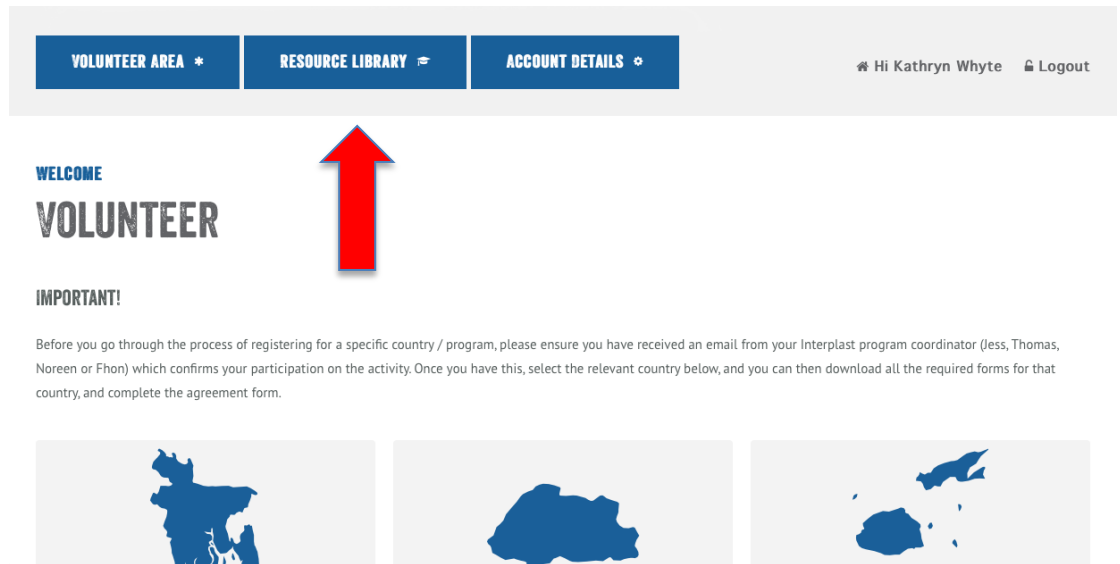


**If you are an Interplast volunteer from Australia or New Zealand, you need to register as a Volunteer / Observer. If you are an overseas trainee, you will need to register as a Resource Library User. This will give you the appropriate level of access.**

The image shows two side-by-side forms. The left form is titled 'USER REGISTRATION' and includes a 'REGISTRATION TYPE' section with radio buttons for 'Resource Library User' (selected) and 'Volunteer / Observer'. Below this are fields for 'Choose a Username \*', 'Title \*' (with a dropdown menu showing 'Mr'), and 'Name \*' (with a sub-label 'First'). The right form is titled 'USER LOGIN' and has a blue background. It contains fields for 'Username' and 'Password', a blue 'SUBMIT >' button, and a 'Lost Password' link. A large red arrow points from the 'Resource Library User' option in the registration form to the login form.

# ACCESSING THE RESOURCE LIBRARY

1. From the volunteer login area click on the blue tab titled **RESOURCE LIBRARY** located between the headings **VOLUNTEER AREA & ACCOUNT DETAILS** (note that overseas trainees (Resource Library Users) won't have access to the 'volunteer area').



2. This will lead to a page comprised of resource categories. Within each category are additional subheadings leading to further information (e.g. educational resources, additional tools and resources)

## Example 1: Resources for Surgeons



**INTERPLAST INFORMATION (GENERAL)** ⇒



**COUNTRY INFORMATION (GENERAL)** ⇒



**RESOURCES FOR SURGEONS** ⇒



**RESOURCES FOR ANAESTHETISTS** ⇒

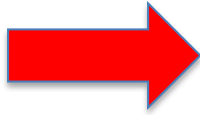


**RESOURCES FOR NURSES** ⇒



**RESOURCES FOR ALLIED HEALTH PROFESSIONALS** ⇒





# RESOURCES FOR SURGEONS

[Home](#) / [Resources](#) / Resources for Surgeons



Interplast's surgical volunteers are primarily plastic and reconstructive surgeons, but also include orthopaedic and paediatric surgeons in a small number of programs. Our surgical volunteers are involved in our full plastic and reconstructive surgical programs as well as training and mentoring programs focusing on both basic plastic surgical skills and various sub-specialties including microsurgery, head and neck surgery and hand surgery. In this section you will find surgery-specific resources related to our programs, and educational resources and handouts to be used on Interplast training programs.

*Please note that this section is currently under construction – we are working on updating it! If you have any suggestions for content, please get in touch with us.*

## RESOURCES FOR SURGEONS

- Country-specific information for surgical volunteers
- Educational resources for surgical volunteers
- Information handouts for surgical volunteers



Subheadings

## Example 2: Resources for Nurses



GENERAL INTERPLAST INFORMATION →



GENERAL COUNTRY INFORMATION →



RESOURCES FOR SURGEONS →



RESOURCES →



RESOURCES FOR NURSES →



RESOURCES FOR ALLIED HEALTH →

# RESOURCES FOR NURSES

[Home](#) / [Resources](#) / Resources for Nurses



Interplast's nursing volunteers currently include theatre nurses and anaesthetic/recovery nurses, as well as nurse educators. Programs for nurses include general plastic and reconstructive surgical programs and more specific surgical mentoring visits, as well as specific nurse education programs. In this section you will find nursing-specific resources related to our activities, and educational resources and handouts to be used on Interplast training programs.

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## RESOURCES FOR NURSES

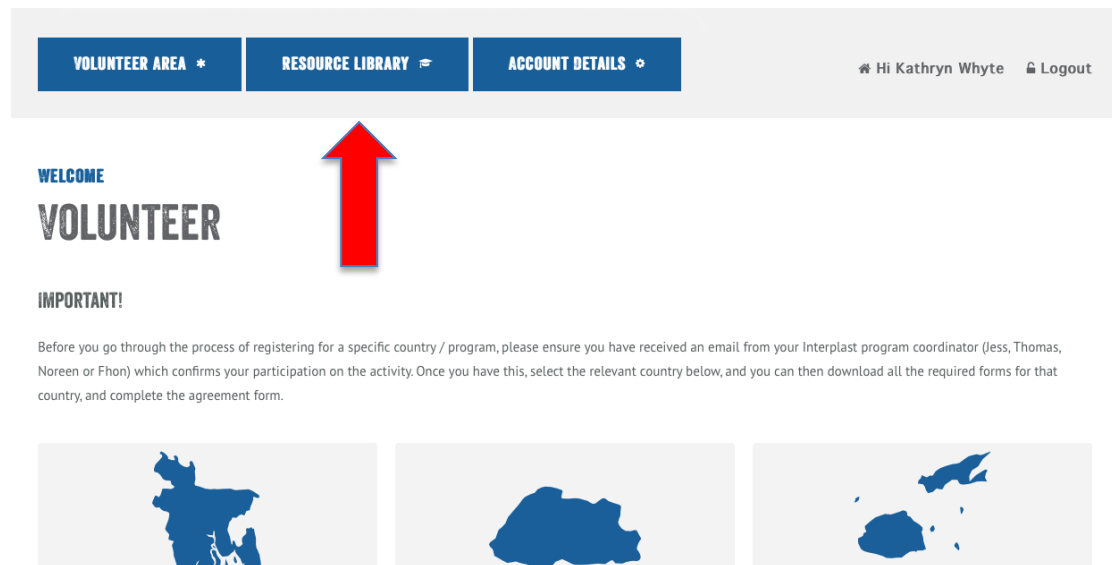
- Country-specific information for nursing volunteers
- Educational resources for nursing volunteers
- Information Handouts for nursing volunteers
- Useful links and other resources for Nurses



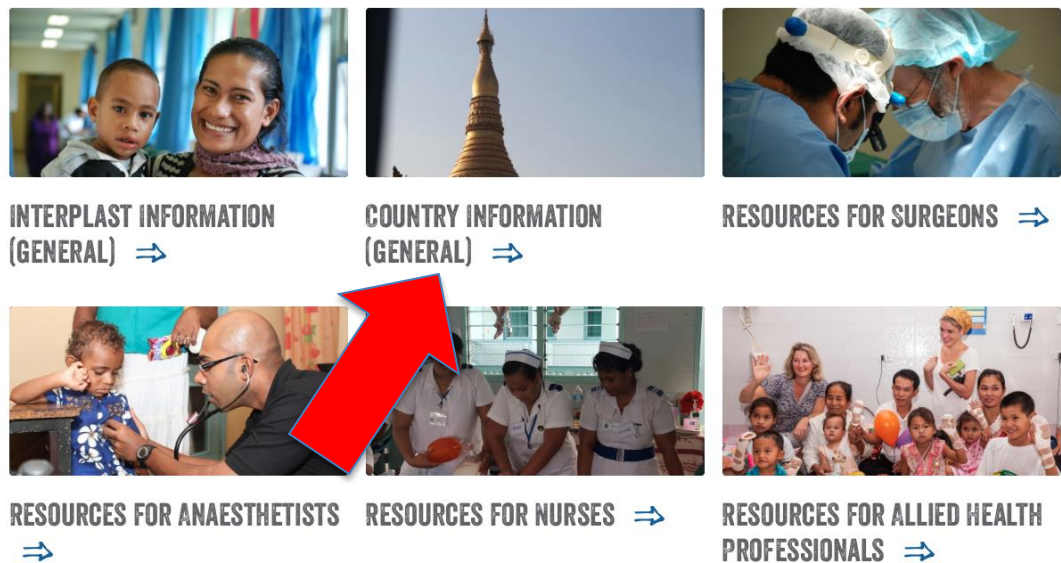
Subheadings

## FINDING SPECIFIC COUNTRY INFORMATION

1. From the volunteer login area click on the blue tab titled **RESOURCE LIBRARY**



2. Scroll down to find the box titled **COUNTRY INFORMATION (GENERAL)**



By clicking on each country you will find more specific information including:

- Information about the history of Interplast's program in that country
- Volunteer Pre-Departure Briefing and Information Pack
- A summary of Interplast's Country plan for that country

- A summary of Interplast's key contacts for that country

## COUNTRY INFORMATION (GENERAL)

[Home](#) / [Resources](#) / Country Information (general)

In this section, you can find information about Interplast programs and local partners in each of the countries in which we work.

This includes history of our programs, key local contacts, our pre-departure briefing packs and other useful information.

This section doesn't contain specific information related to medical professions (i.e allied health / surgical), but rather, broader information about Interplast's *whole* program in that country.

Choose the country from the menu on the right, and go from there!

### COUNTRY INFORMATION (GENERAL)

- ▶ Bangladesh
- ▶ Bhutan
- ▶ Fiji
- ▶ Indonesia
- ▶ Kiribati
- ▶ Laos
- ▶ Mongolia
- ▶ Myanmar (Burma)
- ▶ Nepal
- ▶ Papua New Guinea
- ▶ Philippines
- ▶ Samoa
- ▶ Solomon Islands
- ▶ Sri Lanka
- ▶ Tonga
- ▶ Vanuatu
- ▶ Vietnam

3. If you click on Mongolia for example:

## COUNTRY INFORMATION (GENERAL)

[Home](#) / [Resources](#) / Country Information (general)

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- ▶ **Mongolia**
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- ▶ Nepal
- ▶ Papua New Guinea
- ▶ Philippines
- ▶ Samoa
- ▶ Solomon Islands
- ▶ Sri Lanka
- ▶ Tonga
- ▶ Vanuatu
- ▶ Vietnam

## MONGOLIA

[Home](#) / [Resources](#) / [Country Information \(general\)](#) / Mongolia

Click [here](#) to read about the history and focus of Interplast's program in Mongolia.

Volunteer Pre-Departure Briefing & Information Packs for Mongolia:

[Ulaanbaatar-MongoliaVolunteerPre-DeparturePack\\_2014Updated22May](#)

Summary of Interplast's Country Plan for Mongolia (2015/16 Financial Year):

[Mongolia\\_CPP Summary 2015.16](#)

Summary of Interplast's key contacts (the who is who) in Mongolia:

(to be added, thanks for your patience!)

### COUNTRY INFORMATION (GENERAL)

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# FINDING GENERAL INTERPLAST POLICIES

1. From the resources page, click the box titled **INTERPLAST INFORMATION (GENERAL)**



**INTERPLAST INFORMATION (GENERAL)** ⇒



**COUNTRY INFORMATION (GENERAL)** ⇒



**RESOURCES FOR SURGEONS** ⇒



**RESOURCES FOR ANAESTHETISTS** ⇒



**RESOURCES FOR NURSES** ⇒



**RESOURCES FOR ALLIED HEALTH PROFESSIONALS** ⇒

2. Scroll down to view a description of information available, click the heading located on the left hand side of the page titled **INTERPLAST POLICIES**.

You can find the following: child protection policy, social media policy, media relations policy, complaints handling policy and privacy policy.

## INTERPLAST INFORMATION (GENERAL)

[Home](#) / [Resources](#) / [Interplast Information \(general\)](#)

In this section, you'll find lots of useful information about Interplast in general – such as our staff organisational chart, general information about Interplast and all of our important policies and procedures.

Use the yellow menu on the right to navigate to the section you are interested in.

### INTERPLAST INFORMATION (GENERAL)

- ▶ [General Interplast-organisational information](#)
- ▶ [Interplast Policies](#)
- ▶ [Types of Interplast Volunteers](#)

## INTERPLAST POLICIES

[Home](#) / [Resources](#) / [General Interplast Information](#) / [Interplast Policies](#)

Interplast is fully accredited as an Australian Non-Government Organisation, with the Department of Foreign Affairs and Trade (DFAT). We are also signatories to the Australian Council of International Development (ACIFD)'s Code of Conduct, and compliant with all requirements of the Australian NFP and Charities Commission (ACNC).

In line with our compliance requirements, and with industry best-practice, Interplast has a number of policies and procedures which underpin all that we do. Please click on the links below to view our key policies and procedures. If you have any questions, you can get in touch with your program coordinator.

[Child Protection Policy](#)

[Social Media Policy](#)

[Media Relations Policy](#)

[Complaints Handling Policy](#)

[Privacy Policy](#)

### GENERAL INTERPLAST INFORMATION

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## ACCESSING TEACHING MATERIAL

1. From the resources page, click the box titled **RESOURCES FOR ALLIED HEALTH PROFESSIONALS**



**INTERPLAST INFORMATION (GENERAL)** ⇒



**COUNTRY INFORMATION (GENERAL)** ⇒



**RESOURCES FOR SURGEONS** ⇒



**RESOURCES FOR ANAESTHETISTS** ⇒



**RESOURCES FOR NURSES** ⇒



**RESOURCES FOR ALLIED HEALTH PROFESSIONALS** ⇒

2. On this page you will find teaching material and resources for Occupational therapy, Physiotherapy and Speech therapy located on the left hand side. This page also contains key information about the three professions and can be found under the heading 'Information handouts for allied health volunteers' (this heading is indicated with the green arrow)

## RESOURCES FOR ALLIED HEALTH PROFESSIONALS

[Home](#) / [Resources](#) / Resources for Allied Health Professionals



Interplast's allied health volunteers currently include physiotherapists, occupational therapists and speech therapists. This range of programs, primarily focused on building capacity of allied health personnel in our partner countries. In this section you will find resources related specifically to our allied health programs, and educational resources and handouts to be used on Interplast training programs.

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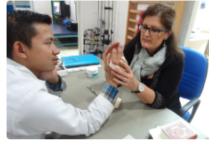
### RESOURCES FOR ALLIED HEALTH PROFESSIONALS

- Country-specific information for allied-health volunteers
- Educational resources for allied health volunteers
- OT & Physiotherapy presentations
- Speech therapy presentations
- Information handouts for allied health volunteers**
- OT & Physiotherapy handouts
- Speech therapy handouts
- Report templates for allied health volunteers
- Useful links and other resources for Allied Health Professionals

3. If you wish to find treatment protocols, you will click on **OT & Physiotherapy handouts**

# RESOURCES FOR ALLIED HEALTH PROFESSIONALS

[Home](#) / [Resources](#) / Resources for Allied Health Professionals



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[Home](#) / [Resources](#) / [Resources for Allied Health Professionals](#) / [Information handouts for allied health volunteers](#) / [OT & Physiotherapy handouts](#)

## TREATMENT GUIDELINES & PROTOCOLS

- Burns Clinical Guidelines NSW for Physio & Allied Health
- Burns Resting Splint
- Burns Unit protocols
- Clinical Practice Guidelines – Burns Patient Management
- Hand Exercises
- Initial Assessments checklist
- Initial Assessments

## PATIENT HANDOUTS

- managing tasks at home after a skin graft
- managing with an UL burn
- Oedema Management
- pressure garment pamphlet
- Scar management massage
- splinting flowchart
- managing at home with a LL burn
- Splinting
- Therapeutic exercises for fingers
- wound healing & scar management
- Wrist exercises

- Country-specific information for allied-health volunteers
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## IF YOU WISH TO ADD/CHANGE/REQUEST INFORMATION

If you have presentations, handouts or other materials which you would like to have added to this database of information for use by other Interplast volunteers and overseas trainees, please contact Jess Hill ([jess.hill@interplast.org.au](mailto:jess.hill@interplast.org.au)) and she will add it in. Please note that for consistency, we will put any presentations onto an Interplast template, however we will acknowledge the source of the materials on the first page. By providing this material to Interplast for use on this database, you are giving implicit permission for us to share it with other database users.

If you would like to suggest updates or changes to existing material, please contact Jess Hill and she would be happy to make these changes.



# SITE MAP

