

NORTHERN DISTRICT SCHOOL OF NURSING



HANDBOOK

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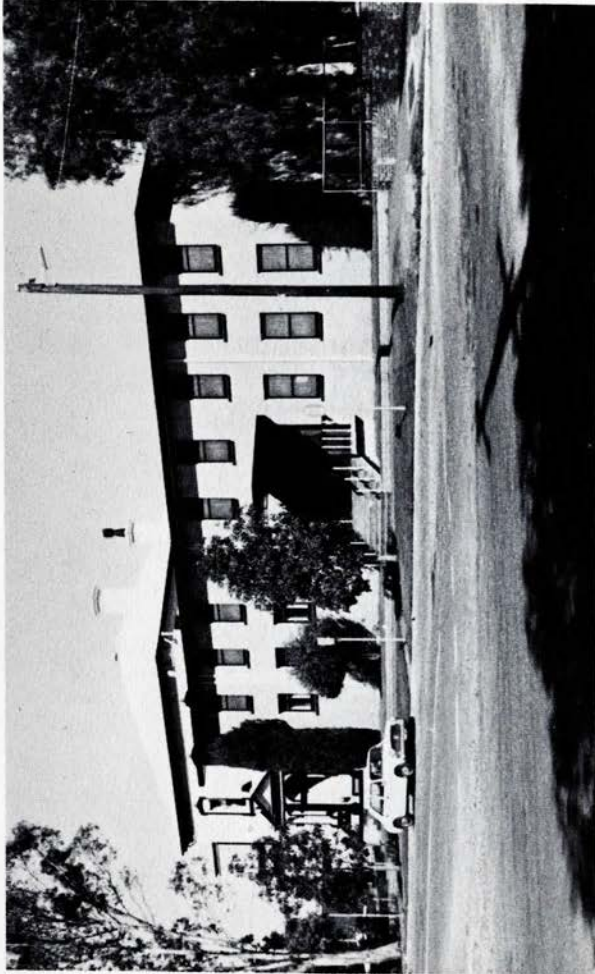
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Frontage and main entrance, Rowan Street.

TO SAY HELLO

The management and staff of the Northern District School of Nursing extend a cordial welcome to you as a selected candidate for training with us. This is often said as a polite formality, but we invite you to feel welcome here. Nursing is a caring profession which unites all its members by common bonds. We look forward to meeting you, getting to know you over the course of time, and playing our part in helping you to acquire the knowledge and skills of a fully-qualified professional colleague.

Whilst it must be admitted that the nature of most training programs does not allow for that kind of continuous exchange which nourishes close individual contact, we do our best to keep things open rather than closed, and personal rather than otherwise: in turn we hope that you will take whatever opportunities present to get to know us, both inside and out of formal program arrangements. Formal and mechanical arrangements are essential to the smooth running of any large organisation, but we believe that they should not be allowed to obscure the human faces and forces which put them in motion. If you want to help with that, all you have to do is bring your goodwill with you. Ours you can take for granted.

PROFILE OF THE NORTHERN DISTRICT SCHOOL OF NURSING

The first building erected on the site of what is now The Northern District School of Nursing was a private dwelling of the 1860's, built in the goldmining era. Between 1884-1911 it became Girton College for Girls, an institution still alive and well, but now housed in McKenzie Street.

After a few years an Anglican Church School, it was bought by James Andrew Neptune Scott, a surgeon-physician who converted it to a hospital with the title 'Lister House' (a name still used and understood as an alternative to the formal appellation above). It served this purpose for Bendigo between 1916 and 1944, when Scott died. Though extensively built on and around since, parts of his hospital and private home can still be seen in the impressive 'porchway with sentinel lions,' on the present-day frontage in Rowan Street, and in the older section of the building to which they give entry. After Scott's death during Great War II, the building became a nightclub and reception centre, much of the time in disuse.

In 1949, tentative plans were being made to restructure nurse training in Victoria. The basis of the plan was to bring the existing system of widely-scattered and unco-ordinated nurse training schemes and schools together by the formation of a number of regional nursing schools, which would undertake the education and training of nurses for the whole of a given region. The Northern District was one of the proposed regions, and Bendigo the chosen site. Lister House was bought by the State Health Authority in 1949 for just under £12,000. Miss. Nancy Long, a distinguished nurse tutor, was appointed as director of the school, and the first student group commenced training in March 1950. The school was registered in 1951 as the Northern District School of Nursing, and became the first (and only) successful regional nursing school in Australia.

Pioneering is never easy, and the school had many troubles during these early years. Nancy Long retired in 1974, having weathered the storms and firmly established the school as a permanent institution on the Australian nursing scene. After an interim period of search for a successor, the present Dean of the school, Mr. Sidney Gerry, was appointed. During his period of office, he has been responsible for the implementation of sweeping changes in the curriculum of training made by the Victorian Nursing Council in recent years. Further changes, perhaps even more sweeping, now lie ahead with the proposal that nursing education be transferred to the tertiary education system. You who read this booklet may well be caught up in such changes: but whether or not this proves to be the case you have good reason for pride in becoming part of the continuing history of a unique nursing school.

SCHOOL PEOPLE

The Dean, Mr. Sidney Gerry, has overall administrative responsibility for the organisation and management of the school.

There are two Sub-Deans responsible to the Dean for general administration and educational administration respectively. The first of these is Mr. Ray Andrews, the second Heather Winderlich.

There are three Directors of Studies. Together they form the executive team for the educational program. They are Jack Hutley, Ronald Webb and Jenny Stimson.

The teaching group comprises the three Directors and a varying number of teachers either qualified or in process of gaining formal qualifications. All teachers at this school are qualified by nursing background and experience to give instruction. All are required after appointment to seek formal teacher training at a College of Advanced Education.

General Secretary to the Dean: Mrs. 'Dot' Thomas. School Finance Officer: Mrs. June Palframan. School Librarian: Mrs. Merle Hall. Student Health and Media Officer: Glynne Samson. Our irrepressible receptionist: Kath Field.

The Board of Management of the School consists of 12 members. Its current president is Mr. Houlahan. Its task is to determine the general administrative and other policies of the School and govern its expenditures.

The Board of Studies also has 12 members, including elected representatives from school staff, hospitals, educationists, doctors, a member from the Health Commission, and a representative from the student nurses in training. Its task is to resolve all issues relating to the educational program.

Finally there is a corps of catering, maintenance, residential, clerical and ancillary staff employed in the supportive functioning of our extensive school buildings and grounds, under the direction of Mr. Ray Andrews.

SECTION TWO

About Your Training

THE NURSE TRAINING PROGRAM

Basic training comprises three years of study and bedside practical experience leading to formal qualification as a State Registered Nurse. Since ours is a regional school (training nurses for a number of hospitals rather than one) all candidates have the opportunity to opt for allocation to a hospital of their choice. This then becomes their parent hospital during training. In cases where one or other aspect of practical experience is not available through the parent hospital the student may be transferred to another hospital for a period to gain experience, so that a rounded practical program is assured for all.

The three year course is divided into a number of segments. Each of these is structured so as to provide a unit of study conducted at the school, followed by a period of practical experience designed to correspond with and support the theoretical work. Further instruction is given during periods at the hospital.

Progress is assessed in both theoretical and practical aspects of training at intervals throughout the course. Training may be discontinued for any student who consistently fails to meet the academic or bedside standards set by the school.

It should be recognised at the outset that nursing as a career choice is no longer an academic "soft option." The Victorian curriculum requires 1600 hours of instruction to meet its requirements, and this can be demanding in the context of a working life. However, the Northern District School has a very highly successful record at the State Examinations, and we believe that any properly-selected student of this school has excellent prospects for qualification provided that they are prepared to work for it.

ASSOCIATED HOSPITALS

Associated hospitals are those jointly co-operating with the school in its training program. They are:

- Bendigo Base Hospital
- Mildura Base Hospital
- Castlemaine District Hospital
- Echuca District Hospital
- Swan Hill District Hospital
- Maryborough District Hospital

The two Base Hospitals are larger than the others, and offer more extensive practical experience. The District hospitals are smaller, and offer a more personal and homely atmosphere in a general sense. They also provide excellent experience in some aspects of training, but students selected for these are required to spend most of the later part of their training in one of the base hospitals, in order to gain the benefit of the greater range of clinical problems and diagnostic/therapeutic expertise available therein. This system ensures that every student gets maximum advantage from training in the regional scheme.

All hospitals have residential accommodation for nurses, a separate teaching department, and study and recreational facilities.

EXAMINATIONS

1. Weekly written tests are given to students during their school periods at all levels of training.
2. (A) A formal written examination (called a Progress Examination) is conducted by the school in the 20th week after commencement of training, and thereafter at the end of each study block period at the school (see Scheme of Training chart)
(B) In the event of failure to meet the standard set, a supplementary examination is offered. A second failure merits discontinuation of training.
3. Practical or clinical assessment.
Formal scrutiny of the student's practical expertise is made at intervals over the training period. These assessments are carried out in the hospital wards and departments. They are regarded as of equal importance to the written examinations, and the same conditions apply (see 2B).
4. A formal written examination is conducted at the end of the training period. (The State Final Examination). This examination is conducted by the Victorian Nursing Council, and success confers qualification for professional practice.

AWARD CONDITIONS

Salary and conditions of service for nurses are governed by the Nurses Board, and these are adjusted from time to time as a result of national wage movements and negotiation by nursing organisations. It is therefore not especially helpful to deal with these in detail, and any figures quoted below represent the current situation at the time this booklet was prepared. An updated copy of the full award conditions is available on request at the school, and should be available also at your parent hospital.

Hours

Currently the nurse is required to work a 40 hour week. Normally this takes place by 8 hour shifts, but some variation is possible. Not more than 10 hours may be worked in any one shift, and no more than 48 hours in any one week. (Where the total in 2 weeks shall not exceed 80 hours).

Meal Breaks

These shall be not less than 30 minutes duration. One such mealbreak is allowable in the course of each 8 hour shift. One additional break may be made at the employer's discretion in any shift.

Days off duty

At least one clear day off in each week.

Annual Leave

6 weeks for each 12 months of service. During training leave is given in 4 week periods.

Long Service Leave

6 months after 15 years service, 2 months for each additional 5 years of service.

Sick leave

First year of service - 12 days (1 day per month of service), 2nd to 4th year 14 days per year. 5th year onward 16 days per year.

Note:

Sickness during training may affect the course of training by causing the student to be backclassified in order to receive missed instruction, and to make up statutory time requirements.

Compassionate Leave

Paid leave may be granted to any nurse or student on the death or serious illness of a close relative. Payment for such leave does not normally exceed two days.

Pay

Details of training allowances and deductions may be sought from the School Finance Officer, June Palframan, or from your parent hospital.

Scheme of Training

FEBRUARY SCHOOL

| YEAR 1 | YEAR 2 | YEAR 3 |
|--|--|---|
| Feb. 2 - Mar. 29 P.T.S. BLOCK 8 Weeks | CLINICAL EXPERIENCE AREA A 26 Weeks | AREA B (Contd.) Feb. 16 - Mar. 15 HOLIDAY 4 Weeks |
| CLINICAL EXPERIENCE 28 Weeks | | Mar. 16 - April 13 BLOCK THREE 4 Weeks |
| Oct 12 - Oct. 25 PHASE ONE BLOCK 2 Weeks | June 22 - July 19 HOLIDAY 4 Weeks | CLINICAL EXPERIENCE AREA C 12 Weeks |
| HOLIDAY 4 Weeks | July 20 - Aug. 17 BLOCK TWO 4 Weeks | July 6 - Aug. 3 BLOCK FOUR 4 Weeks |
| Nov. 23 - Dec. 21 BLOCK ONE 4 Weeks | CLINICAL EXPERIENCE AREA B 26 Weeks | CLINICAL EXPERIENCE AREA D 16 Weeks |
| | | Nov. 23 - Dec. 7 FINAL BLOCK 2 Weeks |
| | | COMPLETION 8 Weeks |

LEGEND:

Block School Period
Clinical Hospital
Dates Are approximations for any given year

Scheme Of Training

AUGUST SCHOOL

| YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 |
|---|---|---|--|
| | CLINICAL EXPERIENCE (Contd.) Apr. 13 - Apr. 25 PHASE ONE BLOCK 2 Weeks | HOLIDAY (Contd.) Jan 17. - Feb 14 BLOCK TWO 4 Weeks | Jan. 2 - Jan. 30 BLOCK FOUR 4 Weeks |
| | HOLIDAY 4 Weeks | CLINICAL EXPERIENCE AREA B 26 Weeks | CLINICAL EXPERIENCE AREA D 16 Weeks |
| | May 24-June 21 BLOCK ONE 4 Weeks | | May 21 - June 8 FINAL BLOCK 2 Weeks |
| Aug. 3 - Sept.28 P.T.S. BLOCK 8 Weeks | CLINICAL EXPERIENCE AREA A 26 Weeks | Aug 15. - Sept 11 HOLIDAY 4 Weeks | COMPLETION 8 Weeks |
| CLINICAL EXPERIENCE 28 Weeks | | Sept.12 - Oct 10 BLOCK THREE 4 Weeks | |
| | Dec. 21 - Jan 18 HOLIDAY 4 Weeks | CLINICAL EXPERIENCE AREA C 12 Weeks | |

SECTION THREE

About Your Time At School

1. **Windows**
For best operation of the air conditioning system at the school, windows in classrooms, Assembly Hall, and demonstration rooms should be closed, not open.

- Car Parking**
Off street parking facilities are provided at 144 Wattle Street, Car parking immediately around the school should take account of the basic regulations governing parking anywhere else. In view of the pressure on parking space locally, it is particularly important not to obstruct private driveways.

3. **Signing in and out**
All students are required to sign the registration book each morning on arrival and again before leaving so that absences can be quickly detected.

4. **Uniform**
The prescribed uniform is compulsory wear during duty hours for the induction (P.T.S.) period. For all other school block periods, ordinary clothes may be worn. These should be in line with commonly acceptable standards of dress in society. Bizarre modes of dress are not acceptable. Going about the school premises barefooted is not acceptable.

5. **Sickness**
In the event of sickness students should report to Glynne Samson, (classroom supervisor) during duty hours, or to the Residence Supervisor in off-duty hours.
Students living out should notify the school and contact their own doctor.

6. **Hours of duty**

School working hours are as follows:
For study blocks:

Monday - Thursday 8.00 a.m. - 5.30 p.m.

Friday 8.00 a.m. - 12 noon.

Students attending the school for Study Days arrive at 8.30 a.m. and depart at 5.00 p.m.

7. **Meals and tea breaks**

These are served in the dining hall, and the times are specified on your study block program.

8. **Drinks**

A soft drink dispenser is available in the Recreation Room, and you are welcome to use it in free periods. Drinks are not to be taken into classrooms or work areas.

9. **Alcohol**

Alcohol is forbidden in working hours, and may not be brought in or consumed in the school residence.

10. **Smoking**

Smoking is permitted in the Recreation Room, residence and grounds of the school. Please use the ashtrays provided.

Library

The school has a first class library with comfortable study facilities managed by our librarian, Merle Hall. She is available on a fulltime basis to help you find what you need. Enquire about recommended texts for your course when you first visit.

Printed Notes

For some course areas the school has prepared notebooks for your assistance. These are part of course requirements, and the costs of production are met in part by a levy deducted from your salary.

18.

Interviews

The Assistant Dean of Education, Heather Winderlich, will make an appointment to see you each time you return to study block in your training period. These interviews are intended to get some feedback from you, learn your feelings about the program and your progress, and discuss any special problems you may have.

Counselling

We have no member specifically appointed for student counselling, believing that the limitations of any one personality do not provide the necessary flexibility for such a task. For study problems, approach either a Director or tutor in the particular area that troubles you. For other problems, go to the person of your choice.

Courtesy

The common standards of courtesy have been devised to make daily life more pleasant by minimising the inevitable minor irritations and frustrations that arise from living with others in the workplace. They are there to ease the path for everyone. That means you. They fail unless they are observed by everyone. That means you too. And us.

Complaints

Don't sit and grizzle. Come and say what's on your mind. Then we may be able to

- (a) do something about it, or
- (b) explain why we can't. We can't do either if we don't get a sight of the problem.

R.A.N.F.

Finally, a word about the Royal Australian Nurses Federation. This is your professional organisation, an association of nurses which embraces all Australian States.

The R.A.N.F. is the body which advises, protects, negotiates for and represents professional nurses in matters which affect them. It is concerned with both the

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maintenance of the highest standards of nursing service to the community, and the working conditions, rewards, and status of nursing in the community.

It is funded entirely by membership subscription: its power to carry out its functions is finally dependent on the strength of its membership; and all nurses are encouraged to join in their own interest.

Enquiries should be made to our school representative, currently Frances Sheean.

