My Course Planning Session

Undergraduate Nursing 4691

Presented by
Dr Amanda Johnson
Director Academic Program (Undergraduate)
"We wish to acknowledge the traditional owners of this land in which this My Course Planning information session is taking place, the Darug peoples, Elders past and present, and any other Aboriginal people joining us today"
School of Nursing and Midwifery

Welcome
Who are the Undergraduate Team?

Dr Amanda Johnson DAP Undergraduate amanda.johnson@uws.edu.au

Academic Course Advisors (ACA)
Ms Gabrielle Metelli g.metelli@uws.edu.au surnames A-C + BNGE
Dr Stephen McNally s.mcnally@uws.edu.au surnames D-K
Dr Rebecca O’Reilly re.oreilly@uws.edu.au surnames L-Q + BN Adv
Dr Sharon Hillege s.hillege@uws.edu.au surnames R-Z

Campus Advisors (based at each campus)
Campbelltown Ms Ann Ooi on a.ooi@uws.edu.au
Hawkesbury Ms Maxine Veale on m.veale@uws.edu.au
Parramatta Ms Sue Gatley on s.gatley@uws.edu.au

- Unit Coordinators
- Campus Coordinators (based at each campus for each unit)
- Teaching Staff
- Professional Staff
The School supports staff, students and graduates to make a significant ‘DIFFERENCE’ by valuing and encouraging the following attributes:

Diversity, Innovation, Flexibility, Fairness, Excellence, Respect, Equity, Nurture, Collegiality, Engagement
School of Nursing and Midwifery

Campuses

**Hawkesbury**
Bourke St Richmond

**Parramatta**
Cnr. Victoria Rd and James Ruse Drive
Rydalmere

**Campbelltown**
Narellan Rd
Campbelltown
First things first

Visit this UWS Website for the 8 essential steps to become a student
http://www.uws.edu.au/currentstudents/current_students/starting_out

2. **Accept your Offer:**
http://www.uws.edu.au/currentstudents/current_students/starting_out/step_1_accept
Activate your MyUWSAccount (a secure, managed environment which will provide access to UWS Information Technology (IT) services)

- Set up your student email account
- Correspondence and information will only be sent to your student email once you have accepted your offer

3. **Plan your course:**
http://www.uws.edu.au/currentstudents/current_students/starting_out/step_3_plan

- Check your units
- Apply for Advanced Standing (if eligible)
4. **Enrol with MySR**
   My Student Record provides online access to your enrolment details so you can view or update your own enrolment and personal details online.

5. **Check your timetable options:**
   [http://www.uws.edu.au/currentstudents/current_students/starting_out/step_5_check_your_timetable](http://www.uws.edu.au/currentstudents/current_students/starting_out/step_5_check_your_timetable)

6. **Calculate your fees:**

7. **Get your Student ID card:**

8. **Prepare for university**
   - Tutorial Registration - Register for Classes – 12th February 2013
   - Attend Orientation
Assistance with Enrolment

Handbook


Enrolment staff

- Are in the Computer Labs on all campuses, during My Course Planning Days, to assist you to enrol.

or email: enrolments@uws.edu.au

Student Central Info line: 1300 668 370
or studentcentral@uws.edu.au
Important Dates

Tutorial Registration

1st Year  1.30pm  2nd Year  3.30pm  3rd Year  3:30pm

- Hawkesbury Campus  Tuesday 19th February 2013 from 10:00am – 12:00pm
  Building G6, Room G43

- Parramatta Campus  Thursday 21st February 2013 from 10:00am – 12:00pm
  Auditorium (EE)

- Campbelltown Campus  Friday 22nd February 2013 from 12:30pm – 2:30pm
  Building 30, Room G206

Start of the Autumn session  Monday 25th February 2013

Census Date – Autumn session  31st March 2013
Tutorial Registration opens a few weeks before the teaching sessions start. You'll need to make sure you are enrolled in all your units (in MySR) or you won't be able to register for your tutorials.

Online tutorial registration works on a first in, first served basis and lets you select your preferred activities/timetable through a web interface on the University of Western Sydney web site.

If you are not successful in obtaining your preferred timetable you may:

• Swap your tutorial with another student and submit the ‘Change tutorial request’ form to the Professional Staff member in the reception area of the nursing administrative building on your home campus
• Submit the ‘Change tutorial request’ form and provide evidence that there are exceptional circumstances that require you to have a specific timetable – see the document for examples of what exceptional circumstances are acceptable

School contacts for Tutorial Registration:
Campus Support Administrative staff in the nursing administrative buildings on each campus:

Bldg 7 Campbelltown - 02 4620 3146
Bldg G10 Hawkesbury – 02 4570 1916
Bldg EB Parramatta - 02 9685 9031
School of Nursing and Midwifery

Academic Staff Organisational Chart

*ACA - Academic Course Advisor

**Campus Course Advisor – Parramatta, Campbelltown, Hawkesbury
Student Communication Pathways

**General Course Assistance**

**Professional Staff**
- Assistance with campus directions;
- Generic information about UWS policies and processes;
- Advice on what academic you should make your inquiry to;
- Tutorial Registration.

**Unit Specific Course Assistance**

**Lecturers/Tutors**
- Assistance with assignments;
- Issues with lectures, tutorials, skill, or laboratory classes.

**Campus Unit Coordinators**
Issues with lectures, tutorials, skill or laboratory classes that could not be resolved by your Lecturer or Tutor.

**Unit Coordinators**
- Extensions for assignments;
- Inquiries regarding special consideration applications

**Course Specific Assistance**

**Campus Academic Advisors**

**Academic Course Advisors**

**Director Academic Programs**

**Director Clinical**
Email Etiquette

- Set up your scholar account

- Address your email by commencing with:
  
  **Dear or Hi or Hello (insert the person’s first name)**

- Avoid **UPPER** case /bold/red = aggressive / angry expression

- Keep your message clear and concise

- Take care of your tone to avoid misinterpretation

- Set up your signature:

  Kind Regards

  *James*

  James King St id No: 18420817
  
  Contact number: 45 701 956
The School that you will belong to is:
**The School of Nursing and Midwifery**

The Course( Program) that you will be undertaking is classed as an: **Undergraduate** program

The level of the course is: **Bachelor**

The Bachelor of Nursing course number is: **4691**

Subjects are known as: **Units**

Classes are either:
**On-Line Lectures, Workshops, Tutorials, Skills**
The course consists of:
Blended Learning Strategy

Lectures:
• A lecture is a formal presentation conducted by your lecturer and held in a lecture theatre. Lectures last between 1 to 2 hours. Lecture numbers may vary in size but should be attended by all students enrolled in the unit.
  Lectures are offered on-line or as a podcast.

Workshops:
• A workshop is a combination of presentation and skill-building exercises conducted by your lecturer and/or tutors. Workshop numbers may vary in size.

Tutorial:
A tutorial is a class conducted by your tutor. Your tutorials last between 1-2 hours. Maximum of 27 students.

Skills: (Compulsory)
A Skills class conducted by your tutor in specifically designed clinical practice unit (CPU) similar to what you would find in a health care facility and provide simulated learning opportunities. These classes last between 1-2 hours. Skill classes have a maximum of 20 students.
Special Requirements

**National Criminal Record Check**
- Application and payment to be made at your local police station

**First Aid Certificate**
- Can be obtained from any accredited institution eg.
  - St John’s Ambulance, Mission Australia or UWS Connect

For more information on First Aid Certificates, please visit the National Training Information Service website to check that your certificate has been issued by an approved provider:

**Prohibited Employment Declaration**
- Complete declaration on MySR when you enrol

**Adult Vaccination Record Card**
NSW Health requires all students who will be entering their facilities as part of any clinical placement to produce evidence of currently immunisation or vaccination against infectious diseases.

Details regarding Vaccination requirements and additional useful information is available on the NSW Health website: http://www0.health.nsw.gov.au/publichealth/immunisation/ohs/ or vaccination Records cards are available at all Student Central locations.
Course Progression

The course comprises **24 units** of study

**23 core units**
- *Units that must be undertaken to complete the course and*

**1 elective unit**
- Elective units in the Bachelor of Nursing may be chosen from any unit offered at UWS, provided unit pre-requisites are met and space is available to accommodate your enrolment. You must contact the unit’s coordinator to ensure you have the requirements to undertake the unit.

- If you select an elective from another school you must ensure that this unit does not clash with any clinical component of your degree

- The following are elective units in the nursing discipline area which are not listed in the Handbook. These electives are open to students provided that pre-requisites are met and space is available:
  - [400621.2](#) Bugs and Drugs
  - [400961.1](#) Drugs on Line
  - [400958.1](#) A Field Study: Comparative Studies of Health Care Delivery

Bachelor of Nursing - 4691

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>401000</td>
<td>Professional Practice Experience 1</td>
</tr>
<tr>
<td>401001</td>
<td>Primary Health Care in Action</td>
</tr>
<tr>
<td>401002</td>
<td>Bioscience 1</td>
</tr>
<tr>
<td>401003</td>
<td>Professional Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>401004</td>
<td>Professional Practice Experience 2</td>
</tr>
<tr>
<td>401005</td>
<td>Human Relationships and Life Transitions</td>
</tr>
<tr>
<td>401006</td>
<td>Bioscience 2</td>
</tr>
<tr>
<td>401007</td>
<td>Approaches to Professional Nursing Practice</td>
</tr>
</tbody>
</table>

Bachelor of Nursing - 4691

### Year Two Autumn
- 401008 Professional Practice Experience 3
- 401009 Health in a Culturally Diverse Community
- 401010 Health Variations 1
- 401011 Research Principles for Nursing & Midwifery

### Year Two Spring
- 401012 Professional Practice Experience 4
- 401013 Promoting Mental Health and Wellbeing 1
- 401014 Health Variations 2
- 101015 Health Variations 3

### Year Three Autumn
- 401016 Professional Practice Experience 5
- 401017 Promoting Mental Health & Wellbeing 2
- 401018 Health Variations 4
- 401019 Health Variations 5

### Year Three Spring
- 401020 Professional Practice Experience 6
- 401021 Being a Professional Nurse/Midwife
- 401022 Leadership in Nursing and Midwifery

The UWS Handbook contains this and other course information:
You must apply for advanced standing on-line, using e-forms, through MySR, and provide transcripts and documentation (if you studied at another university) which describes the content of each unit for which you are requesting advanced standing.

Applications for advanced standing should be submitted prior to the student commencing their first semester of study in a particular course at UWS. Applications submitted after this date may not be finalised prior to the census date of that session, which may impact on what advanced standing can be granted.

If your advanced standing has not been approved prior to Tutorial Registration, make an appointment to get advice from your campus academic advisor.

Ms Gabrielle Metelli g.metelli@uws.edu.au  
BN (A-C)

Dr Stephen McNally s.mcnally@uws.edu.au  
BN (D-K)

Dr Rebecca O’Reilly re.oreilly@uws.edu.au  
BN (L-Q)  
BN Advanced

Dr Sharon Hillege s.hillegae@uws.edu.au  
BN (R-Z)
Predetermined Advanced Standing

- You must submit an application for Advanced Standing

**Certificate III or IV Assistant in Nursing, Aged Care or Community Services**
- 1 x elective unit

**Certificate IV Enrolled or Endorsed Enrolled Nurse with current registration**
- 401000 Professional Practice Experience
- 401002 Bioscience 1
- 401005 Human Relationships & Life Transitions
- 1 x elective

**Diploma in Nursing with current registration (from NSW T.A.F.E.)**
- All 1st year units
- + 1 x Elective
Technologies and materials to assist with your studies

- You are strongly advised to familiarise yourself with the following resources:

  **UWS Website**
  All information regarding:
  - Studying as a UWS student;
  - UWS policies;
  - Application forms for e.g. Course variation, special consideration, extensions these form are available from the UWS website: [http://www.uws.edu.au/currentstudents/current_students/managing_your_study/forms](http://www.uws.edu.au/currentstudents/current_students/managing_your_study/forms)
  - Campus facilities and services;

  **vUWS**
  A UWS e-learning environment is known as ‘virtual UWS’ or vUWS to students and staff. 100% of units have a vUWS presence. A vUWS site will be set up for each of your units and there will also be an undergraduate course site and a clinical site.
  - Each unit site you access may have different information specific to that unit and online learning activities to do;
  - The course site has relevant information regarding the course and course requirements;
  - The clinical site will assist you with all queries regarding your placements.
Academic Literacy

School Level

**Qualified ESOL teachers to support**
- Campbelltown Campus [NM_Campbelltown_Literacy_Tutors@uws.edu.au](mailto:NM_Campbelltown_Literacy_Tutors@uws.edu.au)
- Hawkesbury Campus [NM_Hawkesbury_Literacy_Tutors@uws.edu.au](mailto:NM_Hawkesbury_Literacy_Tutors@uws.edu.au)
- Parramatta Campus [NM_Parramatta_Literacy_Tutors@uws.edu.au](mailto:NM_Parramatta_Literacy_Tutors@uws.edu.au)

**Conversation Groups**

University level

Register online from Monday 18th February at: [www.uws.edu.au/skillworkshops](http://www.uws.edu.au/skillworkshops)

More comprehensive Information can be accessed at: [http://www.uws.edu.au/currentstudents/current_students/getting_help/study_and_life_skills_workshops/academic_skills_workshops_schedule](http://www.uws.edu.au/currentstudents/current_students/getting_help/study_and_life_skills_workshops/academic_skills_workshops_schedule)
Bridging Programs

UniStep & AcPrep:

Intensive, pre-semester bridging courses in academic literacy, maths statistics are offered from late January 2013

Register online for
• UniStep from Friday 18th January
• AcPrep from Monday 4th February

For any further information please visit unistep@ued.edu.au

More comprehensive information can be accessed at:
• http://www.uws.edu.au/currentstudents/current_students/getting_help/bridging_programs2

Mature Aged Students
• http://www.uws.edu.au/currentstudents/current_students/getting_help/mature_age_students
Key School Publications

Unit Outline

• A summary of what a student would expect to learn from studying in the unit;
• Outlines the formal status of the unit in the curriculum, including credit points, unit level, prerequisites for study, and mode of study;
• Includes approved assessment requirements for the unit.

Learning Guide

• Supplements the Unit Outline and details the fundamental mutual obligations and responsibilities of the University and students, in relation to the unit;
• Makes explicit the links between the unit and course learning outcomes;
• Makes explicit the links between each assessment activity and the unit learning outcomes;
  Provides information about each assessment task, including due dates, instructions for submission, and details about the assessment criteria and standards;
• Gives a clear description of what is expected in order for students to achieve particular grades in the unit;
• Describes how content, assessment and learning activities are linked.
UWS and School Expectations

Student Code of Conduct:

UWS Privacy Policy:
How much study do I need to do?

- Each unit is equivalent to 10 credit points or **10 hours** of unit related activities per week.

- A full time enrolment load requires an undertaking to study 4 units, and a commitment of **40 hours** per week.

Clinical Placement - How much do I do and when?

- Practical experience is in a range of health care settings – usually day or afternoon (8 hour) shifts

  *1st year – 80 hours (commencing in Spring semester)*

Will I be able to work?

- The School would only recommend part time work *(a maximum of 16 hours at the most)*.
School of Nursing and Midwifery

School Relationships

• Research
• Engagement
• Industry
Who can help me?

- Email an Academic Course Advisor

Ms Gabrielle Metelli g.metelli@uws.edu.au
Surnames A-C

Dr Stephen McNally s.mcnally@uws.edu.au
Surnames D-K

Dr Rebecca O’Reilly re.oreilly@uws.edu.au
Surnames L-Q
BN Advanced

Dr Sharon Hillege s.hillege@uws.edu.au
Surnames R-Z
For further information about the University?

Please visit [http://www.uws.edu.au/](http://www.uws.edu.au/)
Do you have any questions?