

MINUTES

Nursing Department
Diploma of Nursing Student Representative Council Minutes
Thursday 28 July 2022 3.00pm-4:00pm
via Webex

Present: Lindsay Bava (Chair), Kamini Pillay, Zara Rothery, Will Kok, Megan Haworth, Theon Pantheon

Apologies: Lincoln Brannan

Not Present: Alexander Lalor, Muhammad Sarwar, Logan Noble, Alexander Antaras

Minute Secretary: Rebecca Wolk

Item	Discussion	Unit/s	Responsibility	Action
1. Welcome & Apologies	Kamini 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	Megan Haworth F22 Moorabbin, Will Kok F22 Bourke St, Zara Rothery F21 Moorabbin, Theon Pantheon A22 Bourke St student representatives introduced in meeting.			
4. Update on Action Items from Previous Meeting	<ul style="list-style-type: none"> Stage 4 assignments waiting to be marked. Matter has now been resolved Stage 3 cohort remarked on lack of communication/no response from teachers to student emails regarding wounds unit resulting. Extra markers were brought in to assess and remove backlog. Matter now resolved Concerns regarding disruptive students. No further emails have been received. Student rep request for teacher feedback regarding disruptive student behaviour/conduct and improvements required 		EMs	EMs to request student behaviour feedback with teaching staff

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
	<ul style="list-style-type: none"> Stage 1 cohort experiencing issues with formatting documents in HLTENN038 unit. Discussed with unit coordinator but could not find issue. Student reps advised that document was downloading as pdf rather than a text file which prevented formatting but found an alternative solution. Student frustration regarding lack of response to queries from Clinical Placement Office. Student reps advised of no improvement in this matter. EMs discovered issue with phone messages. Messages left by students were going to another extension which no one has access to. Now trialling a new phone system with options ie. Nursing 1, AHA 2, Bach 3. Trialled message bank if call not picked up. CPO can view missed calls but can't locate messages. Testing continues Allegations of bullying towards students at placement facility. Teachers allocated to this placement were notified and discussed with CPO and facilitator. Facility is no longer used by Holmesglen Some students requested to resubmit placement documentation and frustrated with CPO with lack of recordkeeping. Currently trialling new placement management system called InPlace Training with A22 & J22 students with documentation and allocations. Students will then be requested to provide feedback to check viability. EM advised that InPlace Training will allow students to upload documents (ie. WWCC, police checks, first aid information etc). This program will also allocate placements to students based on postcode, track academic unit results/course progression, placement hours, facility information with modules embedded as well as send reminders. Will create less email traffic with CPO. Student will initially receive an email from Inplace 			

OFFICIAL Holmesglen: rw nurs 3-Aug-2022 U:\HSB\Programs - Courses\NURSING\Administration\Student representatives\2022\Meeting Minutes\DN Student Rep Council Minutes 28 July 2022.docx

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
	determine how assessments are graded and clearly meet criteria requirements.			
	Student cohort also noted that rubrics not aligning with assessment task instruction for HLTAAP002/HLTAAP003 subjects. Wording of some assessment questions are ambiguous. Students suggested a command list with definition and example to avoid confusion.	HLTAAP002/ HLTAAP003	EMs/Teachers	Refer to Curriculum EM for review
	Students only given 1 week to complete AT4 Endocrine assessment with no rubrics available. Student rep requested an extension for students yet to complete.	HLTAAP002	EMs/Teachers	EM to discuss with unit coordinator regarding timeframe
	Students reported changes in grading - NS/S marking from numerical. Queried if percentages/grades could be provided as would be required for entry to study at university.			
	Lack of response from teachers to student emails. In particular to students who have not attended classes due to illness and are seeking assistance with missed class work.		EMs/Teachers	EMs to raise at next DN Team meeting.
	Student with personal issues that arrived late to class distressed by teacher response. Student reps reminded to email urgent student concerns to EMs immediately for action.			EMs awaiting further information from student rep
	Concerns raised regarding teaching style of a particular teacher. Topics addressed too quickly and not in depth.			EMs awaiting further information from student rep
	Discrepancies with teacher delivery regarding graded assessments. This is relating to wording used in assessments and is not correlating to assessment marks/results. Recommendation by student cohort for greater teacher elaboration or alternatively upload video presentation.			

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
	Clarification regarding student reassessment. Recent student requests for reassessment were advised that only students that have failed an assessment are eligible to apply. Students that have passed but seeking a higher grade are not eligible.			
	<p><u>Student Resources</u> Referencing discrepancies between LSC feedback and teacher comments. Recommended for Holmesglen to create own command list APA7 referencing style as well as a video guide. Student Reps advised quick referencing guides also available on Holmesglen website.</p> <p>Request by student cohort to update DN book list to reflect appropriate scope when completing assessments. Recent assessments completed by students where advised answers were not within scope of DN role.</p>			EMs to organise APA7 video
	<p><u>Clinical Placement Office</u> Stage 4 students concerned only completed 2 placements thus far and still waiting on remaining placements. Received no communication from CPO and unknown is difficult.</p> <p>Student completed 3 days of placement prior to catching COVID then having to withdraw but received no further response from CPO over 7 weeks. Student requested acknowledgement of hours completed but since confirmed with teaching staff.</p> <p>Student numbers posted on Brightspace for placement allocation. When students followed up with CPO it was confirmed in actual fact they had no placement allocation.</p>			EMs to raise with CPO
6. Brainstorm future Agenda items	No update			
7. Next Meeting and Meeting Topic	Meeting closed 4:14pm Next Meeting 8 th September 2022			Minute Secretary to send next meeting invite