

## MANDATORY PLACEMENT REQUIREMENTS

Students enrolled in the HLT54121 Diploma of Nursing will be required to complete the following mandatory placement requirements for the purpose of Practical Placement. Some requirements must be fulfilled Pre-Placement allocation, usually by a specific due date (2-3 months from course commencement), before they will be permitted to commence placement. Placement occurs at the end of each semester (approximately every 5-6 months).

Mandatory documents are those documents that Victoria University is required to collect from each student to meet contractual, Occupational Health and Safety, and legal agreements with DHHS and partnering health facilities including:

| Placement Requirements / Mandatory Documentation  | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Important notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Additional Costs (if applicable)                                                                                                                                                                                                                                                          |
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| 100% Attendance of minimum of 400 placement hours | <p>Clinical Placement is embedded within the Diploma of Nursing course at the end of each semester as follows:<br/> Semester 1: Placement 1 - Aged Care = minimum 80hrs<br/> Semester 2: Placement 2 - Mental Health = minimum 80hrs<br/> Semester 3: Placement 3 - Medications = minimum 120hrs<br/> Semester 4: Placement 4 - Consolidation = minimum 120hrs</p> <p>Placements are sourced both in Metropolitan areas and regional. All students will be expected to be able to travel for placement.<br/> The Nursing profession is one that involves shift work (morning, afternoon &amp; night), weekend work and work on public holidays.</p>                                                                                                                                                                   | <p>400 hours of placement required to receive an overall satisfactory mark for Clinical Placement and register with Australian Health Practitioner Regulation Agency (AHPRA) at the completion of your course. Any days missed during allocated placement times due to illness, Public Holidays or other unforeseen circumstances will be made up at end of course and may delay course completion.</p> <p>Students may also be required to complete up to 2 placements at the end of a semester, if the previous semesters placement was not completed due to individual circumstances OR placement availability.</p> | <p>Cost vary. Below is a list of possible costs associate with placement:</p> <ul style="list-style-type: none"> <li>• Travel costs</li> <li>• Parking</li> <li>• Accommodation</li> <li>• Food</li> <li>• Carer arrangements</li> <li>• Inability to attend usual "Paid work"</li> </ul> |
| Declaration of "Fit for Practice"                 | <p>Students will be required to declare that they are "fit for practice" for Clinical Placement experience. This means students must declare that they have met the inherent requirements of the course and must not have any physical or mental impairments that could affect own safety or the safety of the public where they will be providing nursing care in their allocated Clinical Placement. The Australian Health Practitioner Regulation Agency (AHPRA) has defined impairment as "a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect a student's capacity to undertake Clinical Placement" <a href="http://nursingmidwiferyboard.gov.au">nursingmidwiferyboard.gov.au</a></p> | <p>It will be the student's obligation to inform the Clinical Coordinator as soon as possible, if they have any physical or mental health issues, (including substance abuse or dependence) or if a new or existing condition/illness develops or presents that may impair their ability to continue with the requirements of Clinical Placement.</p> <p>Students who believe they may not be able to meet the inherent requirements should email <a href="mailto:Diploma.NursingPlacements@vu.edu.au">Diploma.NursingPlacements@vu.edu.au</a> so that a meeting can be arranged with the Clinical Coordinator.</p>    | N/A                                                                                                                                                                                                                                                                                       |

# ENROLLED NURSE PROGRAM AT VU – COURSE PLACEMENT & INHERENT REQUIREMENTS

| Placement Requirements / Mandatory Documentation | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Important notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Additional Costs (if applicable)                                                                                                                                                                                                                                                                                                                                                  |
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| Immunisation Compliance Form                     | <p>The Department of Health and Human Services requires all students undertaking placement in the healthcare sector to be fully immunised.</p> <p>All students will need to submit a completed Immunisation Compliance form signed off by a medical practitioner showing they are fully vaccinated or immune for the following:</p> <ol style="list-style-type: none"> <li>1. <b>COVID-19 (3 doses)</b></li> <li>2. <b>Hepatitis B</b> – evidence of primary course of 3 vaccination doses AND Serology report indicating immunity to hepatitis B</li> <li>3. <b>Seasonal Influenza</b> – annual requirement</li> <li>4. <b>Diphtheria / Tetanus / Pertussis (whooping cough) vaccine</b> - MUST BE dTpa – adult dose</li> <li>5. <b>Measles, Mumps, Rubella</b> – evidence of 2 vaccination doses AND blood test (serology report) to confirm immunity</li> <li>6. <b>Varicella (chickenpox)</b> – evidence of 2 vaccination doses OR blood test (serology report) to confirm immunity OR history of chickenpox</li> <li>7. Tuberculin Screen: Tuberculin Skin Test OR Quantiferon TB Assay blood test (serology) to show immunity</li> </ol> | <p>It is important that this process commences ASAP.</p> <p>Students will be provided with deadlines to provide evidence of immunisation upon course commencement.</p> <p>Additional immunisations may be required in response to changes in Government regulations or at the request of the placement host organisation.</p> <p>HepB vaccination, has up to a 7 month 3 dose vaccination schedule. Students can proceed to Placement 1, with evidence of just Dose 1 &amp; 2, however, will require evidence of full vaccination to proceed to all other placements.</p> | <p>Costs may vary depending on but not limited to factors such as:</p> <ul style="list-style-type: none"> <li>• Varying doctor consultation fees</li> <li>• Need for vaccination</li> <li>• Need for additional tests or specialist fees</li> </ul> <p>Students are encouraged to seek advice from their medical practitioner and inform themselves about all possible costs.</p> |
| Working with Children Check                      | <p>Students will be required to submit evidence of a valid Working with Children Check (WWCC). The WWCC provides a mandatory minimum screening standard across Victoria and helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. The WWCC needs to be valid for the duration of a student's course.</p> <p>Once obtained, WWC checks are valid for 5 years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Application timeframe of 4-8 weeks</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Free - Volunteer check required</p>                                                                                                                                                                                                                                                                                                                                            |

# ENROLLED NURSE PROGRAM AT VU – COURSE PLACEMENT & INHERENT REQUIREMENTS

| Placement Requirements / Mandatory Documentation | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Important notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Additional Costs (if applicable)                                                                                                                  |
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| Police Check                                     | <p>All students will be required to provide evidence of a valid police check as is the requirement under Federal and State government legislation for health care workers, including volunteers &amp; students.</p> <p>New police checks must be completed upon commencement of course. Once obtained, Police Checks are valid for 3 years for the purpose of Clinical Placement. However, students must notify the Clinical Placement Office in the event that they are charged with an offense at any time during their course.</p>                                                                                                                                                                                                                                                                                                                                                            | <p>Application timeframe up to 4 weeks.</p> <p>Students who have a Disclosable Outcome (criminal record) on their National Police Check must be aware, depending on the seriousness of the offense, that they may not be able to attend Placement, and therefore will not be able to successfully progress and complete the course.</p> <p>Students who believe their Police Check may show a Disclosable Outcome (criminal record), should email <a href="mailto:Diploma.NursingPlacements@vu.edu.au">Diploma.NursingPlacements@vu.edu.au</a> so that a meeting can be arranged with the Clinical Coordinator.</p>            | <p>Approx. \$25-\$60. Once enrolled, VU is able to provide access to Police Checks through Fit2work, at student discounted price \$24.90+GST.</p> |
| International Criminal History Check             | <p>In addition to a National Police check, any student who meets the following criteria;</p> <ul style="list-style-type: none"> <li>• currently enrolled as an International Student, or;</li> <li>• after the age of 16:               <ul style="list-style-type: none"> <li>(a) Been a citizen or permanent resident of any country other than Australia; or</li> <li>(b) Resided continuously in any single country other than Australia for 12 months or more.</li> </ul> </li> </ul> <p>MUST upload one form of below listed acceptable evidence;</p> <ul style="list-style-type: none"> <li>(a) Nation-wide check of criminal history produced by the relevant national authority (if in a language other than English, it must be accompanied by a certified English translation); or</li> <li>(b) International Criminal History Check issued by an AHPRA approved supplier;</li> </ul> | <p>Application timeframe of 4 - 12 weeks</p> <p>Students who have a Disclosable Outcome (criminal record) on their Int. Police Check must be aware, depending on the seriousness of the offense, that they may not be able to attend Placement, and therefore will not be able to successfully progress and complete the course.</p> <p>Students who believe their International Police Check may show a Disclosable Outcome (criminal record), should email <a href="mailto:Diploma.NursingPlacements@vu.edu.au">Diploma.NursingPlacements@vu.edu.au</a> so that a meeting can be arranged with the Clinical Coordinator.</p> | <p>Costs vary.</p> <p>Through Fit2work: \$159.00 + GST per International Criminal History Check (\$55.00 + GST for New Zealand).</p>              |

# ENROLLED NURSE PROGRAM AT VU – COURSE PLACEMENT & INHERENT REQUIREMENTS

| Placement Requirements / Mandatory Documentation | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Important notes                                                                                                                                                      | Additional Costs (if applicable)                |
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| NDIS Check                                       | <p>Students are required to have a National Disability Insurance Scheme (NDIS) Check. All individuals starting work for registered NDIS providers in certain types of roles called risk assessed roles will need a NDIS Clearance before they can start work. This includes volunteers and students. At any given point during the course a student may be allocated to a NDIS registered provider and will therefore need this check to be able to proceed to placement. The majority of Aged Care providers Victoria University is affiliated with, are Registered NDIS providers.</p> <p>A NDIS Clearance is valid for 5 years from the date of the notice unless it is surrendered or revoked.</p> | Application timeframe of 6-12 weeks                                                                                                                                  | The fee for a NDIS Check is \$123.20.           |
| Hand Hygiene Certificate                         | <p>Students will be required to have a valid Hand Hygiene Certificate at each placement.</p> <p>Hand Hygiene Certificates have a 1 year validity and must be renewed yearly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Onus is on student to ensure they have valid certificate prior to each placement and complete online in own time.                                                    | Free online module.                             |
| Covid19 Infection Control Training               | Students will be required to complete Infection Control Training - Covid-19 online module in response to the COVID-19 outbreak. This training is mandatory for care workers across all health care settings, including aged care and disability workers, both in a residential and community setting.                                                                                                                                                                                                                                                                                                                                                                                                  | Onus is on student to ensure they have valid certificate prior to each placement and complete online in own time.                                                    | Free online module.                             |
| Aged Care Statutory Declaration                  | <p>Required for all placements in Aged Care type settings.</p> <p>A copy of the form will be provided once students are enrolled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                      | Students may occur fee from authorised witness. |
| Mask Fit Testing                                 | <p>Fit testing is a validated method to independently determine whether a specific make, model and size of respirator achieves a proper fit to an individual's face.</p> <p>The need for a student to be fit tested before commencing a clinical placement will be contingent upon the area of the health service in which the student will be placed.</p>                                                                                                                                                                                                                                                                                                                                             | Victoria University will be encouraging all students to complete FIT TESTING so that they are not disadvantaged and miss out on opportunities to complete placement. | \$50-\$100 per person                           |
| Other                                            | Throughout the course there may be legislative or regulatory body changes that may introduce new requirements for Clinical Placement. Students will be expected to meet these requirements as part of the mandatory Clinical Placement requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                      |                                                 |

# ENROLLED NURSE PROGRAM AT VU – COURSE PLACEMENT & INHERENT REQUIREMENTS

## INHERENT REQUIREMENTS

Victoria University, Health department strongly supports the rights of all people who wish to pursue a nursing course to achieve their potential and career objectives. Our department is committed to making reasonable adjustments to learning and teaching, assessment, clinical practice and other activities to address the impact of students' disabilities so that they are able to participate in the course.

To support potential and current students' decision-making a set of inherent requirement statements has been developed. These statements specify the course requirements of the nursing courses for student admission and progression. The statements are clustered under seven (7) domains consisting of:

1. Ethical and legal behaviour,
2. Behavioural stability,
3. Communication,
4. Cognition,
5. Sensory abilities,
6. Strength and mobility; and
7. Sustainable performance.

Many of the activities associated with the professional practice of a nursing are time sensitive, where the capacity to perform certain activities within specified time limits is required to reduce or avoid risks to patient safety and wellbeing. The safety and wellbeing of you and others is always of paramount importance.

Students are required to undertake learning activities in mixed gender environments, which reflect the Australian health care context. The inherent requirements outlined below provide a guide for students and staff members when deciding whether you are able to meet these requirements and the type of reasonable adjustments that could be put in place to allow you to complete the course without compromising the academic integrity of the course.

## WHAT ARE INHERENT REQUIREMENTS?

Inherent requirements are the abilities, attributes, skills and behaviours needed to meet the learning outcomes of the course.

You should carefully consider the following inherent requirement statements, as a:

- Guide for your learning during the course
- Way to identify challenges you may have in meeting the requirements.

If you have challenges related to a disability or health condition, contact Accessibility Services to discuss possible strategies and reasonable adjustment

## 1. ETHICAL AND LEGAL BEHAVIOUR

Nursing is a profession that is governed by industry and professional competency standards, federal and state government legislation, policies and protocols where nurses are both accountable and responsible for ensuring professional behaviour in all contexts.

Nursing practice is mandated by specific legal and regulatory requirements and standards to enable the safe delivery of care. Students must demonstrate knowledge and compliance with Australian Law, professional regulations and scope of practice.

## 2. BEHAVIOURAL STABILITY

Behavioural stability is required to function and adapt effectively and sensitively in a demanding role. Students must demonstrate behavioural stability to work constructively in a diverse and rapidly changing academic and dynamic clinical environment.

Behavioural stability is required to work individually and in teams in changing and unpredictable environments. Nursing students will be exposed to emergency situations and human suffering and will be required to have behavioural stability to manage these events objectively and professionally. Students must be able to cope with their own emotions and behaviour effectively when dealing with individuals in the clinical setting.

## 3. COMMUNICATION

This course requires effective, verbal, non-verbal and written communication skills.

Effective and efficient verbal communication, in English, is an essential requirement to provide safe delivery of care. Effective non-verbal communication is fundamental to nursing and needs to be respectful, clear, attentive, empathetic, honest and non-judgmental. Effective written communication is a fundamental nursing responsibility with professional and legal ramifications.

Students must demonstrate:

- The ability to understand and respond to verbal communication accurately, appropriately and in a timely manner
- The ability to provide clear instructions in the context of the situation
- Timely clear feedback and reporting
- The capacity to recognise, interpret and respond appropriately to behavioural cues
- Consistent and appropriate awareness of own behaviours
- Sensitivity to individual differences
- Capacity to construct coherent written communication appropriate to the circumstances

## 4. COGNITION

This course requires knowledge of theory and the skills of knowledge cognition, literacy and numeracy.

### Knowledge cognition

Consistent and effective knowledge and cognitive skills must be demonstrated to provide safe, effective and timely nursing services.

Students must demonstrate:

- Capacity to locate appropriate and relevant information
- Ability to process information relevant to practice

# INHERENT REQUIREMENTS – ENROLLED NURSE PROGRAM AT VU

- Ability to integrate and implement knowledge in practice

Safe and effective nursing care is based on comprehensive knowledge that must be sourced, understood and applied appropriately.

## Literacy

Competent literacy skills are essential to provide safe and effective professional care.

Students must demonstrate:

- The ability to accurately acquire information and convey appropriate, effective messages
- Ability to read and comprehend a range of literature and information

## Numeracy

Competent and accurate numeracy skills are essential for safe and effective care.

Student demonstrates:

- Ability to interpret and correctly applies data, measurements and numerical criteria.
- Accurate preparation, calculation, administration and documentation of medications

## 5. SENSORY ABILITY

Students must demonstrate sufficient visual acuity to perform the required range of skills in environments which may be difficult and hostile.

Students must demonstrate sufficient aural function to undertake the required range of skills.

Students must demonstrate sufficient tactile function to undertake the required range of skills and assessments.

Any strategies to address the effects of vision, auditory and tactile impairment must be effective, consistent and not compromise treatment or safety.

## 6. STRENGTH AND MOBILITY

Nursing practice involves physical demands and requires gross motor function. Sufficient gross motor skills are necessary to perform, coordinate and prioritise care. Tasks that involve gross motor skills include lifting, carrying, pushing, pulling, standing, twisting and bending. Students must be able to demonstrate and perform these tasks consistently, repetitively and safely to reduce the risk of harm to self and others.

Nursing practice is a profession that requires manual dexterity and fine motor skills.

Sufficient fine motor skills are necessary to perform, coordinate and prioritise care. Tasks that involve fine motor skills include being able to grasp, press, push, turn, squeeze and manipulate various objects and individuals. Students must be able to demonstrate and perform these tasks consistently and safely to reduce the risk of harm to self and others.

## 7. SUSTAINABLE PERFORMANCE

Nursing practice requires physical, mental and emotional performance at a consistent and sustained level over time.

Students must demonstrate:

- Consistent and sustained level of physical energy to complete a specific task in a timely manner and over time

# INHERENT REQUIREMENTS – ENROLLED NURSE PROGRAM AT VU

- The ability to perform repetitive activities with a level of concentration that ensures a capacity to focus on the activity until it is completed appropriately
- The capacity to maintain consistency and quality of performance throughout the designated period of duty.
- Sufficient physical, emotional and mental endurance is an essential requirement needed to perform multiple tasks in an assigned period to provide safe and effective care

These inherent requirements should be read in conjunction with other Victoria University and Victoria University course information and industry publications such as the Enrolled Nurse Practice Standards, the Code of Professional Conduct for Nurses, and the Code of Ethics for Nurses published by the Nursing and Midwifery Board of Australia

**If you think you may experience challenges related to your disability, chronic health condition or any other reason, you should discuss your concerns with a campus Disability Advisor or Course Coordinator. These staff can work collaboratively with you to determine reasonable adjustments to assist you to meet the Inherent Requirements. In the case where it is determined that Inherent requirements cannot be met with reasonable adjustments, the VU staff can provide guidance regarding other study options.**