

## MINUTES

**Nursing Department**  
**Diploma of Nursing Student Representative Council Minutes**  
**Thursday 7 April 2022 3.00pm-4:00pm**  
**via Webex**

**Present:** Lindsay Bava (Chair), Kamini Pillay, Scott Amos, Zara Rothery, Will Kok

**Apologies:** Tanya Gupta

**Not Present:** Logan Noble, Alexander Antaras, Muhammad Wasif Sarwar,

**Minute Secretary:** Rebecca Wolk

Item	Discussion	Unit/s	Responsibility	Action
<b>1. Welcome &amp; Apologies</b>	Lindsay welcomed all to meeting. Welcome to new member F22 Bourke St student representative, Will Kok. Previous minutes accepted by S Amos			
<b>2. Acknowledgement of Country</b>	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.			
<b>3. Update on Action Items from Previous Meeting</b>	<ul style="list-style-type: none"> <li>Content within explore section on Brightspace not available for Bourke St cohort until Moorabbin classes had run their tutorials. This was across several subjects. Matter addressed with unit coordinator.</li> <li>Prepare section on Brightspace for Medications unit was not available to access until late evening prior to class commencement.</li> <li>Brightspace assessments not in consistent format.</li> </ul>	HLTENN005 HLTENN011 HLTENN012  HLTENN007  HLTENN015	EMs/Teachers	Only 2 out of 8 activities were released later until Moorabbin students had completed tuts to prevent distribution of answers.  In future, will be released 1 week prior to class commencement  Workshop held with teaching staff covering uploading of assessments to consistent location. A new curriculum EM

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				has been appointed who will review all Nursing units and delivery consistency.
<b>4. Discussion on:</b>				
<b>4.1. What is working well in Diploma of Nursing course</b>	<ul style="list-style-type: none"> <li>Communication between teachers and students improving</li> <li>Intra professional learning (IPL) collaborations and simulations beneficial</li> <li>The following teachers were praised for their great work, effective communication with students and additional support: <ul style="list-style-type: none"> <li>Kim Kenwell</li> <li>Adam Galbraith</li> <li>Jacob Kamenya</li> </ul> </li> </ul>			
<b>6.2 What is not working well in Diploma of Nursing course</b>	<p><b><u>Subject Delivery</u></b></p> <ul style="list-style-type: none"> <li>Students advised six weeks after class commencement that they are required to upload weekly progress notes and reflections including labs. Difficulty for students to recall previous class events and confusion matching notes with labs/week when uploading to Brightspace. Instructions would be helpful.</li> <li>Content release on day of class commencement. Students required to attend lab with no time to prepare or watch videos.</li> <li>Assessor not paying attention during OSCEs. Students failed OSCE due to incorrect terminology provided. However, terminology discrepancy indicated by student in OSCE is noted throughout Nursing texts.</li> </ul>	<p>HLTENN007</p> <p>HLTENN006</p> <p>HLTENN011</p>	<p>EMs/Teachers</p> <p>EMs/Teachers</p> <p>EMs/Teachers</p>	<p>EMs to investigate and discuss with teaching staff</p> <p>EMs to investigate and discuss with teaching staff</p> <p>EMs to investigate and discuss with teaching staff</p>

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	<ul style="list-style-type: none"> <li>Prior to subject exam, Bourke St cohort were advised specific areas to revise in tutorials, however same information was not relayed to Moorabbin cohort. Noted in meeting that this matter has been flagged.</li> <li>Noted that Stage 3 is content heavy with full workload and many assignments due. Many students are struggling. Advised that Holmesglen is directed by training.gov.au and must follow guidelines as do all other registered training providers to remain compliant but agreed Stage 3 has heavy content.</li> <li>Noted that some students within Stage 1 cohort are struggling to remember basic information. Perhaps due to some not paying in attention in class. Advised by other meeting reps that basic information will be reinforced as course progresses. HLTENN041 Legal considered a heavy subject.</li> </ul>	HLTENN012	EMs/Teachers	Moorabbin & Bourke St teaching staff have investigated, and no evidence of advantages given only varying instruction methods between campuses. To ensure consistency in the future.
	<p><b><u>Timetabling</u></b></p> <ul style="list-style-type: none"> <li>Ongoing timetabling issues. Some classes were appearing unnecessarily, and other classes were not appearing at all. Some students were not notified of recent upgrade outage and IT services was not restored until Tuesday when advised Monday. 2 labs were also shown as running at the same time. Not advised that 1 lab was only a makeup session for certain students and all students attended unnecessarily.</li> <li>Cancellation of F21 Group D affected student timetables and availability therefore resulting in students having to defer their studies or withdraw from the course.</li> </ul>	<p>Stage 3 cohort</p> <p>F21 Group D</p>	<p>EMs/Teachers</p> <p>EMs</p>	<p>EMs to investigate and discuss with teaching staff</p> <p>Due to high attrition rate, out of departments control</p>

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	<b><u>Clinical Placement Office</u></b> <ul style="list-style-type: none"> <li>Dues dates for immunisations/placement unclear. Advised that 17<sup>th</sup> March was initial due date for immunisations however due to poor student response was extended until 4<sup>th</sup> April. This information was posted on Brightspace. Orientation information also available on Brightspace under HLTENN041 Legal &amp; HLTENN036 Communication subjects. Noted that Stage 1 cohort still familiarising with Brightspace layout.</li> </ul>	Stage 1 cohort	EMs	EMs advised all information has been posted on Brightspace but looking at strategies to improve and communicate better with students in the future.
	<b><u>Classroom Etiquette</u></b> <ul style="list-style-type: none"> <li>Reports of students being unfairly treated by teaching staff. Student reps requested to email EMs with further detail.</li> <li>Reports of students leaving early, excessive mobile phone use and not paying attention during class time.</li> </ul>		EMs  EMs	EMs to investigate when additional information is received  EMs/Teachers to monitor behaviour and address after term break
<b>5. Brainstorm future Agenda items</b>	No update			
<b>6. Next Meeting and Meeting Topic</b>	Meeting closed 3:43pm Next Meeting 19 <sup>th</sup> May 2022			Minute Secretary to send next meeting invite