

## School of Nursing and Midwifery Hands on Training Program

The School of Nursing and Midwifery would like to announce the dates for the 2016 HoT (Hands on Training) Program for Promoting Nursing as a Career to Year 10 & 11 Students.

Our aim is to recruit Year 10 & 11 students who are interested in nursing as a career, to participate in one of our four day placements at Edith Cowan University (Joondalup Campus) on **Tuesday 7 July to Friday 10 July** or **Tuesday 27 September to Friday 30 September**.

There is a maximum of 40 places per course and students are selected on a first come first served basis providing all the information is complete. Please note that only five applications per school per program will be accepted.

### WHO CAN I TALK TO ABOUT THE COURSE?

All aspects of the **Year 10 & 11 Hands on Training** course will be coordinated by **Julie McDonald and Linda King**. This includes applications and assessment of eligibility to undertake the course. Julie can be contacted on:

Email: [Julie.mcdonald@ecu.edu.au](mailto:Julie.mcdonald@ecu.edu.au)  
Phone: 08 6304 3507  
Phone: 6304 2385 (Reception)

Email: [l.king@ecu.edu.au](mailto:l.king@ecu.edu.au)  
Phone: 08 6304 3415

### WHAT WILL THE COURSE INCLUDE?

The four day Hands on Training course will provide participants with a structured program promoting the diversity of a nursing career. Evidence based practice will be used to develop the program, including the use of specific teaching aids such as full human patient simulators and scenario based training, the benefits of which allows students to be exposed to authentic nursing situations as well as offering a safe environment for students to practice their newly acquired skills. Structured activities will take place in lecture theatres, the anatomy laboratory and demonstration wards at the ECU Joondalup Campus.

During these activities, students will learn from a variety of undergraduate and postgraduate lecturers in a supportive environment, providing them with access to a number of different nursing experiences and areas of expertise. Practical workshops will provide students with the opportunity to learn about a number of principles important to nursing:

- Hand Hygiene
- Recording temperatures, blood pressure and pulse
- Manual handling
- Dressing wounds
- Dealing with “real life” situations (using mannequins)

### WHO IS ELIGIBLE TO APPLY?

Students who meet the following criteria are eligible to apply:

- Any student, male or female, currently enrolled in Year 10
- Have an interest in nursing as a potential career
- Parent/Guardian to give consent for their child to attend
- Able to attend all four days of training course at the Joondalup campus (9am-3pm), including being able to get to and from Joondalup campus on all days (parent or public transport)

## WHEN & WHERE WILL THE COURSE TAKE PLACE?

**Time:** 8.30am to 3pm  
**Dates:** Tuesday – Friday 5 – 8 July 2016  
Tuesday – Friday 27 – 30 September 2016

**Place:** School of Nursing and Midwifery (Building 21)  
ECU, Joondalup Campus  
270 Joondalup Drive, Joondalup

## HOW STUDENTS WILL BE ABLE TO ATTEND THE COURSE?

Once applicants demonstrate that they can meet the eligibility criteria, student applications will be assessed by members from the School of Nursing and Midwifery.

Correspondence with your School Careers Advisor may form part of this process where multiple applications are received from individual schools. If your application is unsuccessful you will be invited to careers night and other events held by the School of Nursing and Midwifery.

If you are offered a place and become unable to attend the course, please advise immediately to enable a place to be offered to another applicant.

If you are running late, sick or unable to attend any part of the program please advise Julie or Linda as soon as possible **on 6304 3507 or 6304 3415**.

Parents/Guardians and School representatives are invited to attend the concluding session on **Friday 10 July or Friday 30 September 2016 at 1pm** (room 21.202).

## COST OF COURSE?

There will be no course fees for students to attend. Morning tea and lunch is provided, alternatively, students can purchase beverages and refreshments from the onsite Pure & Natural Café.

## WHAT TO WEAR

Students are asked to wear smart, comfortable clothing. T-shirts with slogans that may offend other people are not appropriate. Remember, you represent your school and will be interacting with a number of staff from ECU. Please note that short skirts, shorts and tank tops are not permitted.

You may also like to consider that air conditioning varies throughout the building so students are encouraged to 'wear layers' and bring a jumper/jacket if temperature is likely to be an issue. The University requests that you abide by safe working practices at all times. As students will be working in laboratories and demonstration wards across the week, **students must wear closed in shoes. Sandals, thongs or open shoes are not permitted in the laboratories, or demonstration wards. Students NOT wearing correct footwear will not be permitted to participate in designated activities.**

## SECURITY OF PERSONAL ITEMS AND EQUIPMENT

While all care is taken for securing the rooms we will be working in, students should not leave items unattended. If valuable personal belongings are brought on campus, please keep them with you at all times. The University takes no responsibility for lost or stolen property.

Students are welcome to bring mobile phones but they should be turned to **SILENT** or **OFF** during the course and also stored in bags while in the demonstration rooms. **No photos are allowed to be taken** during the program; all students receive a USB with photos and video taken during the four days.

## NAME BADGES

Name badges will be provided for students to wear for the duration of the week. Name badges must:

- Be clearly visible
- Be returned each day before leaving the University

## HOW DO I APPLY?

### Applicants must submit:

- Application Form, including Student Health record, Emergency contacts, responses to supporting questions and consent forms
- Curriculum Vitae/Resume (1-2 pages)
- Reference from School Representative (Careers Advisor/Teacher etc.)

***If one of these items is missing or the application form is incomplete, then we cannot proceed with your application.***

Applications and supporting documents should be placed in an envelope and addressed to **Julie McDonald** for either:

- Hand delivery      Reception, School of Nursing and Midwifery.  
(Building 21, 4<sup>th</sup> Floor, Joondalup Campus) or
- Post:                      School of Nursing and Midwifery  
Attention: **Julie McDonald**  
Edith Cowan University Building 21, 270 Joondalup Drive,  
Joondalup WA 6027
- Email:                      [Julie.mcdonald@ecu.edu.au](mailto:Julie.mcdonald@ecu.edu.au)

***Closing date for student applications for both programs will be Friday 13<sup>th</sup> May 2016. Applications must be received by last mail or hand delivered by 4pm on that date.***

***Selected applicants will be notified by Friday 3<sup>rd</sup> June 2016.***

***Please remember applications are received on a first come basis, if your application information is incomplete it will not be accepted. All forms must be filled in correctly.***

**APPLICATION FORM**  
**(PLEASE PRINT YOUR DETAILS CLEARLY)**

July 5 - 8  September 27 – 30

**STUDENT:**

First Name:.....Surname:.....

School: ..... Gender:  Male  Female

Current Year of Study (in 2016): ..... DOB:.....

Residential Address.....

Suburb:.....Postcode: .....

Telephone (Home): ..... Email: .....

Mobile: .....

**PARENT/GUARDIAN:**

First Name: ..... Surname: .....

Telephone (Home): ..... Mobile: .....

Residential Address (if different to above):  
.....

Suburb: .....Postcode: .....

Email: .....

**Please remember to submit:**

**Completed Application Form**  
**Reference from School Representative**  
**Consent form**

**Curriculum Vitae/Resume**  
**Student health record**

**Office Use:** Application Received: .....By.....





### STUDENT HEALTH RECORD

Health information is being collected to assist with project development.  
It will not be used for the student selection process.

#### STUDENT:

First Name: .....Surname:.....

School: ..... DOB: .....

Mobile No:.....

#### STUDENT HEALTH STATUS:

Please advise of any current health issues and give details of care required:

- Anaphylaxis Risk .....
- Asthma.....
- Allergies (Food or medicine) .....
- Diabetes.....
- Diagnosed migraine or other headaches .....
- Epilepsy.....
- Hearing impairment.....
- Mental health and well-being.....
- Visual Impairment.....
- Other Condition .....

.....

Please note any other medical information which would be helpful for the SNM staff:

.....

Medications taken for any of above health issues (please list):

.....

.....

Important: Please list below or attach a note if you wish to advise of any specific **medical condition, allergies or dietary needs** of your child which may of relevance to the project.

.....

.....

**PARENT/GUARDIAN for 1<sup>st</sup> Point of Contact:**

First Name:..... Surname: .....

Relationship to student: .....

Mobile:.....

Telephone (Home): ..... (Work): .....

Preferred contact number:  HOME  WORK  MOBILE

**FAMILY GP:**

Family GP name: ..... Phone: .....

Family GP Surgery Name: .....

**PERSON TO BE CONTACTED FOR ILLNESS OR EMERGENCY WHEN PARENT/GUARDIAN (listed above) IS UNABLE TO BE CONTACTED.**

**Please fill out two names:**

1) **Name:**.....

**Phone Number:** ..... **Relationship to student:** .....

2) **Name:**.....

**Phone Number:** ..... **Relationship to student:** .....

Completed by: ..... Relationship to student: .....

Signed: ..... Date: .....

**The information on this health assessment form remains confidential, accessible only by staff working on the Hands on Training Program. Consent to provide service and/or share information will be sought from a parent, guardian or individual as appropriate.**



Government of **Western Australia**  
Department of **Health**  
Nursing and Midwifery Office



### CONSENT FORM

#### Student Declaration

I, .....[insert full name] will participate in the **Hands on Training** program over four days at the School of Nursing and Midwifery on the Joondalup Campus, Edith Cowan University.

I understand that I will be required to adhere to the rules and instructions of the project staff for the duration of the week long course.

I consent to:

The School of Nursing and Midwifery, Edith Cowan University sending me information about upcoming activities, events and relevant course information by email or mail over the next five years.

Participating in a short questionnaire about my career aspirations as part of a longitudinal study.

.....  
Signature of student

.....  
Date

#### Parent/Guardian Declaration

I, ..... [insert full name] am the Parent/Guardian of the above student.

I approve of his/her participation in the **Hands on Training** program which will take place over four days at the School of Nursing and Midwifery on the Joondalup Campus, Edith Cowan University.

I understand my child will be required to adhere to the rules and instructions of the program staff and none of the staff and members of the organising committee may be held responsible for any accidental injury or sickness or the consequences thereof, during their participation in the project.

Photographic images can be taken whilst attending the project and I consent to their use in publicity material that may be produced by the School of Nursing and Midwifery, and, if present, external media for the promotion of the project.

I further authorise the Program Coordinator (where it is impracticable to communicate with contacts listed) to consent to the student receiving such medical, surgical or other emergency treatment as may be deemed necessary and I accept the liability to pay any cost of any such treatment

**Signature of Parent/Guardian**.....