HLT54121 – Diploma of Nursing Student Information Guide

Faculty of Health, Community and Animals

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DIPLOMA OF NURSING

Contents

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Faculty of Health, Community and Animals

HLT54115 Diploma of Nursing

Course information Guide

Version 9, 2022

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Welcome

Welcome to Box Hill Institute's Faculty of Health, Community and Animals.

We are pleased that you have chosen to study at this Institute and hope that you enjoy your time here as a student.

This Student Information Guide has been compiled to assist you in answering any questions you may have. Information in this handbook is divided into the following sections:

> Section 1: Institute Information
>
> Section 2: Course Information
>
> Section 3: Student Guidelines

Appendices

As well as this booklet the following publications provide information you should be aware of:

- Online Learner Diary available on StudentWeb
- Clinical Placement Logbook

Copies of these publications and other information to help you while studying with us are available on StudentWeb. Information on how to access StudentWeb, is available in Appendix A of this guide.

Institute Policies and Regulations

This Student Information Guide provides details of expectations and requirements for Diploma of Nursing students, which is in addition to the Institute policies and regulations available on Box Hill Institute's online StudentWeb site http://studentweb.bhtafe.edu.au

See Appendix A for more details on how to log onto StudentWeb.

It is your responsibility to read these policies and to be familiar with the associated rights and responsibilities. Please note the policies on StudentWeb are generalised and further amendments are incorporate in this Handbook.

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Section 1: Institute Information

Institute Vision, Purpose and Values

Our Vision

To help students grow into proud and successful learners who are valued by industry and community.

Our Purpose

To support community prosperity and industry growth by delivering learning experiences that meet society's future needs.

Values

We value *professionalism, loyalty, integrity, courage, teamwork and innovation* as an education institution and as an employer.

Diploma of Nursing – Vision and Philosophy

The following philosophy, objective and aims are applied in the delivery and assessment of the Diploma of Nursing course at Box Hill Institute:

Course Philosophy:

- The belief that we initiate nursing students on a life-long learning pathway, that embraces holistic nursing knowledge and values research and quality practices
- The belief that each individual is unique, and as such has the right to receive safe, holistic nursing care in accordance with his/her physical, psychological, social, cultural and spiritual needs, regardless of race, religion, age, colour or creed
- The belief that the course should engender in the student values of empathy and respect of not only the individual client but also multidisciplinary team member colleagues and allied health professionals
- The belief that all graduates must reflect as best practice to the Nursing and Midwifery Board of Australia (NMBA) Enrolled Nurse standards for practice and must comply with the Code of Professional Conduct for Nurses in Australia

Course Objectives:

- Provide a well-structured comprehensive program that ensures that the course aims are achieved
- Provide work ready graduates which meet industry requirements
- Deliver innovative quality teaching practices and assessment strategies in accordance with the Nursing and Midwifery Board of Australia (NMBA) Enrolled Nurse standards for practice and the Vocational Education and VET Quality Framework (VQF) and Australian Skills Quality Authority ASQA
- Provide highly skilled educators to deliver, supervise, monitor and regularly evaluate course content and implementation
- Provide student learning support and counselling services to assist individual students to develop their full potential

Course Aims:

- To meet the needs of the student enrolled in the Diploma of Nursing; the Faculty of Health, Community and Animals at Box Hill Institute strives to achieve the following aims:

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- Develop the competence of enrolled nursing students through a sound understanding of the principles of nursing and health care
- Ensure graduates provide competent nursing practice to all patients/ clients/ residents, by the utilisation of appropriate knowledge and skills in nursing assessment and care implementation
- Enable graduates to function as a competent enrolled nurse, by applying the appropriate theoretical principles in the provision of safe, individualised nursing care to the patient, and his or her family/ significant others, in the hospital/ residential/ home environment
- Ensure graduates possess the appropriate skills to recognise the effects of hospitalisation on patients/ clients, and determine how this affects the patients/ clients family/ significant others
- Ensure graduates are able to demonstrate an awareness of the importance of preserving the individual's integrity by demonstrating genuine concern for the worth of the person, with respect for their beliefs and views, even when they differ from those of the nurse.
- Provide graduates with the skills to apply and utilise existing knowledge of the environmental factors, both physical and psychological, which influence and affect the patient's/ client's/ resident's response to the disease process. E.g. stress, asthma etc.
- Equip graduates with the necessary skills to utilise a problem solving approach to the implementation of the nursing process to assess, identify, plan, implement and evaluate nursing care
- Provide the graduates with effective interpersonal skills through interaction and collaboration with all members of the health care team
- Provide an effective and conducive learning environment by the involvement and support of continuing education for all staff
- Ensure graduates demonstrate effective skills in health education when caring for patients/ clients/ residents and their family/ significant others
- Enable graduates to demonstrate sound knowledge of medico- legal and ethical aspects related to nursing
- Equip graduates with the necessary knowledge and skills to demonstrate Work Health and Safety strategies in the work/ home environment
- Ensure graduates understand the scope of practice of all nursing divisions with particular emphasis on the enrolled nurse scope of practice

These aims will be achieved through the use of:
- a learner centred approach to lifelong learning
- the use of simulated learning in workplace contexts
- a strong focus on the development of personal attributes, key employability skills and (NMBA) Enrolled Nurse standards for practice
- the provision of collaborative learning experiences
- highly skilled and knowledgeable teaching workforce
- Immersive Simulation

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Section 2: Course Information

Course Overview

The Diploma of Nursing course is delivered from our purpose built Nursing Skills Centre, based at the Elgar Campus in Box Hill; CAE in CBD and Lilydale Lakeside Campus in Lilydale. The multi-million dollar Centre includes sophisticated simulation facilities to support the training and assessment of work ready nurses. The concept for the Centre was developed through an industry partnership comprising Box Hill Institute, the Epworth Group, Eastern Health and Deakin University.

Our partnerships with industry and Universities continue to support student clinical placements, maximise employment outcomes for graduates and provide pathways into higher education degrees in nursing.

 At a national level, the health care industry is facing significant challenges in meeting the care requirements of our communities. We are proud to provide quality training to help fulfil the growing need and demand for enrolled nurses.

A key part of the training and assessment of the nursing students occurs in the state of the art simulation facility that is a central platform of the Nursing Skills Centre at Box Hill Institute. Here students are exposed to a range of simulation opportunities that deliver practical training to complement our clinical placement program.

Simulation varies from simple to complex, building alongside the increasing knowledge base of the students and encouraging them to observe carefully, think critically and analyse accurately to the benefit of the patients. Patient-centric skills are a focus of all the simulation activities with the wellbeing of the patient being key assessment criteria.

Graduates of the Box Hill Institute program have been recognised as 'work ready' by our clinical partners, routinely being selected preferentially into positions in their hospitals. Feedback from clinical partners such as Epworth, Healthscope, Ramsay Health and Austin Health is that our students are very well prepared for their clinical placement. This arrangement has seen many graduates successfully receive offers of employment in their clinical placement hospitals.

We warmly welcome you to the Diploma of Nursing and Box Hill Institute.

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Course Outcomes

Box Hill Institute assesses all students throughout their studies in accordance with the Nursing and Midwifery board of Australia (NMBA) Enrolled Nurse standards for practice and the Vocational Education and Training Quality Framework (VQF).

All students are provided the same opportunities to demonstrate the necessary knowledge and skills required of the Enrolled Nurse working in a variety of learning environments.

Box Hill Institute is committed to preparing all students for the workplace with an emphasis on promoting strong critical thinking and reflective practice, as well as integrating simulated activities designed to provide a 'real-life' environment.

At the completion of studies, students will be eligible to apply for national registration as an Enrolled Nurse. Students must apply themselves, through the Australian Health Practitioner Regulatory Agency (AHPRA). Box Hill Institute notifies AHPRA of successful course completion.

Box Hill Institute has a commitment to providing training that will completely prepare graduates with the skills to be work-ready/ clinically competent and meet the Nursing and Midwifery board of Australia (NMBA) Enrolled Nurse standards for practice.

NMBA Enrolled Nurse standards for practice:

The NMBA Enrolled Nurse standards for practice (2016) state that the Enrolled nurse should practice in-accordance with the following standards of practice:

- Practices in accordance with legislation affecting nursing practice and health care
- Practices within a professional and ethical nursing framework by ensuring the rights, confidentiality, dignity and respect of people
- Accepts accountability and responsibility for own actions
- Plans nursing care by sourcing and interpreting the information from variety of sources
- Plans nursing care in collaboration with the Registered Nurse (RN)
- Provides quality care to people in timely manner whilst promoting their independence and involvement in decision making
- Performs clear and accurate communication and documentation to report and inform the care
- Practices within an evidence-based framework
- Provides comprehensive, safe and effective evidence– based nursing under the safety and improvement guidelines and standards
- Participates in ongoing professional development of self and others

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Institute address

Elgar Campus: 465 Elgar Road, Box Hill

Melbourne City Campus (CAE): 21 DeGreaves, Melbourne 3000

Lilydale Campus: Jarlo Drive, Lilydale

Management Contact details

- Heidi Wenk (Dean) h.wenk@boxhill.edu.au (03) 8892 2060
- Giselle Mitchell (Manager) g.mitchell@boxhill.edu.au (03) 9286 9124
- Nicole Evans (Course Coordinator- Elgar) NURCoordinatormailbox@boxhill.edu.au (03) 9286 9640
- Kaitlin Wilson (Course Coordinator- LLD lakeside) NURCoordinatormailbox@boxhill.edu.au (03) 8892 2309
- Kaitlin Wilson (Course Coordinator – CAE) NURCoordinatormailbox@boxhill.edu.au (03) 8892 1680
- Sherry Li/Ajita Adhikari (Clinical Placement Coordinator) NURClinicalplacementmailbox@boxhill.edu.au (03) 9286 9330
- Venuri Kalugamaarachchi Ralage (Clinical Placement administration) NURClinicalplacementmailbox@boxhill.edu.au
- Student Life 03 9286 9891
- Trevor Snow (Senior Health Services Technical & Safety Officer) t.snow@boxhill.edu.au

Staff Contact details

- Desiree Lynch - D.Lynch@boxhill.edu.au
- Shaz Inayat – s.inayat@boxhill.edu.au
- Michelle Read – m.read@boxhill.edu.au
- Denise Baker – d.baker@boxhill.edu.au
- Steffy Kavungal – s.kavungal@boxhill.edu.au
- Jerome Judd – j.judd@boxhill.edu.au
- Amanda Dolphin – a.dolphin@boxhill.edu.au
- Ling Wang – l.wang@boxhill.edu.au
- Yufeng Cheng – y.cheng@boxhill.edu.au
- Anila Nizar – a.nizar@boxhill.edu.au
- Priyanka Rai - priyanka.rai@boxhill.edu.au
- Amanda Dolphin - A.Dolphin@boxhill.edu.au
- John Laysa - john.laysa@boxhill.edu.au
- Parveen Kaur - parveen.kaur@boxhill.edu.au
- April Shortis - april.shortis@boxhill.edu.au

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If you need to contact a staff member outside of class, you can leave a message at Nursing Reception Telephone (03) 9286 9123/9142 or email N.Mailbox@boxhill.edu.au

Reception areas for the School of Health Sciences Services Nursing:

- Elgar Campus BHI is located in Building B5, 2rd Floor - Available Monday to Friday
- CAE City campus (Building A), 5th Floor (Nursing Office) - Available Monday to Thursday
- Lilydale Lakeside Campus Building L4, Level 4 - Available Monday-Tuesday- Thursday

Administration and Teaching Staff are available to assist you between 8.30am and 4.30pm Monday to Friday at all campuses.

Communication with teachers and staff

At the beginning of each unit, your teacher/s will provide you with their contact details. This may include any combination of office locations, mailboxes, work telephone number and Institute email address. Staff will not make your contact details available to others without your knowledge as per the Institute's Privacy Policy. In return, please do not provide the contact details email address in particular of your teachers to external organizations without the express permission of the staff member.

Box Hill Institute has set up email addresses for students using Windows Live. This Email Service is available to all Box Hill Institute Students free of charge and for life – so long as they check it at least twice a year.

To utilise this email, students will need to know their student ID, and to go through an initial login and verification process through StudentWeb to set up their Office 365 account.

Student Addresses will be in the form of bhixxxxxxx@student.bhtafe.edu.au for students who studied at BHI prior to 2015 or sxxxxxxx@student.bhtafe.edu.au where xxxxxxx is the Students ID number.

Please note:

Staff e-mail:

Staff can be contacted via their official BHI e-mail account only

initial.surname@boxhill.edu.au or name.surname@boxhill.edu.au

Working hours vary from staff member to staff member. For full time staff working days are Monday - Friday from 8.30 – 16.30. For part time staff this is the same hours but may be off on different days, please discuss communication days with your relevant teacher. No response will be made outside of business hours or on weekends. DO NOT Send MS Team message outside of business hours or days.

All correspondence/ communication from BHI including teachers will be via StudentWeb and your student email. It is a student responsibility to check StudentWeb messages / student emails on a regular base.

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Building layout:

Box Hill Elgar Campus
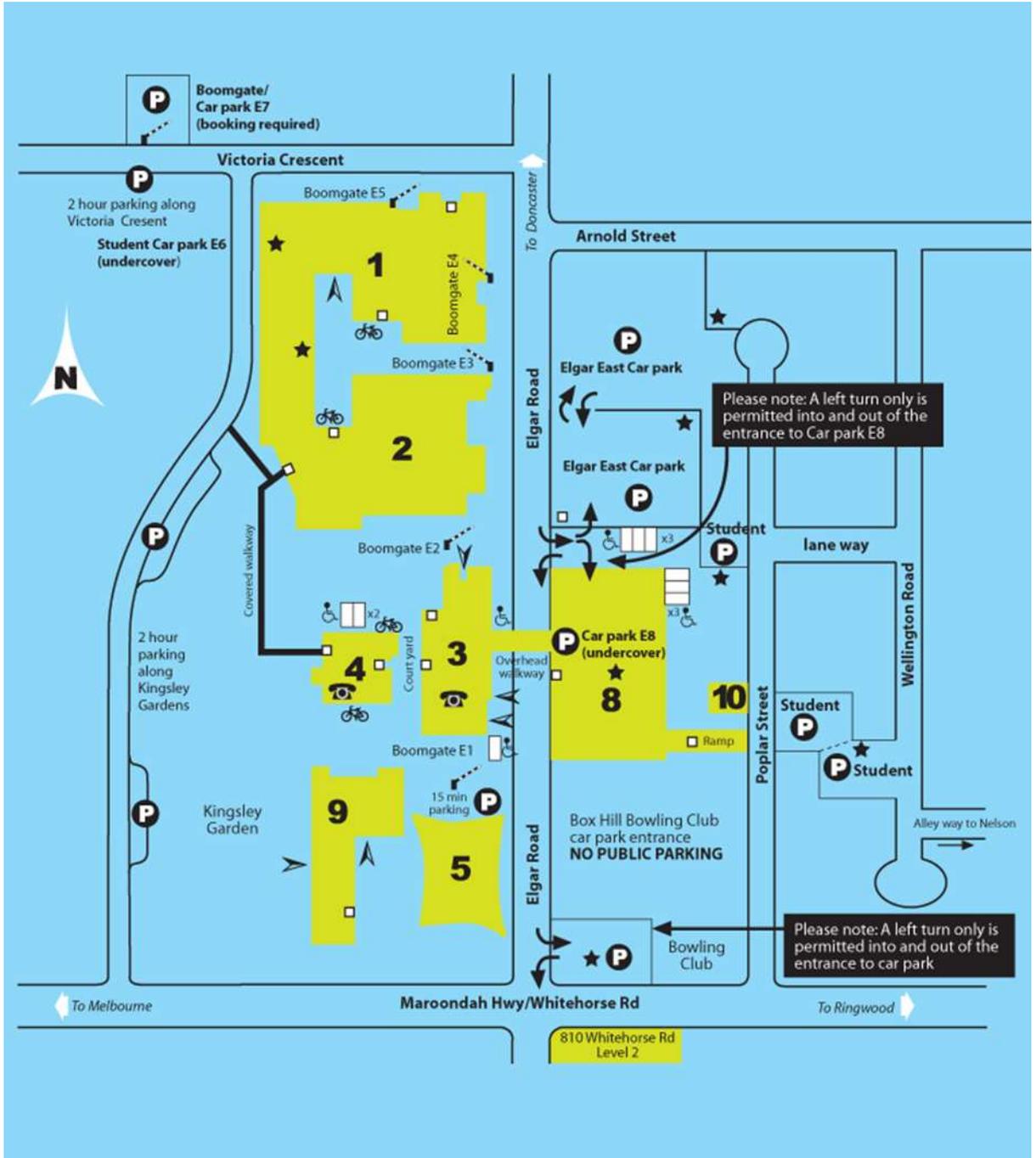
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CAE City Campus:

Melbourne City
A 21 Degraves Street Melbourne
B 253 Flinders Lane Melbourne
C Mezzanine Level, 278 Flinders Lane Melbourne
   (Corporate Offices)
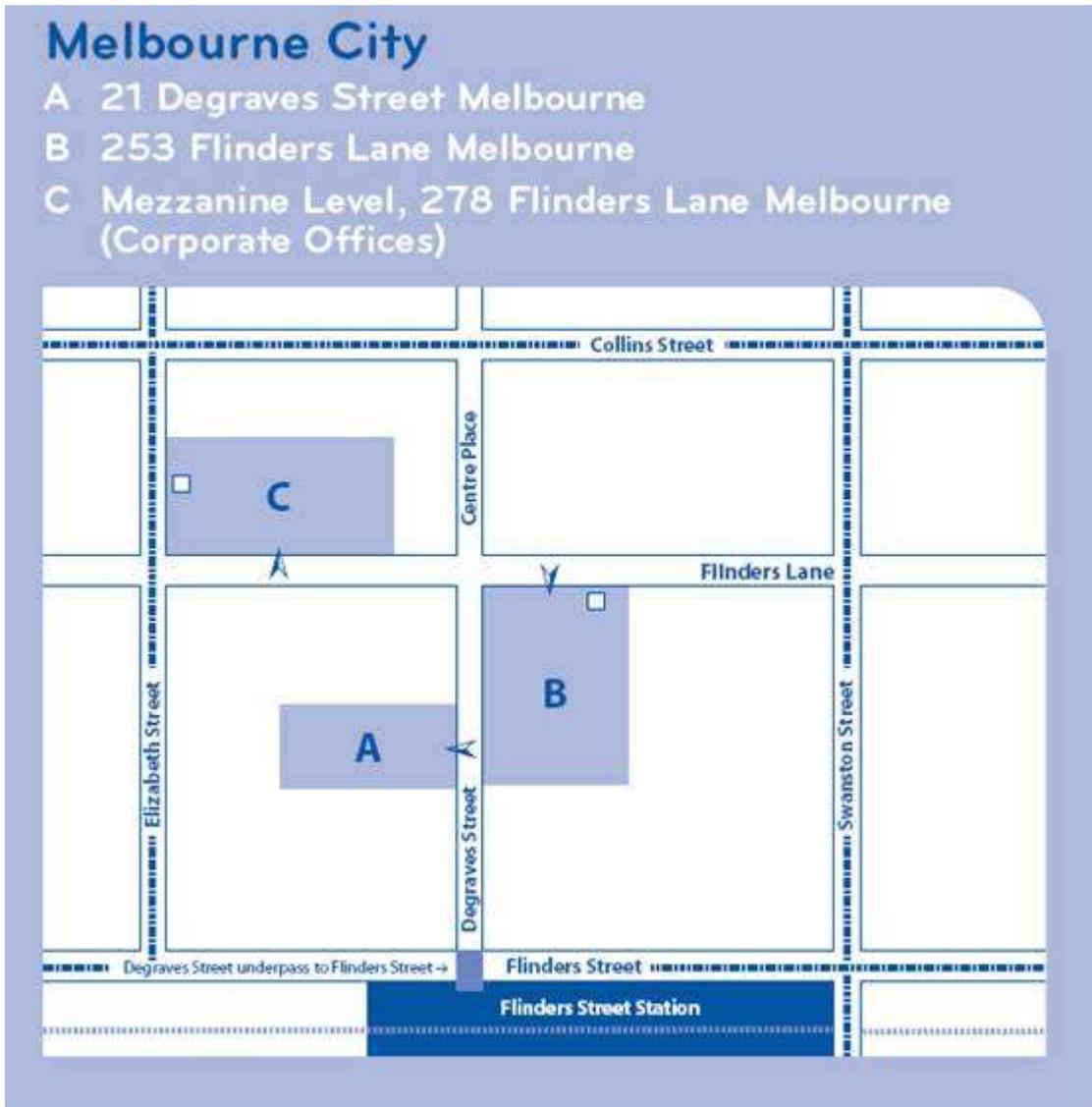
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Lilydale Lakeside Campus:

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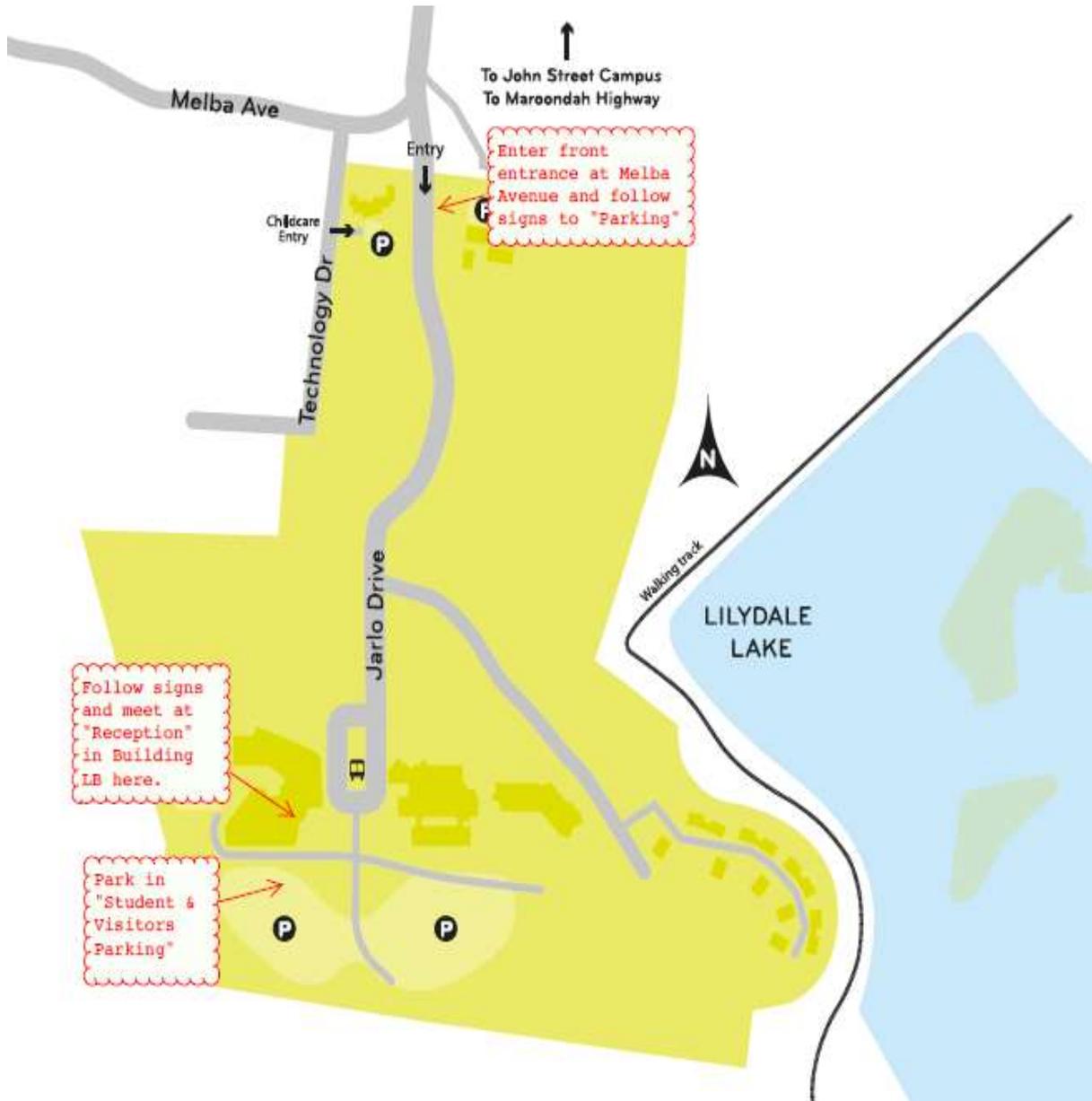
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Course Delivery

The Diploma of Nursing course is delivered full time in four phases. Please see Appendix E. Students attend campus 3 to 4 study days from 8.30am to 4.30pm for face-to-face delivery (8-hours per day including 1 hour for lunch break). For Blended on line delivery 1.5 to 2 days for face to face and 2.5 days of self-directed study, with full time 5 days per week towards the end of the semester/phase.

Clinical placement is conducted on average five (5) days per week (any days in between Monday to Sunday) in blocks for a total of four (4) clinical placements. This includes morning, afternoon and night shifts in Metropolitan or regional/rural Victoria.

Course intakes occur at the commencement of each intake in January, for mid-February and April intake and September for October intakes.

Class Times

Classes may be timetabled from 8.00am to 6.00 pm, but generally operate between 8.30am and 4.30pm.

Note that the Faculty reserves the right to schedule classes outside the above times where necessary.

Clinical placement times will be full time = 40 hours per week. These time will vary according to the industry requirement and shifts. All students are required to attend the full placement allocation and shift times.

Classes will not be scheduled on Public Holiday's; however, you will be required to make up the hours on a day outside of your allocated days of attendance on campus.

Class Timetables

Timetables may vary over the term and semester, this includes the days of attendance and students in each groups. Subjects/units are not all of the same duration and so may start and finish in different weeks and times.

It is your responsibility to ensure that you are aware of when and where your classes are occurring.

Timetable can be viewed on:

- StudentWeb site
  http://studentweb.bhtafe.edu.au/bhi/local/external/timetables.php?fa=tt.centreCourses&cntr=51353&PID=81269
  See **Appendix A** for more details on how to log onto Student Web.

Cancellation of Classes

If a staff member is absent, all efforts will be made to cover classes where feasible. However, this may not always be possible to accommodate. If there are cancellations to sessions students will be informed via SMS, Student Web, notice boards and a notice on the classroom door as soon as we are notified of the staff absence. If the classes are cancelled, re-scheduling will be attempted where possible, this may be on a day outside of the usual days for attendance.

Class Requirements / Equipment

Students are required to bring to each class the relevant textbooks and equipment that is needed for each class. Students are also required to bring in a Wi-Fi device such as an iPad or laptop to access online books and online skill/s.

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Lab/Simulation/placement Requirements

The following specialised equipment will be required for clinical laboratory classes:

- Closed, lace up black leather shoes
- Box Hill Institute grey scrubs top with grey scrub pants
- Stethoscope
- Sphygmomanometer
- Analogue watch
- Neurological torch
- Goggles
- Logbook and workbook

Students MUST wear the stipulated attire, including closed, lace up black leather footwear for attendance to clinical laboratory classes and clinical placements. Students should bring their prescribed nursing textbook / learning resource for classes and skills labs.

Skills Laboratory and Clinical Placements Dress Code Policy

Students will NOT be allowed into the skills labs or on clinical placement if they are not compliant with dress code requirements.

Please refer to **Appendix F** Dress Code Policy at the end of this guide.

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Clinical Placement

Clinical Placements are an important and mandatory part of the course. Students must successfully complete a minimum of 400 hours of clinical placement. This includes 80 hours at the end of Phase 1; 80 hours at the end of phase 2; 80 hours at the end of Phase 3 and 160 hours at the end of Phase 4. Students who have not completed the relevant phase placement may not proceed into the next phase until completion of the pending placement.

Placements usually occur in different health care facilities to cover all aspects of nursing and across a variety of healthcare settings including Acute Care in a hospital setting across metropolitan and regional/rural Victoria. Regional/rural placements are required to be completed by all students across multiple allocations and placements.

Our Clinical Placement Coordinator/administration will arrange your placements, post a booking date and time for Clinical Choice on StudentWeb for students to self-book placements. This booking system is based on first in and booked get the spot, so if logging on after the date and time, may result in a placement allocation not desired. It is the student responsibility to ensure they are booking their own allocation on StudentWeb. The Placement team will then provide you with further details and may require you to sign a clinical placement agreement prior to attending each placement. This communication will be sent to your student email address.

A Clinical Placement Logbook is provided to you at the beginning of each phase. It is the student's responsibility to get all skills practiced in the lab signed off by the classroom teacher. Students will be assigned a Clinical Placement Teacher/facilitator during each placement. Your Clinical Placement Teacher/facilitator will supervise and assess your clinical nursing skills and knowledge that include ability to critically think and problem solve in the workplace. You will NOT be permitted to perform skills that have not be signed off as practiced in the nursing lab. It is the students responsibility to bring their logbook to all lab sessions and get the teacher in the lab to sign skills as practiced. Student should NOT be contacting the Clinical Placement Coordinator to get skills signed off during their placement periods.

If you require more information about clinical placements, contact the Clinical Placement Coordinator – NURClinicalplacementmailbox@boxhill.edu.au

Students are required to arrange their own transport and accommodation during clinical placement. Please ensure you arrive on time to participate in handover and do not leave before the end of your shift. Each clinical placement is an opportunity to demonstrate your employability skills. Students will be allocated at a minimum one (1) rural/regional placement at any phase of their studies.

Students cannot decline or refuse to attend the allocated facility and shifts, these allocation are part of the mandatory requirements to complete the course. Declining or refusal is not an option, and there will be additional charges if this does occur.

All units are linked to clinical placements. To achieve a competency outcome for your units of study, you must also achieve satisfactory in the relevant clinical placement for that phase. Student will NOT receive a result on their transcript until they have been satisfactory on placement, submitted original logbook to the placement team and scanned an uploaded a certified copy on StudentWeb.

Mandatory documentation required for clinical placement:

- Completed Immunisation form (Refer to appendix D for immunisation form)
- Working with Children and Young People Check http://www.justice.vic.gov.au/workingwithchildren
- National Police Check (Full disclosure) or equivalent

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www.crimcheck.org.au/check/BoxHillInstitute

- COVID vaccination certificate and boosters
- NDIS Screening Test

These documents will need to be uploaded onto StudentWeb prior to clinical placement commencement.

Students will incur additional fees and costs to re-enrol in units if they have to repeat units linked to placement due to missing placements or failing clinical placements. .

Students will be given another attempt at a first failed placement at their costs. You will only be allowed to attempt the same placement twice, after a second failure you will be required to re-enrol into the units and repeat the phase for a FINAL attempt of study at BHI in Diploma of Nursing. Students will only be provided this opportunity once during their studies in the course. Any student who takes a Leave of Absence or Exits the course after census date will not be refunded the clinical placement fees.

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Attendance

Your attendance and punctuality in class are important factors that contribute to successful completion of your course.

As a matter of courtesy, you should notify your teacher of any absenteeism or lateness in advance by email or telephone. All late attendance will be documented according to the time of arrival, students arriving to a session an hour or less to completion will be marked as absent for the session. This includes both on campus and off campus sessions.

All Clinical Skills Lab sessions require 100% attendance and no less than 80% attendance is expected for theory classes for each unit. Teachers will send out an email with a calculation of missed sessions if this is greater than two days. Failure to attend theory classes and labs may put you at a risk of an unsatisfactory outcome in the relevant unit of competency. All missed sessions will require a medical certificate and if the missed sessions is an assessment students will be required to provide both a medical certificate and statutory declaration, if not provided this will be your first attempt voided due to absence.

All clinical placements require 100% attendance. If you are unable to attend clinical placement, you must notify the clinical placement facility and the Clinical Placement team of your absence. A medical certificate will need to be provided for any missed days. You will also be required to make up any missed placement days, which may be in the form of another placement. If a student does not attend for two or more days, they will be deemed Not Yet Satisfactory for the placement and will be allocated another placement at a later period. This may affect continuation into the next Phase and delayed completion of the course.

Absenteeism / lateness & leaving early are recorded in our attendance rolls.

If you are late for class, you should attend with as little disruption as possible, do not stop the session, teaching or talk to anyone student as you enter the classroom.

Where continual and unexplained lateness affects the progress of the student, the matter will be regarded as requiring disciplinary action and will require a meeting with the Course Co-ordinator, where a student will be asked to sign an Academic Progress Commitment for their poor attendance.

If you need to leave early, you are to advise the teacher privately prior to the commencement of class and leave with as little disruption as possible.

It is your responsibility to ensure that you are aware of the material covered in class in the event of absence / lateness /early leaving. Teaching staff will not be responsible for any students' poor attendance.

If your work progress is being affected due to legitimate absence / lateness / leaving early you should discuss the matter with your teacher. Your teacher may advise you to apply for special consideration if your lateness /leaving early if there is a legitimate reason. If the absences/lateness or leaving early impacts consolidation of knowledge and skills and linking theory to practice, students will be asked to take a LOA (Leave of Absence), and re-visit their studies when they can commit to the complete course attendance requirements.

Please Note:

If you miss two sessions in a unit of competency without notification, your teacher will send you an email requesting an explanation. If there are three days of absenteeism, you will be contacted by course coordinator & asked to sign an academic student commitment. More than three days of consecutive absenteeism will automatically withdraw you from the unit/course. It is the student's responsibility to

ensure you maintain communication with your Teachers and / or the Course Coordinator during your absenteeism.

It is the student's responsibility to catch up on any missed sessions in their own time to gain the necessary knowledge and skills required for the unit. You will still be required to submit a medical certificate for any scheduled days you do not attend.

Students with inadequate clinical placement hours will need to contact the Clinical Placement Coordinator to arrange for makeup days to complete the required hours and assessments. Medical certificates must be provided for any non-attendance days.

Assessment

Students are expected to successfully complete all assessment tasks to a Satisfactory (S) level for each unit to be deemed Competent (C) for the unit to be able to attend clinical placement linked to the unit/phase. Students will only be resulted for the units upon satisfactory completion of placement. All assessments submitted on Student Web will require the following file name prefix:

your initials_unit code_assessment task number_ version

e.g.   KS _HLTAAP002 _Assessment task 1_ v1

All written/typed assessment MUST be uploaded on StudentWeb as a PDF document. If not submitted in PDF the assessment will NOT be marked and reverted to draft for a second attempt submission. All work, both theoretical and practical, will be assessed in relation to the achievement of competency according to the stated performance criteria for each unit / cluster.

Assessment will take place in a number of ways to confirm your knowledge and skills. Staff will give students a minimum of two weeks' notice of any required test/ examination/ practical assessment.

Assessment tasks are also listed in the Unit Plan for each unit / cluster of units. Unit Plans are available on StudentWeb and describe how training will be delivered and competency assessed. Your teacher will show you where to find the unit plan and define assessment deadlines in the first lesson of each unit. It is your responsibility to attend classes and submit work on time in order to achieve competency.

All examinations/tests/practical assessments must be completed on the designated date. If students do not attend at the time of a scheduled test, automatic failure will result. Students need to inform their teacher or the Course Coordinator when they will not be available for the assessment and to apply for special consideration within 48 hours to be eligible for any opportunity to re-sit a test. Students who fail to attend an exam or practical assessment without a medical certificate and certified statutory declaration will fail their first attempt.

Students will not be allowed more than 3 attempts at any theory assessment. Failure to submit on or before the due date will also result in a Not Yet Satisfactory (NYS) outcome. A third (3) attempt will only be granted after a meeting with the Course-Co-ordinator and relevant teacher. During this meeting they will review your progress, define areas for improvement and then ask you to sign a Student Commitment prior to your final attempt.

Students will not be allowed more than 3 attempts at any practical assessment, Quiz and dosage calculation assessment paper for HLTENN040. Any missed practical assessments will require a medical certificate and a certified statutory declaration. The make-up day for the missed assessment will be determined at the operational needs discretion and will fall outside of normal teaching days. You could be asked to complete multiple assessments on the same day, if there is any delay with a first attempt.

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Assessments tasks will be marked as Satisfactory or Not Satisfactory. At the end of the semester units will be recorded as Competent(C) or Not yet Competent (NYC). Students deemed unsuccessful in a unit will need to re-enrol in that unit and attend all classes and resubmit all assessment tasks. (Please note: Nursing students will only be permitted to enrol twice in any nursing unit). Similarly students will be granted two opportunities to achieve a satisfactory outcome for their placement. After the second attempt students will be required to re-enrol into the Phase units and repeat the semester.

The course coordinator will provide advice as to whether reenrolment may occur in the same semester / year or the following.

Further information on appeals, resubmissions and applications for special consideration is available in StudentWeb.

Please Note:

A copy of ALL assessments submitted MUST be retained by the student in the unlikely event that your assessment is misplaced.

NOT all units will have complete assessment tasks from 1 (one) through to 4 (four), in these instances under the assessment number there will be a comment "not applicable" for the number, this will ensure students are aware that there is no error in the numbering and title of the assessment task.

Electronic and hardcopies must be retained until the entire course has been satisfactorily completed.

Appeals process

Students will be entitled to appeal their outcome if deemed NYS for their third attempt. There will be an appeals form that will require completion by the student to determine if the appeals criteria are met. The form can be located on Student Web. If students do not meet the criteria, they will not be permitted to continue with their appeals, and the outcome from the third attempt will remain.

Repeating units

Students repeating a unit or units are required to submit the current enrolment assessments. Assessments must not be re-submitted from the previous enrolment or attempt as there are changes to assessments each semester. Repeating students must submit assessments that are relevant to their enrolment. Under no circumstances are students to submit previous enrolment assessments.

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Assessment marking and grading

Some units of competency and assessment tasks in the program are graded. Graded assessments facilitate articulation into higher education. Competency based assessments are marked as *Satisfactory* or *Not Satisfactory*. Units of competency require a 100% satisfactory outcome for all assessment tasks/questions to demonstrate competence.

Unless otherwise stated, the pass mark for **graded assessments** is 50%. However, students must obtain 100% for Drug Calculations assessments.

Successful results from competency based assessments contribute toward 50% of each graded unit total. Marks from the graded assessment task contribute to the other 50% of the graded unit total.

Please note:

You will only get one attempt for the graded assessment. Failure to attain 50% pass mark for graded assessment will only grant you **50%** from the competency based assessment towards final grades denoted as **PA**. The graded assessments MUST be completed and submitted to on Student Web. If this is an examination students MUST attend the face to face examination, this is not an optional assessment

Assessments in most units use the grades below

General Grade set

DI   Pass with Distinction

PC   Pass with Credit

PA   Pass (pass - higher grade possible)

NN   Fail

Competency Grade set

CO   Competent

NY   Not Yet Competent

Some units in the Diploma of Nursing may be graded in order to facilitate articulation into Higher Education.

NN	0-49
PA	50-69
PC	70-89
DI	90-100

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Assessment in the Workplace

In some units, you will be assessed as part of your Clinical Placement. Details of these assessments are provided in the Clinical Placement Logbook. You will be observed and assessed by an approved Clinical Teacher.

 More information is available from the Course Coordinator and Clinical Placement Coordinator.

Written Assessments

Assignment requirements and due dates are described in the cover sheet instructions to students and defined in the relevant unit plan. Specific requirements will be explained by your teacher. It is the student's responsibility to ensure they are understanding the instructions and requirements for each assessment.

Written assessments should be presented neatly and legibly and for electronic assessments these need to be reviewed using TURNITIN, and submitted electronically. All assessment tasks are to be submitted through StudentWeb. No assessment submissions will be accepted in hard copy or via email unless this has been approved by your teacher in writing.

All written assessments are to be the work of the individual student and not plagiarised from either texts or other students. Written assessments will require referencing using APA style throughout the assessment, this includes in text referencing and a completed reference page to be attached at the end of the assessment. Students are to proof read and spell check work before handing these in. All assessments submitted on StudentWeb will be checked by **TURNITIN**.

Turnitin is a computer based software program that checks a student's written work against the Internet including websites, journal articles, books, and any other assignments previously submitted by other students. Turnitin will provide a similarity report on your submitted work. Plagiarism is unacceptable, a similarity result from TURNITIN of greater than 20% will be considered as plagiarism. Students will have an opportunity to make necessary changes to submitted work prior to the due date. Due dates are different for all assessments and are defined on unit plan for individual unit. Assessment submission due dates are final unless extended by a formal application for special consideration. Failure to submit by the due date will result in either 50% outcome for graded assessments or not yet satisfactory (NYS) for competency assessments. Achieving an NYS will result for your second attempt will require a meeting with the Course Co-ordinator. Students are to arrange meeting via Nursing Administration.

Group assessments require the working of the written component to be that of an individual students work. Students are NOT permitted to upload the same work as their own, as this is considered a form of plagiarism and will be resulted as not yet satisfactory for the assessment regardless of the group outcome.

Your teacher will ensure that your completed work is corrected and returned to you within two weeks from the due date for tests / practical demonstrations and four weeks from the due date for large projects / case studies / portfolios.

Academic requirements for written assessments

Students are required to follow a referencing style for written assessments. The recommended referencing style is APA style.

Example of referencing style in text

The EN standards for practice are the core practice standards that provide the framework and benchmark for educational preparation and assessment of EN practice (NMBA 2016).

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Example of referencing style at the end of the assignment

Nursingmidwiferyboard.gov.au. (2018). Nursing and Midwifery Board of Australia - Home. [online] Available at: http://www.nursingmidwiferyboard.gov.au/

Assessment submission and records

Students are required to make & retain electronic & hard copies of all their assessments prior to submission. It is the responsibility of the student to submit assessment on time on the due date and ensure they have retained a copy. Assessments once submitted are the property of Box Hill Institute and retained in student records.

Practical Assessments

OSCE will be used for these assessments. OSCE focuses on testing the clinical skill performance and competencies. This is hand on assessment based on real scenarios. The practical assessment will have NO discussion from the assessor nor will the assessor prompt during the skill section of the assessment. The outcome of this assessment will be posted on StudentWeb. Following the skills there will be a question bank to ascertain students' knowledge and understanding of the skill/s performance. There is be NO prompting in this component of the OSCE assessment.

Reasonable adjustment

Reasonable adjustments are applied to assessment tasks to take into account an individual learner's needs, where appropriate. This does not change the criteria assessed or standards required. All students are assessed against the same criteria & marked against the same Nursing standards.

If you require assistance with an assessment task, please arrange a meeting with LLN support personnel or Student Life to discuss the option of attaining Reasonable Adjustment. Examples of adjustment include additional time, adjustment to equipment, oral assessment, alternative assessment scenarios or access to a scribe. For reasonable adjustments, students will be required to meet with Disability Liaison Officer (DLS) to assess the type of adjustments required and a report will be generated to the school about the types of adjustments to be implemented.

Plagiarism / Copying of Work / Cheating /Collusion

Failure to acknowledge the work of others contravenes Australian and International Copyright Law. If students fail to acknowledge the work of others, it will be assumed that students are plagiarising the work of others and will be dealt with accordingly.

Further detail about the Institute's policy on copyright can be found at: http://studentweb.bhtafe.edu.au/bhi/mod/page/view.php?id=134103

Copying work from other students is not acceptable. Students will be given only one (1) warning. This activity will then result in an automatic failure for that subject/unit of competency. More than three formal warnings will result in your withdrawal from the course.

Copying work from textbooks or the Internet is called plagiarism. In assignments, students are asked to express their own ideas, not to copy them from someone else. Plagiarism is a serious offence and in keeping with Institute policy may result in failure of the subject/unit.

 Paying others to complete any assessment tasks is also considered a form of plagiarism, which is a serious offense and as such will jeopardise successful completion of the course.

Cheating in any form is not acceptable. If found to be cheating, students will fail the subject/unit for that semester. No further attempt will offered. Students may be able to re-enrol in that subject/unit in the

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following semester to attempt a passing grade; however, this will be the final attempt to enrol into the unit. The Institute reserves the right to impose further penalties.

Collusion (working in pairs or more) for individual assessment items is also regarded as cheating and will be dealt with in the same manner.

Students are required to understand the difference between direct quoting and paraphrasing. Direct quoting does not demonstrate understanding & should be kept at minimum. Paraphrasing is expected with the in-text reference and reference list at the end. Please refer to the reference guide available on StudentWeb.

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Course Progression

Students must be assessed as competent in all units in order to successfully complete the Diploma of Nursing. Students will need to successfully complete all the units of competency in each phase of study in order to progress to the next phase of the course. It is essential that students are Satisfactory in all theoretical components of the course prior to going on to relevant clinical placements. Students with unsatisfactory outcomes in the theory component or clinical placements will be considered case by case and need to meet the Course Coordinator to discuss course requirements.

Academic Databases

Students are to ensure that an academic database is used to source information for assessments and to support your learning. It is important that you access evidence based information or literature as you acquire knowledge to support your clinical and professional practice as a health professional.

The databases have scholarly articles, journal articles and evidence research articles related to nursing and healthcare literature and practice. It is important as nursing students that you develop skills to research information and apply best practice contemporary and evidenced based knowledge to support practice.

The following Online academic databases are available for all students via StudentWeb library portal

- EBSCO Host, CINHAL, Joanna Briggs Institute, Health collection, Medline, etc.

All students will get the access to the Elsevier Clinical Key & Clinical Skills (Elsevier online books and clinical skills) on student web. Students can access all the text books and Nursing clinical skills on campus and off campus through student web. Students will be expected to do pre reading and post reading through the online text books and Clinical skills throughout the course.

Recognition of Prior Learning (RPL) and Credit Transfers (TR)

Students may apply for RPL / Credit Transfers if they can satisfy learning outcomes from work experience, life experience and other courses. If you believe you have the necessary theory and practical skills described in specific units of competency, you can apply for RPL or RCC. Credit transfers are only available for the same or equivalent units of competency previously attained through prior study.

RPL students will need to produce evidence in the form of demonstrated ability, official results sheets and course descriptions to apply for any exemption.

A subject expert in the area you are applying for will be able to tell you if your application will be successful. Contact the Course Coordinator, for more information.

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Section 3: Student Guidelines

Box Hill Institute Student Code of Conduct

The Student Code of Conduct applies to all students across the Box Hill Institute Group (BHI; CAE; LLD) and aims to ensure the safety, comfort and well-being of everyone at the Institute.

Ensure you are punctual and prepared:

- Be punctual and meet all attendance requirements
- All relevant equipment for the session is ready (e.g. laptops are charged, nursing kit, uniform)
- If in remote delivery ensure your camera is turned on and mic muted

Ensure your actions and words support teaching and learning:

- Submit work in your own words truthfully and on time
- Follow your teacher's instructions in regard to mobile phone use in class

Respect yourself and others:

- Harassment, vilification, swearing, bullying including cyber bullying, physical and verbal assault is not acceptable and will not be tolerated
- Mobile phones must be turned off or on silent and should not be answered in the classroom
- Adhere to Occupational Health and Safety requirements
- Respect the right to privacy and the property of others including their intellectual property
- Be free from the influence of alcohol and/or drugs on campus. Students under the influence will be requested to leave the Institute and may face disciplinary action
- Illegal activities will be referred to the police
- Refrain from smoking in all campus buildings and grounds, or littering or damaging, stealing or misusing any Institute property.
- Comply with Box Hill Institute and CAE policies and procedures

Breaches of the Student Code of Conduct may result in action according to Institute policies and procedures including the Learner Conduct Management Policy. The BHI CODE OF CONDUCT applies to all students within the BHI community and aims to ensure the safety, comfort and wellbeing of everyone at the Institute.

Mandatory notification

Under the National Law for health practitioner regulation, all health professionals, employers and education providers have mandatory reporting responsibilities. There are professional and ethical obligations to protect and promote public health and provide safe health care. Anyone can make a voluntary notification at any time if there is reasonable belief of notifiable conduct.

Education providers have an obligation for mandatory reporting about a student if the student has an impairment that may cause harm or potential risk of harm to public health during the course of their study or clinical placements. This includes

Health (impairment) – the person has, or may have, a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect their practice of the profession (for practitioners) or their ability to undertake clinical training (students)

 Conduct – the professional conduct of a registered health practitioner is, or may be, of a lesser standard than might reasonably be expected by the public or professional peers, or

 Performance – the knowledge, skill or judgment possessed, or care exercised, by the practitioner in the practice of their health profession is, or may be, below the standard reasonably expected of a health practitioner of an equivalent level of training or experience." (AHPHRA, 2016)

For more information, refer to AHPRA website:

http://www.ahpra.gov.au/Notifications/Who-can-make-a-notification/Mandatory-notifications.aspx

Professionalism

Students are required to demonstrate professional behaviour at all times on campus, in remote learning environments and on placements. Professional conduct is a vital component in the Enrolled Nurses standards for practice. These standards are the core practice standards that provide the framework for assessing enrolled nurse (EN) practice. Any breaches of this conduct may result to discontinuation of studies at Box Hill Institute.

Professional standards include but not limited to the follow:

Communication – Appropriate and professional direct and indirect communication

Behaviours – Verbal comments and non-verbal body actions

As nursing students on campus and in the workplace, you will be consistent observed to ensure these standards are adhered throughout your studies and work in the health care setting.

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Student Orientation and Support

Orientation

All students must participate in a course orientation following enrolment. This information session builds on the pre-training review, Core Skills Diagnostic Test and may be classroom, print based or on-line. It will introduce Student Web, ensure students have network access and link their personal email account. Students must check their emails on a regular basis. Power point presentations delivered and resources introduced during orientation will be made available in the Nursing communication hub on Student Web. This Student Guide provides a useful summary of this information for future reference.

Core Skills Diagnostic Test (formerly ACER Test, conducted prior to enrolment)

An on-line Core Skills Diagnostic Test allows BHI staff to assess if you require extra support and monitor your progress towards your learning goals. This is simple on-line test that will assess your skills in literacy, numeracy and abstract reasoning. An annual Core Skills Diagnostic Test is a Government legislated requirement that all prospective students must complete, prior to enrolling into the Diploma of Nursing course. The estimated completion time is 1 hour.

To undertake the annual Core Skills Diagnostic Test you will need:

- a computer with an internet connection
- uninterrupted 60 minutes to complete the test
- instructions on how to access your on-line Core Skills Diagnostic Test will be outlined at BHI

The Institute is required to provide a range of information to students prior to enrolment and as part of the training and assessment process. In addition to the provision of information the Institute is required, as part of its obligations and responsibilities to various federal and state government bodies (funding and regulatory) to ensure that a number of processes and procedures have been undertaken as part of the pre-enrolment, pre-training, training and assessment activities.

Student Pre training Review has 4 parts.

- Part A is a series of questions to assist identifying the most appropriate course for your needs
- Part B is will assist identifying learners Literacy, Language and Numeracy abilities, needs and suitability for the course
- Part C is only applied to the students under the age of 17
- Part D is completed by course advisor for Government subsidised enrolments

All students are required to sign and submit a pre-training review with their first enrolment. This document provides a checklist of relevant information, policies, procedures and guidelines. Your signature on a pre-training review is our evidence that you have been informed of the relevant information, policies, procedures and guidelines and you are aware of your responsibilities as a student at the Institute.

Group/Individual Training Plan

All students will receive a copy of either group or individual training plan during orientation. The purpose of this document is to provide you with an overview of the method of delivery (training) and the method of assessment for each unit of competency and/or cluster of competencies in your training and assessment program. (This training and assessment program may be referred to as either an individual and/or a group training plan.) This is a live document. Any significant change to your training plan will require additional updates.

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Group training plans are available in the relevant course communication hub. All students must acknowledge that they have been provided with an electronic copy of their individual and/or group training plan on Student Web. This training plan sets out the key requirements of the proposed training and assessment in which they are currently enrolled and any ongoing enrolments until completion of their course and/or required unit/s of competency. Only trainees require an individual training plan which must be updated as units are completed.

Student Support Services

Box Hill Institute provides a range of services and facilities to support our students. Student Support Services employs highly-qualified and experienced counsellors and professionals including psychologists registered with AHPRA and Social Workers/Wellbeing Officers – Student Life.

Educational and personal counselling services to help with a range of needs including stress management, time management and study skills is available through Student Life. This is a free service for all students and can be accessed at any time throughout studies at BHI.

A welfare officer can assist students with concerns and enquiries about fees, accommodation, Centrelink allowances and benefits. There is an accommodation register on StudentWeb.

We have counsellors with specialised experience in providing services to culturally diverse groups, including international students.

A Disability Liaison Service is provided for students to confidentially discuss their needs and if required, to develop an individual learning support plan.

Student lounges are located on all campuses.

Details of the range of services available can be found on StudentWeb under Student support.

Service Hub

Provides information and assistance to students regarding enrolling into a course, payment plans/method, attaining public transport concessions and results.

Student Web

This is our online portal to study at Box Hill Institute. Students are expected to communicate with their teachers, access details on their program and engage with services and supports for learners.

StudentWeb allows students to access learning and assessment resources, timetables and, information on activities and events.

Online Diary

Box Hill Institute provides an online learner diary and App that students can download for information and advice as well as a calendar of events. It includes information and support for students.

This can be viewed at

http://studentweb.bhtafe.edu.au/bhi/course/view.php?id=4971

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Student Administration

Amendment to personal details

A student who changes his / her name, address, or place of employment must complete and submit the relevant form available at the Centre Reception.

Failure to notify us of changes to personal details may mean loss of Statement of Results, Graduation Invitations etc, as these will be mailed to the last School notified address.

Course Completions

It is the student's responsibility to apply for their academic award once they have completed their studies.

Please Note:

If you have outstanding fees or fines your academic results may be withheld until the outstanding amount/s have been paid. You will also be unable to receive a certificate of completion or graduate until all outstanding fees and fines are settled.

Awards

The Faculty of Health, Community and Animals submits all applications for academic awards once a student's academic record shows that they are eligible. Eligible students may apply for awards prior to graduation. Award applications are available from Nursing Reception.

The Faculty Graduation Ceremony is usually conducted during semester one of the following year. Students will be advised, well in advance, of the graduation date.

Fees / Enrolment

All courses offered in this Nursing attract fees that must be paid at the time of enrolment.

You will be informed of the following at least a week prior to the enrolment date:

Enrolment details including date, location, time, fee structure, costs, method of payment and loan information details of arrangements where unit places are limited; and a draft timetable.

Students are enrolled on completion of an official enrolment form and payment of associated tuition fees. Students who do not pay fees at enrolment will not be able to attend classes.

It is the responsibility of students to ensure that they are enrolled in all required competencies.

Failure to enrol will mean that we cannot lodge your results with student records; in addition we are unable to support you in undertaking the work placement requirements of your course.

Enrolment is for one semester, academic year or 4 months. If you do not successfully complete the competencies that you have enrolled in within the enrolment period, you will need to re-enrol in the following academic year and pay the associated fees. If you believe that you will not complete all units within the year in which you enrol, please seek advice from the nursing course coordinator.

Fees must be paid to Student Administration at each campus.

When paying please keep all receipts and return to our administrative officer for the receipt to be copied for our records.

If you wish to query your enrolment status please discuss the matter with nursing course coordinator.

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Withdrawal

Students are able to withdraw from individual units or exit the course at any stage during their study. You are required to discuss your intention to withdraw with the nursing course coordinator, especially if there are special circumstances preventing you from completing your study.

Students who wish to withdraw from individual units will need to complete the necessary forms. If the forms are not completed, results will be posted as not completed for that subject. In order to receive any reimbursements, students withdrawing or exiting the course will be required to provide to all completed documentation prior to census date. Failure to provide documentation prior to census date will result in non-reimbursement of costs.

As withdrawal from units may affect their Visa conditions, all International students must contact International Student Services prior to applying to withdraw.

Exiting a Course

Students who wish to exit a course need to complete a 'Course Exit' form available from School of Health Sciences Office or Student Administration.

The procedure for completing the form and the refund policy is detailed on the front page of the form. Note that there are strict time lines regarding the exit process and associated potential refund of monies. Please read the policy (located on the application form) thoroughly.

Refund of Fees

You may be entitled for a refund of tuition fees if you withdraw from your course. To be eligible for this reimbursement, the necessary paperwork must be completed and forwarded to the Head of School, **within four (4) weeks** after the commencement of the course, as known as census date. An administration fee will be deducted. Refunds of Materials fees will be at the discretion of the Course Coordinator.

NB: There is a separate Course Exit /Unit Withdrawal form for Cert I to IV and Skills Deepening (Adv Dip, Dip/Voc. Grad. Cert), please ensure you use the correct form.

As withdrawal from Units may affect Visa conditions, all International students must contact International Student Services prior to applying to withdraw.

Emergency Evacuation Procedures

The Institute has an emergency evacuation procedure. When you will hear a warning alarm, follow the direction of the staff and move to the assembly area. Make yourself familiar with the evacuation procedures displayed in your classrooms and workplaces.

First Aid / Work Health and Safety

A First Aid Officer can be found on each campus by contacting the reception or call 03 92869123/9142. First aid kits are available in the staff room. An AED is located next to the reception at each campus.

The Work Health and Safety Officer is also available through reception. If a casualty requires transport to a doctor or hospital, do not transport them in your car. Please arrange with staff to call an ambulance or a taxi depending on the injury.

The Institute has an emergency evacuation procedure. When you will hear a warning alarm, follow the direction of the staff and move to the assembly area.

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Food Consumption

Students are not permitted to eat whilst in the School's premises. This includes all classrooms, corridors and the reception areas. Bottled water is permitted in some rooms but empty containers **MUST** be disposed of appropriately. No food or drink is permitted in the simulated lab rooms.

Work Health and Safety

Students are requested to listen carefully to instructions and ensure that they follow standard operating procedures when participating in the training workplace. Any incidents which do occur MUST be recorded in the Incident Log Book by the Occupational Health and Safety Officer. You must be present in the right attire at the commencement of each lab to listen the safety briefings. If you are unable to attend the safety briefing you will not be allowed to participate in the lab activities.

Note:

- AVOID needles stick injuries and cuts from sharps instruments
- dispose of ALL needles only in the sharps container

Problems/Complaints

If a problem occurs in relation to a particular subject, the student is expected to address the teacher concerned before any other action is taken.

If this first course of action proves to be unsatisfactory, students may then approach their course coordinator. Further to this, the concern can be directed to the Operations Manager.

All attempts will be made to address student concerns where genuine misunderstandings and problems occur.

If the matter is related to personal problems, or Austudy, finances etc., you should consider speaking to StudentLife. This is an excellent service offered free to all students. Student Life Services can be contacted on 9286 9891. The main office for Student Support Services is located on the Elgar campus.

Security

Unfortunately, with the number of people passing through the Centre/School, any personal items of value left lying around will be vulnerable to being stolen.

At all times students are responsible for the security of their personal belongings. Box Hill Institute accepts no responsibility for any loss, theft or damage of such items.

Any lost property handed in to staff will be available through the staffroom or the administrative officer.

Special Consideration

Students experiencing exceptional circumstances, which are preventing them from:

- Submitting work for assessment within the required time lines
- Completing assessment tasks to a satisfactory level
- Attending classes
- Sitting tests at the scheduled time
- Actively participating in group work and class based activities

Can apply for Special Consideration under Section 4 of the Examination Regulation of the Institutes Policies and Regulations.

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Please note that Special Consideration does not deal with disputes concerning marks or grading of examination or assessment.

A student may apply for Special Consideration on any of the following grounds.

- Illness prior to or during the assessment period, including during the examination
- Illness suffered during the year.
- A disability of a temporary or permanent nature.
- Experiencing serious hardship prior to or during the assessment; for example, bereavement, illness in the family, accident etc.
- Absence from class, examinations and practical work due to illness or personal crisis.
- In the first instance the student should contact their teacher. In addition the student should provide documentary evidence where possible. Doctor's certificates are required to substantiate illness. If the issue cannot be resolved via this process then you may apply for Special Consideration in accordance to process outlined in the Institutes Polices and Regulations.

Application for Special Consideration is a minimum of 10 days prior to assessment due date. You will not be eligible for Special Consideration after the due date.

As an application for Special Consideration may affect their Visa conditions, all International students must contact International Student Services prior to applying for Special Consideration.

Course completion

Following the successful completion of all theoretical and clinical practice components, the student is eligible to apply for registration as an Enrolled Nurse with the Australian Health Practitioner regulatory Agency (AHPRA). For the requirements of nursing registration, student should refer to Nursing and Midwifery Board Australia (NMBA) website at

http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement.aspx

Further information regarding the registration process can be found at:

 http://www.ahpra.gov.au

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Appendix A

StudentWeb – How to login

1. Go to http://studentweb.bhtafe.edu.au

Please use the following to login to StudentWeb:

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Box Hill Students

- Username: **sXXXXXXXX** or, for students starting before 2016, **bhiXXXXXXX** (where XXXXXXX is your seven digit Student ID).
- Password: Your initial password is your date of birth in the format **YYYYMMDD**
  For example: for 15 Jan 1979: 19790115. You should set a new password when you first log in
- **It can take up to 1 week from the date you enrolled for your login to be activated.**

2. Once logged in you will then be prompted to change your password from your DOB to one of your choice. Note that this is the password you will use to login to StudentWeb from now on.
3. Enter the password of your choice (refer to information below about how to set up a strong password). You will need to type it in twice to make sure there are no spelling mistakes.
4. Select a reminder question from the drop-down menu by clicking on the small black arrow. You will be asked this question if you forget your new password when logging in to StudentWeb.
5. Enter the answer to your reminder question. You will need to type it in twice to make sure there are no spelling mistakes.
6. Enter your DOB as before and click on Submit.
7. Enter your mobile phone number and/or your email address. The Institute or your teacher will use these to contact you if necessary.
8. Click on Yes.
9. If you have only entered one contact detail you will be asked if the information provided is correct. Click on OK to confirm the information submitted, or on Edit to update the information.
10. Once you have entered all of your information and confirmed that it is correct you will now have access to all of Student Web's facilities and services including access to your Teaching Centre and the Library.

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Set up your User Account

- **You must set up your user account before continuing to log in.**

1. Enter your new password ...	Info	Why?
Enter your new password here: Please repeat your new password: **It is important that you choose a confidential password.**	Your password: - must be at least 6 characters long - can't contain spaces - should be a combination of letters, numbers and/or symbols - is not case sensitive - cannot be your date of birth	You will not be able to access your secure areas on StudentWeb until you have set up your account. When you set your password you will be able to: - view your results - sit online tests - access your course information
2. Enter a reminder question ...	Info	Why?
Select your reminder question: What is the make of my first car? Enter the answer to the above question here: Please repeat the answer to the above question:	The answer to the question you selected should be: - one that you will remember accurately - short - impossible for other people to guess	If you forget your password you will be prompted with your reminder question. If you then answer the question correctly, you will be able to set a new password.
3. Submit your changes ...	Info	Why?
Please confirm your date of birth here: (YYYYMMDD) ... and click on: SUBMIT Make sure to memorise your new password before your continue!	Date format: - Use the format YYYYMMDD. For example, for 19 May 1969, type 19690519.	We are asking for your date of birth again to confirm your identity.

My Info

Contact Details

Your contact details may be used to warn you:

- when a class has been cancelled,
- a class venue has changed,
- an assessment item is due.

You should update your mobile phone number and email address here if they change.

Please carefully check your details and click on 'Yes' to save your changes.

Mobile:

E-mail:

YES I authorise Box Hill Institute to use these details to contact me for the above purposes.

CANCEL

Providing your contact details is optional.

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Creating a strong password

A strong password is one that's difficult for others to determine by guessing or by using automated programs. A strong password is an important first step in protecting your personal information.

A strong password contains seven to sixteen characters and uses three of the following four types of characters:

- Uppercase letters (A, B, C).
- Lowercase letters (a, b, c).
- Numerals (1, 2, 3).
- Special characters (` ~ ! @ # $ % ^ and * ( ) _ + - = { } | [ ] \ : " ; ' <> ? , . /) .
- Isn't a common word or name, or a close variation on a common word or name.

Your password can not contain:

- Spaces or non-English characters.
- The portion of your e-mail address before the @ symbol.
- Your question or secret answer.

Once the page has been filled in, click the [I accept] [C button at the bottom of the page.
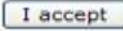
Getting Help

You can get assistance in the following ways:

1. If you are on campus, ask a librarian for help

   Ph. 9286 9283, Email: circdesk@boxhill.edu.au

   Monday – Thursday 8:00am – 8:00 pm and Friday 8:00am – 5:00pm

2. Ask your teacher for help
3. Fill out the Feedback Form at the bottom of the StudentWeb homepage
   - explain your problem
   - provide your contact details (email and/or phone)
   - provide your date of birth
   - click on 'Submit'

If it is an urgent request, call Online Services on 9286 9551 or 9286 9237 between 8.00am and 6.00pm Monday-Friday.

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Appendix B

Getting Started on Student Web

First Login – Setting up your email account

Go to http://studentweb.bhtafe.edu.au/bhi/mod/page/view.php?id=6122 where you will find instruction on how to set-up your email account.

StudentWeb will send all communications to you through this email account. You can use this as your primary email account or you can have all the emails from this email account forwarded to your preferred email account.

Logging into your email account will also give you access to:

- • OneDrive (1Tb= 1000Gb of space) for file storage and sharing
- • Office 365 Web applications, including online versions of Word, Excel, PowerPoint and more
- • Unlimited online meetings, IM and video conferencing using Lync
- • The ability to set up SharePoint sites for collaboration.

It is a good idea to add your mobile phone number or an alternate email address to this account for easy password resetting.

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Appendix C

Diploma of Nursing - Student Declaration

The Faculty of Health, Community and Animals is committed to providing you with quality vocational education, and training in preparation for a rewarding career. In return, we require students to acknowledge they have been informed of opportunities, programs and services available. Please read and acknowledge (✓) each of the statements below and submit a completed declaration to your course co-ordinator on Student Web.

A Word version of this document is available on Student Web under General Information Hub

I.. (Printed name)

……………………………………. (Student no.), declare that:

☐ I have completed a pre-training review

☐ The opportunity to apply for Recognition of Prior Learning (RPL) and / or Credit Transfers has been explained to me

☐ I have attended my 2 day Nursing course orientation

☐ I have been introduced to Student Web and provided with a username and password

☐ I have been shown where to find my group training plan, timetable and unit plans

☐ I have read and been provided access to an on-line Student Handbook

☐ I have read and will behave in accordance with the BHI Student Code of Conduct

☐ I have read, understand and will comply with Assessment Guidelines regarding required pass marks and subsequent resit opportunities for assessment tasks

☐ I have read, understand and will comply with course progression requirements

☐ I have a suitable Wi-Fi device and can access on-line resources and assessments in the classroom, from my workplace and home as required for my course

☐ I will attend scheduled theory and clinical laboratory classes

☐ I will attend the allocated clinical placements, assigned by BHI

☐ I will complete "fit to work" documentation, prior to each clinical placement

☐ I will participate and engage in active learning, during each assigned clinical placement required by my course

☐ I will act as an ambassador for the Institute during work placement(s)

☐ I can and will submit assessments on-line by the dates provided for each unit

☐ I have been informed of the range of Support Services available to me

☐ I give permission for the Institute to use any photos of me, images and information I supply, or that have been taken by the Institute during my time as a student for promotion and publicity purposes

I have read and hereby acknowledge all of the points described above

YES   /   NO   (Please indicate Yes or No)

....   *Student

Signature   Date

*A personal signature is not required for declarations submitted on Student Web

*Student access will be recorded online

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Appendix D

BOX HILL INSTITUTE STUDENT IMMUNIZATION DECLARATION 2022

STUDENT NAME ……………………………………………………………. **D.O.B** ………………………………….

This record provides evidence of immunization for a Category A Health Care Worker. Vaccination against the disease listed below is necessary to undertake clinical / work placement as a student in Nursing, Individual Support, Health Services Assistance, Dental Assisting, Early Childhood Education & Youth Work.

Disease	Immune	Not Immune (Batch number & Date)
Diphtheria, Tetanus & Pertussis (dTpa)	■ confirmed by vaccination record of booster dose (within last 10 years)	■ vaccination recommended Date: Batch Number:
Polio	☐ confirmed by history of 3 vaccinations or booster dose	■ vaccination recommended Date: Batch Number:
Measles, Mumps, Rubella	■ confirmed by blood test	■ vaccination recommended 1)Date: 2)Date: Batch No.: Batch No.:
Chickenpox (Varicella Zoster)	■ confirmed by blood test	■ vaccination recommended 1)Date: 2)Date: Batch No.: Batch No.:
Hepatitis A	■ confirmed by blood test	■ vaccination recommended 1)Date: 2)Date: Batch No.: Batch No.:
Hepatitis B	■ confirmed by blood test Date:_____ (_____mIU/mL)	■ vaccination recommended 1)Date: 2)Date: Batch No.: Batch No.: 3)Date: 4)Date: Batch No.: Batch No.:
Tuberculosis	Quantiferon Gold TB Test ■Positive ☐ Negative	Further action required ☐ Yes ☐ No If YES please state action required / taken: Students who test positive MUST provide a letter from a GP or Immunization Nurse stating that they are NOT infectious.
Influenza	Previous date of immunization: Date: Batch No if known:	■ vaccination recommended 1)Date: 2)Date: Batch No.: Batch No.:

Name of Health Practitioner …………………………………………………………………

Provider No. /Registration………………………………………………………………..

Signature of Health Practitioner………………………………………………………**Date**……………………………………

*** Please attach a copy of your recent serology results

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Appendix E

Course Structure and Delivery

	Unit Code	Unit Name	Core/ Elective	Nominal Hours
Study period: Year 1 Semester 1				
1	HLTAAP002	Confirm physical health status	C	90
2	HLTENN068	Provide end of life care and a palliative approach in nursing practice	C	*70*
3	HLTENN036	Apply communication skills in nursing practice	C	50
4	HLTENN037	Perform clinical assessment and contribute to planning nursing care	C	50
5	HLTENN045	Implement and monitor care of the older person	C	75
6	HLTINF001	Comply with infection prevention and control policies and procedures	C	25
7	HLTWHS002	Follow safe work practices for direct client care	C	25
8	HLTENN035	Practise nursing within the Australian health care system	C	*75*
CEP 1 2 weeks				80
Study period: Year 1 Semester 2				
9	HLTAAP003	Analyse and respond to client health information	C	60
10	HLTENN038	Implement, monitor and evaluate nursing care plans	C	110
11	HLTENN041	Apply legal and ethical parameters to nursing practice	C	30
12	HLTENN042	Implement and monitor care for a person with mental health conditions	C	60
13	HLTENN047	Apply nursing practice in the primary health care setting	C	80
14	BSBTEC202	Use digital technologies to communicate in a work environment	E	60
15	CHCDIV001	Work with diverse people	C	40
CEP 2 2 weeks				80
Study period: Year 2 Semester 1				
16	HLTENN040	Administer and monitor medicines and intravenous therapy (PART 1)	C	138
17	HLTENN044	Implement and monitor care for a person with chronic health conditions	C	60
18	HLTWHS006	Manage personal stressors in the work environment	E	25
19	CHCPRP003	Reflect on and improve own professional practice	C	120
20	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	C	25
21	HLTENN043	Implement and monitor care for a person with acute health conditions (PART 1)	C	75
CEP 3 2 weeks				80
Study period: Year 2 Semester 2				
22	HLTENN057	Contribute to nursing care of a person with diabetes	E	80
23	HLTENN039	Apply principles of wound management in the clinical environment	C	60
*	HLTENN040	Administer and monitor medicines and intravenous therapy (PART 2)	C	137
*	HLTENN043	Implement and monitor care for a person with acute health conditions (PART 2)	C	75
24	CHCPOL003	Research and apply evidence to practice	E	65
25	BSBPEF402	Develop work priorities	E	40
CEP 4 4 weeks				160
Total hours (including clinical placement (CP)				

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Appendix F

Dress Code Policy

Dress Code for Laboratory /Simulation classes and Clinical placement

Students must comply with dress code requirements and present appropriately dressed for attendance to Clinical Laboratory/ Simulation classes and Clinical Placements.

In line with relevant industry Work Health and Safety policies and the relevant Clinical Agency policies the compulsory dress code for both lab/sim and clinical placement are as follow:

- Students must wear Box Hill Institute, School of Nursing uniform (grey scrub top with BHI logo) and display BHI student identification card at all times
- Students must wear a Box Hill Institute grey scrub top with BHI logo
- Students must wear a neat black ankle length dress pants or tailored black skirts (no shorter than mid-thigh) or grey scrubs pants
- Shoes must be plain black closed, non-slip leather shoes
- Hair should be kept clean, neat and tidy, long hair should be tied back
- Facial hair must trimmed and kept clean
- No jewellery (includes facial jewellery) is to be worn except for small studs and plain banded ring
- Wrist watch is to be replaced with a nursing fob watch
- Students finger nails are to be short, clean and free from nail polish
- No false nails, no acrylic overlays and no gel nails are permitted
- No long sleeved clothing are permitted unless required for religious reasons
- No head wear (includes hats or caps), unless given prior permission for religious reasons
- Personal hygiene is also essential in nursing, no offensive body odour
- Makeup must be limited and used with discretion
- Any visible tattoos must be covered up when possible if it does not interfere with infection control policy
- All students must maintain a professional appearance while on clinical placement as well as while attending any laboratory/simulation classes

Non-compliance with dress code while on Clinical placement

Failure to comply with any of the above-mentioned dress code will result in immediate removal from clinical placement. This will influence the overall outcome of your results and may end up with completing makeup hours or attending the entire placement again. It is expected that any additional costs incurred because of student non-compliance will be added to the student fees for the course.

Non-compliance with dress code for lab/sim attendance

Failure to comply with any of the above-mentioned dress code while attending lab/sim classes will result in immediate removal of the student from class. The student will not be able to attend of the lab/sim classes until the required dress code is achieved. Any of the missed opportunities for learning as a result of student's non-compliance will be the student's sole responsibility and accountability.