



TRACKING TOWARDS THE FUTURE



Booroongen Djugun College

Student Handbook

HLT54115 Diploma of Nursing

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About us

Booroongen Djugun College is a Registered Training Organisation (RTO), RTO Number 6673, conducting nationally accredited and industry approved courses and traineeships. The College is staffed by highly qualified and experienced trainers and assessors. Courses are conducted on the College's Kempsey campus and also at other outreach centers throughout New South Wales. The Diploma of Nursing will only be conducted from the Kempsey Campus. We encourage and support Aboriginal and/or Torres Strait Islander students, people from culturally and linguistically diverse backgrounds, and people with diverse academic, work and life experiences to apply, consistent with the policies regarding minimum standards, equity and fairness and is outlined in the organisations policies and procedures.

Vision

Positively impacting the health of individuals, families and communities through excellence in nurse education, research, practice and service.

Booroongen Djugun College – Mission Statement:

Booroongen Djugun College is committed to ensuring that students receive excellence in nurse education and graduate as competent enrolled nurses by:

- Establishing a learning culture that encourages students to learn and feel they are members of the team;
- Ensuring the appropriate sequencing of workplace experience aligning with theoretical and learning stages in the course; and
- Promoting consistency for the student enabling students to return to a familiar health service provider during both integrated learning and formal workplace experiences.

Values

We are a learning Community committed to the development of nurse leaders in education, research and practice. We value integrity, diversity, collaboration, innovation, and excellence.

Access and Equity

Booroongen Djugun College is committed to ensuring equity of access to all applicants.

All students will be recruited ethically and responsibly, consistent with the requirements of the Diploma of Nursing. We will ensure equity principles for all students are implemented through the fair allocation of resources and the right to equal opportunity without discrimination. To encourage positive outcomes for students, access and equity principles and practices are incorporated when developing and delivering all training programs and services. Booroongen Djugun aspires to be a College that values equity and diversity, and seeks to embody these values in its staff, students, academic programs and relations with the community.

In particular, the College will:

- recognise, encourage and celebrate students from all sections of the community
- promote an environment that fosters fairness, equity and respect for social and cultural diversity
- support students and staff to reach their full potential through the promotion of reasonable expectations and provision of an inclusive learning environment
- offer programs that aim to overcome disadvantage for student and staff equity groups
- ensure that staff and students are aware of their rights and responsibilities as members of the College community

Student Services

As a student at Booroongen Djugun College, there are a wide range of services and support to assist students achieve their study goals.

Embarking on a new course of study and a new career is exciting, but also involves changes with many challenges. To assist in meeting those challenges, and to succeed, a range of student-focused programs and services available.

Booroongen Djugun College has policies, procedures and practices in place to ensure effective student service, including timely issue of assessment results and qualifications. Booroongen Djugun College is committed to ensuring prospective students have sufficient clear information about the College services before enrolment. Prospective students should contact the College if they need assistance, clarification or further information.

Student services include:

- Counselling and support services are provided on request
- Interpreter services
- Learning support – teaching and learning sessions can be arranged for students who require additional support. Students will be guided to external support agencies if required.

Disability Support Services:

- Close car parking.
- Enrolment assistance and orientation to College buildings.
- Study materials in alternative formats (e.g. large print)
- Specialised equipment, (e.g. hearing loops, ergonomic chairs)
- Auslan Interpreters, classroom support, note takers and/or tutors
- Bathroom with access for people with a disability
- Aboriginal and/or Torres Strait Islander Support.

The Booroongen Djugun College's Aboriginal Liaison Officer will assist with the arrangement of appropriate cultural support services for Aboriginal and/or Torres Strait Islander students which includes:

- Enrolment and course advice; academic support - tutoring and mentoring, photocopying and computer facilities, assessments tasks, presentations, job vacancies.
- Social support - cultural safety activities, drop-in centre (crisis-help network), community organisations and events, referrals and support in housing counselling and discrimination advice and access to the College Library.

The College will encourage and direct the nursing students to join the Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM).

Booroongen Djugun College has an Aboriginal student centre with an Aboriginal Coordinator to provide academic counselling and support services for Aboriginal students.

Culturally and Linguistically Diverse (CALD) Program

The College is proud to welcome students from diverse cultures. To embrace and celebrate the cultural and linguistic diversity of the student body, the CALD program is open to all students.

The CALD Program aims to:

- assist students to adapt to the learning environment
- provide support and encourage the creation of informal learning circles
- provide students with a place to form a social network

- enable participants to gain an understanding of different cultures and how they manage illness, and to explore the different ways of learning
- provide academic support in terms of writing, referencing, feedback from assessments, and preparation for examinations
- provide practical advice and preparation for professional experience placements

Mature Age

Mature age students will face similar issues to other new students at the College, however, we recognise that there may be additional hurdles to overcome. For example: work, home and study balance, getting into the habit of studying again and catching up with changes in technology are all likely to have some effect.

The Mature Age Program

- Provides mentoring to help students adapt to College life. It is a way to find support during the early weeks of your first year
- Provides a peer mentoring program
- Workshops which include technology and academic writing

Privacy

All Booroongen Djugun College staff and students who have access to personal information collected by the Booroongen Djugun College and all those who have provided personal information are required to comply with the provisions of the Privacy Act 1988 (C'ith) including the Australian Privacy Principles ("APPs") and all other legislation which applies to Booroongen Djugun College .

HLTEN54115 Diploma of Nursing

Qualification Description

This qualification reflects the role and function of an enrolled nurse working with a registered nurse. This qualification covers the application of skills and knowledge required to provide holistic person-centred nursing care for people across the health care industry. A lifespan approach underpins this qualification with relevant skills which relate to the different stages of life identified within the units.

Booroongen Djugun College's Diploma of Nursing graduates who have completed all the requirements of the Diploma of Nursing will be eligible to apply for AHPRA registration as an Enrolled Nurse. Further information is provided at: <http://www.ahpra.gov.au> and <http://www.nursingmidwiferyboard.gov.au>

Entry requirements

All applicants are required to successfully complete a literacy and numeracy entrance test (ACSF Level 3 in both Literacy and Numeracy), attend an interview, provide a reference and make a self-declaration to enable Booroongen Djugun College to determine suitability.

Applicants are informed of the NMBA requirements for specific applicants to demonstrate the achievement of an International English Language Testing System (IELTS) score of 7 across all bands or equivalent approved English language test prior to enrolling in the Diploma of Nursing. Applicants are directed to the NMBA website for further information regarding ultimate registration requirements and English language skills:

<https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>

Applicants are also required to provide:

- Photo identification
- Confirmation of citizenship
- Confirmation of previous qualification (if applicable)
- Year 12 Maths and English
- Current Police Check (should you have any prior criminal convictions speak with the Nurse Course Coordinator prior to enrolment)
- Current Working with Children Check
- Evidence of Immunisation Status
- Self-declaration

Immunisation

NSW Health has determined nursing students attending workplace experience are required to be immunised against the following diseases:

- Diphtheria, tetanus, pertussis (whooping cough) (dTpa)
- Measles, mumps, rubella (MMR)
- Varicella (chickenpox)
- Hepatitis B

NSW Health Policy directive also requires that nursing students undergo Tuberculosis screening and education if they were born in or have been holidaying in a country with a high incidence of Tuberculosis, or cumulative time of 3 months or longer in a country with a high incidence of Tuberculosis. A list of these countries can be found on the NSW health website. Please note, more information will be provided at information sessions and may be found at:

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_009.pdf

Please note, Booroongen Djugun's Aged Care Facility will require evidence of vaccinations as per NSW Health Policy. Students will be unable to attend any workplace experience venue without the vaccinations outlined above.

Working with Children Check

Students will be unable to attend workplace experience without a current Working with Children Check. This is a mandatory requirement.

Applications can be made online at:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Demonstration of good character

The Nursing and Midwifery Board of Australia have a responsibility to ensure public protection. As a result of this it is a requirement that all applicants are able to demonstrate and self-declare that they are of sound character to enter the nursing profession. The self-declaration is required to be made prior to enrolment. If invited to attend an interview a character reference will be required at the time of interview. The character reference can be written by anyone who knows you well, but cannot be a relative, spouse or someone that you live with. Students will not be considered for enrolment without completing the self-declaration and providing a character reference.

Student Registration

Under the Health Practitioner Regulation Act 2009, all students enrolled in an approved nursing or midwifery course of study must be registered with AHPRA for the duration of study or until they are no longer enrolled in an approved course of study. Booroongen Djugun College will manage student registration requirements.

Student Unique Identifier (USI)

The Unique Student Identifier (USI) is a National Student Number which allows students to view their individual assessment results from all providers, including all completed training units and qualifications. Each individual account will be linked to the National Vocational Education and Training (VET) data collection, enabling the student to identify VET training outcomes in a single transcript. Only one USI is required, this number stays with the individual for life. Booroongen Djugun will not enrol a student who has not provided a verified USI on enrolment.

Information can be found at <https://www.usi.gov.au/>

Additional Charges

In addition to the Student fee, there may be some additional costs for example, text books, uniform, vaccinations, and a criminal history checks. All course specific fees and charges will be advised prior to your enrolment in your course.

Centrelink

Centrelink delivers Government payments to eligible students. To check eligibility, refer to the Human Services website for Centrelink information: <https://www.humanservices.gov.au/>

Course Duration

This course is delivered full-time over two years, with 3 Semesters. Students are required to attend class 3 days per week. Sessions are from 8.30am to 4.30pm (8 hours per day) with an hour for lunch. Workplace experience is 5 days per week, in either one, two or three week blocks.

Delivery Methods

The program will be delivered face-to-face in a classroom environment, in the nursing laboratory, and in a workplace environment. Students will attend workplace experience at the Booroongen Djugun Aged Care Facility and at hospitals within the Mid North Coast Local Health District Hospital group.

A range of teaching and learning strategies will be used to deliver the units, these include:

- Face to face classroom-based teaching
- On-line learning
- Role play
- Scenarios
- Workshops
- Group work
- Nursing practical skill development in the simulated environment
- Visits to Booroongen Djugun Aged Care Facility for skill development

Units for Delivery

Semester 1	
HLTAID003	Provide first aid
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS002	Follow safe work practices for direct client care
HLTENN001	Practise nursing within the Australian health care system
HLTENN002	Apply communication skills in nursing practice
HLTAAP002	Confirm physical health status
HLTENN003	Perform clinical assessment and contribute to planning nursing care
HLTENN013	Implement and monitor care of the older person
HLTENN008	Apply legal and ethical parameters to nursing practice
Semester 2	
HLTAAP003	Analyse and respond to client health information
HLTENN004	Implement, monitor and evaluate nursing care plans
HLTENN006	Apply principles of wound management in the clinical environment
HLTENN009	Implement and monitor care for a person with mental health conditions
HLTENN015	Apply nursing practice in the primary health care setting
HLTENN012	Implement and monitor care for a person with chronic health problems
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
Semester 3	
BSBWOR501	Manage personal work priorities and professional development
CPCPOL003	Research and apply evidence to practice
HLTENN011	Implement and monitor care for a person with acute health problems
HLTENN005	Contribute to nursing care of a person with complex needs
BSBLDR403	Lead team effectiveness
HLTENN010	Apply a palliative approach in nursing practice
Semesters 2 and 3	
HLTENN007	Administer and monitor medicines and intravenous therapy
CHCPRP003	Reflect on and improve own professional practice

Assessments

The assessment strategy for each Unit is described in the individual Unit Study Guide which each student is provided with at the commencement of delivery of the unit.

The assessment strategies for all units are developed to ensure the performance and knowledge evidence, and the assessment conditions as described in the Health Training Package (2015) are met.

Practical skill demonstration and related underpinning knowledge is demonstrated in the workplace and recorded in the Workplace Experience Log Books.

Assessment strategies include:

Written Knowledge Tests	Reflective journal	Simulation Practical demonstration
Online knowledge tests	Case Studies	(Formative)
Individual oral presentation	Research	Practical demonstration in the
Group oral presentation	Medication Admin Calculations	workplace (Formative and
Scenarios	test (100% result to be achieved)	Summative)

If assessments are not completed successfully and after additional support has been provided and re-assessment opportunities offered, students may not be permitted to attempt the final assessments and may be required to re-enrol in the specific unit.

All completed assessments will be assessed within ten (10) working days and feedback provided to the student as soon as possible thereafter.

Booroongen Djugun College is ultimately accountable and responsible for student assessment both theoretical and in the workplace.

Student's responsibilities in assessment

- To participate fully in contributing to group assessments where they are used, and to discuss with the trainer/assessor any concerns about your work group if you feel the group work is unfairly shared.
- To submit work as a single piece for each unit, according to the assessment requirements.
- To keep a copy of all work submitted for assessment (where practical) and retain the marked assessment once it is returned as evidence.
- To complete assessment tasks by their due dates or, if unable to meet submission dates, to apply and negotiate for an extension of time.

Teacher's responsibilities in assessment

- To give general feedback on a draft version of an assessment to assist the student to achieve the best possible outcome.
- To acknowledge receipt of assessment evidence where it is submitted in a written format.
- To mark assessments and return them to students within 10 working days of the due date, unless otherwise notified.
- To consider favourably any genuine request for an extension of time for an assessment.
- To give feedback to the student both on completion of the assessment task, or if the assessment is incomplete or if it is not of a sufficient standard to pass. The student may ask for an alternate reviewer for this assessment.

Workplace Experience

Workplace experience is an integral component of the course which enables students to link theory to practice. Students will at all times during workplace experience be supervised by a registered nurse.

Students are required to:

- Successfully complete 400 hours of workplace experience over twelve weeks throughout the duration of their course. Workplace experience will be scheduled in one, two- or three-week blocks. Students will be required to attend 5 days per week, participating in a variety of shifts (morning shifts may start as early as 6.00am and evening shifts may finish as late as 11.00pm).
- If a student misses workplace experience- days, the student will be required to attend “makeup days” to ensure the minimum 400 -hour workplace experience requirement is met. This may incur addition costs for the student.
- Students are required to be deemed safe in the simulated environment prior to attending workplace experience.
- During workplace experience students are required to develop and demonstrate expected practical skills and related underpinning knowledge.
- During all workplace experience placements, students are exposed to a variety of health professionals including Allied Health Professionals and Medical staff, providing students with inter-professional learning opportunities.
- Students are required to reflect on their workplace learning experienced on a daily basis in their Reflective Journals, Reflective Journals form part of the formal assessment of the course.
- Organise their own transport to and from the placement facilities.
- Organise leave with their employer (if applicable) to attend workplace experience.
- Plan financially for their unpaid workplace experience period.

Before commencing workplace experience, students are required to provide:

- A current Australian First Aid Certificate (included in Semester 1 classes)
- Evidence of vaccinations- information is provided at information sessions before enrolment
- Provide an Australian Federal Police Certificate indicating that the student has passed the Australian Federal Police (National) Check.
- A Working with Children Check
- A signed Student Placement Agreement

Students will be required to addend workplace experience as follows:

Aged care	80 hours
Mental Health	80 hours
Community/Rehabilitation	40 hours
Acute Care	80 hours
Acute Care	120 hours
Total	400 hours

Student Uniform and Dress Code

During all workplace experience placements, students are at all times required to wear the Booroongen Djugun College prescribed uniform and identification badge.

Dress Code Standards

- BROWN scrub set (three pocket V-neck top, drawstring pants with elastic waist).
- Embroidered College logo and student name on scrub top.
- BROWN or BLACK vest or cardigan to be worn to and from placement but not while working (for warmth, extra clothing may be worn under the scrub set).
- Lace up closed shoes with non-slip sole and low heel (no boots, sneakers, OR sports shoes to be worn).

NOTE: An easily read WATCH with a second hand is also required (NOT DIGITAL and not worn on the wrist)

A professional standard of appearance is to be maintained by all students at all times – uniforms must be clean and ironed and free from any odours.

Clothing and footwear should be safe, practical and comfortable. Students are advised to tie back or put up long hair (shoulder length or hair that falls over the face).

Students who are not dressed appropriately may be asked to leave the facility and will not be allowed to return until they are able to meet the dress code standards. Time missed must be made up and may be at the expense of the student.

Skills recognition

The Skills Recognition Procedure recognises that learning takes place not only through formal studies at recognised training organisations, but also through activities such as employer-based training and relevant life experiences. Competency requires the demonstration of current performance, evidence must therefore be from either the present or recent past, not more than two years old.

Credit Transfers

Students can apply for a Credit Transfer (CT) for a subject completed in another course if its same unit code and has the same content (Diploma of Nursing). Evidence to support a CT request must be made at time of enrolment.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) can be discussed at enrolment. Fees are charged for RPL requests. Evidence will be required to provide of equivalent learning/experience.

Students may apply for Recognition of Prior Learning, according to the College guidelines. The RPL process cannot be applied to any HLTENN units unless the prior learning was in a related nursing discipline, a Credit Transfer can only be applied.

No reduction in workplace experience hours is granted, and all students are required to complete 400 hours of workplace experience irrespective of Skills Recognition Procedure outcomes, to successfully meet course requirements.

Student Confidentiality Agreement

All students are required to sign a Student Confidentiality Agreement prior to each workplace experience. Any breach of this agreement will be considered a serious matter and the student may be removed immediately from any health care facility or professional experience placement after discussions between the clinical facilitator, an agency of the healthcare facility or the Nursing Coordinator. The student may be referred to a disciplinary hearing with exclusion from the course a possible outcome.

Information technology requirements

Information technology is an integral part of the course with research and online activities and assessment a requirement. The Booroongen Djugun College provides computer and internet access for students on campus.

Course surveys / evaluations

Students are invited to provide feedback on all aspects of the course. Booroongen Djugun College values student feedback. Students submit their evaluations online through the online platform- Survey Monkey. All evaluations are provided anonymously.

If you have any questions or concerns, please contact College management on 02 65602000 or email to college@booroongendjugun.com.au .