

## MINUTES

**Nursing Department**  
**Diploma of Nursing Student Representative Council Minutes**  
**Thursday 23 February 2023 3.00pm-4:00pm**  
**via Webex**

**Present:** Lindsay Bava (Chair), Kamini Pillay, Lincoln Brannan, Meredith Maynard, Will Kok, Megan Haworth  
**Apologies:** Zoe Newman, Monique De Gee  
**Not Present:** Logan Noble  
**Minute Secretary:** Rebecca Wolk

Item	Discussion	Unit/s	Responsibility	Action
1. Welcome & Apologies	Lindsay welcomed all to meeting.			
2. Acknowledgement of Country	In the spirit of reconciliation, Holmesglen recognises and celebrates the traditional owners of the lands throughout Victoria and beyond on which we educate and train. We pay our respects to Elders past and present and acknowledge our emerging leaders.			
3. Introductions	N/A			
4. Update on Action Items from Previous Meeting	<ul style="list-style-type: none"> <li>New F23 student reps will be introduced at next SRC meeting</li> <li>A22 Bourke St rep has resigned and position currently being advertised</li> <li>Inconsistencies in HTLENN038 unit delivery as well as CHCPRP003 unit lacking engagement. Robust planning sessions were held for staff including additional training. New learning designer employed to ensure flipped delivery more interactive. New project underway to streamline delivery and test new technology to incorporate into labs for better student engagement. HLTENN040 Medications unit is also under review.</li> <li>Confusion regarding A22 cohort end dates/placement blocks. All information released last year to cohort.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Possibility of Webex tutorial if only one class is delivered on any given day. Students can approach/discuss with unit teacher to explore option of online delivery where only one class for the day has been determined.</li> <li>• Mid Year intake request for Bachelor of Nursing. Discussed with Bachelor team and Dean. There is currently not enough student interest to run a mid year intake.</li> <li>• On campus parking for students. Students experiencing financial difficulties and requesting reduction in fees. Also there have been incidents of students running late and unable to pay and receiving a parking fine. Students advised to use parking app for ease of use. However there is no discount using the app. Security advised that only students with a concession card will receive a discounted rate. Form available from security office.</li> </ul>			
<b>5. Discussion on:</b>				
<b>5.1. What is working well in Diploma of Nursing course</b>	<ul style="list-style-type: none"> <li>• Smaller classes in Stage 4 has enabled students to have closer interaction with educators and more personalised feedback. Reduced workload also noted for Stage 4 cohort. Practical skills labs are enjoyable and very hands on. Less preparation required for Medsafe/Bloodsafe certificates prior to labs.</li> <li>• Students are pleased with Nursing scrubs. Very comfortable, breathable fabric and easy to clean.</li> <li>• Stage 3 students are happy with Stage 2 placements recently completed and enjoying labs.</li> <li>• Special mention to educator Rachael Allen who is very engaging with students and simplifies technical terms</li> <li>• Stage 2 excited to start learning about medications.</li> </ul>			

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<b>6.2 What is not working well in Diploma of Nursing course</b>	<b>Holmesglen Services</b> Extended library hours would be beneficial to hold group sessions and allow more study time after class			
	<p><b>Subject Delivery – Medications Unit</b>  Stage 3 students raised concerns regarding Medications calculation exam. Students advised by teachers to review/prepare for exam from Medsafe however this material was not on the exam. Confusion also noted regarding insulin unit conversion/syringe questions. Post exam announcement regarding measurements also contradicting. EMs advised that this issue has been raised with unit teachers and HOD and is currently being removed. Worksheets also to be provided in the future prior to the exam. In the meantime this question will be marked as correct for all students. Students would prefer to be notified if answers were wrong for future improvement.  Lack of preparation time for exam was also raised. Preparation material uploaded in Week 1 and exam held in Week 3. EMs advised that in order to spread assessments out this exam was brought forward. In future, the timeframe for exam preparation will be extended. Students were also reminded to check their unit outlines for exam times.</p> <p>Medications unit should be more interactive with prepare work. Students requested to read several chapters at a time and finding it difficult to focus. When requested to browse osmosis videos online, students received a 'sign up for premium account' alert regardless of internet browser used. EMs stated that the preparation reading will assist students for upcoming exam.</p> <p>Stage 4 students raised concerns regarding upcoming IV exam and have only learned 2 formulas thus far. Also discrepancies noted in formulas being taught in class different to what is available on Medsafe. Students addressed issue with educator to learn more formulas in class.</p>	<p>Stage 3 cohort HLTENN040</p> <p>Stage 3 cohort HLTENN040</p> <p>Stage 4 cohort HLTENN040</p>	<p>EMs/Unit Coordinators reviewing unit</p> <p>EMs to raise sign up alert with Digital Learning Manager</p> <p>EMs/Teacher</p>	<p>EMs/Unit Coordinators reviewing unit</p> <p>EMs/Unit Coordinators reviewing unit</p>

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	Repeating students & Gap Training. Repeating students upset regarding resubmitting work they have previously completed. EMs explained that some subjects will only require gap training. Where units are not equivalent, students will need to complete subject in full to comply with training package requirements.			
	<p><b><u>Clinical Placement</u></b></p> <p>Following issues raised by students regarding placement:</p> <ul style="list-style-type: none"> <li>regarding lack of first day information or unable to locate on Spot or Inplace. Discrepancy in rosters also raised. Students have been sent home by facilitator as arrived at wrong time.</li> <li>students unaware of module completion prior to attending placement. Some students have been sent home by facilitators as have not completed set modules and advising them they had not received any communication from Holmesglen representatives. EMs stated that they are required to provide student names to facilitators 30 days prior to placement commencement.</li> <li>Some students felt they were poorly treated by facilitators.</li> </ul> <p>EMs reminded students to attend on campus workshops where possible to complete modules prior to placement. Recently workshops were held with very few students attended resulting in cancelling placements.</p> <p>Placement surveys have now been implemented. These will be sent out to students on the 1<sup>st</sup> day of the following month after placement completion. This will allow students to provide true and honest feedback on clinical venues, teaching staff and placement preparation. Feedback will remain anonymous. Any issues will be addressed with clinical venue at department meetings</p>		EMs/CPO	EMs to investigate and address with CPO
6. Brainstorm future Agenda items	No update			
7. Next Meeting and Meeting Topic	Meeting closed 4:15pm Next Meeting 6 <sup>th</sup> April 2023			Minute Secretary to send next meeting invite