STUDENT NURSING HANDBOOK

CONNECT: VOCATIONAL TRAINING

DIPLOMA OF NURSING (ENROLLED-DIVISION 2 NURSING)
Table of Contents

Introduction ............................................................................................................................ 4
Program information ............................................................................................................. 4
   Work Commitments ........................................................................................................... 6
   English language requirements for registration ................................................................. 8
   Students from diverse backgrounds including Aboriginal or Torres Strait Islands .......... 8
   Continuing professional development ........................................................................... 9
Registration upon completion .............................................................................................. 9
Recognition of Prior Learning (RPL) & credit transfer ....................................................... 9
Application ........................................................................................................................... 10
Conduct ............................................................................................................................... 10
Course fees .......................................................................................................................... 10
Student Calendar ................................................................................................................ 11
National Competency Standards for the Enrolled Nurse .................................................. 11
Progression and attendance requirements ....................................................................... 11
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**Introduction**

Welcome to UOW College. For the purposes of this document, all references to the Diploma of Nursing pertain to the HLTS1612 Diploma of Nursing (Enrolled-Division 2 nursing).

The information in this Diploma of Nursing Student Handbook is a part of the enrolment process for this course, and should be read in conjunction with the UOW College Vocational Student Handbook and the Diploma of Nursing Course Outline.

Please take the time to read this handbook, the Course Outline and the Vocational Student Handbook prior to enrolment. Please also refer to the information contained in these handbooks whenever the need arises. For further assistance please see your Program Manager.

UOW College attempts to ensure that the information contained in this handbook is correct at the time of printing; however sections may be amended without notice by UOW College in response to changing circumstances or any other reason. It is also advisable that you check your UOW College email and eLearning space frequently.

**Program information**

This course will give you the essential skills and knowledge to **work as an Enrolled Nurse** in a variety of health care settings.

Division 2 (Enrolled) Nurses work under the direct supervision of Division 1 (Registered) Nurses. You can become a member of a **collaborative health care** team, providing daily care in a variety of complex health care settings.

At UOW College, you will have access to **world class teaching and clinical resources** through our partnership with the University of Wollongong.

Upon successful completion of your training, you will be eligible to **apply for registration** as an enrolled nurse.

The course has a total of 26 units of competency; 21 core units and 5 electives.

Completion of the course requires that all 26 units are successfully completed.

The Diploma of Nursing will be offered on a full time basis over four consecutive sessions, totaling 60 weeks. The standard program takes 18 months to complete. Each session will include a one week mid-session break, a one week study recess and one week assessment preparation time. The scheduling of breaks and classes during the course may vary to accommodate calendar events and public holidays such as Christmas and Easter.

The maximum period of time for a student to complete the program and submit all assessment tasks is two calendar years.

There are three (3) intakes each year commencing January, May and September.

Refer to [www.uowcollege.edu.au](http://www.uowcollege.edu.au) for specific course information and Schedule of Fees.
The Diploma of Nursing course comprises a mixture of theoretical classroom tuition, demonstration and practical learning of skills in the Simulation Laboratory, and clinical workplace experiences.

Reading course material before class and home study are an expected and essential part of your learning.

**Simulation laboratory attendance**

An important component of your learning is the development of clinical skills required to perform the role of an Enrolled Nurse. Throughout the course you will attend the University of Wollongong’s Nursing Simulation Laboratory. Here you will be able to learn and practice your clinical skills in a safe and controlled environment.

Attendance at all scheduled simulation sessions is mandatory and is a pre requisite to attending your clinical work experience placements. Some of your assessments will also be performed as simulation scenarios. The UOW simulation laboratory is open between 8.30 am and 8.30 pm. The laboratory schedule is varied, however, all students will be given a timetable for both theoretical and simulation classes at the start of each session throughout their course.

When in the simulation laboratory, you are to wear covered shoes at all times during these sessions. Students will not be permitted in the University of Wollongong’s School of Nursing, Midwifery & Indigenous Health’s Simulation Centre and Clinical Laboratories if you do not have appropriate footwear.

**Clinical Placement**

As a requirement of the course, you will also undertake regular clinical placements within a variety of health care settings. These work experience placements offer valuable opportunities to apply skills gained in the class and laboratory settings in the workplace, gain confidence and interact with and learn from other healthcare professionals and patients. The placements are a valuable part of your learning and skill development.

The clinical placement experience is an essential component of your course, assisting you to link theory and practice. As a student you will always be supervised in the workplace, and will work alongside nursing staff from the healthcare facility. UOW College staff are also available, if you require, for additional support during your work experiences.

Clinical placements are for five days or 38 hours, per week. During the placement students may be given a variety of different shifts, so starting times can be variable.

Students are not paid whilst on clinical placement, and are also supernumerary to the ward or department’s staffing requirements. For students who are currently employed in a healthcare facility, clinical placement is not to be undertaken in the area where you usually work.

Throughout the course clinical placements will be discussed in more detail.
Work Commitments
Clinical placements are approximately a total of 11 weeks in length and are broken into 2-3 week blocks throughout the 4 Sessions.

For learning, health and safety reasons it is required that you have rest between each shift on clinical placement, therefore it is not acceptable to work at this time. UOW College understands the need for paid employment, however UOW College will give students sufficient notice of clinical placement dates and alternatives for employment should be arranged. Work commitments are not an acceptable excuse for clinical absence. Students must be available for clinical placement including make-up.

Before any student is able to attend clinical placement, Health care facilities and services require the following evidence;

- Current First Aid Certificate which includes basic life support (covered in Session 1)
- National police clearance certificate
- Current immunization record for communicable diseases


These requirements will be discussed in more detail with your Program Manager at orientation sessions.

Immunization requirements

Prior to commencing any clinical placement, all students are required to provide evidence of their current proof of immunity. It is your responsibility to arrange, and have any required vaccinations with your own doctor. The cost of any vaccinations is the individual student’s responsibility, it is not part of the course fee.

UOW College also advises that immunizations and evidence of current status be completed as early as possible after starting the course.


Tuberculosis (TB) Screening

NSW Ministry of Health policy directive also requires that nursing students to undergo TB screening and education if they were born in or have been holidaying in a country with a high incidence of TB, or cumulative time of 3 months or longer in a country with a higher incidence of TB. A list of these countries can be found on the NSW health website. Assessments of students’ TB status is the responsibility of the Area Health and you will be advised of how this will occur by the Program Manager.

Police clearance (Prohibited Employment Declaration)

Prior to attending any placements, you will need to obtain a National Police Clearance Certificate online. Please refer to http://www.health.nsw.gov.au/careers/student_clearance/pages/default.aspx for more information on what to do in this regard or obtain information and instructions on how to lodge the form from the UOW College Program manager.

Student Registration - Nursing

All students who are undertaking approved programs of study (such as Diploma of Nursing) are required to be entered onto the Student register. Your name will be entered onto a register of students with the Australian Health Practitioner Regulation Authority (AHPRA). This is a closed confidential register so your name and details are not available to the public.

The National Law requires that UOW College must register students undertaking the Diploma of Nursing (Enrolled-Division 2) program with AHPRA.

This means that UOW College must provide the following information to AHPRA about each student enrolled in the Diploma of Nursing program;

1. Name of Education provider
2. Student’s name
3. Student ID number
4. Student’s date of birth
5. Student’s sex
6. Student’s mailing address in Australia & email details
7. Name of the approved program of study the student is enrolled in
8. Expected completion date for the program of study
9. For students who have completed or otherwise ceased to be enrolled in their course of study- the date of completion or withdrawal, and
10. The reason why the student completed or otherwise ceased to be enrolled in the program

Once UOW College has received confirmation from AHPRA, you will be advised of your addition onto the Student Register.

It is strongly recommended that all students check the registration standards and requirements on the AHPRA and Nursing and Midwifery Board of Australia website prior to commencing the course. This is to ensure that you meet all regulations and inherent job requirements prior to enrolling in the course.

Refer http://www.ahpra.gov.au

Refer http://www.nursingmidwiferyboard.gov.au
Why are students registered?

Student Registration was introduced under the National Law, in the interests of public safety. As a result, all students enrolled have to be registered with AHPRA. Further and more detailed information about student registration and associated obligations for both students and others may be found on the following website.


English language requirements for registration

The Nursing and Midwifery Board of Australia (NMBA) requires all applicants for registration to communicate effectively in English. This includes the requirement for all applicants who have not completed five (5) years (full time equivalent) of education in English at secondary, vocational or tertiary level in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, to demonstrate the necessary English language skills for registration purposes by achieving a minimum score of 7 in each component of the IELTS academic module or completion and an overall pass in the OET with graded A or B only in each of the four components.

Once again, it is strongly recommended that all students check the registration standards and requirements on the AHPRA website prior to commencing the course. This is to ensure that you understand and meet all regulations and inherent job requirements prior to enrolling in the course.


Students from diverse backgrounds including Aboriginal or Torres Strait Islands

Students are encouraged to apply for, and may enter, the course following a diverse route and with different academic, work and life experiences and achievements, different linguistic backgrounds, and different ages. This is consistent with the policies regarding minimum standards, equity and fairness and is specified in UOW College policies and regulations. Aboriginal and Torres Strait Islander students, as well as those from culturally or linguistically diverse groups, are encouraged to enroll in the course. All students will be treated equitably and fairly. Students requiring special assistance will receive this in a way that is not detrimental to the learning of other students.

Supporting information for Aboriginal or Torres Strait Islander students

If you are in need of support to complete your course and you are from an Aboriginal or Torres Strait Islands background, please contact your Program Manager on 1300 885 395.

Student services, facilities and support

UOW College offers a range of facilities and services for its students. These include: access to UOW Library and services, Woolyungah Indigenous Centre, Academic counseling and support, UOW College activities program, the Centre for Social Engagement, and University Recreation and Aquatic Centre. Information on the full range of student services and facilities available at UOW College can be found at:

http://www.uowcollege.edu.au/student_life
Students interested in the Diploma of Nursing who have limited IT and Language, Literacy and Numeracy (LLN) needs are still encouraged to apply. Speak to UOW College about how we can support your learning in this area.

**Continuing professional development**
The Continuing Professional Development (CPD) registration standard developed by the Nursing and Midwifery Board of Australia (NMBA) states that continuing professional development is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives. The CPD cycle involves reviewing practice, identifying learning needs, planning and participating in relevant learning activities, and reflecting on the value of those activities.

In practice, all nurses have a responsibility to seek out and engage in ongoing education and professional development to maintain the competencies that are specific to nursing in general practice settings.

During this course you will learn what is required and how to assemble your personal portfolio.

**Registration upon completion**
The achievement of the Diploma of Nursing qualifies you to apply for registration as an Enrolled Nurse with AHPRA, meet the National Competency Standards, and seek employment within the public and private health sectors.

You will be assisted by UOW College in collating your documents for this process.

It is an offence under the Health Professions Registration Act 2005 to work as an Enrolled Nurse without being registered.

Once again, it is strongly recommended that all students check the registration standards and requirements on the AHPRA and Nursing and Midwifery Board of Australia website prior to commencing the course. This is to ensure that you meet all regulations and inherent job requirements prior to enrolling in the course.

For more information refer to the following websites:


**Recognition of Prior Learning (RPL) & credit transfer**
Recognition of Prior Learning (RPL) is a process of assessment in which evidence is provided by the student to demonstrate that their current skills, knowledge and relevant prior learning already meet the learning outcomes in an academic program of study.

Credit Transfer may be granted for Nationally Recognised qualifications from other RTOs. Credit Transfer is awarded against a Unit of Competency contained in a qualification on producing an
original or certified copy of a Record of Achievement or Statement of Attainment containing exactly the same code as shown in the qualification the student plans to undertake.

All applications for RPL or Credit Transfer will be assessed by the Diploma of Nursing Program Manager/Educator (Nursing) who will make the decision to approve or not approve the application.

Please refer to the UOW College Vocational Student Handbook or the RPL & Credit Transfer Policy for further information.

**Application**
All applicants are required to complete the UOW College Application for Enrolment.

You are required to sign a declaration that you are physically and mentally fit to perform the duties of nursing and direct care work without placing yourself or others at risk.

Attendance at an information session and completion of a LLN assessment are a part of the enrolment process for this course.

For further information please contact UOW College on 1300 885 395.

**Conduct**
Refer to the UOW College Vocational Student Handbook for further information about Student Conduct rules and responsibilities. Workplace Health and Safety rules are also listed here.

**Course fees**
The total cost as per the Schedule of Fees covers both theoretical and practical components.

Fees include:
1. College and course orientations
2. Study guides
3. Authorised supported learning materials
4. Placements administration, insurance, facilitation
5. Student counseling and support
6. Continuing Professional Development (CPD) portfolio
7. Two nursing polo shirts

Fees do not include:
1. Police Clearance Check required prior to placement
2. Vaccinations & Vaccination Report (check cost with your GP, a Medicare rebate may apply)
3. Tuberculosis screening (where applicable to student).
4. Accommodation and transport costs associated with the course.
5. Applications for Recognition of Prior Learning
UOW College reserves the right to defer a student’s progress in the course when fees remain unpaid and to follow legal process for recovery of outstanding fees. A student’s enrolment may be terminated if they default on payment.

If a student experiences unexpected financial difficulties they should speak to the Program Manager.

*Remember Clinical Placements are NOT PAID.*

**Student Calendar**

For your Clinical Calendar, refer to the *UOW College Diploma of Nursing Course Outline* sample timetable. Your individual timetable will be given to you by the Program Manager in Week 1 of each Session during orientation. This timetable will consist of theoretical classes, clinical and laboratory simulation classes and clinical placement periods.

**National Competency Standards for the Enrolled Nurse**

For the national competency standards for the Enrolled nurse and units of competencies for this course, refer to the UOW College Diploma of Nursing Course Outline.


**Progression and attendance requirements**

Students are required to attend all scheduled lessons, and to arrive and leave as the timetable specifies. Learners are required to complete and submit all assessment items for each unit of competency in a timely manner.

Overall performance and clinical assessments during clinical placements are undertaken by a clinical facilitator, who is a Registered Nurse. Your performance and skill development is assessed against the National Competency Standards for the Enrolled Nurse.

Attendance of 100% is required for all clinical placement sessions.

Please refer to Diploma of Nursing Course Outline and UOW College’s Course Progress Policy for further information on how UOW College can support you in successfully completing the Diploma of Nursing.