

The TAFE SA logo features the text 'tafeSA' in a white, lowercase, sans-serif font. Above the letters 'a' and 'e' are three white circles of varying sizes, arranged in a slight arc.

tafeSA



Government of
South Australia

DIPLOMA OF NURSING

HLT54115

tafesa.edu.au



TAFE SA ENROLLED NURSING PROGRAM

Inspiring nurses to provide safe, quality health care.

We believe that nurses are integral to building healthy, resilient communities. We value the role of nurses in the provision of client centred health care.

We value working together with our partners to empower individuals and improve health care outcomes. We recognise the importance of high quality nursing education which is pivotal to the health and wellbeing of our diverse communities.

We believe inspired nurses:

- > are competent professional individuals who practise safe, quality health care.
- > maintain professionalism by continuing to build a lifelong learning journey.
- > are empathetic, compassionate, honest and reliable.
- > are critical thinkers who engage in reflection to improve practice.

We believe empowered communities:

- > understand their health care rights.
- > are well informed, competent decision-makers about their health care needs.
- > deserve holistic, compassionate, quality care delivered by professional health care workers.
- > have the right to be cared for by nurses who are respectful, knowledgeable and proactive.

We believe strong partnerships:

- > have the capacity to transform health care and the individual.
- > have the capacity to achieve excellence in delivering safe, reliable and quality health care.
- > create dynamic, world class evidence based outcomes in health care and education.



COURSE INFORMATION

COURSE OVERVIEW

The Diploma of Nursing (HLT54115) aims to equip you with the knowledge, skills and attitudes required to provide effective nursing care under the supervision of a registered nurse.

The course focuses on developing caring, reflective practitioners who are able to integrate theory into practice, problem solve and work in a collaborative team environment.

Knowledge and skills will be developed in many areas including: communication, cultural diversity, law and ethics, anatomy and physiology, acute and chronic health disorders, clinical nursing skills and medication management.

The Diploma of Nursing (HLT54115) at TAFE SA is accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC). Successful completion of the Diploma of Nursing (HLT54115) enables you to be eligible to apply for registration with the Nursing and Midwifery Board of Australia (NMBA).

CONTENT/STRUCTURE

The qualification consists of 25 units of competence: 20 core units and five elective units. Full details of the units of competence can be found on the TAFE SA website.

COURSE ADMISSION REQUIREMENTS

Satisfactory demonstration of reading, writing and numeracy skills by undertaking the Core Skills Profile for Adults (CSPA). Exit level scores of 3 in reading and numeracy and 2 in writing are required.

If there are more applications for this course than places available, applicants will be ranked by CSPA score

ENGLISH LANGUAGE COMPETENCY

From 1 July 2018 all applicants must demonstrate English language competency via one of the following pathways options to provide evidence of meeting the NMBA English language skills registration standard.

i. Primary language pathway

English is your primary language and you have undertaken and satisfactorily completed:

- > At least six years of primary and secondary education taught and assessed solely in English, including at least two years between 7 and 12, and
- > At the time of applying for NMBA Registration as a program graduate you will have completed an NMBA approved Diploma of Nursing program and will have a qualification taught and assessed in English.

ii. Extended education pathway

A formal English language test would not be required if the applicant can demonstrate 3.5 years (full-time equivalent) of education taught and assessed in English, in any of the following recognised countries:

- > Australia
- > Canada
- > New Zealand
- > Republic of Ireland
- > South Africa
- > United Kingdom
- > United States of America

At the time of applying for NMBA registration as a Diploma of Nursing graduate you will have completed five years (full-time equivalent) of studies in English.

The Board will only accept the completion of five years full-time equivalent of vocational and secondary education, tertiary and secondary education, combined tertiary, secondary and vocational education, or tertiary education taught and assessed in English.

iii. English language test pathway

You have achieved the required minimum scores in one of the approved English language tests and meet the requirements for test results specified in the NMBA's English language skills registrations standard.

English language test include:

- > International English Language Test Systems (IELTS) Academic module: Requires the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).
- > Occupational English Test (OET): Requires the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).
- > Pearson Test of English Academic (PTE Academic): Requires the PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).
- > Test of English as a Foreign Language Internet-Based Test (TOEFL IBT): Requires the TOEFL IBT with a minimum total score of 94 and the minimum scores of 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

Please visit tafesa.edu.au/nursing-requirements for further information.

COURSE LENGTH

It is generally accepted that a full-time student will complete the course within 18 months. Part-time students will complete the course within three years. There is an expectation that additional study and research will be undertaken in your own time to meet competency requirements.

The theory to practice component of this course is critical and therefore an acceptable progression through the course in a timely fashion must be adhered to. Course completion times may be extended however, to accommodate clinical placement attendance.

If students are bound to a contract of study (e.g. scholarship, cadetship, contract of training, international student, Centrelink/Abstudy support) they will be required to complete their study within a preset time frame. All other students will be expected to complete within the full-time or part-time study regime.

STUDY MODES

ON CAMPUS FULL-TIME

- > On campus learning allows you to learn in a classroom environment. Students attend classes at set times, at the campus where they enrolled. Students will have individual support from their contact lecturer.
- > On campus attendance requirements are four days/week, and some additional sessions that are programmed to occur outside of this; for example: tutorials, skills development and information sessions.
- > Session times are generally 9.00am – 4.00pm. There are tutorials that run outside of these times.
- > Online learning and use of 3D interactive NurseSim supports the on campus requirements.
- > Attendance at clinical skills assessment session weeks are compulsory.
- > Locations that offer this study mode are: TAFE SA Gilles Plains and Adelaide City.

ON/OFF CAMPUS FLEXIBLE DELIVERY

- > This mode enables you to study the theory components of your course at home, in your own time, while requiring you to be on campus to take part in practical learning and clinical skills assessment sessions. It allows you to plan your work and home life around study commitments.
- > You will receive individual support from your contact lecturer and the opportunity to interact with facilitating lecturers across South Australia for specialised units of competence.
- > Online learning is supported by the use of online classrooms, email, phone contact, tutorials, video-conference sessions, tele-link sessions, discussion forums, chat groups, informal study groups, and the use of 3D interactive NurseSim.

- > On campus practical learning sessions will be available at specified points in the course and students are expected to attend to bring their theory into practice as part of their study pathway. Please see table below for a guide to attendance requirements.
- > On-campus attendance is required for all clinical skills assessment sessions. This is approximately one week (5 days) each semester.
- > Locations that offer this study mode are: TAFE SA Whyalla, Port Pirie, Barossa Valley, Noarlunga, Mount Barker and Mount Gambier.
- > Students are responsible for making their own travel and accommodation arrangements and meeting all associated costs incurred as part of that.

| Stage 1 (Semester) | Duration |
|-------------------------------------|----------|
| 1.1 Practical Learning Sessions | 5 days |
| 1.2 Practical Learning Sessions | 5 days |
| Clinical Skills Assessment Sessions | 5 days |
| Stage 2 (Semester) | Duration |
| 2.1 Practical Learning Sessions | 5 days |
| 2.2 Practical Learning Sessions | 5 days |
| 2.3 Practical Learning Sessions | 5 days |
| 2.4 Practical Learning Sessions | 5 days |
| Clinical Skills Assessment Sessions | 5 days |
| Stage 3 (Semester) | Duration |
| 3.1 Practical Learning Sessions | 5 days |
| 3.2 Practical Learning Sessions | 5 days |
| Clinical Skills Assessment Sessions | 5 days |

Please note: Sessions and duration are subject to change

ON/OFF CAMPUS PART-TIME

- > On/of campus part-time allows to you learn in a mixture of classroom and online environments. Attendance is one night a week (night of the week to be advised) for tutorials, practical learning and clinical skills assessment sessions.
- > Times are generally 5.00pm – 9.00pm.
- > Some additional sessions are programmed to occur outside of this; for example: orientation, tutorials, skills development and information sessions.
- > This mode enables you to study the majority of the theory components of your course at home, in your own time. It allows you to plan your work and home life around study commitments.
- > You will receive individual support from your contact lecturer and the opportunity to interact with facilitating lecturers across South Australia for specialised units of competence.
- > Online learning is supported by the use of online classrooms, email, phone contact, tutorials, video-conference sessions, tele-link sessions, discussion forums, chat groups, informal study groups, and the use of 3D interactive NurseSim.
- > Locations that offer this study mode are: TAFE SA Gilles Plains, Noarlunga and Adelaide City.

ORIENTATION (COMPULSORY)

All students, irrespective of study mode, will be required to attend a three day orientation workshop.

Orientation welcomes new nursing students and provides detailed information about all aspects of the enrolled nursing program and competency requirements.

Students who are studying in the on/off campus flexible delivery mode will have a further two days attendance scheduled for Manual Handling, and First Aid or CPR updates.

COURSE COST

The approximate cost for a student who is eligible for the Government of South Australia's Subsidised Training for the Diploma of Nursing (HLT54115) is \$8,544 - \$9,230. This may vary dependent upon concessional status, electives chosen, permanent residency/citizenship and any recognition of prior learning or credit transfer that is granted and is subject to change. If you are not eligible for the South Government of South Australia's Subsidised Training, you will become a full fee paying student, this will be approximately \$26,781 - \$28,933.

Please note that TAFE SA does not require full payment prior to commencing the course – we encourage students to pay either one semester at a time or unit by unit. TAFE SA also offers VET Student Loans (VSL) via the Commonwealth Government, if eligibility is met. Refer to the TAFE SA website for further information.

Scholarships and financial assistance for this course are sometimes available. Further information regarding this can be obtained from the website or at your local campus.

ADDITIONAL COSTS

You will be required to purchase at least one TAFE SA student t-shirt with your first registration (please note this fee cannot be added to VSL and must be paid in full) approximate cost is \$30. You will need this for clinical placement and on campus when you are in the clinical skills laboratories. You have the opportunity to purchase additional t-shirts as required.

You will be required to wear enclosed, non-slip, waterproof shoes and black or navy pants full length, 7/8 or 3/4 pants, knee length shorts or skorts during clinical work and whilst on clinical placement.

You will be provided with a list of highly recommended texts at the commencement of your course and these will be discussed at orientation also. You have the option of purchasing these through a bookshop or online, or borrowing from the learning resource centre.

TYPES OF ASSESSMENT

All students will undertake a range of assessment tasks. These will include short answer questions, multiple choice, case studies, scenarios, essays, virtual simulations, clinical and practical. The process, method and timing of assessment are explained at the beginning of each unit.

DUAL PATHWAYS

TAFE SA offers opportunities to apply for a dual offer course. If given an offer you would be guaranteed a place at a South Australian university upon completion of your TAFE SA qualification. Plus, you'll receive credits for units already studied, which may reduce the time spent at university – and the cost. In most cases, the total time taken to gain a TAFE SA and university qualification will be greater than it would take to complete a single university degree.

Dual offer courses enable you to apply for a TAFE SA diploma or advanced diploma qualification and a connected university program in one application. Dual offers are available for selected courses at a number of TAFE SA regional and metropolitan locations.

USE OF COMPUTERS AND TECHNOLOGY

Students are expected to be able to use a computer in the online classroom environment and the internet on a regular and ongoing basis. Research is required to be completed online in addition to accessing other sources of information.

Students will be expected to be able to access their TAFE SA email account for sending and receiving of information and use the online 'myTAFESA' system for registering in units. Students are encouraged to produce assessment work in an electronic format, so experience in Microsoft Word and other associated programs would be beneficial. This also prepares the student for work within the health/nursing sector which is increasingly using technology at the bedside.

PROFESSIONAL EXPERIENCE PLACEMENT

All students are required to undertake a minimum of 400 hours of placement in the Diploma of Nursing (HLT54115). Placements are undertaken on a full-time basis and follow the shift hours of the nursing industry. Students should be prepared to work a seven-day roster, including weekends and public holidays; and across a 24-hour roster including morning, afternoon, evening and night shifts. Placements will be divided throughout your program and occur in a range of different settings such as: aged care, primary/community health, general practice, correctional services, and acute care. Please note, placements are unpaid.

TAFE SA has a placement unit that is responsible for organising placements; students are not to negotiate their own placements.

Placement may not always be close to your home. Students must be prepared to take placement opportunities that are offered to them, as refusal will result in the delay of course completion. Please note any travel and accommodation costs associated with attending placement will be at the students own cost.

PROFESSIONAL EXPERIENCE PLACEMENT REQUIREMENTS

Two major placement requirements are criminal history screening and immunisation records. Detailed information about these and other placement requirements will be provided to you at orientation.

Note: please wait until attendance at orientation to ensure you are applying for the correct documentation.

CRIMINAL HISTORY SCREENING/CHECKS

All nursing students are required to have a current* criminal history screening/check and a national police clearance before a placement can be allocated.

Screening checks through the Department for Communities and Social Inclusion are required.

*Determination of currency may vary depending on the organisational policies of the placement host.

IMMUNISATION RECORDS

Students must ensure that their immunisation/vaccination history is complete and up-to-date prior to attending placement. Immunisation records must be available to show your host employer on placement. Further information is available on the TAFE SA website. You can commence your immunisations prior to orientation.

Please note: students are responsible for any costs associated with obtaining a criminal history screening/national police check and appropriate immunisation records.



INFORMED CHOICES

The following information is designed to outline the range of demands on nurses and to assist you in making an informed decision about your career choice. All applicants for the TAFE SA enrolled nursing program need to understand what is required of them and should feel confident in undertaking all duties listed below.

PROFESSIONAL SKILL REQUIREMENTS

- > As a nurse you will be required to read small print on forms, signs, noticeboards, equipment and medication containers. Is your sight (with glasses, if required) within a range that would enable you to read small print?
- > Patient care often requires awareness of distant sounds, which may alert you to a problem. Is your hearing within a range that would enable you to hear a soft call, breathing difficulties, coughs etc from a short distance?
- > As a nurse you will be required to assist patients from chairs and beds to wheelchairs, shower chairs and walking frames. Is your strength and mobility, especially in your lower back, sufficient to safely assist with manual handling tasks?
- > Care of some patients will involve assisting with dressing, assisting with meals, applying bandages, administering injections and other tasks that require manipulative skills. Do you have full control and flexibility of your fingers and hands?
- > In most care situations frequent hand washing is a necessity, and this means coming in contact with disinfectants and other chemically based substances. Do you have any past or present skin conditions that would cause you problems in this situation?
- > Working as a nurse delivering patient care involves long days on your feet, both walking and standing. Do you have any leg or foot condition/s that would cause discomfort or render you unable to work an eight hour day or longer?

RECOGNITION

All students are encouraged to discuss opportunities for recognition. Recognition is a process used to assess an individual's existing level of knowledge and skills against a range of industry standards. This process is standard practice. Please note there are fees associated with recognition. Recognition discussions take place after you are accepted into the course.

CREDIT TRANSFER

Credit transfer for units studied in other qualification areas is available where national codes are the same or formal arrangements exist. Credit transfer discussions take place after you are accepted into the course.

UNIVERSITY AND TAFE SA

Students who complete a Diploma of Nursing (HLT54115) are eligible to apply to any university for acceptance into the Bachelor of Nursing which ultimately leads to registration as a registered nurse. Students will need to look into each State's university entrance requirements and credit transfer arrangements to check on their eligibility.

Students who have completed university studies in a Bachelor of Nursing are encouraged to discuss opportunities for recognition with a contact lecturer following acceptance into the course.

TRANSFER WITHIN TAFE SA CAMPUSES

Students are not able to transfer their course offer due to the ranking process. Students must commence at the location that has been accepted. There may be options available for students to transfer to another location within TAFE SA once study has commenced. There needs to be a place available at the location of choice and these options would need to be discussed through a contact lecturer.

NURSING AND MIDWIFERY BOARD OF AUSTRALIA (NMBA)

MANDATORY REGISTRATION STANDARDS

All students enrolled in the Diploma of Nursing (HLT54115) are registered as students with the Australian Health Practitioner Regulation Agency (AHPRA). TAFE SA will complete this registration with AHPRA on your behalf at no cost.

To practice in Australia you must be registered with the NMBA and hold a current practising certificate. The NMBA has defined registration standards relating to continuing professional development, criminal history, English language skills and professional indemnity insurance.

You are advised to view the standards by visiting the NMBA website: nursingmidwiferyboard.gov.au

Under the national law, students enrolled in an approved program of study must notify AHPRA within seven days of becoming aware that:

- > They have been charged with an offence punishable by 12 months imprisonment or more or
 - > They have been convicted of, or are the subject of, a finding of guilt for an offence punishable by imprisonment
- or
- > Their registration under the law of another country that provides for the registration of students has been suspended or cancelled.

Upon successful completion of the Diploma of Nursing (HLT54115) you will be eligible to apply for general registration as an Enrolled Nurse with AHPRA. Further information is provided at your orientation and throughout your studies and can be accessed on the AHPRA website ahpra.gov.au

INFORMED CHOICES

In order to make an informed choice about the suitability of this course, you must take into account the essential skills and knowledge in addition to the critical aspects of assessment of this course or qualification.

STUDY AREA

Diploma of Nursing (HLT54115)

Diploma of Nursing/Associate Degree in Primary Health and Wellbeing (HLT54115)

Diploma of Nursing/Bachelor of Nursing – University of Adelaide Pathway (HLT54115)

Diploma of Nursing/Bachelor of Nursing (Pre-registration) – Flinders Uni Pathway (HLT54115)

For more detailed information about specific courses please go to: training.gov.au

INDUSTRY CAREER PATHWAYS

Enrolled nursing is an exciting and rewarding career that provides many opportunities. Enrolled nurses are employed in hospitals, community health services, residential care, private homes (home care), factories, schools, medical practices and pathology services. Enrolled nurses are employed on a full-time and part-time basis.

Students who have completed the HLT54115 Diploma of Nursing qualification/s in the Training Package listed above may seek employment in the following specialised industry career pathways:

Possible job outcomes:

> Enrolled Nurse

For more specific information on the details and tasks relating to the Nursing Industry please refer to;

> For assistance with employment, visit joboutlook.gov.au

> For up to date career resources to help explore and plan careers, visit myfuture.edu.au

> Nursing and Midwifery Board of Australia (NMBA): nursingmidwiferyboard.gov.au

> Australian Health Practitioner Regulation Agency (AHPRA): ahpra.gov.au

> SA Health – Nursing and Midwifery Office: sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about+us/department+of+health/system+performance+division/nursing+and+midwifery+office

> National Enrolled Nurse Association of Australia: nena.org.au/Enrolled_nursing.html

For more detailed information about specific courses go to: training.gov.au

CORE SKILL REQUIREMENTS (INHERENT REQUIREMENTS)

In this industry career pathway, the following areas need to be considered;

1. Observational Skills and Abilities

- > Notice changes in people's behaviour, ability and the environment.
- > Observe and interpret non-verbal cues across all age ranges (e.g. facial expressions, body language).
- > Respond to verbal and non-verbal cues and communication accurately and appropriately across all age ranges.
- > Be attentive and display consistent and appropriate facial expressions, eye contact.

- > Be mindful of space, time boundaries and body movements and gestures within the physical environment.
- > Precise and speedy reaction to sensory stimuli (e.g. identifying safety hazards and risks and reacting within a limited timeframe).
- > Ability to diligently observe (e.g. multiple clients, the broader environment, monitoring equipment).
- > Adequate visual acuity is required to provide safe and effective nursing care (e.g. observation, examination and assessment of clients; observing and detecting changes in skin and wounds; reading and interpreting hand-written and computer documentation and charts).
- > Adequate visual acuity to read very small print (e.g. measurements along a syringe, medication container labels, expiry dates, test results, information on monitors and equipment).

2. Communication Skills and Abilities

- > Communicate effectively in English with a range of people (e.g. clients, families, colleagues and other health professionals).
- > Ability to communicate, contribute and work with other people as a member of a team.
- > Ability to speak clearly and audibly (e.g. providing information or instructions to clients, reporting to colleagues and other health professionals).
- > Provide timely, accurate and effective delivery of instructions, feedback and reporting.
- > Demonstrate politeness, respect and empathy in all interactions with people.
- > Use appropriate language and respect when working with people, demonstrating sensitivity to individual and/or cultural differences.
- > Understand and respond to verbal communication accurately and appropriately.
- > Listen attentively to what is being said.
- > Ability to receive and reflect on constructive feedback for performance improvement and respond appropriately.
- > Read and understand written information in a variety of formats including hand written, printed text, graphs and diagrams.
- > Understand and respond to written and verbal instructions in a timely manner.
- > Use information technology to support communication (e.g. computer for reports, emails, and documents).
- > Ability to construct accurate, clear and logical written communication (e.g. legible, grammatically correct, accurate spelling, accurate and relevant information for clinical documentation and charting).
- > Sufficient auditory ability (hearing) to hear and differentiate sounds that may alert you to a problem (e.g. a client with breathing difficulties, coughs, vomiting; assessing client breath sounds; a softly spoken client).
- > Sufficient auditory ability to differentiate sounds (e.g. background noise, alarms, speech) and detect calls for help or the activation of a call bell for assistance.

3. Technical and Motor Skills and Abilities

- > Physical capability to cope with the demands of shift work (e.g. early, late and night shifts over a seven (7) day roster).
- > Ability to deal with bodily fluids (e.g. vomit, blood, urine and faeces).
- > Ability to deal with the physical demands of undertaking manual tasks on a consistent basis (e.g. standing, lifting, bending, squatting, kneeling, repetitive movements, moving both equipment and people).

- > Good mobility to be able to undertake physical or manual tasks (e.g. moving or positioning clients, moving equipment in confined spaces and over defined distances, assisting clients with personal care needs such as showering and dressing).
- > Able to maintain balance while undertaking manual tasks.
- > Ability to be on your feet for extended periods of time, both walking and standing.
- > Manual dexterity and fine motor skills to grasp, push, press, turn, squeeze and manipulate objects to perform tasks (e.g. pump up a blood pressure cuff, administering an injection, applying bandages).
- > Use computers and related information technology including basic computing, word processing skills, data access using the internet.

4. Cognitive Skills and Abilities

- > Able to gather, understand and organise appropriate and relevant information.
- > Ability to recall and communicate information with accuracy.
- > Understand other people's perspectives/opinions and respect their choices.
- > Able to use judgement/basic problem-solving skills (e.g. to respond to immediate safety risks).
- > Maintain a sufficient level of concentration to complete a task or activity.
- > Be attentive in interactions with others (e.g. to identify risks and/or changes).
- > Time management skills including prioritising tasks (e.g. perform tasks accurately, in a safe manner and within reasonable timeframes).
- > Accept personal responsibility for accurate completion of work and seek help when required.
- > Able to work under direct supervision.
- > Ability to read, write and understand information and documents (e.g. reports, charts, and clinical documentation, workplace instructions, policies and procedures).
- > Ability to integrate and apply knowledge in practice.
- > Competent and accurate numeracy skills to perform basic mathematical functions without the use of a calculator (e.g. for measuring medications, medication calculations, using the 24-hour clock, completing a fluid balance chart).
 - Maths required for medication calculations includes addition, subtraction, multiplication, division, decimals, fractions, percentages, the metric system, metric conversion, and ratios.

5. Behavioural and Social Skills and Abilities

- > Have a genuine interest in interacting and working with people.
- > Willingness to work with and care for people regardless of gender, culture, sexuality or religion.
- > Tolerate close proximity with individuals.
- > Demonstrate professional behaviour (e.g. punctuality, maintaining confidentiality).
- > Maintain a neat personal appearance, including a high level of personal hygiene.
- > Respect personal and professional boundaries, including the use of social media.
- > Control your emotions and reactions and withhold personal opinions.
- > Recognise and respond appropriately to emotion.
- > Accept responsibility for own actions.
- > Demonstrate self-awareness and insight into personal limitations.
- > Have a capacity for self-awareness to monitor own health and wellbeing.

- > Comply with legal and/or licencing requirements of industry (e.g. criminal history check).
- > Able to work as part of a team and/or independently.
- > Be receptive and respond appropriately to constructive feedback.
- > Able to work under pressure and function effectively in stressful situations.

LANGUAGE, LITERACY & NUMERACY

The Language, Literacy & Numeracy requirements are core skills for all job roles at all levels. The Australian Core Skills Framework (ACSF) indicates that the five core skill areas are reading, writing, numeracy, oral communication and learning which we apply in our personal and community; workplace and employment; and education and training.

Some of the core language, literacy and numeracy (LLN) skills for entry into this industry are:

- > Learning – legal and ethical guidelines of work, understand various roles and responsibilities within health and work with individual differences, industry standards, safety policies and procedures.
- > Oral Communication – active listening skills, communicating with clients and their family, team members, and health professionals. Communicating with clients who have impaired communication. Effective questioning and active listening techniques to respond and work with clients and families and team members. Effective questioning, phone skills and providing information to team members.
- > Reading Skills – ability to read complex texts and extract relevant information. Reading and understanding client care plans, charts, procedures, reports, notes and work instructions, industry specific terminology, common abbreviations and symbols, workplace safety signs.
- > Writing Skills – recording observations, completing forms, documents, reports, taking messages. Ability to write accurately and succinctly (i.e. spell with reasonable accuracy, legible handwriting style).
- > Numeracy Skills – perform basic mathematical functions for medication calculations; measure fluids, read weights and measurements, interpret and document in charts, tables and graphs, calculate timeframes; measure and record data and interpret results.
- > Problem Solving Skills – show independence and initiative in identifying and solving problems.
- > Technology Skills – Ability to use computers and internet. Electronic recording of data and observations, and other relevant information. Use standard software as well as industry specific software. Online learning.

Australian Core Skills Framework: docs.education.gov.au/node/37095

EMPLOYABILITY SKILLS

Listed below are the employability skills that an individual student needs to demonstrate during training and are highly valued by industry when seeking employment. As a student you must be able to demonstrate:

Communication

- > The ability to develop and maintain relationships, trust and confidence.
- > The ability to communicate with a range of people from different backgrounds.

Teamwork

- > The ability to work with other people for a common outcome.
- > Respect for other people and their role within the work team.
- > The ability to accept direction and feedback.

Problem solving

- > The ability to identify potential problems and respond appropriately.
- > The ability to ask questions and seek clarification when necessary.

Initiative and enterprise

- > Motivation and interest.
- > The ability to seek assistance when necessary.
- > Foresight/the ability to see what needs to be done.

Planning and organising

- > Appropriate time management skills.
- > The ability to prioritise, plan and organise own workload.

Self-management

- > Seek feedback and reflect on your own performance.
- > Accept responsibility for own actions.

Learning

- > Ability to identify own strengths and weaknesses and seek assistance where necessary.
- > The ability and motivation to build on past knowledge and experience.
- > The ability to take on new information and tasks.

Technology

- > The ability to learn and adapt to new technology.
- > The ability to access information and use digital media for study and work.

VOCATIONAL PLACEMENT REQUIREMENTS

As part of the Diploma of Nursing you are required to complete vocational placement (professional experience placement). All placements are sourced and negotiated by the TAFE SA Nursing Placement Unit in collaboration with SA Health and individual health facilities.

All students are required to undertake a minimum of 400 hours of professional experience placement in the Diploma of Nursing.

Placements are undertaken on a full-time basis and follow the shift hours of the nursing industry (i.e. 24/7, day/afternoon/night shift). Students are required to attend all shifts as rostered by the placement venue.

Students are expected to be available to undertake placement across all days of the week as placement may include weekends and public holidays.

Professional Experience Placements occur in facilities across South Australia, including metropolitan, rural and remote locations. Travel times may vary considerably depending on the location of the placement.

There are four (4) Professional Experience Placements that are divided throughout the program:

- > Introduction to Nursing
- > Fundamental Nursing Care
- > Complex Nursing Care
- > Specialty Nursing Care.

Important Information for Professional Experience Placement

Students will be required to:

- > Meet the Criminal History Screening requirements prior to placement (refer to the information in the Industry Legislation or Licencing section on the next page)
- > Provide immunisation records prior to placement (refer to the information in the Industry Legislation or Licencing section on the next page)
- > Adhere to uniform requirements
 - TAFE SA Nursing student t-shirt; enclosed, non-slip, waterproof shoes; black or navy pants full length, 7/8 or 3/4 pants, knee length shorts or skorts as deemed appropriate for the work environment
- > Organise own travel arrangements to the placement venue and, if required, accommodation.

Fitness to practice

If a student has an impairment or health issue that may, either in the course of study or clinical training, place the public at substantial risk of harm, TAFE SA is obligated by law to report this to AHPRA. Any individual or organisation can make a complaint or raise a concern about a registered student with AHPRA if they have a concern about the student's health, conduct or performance.

AHPRA defines a health impairment as a "Physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect a registered health practitioner's capacity to safely practise the profession or a student's capacity to undertake clinical training." AHPRA, 2015

If you have, or may have, any impairment that would, or be likely to, affect your capacity to undertake clinical placement, you will be required to provide evidence from a qualified medical professional to pronounce you fit to undertake placement or to outline any restrictions prior to placement being arranged.

Professional experience placement is subject to availability and expected course length may be extended to accommodate this or if additional placement is required to meet all required course outcomes

OTHER CONSIDERATIONS

- > Awarding of the Diploma of Nursing does not automatically entitle you to work as a nurse in Australia. You will be required to obtain registration with the NMBA before commencing work. Registration standards and requirements can be found at nursingmidwiferyboard.gov.au
- > Access to a computer and internet is fundamental to the successful completion of the Diploma of Nursing. Students will need to access and participate in the online classroom, produce work in electronic format, use their TAFE SA email account, research and access other sources of information via the internet.
 - TAFE SA students are able to access computers and internet via TAFE SA Libraries across all TAFE SA campuses.
- > Practical components of the course will require students to adhere to the uniform requirements (as per Vocational Placement Requirements).
- > Regardless of contact hours, there is an expectation of additional study to be undertaken in your own time to meet competency requirements (outside of contact time or online classroom time).
- > In most care situations frequent hand washing is a necessity, and this means coming in contact with disinfectants and other chemically based substances. Existing skin conditions may be an issue as a result of this requirement.

WORKPLACE HEALTH AND SAFETY

All practitioners must understand their workplace health and safety obligations and safety requirements under the:

- > Workplace Health and Safety Act 2012 (South Australia), which imposes obligations on people at workplaces to ensure workplace health and safety.
- > Workplace Health and Safety Regulation 2012 (South Australia) that describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- > Codes of Practice, which are designed to give practical advice about ways to manage exposure to risks common to industry.

All practitioners must be able to participate in Risk Assessments, Incident Reports and Hazard Identification.

INDUSTRY LEGISLATION OR LICENCING

All students who have completed must meet the qualification and legislative or licensing requirements set by industry standards. These are core requirements for eligibility to work in specific industry areas and to gain professional memberships to practice within this industry.

Criminal History Screening

Criminal history screening is an assessment of an individual's criminal history to determine if they are suitable and safe to practise in a particular work environment or job role.

All students in the Diploma of Nursing (HLT54115) are required to demonstrate that they have undertaken the appropriate criminal history screening prior to being considered for placement.

- > A current* National Police Check for working with vulnerable groups
- > A current* screening check through the Department for Communities and Social Inclusion (including child-related, aged care sector and vulnerable person-related).

*Determination of currency may vary depending on the organisational policies of the placement host.

Individual students are responsible for any costs associated with obtaining a criminal history screening: national police check and screening check

For further information, go to:

- > screening.dcsi.sa.gov.au
- > police.sa.gov.au/services-and-events/apply-for-a-police-record-check

Details of specific application processes are supplied to successful applicants on commencement of the course.

Immunisation Records

Working in health care environments can pose a greater risk of getting and/or transmitting some diseases. Immunisation is an effective way of reducing the risks of catching diseases that are preventable through vaccination and reducing the risk of passing on diseases to vulnerable people such as young children or older people.

- > Nursing students must have a complete and up-to-date immunisation/ vaccination history to be eligible for placement

The South Australian Department for Health and Wellbeing have published guidelines for immunisation of health care workers in South Australia: Immunisation Guidelines for Health Care Workers in South Australia.

Information on the specific immunisation requirements for health care workers can be located in the Australian Immunisation Handbook.

NMBA Mandatory Registration Standards

Student Registration

All students enrolled in the Diploma of Nursing (HLT54115) are required, under the Health Practitioner Regulation National Law (South Australia) Act 2010, to be registered as a student with the Nursing and Midwifery Board of Australia (NMBA). The registration process is undertaken by the Australian Health Practitioner Regulation Agency (AHPRA). TAFE SA completes this registration on your behalf following enrolment. No fee applies for student registration.

Registration as a Nurse

Upon successful completion of the Diploma of Nursing (HLT54115) you will be eligible to apply for general registration as an enrolled nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

To practice in Australia, you must be registered with AHPRA and hold a current practising certificate. Costs are associated with registration.

For more information on nursing registration, visit:

nursingmidwiferyboard.gov.au/Registration-Standards

TAFE SA COURSES

TAFE SA has a range of courses/qualifications within Community Services, Health and Lifestyle – Nursing including:

Award Courses:

tafesa.edu.au/courses/health-lifestyle/nursing-pathology

Short Courses: tafesa.edu.au/courses/health-lifestyle/short-courses
(These courses are currently for Enrolled and Registered Nurses)

International Courses for international students:

tafesa.edu.au/international/international-courses/health-lifestyle

Make sure you read the course information available on the TAFE SA website before finalising your application tafesa.edu.au

BEFORE YOU ENROL

- > If you intend to enrol in Nursing, please review the inherent requirements listed in this statement and think about whether you might experience challenges in meeting them.
- > If you think you might experience challenges related to your disability or health condition or for any other reason, you should discuss your concerns with the Program Area, a Student Services staff member or a Disability Access and Equity Officer.
- > If you have made an informed choice that this is not the right pathway for you, please consider another qualification or the following programs:
 - TAFE SA Foundation Skills: tafesa.edu.au/literacy
 - South Australian Skills Gateway: s.skills.sa.gov.au/Career-seekers/Explore-careers/Choose-your-career
- > Other Courses:
 - Courses in Health and Lifestyle
tafesa.edu.au/courses/health-lifestyle
 - Courses in Community Services
tafesa.edu.au/courses/community-services



Government of
South Australia

tafesa.edu.au/nursing
enquiry@tafesa.edu.au
1800 882 661

If you are deaf, or have a hearing or speech impairment,
contact us through the National Relay Service **relayservice.gov.au**