Pre-Enrolment Course Information

HLT54115 Diploma of Nursing
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Delivery Site Address
Rozelle Campus:
Building 301 Cnr Cecily Street & Balmain Road,
Rozelle NSW 2039

Liverpool Campus:
41 Scrivener St,
Warwick Farm NSW 2170

Delivery Site Administration Office:
Rozelle Campus: (02) 87553555
Liverpool Campus: (02) 8738 5920
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HLT54115 Diploma of Nursing

Introduction

NSW Health Registered Training Organisation (RTO 90198) is registered by the Australian Skills Quality Authority to deliver Nationally Recognised Qualifications, Skill Sets, and Units of Competency.

Sydney Local Health District (SLHD) Rozelle Campus and South Western Sydney Local Health District (SWSLHD) Liverpool Campus are the 2 delivery sites that deliver the Diploma of Nursing under the auspices of the NSW Health Registered Training Organisation (NSW Health RTO).

The Diploma of Nursing is targeted at those who have an interest in becoming a valued member of the Health Care team providing safe, quality and person centred care. The course is open to school leavers, Assistants in Nursing and people who are wishing to change careers. The Diploma of Nursing is one entry point into the nursing workforce.

For further information, prospective students should refer to the Student RTO Handbook, which can be found by following the links from www.heti.nsw.gov.au.

Program Learning Outcomes

Enrolled Nurses work under the supervision of a Registered Nurse while taking on the responsibility for effectively functioning and performing within the health care team, while working to achieve positive patient focused outcomes.

As an Enrolled Nurse, duties will range from providing physical and emotional support, to the administration of medications and more complex care.

Every day brings new challenges and rewards. Enrolled Nurses work in a range of different settings. This may include working in acute hospital wards, aged care facilities, operating theatres or in community settings.

Enrolled Nurses work as part of a team with other healthcare professionals, such as Registered Nurses and Midwives, Physiotherapists, Occupational Therapists, Doctors, Social Workers and Pharmacists.

At the end of this course, students will have the knowledge and skills to:

1. Practice safely and competently in accordance with the Standards for Practice: Enrolled Nurses, Nursing and Midwifery Board of Australia 2016
2. Skilfully and empathetically communicate with all involved in the provision of care
3. Work under the supervision of the registered nurse as part of the health care team
4. Provide clinically focused direct and indirect person-centred care across the lifespan
5. Engage in reflective and analytical practice
6. Practice in a legal and ethical manner
7. Model cultural awareness and safety in your work
Program Content

The program is made up of a combination of core and elective units. Electives selected are relevant to the work outcome, delivery site requirements and the qualification level. All elective units have been chosen from the elective units as shown in the qualification in the Training Package. Electives for this qualification have been chosen to ensure that participants achieve a well-balanced knowledge and skill set in a range of Nursing and Midwifery positions. The elective units have been chosen from the elective units listed in the qualification packaging rules in the Training Package.

Total number of units = 25

Number of core units = 20
Number of elective units = 5

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>Core</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAAP002</td>
<td>Confirm physical health status</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAAP003</td>
<td>Analyse and respond to client health information</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN001</td>
<td>Practise nursing within the Australian health care system</td>
<td>Core</td>
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<tr>
<td>HLTENN002</td>
<td>Apply communication skills in nursing practice</td>
<td>Core</td>
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<tr>
<td>HLTENN003</td>
<td>Perform clinical assessment and contribute to planning nursing care</td>
<td>Core</td>
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<tr>
<td>HLTENN004</td>
<td>Implement, monitor and evaluate nursing care plans</td>
<td>Core</td>
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<tr>
<td>HLTENN005</td>
<td>Contribute to nursing care of a person with complex needs</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN006</td>
<td>Apply principles of wound management in the clinical environment</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN007</td>
<td>Administer and monitor medicines and intravenous therapy</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN008</td>
<td>Apply legal and ethical parameters to nursing practice</td>
<td>Core</td>
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<tr>
<td>HLTENN009</td>
<td>Implement and monitor care for a person with mental health conditions</td>
<td>Core</td>
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<tr>
<td>HLTENN011</td>
<td>Implement and monitor care for a person with acute health problems</td>
<td>Core</td>
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<tr>
<td>HLTEN012</td>
<td>Implement and monitor care for a person with chronic health problems</td>
<td>Core</td>
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<tr>
<td>HLTEN013</td>
<td>Implement and monitor care of the older person</td>
<td>Core</td>
</tr>
<tr>
<td>HLTEN015</td>
<td>Apply nursing practice in the primary health care setting</td>
<td>Core</td>
</tr>
<tr>
<td>HLTFN001</td>
<td>Comply with infection prevention and control policies and procedures</td>
<td>Core</td>
</tr>
<tr>
<td>HLTHS002</td>
<td>Follow safe work practices for direct client care</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAHA023</td>
<td>Support the provision of basic nutrition advice and education**</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTAD003</td>
<td>Provide first aid</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTENN025</td>
<td>Implement and monitor care for a person with diabetes</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTENN010</td>
<td>Apply a palliative approach in nursing practice</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTENN014</td>
<td>Contribute to maternal and infant health care *</td>
<td>Elective</td>
</tr>
</tbody>
</table>

* This unit is only delivered at the Liverpool Campus

**This unit is only delivered at the Rozelle Campus
Program Location

The program is delivered at the following campuses:

**The Rozelle Campus** is part of the Sydney Local Health District (SLHD) and is situated in the inner western suburbs of Sydney. It lies in close proximity to the Sydney central business district and is regularly serviced by public transport. The Rozelle campus is part of the Callan Park Precinct, formerly the Rozelle Psychiatric Hospital.

**The Liverpool campus**, Ngara Education Centre is on the eastern campus of Liverpool Hospital and is part of the South Western Sydney Local Health District (SWSLHD). It is easily accessible by public transport.

Training facilities available at both facilities include:

- Training rooms, student study rooms, student facilities and amenities
- Access to Clinical Simulation Centres and Laboratories
- Access to Managers and Supervisors to provide opportunities for knowledge and skill development and application
- Access to Registered Nurses and Clinical Nurse Educators to supervise and provide opportunities for skill and knowledge development
- Clinical library
- ‘MyHealth Learning’ learning management system
- Computers and up to date software
- Access to the internet and libraries
- Telephones
- Television and DVD recorder
- Tables and chairs
- EDMODO – student platform

Delivery Mode

The Diploma of Nursing is delivered in a mixed mode through classroom, simulation laboratory, e-learning and work placements.

It is delivered by full time study only.

Full time study entails:

- Classroom attendance for 3 days per week from 8:30am – 4:30pm during the theory component of the course
- Workplace attendance for 5 days per week from 7:00am – 3:30pm during clinical placement component of the course.

It is expected that students work in their own time to complete assignments and learning activities for submission throughout the course.
It is essential students have access to a computer, internet and Microsoft Office software programs to complete assessment items. These are also provided on campus during business hours and can be accessed on request.

**Program Duration**

The training of the Diploma of Nursing will be conducted over 18 months from May 2018-November 2019 and will include 680 hours of workplace on the job training. In addition to the face to face theory sessions there will be simulation laboratory skills to support the students in mastering and competently performing clinical skills before attending clinical placement.

The program is divided into four learning units, each unit developing the students’ knowledge from novice to proficiency. These learning units are 10-13 weeks in length. A part of each learning unit includes clinical placement where the student consolidates their theoretical knowledge into practice. The length of clinical placements ranges from 2-5 weeks for total of 17 weeks over the qualification.

Additional support sessions will be provided as group work or on individual needs.

**Workplace Arrangements**

Students will be allocated to a Hospital to attend their clinical placement within their chosen Local Health District. Clinical placement requires 17 weeks of clinical placement full time, Monday to Friday which includes full working shifts 7:00am – 3:30pm.

**Entry Requirements**

Course entry to the Diploma of Nursing is through the NSW Health Scholarship application process (Please follow the link below). Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.


All successful applicants will be required to have the following requirements.

**Course entry requirements:**

- Be at least 17 years at commencement
- Comply with immunisation and health screening requirements of NSW Health policy directive (PD2011_005)
- Have a satisfactory National Criminal Record Clearance and Prohibited Employment Screening
- Commit to full time training
- Be an Australian citizen or permanent resident
- Consent to undertake the Literacy and Numeracy Skills testing.
Registration Requirements with the Australian Health Practitioner Regulation Agency AHPRA

NSW Health RTO is listed as an approved training provider of study for the HLT54115 Diploma of Nursing. NSW Health RTO will provide the Australian Health Practitioner Regulation Agency (AHPRA) with a copy of the Student Enrolled Nurse’s (SEN) training transcript upon successful completion of this qualification.

Initially, students will be registered with AHPRA by NSW Health RTO as Student Enrolled Nurse Practitioners. Six weeks prior to course completion it is your responsibility to comply with the online registration process, accessed at:


To be eligible for registration with AHPRA, you must provide all supporting documents in CERTIFIED COPIES in ENGLISH:

- Proof of identity
- Name change documentation (if applicable)
- Academic qualifications
- Demonstrate English language skills suitable for registration
- A signed and dated written statement with details of any criminal history (if applicable). Applicants and registered health practitioners must declare their entire criminal history, from Australia and any other country, including any spent convictions.
- A signed and dated written statement with details of any impairments and how they are managed (if applicable).

Registration standard: English language skills

The Nursing and Midwifery Board of Australia (Board) requires all applicants for initial registration to demonstrate English language skills to be suitable for registration.

It is strongly recommended that all potential students access the Nursing and Midwifery Board of Australia’s (NMBA) English Language skills registration standard online before applying for a position in the Diploma of Nursing.

This registration standard applies to all nurses and midwives applying for initial registration, regardless of whether they qualified in Australia or overseas. The English Language skills registration standard can be found at this link:


Registration standard: Continuing professional development

This registration standard applies to all enrolled nurses, registered nurses and midwives. It applies equally to enrolled nurses, registered nurses and midwives who work full-time or part-time in paid or unpaid practice; or who are on leave from work, for example, maternity leave.
To meet this registration standard, a minimum of 20 hours of Continuing Professional Development (CPD) per registration period must be completed. If registration has been held for less than 12 months, pro rata CPD hours apply.

For more information on this standard please see the full CPD registration standard online at:


Registration standard: Criminal history
This registration standard sets out the factors the National Board will consider in deciding whether a health practitioner’s criminal history is relevant to the practice of their profession under the Health Practitioner Regulation National Law as in force in each state and territory (the National Law). While every case will need to be decided on an individual basis, these 10 factors provide the basis for the Board’s consideration.

Applicants and registered health practitioners must declare their entire criminal history, from Australia and any other country, including any spent convictions.

This standard applies to all applicants for registration and all registered health practitioners. It does not apply to students. In deciding whether a health practitioner’s criminal history is relevant to the practice of their profession, the Board will consider the following factors.

1. The nature and gravity of the offence or alleged offence and its relevance to health practice.
2. The period of time since the health practitioner committed, or allegedly committed, the offence.
3. Whether a finding of guilt or a conviction was recorded for the offence or a charge for the offence is still pending.
4. The sentence imposed for the offence.
5. The ages of the health practitioner and of any victim at the time the health practitioner committed, or allegedly committed, the offence.
6. Whether or not the conduct that constituted the offence or to which the charge relates has been decriminalised since the health practitioner committed, or allegedly committed, the offence.
7. The health practitioner’s behaviour since he or she committed, or allegedly committed, the offence.
8. The likelihood of future threat to a patient of the health practitioner.
9. Any information given by the health practitioner.
10. Any other matter that the Board considers relevant.

For detailed information on the above criteria access the full Criminal history registration standard online at:

Registration standard: Recency of practice
Enrolled nurses, registered nurses and midwives fulfil the recency of practice requirements if they can demonstrate one or more of the following:

- completion of a minimum of 450 hours of practice within the past five years
- successful completion of a program or assessment approved by the NMBA
- successful completion of a period of supervised practice approved by the NMBA

During the yearly registration renewal process a declaration is made as to whether this registration standard is met.

This registration standard does not need to be met by a recent graduate applying for registration for the first time. For more detailed information on this standard please see the following link: [http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Recency-of-practice.aspx](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Recency-of-practice.aspx)

On successful application AHPRA will send the student enrolled nurse a registration certificate and lists the details on the Public Register.

Enrolment and Selection Process

NSW Health RTO Enrolment Requirements

Successful applicants will be required to complete the following NSW Health RTO enrolment requirements before course commencement:

1. Unique Student Identifier
2. AVETMISS
3. RTO Participant Declaration
4. RTO Enrolment Data Collection Form

The delivery site administration office will contact the successful applicants with guidelines on how to complete these requirements. If the applicant is successful in gaining a scholarship position, they will be required to attend an interview at their chosen campus and undergo Language Literacy and Numeracy testing.

Applicants will be selected on their performance in the interview and their willingness to apply for and accept a position as an Enrolled Nurse (EN) within one of the hospitals within the Local Health District (LHD) on successful completion of the program and registration with AHPRA.

It is expected that potential students for a Diploma level course will be at an Australian Core Skills Framework (ASCF) level 4 before enrolment.
Assessment Requirements

Details of the assessment tasks for each unit of competency are outlined in the Assessment Plan in each Student Assessment Workbook. Assessment methods used for this qualification include:

- Written questions
- Case studies and role plays
- Clinical placement assessment book
- Written reflection and Journals
- Ward based assessments e.g. dispensing of medication, patient observations
- Written exam and quizzes
- Presentations and group work
- Written reports, projects and assignments

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that allows prospective students to gain recognition based on the skills and knowledge they have recently gained through experience, as well as any training that have been completed outside of formal training arrangements. RPL may be granted for full or part qualification.

RPL has many benefits:

- Students can finish training earlier
- It avoids duplication of training and maximises its value
- It creates a learning culture by valuing and recognising learning that has occurred in the workplace.

NSW Health RTO offers RPL to all individuals enrolling in Vocational Education and Training (VET) qualifications.

NSW Health RTO encourages all applicants to consider applying for recognition when they enrol in a qualification/program, if they think they may be eligible so that their learning pathway is identified early and training delivery is efficient and appropriate.

Applicants interested in claiming recognition for one or more units of competence within HLT54115 Diploma of Nursing need to contact the Program Coordinator to discuss eligibility and process requirements before enrolment.

Credit Transfer

Credit Transfer will be granted for any Unit(s) of Competency (UOCs) that have previously been attained from RTOs or education providers. They will either directly match or be deemed equivalent to the UOCs the student intends to enrol.
To apply for CT, or to find out more, contact the Program Coordinator before or on enrolment to discuss arrangements. On application of CT originals or certified copies of the Record of Results or Statement/s of Attainment (SOA/s) will need to be sighted by the Program Coordinator.

Once the Program Coordinator has verified the documents provided, the CT will be recorded on the student file and will be reflected in the students’ Record of Results or SOA.

A qualification or SOA that does not meet the CT criteria may be used for RPL. Refer to the information on RPL.

There is no charge for this process.

Qualification Pathway

Graduate students are eligible to apply to the Australian Health Practitioner Regulation Agency (AHPRA) for registration to practice as an Enrolled Nurse (EN). Once registered graduates are then able to seek employment as an EN. ENs can apply for an Advanced Diploma or choose to become a Registered Nurse (RN) or registered Midwife (RM) by applying to a University to study a Bachelor of Nursing or Midwifery.

Materials and Equipment

Students will be provided with:

- NSW Health RTO Student Handbook
- Course Guide
- Student Assessment Workbook
- Learner Resource Manual
- Facilities and equipment listed in infrastructure etc.

Students may be provided with text books and uniforms, where these are not provided, students will be informed of the costs before enrolment

Access and Equity Arrangements

Student support needs

The support needs of students are identified upon enrolment in their chosen course of study. Information on the student’s needs is gathered through one or more of the following methods:

- Information provided by the student on the application and/or enrolment forms.
- Completion of a formal language, literacy and numeracy skills test and assessment of the results to determine level of student and therefore suitability for course.
• Discussion with the student during their course orientation.
• Gathering information about each students’ prior formal and informal learning and encouraging them to seek recognition for this through the RPL process.

**Language, Literacy and Numeracy (LLN) assessment**

Some courses require prospective students to complete a LLN assessment to determine if they have the required LLN skills to participate in the course. The LLN assessment is completed by the student and then assessed by a qualified trainer/assessor to determine if the student has the required level of LLN. Where the student is deemed not to have the required level of LLN skills, NSW Health RTO will plan a program of support to enable the student to develop the required levels of skills prior to enrolling in the course or refer the student to an external provider to develop these skills.

**NSW Government Funding Subsidy**

Course entry to the Diploma of Nursing is through the NSW Health Scholarship application process (see link below). Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.


Places in this course may be subsidised by the NSW Government. If successful in receiving a subsidised place the applicant will be notified by the delivery site administration office. The applicant will be provided with appropriate information about the Consent Forms and Declarations that need to be signed; and information about fees and refunds and any additional information.

For more information regarding government subsidy please contact your Course Coordinator.

For further information on Smart and Skilled, refer to www.smartandskilled.nsw.gov.au

**Course Fees, Refunds and Payment Options**

Successful applicants are advised that they will be required to purchase a uniform to wear on clinical placement at an approximate cost of $50 each. Two uniforms may be required.

Students may also be required to purchase a text book for approximately $120.
## Course Enquiries

<table>
<thead>
<tr>
<th>Delivery Site</th>
<th>Rozelle Campus</th>
<th>Liverpool Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Centre for Education and Workforce Development (CEWD)</td>
<td>South Western Sydney Centre for Education and Workforce Development (SWSCEWD)</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Building 301, Rozelle Hospital Grounds, Balmain Road, LILYFIELD NSW 2039</td>
<td>Ngara Education Centre, 41 Scrivener St, Warwick Farm NSW 2170</td>
</tr>
<tr>
<td><strong>Program Coordinator</strong></td>
<td>Melinda Grimson, Area Nurse Educator &amp; Program Coordinator, Diploma of Nursing</td>
<td>Renee Potter, Nurse Educator &amp; Program Coordinator, Diploma of Nursing</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>(02) 8755 3528</td>
<td>(02) 8738 5920</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:melinda.grimson@health.nsw.gov.au">melinda.grimson@health.nsw.gov.au</a></td>
<td><a href="mailto:SWSLHD-DipNSG@health.nsw.gov.au">SWSLHD-DipNSG@health.nsw.gov.au</a></td>
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<tr>
<td><strong>Administration</strong></td>
<td>Annie Guo, t) (02) 8755 3501</td>
<td>Reception, t) (02) 87385920</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:annie.guo@health.nsw.gov.au">annie.guo@health.nsw.gov.au</a></td>
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