

# Dip of Nursing Progression Policy and Procedures PP069

## Policy scope:

Key 2 Learning College pro-actively monitors students' academic progress and includes student attendance, assessments submissions and skill assessment results. Any student identified at risk will be contacted where course progression is unsatisfactory.

Students who are found to be underperforming in the Diploma of nursing through the following, will be required to be commenced on a Student Progression Contract. The purpose of this contract is to assist and support students to fulfil their academic and clinical responsibilities within the Diploma of Nursing. It is to be engaged when a student has been identified as not achieving the desired outcomes of a unit of competency. This can relate with any aspect of their course responsibilities which can include:

- Non-attendance in simulated skills labs
- Academic misconduct
- Clinical misconduct
- Failure to attend FOSA assessments
- Failure to attend PEP or incomplete PEP assessment and/or hours

A meeting with students will be arranged to discuss any issues they may be experiencing and where possible additional assistance will be provided such as academic help, counselling, or assessment extensions.

It should be clearly outlined in the Student Progression Contract which of the students unsatisfactory academic or clinical progression require further support and guidance. The evidence should be mapped back to the Nursing Professional standard and codes as required. The course coordinator should initiate incident and risk management if there are safety concerns for the student or their conduct in class or PEP.

Students are strongly encouraged to discuss any difficulties they are experiencing with their trainer.

Students must be competent in each Block units (along with satisfactory completion of Simulation lab and PEP) to progress to the next Block. Only in Extenuating Circumstances (such as COVID-19 impacts) students will commence the next Block without completion of placement of previous Block. In such circumstances, more formative assessments (within classroom learning – use of more role plays and simulation activities) will be included to ensure consolidation of theory and practice.

Students cannot attend placement linked to the current block unless the placements from previous block have been completed satisfactorily.

## Appendix 1 Forms - “Student Progression Contract”

## Procedures

### Fees:

For courses where a student is paying for the course (including Government funding courses), fees must be paid at least 1 week prior to the commencement date of the course.

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If fees are not paid, the student's progression will stop at this point until such time as the account is settled. If an account remains unsettled, after census date, Key 2 Learning College reserves the right to withdraw a student with a fail grade.

### **Attendance (Classroom theory):**

Attendance (minimum of 80% attendance per unit is required)

If a student fails to attend 80% of theory classes an "Student Progression Contract" will be implemented with the student to assist them to meet the course requirements.

### **Theory Assessments:**

Must be submitted on due dates as per the Unit Outlines.

If the student is deemed unsatisfactory, they will have two additional attempts to submit the assessment. If the student is still unsatisfactory after the 2<sup>nd</sup> attempt an "Student Progression Contract" will be implemented with the student to assist them to meet the course requirements.

Failure to demonstrate competence for any assessment task will result in the student being required to repeat that component of the program and will mean that the student is unable to progress to the next stage of the program without an "Student Progression Contract" in place. The "Student Progression Contract" will stipulate the requirements for the student to progress to the next stage of the program. Failure to meet the requirements of the "Student Progression Contract" will result in the student having to repeat that component of the program.

If the student is found guilty of Plagiarism or collusion Academic misconduct, they will receive a 1<sup>st</sup> written warning and need to re submit the assessment.

If the student is found guilty for a second time, they will receive 2<sup>nd</sup> written warning and be required to pay a cost of \$80.00 and re submit their assessment.

Found guilty a 3<sup>rd</sup> time will result in the student failing the Block.

### **Simulation Laboratory:**

Student must pass all Simulations and Final Observation Skills Assessments (FOSA) assessments at the end of each Block to be able to progress to Professional Experience Placement (PEP)

All students can have two attempts of their FOSA. If a student is unsuccessful on their first attempt, they need to book a time for re-assessment with their Trainer. If students require more than two attempts to complete the assessment item, they will be deemed not yet satisfactory and required to have a review with the Course Coordinator to be considered for any subsequent attempts and will require an "Student Progression Contract". Failure to meet the requirements of the "Student Progression Contract" will result in the student not being deemed competent in the FOSA.

Failing to be deemed competent in the FOSA will prevent the student from attending Professional Experience Placement.

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## Professional Experience Placement (PEP):

Students can only attend PEP after satisfactory/competent completion of all assessment tasks (theory and practical) for the Block of units being studied prior to placement.

If a student has a conscientious objection to vaccinations/immunisations and has not made this objection known before or during the enrolment process and induction process, and it is a requirement of the facility or the course and there is no alternative placement, the student will be counselled by the Course Coordinator about non-progression and inability to complete the course.

Minimum attendance requirements of 100%

Any student who is not showing evidence of satisfactory progression in meeting NMBA Standards for Enrolled Nurses whilst on PEP will be given further learning and placement support and placed on "Student Progression Contract". Note 1

If the student is still unable to demonstrate satisfactory progression after being placed on a "Student Progression Contract" and is not likely to meet the requirements in the allocated time, they will be withdrawn from Placement and required to re-enrol in all the linked units and repeat the Placement at the students own cost.

Where a student has breached the Code of Conduct, they will be interviewed by the Course Coordinator in the first instance and if necessary, sanctions will be determined (possible expulsion from the course could be decided upon).

If students feel they are having difficulties with their Placement they need to discuss these issues with their Facilitator and Course Coordinator.

If students are found to be acting in an unprofessional manner, breaches of legal or ethical compliance, not perform their duties safely, endanger others, are negligent or abuse will result in immediate withdrawal from the course.

The Facilitator may identify areas where a student is struggling to meet the required outcomes. In this instance, the Facilitator will discuss this with the student and Course Coordinator to put an action plan in place which is agreed upon by all parties.

Where a student is deemed 'Not Satisfactory' on placement, a repeat placement will be arranged, at additional cost to the student, as soon as practical.

The cost for the repeat Placement will be \$60 - \$100 for each day. Where a full Placement is required, the student will **not progress** to the next phase of their study.

Where a student does not progress after the opportunity to improve, the outcome will be a 'not satisfactory', and a requirement to repeat the Placement is required. In some cases, and with consultation between the Facilitator, the student, and the Course Coordinator or Operations Manager the student may be required to re-enrol in one or more of the units linked to the Placement.

NOTE 1. The student will be required to pay additional fees for any additional Placement hours required to complete the Block.

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## Failure to Progress

After the Student Progression contract has been populated with evidence, responsibilities, goals, consequences and implemented with the student it will be monitored as per the dates set for review. These review dates will be maintained by the Trainers and Course Coordinator.

If student is progressing as per the Student Progression contract, the student will continue in the program.

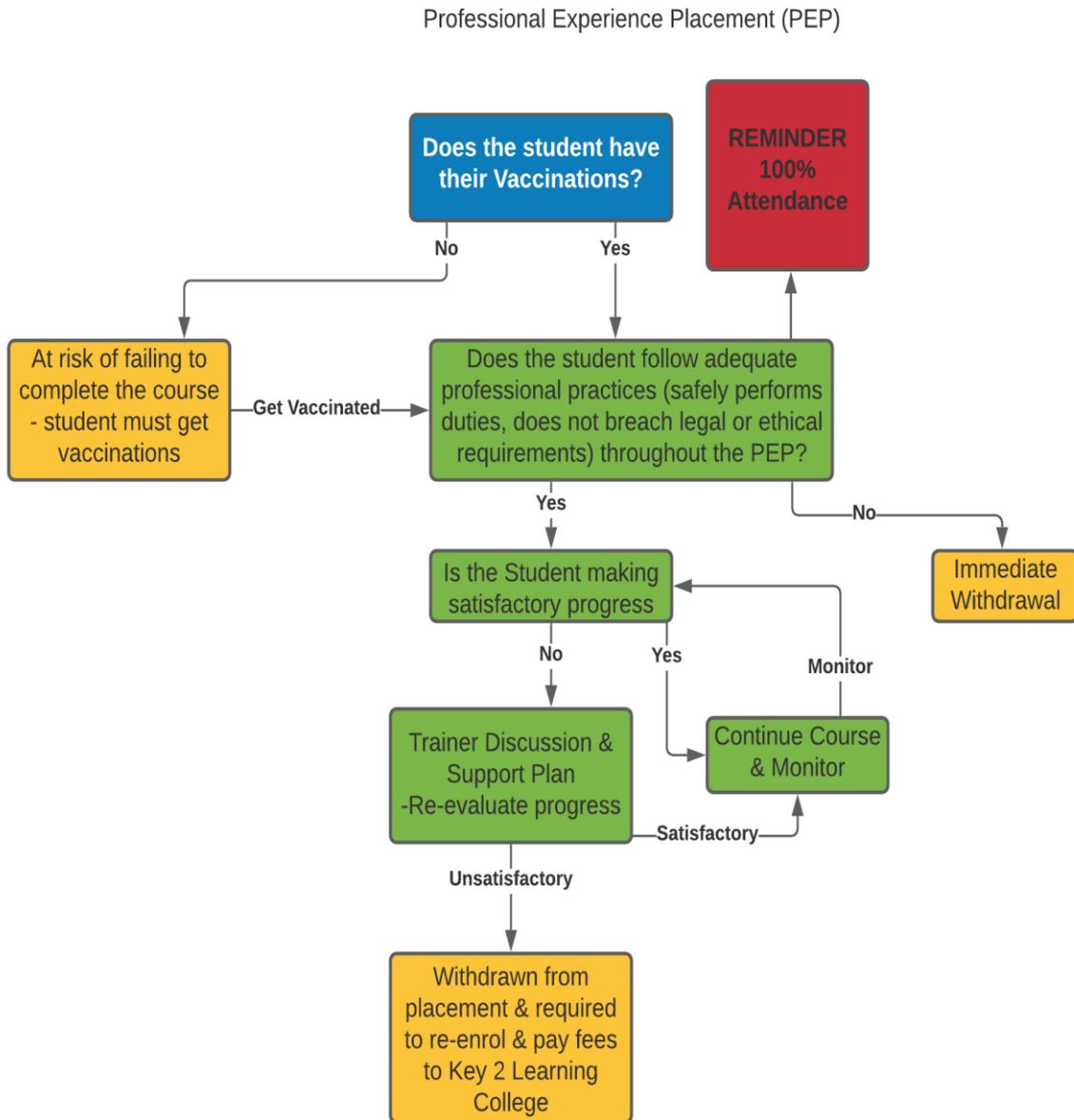
If the student continues to fail (FOSA, PEP or Theory) the student will be advise that they must re-enrol at the commencement of the next semester or consider withdrawing from the program.





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## EP Flow Chart:



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## Appendix 1 – Student Progression Contract

<b>Student Name</b>		<b>Student Number</b>	
<b>Date of first meeting</b>		<b>Review of Contract date</b>	

Reason for intervention				
<b>Misconduct</b>	<input type="checkbox"/> Minor Misconduct	<input type="checkbox"/> Academic	<input type="checkbox"/> Behavioural	
	<input type="checkbox"/> Major Misconduct	<input type="checkbox"/> Academic	<input type="checkbox"/> Behavioural	
<b>Provide evidence of misconduct</b>				
<b>Not Progressing</b>	<input type="checkbox"/> Non-attendance	<input type="checkbox"/> Non-participation in course activities	<input type="checkbox"/> Non-completion of previous student progression contract	
	<input type="checkbox"/> Failure to submit assessment	<input type="checkbox"/> Unsuccessful assessment attempt	<input type="checkbox"/> Non-participation in PEP	<input type="checkbox"/> Non-participation in Simulated labs
<b>Provide evidence of non-progression</b>				
<b>Additional Support</b>	<input type="checkbox"/> Learning support required	<input type="checkbox"/> Access/Ability support required	<input type="checkbox"/> Counselling or Career Guidance Support	<input type="checkbox"/> Indigenous support required
<b>Clinical Misconduct related to:</b>	<input type="checkbox"/> EN Standards for practice (NMBA)	<input type="checkbox"/> Code of Conduct (NMBA)	<input type="checkbox"/> Code of Ethics (NMBA)	
<b>Provide evidence of clinical misconduct</b>				

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## Responsibilities of Course Coordinator

Identified supports for the Trainer/Facilitator

Identified supports for the student

Reporting responsibilities

## Responsibilities of Nursing Trainer/Facilitator

Identified supports for the student

Reporting responsibilities

## Responsibilities of Nursing Student

Achievable Goals

Timeframe

Consequences of non-compliance with Student Progression Contract

## Signatures

Signature of Course Coordinator

Signature of Trainer

Signature of Facilitator

Signature of Student

**A completed copy of this contract must be given to the Course Coordinator, Trainer and Student.**