

MINUTES

Nursing Department
Diploma of Nursing Student Representative Council Minutes
Thursday 14 October 2021 3.00pm-4:00pm
via Webex

Present: Lindsay Bava (Chair), Kamini Pillay, Michaela Hosking, Scott Amos, Zara Rothery, Amanda Meehan, Alison Munari, Logan Noble

Apologies: N/A

Not Present: Muhammad Wasif Sarwar, Emily Anne Kidd, Kalpani Hetti Arachchige, Rachel Cullen, Tanya Gupta, Alexander Antaras

Minute Secretary: Rebecca Wolk

Item	Discussion	Unit/s	Responsibility	Action
1. Welcome & Apologies	Lindsay welcomed all to meeting. No apologies noted.			
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	Welcomed Logan Noble. Logan is the J21 Bourke St student representative.			
4. SRC Connection	Michaela Hosking, Manager of Student Engagement and Success discussed with the group regarding our student rep council meetings and how this links in with other departments and their committee meetings. Michaela presented Holmesglen Governance structure. In the future hoping to include more student representation within the Holmesglen corporate structure. For 2022, Nursing Student rep meetings will be held prior to Holmesglen Student rep council meetings. Any arising			

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	<p>agenda items will then be raised to the Teaching and Learning Committee where Michaela is a representative. Outcome progress can then be conveyed at the following Nursing SRC meeting. Once TELC & HG student dates have been confirmed for 2022, Nursing SRC dates can be planned accordingly.</p> <p>Nursing SRC meeting items are currently reported at course advisory committee meetings, teacher team meetings, cross campus meetings, course discipline meetings and faculty education and applied research committee (FEARC) meetings.</p> <p>It has been noted that the Nursing SRC meetings are setting a legacy and foundation for future Holmesglen student council bodies.</p>			
5. Update on Action Items from Previous Meeting	<ul style="list-style-type: none"> Nursing students that have applied for Graduate positions next year, must advise Clinical Placement. The Clinical team will contact that facility to see if they can accommodate the students last acute care placement in order to finalise the student and accept the Graduate position. For 2022 intake, the Diploma of Nursing will be enrolling less students in the February intake but uptake the remainder in April in order to acquire placements and allocate to finishing students. 			
	<p><u>International Students</u></p> <ul style="list-style-type: none"> Placement completion prior to BN 2022 commencement. Placements secured for F20 cohort and to be allocated shortly. However some may be delayed due to vaccination requirements. Representatives have been assigned from the Dept of Education & Health across TAFE & university sector for Nursing programs and currently working with the Dean in gaining placements. 			

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	<ul style="list-style-type: none"> Michelle Fernandez from International has volunteered to assist International students with proof of COVID vaccinations. 			
	<u>Course Progression</u> Failure of CHCDIV002 unit – Stage 3 cohort	CHCDIV002	EMs	Has been addressed with EM. Process now in place of identifying at risk students earlier. Letters will be sent to students of all failed units.
	<u>Subject Delivery</u> <ul style="list-style-type: none"> Too much self directed learning in Stage 2. Specific units and teachers unknown at this stage. Medications unit (HLTENN007) was raised as perhaps a unit of concern. Please refer to Agenda Item 6.2 for further information. Students struggling with teacher. Waiting for technical issues to be fixed and missing content on Brightspace Students received only two days notice of subject commencement. Students requiring numeracy support for medications unit were referred to Ann in the Library. 	Stage 2 cohort HLTAAP002/ HLTAAP003 CHCDIV002 HLTENN007	EMs/Teachers EMs/Teachers EMs/Teachers EMs	Awaiting further information from student cohort. To be discussed at next Nursing SRC meeting Unit missing content has been investigated. Students identified as not doing prepare work prior to class. In 2022 will be a staggered unit. Unit coordinator will ensure earlier announcements next year. Matter raised with Anne Travis. May have been an isolated incident and support information reposted on Brightspace.
	<u>Timetabling</u> Tutorials and lab classes missing from timetable.		EMs	Teaching staff will check timetables to ensure accuracy and visibility to students. Any anomalies will be reported to EMs for action.

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	<u>Webex etiquette</u> A student participating in Webex often lying in bed and allowing partner to participate and ask questions in session. Other students have raised concern about this. Student rep to email EM further details.		EMs	Ongoing investigation. EMs to be provided further information from student rep & reported at next Nursing SRC meeting
6. Discussion on:				
6.1. What is working well in Diploma of Nursing course	<ul style="list-style-type: none"> • Timetable restructure with minimum 2 hour gap allowing time for students to return home for tutorials after completing lab sessions on campus as a great help. • HLTENN015 Stage 4 unit taught by Jane and Philippa. Teachers are fantastic and very knowledgeable. Assessments are very well written. Classes are motivating and refreshing. Not solely reading from a textbook. Students regularly asked questions to confirm understanding of content. • Christine Standley – knowledgeable and extensive range of expertise. Great at simplifying topics. • Student support from Student Learning advisors for HLTAAP002 unit has been invaluable. Tips have been provided and reflected back to teacher. Students enjoying classes • Simulations are beneficial. Improves learning of skills. Incorporation of more simulations would be helpful. <i>Intra professional learning (IPL) collaborations and simulations with RN/EN students from both campuses have been taking place for BSBWOR404 unit. HLTENN009 will be trialled next. To become a yearly event.</i> 			

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6.2 What is not working well in Diploma of Nursing course	<u>Subject Delivery</u>	Stage 2 HLTENN007	EMs/Teachers	EM to check Brightspace content and investigate.
	<ul style="list-style-type: none"> Medications unit (HLTENN007) was raised as perhaps a unit of concern. In tutorials advised to practice med safe however no direction given of upcoming exam and little exam revision provided. No information on exam structure ie. multiple choice, question based etc. 	HLTENN007	EMs/Teachers	EMs to investigate and discuss with unit teacher
	<ul style="list-style-type: none"> Students experiencing layout/technical issues with unit exam. Small text boxes to provide answers and then disappearing from screen. Exam time wasted to double check and fix any errors. 	HLTENN006	EMs/Teachers	Issue addressed in previous meeting. HLTENN006 has new coordinator and working with mentor to restructure unit delivery. Placement of assignment to be reviewed by EMs.
	<ul style="list-style-type: none"> Wounds unit has only limited amount of tutorials. No explanation of dressing types given. Students directed to look through them. Assignment for Stage 4 wounds required too early within stage commencement. Advised that assignment format is required as per training.gov.au guidelines. Student participation in breakout rooms. Students are not prepared with failing equipment or cameras/microphones not on. Students finding this lack of preparation untimely and disrespectful. Can headgear be worn in labs <i>No headbands, bandanas etc can be worn in labs as poses an infection control risk.</i> 		EMs	EMs to discuss with teaching staff at next DN team meeting
			EMs	Confirmed in meeting that headwear in labs considered IC risk. No further action required
	<u>Timetabling</u>	HLTAAP002/ HLTAAP003	EMs/Teachers	EMs to investigate
	<ul style="list-style-type: none"> Subjects still appearing on timetable after completion of unit Late notice for make up labs on campus. Less than 48 hours notice given. Difficult for part time workers or parents of children requiring to reschedule personal commitments. Information provided by teacher does not match timetable. 			

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	<i>Ideally two weeks' notice to students would be preferable. However due to campus shutdown, covid isolation cases and cancellations of classes has not made this guideline possible to get students ready for placement. The department also endeavours to schedule these labs on normal days of attendance but in the current climate that has not always been possible.</i>			
	<u>Marking</u> Inconsistencies in grading assessments. Lead teacher deemed hard marker whereas secondary teacher more lenient causing confusion. However in an alternative subject assessments graded by single teacher.	HLTENN006	EMs	EMs to discuss with unit teachers
	<u>Clinical Key</u> Students experienced issues with ordering books via clinical key. However issue rectified as user misunderstanding rather than program error.	Stage 1 cohort	N/A	No action required
	<u>Placement debrief session</u> Request from student cohort to incorporate a placement debrief session to gain overall insight into student experiences on placement.		EMs	EMs to discuss with relevant teachers
	<u>Clinical Placement Office</u> <ul style="list-style-type: none"> Stage 1 cohort anxious attending first placement. A planning timeframe would be appreciated for parents and workers to organise personal commitments. Students experiencing issues uploading workbooks online. Instructions would be helpful Suggestion of Clinical Placement having their own space on BS with tips and instructions would be useful. Student request for placement location. <i>Students can request a placement location with CPO and if available can accommodate these requests.</i> 	Stage 1 cohort	EMs	<p>EMs to discuss with CPO</p> <p>EMs to discuss with CPO regarding posting instructions</p> <p>EMs to discuss CPO space on BS with Sanjaya Khanal, Digital Learning Manager</p> <p>No further action required</p>

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	<ul style="list-style-type: none"> Students going on placement currently undergoing fit testing for suitable mask. <i>Students have been excluded from working with covid patients on placement previously but now this may change.</i> Inconsistency in dates provided from CPO regarding placement commencement for F20 cohort. <i>EMs currently liaising with CPO over F20 placements. Should be allocated and released next week.</i> Rate of students submitting vaccination certificates to Clinical Placement has been low. Placement can not be allocated until certificates have been provided to the Clinical Placement Office as well the Information Office. <i>Stage 4 students that have finished on campus classes and awaiting placement only need to provide documentation to CPO.</i> 	Stage 4 cohort	EMs	EMs liaising with CPO to finalise placements
	<u>Brightspace</u> <ul style="list-style-type: none"> Announcements at times unclear whether specifically for Bourke St or Moorabbin students or all students. Incorrect time range set for Brightspace announcements. Appearing at class commencement rather than allowing prior notice. 		EMs	EMs to arrange PD for teaching staff to address technical issues
	<u>Graduation</u> Students graduating on time		EMs	<i>Stage 4 students have finished on campus classes are now awaiting their final placement. These students will be given priority. It is our aim for all cohorts to complete their course on time but can not be guaranteed.</i>
7. Brainstorm future Agenda items	No update			
8. Next Meeting and Meeting Topic	Meeting closed 4:15pm Next Meeting Thursday 25 th November 3-4pm			Rebecca to send next meeting invite