

MINUTES

Nursing Department
Diploma of Nursing Student Representative Council Minutes
Thursday 10 June 2021 12:00pm-1:00pm
 via Webex

Present: Gabrielle Koutoukidis (chair), Lindsay Bava, Kamini Pillay, Muhammad Wasif Sarwar, Alexander Antaras, Scott Amos, Rachel Cullen, Zara Rothery, Amanda Meehan

Apologies: Tanya Gupta, Emily Anne Kidd, Kalpani Hetti Arachchige

Minute Secretary: Rebecca Wolk

Item	Discussion	Unit/s	Responsibility	Action
1. Welcome & Apologies	Gabby Koutoukidis, Dean of HSYCS, welcomed everyone to the Student Representative Council meeting and emphasised that this is a good opportunity for students to have a voice and improve the student experience. The Council is a safe and genuine environment to communicate openly and with transparency and provide good robust discussions with a way forward.			
2. Introductions	<p>Student Introductions:</p> <p>Amanda Meehan – F20 Moorabbin representative</p> <p>Scott Amos – J20 Bourke St representative</p> <p>Zara Rothery – F21 Moorabbin representative</p> <p>Alex Antaras – F21 Bourke St representative</p> <p>Rachel Cullen – F20 Bourke St representative</p> <p>Muhammad (Wasif) Sarwar – Bourke St International rep</p> <p>Not in attendance:</p> <p>Tanya Gupta – J20 Moorabbin representative</p> <p>Emily Anne Kidd – Moorabbin International rep</p> <p>Kalpani Hetti Arachchige – F20 Moorabbin International rep</p>			

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Item	Discussion	Unit/s	Responsibility	Action
3. Discussion on:				
3.1. What is working well in Diploma of Nursing course	<ul style="list-style-type: none"> Enjoying simulations. Great for practical learning and helps with OSCEs. Keep that evolving. Feel better prepared for placement and important for practicing skills Hands on practice sessions prior to OSCEs helps reinforce skills. F20 cohort completed majority of course online due to lockdown and enjoyed flexibility. Bourke St students were unhappy though to travel to Bourke St to complete compulsory SIMs for only 1 hour duration during lockdown 		EMs/Teachers	<p>EMs/Teachers to add more practice sessions in longer units.</p> <p>To have practice sessions and simulations prior to each OSCE. Teachers advised to add these practice sessions to the unit outlines where possible. For shorter units' students will be referred to review the Elsevier skills videos prior to the skills assessment.</p> <p>Action items to be on the agenda for the DN team meetings to check the status.</p> <p>Action items to be on the agenda at the EM meetings to follow through.</p>
3.2. What is not working well in Diploma of Nursing course	<p><u>Marking</u> Marking discrepancy. Some teachers are marking differently. Rubrics different to question and students failing when should have received higher marks and creating confusion. However, the matter was rectified and marks updated.</p>	Stage 2 HLTAAP002/003 & CHCDIV001	EMs/ Unit Teachers	<p>All coordinators advised to set up marking moderation meetings.</p> <p>All coordinators are reviewing their assessment rubrics.</p> <p>Action items to be on the agenda for the DN team meetings to check the status.</p> <p>Action items to be on the agenda at the EM meetings to follow through.</p>
	<p><u>Assessments</u> Inconsistency in Brightspace where assessments are stored. All units should have this in assessments for consistency. Some units had assessment embedded in week/or session and could not locate.</p>		EMs/Teachers	<p>Professional development (PD) conducted for all teachers by Sanjaya (Digital learning manager) on correct processes for saving assessments to Brightspace.</p> <p>Action items to be on the agenda for the DN team meetings to check the status. Action items to be on the agenda at the EM meetings to follow through.</p>

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	<p><u>Assessments (cont'd)</u> Wording of questions in assessments are confusing and inconsistent (Neuro, C&A, Stage 1 Q6). Student were given 0 marks because the question was unclear.</p> <p>Assessments being all due in last few weeks of term</p> <p>Assessment feedback generic ie. 'Great Work'. Not provided with areas of improvement. Would appreciate constructive feedback rather than 'read and understand question' response.</p> <p>Multiple assessments required but feedback not given before the next one is due so no opportunity for improvement.</p> <p>Students asked to upload documents onto Brightspace but no space created to do so.</p> <p>Brightspace/Webex access issues</p>	<p>Stage 1 HLTAAP002/003</p> <p>All units</p> <p>All units</p> <p>HLTAAP002/003</p>	<p>EMs/ Unit Teachers</p> <p>EMs/Teachers</p> <p>EMs/Teachers</p> <p>EMs/Teachers</p> <p>EMs/Teachers</p> <p>Student Reps</p>	<p>All assessment questions are currently being reviewed by coordinators to be ready for Semester 2.</p> <p>Teachers were advised to draw up assessment blueprints and map out the assessment due dates per stage.</p> <p>All coordinators are reviewing their assessment rubrics. Strengthening the rubrics will give students more information.</p> <p>Teachers were advised to mark within timeframes so that feedback can be given before the next task is due. Teachers to ask for marking support from EMs if not meeting marking timelines.</p> <p>Addressed with teachers at combined DN meeting</p> <p>Contact TSD to address</p>
	<p><u>Lab classes</u> Students not being signed off as attended in labs and being asked to repeat. Required to prove attendance when already completed.</p>		EMs/Teachers	Addressed with teachers at combined DN meeting. Teachers to track attendance correctly to verify that the student attended.

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	<p><u>Flipped Learning</u> Ensure that the prepare section has reasonable prepare work. One unit quoted as having 13 hours of prepar<u>atione</u>.</p> <p>HLTENN003 has videos that are 1-hour duration & this is too long</p>	<p>HLTENN011</p> <p>HLTENN003</p>	<p>EMs/ Unit Teachers</p> <p>EMs/ Unit Teachers</p>	<p>Teacher has explained this as a combination of revision and prepare work. The teacher will separate the revision on Brightspace. Action items to be on the agenda for the DN team meetings to check the status. Action items to be on the agenda at the EM meetings to follow through.</p> <p>Teacher has responded that instructions were given for students to watch a specific 10-minute portion of the video only. Action items to be on the agenda for the DN team meetings to check the status. Action items to be on the agenda at the EM meetings to follow through.</p>
	<p><u>Uniforms</u></p> <ul style="list-style-type: none"> Students raised concerns regarding quality of polyester uniforms. They burn easily and are not comfortable. Student informed by teachers wearing wrong colour uniform based on gender. 		<p>Dean, HSYCS</p>	<p>Gabby K suggested review of uniforms. To have the organisation to come in semester 2 to review. Teachers were advised at combined DN meeting 17/6/21 that uniforms were unisex. Action items to be on the agenda at the EM meetings to follow through.</p>
	<p><u>Teacher response time to students</u> Emails to teachers were not being responded to in a timely manner. Some students waiting 2 weeks for response. Teachers advised to set communication parameters at the start of the unit. Response time within 3 working days.</p>		<p>EMs/ Acting HOD</p>	<p>Michelle Hall & Kirsty will address teachers concerned Action items to be on the agenda for the DN team meetings to check the status. Action items to be on the agenda at the EM meetings to follow through.</p>

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	Clinical Placement Office <ul style="list-style-type: none"> • Response time to emails. Some students receiving responses 6 weeks after sending their email • Clinical Placement phone number not easily accessible • Need open communication with the Placement team – weekly announcements preferable • Implementing a courtesy email to notify students that documents/emails have been received and actioned • Students wish to be notified of upcoming placements as far in advance as possible • Customer service manner from Placement team requires improvement. In one instance, a staff member has slammed door on a student multiple times. 		Dean, HSYCS/ CPO	Gabby to address all Clinical Placement concerns with Placement team. On Brightspace, Clinical Placement phone number and announcement updates located on Diploma of Nursing Landing Page – Find Department Homepage – Nursing. All students have been advised about this page. Action items to be on the agenda for the DN team meetings to check the status Action items to be on the agenda at the EM meetings to follow through
4. Singapore Exchange	No update			
5. Nursing student advisory board to guide and help shape Elsevier's nursing education	Kamini has advised meeting members that Elsevier is seeking a DN student for the advisory board to review Nursing resources.		EMs/ Minute Secretary	Rebecca emailed recruitment information 10/6. A student has volunteered and her details have been submitted to Elsevier who will contact the student.
6. Brainstorm the themes for the Agenda	No update			
7. Next Meeting and Meeting Topic	Meeting closed 1:16pm Next Meeting Thursday 22 nd July 3-4pm		HSYCS EA	Sowmini to send next meeting invite