

Course Handbook

HLT51607

Diploma of Nursing

(Enrolled/Division 2 Nursing)

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Entry Requirements

Individual courses offered by RDNS Your Health & Learning have varying selection and enrolment requirements which a student must satisfy.

The entry requirements for the HLT51607 Diploma of Nursing (Enrolled/Division 2 nursing) are as follows:

- > Applicants must be over 18 years of age
- > Successful completion of **year 12** or its equivalent;
- or
- > **Completion of Certificate III** –(ideally in health/community services);
Certified copies of formal qualifications must be provided or originals must be supplied for sighting and copying
- or
- > Mature age entry – **minimum 2 years full-time equivalent employment**, ideally in health/community services
Evidence must be supplied in the form of references/resume verifying industry experience in related fields

For all applicants:

- > Declaration you possess the ability to meet the physical demands of nursing, in particular the requirements of manual handling.
- > Attendance at RDNS Your Health & Learning information session, interview and completion of enrolment application paperwork

English language skills requirement

Applicants not having evidence of completing five (5) years (full time equivalent) of education taught and assessed in English in any of the recognised countries listed in the AHPRA registered standard (listed below), must provide evidence of having undertaken one of the following:

- A) **International English Language Testing System (IELTS)** examination (Academic) with a minimum score of 7 in each of the four components of listening, reading, writing and speaking.
- or
- B) Occupational English Test (OET) with an overall pass and with grades of A or B in each of the four components of listening, reading writing and speaking.

Recognised countries listed in the AHPRA registered standard:

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

Occupational English Test (OET) with and overall pass, and with grades A or B only, in each of the four components of listening, reading, writing and speaking.

All applicants must attend an interview with an RDNS Your Health & Learning Representative prior to acceptance to determine eligibility and suitability for this program. Due to limited numbers available there is no guarantee of acceptance into this program.

About the course

This course is designed to enable you to register as an Enrolled Nurse with the Australian Health Practitioners Registration Agency (AHPRA).

The course will be conducted over 18 months. The schedule of attendance will vary during the year and you will be required to attend between ½ day to 2 days per week, depending on the unit being studied at the time. You will know well in advance when attendance is required. On average, attendance required in the classroom will be 1 day per week.

You will be required to supplement the course attendance using self directed learning packages and workbooks. This will require on average, a commitment of at least 8-30 hours per week study time to be completed by you in your own time.

Note you will be required to utilise computers for this course, a basic understanding and knowledge of how to use the following is essential:

- Microsoft Windows XP or above
- File Management (saving and opening files)
- Microsoft Office 97 or above (MS Word)
- Internet Browsing/Searches
- Send/receive emails

Once you have successfully completed your Diploma there are two further study options. Firstly you will be eligible for credit recognition equivalent to the first year of study in an undergraduate Nursing Bachelor degree at a range of universities across Australia (enabling you to register as a Registered Nurse, once you have completed the degree). The second option is that this course also satisfies one of the pre-requisites for the Advanced Diploma of Nursing (Enrolled/Division 2 nursing).

Course Fees

This Schedule of Fees is correct at the date of publication and is subject to change. Unless otherwise indicated students are individually and personally responsible for each fee as relevant to their enrolment with RDNS Your Health & Learning. All fees include GST unless otherwise indicated.

The deposit of \$500 and the \$150 Information Service Fee is required to secure a place in the course (Total \$650.00). The balance of the course fees are payable either in advance or regularly throughout the course (via payment agreement) and are due in full no later than the last day of classroom attendance. RDNS Your Health & Learning is a member of the ACPET ASTAS, which provides protection for tuition fees paid in advance (for more information visit www.acpet.edu.au)

FEE	DESCRIPTION	AMOUNT	FREQUENCY
HLT51607 Diploma of Nursing (Enrolled/Division2 Nursing)	Fee payable for tuition and assessment of the Diploma of Nursing qualification <i>*note this fee may be split into 1 or more periods of study making up the full qualification and each fee may be different</i> <i>Tuition fees include:</i> <i>Parking Permit</i> <i>Tuition and Lectures</i> <i>Workbooks</i> <i>Induction & Orientation</i> <i>Student counselling and support</i> <i>Student Identification card</i> <i>First Aid & Manual Handling</i> <i>Administration, insurances, placements and facilitation</i>	\$8,000	Per enrolment
Enrolment Deposit	A non refundable amount not more than \$500 payable to secure a place offered in any unit or qualification	\$500.00	Per item

	<i>*note this fee is credited against/deducted from tuition fees due per enrolment</i>		
Student ID	Fee payable for issuance of a replacement student identification badge	\$10.00	Per item
Replacement Transcript	Fee payable for issuance of a replacement transcript or academic record	\$30.00	Per item
Replacement Parchment	Fee payable for issuance of a replacement parchment or testamur	\$30.00	Per item
Overdue Account	Fee payable where overdue fees exist	10% of overdue balance	Per overdue account
Uniform Shirt	Fee payable for 2 uniform shirts for clinical placement	\$35.00 x 2	Per item
Information Services	Fee payable for access to information services including library collection, borrowing, study skills support	\$150.00	Per enrolment
Screening & Licensing	Fee payable for completion of a criminal history and screening check twice throughout the duration of the Program. Once on commencement and once prior to the Acute Placement at the end of the program. <i>*note this fee is subject to the control of the Department of Families and Communities Screening and Licensing Branch</i>	\$38.50 x 2	Per item
Recognition of Prior Learning Assessment	An amount payable for delivery of partial or whole unit(s) remaining to complete a unit or qualification once RPL has been granted	50% of unit cost	Per unit (outlined in table below)
Repeating of units of competency	Fee payable for re-attendance/repeating of units of competency due to failure to meet academic requirements.	As indicated in table below	Per unit of competency or semester

Individual Unit and Semester costs for reattendance due to failure to meet academic requirements

	Total Fee	RPL Fee
CHCORG405D Maintain an effective work environment	\$226.60	\$113.30
HLTAP401B Confirm physical health status	\$435.60	\$217.80
HLTAP501B Analyse health information	\$435.60	\$217.80
HLTEN401B Work in the nursing profession	\$331.10	\$165.55
HLTRAH302B Undertake home visits	\$174.35	\$87.05
HLTEN502B Apply effective communication skills in nursing practice	\$252.75	\$126.40
HLTEN503B Contribute to client assessment and developing nursing care plans	\$331.10	\$165.55
HLTEN504B Implement and evaluate a plan of nursing care	\$383.35	\$191.70
HLTEN505B Contribute to the complex nursing care of clients	\$435.60	\$217.80
HLTEN506B Apply principles of wound management in the clinical environment	\$226.60	\$113.30
HLTEN507B Administer and monitor medications in the work environment	\$540.10	\$270.05
HLTEN508B Apply reflective practice, critical thinking and analysis in health	\$174.35	\$87.20
HLTEN509B Apply legal and ethical parameters to nursing practice	\$226.60	\$113.30
HLTEN510B Implement and monitor nursing care for consumers with mental health problems	\$226.60	\$113.30
HLTEN511B Practice nursing care for clients requiring palliative care	\$331.10	\$165.55
HLTEN512B Implement and monitor nursing care for clients with acute health problems	\$540.10	\$270.05
HLTEN513B Implement and monitor nursing care for clients with chronic health problems	\$435.60	\$217.80

HLTEN515B	Implement and monitor nursing care for older clients	\$409.50	\$204.75
HLTEN516B	Apply understanding of the Australian Health Care System	\$383.35	\$191.70
HLTEN608B	Practise in the domiciliary health care environment	\$331.10	\$165.55
HLTFA301C	Apply First Aid	\$94.10	\$47.05
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	\$122.10	\$61.05
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people	\$226.60	\$113.30
HLTIN301C	Comply with infection control policies and procedures in health work	\$226.60	\$113.30
HLTOHS300B	Contribute to OHS Processes	\$174.35	\$87.20
HLTEN611B	Apply principles of diabetic nursing care	\$325.20	\$162.60

Repeating of an entire semester will incur the following costs	
Semester One	\$2010.00
Semester Two	\$2500.00
Semester Three	\$2990.00
*An additional Screening and licensing application may be required dependant on timeframes relative to placement.	\$38.50

Course Schedule

The units are delivered in semesters and are broken up into semester 1 – 3. Each semester is approximately 14 weeks of duration of face to face teaching time. Clinical placements are an addition to this face to face time.

SEMESTER ONE	
Code	Title
HLTEN401B	Work in the nursing profession
HLTEN509B	Apply legal and ethical parameters to nursing practise
HLTOHS300B	Contribute to OHS processes
HLTEN502B	Apply effective communication skills in nursing
HLTFA301C	Apply first aid
HLTEN504B	Implement and evaluate a plan of nursing care
HLTAP501B	Analyse Health Information
HLTEN503B	Contribute to client assessment and developing nursing care plans
HLTIN301C	Comply with infection control policies and procedures in health work
HLTEN507B	Administer and monitor medications in the work environment (part unit)
HLTAP401B	Confirm physical health status
3 Weeks	Placement Aged Care Facility
SEMESTER TWO	
HLTEN513B	Implement and monitor nursing care for clients with chronic health problems
HLTEN515B	Implement and monitor nursing care for older clients
HLTEN505B	Contribute to the complex nursing care of clients (part unit)
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTEN506B	Apply principles of wound management in the clinical environment

HLTEN511B	Provide nursing care for clients requiring palliative care
HLTEN608B	Practise in the domiciliary health care environment
HLTRAH302B	Undertake home visits
HLTEN611B	Apply principles of diabetic nursing care
1 Week	Placement RDNS Community

SEMESTER THREE	
Code	Title
HLTEN516B	Apply understanding of the Australian health care system
HLTEN512B	Implement and monitor nursing care for clients with acute health problems
HLTEN507B	Administer and monitor medications in the work environment (part unit)
HLTEN505B	Contribute to the complex nursing care of clients (part unit)
HLTEN510B	Implement and monitor nursing care for consumers with mental health conditions
HLTEN508B	Apply reflective practise, critical thinking and analysis in health care
CHCORG405D	Maintain an effective work environment
6 Weeks	Placement Acute Care
	Course evaluation and completion

Clinical Placement

As part of the course you will be required to complete compulsory clinical placements. These will vary between 10 – 20 days in duration and will on average require attendance for 4-5 days per week. The successful completion of your qualification is in part reliant on completion of clinical placement hours specified above. Therefore you should be aware that if you miss any of the scheduled placements you will need to make up any time missed and it is possible that this may be at a later date and in a completely separate venue. Students must be fit to perform all duties required when on placement. It is critical that you make the most of your time in your clinical placements as it is here that you will gain the confidence and competence to help you gain successful employment once you have finished the course. We expect that you 'get in there' and take every opportunity you have to practice your new found skills and apply your training to practice.

During the compulsory clinical placements students will be rostered according to placement shifts, eg:
 7.00am - 3.30pm early shift
 2.30pm - 10.30pm late shift

Students will not be required to attend placement shifts on weekends or night shift or public holidays.

Placements will be negotiated by RDNS Your Health & Learning on your behalf. The Department of Health's agency ClinPlace is the agency that is utilised within South Australia to provide you with your clinical aged care and acute placements. As such RDNS Your Health and Learning has little to no control of venue, location and in some circumstances timing of your placements. Placements may be in remote areas as opposed to metro locations again this is based on availability.

In some circumstances due to State placement pressures, placements may need to be renegotiated and amendments to your training program made to reflect these changes. Unfortunately RDNS Your Health and Learning has no control or jurisdiction over this process but will work tirelessly to provide you with the clinical exposure that you need to meet the expected learning outcomes with as much notice as possible. Students will be supported in their clinical placements by facility preceptors and RDNS Your Health & Learning staff.

Prior to your first Clinical Placement along with completion of the Nursing and Midwifery Student Clinical Placement Orientation package you will be provided with a RDNS Placement Student guide providing you with more detailed information about placements.

Clinical Placement Pre requisite requirements

Students are required to satisfy all course assessment requirements including satisfactory completion of all clinical placements in order to complete the course. To enable the allocation of clinical placements the pre-requisites include but are not limited to:-

- > Clear, unencumbered National Criminal History Record Check (see detailed information below)
- > Current immunisation record with evidence of up to date vaccinations as per Clinplace SA requirements (see detailed information below)
- > Completion of the Nursing and Midwifery Student Clinical Placement Orientation package available on line http://www.nursingsa.com/pdf/Nursing/Online_orientation_v2.doc
- > Have completed manual handling training and have been deemed competent (within 12 months to cover your placement dates)
- > Have a current Senior First Aid Certificate to meet the requirements of HLTF301C
- > You are up to date with your academic work relevant to your placement
- > You are up to date with your fee payments

National Criminal History Record Check (NCHRC)

Successful graduates wishing to work as an Enrolled Nurse will be required to register with the Australian Health Practitioners Registration Agency (AHPRA), (refer to page 19 for further information). One of the criteria for assessing suitability for registration is also a criminal history check. A clear, unencumbered NCHRC is also essential for allocation of clinical placements. Should you have any prior criminal convictions speak with your Principal Educator or Course Co-ordinator prior to enrolment.

If during the course of your enrolment, changes occur to the status of your National Criminal History Record Check, you are required under the Health Practitioner Regulation National Law Act 2009 to notify RDNS Your Health and Learning as well as the Nursing and Midwifery Board of Australia. Under their direction your enrolment may be suspended or cancelled as National regulators of nursing practice in Australia.

Immunisation Requirements

If for cultural, religious or medical reasons you are unable or unwilling to be immunized, in following the guidelines set out by SA Health your enrolment and consequent completion of the program may be suspended pending negotiations with host facilities to facilitate you on clinical placement. RDNS Your Health and Learning holds no jurisdiction over this matter and the negotiated result will be final. If hosts are not able to facilitate your placement you will not be able to meet the assessment requirements of the units of competence and as such your enrolment will be cancelled. Further information regarding immunisation guidelines for Health Care Workers in South Australia can be located at: <http://www.health.sa.gov.au/pehs/immunisation/hcwguidelines-pehs-sahealth-1004.pdf>

Further information regarding Clinical Placement Requirements can be found at the RDNS Your Health and Learning website below:

<http://www.yourliferdns.com.au/198/clinical-placement-requirements.aspx>

Further information regarding immunisation and NCHRC relating to registration with AHPRA can be found at the following website:-

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

Guidelines – Professional Dress and Appearance

Uniforms, Professional Dress & Appearance

RDNS Your Health & Learning has a commitment to promote a professional image in all aspects of its business. This includes the personal appearance of staff and students.

Attendance at Lectures

- > Neat casual dress is required
- > Identification Badge must be worn at all times
- > Closed-in shoes are required in the Skills Lab.

Clinical Experience

Clinical Experience describes sessions delivered at RDNS and as such is different from Clinical Placement where students undertake clinical skills in a clinical health facility or venue.

Students will be required to wear uniform for Clinical Experience unless otherwise directed by the Principal Educator.

Clothing must allow for ease of movement to ensure safe posture in all positions required to perform nursing care.

Female students

Navy knee length Skirt, Culottes or Trousers

- > Polo shirt with RDNS logo which can be purchased
- > Plain navy cardigan, jumper or vest
- > Stocking or socks navy, white or flesh colour

Male Students

- > Navy Trousers
- > Polo shirt with RDNS logo which can be purchased
- > Plain navy cardigan, jumper or vest
- > Socks navy, white or flesh colour

NB: Students may need to comply with additional dress code requirements as per Clinical Placement Agency requirements. Any associated costs are the responsibility of the student.

Shoes

The following criteria are to be met by both male & female students:

- > Shoes are to be Navy, Black or White
- > Shoes are to have a broad heel base, preferably flat with arch and instep support (height no greater than 4cms)
- > Shoes must be completely enclosed (no sandals)
- > Shoes are to have well maintained non-slip soles

General Appearance

The following criteria are to be met by both male & female students:

- > Jewellery should be kept simple and the style should not be hazardous, (plain wedding ring, studs or sleepers)
- > Pierced body jewellery should be restricted to the ears, unless completely hidden by clothing or meet the organizations OHS standards.
- > Hair must be clean and neat and if longer than shoulder length, tied or secured at the back of the head with plain ties or clips.
- > Finger nails must be clean and short. Nail polish and acrylic nails are not acceptable on clinical placement.

Assessment Guidelines

Students will be assessed throughout course in a variety of ways.

Assessments have been developed for each unit of competency based on the essential knowledge and required skills outlined in the relevant Training Package. The result of Competency Achieved in each unit must be achieved in order to progress throughout the program and receive the full qualification on completion.

Each assessment will specify the criteria to be met and it is the student's responsibility to seek clarity from their Principal Educator should there be any aspect they feel is unclear.

Submitting of Coursework

Assessments are accessed and submitted via Moodle (online Learning Management System) and students are provided an orientation on this system prior to commencement of the program. Should you have any questions on the operation of Moodle, please raise this with your Principal Educator prior to commencement of the program. Please ensure you keep a copy of all your assessments.

Notification of Student Results

Most assessments are electronically managed and e-collected via Moodle. Assessments are usually marked and returned within a 3 week period. Examinations will be marked within 1 week with results available the following week of training.

Failure to submit by the due date and extension requests

Due dates have been allocated to each assessment task and will be administered through Moodle.

Students who are unable to meet the date set for submission of coursework must contact their Principal Educator and discuss the need for extension. A request for extension must be made in writing or via email and be approved by the student's Principal Educator. No more than a two week extension will be granted for written assessments. Students will be required to show evidence e.g. sick certificate at the request of the Principal Educator for longer extension requests.

In the absence of an approved extension assessments submitted after the due date will receive the result of NYC (Not Yet Competent) and will automatically be marked as the Supplementary assessment (2nd attempt) and students run the risk of non progression through the program.

Grading of Coursework

All course work will be graded Competency Achieved (CA) or Not Yet Competent (NYC).

These include:

- > Written assessments (workbooks, essays, exams)
- > Student presentations
- > Clinical Skills Laboratory assessments

Students who do not achieve a Competency Achieved (CA) in the primary (1st attempt) will be awarded the result of Not Yet Competent (NYC) and will be provided feedback on the areas that need to be rectified. Should additional support be required it is the student's responsibility to request additional assistance or clarification as soon as possible after receiving initial feedback.

Re assessment

A supplementary (2nd attempt) assessment will be provided should the result of Not Yet Competent (NYC) be achieved for the primary (1st attempt) at assessment. Based on the level of understanding demonstrated, you will be asked to address the gaps in your evidence by submitting part or all of your assessment.

Should the result of Not Yet Competent (NYC) be recorded for the supplementary assessment (2nd attempt), you will be counselled by the Principal Educator and provided options in regards to your continuance in the program based on your ability to meet the academic requirements. Options will include withdrawal or repeating the unit or semester at a cost. This decision will be based on the overall understanding you have demonstrated.

Students will be offered additional reasonable support, counselling and assistance as needed by RDNS Staff.

Exams, Student Presentations and Clinical Skills Lab Assessments

If a student is unable to attend an exam, clinical skills lab or assessable student presentation failure to advise the Principal Educator of your inability to attend will automatically attract a result of Not Yet Competent. Re assessment will be scheduled as soon as practicable and this will be marked as a supplementary assessment (2nd attempt). This may result in delays to the progression of the program, should this be a pre requisite to placement or a pre requisite unit as outlined below.

Clinical Placements and Pre requisite Unit Requirements

It is a pre requisite of your clinical placement that all coursework is up to date, therefore Clinical Placements will not be confirmed for any student with outstanding coursework.

Some units are pre-requisite units for others. Where coursework remains outstanding for such units you will not be permitted to continue in the course until those outstanding assignments have been satisfactorily completed.

Both of the above scenarios could result in significant delays to your course completion, therefore if you are unable to complete the coursework in the nominated timeframe it is imperative that this is communicated to your Principal Educator at all times to ensure a successful outcome can be achieved.

Study Skills

Guidelines – Assignment Writing

Requirements vary from subject to subject, but the following steps may serve as a useful guide. Before you begin an assignment, it is important that you have a clear understanding of what the assignment is about and what is required. If you are uncertain please check with your Principal Educator for the particular assignment requirements of the unit.

Key Words

The following key words may assist you in your assignment preparation.

Analyse	Show the essence of something, by breaking it down into its component parts and examining each part in detail.
Argue	Present the case for and/or against a particular proposition.
Compare	Look for similarities and differences between propositions.
Criticise	Give your judgment about the merit of theories or opinions about the truth of facts, and back your judgment by a discussion of the evidence.
Define	Set down the precise meaning of a word or phrase. Show that the distinctions implied in the definition are necessary.
Describe	Give a detailed or graphic account.
Discuss	Investigate or examine by argument, sift and debate, giving reasons for and against.
Enumerate	List or specify and describe.
Evaluate	Make an appraisal of the worth of something, in the light of its apparent truth or utility; include your personal opinion.
Examine	Present in depth and investigate the implications.
Explain	Make plain, interpret, and account for in detail.
Illustrate	Explain and make clear by the use of concrete examples, or by the use of a figure or diagram.
Interpret	Bring out the meaning of, and make clear and explicit; usually also giving your own judgment.
Justify	Show adequate grounds for decisions or conclusions.
Outline	Give the main features or general principles of a subject, omitting minor details, and emphasising structure and relationship.
Prove	Demonstrate truth or falsity by presenting evidence.
Relate	Narrate/show how things are connected to each other, and to what extent they are alike or affect each other.
Review	Make a survey of, examining the subject critically.
State	Specify fully and clearly.
Summarise	Give a concise account of the chief points or substance of a matter omitting details or examples.

Choose the topic

Ask yourself what you will learn by choosing to write on a particular topic.

Your interest, knowledge and background will influence your choice.

Jotting down ideas may help, as this will show you what you know and what you need to find out.

Analyse the topic

- > What exactly is being asked of you? Is it a description, a well-documented argument, a personal view or something else?
- > Select the key words of the topic and look up the definitions, eg, the instruction words, such as compare, discuss, or explain, the nouns and the verbs.
- > How does the topic tie in with the course and the lecturer's expectations?
- > What are the main points you want to make?
- > List any others that could be relevant.

- > How do these points link together?
- > From this analysis, make a plan with each point as a possible paragraph topic.

Be selective in your reading

- > What evidence will you need to prove, illustrate or develop each point? If you go to your reading with appropriate questions in mind, you will make it relevant.
- > Keep your notes well-organised with suitable headings on each page or card.
- > It can be difficult to know when you have collected enough material. However, in order to finish the essay on time, you must plan when to start your essay writing.

Organise the material

Collect all of the evidence together under the general headings of your main points. Arrange these points in logical order (so that they follow on from each other).

Some ideas for doing this are:

- > Connecting the points together on one sheet of paper;
- > Writing points on separate sheets or cards, and then shuffling these into the required order;
- > Talking the points over with a friend or putting them onto an audio device.

The use of colour, numbering and flow charts can make the task more manageable, creative and enjoyable. Find out what you know by writing it down.

An essay draft is like a rough sketch for a painting. It's a quick, 'anything goes' attempt at writing the essay. At this stage, it's often a good idea to begin wherever you feel most comfortable. There are many benefits in writing the introduction last. If possible, wait a day or so before re-writing it, so that you will approach the task refreshed.

Consider style

Different subjects require different styles and approaches. Course handouts, style of subject literature, and discussion with educators and peers can help you decide what is required. Sentences that are simple and clear to read are better than complex confusing sentences. Don't try to impress by the use of big words and unnecessary jargon.

- > If you are uncertain about your expression, get feedback from someone skilled in the use of English.
- > Keep your style consistent and avoid slang or colloquialisms.
- > Check whether abbreviations such as eg are permitted.

Using language in the most precise and acceptable way is an art that develops with practice and makes a difference to the reader's impression. RDNS does not condone discriminatory language and avoidance of any reference to ageism, ethnic and sexist bias is requested.

Rewrite

- > Before re-writing, read the assignment topic and check that your draft is dealing with it.
- > Observe course requirements regarding type of font, size and layout.
- > Use spell check and word count.
- > All paragraphs except the first are indented, or separated by a double space.
- > The introduction clarifies the topic by giving it meaning and context, and also outlines the main point of view that you are taking. It serves to catch the reader's interest and lead into the main body of the essay.

- > Each paragraph in the main body of the essay should contain one point, which is then proved, developed or illustrated with evidence.
- > If you can't prove that something is true in every case, then don't use generalisations, such as all, always, none or never in your point, but use instead words such as most, often, sometimes, etc.
- > The use of suitable and varied joining words will ensure that the paragraphs flow smoothly from one to another.
- > In the conclusion, summarise all of the points made in your essay, putting a special emphasis on your main conclusion to give a strong finish.
- > Remember to include proper footnotes or references as required. See the leaflet on Referencing located on Moodle for details.
- > Draw up a bibliography and/or reference list. If required, include a preface, synopsis, abstract or table of contents.
- > The title page should contain: your name, name of course and subject, full title of the essay, and name of the lecturer.

Consider your reader

Apply the finishing touches to the appearance and accuracy of the essay.

- > Check for spelling, punctuation, grammar and expression mistakes by careful proof reading.
- > Most of us are aware of the mistakes we usually make. Look for these mistakes first.
- > If you are unsure, ask someone else to double-check for you.
- > Number each page on the top right hand corner and staple or pin the essay pages firmly together (in order!) at the top left hand corner.

Keeping within the deadline is part of the discipline of essay writing. However, should you find that, due to exceptional circumstances, you are unable to get an essay in on time, you need to ask your Principal Educator for an extension before the deadline.

Synopsis

Sometimes, you are asked to provide a synopsis at the beginning of an essay. This is in fact a summary, usually of about half a page, outlining your argument and your approach to it. It is best written after you have completed your essay.

Protecting your work

Make a photocopy or keep an electronic copy of the assignment before handing it up. This ensures that your hard work won't be wasted should the essay somehow go astray. Keep a copy of notes and drafts, if you are handwriting the assignment.

- > If you are using a computer, make sure that you save it regularly whilst you are working on it. Always save a copy on your hard drive and on to a audio device – just in case.
- > The onus is on you the student to provide proof of assignment completion.

Assessment decisions cannot be made using receipts or student assurances of assignment lodgment: only actual evidence of the assessment requirements can be used to determine an assessment outcome.

Because we are all human and no system is immune to error you are strongly encouraged to make a copy of every assignment or piece of evidence you submit for assessment before you submit it.

If an assignment is misplaced you will be required to reproduce the assignment. If you don't have a copy this means you will have to re-write it. This will impact on your progress through the course and may affect your access to clinical placements.

Useful Websites

ACPET	www.acpet.edu.au
Aged care – accreditation	www.accreditation.org.au
Alzheimers Australia	www.alzheimers.org.au
ANMAC Australian Nursing and Midwifery Accreditation Council	www.anmc.org.au
Asthma SA	www.asthmasa.org.au
ATSI	www.aiatsis.gov.au
Australian Health Practitioners Registration Authority:	www.ahpra.gov.au
Better Health Channel	www.betterhealthchannel.com.au
Beyond Blue	www.beyondblue.org
Cancer Council	www.cancersa.org.au
Campbell Teaching (Great tool for extra assistance with A&P)	www.campbellteaching.co.uk
Centre for Psychiatric Nursing Research and Practice	www.cpnrp.unimelb.edu.au
Child and Youth Health	www.cyh.com
Cochrane Library	www.acc.cochrane.org/cochrane-library
College of Emergency Nursing Australasia	www.cena.org.au
Community Services & Health Industry Skills Council	www.cshisc.com.au
Diabetes Australia	www.diabetesaustralia.com.au
Disability –SA Government	www.disability.sa.gov.au
Dept of Health and Ageing	www.health.gov.au
Drug and Alcohol Services SA	www.dassa.sa.gov.au
ETG Complete	www.tg.org.au
Hand Hygiene Australia	www.hha.org.au
Health Insite	www.healthinsite.gov.au
Healthy Active	www.healthyactive.gov.au
Heart Foundation	www.heartfoundation.org.au
Immunise Australia	www.immunise.health.gov.au
Jean Hailes Foundation	www.jeanhailes.org.au
Joanna Briggs Institute	www.joannabriggs.edu.au
Medicare Australia	www.medicareaustralia.com.au
My future	www.myfuture.edu.au
National Nursing and Nursing Education Taskforce	www.nnnet.gov.au
National Prescribing Service	www.nps.org.au
NCIRS	www.nhmrc.gov.au/nics/index.htm
NHMRC	www.nhmrc.gov.au
Nursing and Midwifery Board of Australia:	www.nursingmidwiferyboard.gov.au
Palliative Care SA	www.pallcare.asn.au
PHCRIS	www.phcris.org.au
Shine SA	www.shinesa.org.au
Skills SA	www.skills.sa.gov.au
South Australian Department of Health	www.sahealth.sa.gov.au
South Australian Refugee Health Network	www.sarhn.org.au
Stroke Foundation	www.strokefoundation.com.au
Study Stack	www.studystack.com
Test and Calc.com	www.testandcalc.com
(Drug Calculations practice tests for extra practice)	
The Royal College of Nursing Australia (RCNA)	www.rcna.org.au
World Health Organisation	www.who.int
You've got what	www.dh.sa.gov.au/pehs/youve-got-what.htm

Library Service

RDNS Your Health and Learning has a well equipped Library with current resources in a variety of formats (e.g. books, journals and access to the internet) to suit your learning needs. Reference and photocopying services are provided to assist students in identifying and locating learning materials for use in projects and assignments. Cost for photocopying is 10cents per A4 sheet (subject to change).

Borrowing from the Centre

Students are entitled to borrow any 2 items that are available for a two week period, with the exception of Reserve Collection Items. Extensions may be negotiated through the Centre staff provided another person has not reserved items.

Borrowers are encouraged to extend their loans if necessary, by phone, email or in person.

Conditions of Loan

- > Resources from the Reference Collection and bound journals may be used within the Library.
- > Each item borrowed must be returned by the due date. The penalty for any item beyond the specific time shall be determined by the Library Administrator. E.g. withdrawal of borrowing privileges
- > Notwithstanding the rules of loan in operation at any time under these conditions, the Library Administrator may recall an item at any time and thereupon the item shall be returned within three (3) working days of the date of notice.
- > All items on loan from the Library shall be returned in time for the annual stock take check.
- > Borrowers shall be held responsible for any loss, injury, mutilation or disfigurement by writing or other marks, and the costs shall be paid by the borrower.

General Information

Persons present at any time in the Library must identify themselves to the Library Administrator when requested to do so.

No broadsheets, handbills, newspapers or other materials (other than RDNS notices) may be distributed or displayed except with the approval of the Library Administrator.

Opening hours

The Library Administrator will be available between 12noon and 2pm Monday to Friday.

Contact details

Information Administrator
Di Hoffmann
08 8208 5300

Student Registrations

The Australian Health Practitioner Regulation Agency (AHPRA) is responsible for the registration and accreditation of 10 health professions across Australia. AHPRA's operations are governed by the Health Practitioner Regulation National Law Act 2009 (the 'Act'), which came into effect on 1 July 2010.

Prior to the implementation of the National Law, students in South Australia undertaking an approved education course leading to registration as a nurse or midwife or enrolment as a nurse were required to register with the Nursing and Midwifery Board of South Australia. South Australia is the only State in which a nursing and midwifery student register was implemented prior to the introduction of the National Law.

In order to maintain the student register in-line with the requirements set out in the Act RDNS Your Health and Learning are required to forward a list of all nursing and/or midwifery students who have commenced a program of study.

In accordance with the Act, in particular Section 230 (2) the student register must include the following information for each student whose name is included in the register-

- > The student's name;
- > The student's date of birth
- > The student's sex
- > The student's mailing address and any other contact details;
- > The name of the education provider that is providing the approved program of study being undertaken by the student;
- > The date on which the student started or is due to start the approved program of study;
- > The date on which the student is expected to complete the approved program of study;
- > If the student has completed or otherwise ceased to be enrolled in the approved program of study, the date of the completion or cessation;
- > If a condition has been imposed on the student's registration, details of the condition;
- > If the Board accepts an undertaking from the student, details of the undertaking;
- > Any other information you feel relevant for the Board to consider.

Becoming Registered as an Enrolled Nurse

Upon successful completion students will exit this program with a Diploma of Nursing (Enrolled/Division 2 Nursing). Graduates wishing to enter the workforce must register with the Australian Health Practitioner Regulation Agency (AHPRA).

The Australian Health Practitioner Regulation Agency (AHPRA) is the organisation responsible for the registration and accreditation of 10 health professions across Australia including Nursing.

Application Process

AHPRA has put in place systems to make registration for graduates as streamlined as possible and are recommending that students apply for registration at least four to six weeks before the end of their course.

To ensure you receive the most up to date information regarding registration please access the following website to access the AHPRA fact sheet specifically related to Graduate Registrations.

<http://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

Under the National Law, the National Boards have set registration standards that aim to ensure that every registered health practitioner has the qualifications and skills to provide safe care to the Australian Community. As part of your application you will be asked questions about how you meet the registration standards set by the National Board for your profession. They are published on each Board website, accessible via: <http://www.ahpra.gov.au/Registration/Graduate-Applications/Registration-Standards.aspx>, and for new graduates relate to:

- > Criminal history
- > English language skills
- > Professional indemnity insurance.

Registration Fees

Your initial application will incur an application fee and a fee for annual renewal of registration also applies. Fees are subject to change at the discretion of the Nursing and Midwifery Board of Australia and are available to view on their website: <http://www.nursingmidwiferyboard.gov.au/>.

Your local state AHPRA office:-

Postal Address

AHPRA
G.P.O. Box 9958
Adelaide SA 5001

Office Location

AHPRA
Level 8, 121 King William Street
Adelaide SA 5000

Telephone: 1300 419 495