### HLT54115 Diploma of Nursing – Informed choices: Self-assessment

# Purpose

To provide information for you to clearly understand the requirements for the course of study and the requirements to go into the health care field. This document lists the essential requirements, skills and attributes needed to participate in this course.

Many of these are industry requirements, that is, required when going into a specific health care setting as a student, or for `on the job’ training.

For more specific information on the details and tasks relating to the Nursing industry please refer to:

* Nursing and Midwifery Board of Australia (NMBA): [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)
* For up to date career resources to help explore and plan careers, visit <http://myfuture.edu.au>

# PROCESS

Please use the Informed choices: Self-Assessment to guide your decision as to whether to progress your application into the HLT54115 Diploma of nursing program. Should you wish to progress apply for a position in this course, you will need to upload your completed copy in the application portal when applying via the TasTAFE website.

If you think you may experience challenges related to a disability or health condition, or for any other reason, you should disclose this on your Student Application Form. If your application proceeds to an enrolment in the course this disclosure will instigate a student support services staff member or the disability liaison officer making contact with you to discuss available support.

If you make an informed choice that this is not the right pathway for you, please consider another qualification or the following programs:

* + Course listings - [Courses | TasTAFE](https://www.tastafe.tas.edu.au/courses)
  + TasTAFE Vocational Preparation and English Language Service (ELS): [Early Childhood, Education & Foundation Skills | TasTAFE](https://www.tastafe.tas.edu.au/courses/industry/education-training-and-support)

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Essential Requirement** | | Can do | Would be **difficult** to do | Would be **unable** to do |
| **Attend professional clinical experience,**  **11 weeks in total**   * **Full time/shift work** * **Monday-Friday** * **May be in metropolitan, rural or remote areas of Tasmania** * **Travel times may vary** * **I may need a drivers licence** | |  |  |  |
| **Can you meet these requirements?**  Are there any of the above areas you believe you need further assistance with? | | | | |
| **Essential Requirement** | Can do | | Would be **difficult** to do | Would be **unable** to do |
| **Provide:**  **National Police Check**  **Working With Vulnerable Persons Check** |  | |  |  |
| ***REMINDER: You must supply these to apply for a position in this course***  **Can you meet these requirements?**  Are there any of the above areas you believe you need further assistance with?  Further information about attaining these requirements can be found at these websites.  [Apply for registration to work with vulnerable people (cbos.tas.gov.au)](https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply)  [Police History Record Checks - Tasmania Police](https://www.police.tas.gov.au/services-online/police-history-record-checks/) | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Essential Requirement** | Can do | Would be **difficult** to do | | Would be **unable** to do |
| **Provide**  **Immunisation record** |  |  | |  |
| **Can you meet this requirement?**  Information on specific immunisation requirements for Health Care Workers can be located in the Australian Immunisation Handbook.  [Vaccination for people at occupational risk | The Australian Immunisation Handbook (health.gov.au)](https://immunisationhandbook.health.gov.au/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk)  ***If successful in enrolling in this course, you will be required to provide evidence of this prior to undertaking your first work placement*** | | | | |
| **Essential Requirement** | Can do | Would be **difficult** to do | | Would be **unable** to do |
| **Adhere to uniform standards** |  |  | |  |
| **Can you meet this requirement?** | | | | |
| **Essential Requirements** | Can do | Would be **difficult** to do | | Would be **unable** to do |
| **Adhere to infection control standards – frequent handwashing will be required** |  |  | |  |
| **Can you meet this requirement?**  Are there any of the above areas you believe you need further assistance with? | | | | |
| **Essential Requirements** | **30 hours** per week | **22 hours** per week | Unsure | Less than **20 hours** per week |
| **Study time per week**  I can commit sufficient time to my study regularly on a weekly basis |  |  |  |  |
| **Can you meet this requirement?**  Are there any of the above areas you believe you need further assistance with? | | | | |
| **Essential Requirements** | Can attend for 7 scheduled fulltime (5 days @ 6 hours) blocks across 18 months  (e.g. 2 week block every 6 weeks) | attend for 1 day per week plus 3 x 3-week blocks across 2 years | Unsure | Unable to physically attend a campus Can |
| **Campus attendance**  I can physically attend a TasTAFE campus in either Clarence (Hobart), Devonport or Alanvale (Launceston) |  |  |  |  |
| **Can you meet this requirement?**  Are there any of the above areas you believe you need further assistance with? | | | | |
| **Essential Requirements** | Able to travel to other regions to attend | Can only attend campus in my region | Unsure | Unable to physically attend a campus |
| **Travel for Campus attendance**  I can travel to a campus outside of my region to physically attend a TasTAFE Campus in either Clarence (Hobart), Devonport or Alanvale (Launceston) |  |  |  |  |
| **Can you meet this requirement?**  Are there any of the above areas you believe you need further assistance with? | | | | |

**Self-Assessment of Skills and Attributes**

Listed below are the skills and attributes which you need to demonstrate during your training and which are highly valued by industry when seeking employment.

| **Self-Assessment** | **I can demonstrate:** | | | | |
| --- | --- | --- | --- | --- | --- |
| **Communication** | Strongly Agree | Agree | Unsure | Disagree | Strongly Disagree |
| The ability to develop and maintain relationships, trust and confidence. |  |  |  |  |  |
| The ability to communicate with a range of people from different backgrounds. |  |  |  |  |  |
| Communicate effectively in English, ability to speak clearly and audibly. |  |  |  |  |  |
| Demonstrate politeness, respect and empathy in all interactions with people. |  |  |  |  |  |
| Ability to receive and reflect on constructive feedback for performance improvement and respond appropriately. |  |  |  |  |  |
| Adequate visual acuity is required to provide safe and effective nursing care (e.g. observation; examination and assessment of clients; observing and detecting changes in skin and wounds; reading and interpreting hand-written and computer documentation and charts). |  |  |  |  |  |
| Sufficient auditory ability (hearing) to hear and differentiate sounds that may alert you to a problem (e.g. a client with breathing difficulties; coughs; vomiting; assessing client breath sounds; a softly spoken client). |  |  |  |  |  |
| **Are there any of the above areas you believe you need further assistance with?** | | | | | |
| **Teamwork** | Strongly Agree | Agree | Unsure | Disagree | Strongly Disagree |
| The ability to work with other people for a common outcome. |  |  |  |  |  |
| Respect for other people and their role within the work team. |  |  |  |  |  |
| The ability to accept direction and feedback. |  |  |  |  |  |
| Able to work under pressure and function effectively in stressful situations. |  |  |  |  |  |
| **Are there any of the above areas you believe you need further assistance with?** | | | | | |
| **Learning, Literacy and Numeracy** | Strongly Agree | Agree | Unsure | Disagree | Strongly Disagree |
| Ability to identify own strengths and weaknesses and seek assistance where necessary. |  |  |  |  |  |
| The ability and motivation to build on past knowledge and experience. |  |  |  |  |  |
| The ability to take on new information and tasks. |  |  |  |  |  |
| **Reading Skills:** ability to read complex texts and extract relevant information. Understand client care plans, charts, procedures, reports, notes and work instructions, workplace safety signs. |  |  |  |  |  |
| **Writing Skills**: recording observations, completing forms, documents, reports, taking messages. Ability to write accurately and succinctly i.e. spell with reasonable accuracy, legible handwriting style. |  |  |  |  |  |
| **Numeracy Skills:** perform basic mathematical functions for medication calculations; measure fluids, read weights and measurements, interpret and document in charts, tables and graphs, calculate timeframes; measure and record data and interpret results. |  |  |  |  |  |
| **Are there any of the above areas you believe you need further assistance with?** | | | | | |
| **Problem Solving and observational skills** | Strongly Agree | Agree | Unsure | Disagree | Strongly Disagree |
| The ability to identify potential problems and respond appropriately. |  |  |  |  |  |
| The ability to ask questions and seek clarification when necessary. |  |  |  |  |  |
| Adequate visual acuity is required to provide safe and effective nursing care (e.g. observation, examination and assessment of clients) |  |  |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | | | |
| **Self-management** | Strongly Agree | Agree | Unsure | Disagree | Strongly Disagree |
| I can study independently |  |  |  |  |  |
| I have am able to manage my time. |  |  |  |  |  |
| I can prioritise tasks. |  |  |  |  |  |
| I am self-motivated |  |  |  |  |  |
| I have a place to study away from distractions |  |  |  |  |  |
| I understand deadlines and have a plan to meet them |  |  |  |  |  |
| I have a dedicated study space with a desk at home. |  |  |  |  |  |
| I feel supported by my family and friends with my study |  |  |  |  |  |
| I can cope with stress. |  |  |  |  |  |
| I am willing to seek help using the contact information provided to me |  |  |  |  |  |
| Foresight / the ability to see what needs to be done. |  |  |  |  |  |
| Accept personal responsibility for accurate completion of work and seek help when required. |  |  |  |  |  |
| Ability to integrate and apply new knowledge in practice. |  |  |  |  |  |
| Able to use judgement/basic problem-solving skills e.g. to respond to immediate safety risks. |  |  |  |  |  |
| Appropriate time management skills. |  |  |  |  |  |
| The ability to prioritise, plan and organise own workload. |  |  |  |  |  |
| Capacity to cope with the demands of shift work (e.g. early, late and night shifts over a seven (7) day roster). |  |  |  |  |  |
| Accept responsibility for own actions. |  |  |  |  |  |
| Concentrate for long periods of time. |  |  |  |  |  | |
| Ability to deal with bodily fluids (e.g. vomit, blood, urine and faeces). |  |  |  |  |  | |
| Ability to deal with the physical demands of undertaking manual tasks on a consistent basis. |  |  |  |  |  | |
| Are there any of the above areas you believe you need further assistance with? | | | | | |
| **Technology**  **I can demonstrate:** | Strongly Agree | Agree | Unsure | Disagree | Strongly Disagree |
| The ability to learn and adapt to new technology. |  |  |  |  |  |
| The ability to access information and use digital media for study and work. |  |  |  |  |  |
| I am willing to use online self-help resources such as online tutorials |  |  |  |  |  |
| I have my own computer at home which is no more than 3 years old |  |  |  |  |  |
| I have access to a computer which is no more than 3 years old |  |  |  |  |  |
| I can use email to send and receive messages and attachments. |  |  |  |  |  |
| I can use Microsoft Word (or equivalent word processor) to create and format documents |  |  |  |  |  |
| I can use Microsoft Powerpoint (or equivalent presentation software) to create presentations |  |  |  |  |  |
| I can use an internet browser like Internet Explorer, Firefox, Chrome or Safari to find a website |  |  |  |  |  |
| I can use a search engine like Google to find information on the internet. |  |  |  |  |  |
| I have access to a printer |  |  |  |  |  |
| I know how to use online discussion forums, wikis and blogs to communicate with my peers and teachers |  |  |  |  |  |
| I have a fast reliable internet connection such as ADSL or satellite |  |  |  |  |  |
| I have a headset and microphone to participate in a virtual classroom |  |  |  |  |  |
| I can save a word document as a PDF file |  |  |  |  |  |
| I can download files to my computer |  |  |  |  |  |
| I can download and install software |  |  |  |  |  |
| I have an up-to-date version of Microsoft Office (or equivalent software) installed on my computer |  |  |  |  |  |
| I know how to get help with my computer problems |  |  |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | | | |

**Interpreting my responses:**

Thank you for taking the time to complete the Informed choices: Self-assessment.

The following section will help you understand how your responses can guide your decision whether or not to apply for the HLT54154 Diploma of Nursing program.

TasTAFE provide two options for this qualification, an 18 month intensive program or a 2 year program. For more information about these different options and to help you decide between them please read our [fact sheet](#_Program_comparison_student).

If most of your responses are in the Blue column “Strongly agree” then you may want to consider applying for our ‘Intensive’ 18 month program.

If most of your responses are in the Green column “Agree” then you may want to consider applying for our 2-year program.

If most of your responses are in the Purple column “Unsure” then you may want to discuss the requirements of the Nursing program with us before deciding to apply, please call us on 1300 655 307 and ask to speak to the Nursing team.

If most of your responses are in the Orange or Red columns, then you may want to [make an appointment](https://www.tastafe.tas.edu.au/students/support) to speak to a Student Support staff member to discuss your support needs or consider other programs available at TasTAFE by visiting the [website](https://www.tastafe.tas.edu.au/).

**Other considerations**

Awarding of the Diploma of Nursing does not automatically entitle you to work as a Nurse in Australia. You will be required to obtain registration with the Nursing and Midwifery Board of Australia (NMBA) before commencing work. Registration standards and requirements can be found at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)

* [Criminal history registration standard](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Criminal-history.aspx)
* [English language skills registration standard](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx)
* [Registration standard: Continuing professional development](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Continuing-professional-development.aspx)
* [Registration standard: Recency of practice](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Recency-of-practice.aspx)
* [Registration standard: Professional indemnity insurance arrangements](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Professional-indemnity-insurance-arrangements.aspx)

**Fitness to Practice**

If a student has an impairment or health issue that may, either in the course of study or clinical training, place the public at substantial risk of harm, TasTAFE is obligated by law to report this to the Australian Health Practitioners Regulation Authority (AHPRA). Any individual or organisation can make a complaint or raise a concern about a registered student with AHPRA if they have a concern about the student’s health, conduct or performance.

AHPRA defines a health 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 registered health practitioner’s capacity to safely practise the profession or a student’s capacity to undertake clinical training.”* AHPRA, 2015

If you have, or may have, any impairment that would, or would be likely to, affect your capacity to undertake clinical placement, you will be required to provide evidence from a qualified medical professional to pronounce you fit to undertake placement or to outline any restrictions prior to placement being arranged.

**Thank you for taking the time to read this information and carry out the self-assessment.**

**If you are still considering your options, you can keep this for your own records.**

**If you would like to apply for the Diploma of Nursing, please refer to the** [**TasTAFE website**](https://www.tastafe.tas.edu.au/courses/course/hlt54115) **for the next available intake.**

**You will need to upload a copy of your completed Informed choices questionnaire as part of the application process, along with your National Police Check, WWVP.**