



Marr Mooditj Training

NURSING STUDENT HANDBOOK

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Marr Mooditj Training Details

Details	Marr Mooditj Training (RTO code: 0393)
Qualification code and name	HLT54115 Diploma of Nursing
Postal Address of MMT	PO Box 1030 Bentley Delivery Centre BENTLEY, WA. 6983 Site address: 295 Manning Road, Waterford, WA, 6152 <u>Email address:</u> <u>reception1@marrmooditj.com.au</u>
Course accrediting body	The Training Accreditation Council (TAC)
Attachment to this handbook include:	<ul style="list-style-type: none">• Fee information• Further course information sheet that you have applied to enrol
Version control	<ul style="list-style-type: none">• 31st January 2017• Next review date: September 2017

Dear students

For almost over 30 years, Marr Mooditj Training has been providing Training and educating for our Aboriginal and Torres Strait Islanders (ATSI) people and communities. When you join Marr Mooditj Training, you are embarking on a journey that is empowering and is a life changing experience, both academically, socially, and personally. The handbook for students is designed to orientate you to our training as you begin this journey. It contains information on the academic, social, and personal development opportunities available to you and the many resources to help you find advice and make good choices.

The handbook can be your guide to training requirements, travel and accommodation services, and other support that is offered to you. You will also find in these pages the broad outlines of what is expected of you as a student enrolled at Marr Mooditj Training.

This handbook clarifies the values and standards that we expect you to honour in your conduct as a student under taking the Enrolled Nursing program. If you ever have questions about your studies, please do not hesitate to reach out to your educators, tutors and student support services team.

Marr Mooditj staff are committed to supporting you through your training and we all share the responsibility for upholding these standards and values. Our values to which we operate is the result of several years of open discussion and collaboration between students, staff, and the funding and regulatory bodies.

As you read this handbook, I hope you will consider the numerous possibilities that the training world has to offer you, not only with us but to consider that you will advance further in your personal and professional development to gain entry into higher education. The next 18 months provides the best possible opportunity for you to put yourself out there to gain knowledge and experience as the best Enrolled Nurse student you are meant to be and students who are open to new experiences get the most from their time here. We also encourage students to develop a professional portfolio, which is in the Student Support section of this Handbook.

Your next couple of years with us will be well spent if you venture beyond your “comfort zones” both inside and outside the classroom. Take time to reflect on what it takes to be an outstanding confident and competent nurse. Attend all your classes and clinical placements allocated, remember we can offer the best environment for learning, however it is up to you to participate fully in a productive and positive manner.

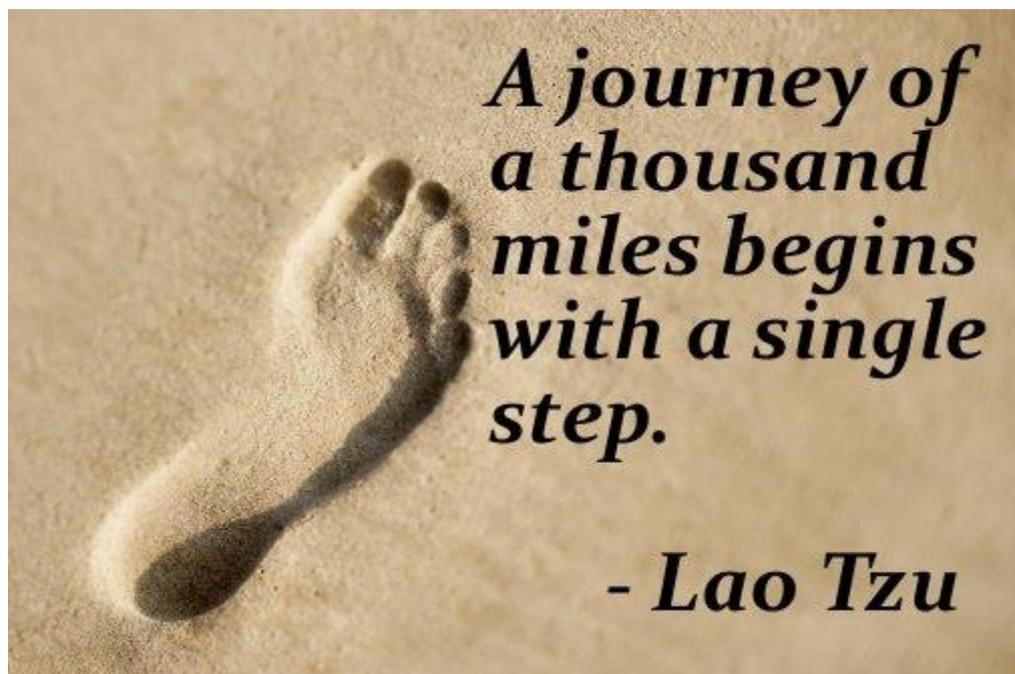
Participate in all activities that are put forward in the classroom and the placements, ask questions if you don't understand something and remember if you have doubts and consider a skills that you feel is unsafe then do not do it! **Always seek advice.**

You will have to interact and work with many people from different diverse backgrounds and this requires nurses to be open, honest and non judgement at all times.

Life as a student enrolled nurse can feel overwhelming, remember that there are many people available here to help you through these moments. Seek out our support team or Nurse Educators, and never be afraid to ask for some of their time.

We hope that you will read this handbook carefully and use it to find the support you need. You don't have to earn the right to ask for help. Everyone at Marr Mooditj Training wants you to flourish in your studies.

We look forward to meeting you at your orientation, which you need to attend on the date allocated
Please feel free to call on the details provided on the front of this handbook.



The Nursing course

We are very proud to offer the Diploma of Nursing to Aboriginal and Torres Strait Islanders throughout Western Australia. This is a very exciting and great step forward and we look forward to accompanying you on your journey to becoming an Enrolled Nurse.

Marr Mooditj Training is proud to be accredited to provide the Diploma of Nursing under the Australian Nursing and Midwifery Accreditation Council (ANMAC) *Enrolled Nurses Standards and Criteria for the Accreditation of Nursing and Midwifery Courses Leading to Registration, Enrolment, Endorsement and Authorisation in Australia*.

The training you are undertaking leads to a qualification for your eligibility to register as an Enrolled Nurse in Australia and New Zealand. Marr Mooditj delivery has a strong practical focus. This practice-focused approach to delivery will firmly integrate theory and practice, providing links between the underpinning knowledge required for effective and safe practice and the skills required across job roles.

Your qualification indicates that you can do a job according to standards expected and required in the nursing industry, therefore the course demands that you learn, practice and be assessed for the required skills to ensure that you are a safe practitioner. You will need to reach the necessary competencies of each stage before moving onto the next one.

As an enrolled nursing student, you will be provided with a nationally recognised Statement of Attainment for the units you have successfully completed. At the end of the year and after successful completion of the course, you will be provided with an AQF qualification from MMT.

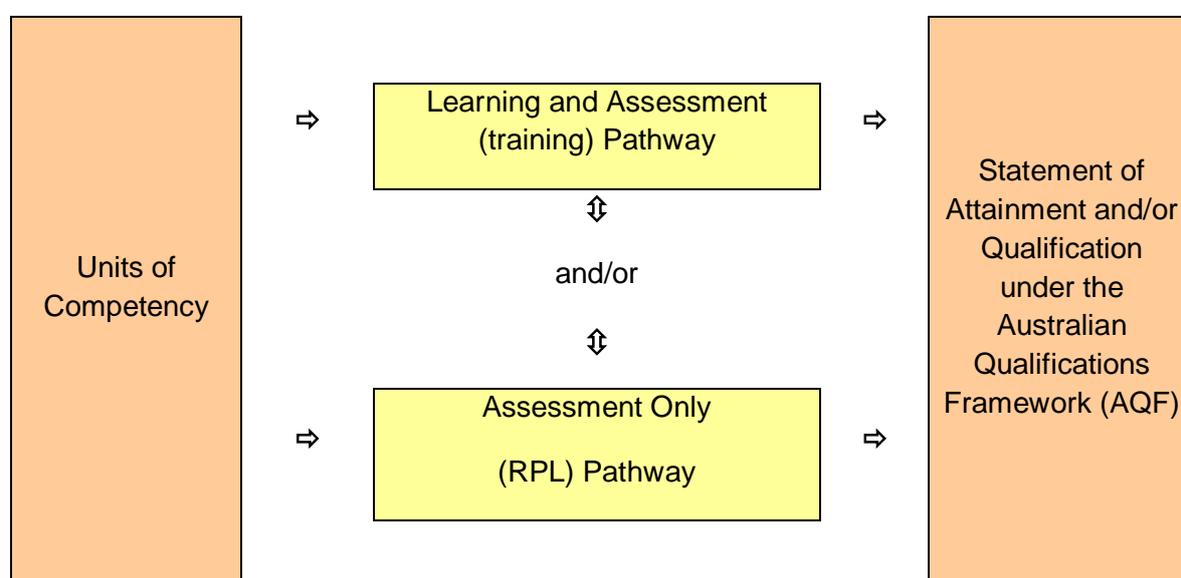
The Australian Qualifications Framework (AQF)

Marr Mooditj Training is a Registered Training Organisation (RTO). Courses offered at MMT lead to a nationally recognised qualification under the Australian Qualifications Framework (AQF).

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the VET sector it provides national consistency for all trainees, learners, employers and providers by enabling national recognition of Qualifications and Statements of Attainment.

Recognition of Prior Learning (RPL)

Assessment under the Health Training Packages leading to an Australian Qualifications Framework (AQF) Qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram:¹



MMT recognise the achievement of competencies as recorded on a Qualification or Statement of Attainment issued by other RTOs. Please contact the RTO Administrator if you need further information on credit transfer or RPL.

MMT offers a two-stage RPL process to all students. Should you wish to undertake RPL for any competencies you think you already have, please contact MMT, who will provide you with RPL Guidelines. Please note that RPL may attract fees.

Existing students will be provided with RPL for units they have completed in full, and also for underpinning knowledge (subjects) they have successfully completed previously (please note that practical assessments are required for full achievement of the units).

RPL for underpinning knowledge will require students to show equivalence between the subjects they have completed and the content required for the applicable units of competency and for the practical component will usually involve students to undertake practical assessments, including observation.

On request MMT will provide you with the RPL booklet that needs to be completed and all supporting documentation attached in order for MMT to process your request for RPL.

Enrolment

Marr Mooditj Training delivers face to face training for the Diploma of Nursing at its premises in Waterford WA, and support students in their practical placements across Western Australia. Marr Mooditj Training does not offer offshore training for this qualification, or any other qualification.

You can enrol in person, at MMT's front desk or by:

Completing the enrolment form and posting it to

- Box 1030 Bentley Delivery Centre, WA 6983.
- Or downloading a form from our website: www.marmooditj.com.au
- Or enrolling online on our website.

Processing your application

1. When we have received your application we will send you a letter of acknowledgement by mail to you within 2 working days of receipt of your application. If you have not received a notice please contact Marr Mooditj Training.
2. Follow the above and we will continue to process your application within 5 working days. Upon successful enrolment will send you a confirmation of your enrolment, or if we require further information we will contact you to discuss your enrolment.

There are specific entry requirements for the Diploma of Nursing. Before your enrolment will be processed you will need to provide proof that you have:

- Completed Year 12. Sufficient proof of this is your WACE Certificate (or equivalent from other States/Territories), with a transcript of your results, demonstrating grades of C or above in Maths and English. OR
- If you have not completed Year 12, you will be invited to complete a specified Literacy and Numeracy Test (online), which will be arranged by MMT, in which you must achieve Grades of Exit Level 3 or above.

Once you have been accepted we will require you to provide the following before the course commences:

- ❖ A current police clearance certificate
- ❖ A 'Working with Children Clearance' certificate.
- ❖ Proof that you are adequately immunised as per course requirements.

Unique student identifier (USI) number

From 1st January 2015 all students **are required** to have a USI. The USI is a reference number that stays with you for life. It is intended to provide students with a full record of their academic achievements regardless of where they were completed. This must be provided to MMT with your enrolment application. If you do not have a Unique Student Identifier you can log onto www.usi.gov.au

Step 1: Have at least one form of ID ready: Driver's License, Australian Passport, Medicare Card, Birth Certificate,

Step 2: Have your personal contact details ready: address, email and/or phone number

Step 3: Visit www.usi.gov.au and click on 'Create a USI'.

Step 4: Agree to the terms and conditions and follow the steps.

Step 5: Write your unique number down and keep it somewhere handy and safe

Step 6: Provide this number to MMT in your enrolment application, or prior to the commencement of the course.

Failure to produce required documents will prevent you from attending training and Practical Placements.

Training Fees and Charges

- Marr Mooditj must charge you fees where applicable. The MMT courses are funded under the Department of Training and Workforce Development.
- As it is publicly funded training, Marr Mooditj Training must follow the fees and charges which are determined by multiplying the applicable course fee rate by the nominal hours for each unit in the course that you enrol in.
- No fees are paid in advance
- There is no concessional rate and hardship available for the Diploma courses at MMT.

Payment options:

- Pay by cash or direct deposit as you progress with your studies
- Centrepay deduction using centrelink direct debit
- Access VET student loans (if available)

Debt recovery procedures

Where approval has been given for a student to pay by instalment, MMT is responsible for the collection of outstanding fees and charges.

Refunds

You are entitled to a full refund when we;

- Cancel or re-schedule to a time unsuitable to you
- Or due to other circumstances caused by MMT.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form prior to or within four weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (whichever is sooner) will be eligible for a full refund of their paid fee.

Students may withdraw for reasons of personal circumstances beyond their control. Below are reasons why refunds may be given:

- Serious illness resulting in extended absence from classes
- Injury or disability that prevents the student from completing their program of study

MMT will provide sufficient notice to students of the cancellation of any MMT courses. Students will be provided with a choice of a full refund of paid fee or the opportunity to use their pre-paid fees to enrol in other courses.

Should you have difficulties meeting your payments; please contact the Finance Department as soon as possible to discuss alternatives arrangements.

VET student loans program

A loan program is available from the Commonwealth Government to eligible students who are enrolled in eligible courses. You will start repaying the loan through the taxation system when your income exceeds a set level.

To be eligible for the loan you must:

- Be an Australian citizen
- Provide a Tax File Number or a Certificate of application for a tax file number
- Submit your request for Loan Application upon enrolment or at orientation on your first day
- Western Australian Certificate of Education (If you do not hold the certificate you will be required to sit the ACER CSPA Online Numeracy Literacy tests achieving level 3)

Once you have enrolled in the course, MMT will provide you with a census date for each Unit of Study. If you withdraw from a unit after the census date, you will be liable for the loan. More information can be found at the following link.

<http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/fee-help->

Please Note: Approval for provision of VET Student Loans is through the Commonwealth, and this may vary between individual providers. Please check if this is available at the time of your course.

Orientation

All students are expected to attend orientation on their first day. The orientation program is facilitated by the Student Support Services team, it includes:

- Familiarisation with the campus and facilities
- Assistance with obtaining Transport Concession Cards/Smart Rider
- Meeting the educators, LL&N teachers, and administrative team
- Information about course attendance and study skills
- Information about support services MMTAC offer
- Nursing Student Handbook aligned with MMTAC Policies and Procedures
- Evacuation Procedure
- Overview of complaints and grievances policies

Occupational safety and health (OSH)

Marr Mooditj Training is committed to providing a physically safe, healthy and secure working environment that eliminates accidents and incidents that could result in personal injury or ill health to students, staff, contractors and visitors to MMT. It is the responsibility of all persons at MMT to maintain their own safety and to not adversely affect the health or safety of others.

All students and staff;

- Have a duty of care for own health & safety and of others affected by their actions.
- Must comply so far as is reasonably possible with the safety procedures and directions given by MMT.
- Must not wilfully interfere with or misuse items or facilities provided in the interest of safety and health of all students and staff.
- Must report incidents, accidents and hazards to MMT managers.

MMT maintains full compliance with all OSH legislation and regulatory requirements specific to the industry in which it operates.

It is the responsibility of both MMT staff and students to identify, report and control hazards in consultation with MMT. Similarly, it is the responsibility of staff, students and visitors to the workplace to report all incidents and accidents.

MMT is responsible for the provision of personal protective equipment used at MMT. It is a requirement that all workers correctly use and maintain the personal protective equipment (PPE). It is also the responsibility of students and staff to report PPE that requires specific maintenance or replacement.

Emergency procedures

During the initial induction on the first day, all students will be informed by the Student Services Manager on the emergency procedures to follow in the case of an emergency. In the case of an evacuation emergency students must follow these steps:

1. Follow instructions from the Warden
2. Evacuate the area in a calm and orderly manner
3. Meet at the designated assembly area, as displayed in the Evacuation Diagram
4. Remain at the assembly area so that educators can ensure all students are accounted for
5. MMT displays evacuation plans throughout the premises and this will be discussed during orientation by the Student Services Manager whom will walk you through the evacuation process and also show you the designated assembly area on the Clontarf oval.

In the case of an emergency evacuation the Lift must **not** be used.

As soon as staff, students and visitors have been evacuated, the Warden will do a final check of the Administration and Training buildings to ensure that everyone has been evacuated.

Note: For students that attend MMT during school holidays to use the library or computer room facilities, you must advise the Student Services team, so that we are aware that you are in the building, should an emergency evacuation occur.

Student parking

Student parking is available at the designated area, at the bottom of the hill next to the Clontarf Oval.

Café

A café is located on the campus which offered reasonably priced and healthy food for students. Microwaves and a fridge is available for student usage, students must keep it clean and tidy at all times.

MMT does not supply students with tea and coffee. Students must provide their own or purchase from the café.

Creche

Many students attending MMT are faced with critical decisions about childcare for their children. In making a decision to return to learning, it is as important for parents to consider their own needs for class and study time as it is to attend to the well-being of their children. MMT runs a crèche for students to access while they are attending class on the campus. MMT Crèche is:

- Available for children from 1 years to 5 years of age during class time
- Applications must include emergency contact and medical information about the child, and must be completed before a child attends the crèche
- Students must provide the child's immunisation record for file

- Crèche opening times are Monday to Friday, 9 am – 12 noon, and 1 pm – 4 pm.
- Students are required to pick up their children from crèche during their lunch break (12-1 pm). This provides valuable bonding time for mother/caregiver and the child.

Student Support

Support Services aims to enhance your learning environment and provides **confidential** support to help you to achieve your learning goals. Students' needs will be assessed on an individual basis. There is a variety of support these include but not limited to

- Assistance with Abstudy applications,
- Centre-link applications
- Social activities including BBQ functions for students and staff
- Advice on Financial hardship applications
- Lunch (for metropolitan students) only
- Informal counselling and advise
- Mentoring and Coaching
- Student activities (sausage sizzle lunches with staff)
- Bus transport from Location train station
- Support in applying for all clearances required for course
- Travel and accommodation for country student only
- A friendly ear
- Assistance with referrals to external services
- Tutoring/mentoring support
- CAVSS
- Cultural enrichment
- Excursions
- Resume, addressing selection criteria, cover letter & job interview techniques
- Career development and advice
- Maintain student noticeboard
 - Job vacancies
 - Scholarships
 - Bus & train time-tables
- Study Skills

Language, literacy and numeracy (LLN) support

A team of experienced and qualified LL&N teachers are available to provide this support service.

LL&N team offer the following supports:

- Designated LL&N team member for the course during your training with MMT
- Identify students LL&N support requirements, LL&N teachers will discuss, plan and develop individual programs for each student, taking consideration of your personal status.
- LL & N skills workbooks are developed for students to practice their knowledge

- LL&N teacher to attend classes with course educator in team teaching capacity to provide support to students.
- Provide small group or individual support during class or after class.
- One-on-one support and group support before class (8.30-9.am), during and after class (3.45- 4.30pm).
- Ongoing study skills workshops covering computer skills, researching skills, note taking, reporting writing and study skills.
- Practical workshops for preparing resume, job application, addressing selection criteria and interview skills.
- Provide guidance to students that sit for the ACER test.

Counselling support

Student Support Services staff are available to help students explore ways of juggling responsibilities that will foster emotional and physical health.

- Student Support Services may offer external referrals to counselling services if formal professional counselling is required
- Should students' personal difficulties escalate to a crisis level, Student Support Services staff will contact appropriate agencies to obtain services that will provide students the safest and appropriate assistance.
- Educators and other staff are not professional counsellors and are there to offer you advice and a friendly ear, however if a student is experiencing hardship with personal matters that are not related to the Course, then it is our duty of care to respond by offering a referral to a formal/professional counselling services that have registered professional qualified counsellor

Student notice board

The Notice board is located on the wall near Student Services between Classroom 3 & Classroom 4. The Notice Board provides the following information:

- Census dates
- Job Vacancies
- Mini workshops provided by the LLN team
- Agency flyers applicable to the community
- Student Services Memo's for students
- Scholarship application - You are encouraged to seek other scholarships that maybe available to you and this information may from time to time be placed on the student notice board
- Promotion of research related to Enrolled Nursing

Scholarships

There are a number of different scholarships available at different times of the year, specifically for the Diploma of Enrolled Nursing. Nurse Program Manager and Student Support Services will guide you through the process.

Away from base support (AFB)

AFB enables eligible students to participate in the necessary training components of an approved course where the course requires students to travel away from their permanent home or study location for a short period of time.

AFB assistance covers the student's travel costs to attend the training and the reasonable costs of accommodation and meals while away from their normal place of residence. Eligible students who are enrolled at MMT in an approved ABSTUDY course are able to access Away From Base Assistance when they attend training at MMT.

MMT is obliged by Away From Base Mixed-mode course guidelines and policies.

To be eligible for assistance students must be:

- Indigenous
- Enrolled in and studying an approved 'mixed-mode' course
- Approved for one or more ABSTUDY benefits payable by Centrelink during the course of training
- Supply to MMT evidence of their ABSTUDY entitlement, issued by Centrelink.

Away From Base Guidelines:

AFB covers reasonable travel, accommodation and meals while students are away from their normal place of residence.

- A minimum of 20 residential days in a calendar year
- Only available to eligible country students
- A minimum of 10 days must be allocated for any training block
- The most cost effective travel and accommodation arrangement must be used
- Student placements must be no longer than 10 working days.
- Placements must be undertaken in the most cost effective available location available.
- Meals and accommodation are only payable where there are overnight stays.
- Students wishing to extend their stay at a location beyond their training block must pay at their own expense.
- Should MMT incur a charge as a result of a student no show, MMT will seek to recover these costs from the student.

Away From Base Support we offer:

- A designated travel and accommodation staff will organise students AFB activities such as flight/train/bus booking, accommodation and meal allowance to ensure policies and guidelines are followed.
- Source the most effective way of travel and accommodation for students attending training and placements.
- Transport is provided from accommodation to MMT to attend training by MMT bus and driver, with current licenses and insurance cover.
- All documents and records are in files as per our record management policy.
- SMS messages to remind students about their training block dates, travel bookings, accommodation.

Student code of conduct

You will be expected to conduct yourself in an appropriate manner and respect the rights of others. Your training may be terminated if you display behaviour that is disruptive or inappropriate towards your fellow students or MMT's academic or administrative staff.

Please note that, for safety reasons, children are not to be brought onto MMT's premises beyond the reception area without seeking permission.

Expected student behaviour

It is expected that you will:

- Follow all instructions given by MMT staff and any posted guidelines, including MMT's dress code.
- Abide by State and Commonwealth legislation.
- Carry identification at all times while on Practical Placement.
- Act with integrity and respect for other students and staff.
- Help to maintain a safe learning and working environment by:
 - Strictly meeting MMT staff directions.
 - Becoming familiar with MMT's emergency evacuation plan as posted.
 - Having due consideration for the health and safety of fellow students, MMT staff, clinic clients and any other person on MMT premises.
 - Reporting identified hazards to MMT staff.
 - Keeping long hair tied back and wearing suitable clothing and required personal protective equipment during practice and clinic sessions.
 - Reporting **all** incidents leading to injury, and any near misses using an accident/incident form, available from reception.
- Exercise your rights within a context of responsibility to others.
- Value the diversity within the student group.
- Assist educator staff in providing a quality learning environment by:
 - **Attending all scheduled classes**, assessments, and Practical Placements **on time**.
 - Advising your educator of any absence/s, providing valid reasons to justify them, and **taking responsibility to bring yourself up to date for any missed sessions**.
 - Maintaining a co-operative and productive attitude.
 - Assisting others to learn by not interrupting or disrupting classes.
 - **Turning off mobile phones before entering class**.
 - Participate co-operatively in teams as required.
 - Meeting scheduled timeframes for the completion of work.
 - Completing work without cheating (academic misconduct).
- Bring to the attention of your educator or training co-ordinator any concerns and needs that you may have. These issues can be addressed with you toward a satisfactory outcome.
- Act with honesty in relation to personal study attitudes and achievements.
- **Not divulge any confidential client information that they may acquire during a clinic placement.**
- Respect MMT's property and not damage or remove property from MMT grounds.
- Keep the campus clean by using the bins provided.

- Not bring any food or drinks (except water) into classrooms.

MMT is not liable for any loss of student property such as mobile phones, money, bankcards etc. If costs are incurred by students for which MMT may be held liable, MMT reserves the right to recover these costs from the student involved.

Absentees

MMT acknowledges cultural considerations, which may interrupt study commitments. In the event that a student is unable to attend block days due to funeral commitments, the student must take responsibility to negotiate with the educators for external study (if possible) or make other arrangements. **It remains the student's responsibility to catch up on any study work missed.**

- If a student has to attend a funeral while on block, it is the student's responsibility for all arrangements and associated costs.
- If a student requires time off during practical placement due to cultural considerations, students must contact the Clinical Facilitator immediately so that the Practicum Placement facility can be notified and appropriate arrangements can be made.
- Leaving class/clinic/tutorials/assessments only at scheduled times or with the permission of the educator/assessor.
- When a student is absent from class due to any circumstances, whether beyond their control or not, **it is the responsibility of the student** to notify the educator prior to class commencement that they will not be attending.
- All students are to complete an absentee form (available from reception).
- Should your class attendance fall below 80%, MMT has to inform Abstudy and this may affect your Abstudy payments.
- MMT acknowledges that there may be other cultural issues that need to be considered and will endeavour to support and assist in ensuring that every opportunity is given to the student for them to continue their study.

Grounds for immediate suspension or expulsion

Inappropriate or disruptive behaviour that will result in **immediate** temporary or permanent suspension (expulsion) without verbal or written warnings, and without recourse to a refund of enrolment fees may include (but is not limited to):

- Bullying or harassment towards fellow students or MMT's lecturing or administrative staff.
- Refusing to follow MMT staff's instructions or posted guidelines.
- Threatening behaviour and/or verbal abuse.
- Displaying or forwarding pornography.
- Attending MMT's premises while under the influence of drugs and/or alcohol.
- Damage to MMT's/student/visitor's vehicle/ property.
- Caught stealing and other petty crime.
- Use of information technology, including mobile phones and other electronic equipment, in ways that contravene the regulations governing it, or to cheat during assessments.
- Use of mobile phone cameras in ways that violate the privacy of others.
- Plagiarism or cheating in assessments.
- Breaching clinic client confidentiality.

Where a temporary suspension is affected, the length of the suspension will be at the discretion of the Managers Committee. **It is the student's responsibility to undertake any necessary remedial actions to bring him/her up to date for any missed sessions, and to arrange extensions/re-sits for any missed assessments.**

Disciplinary action

Disciplinary actions towards students who breach the MMT Student Code of Conduct will follow the process below:

1. Where State or Commonwealth laws appear to have been breached, the matter will be referred immediately to the appropriate authority.
2. Where there are grounds for immediate suspension or expulsion, as described above, you will be asked to leave the premises immediately.
3. In any other cases, the educator will provide a verbal warning to the student regarding their inappropriate behaviour.
4. If the inappropriate behaviour continues, the educator will report such behaviour to the Training Manager and the student will be provided with a written warning by the Training Manager within 2 days of the educator's report. The written warning will provide details of the inappropriate behaviour. A copy of this written warning will be recorded into the student file and also recorded into MMT's Records Management System.
5. Should the inappropriate behaviour continue after the written warning, the behaviour will be reported to the Managers Committee, who may expel the student from the training program without recourse to a refund of enrolment fees.

If you wish to appeal a disciplinary action taken by MMT against you, you may do so by following the Complaints Policy

Alcohol & other drugs

MMT will not accept anyone attending study under the influence of alcohol or other drugs.

- Use of alcohol or illegal drugs on campus will lead to termination of enrolment as a student with MMT.
- Possession of alcohol or illegal drugs may also lead to termination of enrolment as a student with MMT.
- MMT will contact the appropriate authority if any person is found with illegal drugs on campus.
- While on your placement you must adhere to the workplace policy and procedures at all times.

Sickness/medical conditions

Should a student feel unwell it is the responsibility of the student to make an appointment to see a doctor or to receive medical help. Students must arrange their own transport for medical appointments and will be responsible for any costs incurred. (E.g. Taxi).

Should circumstances require a student to be taken to hospital, it is the responsibility of the student to cover any costs associated with using an ambulance to get to a hospital for treatment.

MMT is not in a position to provide medical treatment to students.

Dress code

MMT is an adult learning environment that prepares you for the workplace; therefore, you are expected to dress in a manner that is neat, clean and safe at all times, and in a manner that would be expected in the workplace.

You will be provided with one MMT shirt at the start of your course. The cost of the uniform is included in the tuition fee. Should you require replacements for these uniforms, you may purchase them from MMT by contacting Reception. All students are required to wear their uniforms at all times while on MMT's premises.

Within MMT's premises, you should wear clothes appropriate to the context, in particular:

- Clothing must comply with occupational safety and health requirements. You must wear all personal protective equipment (e.g., gloves) and/or clothing required in the program.
- Wear appropriate footwear at all times. It is not permitted for anyone to enter MMT grounds or buildings with bare feet. When you are in the Clinical Room doing skills practice and when you are attending Practical Placements, **you must** wear closed flat shoes.
- Do not wear clothing that is likely to offend others in terms of its lack of decency, modesty or cleanliness or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others.

Use of information technology

MMT recognises that social media are a valuable source of learning and information relevant to educational programs only. These include access to the Internet and Intranet services provided by MMT, such as email, email lists, web browsing, website publication, chat and forums. You will be required to use social media for learning at times.

Students are encouraged to make use of these resources for purposes relating to study being undertaken through MMT. However, MMT's IT resources **are not to be used for purposes other than for program/course requirements** unless otherwise specified within MMT's procedures.

Any misuse of computing or electronic resources is considered to be an act of misconduct and will be addressed as such. This may mean the withdrawal of access to the resources, suspension or expulsion. Unlawful use of computing and/or electronic resources will lead to legal action being taken.

Complaints procedure

If you wish to lodge a complaint, the process is as follows:

1. In the first instance, students should bring their concerns to the relevant MMT educator for an informal discussion. In most cases, students' concerns can be addressed through this informal process.
2. If the student is not satisfied with the outcome of the informal discussion, the next step is to contact the Nurse Program Manager in writing to initiate the formal grievance process.
3. Once the form is processed, the grievance will be discussed at a formal meeting including both parties and a range of possible solutions will be identified. The Nurse Program Manager will present the student with possible solutions during a formal interview. The outcome of the interview will be recorded in the complaints form, and a copy provided to the student on the next working day.
4. If the student is still not satisfied, he/she may choose to present his/her grievance to the CEO by making a formal appointment. The outcome of the discussion with the CEO will also be recorded in the complaints form, and a copy provided to the student within a week of the meeting.
5. If no satisfactory resolution is achieved through the CEO, the CEO will present this grievance to the Board of Directors. If you are still not satisfied you can go to the EEO or TAC.

Course Delivery

This qualification is delivered over 18 months, with 9, three week blocks of theory and practical knowledge, and 6 practical placements. This covers the application of nursing skills and knowledge required to be eligible for registration with the Nursing and Midwifery Board of Australia.

Students will be required to attend to all the Practical Placements arranged to meet the course and regulatory requirements.

NOTE: The Nursing and Midwifery Board of Australia is the registering body for Enrolled Nurses. A number of conditions apply in conjunction with registration for safety to practice, and includes but not limited to: working with children check, criminal record screening, national police clearance, language, literacy and numeracy skills and certification of sound health.

The Nurses and Midwives Board of Australia set the minimum placement hours for enrolled nursing students and recognise that this timeframe may not guarantee effective learning. A student may be required to do more than the minimum hours to gain the required competencies and be deemed safe to practice.

Training plan

You are expected to achieve satisfactory progress in your studies. If you are having difficulty maintaining reasonable progress, you should discuss the situation with your educator as soon as possible. You will meet with your educator and a training plan will be implemented, this plan will be used to mark your progression along the way.

It is our duty to advise you if you are not making reasonable progress as early as possible to resolve any issues that may impact on your ability to study, attend classes or placements. If you fail to make satisfactory progress, written notification to this effect may be given by MMT and you may be required to attend an interview with the Nurse Program Manager to discuss remedial action. This will be entered into the plan and at any time you may also ask for a copy of this plan.

There is an expectation that you will complete your studies within a reasonable timeframe. If you do not obtain the required practical skills or knowledge you may be required to re-enrol into the course and resit blocks of delivery.

National informatics standards for nursing and midwifery

Information management and information technology are important components of nursing practices, and have implications for the legal and ethical aspects of the profession. The National Informatics Standards provide guidance and support in the development of learning and assessment resources to ensure that when you complete your Enrolled Nursing Qualification with Marr Mooditj Training you are competent in these areas both in the classroom and clinical professional practice.

These standards are available from the Australian Nursing and Midwifery Federation (<http://anmf.org.au/>). All of your training at Marr Mooditj will incorporate these as appropriate to the context of the units of competency.

Assessments

All assessments conducted by MMT comply with national assessment principles, rules of evidence, and require demonstration of both Essential Skills and Knowledge, **and** all the practical outcomes specified in the elements and performance criteria in the units of competency included in each of our courses.

Assessment requirements

At the start of each course you will be provided with an assessment agreement, describing the required outcomes and assessment tasks for each unit/cluster, and a schedule of assessment tasks for the term. Your educator will explain this assessment agreement to you, and you will be required to sign the assessment agreement and return it to your educator.

Should you require an alternative assessment date, on justifiable grounds, please contact the applicable educator as soon as possible.

Assessment Conduct

It is students' responsibility to abide by the following:

- Assessment evidence (such as workbooks, assignment tasks, case studies and completed Practical Placement Records) must be submitted by the due date, unless an extension has been granted; otherwise, a “not satisfactory” outcome will be recorded for that assessment task.
- **Failing to attend a practical assessment without a valid reason will also lead to a “not satisfactory” outcome being recorded for that assessment task.**
- If an extension or re-schedule is needed for an assessment task, and the student has a valid reason, such as illness or compassionate reasons, a formal request for an extension must be submitted in writing 48 hours prior to the scheduled deadline. **The student will be required to justify the reason for the extension and provide evidence of need** (e.g. a valid medical certificate). Where an extension is granted, the length of extension is at the discretion of the Nurse Program Manager.
- If the outcome for an assessment task is judged as “not satisfactory”, students will be provided with an opportunity to re-sit or re-submit. Re-sit/re-submit attempts will be granted for each assessment task based on individual cases.
- All assessment tasks and examinations must be done honestly, without any form of cheating. To avoid plagiarism you must properly acknowledge all information sources. Cheating or plagiarism will result in a “not satisfactory” outcome for the assessment task, and immediate suspension/expulsion.

Students are responsible for:

- Complying with the assessment requirements, as documented in the assessment agreement, and with procedures for assessment item submission and collection
- Requesting feedback and negotiating resubmission/re-sit of assessment (if required).

Demonstrating competency

You will be required to show evidence of your competence against the requirements of each unit/cluster by undertaking all the theoretical and practical assessment tasks for the unit/cluster, as detailed in the assessment agreement for the block. Please note that you may need to undertake a number of assessment tasks for each unit/cluster.

During each block, to monitor your progress, you will be tested on the theory content and the practical skills covered during that block, using a range of assessment tools.

In order to meet the outcomes of the units/clusters covered during the academic period, students will be required to maintain competency throughout the course. This ongoing assessment is required to ensure that assessments are conducted over a period of time and in a range of circumstances and that evidence of competency is consistently demonstrated.

Reasonable adjustments

If you have any special needs that may limit your access to assessments, such as a physical and/ or learning disability, or English not being your first language, please discuss this with your educator for the options available.

Reasonable adjustments related to changes that can be made to the assessment **process** to improve accessibility, such as modification of the assessment method (such as verbal assessment, rather than written) or provision of allowable aids (such as large print assessment materials) may be considered. Please note that reasonable adjustments cannot be made if they compromise the outcomes stated in the units of competency, or if they break legal or statutory requirements.

For example: if the unit states that you must “maintain current, complete, accurate and relevant records for each client contact”, and you have difficulties writing due to a medical condition, you will be allowed to take case notes using a voice recorder (if the client consents), or voice-activated computer software (if you have this equipment), but your records must still be current, complete, accurate and relevant for every single client.

Assessment Outcomes

Student outcomes will be measured against the specifications set in the nationally endorsed standards, through practical assessment of their skills, in addition to theory assessments. Please note that, to be found competent in a unit, students must meet **all** the requirements of all the assessment tasks.

Individual assessment task outcomes will be reported as “satisfactory” if **all** the requirements for the task have been met, as described in the assessment agreement, and “not satisfactory” if not all requirements for the task have been met.

You will be provided with feedback on your performance after each assessment task; should your performance be considered “not satisfactory”, your assessor will discuss your options with you, including further practice or remedial studies.

Competency outcomes will be reported at the end of the academic period on a unit-by-unit basis, as “**competent**” if **all** the assessment tasks for the unit, as described in the assessment agreement, have been met with a “satisfactory” outcome, and “**not yet competent**” if all requirements have not been satisfactorily met.

Should you be found “not yet competent” in any of the units, you will be provided with an opportunity for a re-sit of any tasks that were non-satisfactory at a time set by MMT. As with all assessments, the re-sit schedule is non-negotiable, except under exceptional circumstances.

Please note that re-sit opportunities will be offered per unit on an individual basis based on circumstances; if you fail to complete the units to a satisfactory outcome you will be required to re-enrol for the relevant unit(s) the next time they are offered by MMT.

At the end of each course, you may request a Statement of Attainment listing all the units you have successfully completed. A Statement of Attainment is a form of certification that is nationally recognised under the Australian Qualifications Framework (AQF).

Assessment Appeals

If you wish to appeal an assessment decision, MMT’s appeals process is as follows:

1. Discuss your concerns with the educator/assessor during the formal feedback session; the educator/assessor will provide you with clear and accurate feedback on why the assessment decision of “not satisfactory” (for an individual assessment task) or “not yet competent” (for a unit) has been made. This feedback will include what was done well, and why, and what was not satisfactory, and why. The feedback will also include suggestions on how to improve your performance and suggest remedial actions.
2. If you are still not satisfied with the educator/assessor’s decision, please contact the Nurse Program Manager to initiate the formal appeals process. You will be asked to put your appeal in writing, using MMT’s appeals form, which is located at Reception. An administrative fee of \$50.00 will be charged for all appeals, to discourage frivolous appeals. Should your appeal be upheld, this fee will be refunded to you. If the appeal is not upheld, you will not be refunded this fee.
3. Once the appeal form is processed, your evidence for theory assessment tasks (such as a theory paper or assignment) will be submitted to a different assessor for review. In the case of a practical assessment, a time for you to be observed by a different educator/assessor will be set up.
4. The new educator/assessor will inform you of the re-assessment decision during a formal feedback session, and will provide you with feedback on your performance. The results of this re-assessment will be recorded in the appeals form, and a copy provided to you. If the re-assessment decision is “satisfactory” or “competent”, this will be recorded in your student file. If the re-assessment decision is the same as for the original assessment, and you are still not satisfied, you may choose to have your evidence reviewed by an external assessor.
5. If you choose to take your appeal further, your evidence for theory assessment tasks (such as a theory paper or assignment) will be submitted to an external assessor for review. In the case of a practical assessment, a time for you to be observed by an external assessor will be set up.
6. The external assessor will inform you of the re-assessment decision during a formal feedback session, and will provide you with feedback on your performance. The results of this re-assessment will be recorded in the appeals form, and a copy provided to you. If the re-assessment decision is “satisfactory” or “competent”, this will be recorded in your student file. If the re-assessment decision is the same as for the original

assessment, and you are still not satisfied, you can contact the Training Accreditation Council:

Training Accreditation Council
PO Box 1766
OSBORNE PARK WA 6916
Telephone: (08) 9441 1910
Email: tac@des.wa.gov.au

Note: If at any stage of this process the Appeal for assessment is resolved, then both parties must sign an assessment appeals resolution form and abide by the outcomes agreed upon.

Professional practical experience

Notice

Attending your professional practicum placements ensures that you are provided with the professional experience to attain their unit learning outcomes. This means you will need to ensure you are prepared; ready and will be required to provide certain documents/evidence to us before we can arrange any placements. You will need to submit these documents to your Placement Facilitator before enrolment is accepted

- Criminal history - if you are unable to meet your placement requirement due to your history, then we may refer you to another course or give you further advice.

Before you can attend your placement you must **have**:

- Completed all the assessments to a satisfactory outcome
- Provided all relevant screening documents, including your criminal history check outcome.

During your placement you must demonstrate you have

- Practiced and been signed off in the Practical Placement book for the required clinical skills.
- Sign the Placement agreement to attend all hours allocated.
- Must complete the allocated hours of placement.

Allocation of Practical Placements

Where possible you will be allocated to a Practical Placement as close as possible to your place of residence. This will be determined by the requirements for the placement and the experience that you are required to attain. Please note that if you a placement is unavailable to in your community, you may have to attend away from home placements.

As part of this course each student is required to attend **all Practical Placements.**

In order to meet the Australian Health Practitioner Regulation Agency (AHPRA) requirements for comprehensive registration, you are required to meet certain amount of hours to complete your practical placements.

You will receive a letter from MMT Nurse Clinical Facilitator prior to your practical placement outlining all relevant information.

Orientation to Placement

Students will be given an orientation to the facility to which they have been allocated – either on the first rostered shift or at a prearranged time the day before.

Some facilities have their own staff member available to conduct the orientation; in others, the Clinical Placement Supervisor may be the one orientating students.

Occasionally, the person who orients you is the person with whom you are working the first shift. If this is the case, it is your responsibility to make yourself familiar with the geographical layout of the facility, the emergency evacuation procedures, and the specific Occupational Health and Safety protocols.

Remember at all times, that you are a guest of the host facility and any negative or unprofessional behaviour may jeopardise future placements at that facility. **At no time shall you perform a skill that is not in your ability to do so. Please remember to always seek advice from your RN supervisors and Nurse Clinical Facilitator if not sure or in doubt.**

We must ensure all clients are in safe hands.

Students health/medical status

All successful applicants to the Diploma of Nursing are required to meet various requirements.

Students have a duty of care to their patients, colleagues and themselves, and therefore should strictly observe standard infection control procedures at all times and regard all body fluids as potentially infectious.

Students must maintain a level of health which enables them to meet the objectives of the course and the safe practice of nursing. **Students are only allowed to attend clinical placement upon meeting ALL the screening requirements prior to commencing.**

If any health concerns are identified, advice will be provided to students by the **Placement Facilitator** in relation to personal health measures and impact on their studies

Immunisation and Screening Requirements for Student Nurses

All enrolled Student Nurses must have evidence of required documentation either upon enrolment or as directed by staff. MMT may withdraw a student if they have not provided the correct evidence at the required timeframe necessary to undertake this Training Course

These documents are required by the facilities where Practical Placements are taking place. Students are required to have Working with Children (**WWC**) and Criminal Record Screening (**CRC**) on their person at all times.

Students enrolling in the Diploma of Enrolled Nursing will receive the following forms:

- Department of Health Criminal Record Screening
- Working with Children's Check

- National Police Clearance
- Medical Clearance

EN Students must provide evidence of immune status for:

- Tuberculosis
- Hepatitis B
- Diphtheria
- Pertussis
- Tetanus
- Measles
- Mumps
- Rubella
- Varicella
- MRSA

Student Observation Record Book for Practical Placement

Throughout **each** Practical Placement, you are required to keep a **record of your experience and practice at all times**.

You will be given a Student Observation Record book for each placement. These have been compiled to reflect the units for which you are attaining competency.

This may take the form of making notes in the anecdotal section of the Training Record Book. Entries must be dated and indicate the purpose for the journal entry (i.e.: task completed, situation experienced, communication used, questions to be answered when placement is completed etc.).

During your Practical Placement

Show a sense of responsibility by doing the job well. Use your time efficiently and accept that work involves undertaking all tasks with enthusiasm, including those tasks considered mundane or unpleasant.

Show that you are interested by asking questions.

Use your initiative. Learn the basics of the job quickly so that you can carry on with limited assistance. If you are uncertain about a task or directions, ask for a further explanation. Ask for work; do not wait to be given it.

Be mindful of safety, by adhering to OSH Standards.

Show courtesy by being punctual, accepting orders willingly, listening attentively and responding politely.

Always wear the correct uniform.

Adopt a pleasant manner and attitude towards those you are working with.

Demonstrate your commitment to the workplace by refraining from time wasting activities such as taking unnecessary smoking breaks.

Remember that this is an educational experience, not full employment. Your host employer has gone to some trouble to provide this experience, possibly with disruption to the facility.

N.B. There is a possibility that when you arrive at a Practical Placement facility, the staff may appear to be unaware that you were expected. Do not take this personally as their work load can also be very busy.

Occasionally, the staff on duty when you arrive has not been informed by their Management that students are due. There is also the possibility that agency or casual staff are rostered for that shift.

Student Practical Placement Supervision

It is a Nursing and Midwifery Board requirement that all student enrolled nurses are supervised – either directly or indirectly.

Clinical Nurse Facilitator/Educator

A Clinical Nurse Facilitator/Educator has been employed by MMT to supervise and assist you in your placement. The Clinical Nurse Facilitator/Educator will work together with you and your Buddy to ensure that you can learn and apply knowledge and skills in the clinical setting together with the help of an experience person.

The role of the Clinical Nurse Facilitator/Educator is to:

- Note student attendance at the placement
- Orientate students to the facility
- Liaise with the host facility regarding organising suitable staff to "buddy" with students and suitable clients for whom they will be caring
- Provide ongoing supervision of skills, tasks and documentation while on Practical Placement
- Organise visits to other areas of the facility, if applicable
- Debrief students following challenging situations
- Facilitate tutorials related to the students' client conditions / management

MMT is responsible for ensuring students have access to an MMT Nurse Clinical Facilitator/ Nurse Educator who will always be available and **contactable by phone/email** on and during the placements to ensure support and assist students with any questions.

In Stage 3, students are expected to take responsibility for their own learning and assessment opportunities; **however a Clinical Placement Supervisor will be available for support.**

Your Clinical Nurse Facilitator/Educator and Preceptor

The Clinical Nurse Facilitator/Educator is responsible for managing your Practical Placement.

The Clinical Nurse Facilitator/Educator will assist and support you through the placement and will work with you to identify your strengths and weaknesses; liaise with the ward staff on your behalf as an advocate. The Clinical Nurse Facilitator/Educator will work with you and

the Preceptor on the ward at the specific hospital/ aged care facility you are assigned to, to ensure that clinical requirements are being met, and keep in close contact with MMT.

Preceptor

The Preceptor may be a person working within the Facility and this will be like a buddy system in place for you. You will be teamed up with them and work alongside each other. They will assist you with your clinical skills, documentation, and time management. They will also be an emotional support.

At all times, if there is a problem on Practical Placement, queries must be directed to the appropriate ward staff and MMT Clinical Nurse Facilitator/Educator.

Students must be fully aware of the requirements of the Practical Placement as set out in the Practical Placement Book and work together with the Clinical Nurse Facilitator/Educator to ensure that all requirements have been fulfilled and appropriately documented.

Protocol

- Registered Nurses may sign the Record Book to acknowledge the satisfactory practice of a clinical skill or task.
- All skills are to be assessed in the simulated setting prior to your placement.
- If you are allocated to a facility which does not have Supervision employed by MMT, you need to ensure that a skill/task is signed by the RN or nominated qualified Clinical Placement Supervisor or nominated Preceptor on as many occasions as defined in your record
- Your record will describe the amount to times that you are to perform the skills and may be specific about the type of medical equipment that you are to change or use.
- On return to class, the lecturer will ascertain the underpinning knowledge of the procedure and, if satisfactory, will counter-sign the skill checklist.

Prior to performing a skill it is the student's responsibility to check the Nursing Care Plan and Procedure format and have all equipment and resources prepared. You also need to demonstrate that you have the required level of underpinning knowledge to perform skills – for example normal values, why the procedure is performed, potential complications etc. You must always work within your scope at all times

Become familiar with the **Practical Placement Record Book**

- Fill it in after each shift
- Work on it together with your Clinical Placement Supervisor
- **Get it signed only by a Registered Nurse/ Clinical Facilitator**
- Return it to MMT **immediately** the placement is completed

This is mandatory in order to gain **competence** in the training units that have preceded this placement.

No record => no evidence => need to repeat placement!

Student Responsibilities on Practical Placement

Show that you are reliable, by attending your place of work each day. Be on time and make it a point to arrive at your placement at least **15-30 minutes prior** to commencement of shift to allow for parking and finding your way, and any other contingencies.

If for some reason you cannot attend, you **must** notify all 3:

- The shift co-ordinator of the ward
- Your Clinical Placement Supervisor on the ward
- Clinical Facilitator

Note: if a critical incident occurs during your practicum placement such as: a needle stick injury or a manual handling injury, you must notify the following:

- Preceptor or Senior Supervisor
- MMT Clinical Nurse Facilitator/Educator, who will further advise you

Your Health and Safety at Practical Placement

Students undertaking Practical Placements will be required to comply with all the occupational health and safety initiatives of the company they are placed with. This may include mandatory or random drug testing. Students who fail a drug test while on Practical Placement will have their placement with the company terminated immediately. Once MMT is advised of the placement termination, action will be taken in accordance with MMT's "Alcohol and other Drugs and Substances Policy – Staff and Students".

Practical Placements are a good opportunity to learn how you can protect your health and safety on the job. Everybody knows that it is essential to learn how to do the job correctly, but it is just as important to do that job safely and to be able to recognise what a safe and healthy work environment looks like.

An employer has a legal duty to provide a healthy work place that is free from hazards to workers' health. However, as a student you have an equally important legal duty to protect yourself and make sure you do not adversely affect the health or safety of your colleagues.

You can do your bit for job safety and a healthy work environment - here are some ideas:

- During your theory training at MMT make sure you understand the safety concepts being taught. If anything is unclear, ask your educators.
- Find out about the basic safety laws especially the ones that affect your particular job.
- Ask your Practical Placement host what arrangements they have made about health and safety. You should find out about:
 - Hazards in the workplace and the ways that have been found to control these hazards. Hazards may include high noise levels, electrical hazards, the use of chemicals, lifting of heavy or awkward loads or repetitive tasks
 - Emergency procedures - what are the procedures for fire safety or the emergency evacuation of the workplace
 - What first aid facilities are available
 - What protective gear is available and when must you use it.

If you think there is a danger to your health or safety speak to your Practical Placement host directly, supervisor, safety officer or representative or alternatively, contact MMT or Work Safe Western Australia.

Dress Code for EN's on Practical Placement

While on Practical Placement, all students will be required to wear the nominated student nurses uniform which will be provided to you prior to clinical practice training. It will consist of a top and trousers.

- You must ensure that your uniform is clean and tidy at all times. It **must** be laundered and ironed daily.
- It is very important that you maintain good hygiene standards. Therefore it is **important** that you shower **every** morning or afternoon before you go onto the wards or facility; and that you wear clean clothes from the inner to the outer.
- Deodorants should be used, but no strong perfumes.

Accessories to the uniform

- Nurse's fob watch - **pinned to uniform only**
- Surgical scissors (available from chemist)
- Black pen and red pen.
- There must be NO skivvies, long-sleeved T-shirts or visible underwear showing while in uniform.
- Long hair is to be worn off the shoulders in a neat arrangement.
- Fingernails are to be short and in no circumstances are any type of nail polish allowed.
- Jewellery **MUST** be kept to a minimum – one plain wedding band and one pair plain stud earrings or sleepers only.
- Closed in shoes with non-slip soles
- Facial hair should be clean, with neatly trimmed beard or moustache
- The policy of the MMT is **that no tongue studs and facial jewellery etc. are to be worn while on practical placement.**
- Students who choose to be non-compliant with the dress code will be withdrawn from the Practical Placement.
- Wearing uniform when not on Practical Placement is not permitted. For example, if you are working in industry and wear your student uniform to your workplace, you will be reported to the nursing team.

Confidentiality of Client Information

When engaged in nursing practice the student must at all time hold confidential all information obtained during their clinical learning experiences. The student shall not communicate any information concerning the business of the hospital/agency or the personal affairs or conditions of clients and patients to anyone outside of the health care team.

A breach of confidentiality will be viewed in a serious light and students may be withdrawn from their studies if found guilty.

Practical Placement Arrangements and Insurance Information

MMT holds current insurance policies that cover for students on Practical Placement programs. The Insurance Policy does not cover students travelling to and from the Practical Placement.

Note: Students are not Workers' Compensation patients and should not be treated administratively by the doctor or hospital as such. Be sure to tick "NO" in the Workers' Compensation Box.

Clinical practice –learning contracts and/or exclusion from clinical practice

MMT is required by law to attest to the professional competence of each graduate. MMT **cannot recommend a student for professional registration unless competence in an approved practical setting has been demonstrated.**

When a student is denied access to a designated clinical area because of concern about competency or breaches of professional conduct, MMT cannot assure the availability of an alternative placement.

Benefits of planned Practical Placements

Well-planned and directed Practical Placement programs can help students to:

- Integrate into the working world, which often proves so different from colleges and home. Student will be introduced to workplace expectations regarding personal presentation, behaviour, communication, working relationships and time management.
- Practice vital employability skills necessary in the workplace and profession.
- Identify and manage their own strengths and weaknesses, likes and dislikes, thus providing a basis for a satisfying and realistic career choice.
- Improve their knowledge of career options and aspects. They will learn not only the facts about these (pay, training, promotion opportunities, etc.) but also the intangibles (the values, atmosphere and job satisfaction) of certain aspects that are impossible to learn from books, films, lectures and other training media.
- Decide on future goals, which are relevant to a chosen career. Students are helped to identify what emphasis is necessary for their vocational programs and what further education may be best related to their abilities and ambitions.

Practical Placement should give relevance and direction to academic programs by providing:

- Employers with the chance to contribute in a practical way to the career education of nursing students in their community.
- Supportive Clinical Placement Supervisors who assist the student to practice the knowledge skills and values that have been taught in the units.

On Completion of Practical Placement

Return Practical Placement book to MMT Clinical Nurse Facilitator immediately with all relevant sections filled in and **signed by** all relevant people.

- Hours
- Reflective Journal
- Debrief at MMT with the Clinical Nurse Facilitator/ Nurse Educators

Nursing registration

Due to Public Safety, the National Law states that nursing students must be registered with Australian Health Practitioner Registration Agency (AHPRA),

MMT advises AHPRA, on behalf of the Nursing and Midwifery Board of Australia (NMBA), of students who complete or cease their approved program of study or clinical training.

The NMBA can act on matters relating to students with impairment or convictions of serious matters, as these may affect public safety.

MMT will provide AHPRA with the following information:

- Student name
- ID number
- Date of birth
- Gender
- Mailing address in Australia
- Email details
- Name of education provider: Marr Mooditj Training
- The approved program of study or clinical training being undertaken by the student.
- **Date on which the student** started and the expected completion date of the approved course or clinical training.

MMT must also advise and provide a reason as to why the student ceased to be enrolled or is no longer enrolled in the course.

Graduates are eligible to register with Australian Health Practitioner Regulatory Agency (AHPRA).

<http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Student-Registration/Fact-sheet-FAQ-student-registration.aspx>

Please refer to the link above to find out more details on registration requirements for student and graduate nurses.

Professional development portfolio

MMTAC is committed in supporting students to create a professional development portfolio resource that includes your learning and professional achievements. This builds upon your self-confidence and self-awareness by reviewing on your learning and practical experiences.

To develop a portfolio you should take the following steps:

STEP 1

Make an appointment with Student Services and ensure that you bring the following:

- Updated resume
- List of your personal and professional goals and the strategies you have developed along the way
- Copies of statement of attainments/qualifications
- Information on training, seminars and workshops you have attended
- A Reflective Journal relevant of your personal and professional achievements (as guided by your educators during your professional practice learning)
- Bring a USB to keep all your data on.

STEP 2

Work with student services to identify any gaps

STEP 3

Contact organisations to obtain information/documentation where gaps are identified

STEP 4

When you have graduated and registered set up a portfolio to record all of your professional development. <https://www.ifolio.com.au/>

Marr Mooditj requests that students also commit to this support by meeting the LLN team during lunch breaks so that they can assist students. The professional development portfolio makes it easier to apply for job vacancies and increases employment opportunities.

Graduation

On satisfactory completion of all assessments, including your practical and clinical placements, you will receive your qualification and transcript of results within 30 days. In addition, you will receive a letter inviting you to a formal graduation ceremony in early December.

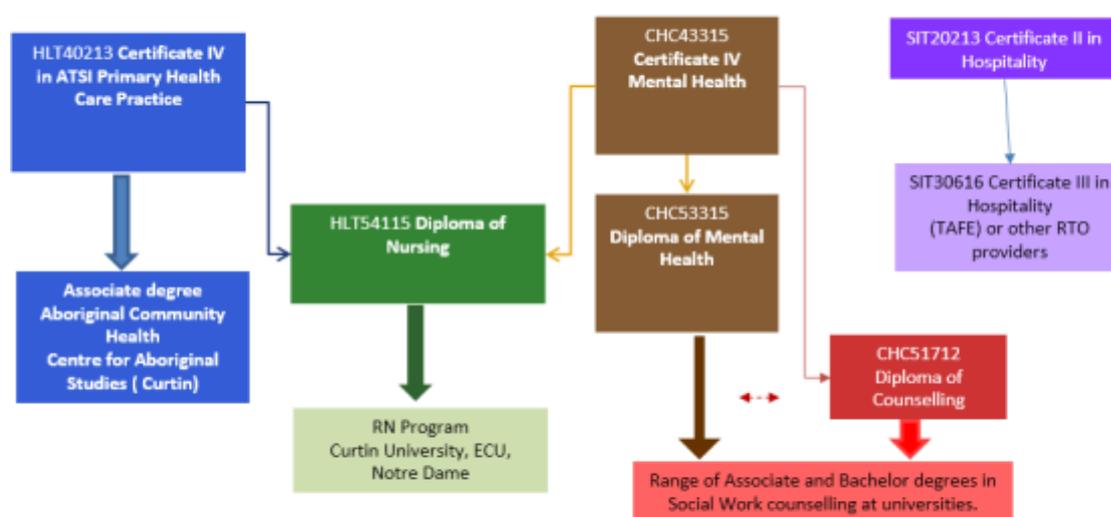
Please ensure that you complete your RSVP at the bottom of the graduation invitation letter, to confirm your attendance and the number of guests you will be bringing. You will not need to hire a gown or mortar board, as Marr Mooditj Training will provide those, and this will be discussed further in the lead up to your completion of your Diploma and the graduation.

Career pathways after completion

There are many pathways available into universities which is open to Enrolled Nursing students who have successfully completed the course and would like to further their nursing career. MMT has links to higher education institutes which will provide further information to you during your studies with us.

The Nursing Team and Student Services will provide you with more information on request, and will discuss these pathways with you as you near completion of your training. MMT also invites guests from tertiary institutions and employers to speak with you about careers and further education and training opportunities, including entry to university.

Pathways for courses offered in 2017



Complaint form

1. Your details

First Name:

Surname:

Contact number:

Please describe how you would like a reply to your complaint addressed to

Email:

Postal address:

2. Did you try to resolve your complain before completing this form? Yes No

If yes with whom: _____

3. Did the above person refer you to complete this form? Yes No

4. Please describe your complaint in details

5. This complaint has affected me because.....

6. Please State what you would you like to happen to resolve your complaint?

7. other evidence to support my complaint

I have attached other supporting evidence

Provide details of the evidence such as photos, emails etc.

8. Privacy and Confidentially

Your complaint will be treated with confidentiality and the privacy, this complaint will be kept on your file.

Office use only

Complaint received by:Date.....

Further action required Yes No

Details of resolution:

Complaint has been logged in registry

Please state all the details about complaint being addressed/and resolved

This complaint received is logged in the C/I registry

Signature: Date:
